

NORMANTON TOWN COUNCIL



ANNUAL MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 10th May 2022 at 6.30pm at All Saints Church

Present:

- Councillor C Appleyard
- Councillor D Appleyard
- Councillor E Blezard
- Councillor A Bones
- Councillor G Cheesbrough
- Councillor M Jennings (from item 22 onwards)
- Councillor H Jones
- Councillor F Marchant
- Councillor P Marchant
- Councillor B Mayne
- Councillor P Mayne
- Councillor J Medford (from item 2 onwards)
- Councillor D South
- Councillor A Wood
- Councillor W Wood

D Johnston – Town Clerk & RFO

There were two members of the public present.

Absent:

- Councillor J Botterill
- Councillor J Farrar
- Councillor S Hudson
- Councillor A Moran
- Councillor R Seal
- Councillor K Wilson, JP

001. Election of Mayor

RESOLVED that Councillor Fiona Marchant be elected as Mayor of Normanton for the 2022/23 municipal year.

Upon confirmation of the appointment, the Mayor signed the declaration of acceptance of office.

002. Election of Deputy Mayor

RESOLVED that Councillor Julie Medford be elected as Deputy Mayor for the 2022/23 municipal year.

Upon confirmation of the appointment, the Deputy Mayor signed the declaration of acceptance of office.

003. Apologies for Absence

RESOLVED that the following apologies be noted:

Councillor J Farrar, Councillor S Hudson, Councillor A Moran, Councillor R Seal, and Councillor K Wilson, JP.

004. Mayors Announcements

The Mayors Chaplain led the Council in prayers.

005. Declarations of Interest

RESOLVED that the following declarations be noted:

Councillor W Wood – Non-Pecuniary Interest

Planning – Relative had submitted a planning application.

Councillor Wood left the room for consideration of the planning matters.

006. Members of the Public

There were two members of the public in attendance who wished to raise issues:

1. A report of damage to the Town Centre Arches in the High Street. This is a WMDC issue.
2. Concern raised about the construction of houses at the former Norman Public House. The resident was advised that this was not a Town Council matter. Councillor Blezard reported that she had dealt with this issue for many years through WMDC and had escalated the complaint on his behalf. The resident referred to the Localism Act and Code of Conduct and said that he would return to the next meeting.

007. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 5th April 2022 (Minute Numbers 175-193; Pages 77-82) be received and the contents contained therein be approved.

008. Correspondence

RESOLVED that the following items of correspondence be received:

1. WMDC consultation on Community Stadiums – Local Plan 2036. It was agreed that no formal comments would be submitted as it was outside of our area.
2. Safer Communities Fund – feedback on funding bid.
3. Normanton & Altofts Community Sponsorship Group – Update on Syrian family they have welcomed to the area.

009. Review of Committees, Sub-Committees and Working Groups

RESOLVED that the report on the Town Council’s Committees, Sub-Committees and Working Groups be approved. The Committee structure will be:

Allotments Committee & Allotments Working Group
Consultation Working Group
Finance Committee
General Purposes Committee
Property Management Committee
Special Projects Committee
Staffing Committee

010. Terms of Reference for Committees, Sub-Committees and Working Groups.

RESOLVED that the terms of reference for Committees, Sub-Committees and Working Groups be approved.

011. Nominations to Committees

RESOLVED that the nominations to Committees, Sub-Committees and Working Groups as set out below be approved.

Allotments Committee & Allotments Working Group

Carol Appleyard
Elaine Blezard
Paul Marchant
Brian Mayne
Pam Mayne (Chairman)
Roy Seal (Vice-Chairman)
Ash Samuels

Consultation Working Group

Open to all members of Council

Finance Committee

Elaine Blezard
Alison Bones
Jade Botterill (Vice-Chairman)
Josie Farrar
Hazel Jones
Brian Mayne (Chairman)
Pam Mayne
Roy Seal
Keith Wilson

General Purposes Committee

Elaine Blezard (Vice-Chairman)
Alison Bones
Jade Botterill
Hazel Jones
Brian Mayne
Pam Mayne (Chairman)
Roy Seal

Property Management Committee

Alison Bones (Vice-Chairman)
Elaine Blezard
Garry Cheesbrough
Hazel Jones
Brian Mayne (Chairman)
Pam Mayne
Keith Wilson
Bill Wood

