

NORMANTON TOWN COUNCIL

MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 14th December 2021 at 6.30pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor A Bones
Councillor J Botterill
Councillor G Cheesbrough
Councillor J Farrar
Councillor F Marchant- Deputy Mayor
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor A Moran
Councillor R Seal
Councillor K Wilson, JP
D Johnston – Town Clerk & RFO

Two members of the public

Absent: Councillor C Appleyard
Councillor D Appleyard
Councillor R Best
Councillor S Hudson
Councillor H Jones
Councillor D South
Councillor A Wood
Councillor W Wood

127. Mayors Announcements

In the absence of the Mayor, the Deputy Mayor, Councillor F Marchant, chaired the meeting.

The Deputy Mayor led the Council in prayers.

128. Apologies for Absence

RESOLVED that apologies be received, and reasons approved on behalf of Councillor C Appleyard, Councillor D Appleyard, Councillor R Best, Councillor S Hudson, Councillor H Jones, Councillor D South, and Councillor A Wood.

129. Declarations of Interest

RESOLVED that the following declarations be recorded:

Councillor E Blezard

Item 144 – Planning

Reason – Member of WMDC Planning Committee

130. Members of the Public

There were two members of the public present who raised the following issues:

- Delays and cancellations of service on the Arriva 189 service. A great inconvenience was caused to residents due to the unreliability of the bus service. It was reported that passengers were frequently having to pay for taxis after the last bus back to Normanton is cancelled. The service was reported to be very poor on a weekend and late at night. There were reports of overcrowding and disabled passengers having to climb the stairs to find a seat. There were often delays of over an hour which is unacceptable on a 15-minute service.
- It was reported that 4 streetlights were out in the High Street.
- The Council were asked if they contributed financially to the Christmas Light installations around the town. It was reported that the Town Council do not fund the Christmas Lights. It is understood that the District Councillors for Altofts are dealing with an issue regarding the lighting of the tree at Martin Frobisher School.

131. Normanton Neighbourhood Policing Team

The Deputy Mayor welcomed PC1218 Peter Hallatt.

PC Hallatt thanked members for the invitation and reported that he had joined the Normanton and Featherstone NPT in September but had been a police officer since 2003.

The Normanton and Featherstone NPT were based at Havertop, and the team consisted of 1 Sergeant, 3 PCs and 6 PCSOs.

The NPT do not provide 24/7 cover; however, response cover the area when the NPT are off duty.

The NPT work a 7 on, 3 off, 7 on, 4 off pattern which includes day shifts and late shifts until midnight.

Their focus recently has been on ASB including juveniles throwing eggs at cars and properties. A number had been identified and spoken to. The NPT were working with early intervention solutions through referrals to the Youth Offending Team and educational input.

Funding had been secured for a boxing club which runs on a Friday evening at Vibe Fitness for up to 20 children aged 12 and above. The project was open to any young person but was also aimed at those involved with ASB with a view to preventing reoffending.

There have been several prosecutions for speeding following traffic operations.

The Deputy Mayor thanked PC Hallatt for his attendance.

RESOLVED that the report be received.

132. Arriva Yorkshire

The Mayor welcomed Dwayne Wells, Head of Commercial at Arriva who was in attendance to discuss concerns regarding the changes to the 189 service.

The Town Council had contacted Arriva regarding the changes which meant that passengers had to change at Castleford or Wakefield for a connection to Leeds. Concern had been expressed about the roadworks impacting on missed connections.

Dwayne had previously reported that there was a new X80 service, direct from Normanton to Leeds.

Dwayne acknowledged that they know that the service isn't perfect, and they apologise. The service isn't what they would want.

There had been a driver shortage as many people moved away to the HGV sector. There is a 16-week lead time to train new bus drivers which has led to a 10% shortfall in numbers. Staff were working overtime and managers were out driving to ensure continuity of service. It was reported that they do occasionally need to cancel a more frequent service such as the 189 because it has less impact than cancelling an hourly service.

The roadworks around the area were an issue and delays had led to cancellations. There was no planning or co-ordination regarding the booking in of roadworks which can lead to multiple delays on each service route.

