

# **NORMANTON TOWN COUNCIL**

## **MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL**

**Held on Tuesday 9<sup>th</sup> November 2021 at 6.30pm at Normanton Town Hall**

Present: Councillor C Appleyard  
Councillor D Appleyard – Mayor  
Councillor E Blezard  
Councillor A Bones  
Councillor J Botterill  
Councillor G Cheesbrough  
Councillor J Farrar  
Councillor S Hudson  
Councillor H Jones  
Councillor B Mayne  
Councillor P Mayne  
Councillor J Medford  
Councillor R Seal  
Councillor D South  
Councillor A Wood  
Councillor B Wood  
D Johnston – Town Clerk & RFO  
One member of the public

Absent: Councillor R Best  
Councillor F Marchant  
Councillor P Marchant  
Councillor L Masterman  
Councillor A Moran  
Councillor K Wilson, JP

### **95. Mayors Announcements**

The Mayor welcomed everyone to the meeting and led the Council in prayers.

The Mayor reported on a number of engagements that he would be attending over the coming weeks including:

|                           |                                   |
|---------------------------|-----------------------------------|
| 14 <sup>th</sup> November | Remembrance Sunday                |
| 21 <sup>st</sup> November | Dr Jackson's Founders Lunch       |
| 24 <sup>th</sup> November | Featherstone Christmas Lights     |
| 26 <sup>th</sup> November | Normanton Christmas Lights        |
| 5 <sup>th</sup> December  | Light Up A Life Service – Altofts |
| 8 <sup>th</sup> December  | Featherstone Carol Concert        |

**96. Apologies for Absence**

RESOLVED that apologies be received, and reasons approved on behalf of Councillors R Best, F Marchant, P Marchant, A Moran and K Wilson, JP.

**97. Declarations of Interest**

RESOLVED that the following declarations be recorded:

Councillor E Blezard

Item 99 – Healthcare First GP Surgery

Reason – Member of WMDC Health & Scrutiny Panel

Item 117 – Planning

Reason – Member of WMDC Planning Committee

Councillor J Farrar

Item 99 – Healthcare First GP Surgery

Reason – Member of WMDC Health & Scrutiny Panel

**98. Members of the Public**

A member of the public raised concerns about a number of bollards in the High Street which had been knocked over recently. It was suggested that WMDC should carry out a safety survey.

A further question was raised regarding the use of Smiley SID as the member of the public would like to get involved. It was reported that the device could only be used by a properly constituted organisation with their own insurance in place. There may be an opportunity to work alongside the Police at some stage.

Councillor E Blezard reported that the holes left by the missing bollards had been filled and that CCTV had been asked to review footage to find out who was responsible.

**99. Health Care First GP Surgery**

Chief Executive Officer Jyoti Mehan and GP Partner Dr Wynn were not present, and this item was therefore deferred until a date could be rescheduled.

Members were disappointed that they could not ask questions on the merger, and it was suggested that any questions be sent to the Clerk so that answers could be prepared for the rescheduled date.

**100. Minutes – Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12<sup>th</sup> October 2021 (Minute Numbers 79-94; Pages 36-40) be received and the contents contained therein be approved.

**101. Minutes – Special Projects Committee**

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 13<sup>th</sup> October 2021 (Minute Numbers 5-10; Pages 3-10) be received.

**102. Minutes – Staffing Committee**

RESOLVED that the minutes of the Staffing Committee held on Friday 15<sup>th</sup> October 2021 (Minute Numbers 1-15; Pages 1-4) be received.

**103. Minutes – Special Projects Committee**

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 27<sup>th</sup> October 2021 (Minute Numbers 11-13; Pages 11-12) be received.

**104. Minutes – Finance Committee**

RESOLVED that the minutes of the Finance Committee held on Thursday 28<sup>th</sup> October 2021 (Minute Numbers 10-18; Pages 4-6) be received.

