

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 14th February 2023 at 6.30pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor G Cheesbrough
Councillor M Jennings
Councillor H Jones
Councillor F Marchant – Mayor of Normanton
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor J Medford – Deputy Mayor of Normanton
Councillor T Morgan
Councillor J Pritchard
Councillor P Sampson
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP
Councillor W Wood
Donna Johnston – Town Clerk

Mayor's Chaplain
Two members of the public

Absent: Councillor C Appleyard
Councillor D Appleyard
Councillor A Bones
Councillor S Hudson
Councillor R Seal
Councillor A Wood

107. Mayors Announcements

The Mayor reported that she had attended the Normanton School pyramid meeting and it had been a very successful meeting with interesting topics raised by the children in attendance.

The Mayors Chaplain led the Council in prayers and the Council observed a minute's silence following the sad death of former Councillor and former Mayor of Normanton, Mary White.

108. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor C Appleyard, Councillor D Appleyard, Councillor A Bones, Councillor R Seal, and Councillor A Wood.

109. Declarations of Interest

Members were reminded of the requirement to declare an interest in any item on the agenda in which they had an interest.

There were no declarations made.

110. Members of the Public

The Mayor explained the rules for public participation, a copy of which was provided to all members of the public present.

One member of the public proceeded to ask questions relating to the development of houses at the former Norman public house at Queen Elizabeth Drive. The member of the public had been informed on numerous occasions that the land at 'Norman Court' is not and has never been in the ownership or management of the Town Council. The Member of the public was once again advised that this was a WMDC / WDH matter.

111. Minutes

Meeting of Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 13th December 2022 (Minute Numbers 89-106; Pages 37-42) be received and the contents contained therein be approved.

Meeting of the Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 24th January 2023 (Minute Numbers 29-42; Pages 8-12) be received.

Meeting of the Staffing Committee

RESOLVED that the minutes of a meeting of the Staffing Committee held on Monday 6th February 2023 (Minute Numbers 016-025; Pages 6-8) be received.

Meeting of the Special Projects Committee

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Tuesday 7th February 2023 (Minute Numbers 015-021; Pages 11-15) be received.

112. Notes of Working Groups

Consultation Working Group

RESOLVED that the notes of the Consultation Working Group held on Wednesday 21st December 2022 relating to the West Yorkshire Mass Transit Plan be received.

113. Notes of External Meetings

RESOLVED that the notes of a meeting held to discuss the planning application at Benson Lane Children's Home be received.

114. Dispensation

RESOLVED that the application for dispensation for Councillor P Sampson to enable him to discuss and vote on the precept be approved.

115. Appointment to Committees

RESOLVED that Councillor P Sampson be appointed to the Special Projects Committee, Property Management Committee and Finance Committee.

116. Correspondence

RESOLVED that the following items of correspondence be received:

WMDC Local Plan – Consultation 17.

No comments were submitted.

Taylor Wimpey Development at Station Road – Taylor Wimpey to be contacted to request outcome of their public consultation events.

Arriva – Confirmation that there were no timetable changes planned contrary to reports in the Wakefield Express.

Wakefield Road Car Accidents – It was agreed that a meeting be arranged with District Councillor Matthew Morley to consider what action can be taken. Councillors to be invited EB, PM, JP, PS and District Councillors.

B&M Thefts and antisocial behaviour – Meeting to be arranged with B&M Head office, Police and ASB Team. Councillors to be invited EB, PM, JP.

117. Reports from District Councillors

Councillor J Medford for the Normanton Ward reported on:

- Accident on Wakefield Road;
- Bronte – Funding still allocated but no start date;
- Markets – Front stalls remaining in place and being renovated;
- Walnut Drive Park – Damaged equipment reported;
- Railway – Carpark improvements starting in July;
- Benson Lane – Consulting on a 20mph speed limit;
- The Well Shop – Alternative premises offered off the High St;
- Funding - £7,500 to Normanton Knights.

It was reported that the new shop doors in the market shop units were much narrower and may not be accessible under the equality act.