Since the pandemic, the ways people use public transport have changed. There was a phase of low demand which has increased but with the Omicron variant, numbers have decreased once again.

The driver shortage has improved, and they were investing more money in advertising and now offer an increased starter rate for new drivers.

A new timetable was due to be released in February. The timings had been recast based on real time running – this included more time during off peak hours and increased layover time.

It was acknowledged that the X80 service was not used very well with fewer passengers than originally hoped. Members felt that the X80 service had not been properly advertised and that residents would not walk from Castleford Road to the Market Place. It was suggested that the bus should travel down Castleford Road to pick up passengers before departing towards City Fields.

Dwayne paid tribute to the excellent work of the drivers during the pandemic who have kept the wheels turning in difficult times.

Members expressed concern about the lack of consultation on the changes and were concerned about the way in which consultation had been carried out during the pandemic.

Dwayne suggested that if pre-pandemic numbers returned then there may be a business case to reinstate the old 189 service to Leeds. The changes were a result of the changes in demand due to the pandemic.

Members asked what was being done about driver retention – improved communications, better shifts, and discussions with staff on how they can improve.

Members appreciate that a service to Leeds can be accessed by changing at Castleford or Wakefield, but this was not always practical for those with children, pushchairs, or disabilities.

It was suggested that Arriva should also communicate with Town and Parish Councils in the area as they can help to raise awareness of changes and consultations.

Members raised further issues regarding the 147 service from Pinderfields which was a poor service which left people with no option but to walk to Wakefield for other busses.

Dwayne confirmed that should anyone require a taxi because the last bus has been cancelled, Arriva will cover their expenses. Passengers should contact Arriva or Metro for further information.

The Deputy Mayor thanked Dwayne for his attendance.

RESOLVED that the report be received.

133. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th November 2021 (Minute Numbers 95-117; Pages 41-46) be received and the contents contained therein be approved.

134. Minutes – Special Projects Committee

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 10th November 2021 (Minute Numbers 14-20; Pages 13-16) be received.

135. Minutes – Extra Ordinary Meeting of Council

RESOLVED that the minutes of an Extra Ordinary meeting of Normanton Town Council held on Tuesday 16th November 2021 (Minute Numbers 118-120; Pages 47-50) be received and the contents contained therein be approved.

136. Minutes – Extra Ordinary Meeting of Council

RESOLVED that the minutes of an Extra Ordinary meeting of Normanton Town Council held on Tuesday 7th December 2021 (Minute Numbers 121-126; Pages 51-53) be received and the contents contained therein be approved.

137. Correspondence

RESOLVED that the following correspondence be received.

i) WMDC – Skatepark / Tennis Courts Update

It was reported that a survey had been carried out and the results would be made available soon.

Members expressed disappointment at the dismissive response from WMDC, given that the Town Council has offered to assist with applying for funding or consultation to enable the tennis courts to be refurbished.

It was understood that WMDC were looking at a variety of options for the park and the old bowling green, however the

funding identified was specifically for the refurbishment of tennis courts through the Lawn Tennis Association.

- ii) HS2 – Update on the Integrated Rail Plan
- iii) Rayners Memorials – Update on the Obelisk
The final works would be completed in the spring.

138. Reports from District Councillors

Councillor Blezard – Ward 10 Normanton

District Councillors and Officers have been to look at the tennis courts and park. It was acknowledged that the tennis courts were in a poor condition and needed cleaning up and weeding. Enquiries were ongoing for a Multi-Use Games Area (MUGA) but a full consultation would be required. Discussions were also ongoing regarding the changing rooms. Further meetings would be held in January.

RESOLVED that the report be received.

139. External Organisations

There were no reports from external organisations.

140. Outside Bodies

Freeston Foundation – It was reported that the housing development project was continuing to move forwards. It was hoped that the monies would pay for an all-weather pitch which would be suitable for community use.

RESOLVED that the report be received.

141. Casual Vacancy – Altofts Ward

It was reported that no election had been called for the Altofts vacancy and therefore the Council could now Co-Opt.