**105. Minutes – Property Committee**

RESOLVED that the minutes of the Property Committee held on Wednesday 3<sup>rd</sup> November 2021 (Minute Numbers 17-20; Pages 7-9) be received.

**106. Correspondence**

RESOLVED that the following items of correspondence be received:

- i) Yvette Cooper MP – a response supporting the Town Council’s request for the option of virtual meetings to be made permanent for Town and Parish Councils.  
A letter had been sent by Yvette Cooper to the Secretary of State for Levelling Up, Housing and Communities.
- ii) Clayden’s Meats – Request for support for the High Street businesses who are suffering from low footfall.  
It was reported that the Town Council had organised a number of events in the High Street to attract footfall including Trick or Treating at the Halloween event and the recent WMDC Halloween trail during Half Term.

Advice and contacts had been given for the Business Support teams at Wakefield MDC.

#### **107. Reports from District Councillors**

District Councillor Elaine Blezard reported on the following:

Land at Wakefield Road opposite the Communications mast – trees to be removed due to impacting on the signal. District Councillors were asking for the trees to be replaced with established, lower growing trees rather than saplings.

It was further reported that WMDC would be installing double yellow lines over the Railway bridge to ease traffic issues on the approach to Altofts.

District Councillor Julie Medford reported on the following:

Impact of traffic at Normanton Common Primary School. Discussions had been held with parents' groups and staff. The Portfolio Holder for Highways would be visiting site and the Police would also be involved. A variety of options would be considered.

It was further reported that violent crime has increased in the area and that work was being done to install a radio system to link the shops to the VVTC unit. Funding was being considered and it was hoped that local businesses would get involved.

Members expressed a concern about the number of new housing developments which have an impact on traffic around schools and also reduce the spaces around the Town that could be used for walking, busses and park and stride.

#### **108. External Organisations**

St John's First Responders – The training Defibrillator and choking vest, provided through Town Council funding, have gone missing from the Fire Station. This was being investigated.

#### **109. Outside Bodies**

Alice Bacon Memorial Trust – A trip was being held on 3<sup>rd</sup> December for a meal and a show.

YLCA – The Town Clerk reported that she had attended the YLCA Wakefield Branch meeting and provided an update on a number of issues that were discussed. The Town Clerk had also been appointed as the Deputy Representative to the Joint Executive Board for the Wakefield area.

**110. Consultations**

RESOLVED that the responses to consultations set out below and considered by the working group on Wednesday 19<sup>th</sup> October 2021 be received.

NALC – Local Nature Recovery Strategies

WMDC – Revised Statement of Licensing Policy 2022

Police & Crime Plan

**111. Committee Membership**

RESOLVED that the following changes to Committee Membership be approved:

Special Projects Committee

Remove – Councillor W Wood

Add – Councillor J Farrar

Property Committee

Change of Vice-Chairman from Councillor E Blezard to Councillor A Bones

Remove – Councillor A Moran

Add – Councillor L Masterman

Finance Committee

Remove – Councillor A Moran

Add – Councillor L Masterman

General Purposes Committee

Add – Councillor A Bones

**112. Consultations Policy**

RESOLVED that the Consultations Policy be approved.

**113. Code of Conduct**

RESOLVED that the LGA Code of Conduct be adopted.

**114. Invoices for Payment**

RESOLVED that the list of invoices totalling £2,890.25 be approved for payment.

A copy of the list of accounts approved for payment can be found in appendix 1.

**115. Payments made under Clerks Authority**

RESOLVED that the list of payments made under Clerks Authority totalling £10,350.35 be approved.

A copy of the list of payments made under Clerks Authority can be found in appendix 2.

**116. Financial Matters**

RESOLVED that the Bank Reconciliation for September 2021 showing a cash balance of £714,435.21 be received.