Special Projects Committee

Carol Appleyard
David Appleyard
Elaine Blezard (Chairman)
Josie Farrar
Steven Hudson
Mark Jennings
Hazel Jones (Vice-Chairman)
Fiona Marchant
Paul Marchant
Pam Mayne
Alexandra Moran
Keith Wilson
Audrey Wood
Bill Wood

Staffing Committee

Elaine Blezard (Vice-Chairman)
Alison Bones
Jade Botterill
Hazel Jones
Brian Mayne
Pam Mayne (Chairman)
Audrey Wood

012. Scheme of Delegation

RESOLVED that the Scheme of Delegation be approved.

013. Nominations to Outside Bodies

RESOLVED that the nominations to outside bodies as set out below be approved.

Alice Bacon Memorial Trust

Carol Appleyard
Elaine Blezard
Hazel Jones
Pam Mayne
Bill Wood

Freeston Foundation

Brian Mayne
Keith Wilson
Heather Hudson (non-Councillor)

Freeston & Saqars Almhouse Charity

Elaine Blezard

Talking Newspaper for the Blind

The Mayor – Fiona Marchant (Chairman)
David Appleyard
Carol Appleyard
Garry Cheesbrough
Hazel Jones
Alexandra Moran

Town & Parish Councils Liaison Group

Fiona Marchant
Pam Mayne
Town Clerk

Welbeck Liaison Group

Brian Mayne
Pam Mayne
Elaine Blezard

Yorkshire Local Councils' Association

Mayor – Fiona Marchant
Deputy Mayor – Julie Medford
Sub 1 – Alison Bones
Sub 2 – Ash Samuels

Stanley Ferry Sand & Gravel Quarry Community Liaison Group

Bill Wood

014. Review of Standing Orders

RESOLVED that the Council's Standing Orders be reviewed and approved.

015. Review of Financial Regulations

RESOLVED that the Council's Financial Regulations be reviewed and approved.

016. Councillors with Special Responsibilities

RESOLVED that the report on Councillors with Special Responsibilities as set out below be approved:

Bank Account Signatories

Councillor E Blezard
Councillor B Mayne
Councillor S Hudson
Councillor A Bones

Verification of Bank Reconciliation

Councillor P Mayne

Signing Schedule of Accounts

Mayor of Normanton
Any other Councillor

Signing of Payroll Records

Councillor E Blezard
Councillor B Mayne
Councillor P Mayne

Signing Change of Payee Bank Details

Councillor E Blezard

Councillor B Mayne

Councillor P Mayne

017. Review of Policies and Procedures

RESOLVED that the policies and procedures as set out below be reviewed and approved:

Complaints Procedure

Freedom of Information Procedure

Information and Data Protection Procedure

Press & Media Policy

Recording at Meetings Policy

Website & Social Media Policy

018. Council Meeting Dates 2022/23

RESOLVED that the list of Council meeting dates as set out below be approved:

10th May 2022

14th June 2022

12th July 2022

13th September 2022

11th October 2022

8th November 2022

13th December 2022

14th February 2023

14th March 2023

11th April 2023

9th May 2023

019. Reports from District Councillors

There were no reports from District Councillors.

020. External Organisations

There were no reports from External Organisations.

021. Outside Bodies

There were no reports from Council representatives on Outside Bodies.

022. To Co-Opt a Councillor for the Altofts Ward

RESOLVED that Mark Jennings be co-opted as a Councillor for the Altofts Ward.

Upon confirmation of the co-option, Councillor M Jennings signed his Declaration of Acceptance of Office and took part in the remainder of the meeting.

023. Financial Matters

RESOLVED that the list of invoices due for payment in May 2022 totalling £6,718.48 be approved.

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

RESOLVED that the list of payments made under the Clerks Authority in April 2022 totalling £26,460.41 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 March 2022 showing a cash balance of £547,701 be received.

