

NORMANTON TOWN COUNCIL

MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 8th February 2022 at 6.30pm at All Saints Church

Present: Councillor E Blezard
Councillor A Bones
Councillor G Cheesbrough
Councillor J Farrar
Councillor S Hudson
Councillor H Jones
Councillor F Marchant – Deputy Mayor
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor A Samuels (from Item 150 onwards)
Councillor R Seal
Councillor D South
Councillor K Wilson, JP
Councillor A Wood
Councillor W Wood
D Johnston – Town Clerk & RFO

Two members of the public

Absent: Councillor C Appleyard
Councillor D Appleyard - Mayor
Councillor R Best
Councillor J Botterill
Councillor A Moran

146. Mayors Announcements

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

The Mayors Chaplain led the Council in prayers.

147. Apologies for Absence

Apologies were received from Councillor J Botterill and Councillor A Moran.

RESOLVED that apologies be received, and reasons approved on behalf of Councillor C Appleyard, Councillor D Appleyard and Councillor R Best.

148. Declarations of Interest

RESOLVED that the following declarations be received:

Councillor E Blezard
Item 160 – Planning
Member of WMDC Planning Committee

Councillor W Wood
Item 160 – Planning
Planning application submitted by family member

Both Councillors left the room for consideration of the Planning item.

149. Members of the Public

The following issues were raised by members of the public:

Planting of spring bulbs in memory of those who have been lost in the pandemic. It was reported that District Councillors for both Normanton and Altofts were already addressing this issue separately.

Vandalism of planters in the High Street – Request to relocate planters. It was explained that the previous vandalism had been caused by pigeons and that the planters did not belong to the Town Council.

150. Co-Option of Councillor to the Altofts Ward

Members considered a presentation from each of the three candidates who had applied for co-option.

RESOLVED that Ashley Samuels be co-opted as a Councillor for the Altofts Ward.

Upon their appointment, the newly co-opted Councillor signed the declaration of acceptance of office.

151. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 14th December 2021 (Minute Numbers 127-145; Pages 54-63) be received and the contents contained therein be approved.

152. Notes – Consultations Working Group

RESOLVED that the notes of a meeting of the Consultations Working Group held on Wednesday 22nd December 2021 be received.

153. Minutes – Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Wednesday 2nd February 2022 (Minute Numbers 19-30; Pages 7-12) be received and the contents contained therein be approved.

154. Correspondence

RESOLVED that the following items of correspondence be received:

- i) Thank you letter from St Peters Church, Kirkthorpe - Noted.
- ii) Request for a testimonial for Gallagher Insurance - Declined.
- iii) Letter from Yvette Cooper MP regarding online meetings – Noted.

155. Reports from District Councillors

District Councillor J Farrar provided a verbal report on issues affecting Altofts including:

- Funding awarded to a number of community groups
- Handrail to be fitted on the footpath near the Horse & Jockey
- Update on the work of the Children's Scrutiny Committee in reference to the affordability of school uniforms.

District Councillor E Blezard provided a verbal report on issues affecting Normanton including:

- £1.98m secured to increase parking capacity at Normanton station plus CCTV, low energy lighting and electrical ducting for two future electric charging bays.
- £907,000 secured for the Bronte Pavilion to refurbish the facilities and support greater use of the site by the community.
- A share of the £4.85m had been secured to improve Normanton Market including removal of aging outdoor stalls, refurbishing shop units, and providing a more attractive shopping experience.
- Funding awarded to a number of community groups
- Play area improvements at Cemetery Rd, Fairway Village and Walnut Drive.
- Mining sculpture in the High Street
- Relocating The Well Loved shop from the market to the High Street.

District Councillor J Medford provided a verbal report on issues affecting Normanton including:

- Bollards installed at Redruth Drive to prevent access from Taylor Wimpey Site on Benson Lane.
- Litter Picking scheme is ongoing
- Road Safety campaign on Benson Lane

Members recorded their thanks to the three district Councillors present.

156. External Organisations

There were no updates from external organisations.

157. Outside Bodies

Councillor K Wilson reported that there were two new directors on the Freeston Foundation. Work was continuing with the sale of land for social housing.

