

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 14<sup>th</sup> June 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 J Farrar
  - Councillor S Hudson
  - Councillor M Jennings
  - Councillor H Jones
  - Councillor F Marchant - Mayor
  - Councillor P Marchant
  - Councillor B Mayne
  - Councillor P Mayne
  - Councillor J Medford – Deputy Mayor
  - Councillor A Moran
  - Councillor A Samuels
  - Councillor R Seal
  - Councillor D South
  - Councillor K Wilson, JP
  - D Johnston – Town Clerk & RFO
- Also present:
- Reverend Alan Murray – Mayors Chaplain
  - One member of the public
- Absent:
- Councillor J Botterill
  - Councillor A Wood
  - Councillor W Wood

### 025. Mayors Announcements

The Mayor informed members of her upcoming Civic Sunday event and provided a report on the 14 engagements she had attended over the last month.

The Mayors Chaplain led the Council in prayers.

**026. Apologies for Absence**

Apologies were recorded on behalf of Councillor A Wood and Councillor W Wood.

**027. Declarations of Interest**

There were no declarations of interest.

**028. Members of the Public**

There was one member of the public in attendance who raised concern about the construction of houses at the former Norman Public House. The resident asked that the Council set the wheels in motion for a Public Inquiry.

The resident was advised that the Town Council would look into his request.

**029. Minutes**

**Annual Meeting of Council**

RESOLVED that the minutes of the annual meeting of Normanton Town Council held on Tuesday 10<sup>th</sup> May 2022 (Minute Numbers 001-024; Pages 1-10) be received and the contents contained therein be approved subject to the inclusion of Councillor A Samuels in the list of members present.

**Finance Committee**

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 7<sup>th</sup> June 2022 (Minute Numbers 001 – 011; Pages 1-3) be received.

**030. Correspondence**

RESOLVED that the following items of correspondence be received:

- i) Email from District Councillor J Hepworth with answers to questions raised about traffic assessments for new developments.
- ii) Email from the Programme Officer at the Local Development Plan confirming receipt of the Town Councils comments on Consultation 8.

**031. Reports from District Councillors**

There were no reports from District Councillors.

**032. External Organisations**

There were no reports from external organisations.

**033. Outside Bodies**

It was noted that the Freeston Foundation were continuing with the sale of land at Pingle Field for development.

**034. Financial Matters**

RESOLVED that the list of invoices due for payment in June 2022 totalling £11,332.18 be approved.

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

RESOLVED that the list of payments made under the Clerks Authority in May 2022 totalling £58,060.47 be approved.

A copy of the list of accounts can be found at appendix 2.

RESOLVED that the Bank Reconciliation for April 2022 showing a cash balance of £641,299.18 be received.

RESOLVED that the report of the internal auditor dated 12<sup>th</sup> May 2022 be received.

RESOLVED that the annual review of Direct Debits be approved.

**035. Annual Governance and Accountability Return 2021/22**

**a** RESOLVED that the Annual Internal Audit Report 2021/22 be received.

**b** RESOLVED that the Annual Governance Statement 2021/22 be received and that:

- i) Section 1 be agreed;
- ii) Section 2 be agreed;
- iii) Section 3 be agreed;
- iv) Section 4 be agreed;
- v) Section 5 be agreed;
- vi) Section 6 be agreed;
- vii) Section 7 be agreed;
- viii) Section 8 be agreed; and
- ix) Section 9 be marked as Not Applicable.

RESOLVED that the Annual Accounting Statements for the 2021/22 financial year be approved and submitted to the external auditor.

- c RESOLVED that the period for the exercise of public rights will begin on Monday 20<sup>th</sup> June 2022 and end on Friday 29<sup>th</sup> July 2022.

### 036. Internal Audit

RESOLVED that the review of the effectiveness of Internal Audit be approved.

RESOLVED that the Internal Audit Plan and Terms of Reference be approved.

RESOLVED that Yorkshire Internal Audit Services be appointed as Auditors for the 2022/23 financial year at £300 per visit, and that a selection of alternative quotes be considered in time for the 2023/24 financial year.