In accordance with the Co-Option Policy, the vacancy would be advertised with application forms made available to those interested parties.

The closing date for applications would be 14th January 2022 with interviews from 24th January to 4th February prior to Co-Option at the Council meeting on 8th February 2022.

142. Financial Matters

RESOLVED that the list of invoices due for payment in December 2021 totalling £9,860.10 be approved for payment.

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

RESOLVED that the list of payments made under the Clerks Authority in November 2021 totalling £14,464.54 be approved.

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

RESOLVED that the Bank Reconciliation for October 2021 showing a cash balance of £700,218.77 be received.

RESOLVED that the report of the Internal Auditor dated 3rd November 2021 be received and the contents noted.

RESOLVED that Councillor K Wilson and Councillor W Wood be removed from the internet banking mandate at their request.

RESOLVED that the list of decisions made under Clerks Authority during November 2021 be approved as follows:

10.11.21	Removal of Shrubs at Pit Wheel	£120.00
11.11.21	Removal of overhanging branches	£161.82
30.11.21	Purchase of Square Card Terminal	£149.00

143. Written Motion – Councillor J Medford

RESOLVED that the Town Council submits an application for funding in the sum of £5,850 to the Mayor of West Yorkshire Safer Community Fund to provide funding radios for Normanton Town Centre Businesses.

144. Planning

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

APP NO	ADDRESS	PROPOSAL
21/02576/FUL	10 Talbot Street Normanton WF6 2BL	Change of use from C3 (Dwellinghouse) to Suis Generis (Short-term Holiday Let)
21/02610/FUL	15 Rosedale Close Normanton WF6 1UQ	Single storey extension to rear

21/02641/TCA	140 High Street Normanton WF6 1NR	<u>Crown Reduction by 2metres of Tree Group Overhanging Church Roof. Tree line is within the property of 140 High street and overhanging the adjacent church. tree line is highlighted in sketch plan.</u>
21/02669/TPO	Galliford Try House Pontefract Road Normanton WF6 1RN	<u>Canopy Reduction for 2metre Property Clearance to Various Trees</u>
21/02686/FUL	4 Clement Close Normanton WF6 1UF	<u>Single storey side and rear extension and erection of two storey front extension with associated external works</u>
21/00320/NMC01	Maritime Transport Ltd Mill Lane Normanton WF6 1RF	<u>Non material change to grant of permission 21/00320/FUL, dated 29th June 2021, (for Change of use of existing coach depot to haulage depot, with refurbishment of existing coach terminal to provide offices, welfare facilities and retention of existing work</u>
21/02323/FUL	9 Woburn Way Normanton WF6 1WE	<u>Part two storey, part single storey rear extension, detached double garage single storey and loft conversion with dormer to front and rear.</u>
21/02698/CPL	2 The Orchard Normanton Wakefield WF6 1EF	<u>Single storey extension to rear to replace existing conservatory.</u>

21/02766/FUL	14 Rosemount Drive Normanton WF6 1WG	<u>Conversion of the integral garage into a habitable room, single storey extension to the front including covered porch roof and the construction of a new brick built boundary wall to the front and side, resurfacing to front of site</u>
21/02871/CPL	14 Langdale Drive Normanton WF6 2SS	<u>Conversion of garage to habitable space</u>
21/02897/CPL	15 Normanton View Normanton WF6 1PJ	<u>New bedroom window on front elevation.</u>

145. Licence for Alterations

The licence for alterations was circulated and members attention was drawn to the possible requirement for an Energy Performance Certificate which would be an additional cost if required at a later stage.

RESOLVED that the Licence for Alterations agreement with Wakefield MDC for the refurbishment works at Normanton Town Hall be approved and signed.

The documents were duly signed by Councillor B Mayne, Chairman of the Property Committee and Councillor A Bones, Vice-Chairman of the Property Committee.