Councillor E Blezard reported that there was a house available through the Almshouse Trust subject to letting criteria.

158. Financial Matters

RESOLVED that the list of invoices due for payment in February 2022 totalling £9286.65 and the supplementary list totalling £28,262.62 be approved.

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 December 2021 totalling £11,330.63 and January 2022 totalling £13,933.94 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 December 2021 showing a cash balance of £652,135.91 be received.

RESOLVED that the list of decisions made under Clerks Authority during December 2021 and January 2022 be approved as follows:

DATE	ITEM	COST
Jan-22	Disposal of various items of furniture and equipment	
12.01.22	Removal and Storage with Shires	£2,099.20
12.01.22	Storage Fees (4 containers charged every 4 weeks)	£192.00
13.01.22	Events decisions to be made by the Town Clerk with members kept up to date	
13.01.22	Easter Colouring Competition to be judged by the staff	
13.01.22	Mayor Making to be held in All Saints Church if possible	
13.01.22	Jubilee Service and Beacon Lighting 02.06.22 at All Saints Church if possible	
13.01.22	Party @ Haw Hill - Catering Units only	
13.01.22	Gala - Discussions to be held regarding a new start point for the parade	
13.01.22	Gala Entertainment - Vander Wheel, Mighty Smith (others unavailable)	£2,580.00

13.01.22	Events budget recommended £66,220	£66,220.00
13.01.22	Purchase of Jubilee Coasters 2240 £6742.40 + VAT	£8,090.88
25.01.22	IT Cable removal - required for build	£273.00

159. Budget & Precept 2022/23

The Town Council carefully considered the budget proposed by the Finance Committee. The budget provided for the current range of services with increases for inflation and anticipated increases in National Insurance and energy costs. There was also an amount put aside for the Platinum Jubilee celebrations in June.

RESOLVED that the budget of £344,301 be approved.

The costs for the Town Hall were considered along with the funding which had already been put into place. It was reported that there would be no requirement to borrow funds or increase the precept to fund the project. The total budget for the refurbishment, decorating, carpets, curtains, IT networking, removals and storage and furniture was £474,476.00. All these costs can be covered from existing earmarked reserves and budget savings. Thanks were recorded to the Town Clerk for her work in putting the financial information together.

RESOLVED that the Town Hall Budget for 2022/23 be approved.

Members considered the precept and were mindful of the impact on local residents. It was noted that 86% of homes in our area fall into band C or below with 54% falling into band A. Members were keen to cap any increase at below 2% and utilise balances where affordable to mitigate any increase in the precept.

RESOLVED that the precept for 2022/23 be set at £310,440 with £18,311 being taken from reserves. This represents a 1.99% increase which is less than 86p per year for the majority of homes in our area.

160. Planning

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

APP NO	ADDRESS	PROPOSAL
21/02871/CPL	14 Langdale Drive Normanton WF6 2SS	Conversion of garage to habitable space
21/02897/CPL	15 Normanton View Normanton WF6 1PJ	New bedroom window on front elevation.

21/02598/FUL	25 Snydale Road Normanton WF6 1NT	Single Storey Side Extension
21/02942/FUL	20 Freeston Drive Normanton Wakefield WF6 2DY	Single storey side extension, forming link to exg garage, & demolition of exg conservatory
21/02962/FUL	20 Gilcar Street Normanton Wakefield West Yorkshire WF6 1RD	First Floor Side Extension
21/02964/FUL	Normanton Outdoor Market The Market Normanton WF6 2AT	Installation of 8no. 6m lighting columns and 1no. feeder pillar.
21/02980/FUL	92 Benson Lane Normanton WF6 2HS	Two storey side extension & associated works
21/02986/FUL	84 Benson Lane Normanton WF6 2HS	Two storey extension to the side
21/02991/FUL	Montana Foxholes Lane Normanton WF6 2PE	Retrospective erection of single storey extension to side, decking to rear, pergola to rear of outbuilding, external alterations to outbuilding, hardstanding to front, side and rear and landscaping works
22/00033/FUL	17 Eskdale Court Altofts Normanton WF6 2TD	Two storey extension to side
21/03061/CPL	34 Beverley Close Normanton WF6 1BU	Single storey rear extension
22/00058/FUL	1 Dalefield Way Normanton WF6 1BS	Two storey rear extension
21/01756/NMC01	43 Illingworth Avenue Normanton Wakefield West Yorkshire WF6 2LL	Non-material change to approved application 21/01756/ful comprising alteration of window type/design to the northern elevation (elevation C on drawing)