### 037. Planning

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

APP NO	ADDRESS	PROPOSAL
22/00364/FUL	1 St Mary's Avenue Normanton Wakefield WF6 2PU	<a href="#">2 storey side extension</a>
22/00468/FUL	29 Addison Avenue Normanton Wakefield WF6 1PF	<a href="#">Proposed two storey side extension, single storey extension to the front and part retrospective single storey rear extension.</a>
22/00915/FUL	22 Snydale Road Normanton WF6 1NT	<a href="#">Proposed partial first floor extensions for hip to gable roof extension and dormer to rear</a>
22/00923/CPL	14 Windsor Close Normanton WF6 1TX	<a href="#">Single storey rear extension</a>
22/00927/COUMA	7-17 Exchange Street Normanton WF6 2AA	<a href="#">Change of use of part of an existing mixed use building (Class E) to residential (Class C3) (2no. self-contained flats)</a>
22/00705/CPL	12 Priory Close Normanton WF6 2PT	<a href="#">Erection of new front porch, rear extension and demolition of existing front porch and rear extension.</a>

22/00792/FUL	12 Lee Brigg Altofts Normanton WF6 2JJ	<a href="#"><u>Proposed new vehicular access to include a dropped kerb and hardstanding</u></a>
22/00972/FUL	35 Illingworth Avenue Normanton WF6 2LL	<a href="#"><u>Two storey side extension</u></a>
22/01059/FUL	32 The Crescent Normanton Wakefield WF6 2QE	<a href="#"><u>Proposed ancillary building to rear</u></a>
22/00896/FUL	9 Goosehill Lane Warmfield WF6 2JB	<a href="#"><u>Single storey extension to side</u></a>
22/00999/FUL	Cross Hills Farm Goosehill Lane Warmfield Wakefield WF6 2JB	<a href="#"><u>Proposed detached garage to East of the property</u></a>
22/01000/FUL	9 Western Gales Way Normanton WF6 1UA	<a href="#"><u>Single storey front extension bow window to front elevation</u></a>

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

# APPENDIX 1

14/06/2022

## Normanton Town Council

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### Invoices Due for Payment by 14 June 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
<b>5 Towns Decorating Ltd [5TO001]</b>								
01/06/2022	000001	262	Decorating		01/06/2022	1,744.53		1,744.53
Total of invoices Due (5TO001)						<b>1,744.53</b>	<b>0.00</b>	<b>1,744.53</b>
<b>Advertiser Office Printers Limited [ADV001]</b>								
12/05/2022	SI-197	257	Printing of Posters		12/05/2022	45.00		45.00
12/05/2022	SI-195	260	Stationery		12/05/2022	76.20		76.20
01/06/2022	SI-217	247	Printing		01/06/2022	100.00		100.00
08/06/2022	SI-228	252	Show Schedules		08/06/2022	200.00		200.00
08/06/2022	SI-227	255	Stationery		08/06/2022	24.00		24.00
Total of Invoices Due (ADV001)						<b>445.20</b>	<b>0.00</b>	<b>445.20</b>
<b>All Saints Church Normanton [ALL001]</b>								
16/05/2022	003	249	Room Costs		16/05/2022	250.00		250.00
16/05/2022	004	250	Room Costs		16/05/2022	20.00		20.00
14/06/2022	002	248	Room Hire		14/06/2022	60.00		60.00
Total of Invoices Due (ALL001)						<b>330.00</b>	<b>0.00</b>	<b>330.00</b>
<b>Blackburn IT Services Ltd [BLA001]</b>								
30/05/2022	2010-11707	246	Allotments App		30/05/2022	180.00		180.00
Total of Invoices Due (BLA001)						<b>180.00</b>	<b>0.00</b>	<b>180.00</b>
<b>D3 Office Group Ltd [D3O001]</b>								
31/05/2022	71778	254	Packing Boxes		31/05/2022	76.75		76.75
Total of Invoices Due (D3O001)						<b>76.75</b>	<b>0.00</b>	<b>76.75</b>
<b>DMS Architecture Ltd [DMS001]</b>								
31/05/2022	02430	242	Architects Fees		31/05/2022	1,038.16		1,038.16
Total of Invoices Due (DMS001)						<b>1,038.16</b>	<b>0.00</b>	<b>1,038.16</b>
<b>Express Signs (Yorkshire) Ltd [EXP001]</b>								
12/05/2022	26632	258	Hanging Basket Plaque		12/05/2022	15.54		15.54
Total of Invoices Due (EXP001)						<b>15.54</b>	<b>0.00</b>	<b>15.54</b>
<b>First Impressions [FIR001]</b>								
01/06/2022	1086	261	Spring Hanging Baskets		01/06/2022	3,552.00		3,552.00
Total of Invoices Due (FIR001)						<b>3,552.00</b>	<b>0.00</b>	<b>3,552.00</b>

Keighley Town Council [KEI001]