Councillor J Pritchard for the Altofts Ward reported on:

- Funding - £2,414 awarded to Altofts Cricket Club
- Pact Meeting – Update on crime statistics including burglary of sheds, theft from motor vehicle, knife crime, and drug use. The Police were offering education on knife crime to local schools and more high visibility patrols were being provided. There would be a restructuring of the staffing.
- There was a new School Crossing Patrol at Altofts Juniors

RESOLVED that the reports from District Councillors be received.

118. External Organisations

Councillor E Blezard reported that she had been looking for someone to donate a container for The Well Project for them to use as a meeting space.

Following a successful meeting with a local business and Councillor J Pritchard, it was reported that a fully fitted out container with office space was being donated in March.

Councillor E Blezard reported that she was working with AGE UK and the Normanton Home Safety Committee to deliver a multi-agency event and Sloppy Slipper Exchange. Sloppy Slipper Exchanges were designed to minimise the risk of slips and trips in the home by ensuring that slippers are correctly fitted.

Councillor E Blezard reported that WMDC would be trialling a wildflower roadside verge at Ashgap Lane / Falmouth Avenue.

RESOLVED that the reports be received.

119. Outside Bodies

RESOLVED that the Minutes of a meeting of the Stanley Ferry Community Liaison Group held on 12th January 2023 be received.

RESOLVED that notes from Councillor W Wood from his attendance at the above Meeting be received.

Councillor K Wilson, JP, reported that the Freeston Foundation were continuing to work on the development of social housing at Pingle Field.

Members requested an update from Welbeck on the operation of the site and their restoration plans.

RESOLVED that the reports be received.

120. Councillors Allowance

RESOLVED that the Remuneration Panel at Wakefield MDC be approached to review the Town Councillors allowance of £110 per year which was originally approved in 2006.

121. Financial Matters

RESOLVED that the list of invoices due for payment in February 2023 totalling £13,216.65 be approved.

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

RESOLVED that the list of payments made under the Clerks Authority in December 2022 and January 2023 totalling £50,903.34 be approved.

A copy of the list of payments made under Clerk's authority can be found at appendix 2.

RESOLVED that the Bank Reconciliation for December 2022 showing a balance of £281,333 be received.

122. Budget and Precept 2023/24

RESOLVED that the budgeted expenditure of £373,821 and budget income of £14,989 for the 2023/24 financial year be approved.

RESOLVED that a precept of £331,832 be requested from WMDC with the shortfall of £27,000 being taken from general reserves. This represents an increase of 2.76%.

123. Appointment of Internal Auditor

RESOLVED that Internal Audit Yorkshire be appointed as Internal Auditor for the 2023/24 financial year carrying out two visits at a cost of £375.00 per visit.

124. Approval of Expenditure over £5000

In accordance with Financial Regulations, the Council is required to formally approve any expenditure in excess of £5,000.

RESOLVED that a contract for Scribe Accounts, Allotments and Bookings Software be agreed at a total cost of £6,191.00 for a three-year period. This provided a saving of £648.00 over the three-year period.

125. Planning

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

APP NO	ADDRESS	PROPOSAL
22/02537/FUL	32A Church Road Normanton WF6 2NN	Proposed porch to front, single storey extension to side (revised), dormer to front and alterations to rear bedroom window to form juliet balcony & doors
20/00703/S7301	Welbeck Landfill Site Boundary Lane Normanton WF6 2JA	Section 73 Application to allow for revisions for the importation of soils to the existing soil treatment facility (Application Reference Number: 20/00703/FUL Date of Decision: 21/01/2021) Condition Number(s): 2 Conditions(s) Removal: Permission is bei
22/02450/TEL	Imex Spaces Ripley Drive Normanton WF6 1QT	The removal of the existing 17m lattice tower and its replacement with a 27.5m tower supporting the existing 6 no. antennas and 1 no. new 0.3m dish. The removal, replacement, and installation of associated ancillary

