

MINUTES OF THE ANNUAL MEETING OF NORMANTON TOWN COUNCIL
Held on Tuesday 4th May 2021 at 6:30pm

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was conducted remotely, via the Zoom video conferencing platform.

Present:

- Councillor Mrs C. Appleyard
- Councillor D. Appleyard – Mayor
- Councillor Mrs E. Blezard
- Councillor J. Botterill
- Councillor A. Bones
- Councillor G. Cheesbrough
- Councillor S. Hudson
- Councillor Mrs F. Marchant – Deputy Mayor
- Councillor P. Marchant
- Councillor B. Mayne
- Councillor Mrs P. Mayne
- Councillor R. Seal
- Councillor K. Wilson
- Councillor W. Wood

Absent:

Councillor R. Best, Councillor J. Farrar, Councillor Mrs H.W. Jones, Councillor L. Masterman, Councillor J. Medford, Councillor Mrs A. Moran, Councillor D. South, Councillor Mrs A. Wood.

1. Election of Mayor

RESOLVED that Councillor David Appleyard be elected as Mayor for the 2021/22 municipal year.

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

2. Election of Deputy Mayor

RESOLVED that Councillor Fiona Marchant be elected as Deputy Mayor for the 2021/22 municipal year.

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

3. Apologies

RESOLVED that apologies for absence be received and reasons approved on behalf of Councillor R. Best, Councillor J. Farrar, Councillor Mrs H.W. Jones, Councillor L. Masterman, Councillor J. Medford, Councillor Mrs A. Moran, Councillor Mrs A. Wood

4. Mayors Announcements

The newly appointed Mayor of Normanton thanked members of the Town Council for their faith and support and gave thanks to Councillor Mrs C. Appleyard who would be supporting him over the next twelve months as Mayoress.

Members gave thanks to Councillor D. Appleyard and Councillor Mrs F. Marchant as they began their year in office and recorded a vote of thanks to the outgoing Mayor, Councillor J. Farrar who had completed two years in post.

The Mayor introduced Father David Teasdel of St Mary Magdalene Church, Altofts who would act as Mayors Chaplain for the coming year.

The Mayors Chaplain led the council in prayers and paid tribute to those Councillors who we have lost in the last year.

5. Members Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest in accordance with the code of conduct.

The following declaration was made:

Councillor Mrs E. Blezard
Non-Pecuniary Interest
Planning

6. Requests for Dispensation

RESOLVED that dispensations to vote on the precept and budget be granted for Councillor A. Bones, Councillor G. Cheesbrough and Councillor P. Marchant.

7. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th March 2021 (Minute Numbers 130 - 150; Pages 66 - 76) be approved and the contents contained therein be approved.

8. Minutes – Property Committee

RESOLVED that the minutes of the Property Committee held on Thursday 11th March 2021 (Minute Numbers 15-20; Pages 6-8) be received.

9. Minutes – Special Projects Committee

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 17th March 2021 (Minute Numbers 7-10; Pages 6-8) be received.

10. Minutes – Property Committee

RESOLVED that the minutes of the Property Committee held on Thursday 25th March 2021 (Minute Numbers 21-24; Pages 9-10) be received.

11. Expenditure Requiring Approval by Council

RESOLVED that the recommendation of the Property Committee (Minute 24, Thursday 25th March 2021) be approved and that Tim Shearstone be appointed as the Mechanical and Electrical Consultant for the Town Hall Refurbishment Project at a cost of £5,950.00.

12. Review of Committees and Working Groups

RESOLVED that the report on Town Council Committees be approved and that the Committee structure will be:

- i) Allotments Committee
- ii) Allotments Working Group
- iii) Finance Committee
- iv) General Purposes Committee
- v) Property Management Committee
- vi) Special Projects Committee
- vii) Staffing Committee

13. Scheme of Delegation

RESOLVED that the Scheme of Delegation be approved.

14. Terms of Reference for Committees and Working Groups

RESOLVED that the Terms of Reference for Committees and Working Groups be approved.