22/00084/FUL	137 Church Road Normanton WF6 2RN	Two storey extension to side
22/00112/FUL	28 Newfield Crescent Normanton WF6 1SQ	Two storey side and single storey front extensions.
19/00189/REM	2 Edward Street Normanton WF6 2QU	Application for approval of reserved matters (appearance, scale, layout and landscaping) following the grant of outline planning permission for the construction of a single dwelling including access (19/00189/OUT dated 22 July 2019)
21/00989/NMC01	55 Rose Farm Approach Normanton Wakefield West Yorkshire WF6 2RZ	Non material amendment to approved planning application 21/00989/FUL, dated 20th August 2021, (for 'Single storey side/rear extension, raising of ridge height and dormer to rear') to increase the width of the rear dormer, add a juliet balcony to the rear
21/02921/FUL	Newlands Hall Estate Birkwood Road Altofts Wakefield WF6 2NJ	Detailed application for construction of farmhouse (resubmission of application 20/01476/FUL).

It was reported that the Taylor Wimpey development at Altofts had been shared on social media by residents. The Clerk made contact with Taylor Wimpey and invited them to attend the March meeting of Council.

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

APPENDIX 1

03/02/2022

Normanton Town Council

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Invoices Due for Payment by 3 February 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
JC One Promotions [JCO1001]								
24/01/2022	7545	149	Jubilee Coasters		24/01/2022	8,090.88		8,090.88
Total of Invoices Due (JCO1001)						8,090.88	0.00	8,090.88
Keighley Town Council [KEI001]								
02/02/2022	2021-0137	151	Mayoral Engagement Ticket		02/02/2022	40.00		40.00
Total of Invoices Due (KEI001)						40.00	0.00	40.00
Pro Logic Computers (UK) Ltd [PRO001]								
27/01/2022	25396	153	Decommission of data cables		27/01/2022	273.00		273.00
Total of Invoices Due (PRO001)						273.00	0.00	273.00
Quadient UK Limited [QUA001]								
11/01/2022	92804303	150	Collection Charge		11/01/2022	90.00		90.00
Total of Invoices Due (QUA001)						90.00	0.00	90.00
Tim How Consultancy [TIM001]								
31/01/2022	1190/012022	152	Quantity Surveyor Fees		31/01/2022	600.00		600.00
Total of Invoices Due (TIM001)						600.00	0.00	600.00
Wakefield Metropolitan District Council [WAK001]								
20/01/2022	91313698277	148	Pest Control - WT Allot		20/01/2022	192.77		192.77
Total of Invoices Due (WAK001)						192.77	0.00	192.77
Total of Invoices Due (Creditors)						9,286.65	0.00	9,286.65
TOTAL OF INVOICES DUE (ALL LEDGERS)						9,286.65	0.00	9,286.65

APPENDIX 1

Keighley Town Council	£80.00	Civic Dinner	Mayors Allowance	Replacement invoice - previously listed as £40.00
Riso	£218.16	Photocopying Charges	Photocopier Charges	Quarterly invoice in advance
Enveritass	£70.00	Asbestos Testing	Town Hall Refurbishment	Additional testing required on insulation
Pitney Bowes	£519.00	Franker Credit	Postage	
Dhand Construction	£23,377.88	Valuation 1	Town Hall Refurbishment	Including deposit for the lift £10,000
DMS Architecture	£3,997.58	Architects Fees	Town Hall Refurbishment	
	£28,262.62			