		<u>equipment, refreshing of equipment with</u>
22/02555/FUL	Asda Distribution Centre Express Way Wakefield Europort Normanton WF6 2TZ	<u>Storage of Liquefied Natural Gas and Liquefied Nitrogen and Associated Works</u>
22/02557/HAZ	Asda Distribution Centre Express Way Wakefield Europort Normanton WF6 2TZ	<u>Hazardous substance consent for storage of liquefied natural gas and liquefied Nitrogen</u>
22/02564/FUL	28 High Green Road Normanton WF6 2LF	<u>Single storey extension to rear</u>
22/02569/FUL	1 Salisbury Close Normanton WF6 2RP	<u>Single storey flat roof extension to rear and bungalow re-roofed with rear dormers</u>
22/02586/FUL	47 Goosehill Road Normanton WF6 1BJ	<u>Proposed dropped kerb vehicular access and hardstanding to front</u>
22/02533/FUL	Premier House Premier Way North Normanton West Yorkshire WF6 1GY	<u>Change of Use from Use Class Sui Generis (Industrial Dairy) to Use Class B8 (Storage and Distribution) and external alterations including fencing, gates and landscaping</u>
23/00058/FUL	27 Cypress Road Normanton WF6 1LL	<u>Single storey side and rear extension</u>

126. Normanton Advertiser

Members considered the recent closure of the Normanton Advertiser which was vital for the circulation of news and events in the local area for those who don't use the internet.

It was agreed to change the delivery of the current newsletter and include the newsletter within the new monthly Advertiser.

The cost for four pages would be £5,760 which represents a budget saving of £240.00 on the Newsletter budget and £2,000 on the advertising budget.

RESOLVED that the Town Council works alongside the Normanton Advertiser for the delivery of Town Council news and events information at a cost of £5,760 for 4 pages per month.

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

APPENDIX 1

14/02/2023

Normanton Town Council

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Invoices Due for Payment by 14 February 2023

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]								
02/02/2023	000011	785	Decorating		02/02/2023	6,251.16		6,251.16
Total of Invoices Due (5TO001)						6,251.16	0.00	6,251.16
Advertiser Office Printers Limited [ADV001]								
03/02/2023	SI 599	786	Stationery		03/02/2023	66.00		66.00
Total of Invoices Due (ADV001)						66.00	0.00	66.00
Alice Bacon Memorial Trust [ALI001]								
01/02/2023	001	760	Small Grant 2023		01/02/2023	500.00		500.00
Total of Invoices Due (ALI001)						500.00	0.00	500.00
Altofts Bowling Club [ALT003]								
01/02/2023	001	759	Small Grant 2023		01/02/2023	286.99		286.99
Total of Invoices Due (ALT003)						286.99	0.00	286.99
Altofts Cricket Club [ALT004]								
01/02/2023	001	757	Small Grant 2023		01/02/2023	500.00		500.00
Total of Invoices Due (ALT004)						500.00	0.00	500.00
Altofts Community Sports Club [ALT005]								
09/02/2023	001	792	Small Grant 2023		09/02/2023	500.00		500.00
Total of Invoices Due (ALT005)						500.00	0.00	500.00
Back Chat Brass [BAC001]								
14/02/2023	BCB23090904	794	Band Deposit - Gala 2023		14/02/2023	324.00		324.00
Total of Invoices Due (BAC001)						324.00	0.00	324.00
Class Office Equipment Ltd [CLA001]								
10/02/2023	IN00125970	793	Cleaning Materials		10/02/2023	127.66		127.66
Total of Invoices Due (CLA001)						127.66	0.00	127.66
Friends of Altofts Library [FRI001]								
01/02/2023	001	756	Small Grant 2023		01/02/2023	473.89		473.89
Total of Invoices Due (FRI001)						473.89	0.00	473.89
Friends of Lock Lane, Altofts [FRI003]								
01/02/2023	001	749	Small Grant 2023		01/02/2023	300.00		300.00