024. Planning

RESOLVED that the following planning applications be received, and no objections raised:

APP NO	ADDRESS	PROPOSAL
22/00506/FUL	29 St Mary's Avenue Normanton Wakefield West Yorkshire WF6 2PU	Second floor extension over ground floor
22/00636/FUL	Lee Brigg Recreation Ground St Mary's Road Normanton Wakefield WF6 2JH	Change of use of land to football pitches including regrading and drainage works and erection of 3.7m high ball stop netting
22/00648/FUL	Normanton Sewage Treatment Works Mill Lane Normanton WF6 1RF	Installation of chemical dosing kiosk & emergency shower

22/00658/FUL	Wendover Church Road Normanton WF6 2NN	<u>Single storey extensions to side and rear, roof alterations including the raising of roof height, dormer window to rear and change of roof type from hip to gable.</u>
22/00504/CPL	8A Snydale Road Normanton Wakefield WF6 1NT	<u>Single storey extension to rear and external alterations</u>
22/00507/CPL	17 Buckthorne Road Normanton Wakefield WF6 2FH	<u>Conversion of garage to habitable room and external alterations</u>
22/00548/FUL	Generator Power Limited Foxbridge Way Normanton Wakefield WF6 1TN	<u>Two storey extension to accounts office</u>
22/00593/FUL	249 Snydale Road Normanton WF6 1PE	<u>Single storey extension to the rear</u>
22/00711/FUL	113 Church Lane Normanton Wakefield WF6 1AY	<u>Two storey extensions to both side and rear</u>
22/00761/CPE	Land Off Birkwood Road, Altofts	<u>Use for storage and recycling of timber and building materials; and sale of timber and building materials to the public</u>
22/00826/FUL	137 Church Road Normanton Wakefield WF6 2RN	<u>Part single part two storey extension to rear</u>

22/00771/CPL	9 Rosedale Close Normanton Wakefield WF6 1UQ	Single storey rear extension
22/00791/FUL	21-27 Station Lodge Hotel Lower Station Road Normanton Wakefield WF6 2BE	Single storey extension to rear

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

APPENDIX 1

10/05/2022

Normanton Town Council

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Invoices Due for Payment by 30 May 2022**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
5 Towns Decorating Ltd [5TO001]								
01/05/2022	000000	226	Decorating		01/05/2022	1,079.00		1,079.00
Total of Invoices Due (5TO001)						1,079.00	0.00	1,079.00
Advertiser Office Printers Limited [ADV001]								
22/04/2022	SI-173	231	Stationery		22/04/2022	48.00		48.00
10/05/2022	SI-193	237	Printing		10/05/2022	84.00		84.00
10/05/2022	SI-194	238	Printing		10/05/2022	24.00		24.00
Total of Invoices Due (ADV001)						156.00	0.00	156.00
All Saints Church Normanton [ALL001]								
12/04/2022	001	234	Church Hire		12/04/2022	90.00		90.00
Total of Invoices Due (ALL001)						90.00	0.00	90.00
D3 Office Group Ltd [D3O001]								
14/04/2022	67327	230	WCC Supplies		14/04/2022	300.10		300.10
Total of Invoices Due (D3O001)						300.10	0.00	300.10
DMS Architecture Ltd [DMS001]								
30/04/2022	02408	227	Architects Fees		30/04/2022	1,038.16		1,038.16
Total of Invoices Due (DMS001)						1,038.16	0.00	1,038.16
Enviratass Asbestos Surveyors & Analysts [ENV001]								
29/04/2022	030899	236	Asbestos Testing		29/04/2022	70.00		70.00
Total of Invoices Due (ENV001)						70.00	0.00	70.00
Mayor of Normanton [MAY001]								
20/04/2022	001	233	Mayors Expenses		20/04/2022	80.00		80.00
Total of Invoices Due (MAY001)						80.00	0.00	80.00
Pitney Bowes Purchase Power [PIT001]								
02/05/2022	BI995202	220	Franker Credit		02/05/2022	564.73		564.73
Total of Invoices Due (PIT001)						564.73	0.00	564.73
E Rayner & Son [RAY001]								
28/04/2022	83	221	Obelisk Repairs		28/04/2022	1,500.00		1,500.00
Total of Invoices Due (RAY001)						1,500.00	0.00	1,500.00
Riso Digital Print Solutions [RIS001]								

APPENDIX 1

10/05/2022

Normanton Town Council

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Invoices Due for Payment by 30 May 2022