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

APPENDIX 1

08/12/2021

Normanton Town Council

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Invoices Due for Payment by 8 December 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
Clean Business [CLE001]								
29/10/2021	110735	125	Laundry		29/10/2021	30.00		30.00
Total of Invoices Due (CLE001)						30.00	0.00	30.00
D3 Office Group Ltd [D3O001]								
24/11/2021	52519	118	Stationary & Cleaning Supplies		24/11/2021	77.46		77.46
30/11/2021	53637	117	Moving Supplies		30/11/2021	87.77		87.77
Total of Invoices Due (D3O001)						165.23	0.00	165.23
Expert Water Services Ltd [EXP002]								
01/12/2021	EWS-WCC-2021-	119	WCC Legionella Monitoring		01/12/2021	360.00		360.00
Total of Invoices Due (EXP002)						360.00	0.00	360.00
First Impressions [FIR001]								
15/11/2021	1021	103	Removal of Shrubs		15/11/2021	144.00		144.00
Total of Invoices Due (FIR001)						144.00	0.00	144.00
HG1 Communications [HG1001]								
23/11/2021	4221	120	Supply of Equipment		23/11/2021	300.00		300.00
23/11/2021	4220	121	Supply of Equipment		23/11/2021	300.00		300.00
Total of Invoices Due (HG1001)						600.00	0.00	600.00
IT@Spectrum Ltd [ITS001]								
30/11/2021	INV006289	122	Printing Charges		30/11/2021	160.50		160.50
30/11/2021	INV006288	123	Printing Charges		30/11/2021	6.14		6.14
Total of Invoices Due (ITS001)						166.64	0.00	166.64
Mayor of Normanton [MAY001]								
23/11/2021	003	124	Mayoral Engagement Expenses		23/11/2021	50.00		50.00
Total of Invoices Due (MAY001)						50.00	0.00	50.00
M & G TRAVEL [MG001]								
14/11/2021	001	100	Coach Hire		14/11/2021	380.00		380.00
Total of Invoices Due (MG001)						380.00	0.00	380.00
Normanton & District Advertiser [NOR001]								
16/11/2021	SI-878	102	Printing Raffle Tickets		16/11/2021	42.00		42.00
17/11/2021	S1-14	104	Newsletters November 2021		17/11/2021	900.00		900.00

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Invoices Due for Payment by 8 December 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 (NOR001)						942.00	0.00	942.00
PPL PRS Music License [PPL001]								
11/11/2021	01864623	106	Music License		11/11/2021	1,429.23		1,429.23
Total of Invoices Due (PPL001)						1,429.23	0.00	1,429.23
Rialtas Business Solutions Ltd [RIA001]								
06/12/2021	SM24703	107	Bookings Software Support		06/12/2021	355.20		355.20
Total of Invoices Due (RIA001)						355.20	0.00	355.20
Riso Digital Print Solutions [RIS001]								
24/11/2021	21404465	108	Printing Charges		24/11/2021	218.16		218.16
Total of Invoices Due (RIS001)						218.16	0.00	218.16
Skelmanthorpe Community Brass Band [SKE001]								
18/11/2021	1	110	Remembrance Sunday		18/11/2021	500.00		500.00
Total of Invoices Due (SKE001)						500.00	0.00	500.00
TD Events Ltd [TDE001]								
30/11/2021	INV-0764	111	Switch On Security		30/11/2021	194.40		194.40
Total of Invoices Due (TDE001)						194.40	0.00	194.40
Tim How Consultancy [TIM001]								
31/10/2021	1169/102021	113	Quantity Surveyor Fees		31/10/2021	1,800.00		1,800.00
30/11/2021	1176/112021	112	Quantity Surveyor Fees		30/11/2021	1,200.00		1,200.00
Total of Invoices Due (TIM001)						3,000.00	0.00	3,000.00
Trinity Medical Services Ltd [TRI001]								
28/11/2021	1748	105	First Aid - Switch On		28/11/2021	124.80		124.80
Total of Invoices Due (TRI001)						124.80	0.00	124.80
Wakefield Metropolitan District Council [WAK001]								
09/11/2021	91313615887	114	Utility Charges		09/11/2021	819.44		819.44
23/11/2021	91313631254	115	Land Usage Fee		23/11/2021	46.00		46.00
07/12/2021	00023856020018	126	Lottery Licence		07/12/2021	20.00		20.00
Total of Invoices Due (WAK001)						885.44	0.00	885.44
Yorkshire Local Councils Associations [YOR001]								
16/11/2021	890-2122	101	Environment Training		16/11/2021	15.00		15.00