14/02/2023	Normanton Town Council						Page 2	
16:32	Invoices Due for Payment by 14 February 2023							
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 (FRI003)						300.00	0.00	300.00
Meet n Eats Diner [MEE001]								
01/02/2023	001	755	Small Grant 2023		01/02/2023	484.98		484.98
Total of Invoices Due (MEE001)						484.98	0.00	484.98
Melissa Radway School of Dance [MEL001]								
30/11/2022	001	779	Gala Dance/Parade		30/11/2022	150.00		150.00
Total of Invoices Due (MEL001)						150.00	0.00	150.00
Normanton Knightingale Cheerleaders [NOR002]								
01/02/2023	001	754	Small Grant 2023		01/02/2023	300.00		300.00
Total of Invoices Due (NOR002)						300.00	0.00	300.00
Normanton Knights [NOR003]								
01/02/2023	001	753	Small Grant 2023		01/02/2023	493.56		493.56
Total of Invoices Due (NOR003)						493.56	0.00	493.56
Normanton Musical Theatre Society [NOR004]								
01/02/2023	001	751	Small Grant 2023		01/02/2023	500.00		500.00
Total of Invoices Due (NOR004)						500.00	0.00	500.00
Normanton St Johns Cricket Club [NOR007]								
01/02/2023	001	752	Small Grant 2023		01/02/2023	500.00		500.00
Total of Invoices Due (NOR007)						500.00	0.00	500.00
RCW Building Solutions Ltd [RCW001]								
29/01/2023	10316	762	Tap Repairs		29/01/2023	210.00		210.00
Total of Invoices Due (RCW001)						210.00	0.00	210.00
Rialtas Business Solutions Ltd [RIA001]								
06/12/2022	SM26786	763	Rialtas Bookings Software		06/12/2022	153.53		153.53
Total of Invoices Due (RIA001)						153.53	0.00	153.53
Riso Digital Print Solutions [RIS001]								
01/02/2023	22406062	790	Printing Charges		01/02/2023	226.88		226.88
Total of Invoices Due (RIS001)						226.88	0.00	226.88
Snaith and Cowick Town Council [SNA002]								

APPENDIX 1

14/02/2023		Normanton Town Council					Page 3	
16:32		Invoices Due for Payment by 14 February 2023						
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
06/02/2023	001	787	St George's Day Tickets x2		06/02/2023	20.00		20.00
Total of Invoices Due (SNA002)						20.00	0.00	20.00
Taylor Roofing Ltd [TAY001]								
17/01/2023	3851	761	Guttering Repairs		17/01/2023	300.00		300.00
Total of Invoices Due (TAY001)						300.00	0.00	300.00
The Well Project [WEL001]								
01/02/2023	002	750	Small Grant 2023		01/02/2023	500.00		500.00
Total of Invoices Due (WEL001)						500.00	0.00	500.00
The Yorkshire Removal Company Ltd [YOR003]								
24/01/2023	41194	778	Storage Fees		24/01/2023	48.00		48.00
Total of Invoices Due (YOR003)						48.00	0.00	48.00
Total of Invoices Due (Creditors)						13,216.65	0.00	13,216.65
TOTAL OF INVOICES DUE (ALL LEDGERS)						13,216.65	0.00	13,216.65

APPENDIX 2**Payments made under Clerks Authority****November 2022 / December 2022****CARD PAYMENTS**