APPENDIX 2
PAYMENTS MADE UNDER CLERKS AUTHORITY

DATE	PAYEE	PURPOSE	NET £	VAT £	TOTAL £	REASON
16.12.21	Theatre People	Performance - Switch On	£50.00	£0.00	£50.00	Payment due before next meeting
	Ian Jefferson Presenting	Christmas Lights Presenting	£250.00	£0.00	£250.00	Payment due before next meeting
	Normanton Advertiser	Advertising	£216.00	£43.20	£259.20	Payment due before next meeting
	Advertiser Printers	Printing	£25.00	£5.00	£30.00	Payment due before next meeting
	Mayor of Normanton	Expenses	£158.95	£0.00	£158.95	Payment due before next meeting
20.12.21	All Saints Church	Organist - Xmas Celebration	£75.00	£0.00	£75.00	Payment due before next meeting
	AllSaints Church	Xmas Celebration	£50.00	£0.00	£50.00	Payment due before next meeting
22.12.21	Employees	Salaries, wages and Allowances	£6,756.58	£0.00	£6,756.58	Contractual Payment
30.12.21	HMRC	PAYE/NIC	£2,159.27	£0.00	£2,159.27	HMRC Payment
30.12.21	WYPF	Pension Contributions	£1,541.63	£0.00	£1,541.63	Pension Payment
					£11,330.63	
DATE	PAYEE	PURPOSE	NET £	VAT £	TOTAL £	REASON
27.01.22	Employees	Salaries/Wages	£6,511.20	£0.00	£6,511.20	Contractual Payment
31.01.22	HMRC	PAYE/NIC	£1,916.80	£0.00	£1,916.80	HMRC Payment
31.01.22	WYPF	Pension Contributions	£1,460.50	£0.00	£1,460.50	Pension Payment
	JC One	Deposit for Jubilee Coasters	£3,371.20	£674.24	£4,045.44	
					£13,933.94	

APPENDIX 2

Payments for Month 9				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>
06/12/2021	Barclays Bank	DD	30.76			4150	101	30.76 Bank Charges
16/12/2021	Post Office Ltd	CARD	25.68			4101	101	25.68 Postage
21/12/2021	B&Q	CARD	20.00		3.33	4999	102	16.67 Packing Materials
31/12/2021	Asda	CARD	5.42		0.75	4999	102	4.67 Milk & Lightbulbs
Total Payments for Month			81.86	0.00	4.08			77.78
Balance Carried Fwd			1,097.84					
Cashbook Totals			1,179.70	0.00	4.08			1,175.62

APPENDIX 2

Payments for Month 10				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>
06/01/2022	Barclays Bank	DD	12.33			4150	101	12.33	Bank Charges
07/01/2022	National Chrysanthemum Society	CARD	55.50			4652	201	55.50	Membership & Medals
10/01/2022	SLCC	CARD	379.00			4135	101	379.00	Membership Fee
10/01/2022	Marquee Media Ltd	CARD	34.60		5.76	4115	101	28.84	Suspension Files
10/01/2022	Springback Binders Ltd	CARD	44.97		7.50	4115	101	37.47	Springback Binders
10/01/2022	Amazon	CARD	21.99		3.67	4116	101	18.32	Monitor Stand
12/01/2022	The Yorkshire Removal CO. Ltd	CARD	300.00		50.00	4201	102	250.00	Removal Fee
13/01/2022	The Yorkshire Removal CO. Ltd	CARD	1,799.20		270.00	4201	102	1,529.20	Furniture Removal
17/01/2022	Mushazu Limited	CARD	22.99		3.83	4116	101	19.16	Footrest
19/01/2022	The Yorkshire Removal CO. Ltd	CARD	192.00		24.00	4201	102	168.00	Furniture Storage
25/01/2022	B&Q	CARD	52.60		6.93	4999	102	17.50	Dust Sheets
						4134	101	28.17	PPE
26/01/2022	B&Q	CARD	-6.00		-1.00	4134	101	-5.00	PPE Refund
26/01/2022	B&Q	CARD	3.60		0.60	4134	101	3.00	PPE
26/01/2022	Mushazu Limited	CARD	22.99		3.83	4116	101	19.16	Footrest
Total Payments for Month			2,935.77	0.00	375.12			2,560.65	
Cashbook Totals			2,935.77	0.00	375.12			2,560.65	