15. Nominations to Committees

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

Allotments Committee

Councillor Mrs C. Appleyard
Councillor Mrs E. Blezard
Councillor P. Marchant
Councillor B. Mayne
Councillor Mrs P. Mayne (Chairman)
Councillor R. Seal (Vice-Chairman)

Allotments Working Group

Councillor Mrs C. Appleyard
Councillor Mrs E. Blezard
Councillor G. Cheesbrough
Councillor P. Marchant
Councillor B. Mayne (Chairman)
Councillor Mrs P. Mayne
Councillor R. Seal (Vice-Chairman)

Finance Committee

Councillor Mrs E. Blezard
Councillor A. Bones
Councillor J. Botterill (Vice-Chairman)
Councillor J. Farrar
Councillor Mrs H.W. Jones
Councillor B. Mayne (Chairman)
Councillor Mrs P. Mayne
Councillor Mrs A. Moran
Councillor R. Seal
Councillor K. Wilson, JP

General Purposes Committee

Councillor Mrs E. Blezard (Vice-Chairman)
Councillor J. Botterill
Councillor Mrs H.W. Jones

Councillor B. Mayne
Councillor Mrs P. Mayne (Chairman)
Councillor R. Seal

Property Management Committee

Councillor A. Bones
Councillor Mrs E. Blezard (Vice-Chairman)
Councillor G. Cheesbrough
Councillor Mrs H.W. Jones
Councillor B. Mayne (Chairman)
Councillor Mrs P. Mayne
Councillor J. Medford
Councillor Mrs A. Moran
Councillor K. Wilson, JP

Special Projects Committee

Councillor Mrs C. Appleyard
Councillor D. Appleyard
Councillor R. Best
Councillor Mrs E. Blezard (Chairman)
Councillor S. Hudson
Councillor Mrs H.W. Jones (Vice-Chairman)
Councillor Mrs F. Marchant
Councillor P. Marchant
Councillor Mrs P. Mayne
Councillor Mrs A. Moran
Councillor K. Wilson, JP
Councillor Mrs A. Wood
Councillor W. Wood

Staffing Committee

Councillor Mrs E. Blezard (Vice-Chairman)
Councillor A. Bones
Councillor J. Botterill
Councillor Mrs H.W. Jones
Councillor B. Mayne
Councillor P. Mayne (Chairman)
Councillor Mrs A. Wood

16. Appointments to Outside Bodies

RESOLVED that the nominations to Committees as set out below be approved:

Alice Bacon Memorial Trust

Councillor Mrs C. Appleyard
Councillor Mrs E. Blezard
Councillor Mrs H.W. Jones
Councillor Mrs P. Mayne
Councillor W. Wood

Freeston Foundation

Councillor B. Mayne
Councillor K. Wilson, JP
Mrs H. Hudson (non-Councillor)

Freeston & Sagars Almhouse Charity

Councillor Mrs E. Blezard

Normanton Home Safety Committee

Councillor Mrs E. Blezard
Councillor Mrs H.W. Jones
Councillor Mrs P. Mayne

Talking Newspaper for the Blind

The Mayor - Chairman
Councillor Mrs C. Appleyard
Councillor G. Cheesbrough
Councillor Mrs H.W. Jones
Councillor Mrs F. Marchant
Councillor Mrs A. Moran

Town & Parish Councils Liaison Group

Councillor Mrs F. Marchant
Councillor Mrs P. Mayne
Town Clerk

Welbeck Liaison Group

Councillor B. Mayne
Councillor Mrs P. Mayne
Councillor D. South

Yorkshire Local Councils' Association

Mayor

Deputy Mayor

Councillor Mrs F. Marchant

Councillor J. Medford

17. Review of Standing Orders

RESOLVED that the Standing Orders be reviewed and no changes made.

18. Review of Financial Regulations

Members considered a number of changes to the Financial Regulations which would align with our current ways of working.

RESOLVED that the changes to the Financial Regulations set out in the report be approved and the revised Financial Regulations uploaded to the website.

19. Councillors with Special Responsibilities

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

Bank Account Signatories

Councillor Mrs E. Blezard

Councillor J. Botterill (to be added)

Councillor S. Hudson (to be added)

Councillor B. Mayne

Councillor K. Wilson, JP (to be added)

Councillor W. Wood (to be added)

Verification of Bank Reconciliation

Councillor Mrs P. Mayne

Signing Schedule of Accounts

Mayor

Any other Councillor

Signing of Payroll Records

Councillor Mrs E. Blezard

Councillor J. Botterill

Councillor B. Mayne

Councillor Mrs P. Mayne

Signing Change of Payee Bank Details

Councillor Mrs E. Blezard

Councillor J. Botterill

Councillor B. Mayne

Councillor Mrs P. Mayne

20. Complaints Procedure

RESOLVED that the Town Council's Complaints Procedure be approved.

21. Freedom of Information

RESOLVED that the Town Council's procedure for handling requests made under the Freedom of Information Act be approved.

22. Information & Data Protection

RESOLVED that the Town Council's procedure for handling requests made under the Data Protection Act be approved.

23. Recording at Town Council Meetings

RESOLVED that the rules for effective management of recording at Town Council meetings be approved.