DATE	PAYEE	AMOUNT	PURPOSE
01.11.22	Nisbets	£339.67	Catering Equipment
03.11.22	Pickup Skips	£250.00	Skip Hire
07.11.22	Screwfix	£59.99	Manhole Key
08.11.22	XS Stock.com	£199.98	Christmas Decorations
09.11.22	Amazon	£69.94	Christmas Decorations
09.11.22	Asda	£4.80	Refreshments - Remembrance
09.11.22	B&M	£10.00	Kitchenware
09.11.22	Currys	£199.00	Vacuum Cleaner
10.11.22	Asda	£255.77	Refreshments - Remembrance
12.11.22	Costco	£86.37	Refreshments-Remembrance
12.11.22	Makro	£60.03	Refreshments
12.11.22	Nisbets	£225.81	Catering Equipment
23.11.22	B&M	£112.48	Christmas Decorations
30.11.22	BigDug	£619.20	Basement Shelving
20.11.22	Blyme Ltd	£21.99	Santa Beard
29.11.22	Booker	£99.05	Refreshments
19.11.22	The Kids Kandy Company	£125.95	Sweets for Switch On
21.11.22	Nisbets	£204.04	Catering Equipment
23.11.22	Screwfix	£139.94	Posts and chains
25.11.22	Tesco	£81.61	Refreshments - Switch On
24.11.22	WMDC	£40.00	Small Lottery Licence
29.11.22	We Print Gifts	£87.37	Lanyards
23.11.22	Skirting 4 less	£189.08	Skirting board
02.12.22	Ebay	£6.99	Hoover Bracket
02.12.22	Safety Signs 4 Less	£10.35	Keep Clear Signs
05.12.22	Factory Shop	£8.00	Childrens Party Prize
07.12.22	B&M	£9.49	Childrens Party Prize
07.12.22	Booker	£21.92	Cups - Childrens Party
07.12.22	Tasty Bites	£58.90	Refreshments - Childrens Party
10.12.22	Amazon	£217.90	Printer
15.12.22	Asda	£60.25	Refreshments - Christmas Celebration
20.12.22	SLCC	£422.00	Membership
21.12.22	Pickup Skips	£250.00	Skip Hire - WT
21.12.22	Screwfix	£5.03	Toilet Door Lock - WCC
22.12.22	Destination Vinyl	£4.99	Mouse Mat
		£4,557.89	

PETTY CASH

01.11.22	B&M	£34.93	Halloween Sweets
03.11.22	Asda	£8.50	Cleaning Products
08.11.22	Asda	£4.45	Refreshments
14.11.22	B&M	£36.00	Christmas Wrapping Paper
16.11.22	B&M	£14.00	Christmas Wrapping Paper
15.12.22	Asda	£1.20	Cleaning Materials
06.12.22	B&M	£6.99	Childrens Party Prize
		£106.07	

INVOICES

APPENDIX 2**Payments made under Clerks Authority****November 2022 / December 2022**

25.11.22	Employees Wages	£10,332.30	Wages
30.11.22	HMRC	£3,859.51	PAYE
30.11.22	WYPF	£1,892.84	Pension
30.11.22	Paul Roberts Flooring	£12,075.60	Carpets / Vinyl
30.11.22	WH Joinery	£120.00	Joinery - Door adjustments
30.11.22	Aston Management	£480.00	Michael Buble Tribute - Switch On
30.11.22	Create Café	£560.00	Catering - Remembrance Sunday
30.11.22	Skelmanthorpe Brass Band	£500.00	Remembrance Sunday Band
30.11.22	HG1 Communication	£300.00	Remembrance Sunday Sound System
30.11.22	Yorkshire Removals	£48.00	Storage
30.11.22	All Saints Church	£60.00	Room Hire
30.11.22	Mayor of Normanton	£40.00	Mayors Allowance - Expenses
30.11.22	Neals Plastering	£600.00	Plastering
30.11.22	Frank Poppleton	£644.00	Coach Hire - Remembrance
30.11.22	Artifaces	£290.00	Face Painting - Halloween
30.11.22	Donnas Face Painting	£200.00	Face Painting - Switch On
30.11.22	Taylor Roofing	£219.60	Roof Repairs - Woodhouse
30.11.22	Lofthouse & Co	£202.80	Payroll Services
22.12.22	Employees Wages	£8,355.77	Wages
30.12.22	HMRC	£2,415.19	PAYE
30.12.22	WYPF	£1,905.57	Pension
20.12.22	NSALG	£66.00	Membership
16.12.22	Mayor of Normanton	£60.00	Mayors Allowance - Expenses
16.12.22	Yorkshire Removals	£460.80	Storage & Removals
31.12.22	Normanton Advertiser	£551.40	Advertising - Gala, Show, Talk & Slide etc
		£46,239.38	

GRAND TOTAL**£50,903.34**