**117. Planning**

RESOLVED that the following planning applications be noted, and no objections be raised.

| APP NO       | ADDRESS                                     | LINK  |
|--------------|---|---|
| 21/02358/FUL | 3 Snyderdale Avenue<br>Normanton<br>WF6 1SS | <a href="#">Erection of part single and part two storey extension to side</a> |
| 21/02485/FUL | 4 West Close<br>Normanton<br>WF6 2ND        | <a href="#">Single storey extension to side and access ramp</a>               |
| 21/02386/CPL | 18 Bevan Avenue<br>Normanton<br>WF6 1PL     | <a href="#">Outbuilding</a>   |
| 21/02573/FUL | 1 Gilcar Villas<br>Normanton<br>WF6 1RP     | <a href="#">Front Porch and single Storey Rear Extension</a>                  |

In the absence of any further business, the Mayor thanked everyone for their attendance and closed the meeting.

## Invoices Due for Payment by 9 November 2021

## For Creditors

## Pay by Electronic Payment

| Invoice Date  | Invoice No.  | Ref No. | Invoice Detail                 | Authorise Ref | Date Due   | Amount Due                            | Discount To Claim | Net Amount due |               |
|---|--------------|---------|--------------------------------|---------------|------------|---------------------------------------|-------------------|----------------|---------------|
| <b>Chubb Fire &amp; Security Ltd [CHU001]</b>             |              |         |                                |               |            |                                       |                   |                |               |
| 15/10/2021  | 9019073      | 98      | Fire Service and Parts         |               | 15/10/2021 | 158.04                                |                   | 158.04         |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (CHU001)</b> | <b>158.04</b>     | <b>0.00</b>    | <b>158.04</b> |
| <b>D3 Office Group Ltd [D3O001]</b>                       |              |         |                                |               |            |                                       |                   |                |               |
| 31/10/2021  | 50186        | 84      | Toilet Cleaner                 |               | 31/10/2021 | 8.60                                  |                   | 8.60           |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (D3O001)</b> | <b>8.60</b>       | <b>0.00</b>    | <b>8.60</b>   |
| <b>Dance House [DAN001]</b>                               |              |         |                                |               |            |                                       |                   |                |               |
| 04/11/2021  | 3            | 97      | Halloween Dance Performance    |               | 04/11/2021 | 50.00                                 |                   | 50.00          |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (DAN001)</b> | <b>50.00</b>      | <b>0.00</b>    | <b>50.00</b>  |
| <b>Ian Jefferson Presenting &amp; PA Systems [IAN001]</b> |              |         |                                |               |            |                                       |                   |                |               |
| 04/11/2021  | 002          | 96      | Presenting at Halloween        |               | 04/11/2021 | 150.00                                |                   | 150.00         |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (IAN001)</b> | <b>150.00</b>     | <b>0.00</b>    | <b>150.00</b> |
| <b>IT@Spectrum Ltd [ITS001]</b>                           |              |         |                                |               |            |                                       |                   |                |               |
| 28/10/2021  | INV005529(A) | 89      | Photocopier Charges            |               | 28/10/2021 | 2.95                                  |                   | 2.95           |               |
| 05/11/2021  | INV005595    | 99      | Photocopier Charges            |               | 05/11/2021 | 140.63                                |                   | 140.63         |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (ITS001)</b> | <b>143.58</b>     | <b>0.00</b>    | <b>143.58</b> |
| <b>Mayor of Normanton [MAY001]</b>                        |              |         |                                |               |            |                                       |                   |                |               |
| 14/10/2021  | 002          | 92      | Mayors Allowance - Sept/Oct 21 |               | 14/10/2021 | 45.00                                 |                   | 45.00          |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (MAY001)</b> | <b>45.00</b>      | <b>0.00</b>    | <b>45.00</b>  |
| <b>Mayors Charity Fund [MAY002]</b>                       |              |         |                                |               |            |                                       |                   |                |               |
| 01/10/2021  | 001          | 93      | Transfer of Funds              |               | 01/10/2021 | 272.00                                |                   | 272.00         |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (MAY002)</b> | <b>272.00</b>     | <b>0.00</b>    | <b>272.00</b> |
| <b>Normanton &amp; District Advertiser [NOR001]</b>       |              |         |                                |               |            |                                       |                   |                |               |
| 30/09/2021  | 37109        | 83      | Advertising                    |               | 30/09/2021 | 473.59                                |                   | 473.59         |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (NOR001)</b> | <b>473.59</b>     | <b>0.00</b>    | <b>473.59</b> |
| <b>Shredall (East Midlands) Ltd [SHR001]</b>              |              |         |                                |               |            |                                       |                   |                |               |
| 18/10/2021  | 2152027      | 91      | Shredding                      |               | 18/10/2021 | 52.42                                 |                   | 52.42          |               |
|   |              |         |                                |               |            | <b>Total of Invoices Due (SHR001)</b> | <b>52.42</b>      | <b>0.00</b>    | <b>52.42</b>  |
| <b>Trinity Medical Services Ltd [TRI001]</b>              |              |         |                                |               |            |                                       |                   |                |               |
| 29/10/2021  | 1705         | 88      | First Aid                      |               | 29/10/2021 | 124.80                                |                   | 124.80         |               |