24. Press & Publicity Policy

RESOLVED that the Press & Publicity Policy be approved.

25. Proposed Council Meeting Dates 2021/22

Members discussed the possible return to face-to-face meetings and it was noted that the Town Hall could not accommodate meetings of more than 12 people due to Covid Restrictions.

The legislation enabling meetings to be held via Zoom was being withdrawn on 6th May 2021.

It was reported that a risk assessment would be carried out for the safe return of smaller committee meetings which might include the need for lateral flow testing as an additional layer of mitigation.

The Town Clerk was thanked for her work on ensuring that the Council were up to date and compliant with the Covid requirements.

RESOLVED that the meeting dates set out below be approved.

13th July 2021
14th September 2021
12th October 2021
9th November 2021
14th December 2021
8th February 2022
8th March 2022
12th April 2022
10th May 2022

26. Annual Governance Statement

The Town Clerk presented each item on the Annual Governance Statement 2020/21 and asked members if they agreed with the statement.

RESOLVED that the Annual Governance Statement 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.

27. Accounting Statements

RESOLVED that the Annual Accounting Statements for the 2020/21 financial year be approved and submitted to the external auditor.

28. Internal Audit Review

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

29. Internal Audit Plan

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

30. Appointment of Internal Auditor

RESOLVED that Yorkshire Internal Audit Services be appointed as Auditors for the 2021/22 financial year and that a selection of alternative quotes be considered in time for the 2022/23 financial year.

31. Risk Management Review

RESOLVED that the review of the Risk Management document be approved.

32. Delegated Decision Making

RESOLVED that the decisions made under delegated authority be approved.

03.03.21	Allotments	Plot CY12 - Permission granted to install 4ft wooden fence around plot.		Policy
03.03.21	Allotments	Plot WT59 - Rent due date extended to 30.06.21 due to enable cash payment.		DMJ
03.03.21	Allotments	Skip Hire for WT069 following resident complaint		PM/BM
03.03.21	Finance	Defibrillator Pads purchased	£72.00	PM / BM
08.03.21	Allotments	Leaking Tap at WT016 - Plumber called	£85.00	PM/BM/RS
08.03.21	Allotments	Leak on water main at Heys Buildings - Plumber called	£175.00	PM/BM/RS
08.03.21	Allotments	Clearance of Plot WT71 following residents complaints	TBC	PM/BM
12.03.21		Closure/Handover of online Virtual Market on 12th April		PM/EB
15.03.21	Finance	Small Grant to St John's Cricket Club	£400.00	PM/EB/BM/JB
24.03.21	Mayor	Purchase of Collection Buckets for Parade	£24.99	DA/PM/EB

24.03.21	Finance	Defibrillator Starter Kit purchased	£6.95	DMJ
27.03.21	Finance	Final Water Bills paid for various sites		
27.03.21	Finance	Newland Lane	£104.63	DMJ/BM
27.03.21	Finance	Cypress Road	£32.43	DMJ/BM
27.03.21	Finance	Ellins Terrace	£371.42	DMJ/BM
27.03.21	Finance	Gladstone Street	£122.70	DMJ/BM
27.03.21	Finance	Woodhouse Centre	£154.28	DMJ/BM
13.04.21	Mayor	Purchase of Condolence Flowers	£65.00	DMJ/PM/EB
13.04.21	Allotments/ Woodhouse	Key Cutting	£45.00	DMJ
17.04.21	Allotments/ Woodhouse	Key Cutting	£25.50	DMJ
21.04.21	Allotments	Water Bill – Wentworth Terrace	£297.07	DMJ

33. Freedom of Information Request

The Town Clerk updated members on a Freedom of Information request which has been received from a member of the public.

The request related to the Town Councils accounts from the 2019/20 financial year.

A total of 623 pages of information were provided which took 6 hours to prepare.

The Town Clerk followed the Town Councils policy on handling requests under the Freedom of Information Act.

Following this request, it is suggested that all accounts information is made available on the website.

RESOLVED that the report be received and the Town Clerk be thanked for her work on this matter.

34. Invoices for Payment

RESOLVED that the lists of accounts for payment for April totalling £11,428.52 and payments to be made in May totalling £2,841.08 be approved.