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
03/05/2022	22400818	224	Photocopier Charges		03/05/2022	218.16		218.16
Total of Invoices Due (RIS001)						218.16	0.00	218.16
Shredall (East Midlands) Ltd [SHR001]								
04/04/2022	2157154	228	Shredding		04/04/2022	57.44		57.44
Total of Invoices Due (SHR001)						57.44	0.00	57.44
Steve Banks Associates [STE001]								
05/05/2022	22.111	222	Principal Designer Fees		05/05/2022	288.00		288.00
Total of Invoices Due (STE001)						288.00	0.00	288.00
STW Catering [STW001]								
08/05/2022	001	235	Civic Sunday Catering		08/05/2022	255.00		255.00
Total of Invoices Due (STW001)						255.00	0.00	255.00
Tim Howe Consultancy [TIM001]								
30/05/2022	1211/042022	229	QS Fees		30/05/2022	600.00		600.00
Total of Invoices Due (TIM001)						600.00	0.00	600.00
Vaughtons Ltd [VAU001]								
10/05/2022	53111	223	Past Mayors Badge		10/05/2022	21.89		21.89
Total of Invoices Due (VAU001)						21.89	0.00	21.89
Wakefield Metropolitan District Council [WAK001]								
11/04/2022	91313854167	232	Building Control Fee		11/04/2022	330.00		330.00
09/05/2022	00008021014917	225	Licence - Haw Hill Park		09/05/2022	70.00		70.00
Total of Invoices Due (WAK001)						400.00	0.00	400.00
Total of Invoices Due (Creditors)						6,718.48	0.00	6,718.48
TOTAL OF INVOICES DUE (ALL LEDGERS)						6,718.48	0.00	6,718.48

APPENDIX 2

NORMANTON TOWN COUNCIL ANNUAL MEETING OF COUNCIL

Tuesday 10th May 2022

PAYMENTS MADE UNDER CLERKS AUTHORITY

DATE	PAYEE	PURPOSE	NET £	VAT £	TOTAL £	REASON
05.04.22	Screwfix	Toilet Door Locks	£25.41	£5.06	£30.47	Card Purchase
05.04.22	Pickup Skips	Skip Hire	£200.00	£40.00	£240.00	Card Purchase
07.04.22	Amazon	VAT Calculator	£10.82	£2.17	£12.99	Card Purchase
07.04.22	Animoto	1 yr subscription (Video advertising)	£72.00	£0.00	£72.00	Card Purchase
22.04.22	Pickup Skips	Skip Hire	£200.00	£40.00	£240.00	Card Purchase
25.04.22	Etsy	Retirement/Long Service Gifts	£50.48	£0.00	£50.48	Card Purchase
25.04.22	Shires Removal	Storage Fees	£210.00	£30.00	£240.00	Card Purchase
25.04.22	AO	White Goods for new kitchen	£990.00	£198.00	£1,188.00	Card Purchase
26.04.22	World of Wallpaper	Wallpaper Sample	£2.98	£0.00	£2.98	Card Purchase
27.04.22	Numatic International	Replacement Henry parts	£29.99	£6.00	£35.99	Card Purchase
28.04.22	WMDC	Skip Re-siting fee	£86.55	£0.00	£86.55	Card Purchase
26.04.22	STW Catering	Mayoral Event	£540.00	£0.00	£540.00	Invoice due before next meeting
22.04.22	Five Towns Decorating	Redecoration - New offices	£650.00	£0.00	£650.00	Invoice due before next meeting
27.04.22	Dhand Construction	Valuation 3 - Refurbishment	£9,366.24	£1,873.25	£11,239.49	Invoice due before next meeting
25.04.22	Staff	Expenses (Fuel / Weedkiller)	£60.00	£0.00	£60.00	Reimbursement of costs
25.04.22	WMDC	Business Rates (NTH)	£1,276.50	£0.00	£1,276.50	Monthly Standing Order set up 14th of each month for 10 months
25.04.22	WMDC	Business Rates (WCC)	£227.45	£0.00	£227.45	Monthly Standing Order set up 14th of each month for 10 months
27.04.22	Employees	Wages	£6,449.53	£0.00	£6,449.53	Contractual
29.04.22	HMRC	PAYE/NIC	£2,160.55	£0.00	£2,160.55	Payment due before next meeting
29.04.22	WYPF	Pension	£1,657.43	£0.00	£1,657.43	Payment due before next meeting
			£24,265.93	£2,194.48	£26,460.41	