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Normanton Town Council

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Invoices Due for Payment by 8 December 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 (YOR001)						15.00	0.00	15.00
Yorkshire Internal Audit Services [YOR002]								
03/11/2021	4079	116	Internal Audit Visit		03/11/2021	300.00		300.00
Total of Invoices Due (YOR002)						300.00	0.00	300.00
Total of Invoices Due (Creditors)						9,860.10	0.00	9,860.10
TOTAL OF INVOICES DUE (ALL LEDGERS)						9,860.10	0.00	9,860.10

APPENDIX 2

Date: 07/12/2021

Normanton Town Council

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Time: 08:31

Cashbook 1

User: DMJ

Current A/c - 50668796

For Month No: 8

Payments for Month 8

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>
04/11/2021	Amazon Services Europe	CARD	10.59		1.77	4655	201	8.82	Clicker Counter
04/11/2021	Quadiant UK	CARD	50.00			4101	101	50.00	Franker Credit
04/11/2021	Cadbury	CARD	320.32		53.14	4654	201	267.18	Selection Boxes
04/11/2021	The Works	CARD	715.00			4654	201	350.00	Christmas Books
						4655	201	300.00	Christmas Books
						4654	201	32.50	Christmas Books
						4655	201	32.50	Christmas Books
04/11/2021	Royal Mail Group	CARD	845.53		140.57	4502	105	704.96	Newsletter Delivery
10/11/2021	Asda	CARD	8.14		1.36	4227	102	6.78	Cleaning Materials
11/11/2021	Quadiant UK	CARD	20.00			4101	101	20.00	Franker Credit
15/11/2021	Asda	CARD	7.50		1.25	4115	101	6.25	Stationery
16/11/2021	Screwfix	CARD	352.78		58.79	4220	130	26.65	Padlocks
						4655	201	46.60	Barriers
						4220	300	12.49	Manhole Key
						4655	201	208.25	Barriers
21/11/2021	B&M	CARD	48.10		8.02	4655	201	40.08	Christmas Decorations
22/11/2021	Home Bargains	CARD	2.58		0.43	4655	201	2.15	Christmas Decorations
22/11/2021	The Range	CARD	3.00		0.50	4655	201	2.50	Christmas Decorations
22/11/2021	B&M	CARD	8.99		1.50	4655	201	7.49	Christmas Decorations
22/11/2021	B&M	CARD	31.50		5.25	4655	201	26.25	Christmas Decorations
23/11/2021	The Range	CARD	133.35		22.22	4655	201	111.13	Christmas Decorations
23/11/2021	B&M	CARD	144.00		24.00	4655	201	120.00	Christmas Decorations
26/11/2021	Tuteni Ltd	CARD	18.97		3.16	4999	102	15.81	Packing Materials
26/11/2021	Post Office Ltd	CARD	106.59			4101	101	106.59	Postage
30/11/2021	Square Up	CARD	201.60		33.60	4116	101	168.00	Card Terminal
Total Payments for Month			3,028.54	0.00	355.56			2,672.98	
Balance Carried Fwd			685.15						
Cashbook Totals			3,713.69	0.00	355.56			3,358.13	

APPENDIX 2**PAYMENTS MADE UNDER CLERKS AUTHORITY**

DATE	PAYEE	PURPOSE	NET £	VAT £	TOTAL £	REASON
25.11.21	Employees	Salaries and wages	£7,877.10	£0.00	£7,877.10	Contractual Payment
30.11.21	HMRC	PAYE/NIC	£2,098.40	£0.00	£2,098.40	HMRC Payment
30.11.21	WYPF	Pension Contributions	£1,460.50	£0.00	£1,460.50	Pension Payment