## Invoices Due for Payment by 9 November 2021

For Creditors

Pay by Electronic Payment

| Invoice Date  | Invoice No. | Ref No. | Invoice Detail                   | Authorise Ref | Date Due   | Amount Due      | Discount To Claim | Net Amount due  |
|---|-------------|---------|----------------------------------|---------------|------------|-----------------|-------------------|-----------------|
| Total of Invoices Due (TRI001)                          |             |         |                                  |               |            | <b>124.80</b>   | <b>0.00</b>       | <b>124.80</b>   |
| <b>Wakefield Metropolitan District Council [WAK001]</b> |             |         |                                  |               |            |                 |                   |                 |
| 14/10/2021  | 91313585847 | 82      | <i>Gala Waste Clearance</i>      |               | 14/10/2021 | 930.72          |                   | 930.72          |
| 25/10/2021  | 91313595882 | 95      | <i>Alice Bacon Memorial Path</i> |               | 25/10/2021 | 399.00          |                   | 399.00          |
| Total of Invoices Due (WAK001)                          |             |         |                                  |               |            | <b>1,329.72</b> | <b>0.00</b>       | <b>1,329.72</b> |
| <b>Yorkshire Local Councils Associations [YOR001]</b>   |             |         |                                  |               |            |                 |                   |                 |
| 30/09/2021  | 717-2122    | 94      | <i>Staff Training - Policies</i> |               | 30/09/2021 | 22.50           |                   | 22.50           |
| 18/10/2021  | 378-2122    | 90      | <i>Councillors Training</i>      |               | 18/10/2021 | 60.00           |                   | 60.00           |
| Total of Invoices Due (YOR001)                          |             |         |                                  |               |            | <b>82.50</b>    | <b>0.00</b>       | <b>82.50</b>    |
| Total of Invoices Due (Creditors)                       |             |         |                                  |               |            | <b>2,890.25</b> | <b>0.00</b>       | <b>2,890.25</b> |
| <b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>              |             |         |                                  |               |            | <b>2,890.25</b> | <b>0.00</b>       | <b>2,890.25</b> |



**APPENDIX 2****PAYMENTS MADE UNDER CLERKS AUTHORITY**

| <b>DATE</b> | <b>PAYEE</b> | <b>PURPOSE</b>           | <b>NET £</b> | <b>VAT<br/>£</b> | <b>TOTAL £</b> | <b>REASON</b>          |
|-------------|--------------|--------------------------|--------------|------------------|----------------|------------------------|
| 27.10.21    | Employees    | Salaries and wages       | £6,647.38    | £0.00            | £6,647.37      | Contractual<br>Payment |
| 29.10.21    | HMRC         | PAYE/NIC                 | £1,941.21    | £0.00            | £1,941.21      | HMRC<br>Payment        |
| 29.10.21    | WYPF         | Pension<br>Contributions | £1,415.24    | £0.00            | £1,415.24      | Pension<br>Payment     |