April

Express Signs	Allotment Signs	£237.30
IT Spectrum	Printing Charges	£42.00
IT Spectrum	Printing Charges	£7.44
Quadient	Franking Ink	£188.99
RCW	HB - Leak Repair	£210.00
RCW	WT - Tap Repair	£102.00
RCW	WCC Pat Testing	£231.60
RCW	NL Stop Tap	£585.00
Shredall	Shredding	£52.42
Vaughtons	Past Mayor Badge	£42.12
WMDC	Town Hall - Utilities	£1,300.79
WMDC	WCC Business Rates*	£227.45
(Followed by 9 monthly payments by Standing Order of £227.00)		
WMDC	NTH Business Rates *	£1,276.50
(Followed by 9 monthly payments by Standing Order of £1272.00)		
YLCA	Training	£48.00
YLCA	Membership	£1,950.00
Expert Water	Install of TMVs - WCC	£300.00
YLCA	Training	£40.00
Wakefield CAB	Contribution	£1,600.00
RCW	Plot Clearance - WT	£240.00
RCW	Weed kill - NTH	£72.00
First Impressions	Summer Floral Displays	£7,178.52

May

Chubb	Fire Alarm System	£1,020.68
RCW	WCC Smart Heating	£540.00
Relight Talent	Party @ Haw Hill Park 2021	£750.00
WMDC	Refuse Collection TH	£71.24
WMDC	Refuse Collection WCC	£459.16

35. Payments made under Clerks Authority

RESOLVED that the list of payments made under Clerks Authority in March and April totalling £23,080.12 be approved.

Came & Company	Insurance 21/22	£3,481.85
Employees	Employee Wages – March	£6,250.11
WYPF	Pension Contributions – Feb	£1,298.67
HMRC	PAYE/NIC – February	£1,693.25
St John's Cricket	Small Grant	£400.00
Business Stream	Water Bill - Newland Lane	£104.63

Business Stream	Water Bill – Cypress Road	£32.43
Business Stream	Water Bill – Ellins Terrace	£371.42
Business Stream	Water Bill – Gladstone Street	£122.70
Business Stream	Water Bill – Woodhouse	£154.28
HMRC	PAYE/NIC – March	£1,727.66
WYPF	Pension Contributions – Mar	£1,305.34
Employees	Employee Wages – April	£6,137.78

36. Payments made by Card

RESOLVED that the list of payments made by card in March and April totalling £1,389.00 be approved.

Wel Medical	Defibrillator Pads	£86.40
WMDC	Skip Hire	£192.00
Amazon	Confidentiality Stamp	£20.98
Zoom	Subscription	£14.39
Wel Medical	Defib Starter Kit	£8.34
Amazon	Collection Buckets	£24.99
WMDC	Skips - ET & WT	£246.00
Post Office	Stamps	£25.68
Screwfix	PPE for Grounds Staff	£40.92
Just Gloves	PPE and Wipes	£188.52
Business Stream	Water Bill	£69.85
Calli-Fleur	Flowers	£65.00
Amazon	Keyrings	£23.97
Timpson	Key Cutting	£25.50
Timpson	Key Cutting	£45.00
Business Stream	Water Bill	£297.07
Zoom	Subscription	£14.39

37. Planning

Members considered and noted the following validated planning applications which were circulated upon receipt and again with the agenda.

RESOLVED that the validated applications be noted and no objections made.

20/02851/FUL	308 Castleford Road Normanton WF6 1PZ	Change of use from a single dwelling to three self contained flats
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21/00764/ADV	Shearings Ltd Mill Lane Normanton WF6 1RF	1no. Illuminated fascia sign
21/00788/FUL	27 Kings Avenue Altofts Normanton WF6 2TF	Two storey extension to side and single storey extension to rear
21/00573/FUL	23 Rosedale Close Normanton WF6 1UQ	Proposed loft conversion, including raising of the ridge and formation of dormer to rear roof slope. Single storey rear extension.
21/00772/CPL	5 Windross Close Normanton WF6 2PP	Proposed single storey extension to rear
21/00847/FUL	19 The Sycamores Normanton WF6 2JQ	Alterations and reduction to highway turning area
21/00877/FUL	43 St Mary's Avenue Normanton WF6 2PX	Single storey side extension
21/00989/FUL	55 Rose Farm Approach Normanton WF6 2RZ	Two Storey side extension, raising of ridge height, single storey extension and loft conversion
20/01224/FUL	53 Beckbridge Way Normanton WF6 2SU	Extension to rear and side (Retrospective)
21/00336/CPL	8 Lindrick Close Normanton WF6 1WJ	Single storey extension to rear
21/01009/FUL	294 Castleford Road Normanton Wakefield WF6 1PY	Rear single storey extension to kitchen

21/00938/FUL	1 Rosedale Close Normanton WF6 1UQ	Single storey side extension
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In the absence of any further business, the Mayor thanked everyone for their attendance and closed the meeting.