# APPENDIX 1

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Normanton Town Council

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## Invoices Due for Payment by 14 June 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
14/06/2022	001	263	Yorkshire Day 2022		14/06/2022	110.00		110.00
Total of Invoices Due (KEI001)						110.00	0.00	110.00
<b>Normanton &amp; District Advertiser [NOR001]</b>								
30/04/2022	37282	243	Co-Option Advert		30/04/2022	48.00		48.00
Total of Invoices Due (NOR001)						48.00	0.00	48.00
<b>RCW Building Solutions Ltd [RCW001]</b>								
08/06/2022	10259	256	Asbestos Removal		08/06/2022	1,170.00		1,170.00
Total of Invoices Due (RCW001)						1,170.00	0.00	1,170.00
<b>Relight Talent Management Ltd [REL001]</b>								
16/09/2021	RTM-0113	251	Performer		16/09/2021	750.00		750.00
Total of Invoices Due (REL001)						750.00	0.00	750.00
<b>STW Catering [STW001]</b>								
08/05/2022	002	264	Catering - Civic Sunday		08/05/2022	255.00		0.00
08/05/2022	002A	266	CORR - Duplicated Invoice		08/05/2022	-255.00		0.00
13/05/2022	003	265	Catering - Mayor Making		13/05/2022	880.00		880.00
Total of Invoices Due (STW001)						880.00	0.00	880.00
<b>Tim Howe Consultancy [TIM001]</b>								
31/05/2022	1220/052022	253	QS Fees		31/05/2022	600.00		600.00
Total of Invoices Due (TIM001)						600.00	0.00	600.00
<b>Wakefield Metropolitan District Council [WAK001]</b>								
02/05/2022	91313886559	244	Park Licence		02/05/2022	46.00		46.00
02/05/2022	91313886540	245	Park Licence		02/05/2022	46.00		46.00
Total of Invoices Due (WAK001)						92.00	0.00	92.00
<b>Yorkshire Internal Audit Services [YOR002]</b>								
12/05/2022	4135	259	Internal Audit		12/05/2022	300.00		300.00
Total of Invoices Due (YOR002)						300.00	0.00	300.00
Total of Invoices Due (Creditors)						11,332.18	0.00	11,332.18
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>11,332.18</b>	<b>0.00</b>	<b>11,332.18</b>

## APPENDIX 2

### NORMANTON TOWN COUNCIL ORDINARY MEETING OF COUNCIL

Tuesday 14<sup>th</sup> June 2022

#### PAYMENTS MADE UNDER CLERKS AUTHORITY

DATE	PAYEE	PURPOSE	NET £	VAT £	TOTAL £	REASON
04.05.22	Amazon	Ice Buckets, Table Numbers	£174.04	£34.80	£208.84	Card Purchase
06.05.22	Hampshire Flags	Jubilee Flag	£80.74	£16.15	£96.89	Card Purchase
06.05.22	Asda	Water & Milk	£2.01	£0.21	£2.22	Card Purchase
10.05.22	Amazon	Envelopes	£7.48	£1.50	£8.98	Card Purchase
12.05.22	Asda	Cleaning Materials	£4.79	£0.96	£5.75	Card Purchase
12.05.22	Meraki Flowers	Mayor Making Flowers	£180.00	£0.00	£180.00	Payment due before next meeting
13.05.22	Tesco	Mayor Making Drinks	£231.21	£46.24	£277.45	Card Purchase
13.05.22	Tesco	Mayor Making Drinks	£37.57	£7.51	£45.08	Card Purchase
16.05.22	Tesco	Ice for Mayor Making	£15.00	£3.00	£18.00	Card Purchase
19.05.22	Shires Removals	Storage Fees	£168.00	£24.00	£192.00	Card Purchase
23.05.22	STW Catering	Mayor Making Catering	£880.00	£0.00	£880.00	Payment due before next meeting
26.05.22	Employees	Wages	£6,449.53	£0.00	£6,449.53	Contractual
27.05.22	Dhand Construction	Valuation 4	£38,215.31	£7,643.06	£45,858.37	Contractual – Payment due before next meeting
31.05.22	Screwfix	Safety Shoes	£44.98	£9.00	£53.98	Card Purchase
31.05.22	HMRC	PAYE/NIC	£2177.35	£0.00	£2177.35	Payment due before next meeting
31.05.22	WYPF	Pension	£1606.03	£0.00	£1606.03	Payment due before next meeting
			£50,274.04	£7,786.43	<b>£58,060.47</b>	