**APPENDIX 2**

Date: 03/11/2021

Normanton Town Council

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Time: 14:44

Cashbook 1

User: DMJ

Current A/c - 50668796

For Month No: 7

**Payments for Month 7****Nominal Ledger Analysis**

| <u>Date</u>                     | <u>Payee Name</u>                | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 19/10/2021                      | Asda                             | CARD 01/10       | 55.50               |                    | 8.50         | 4674       | 201           | 47.00           | Asda - Halloween Sweets   |
| 19/10/2021                      | Asda                             | CARD 02/10       | 7.70                |                    | 1.25         | 4674       | 201           | 6.45            | Asda - Halloween Sweets   |
| 19/10/2021                      | Asda                             | CARD 03/10       | -8.50               |                    | -1.42        | 4674       | 201           | -7.08           | Sweets - Refund           |
| 20/10/2021                      | Asda                             | CARD 04/10       | 0.89                |                    |              | 4999       | 101           | 0.89            | Asda - Milk               |
| 21/10/2021                      | Magic Toys                       | CARD 05/10       | 28.98               |                    | 4.83         | 4674       | 201           | 24.15           | Halloween Decorations     |
| 21/10/2021                      | Quickdraw Supplies Ltd           | CARD 05/10       | 17.95               |                    | 2.99         | 4674       | 201           | 14.96           | Halloween Decorations     |
| 21/10/2021                      | Amazon Services Europe           | CARD 05/10       | 16.98               |                    | 2.83         | 4674       | 201           | 14.15           | Halloween Decoration      |
| 21/10/2021                      | Amazon Services Europe           | CARD 05/10       | 47.96               |                    | 8.00         | 4674       | 201           | 39.96           | Halloween Decorations     |
| 21/10/2021                      | HUDSOW Retail                    | CARD 05/10       | 9.99                |                    | 1.67         | 4674       | 201           | 8.32            | Halloween Decorations     |
| 21/10/2021                      | Shenzhenshi<br>Mingguangzhaoming | CARD 05/10       | 29.97               |                    | 5.00         | 4674       | 201           | 24.97           | Halloween Decorations     |
| 25/10/2021                      | Redstar Online Ltd               | CARD 06/10       | 10.94               |                    | 1.83         | 4674       | 201           | 9.11            | Halloween Decorations     |
| 25/10/2021                      | Tesco                            | CARD 07/10       | 5.35                |                    | 0.89         | 4674       | 201           | 4.46            | Halloween Decorations     |
| 26/10/2021                      | Asda                             | CARD 08/10       | 4.84                |                    |              | 4674       | 201           | 4.84            | Halloween Decorations     |
| 26/10/2021                      | Prince of Wales Hospice          | CARD 09/10       | 13.25               |                    |              | 4674       | 201           | 13.25           | Halloween Decorations     |
| 29/10/2021                      | Neopost Credifon                 | CARD 10/10       | 50.00               |                    |              | 4101       | 101           | 50.00           | Franker Credit            |
| 31/10/2021                      | Masonic Collection               | CARD 11/10       | 8.99                |                    | 1.50         | 4655       | 201           | 7.49            | Masonic Collection        |
| 31/10/2021                      | Rock Menswear                    | CARD 11/10       | 2.99                |                    | 0.50         | 4655       | 201           | 2.49            | Christmas Costumes        |
| 31/10/2021                      | RARA Trading                     | CARD 11/10       | 42.74               |                    |              | 4655       | 201           | 42.74           | Christmas Costumes        |
| <b>Total Payments for Month</b> |                                  |                  | 346.52              | 0.00               | 38.37        |            |               | 308.15          |                           |
| <b>Balance Carried Fwd</b>      |                                  |                  | 3,455.16            |                    |              |            |               |                 |                           |
| <b>Cashbook Totals</b>          |                                  |                  | <u>3,801.68</u>     | <u>0.00</u>        | <u>38.37</u> |            |               | <u>3,763.31</u> |                           |