

NORMANTON TOWN COUNCIL



MINUTES OF THE ANNUAL MEETING OF NORMANTON TOWN COUNCIL

Tuesday 16th May 2023 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor
Councillor D Appleyard
Councillor E Blezard
Councillor A Bones – Deputy Mayor
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP
Donna Johnston – Town Clerk

Absent: Councillor R Seal

001. Election of Mayor

RESOLVED that Councillor C Appleyard be appointed as Mayor for the 2023/24 municipal year.

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

002. Election of Deputy Mayor

RESOLVED that Councillor A Bones be appointed as Deputy Mayor for the 2023/24 municipal year.

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

003. Prayers

The Mayor, Councillor C Appleyard led the Council in prayers.

004. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor R Seal.

005. Mayors Announcements

The Mayor thanked the Council and placed on record her thanks to the outgoing Mayor, Councillor F Marchant and the outgoing Deputy Mayor, Councillor J Medford for their service over the past year.

The Mayor also congratulated Councillor A Bones on her appointment as Deputy Mayor.

The Mayor announced that Civic Sunday would be held on Sunday 25th June at All Saints Church and that she was holding a 1940s night on 29th July at The Brig.

006. Declarations of Interest

RESOLVED that the following Declarations of Interest be received:

Councillor A Samuels

Non-Pecuniary Interest

Item 35 – Planning – Employer has submitted a planning application.

007. Members of the Public

There were no members of the public present.

008. Minutes of Meetings

Council – 11th April 2023

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 11th April 2023 (Minute Numbers 149-165; Pages 60-66) be received and signed.

Property Committee – 26th April 2023

RESOLVED that the minutes of the Property Management Committee held on 26th April 2023 (Minute Numbers 10-20; Pages 5-8) be received.

Council – 3rd May 2023

RESOLVED that the minutes of an extra ordinary meeting of Normanton Town Council held on 3rd May 2023 (Minute Numbers 166-168; Pages 67-68) be received and signed.

009. Notes of Meetings

Meeting with Highways

RESOLVED that the notes of a meeting with Highways on Wednesday 5th April to discuss road safety issues be received.

Councillor M Jennings requested to be included in any future meetings.

010. Declaration of Acceptance of Office

It was reported that all members had signed their Declaration of Acceptance of Office and no extensions were required.

011. Requests for Dispensation

It was reported that requests for dispensation had been received from all Councillors resident in Normanton and Altofts to enable them to discuss and vote on the budget and precept.

Dispensation requests were received from: Councillor C Appleyard, Councillor D Appleyard, Councillor E Blezard, Councillor A Bones, Councillor S Hudson, Councillor M Jennings, Councillor H Jones, Councillor F Marchant, Councillor P Marchant, Councillor B Mayne, Councillor P Mayne, Councillor J Medford, Councillor T Morgan, Councillor C Parsons, Councillor J Pritchard, Councillor P Sampson, Councillor A Samuels, Councillor R Seal and Councillor D South.

RESOLVED that the dispensation requests be granted, on the grounds that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business. The requests for dispensation would be approved for a period of four years until the date of the next election.

012. General Power of Competence

RESOLVED that in accordance with the Localism Act 2011, Section 8, as set out in Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Normanton Town Council hereby confirms it is an 'eligible council' having met the following criteria:

- Suitably qualified Town Clerk

- Minimum of two-thirds of vacancies on the Council were filled at the last ordinary elections.

This resolution will be effective until the day before the next Local Council Elections and will be reviewed at the first Annual Meeting thereafter.

013. Technical Consultation – Infrastructure Levy

Members considered the Infrastructure Levy Consultation. It was felt that NALC were better placed to respond on behalf of all Town and Parish Councils due to their experience on this matter.

RESOLVED that no formal comments be submitted by the Town Council at this time.

014. Correspondence

RESOLVED that e-mails from RAIDIA regarding highways issues at Pope Street, Altofts be received.

It was reported that residents had requested additional signage, but it had taken some time to come through and in the meantime Traffic Regulation Orders had changed. The word ‘access’ is required to provide access to Network Rail to the section covered by the weight restriction and not the wider highway network. The request for ANPR was declined due to the lack of Police available to monitor the cameras.

A response would be forwarded to RAIDIA.

015. Review of Committees and Working Groups

RESOLVED that the report be received, and the Town Council’s committees be appointed as follows:

Allotments Committee
Events Committee
Finance Committee
Property Committee
Staffing Committee
Consultations Working Group
Allotments Working Group

016. Terms of Reference for Committees and Working Groups.

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

017. Nominations to Committees

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

Allotments Committee and Allotments Working Group

The Committee has NINE members, with a quorum of THREE.

1	Councillor E Blezard
2	Councillor M Jennings
3	Councillor P Marchant
4	Councillor B Mayne
5	Councillor P Mayne (Chairman)
6	Councillor T Morgan
7	Councillor C Parsons
8	Councillor A Samuels (Vice-Chairman)
9	Councillor R Seal

Consultations Working Group

All members of the Town Council are invited to attend the Consultations Working Group.

Events Committee

This Committee has FIFTEEN members, with a quorum of FIVE.

1	Councillor C Appleyard
2	Councillor D Appleyard
3	Councillor E Blezard (Chairman)
4	Councillor S Hudson
5	Councillor M Jennings
6	Councillor H Jones (Vice-Chairman)
7	Councillor F Marchant
8	Councillor P Mayne
9	Councillor J Medford
10	Councillor T Morgan
11	Councillor C Parsons
12	Councillor J Pritchard
13	Councillor P Sampson
14	Councillor D South
15	Councillor K Wilson, JP

Finance Committee

This Committee has TEN members, with a quorum of FOUR.

1	Councillor E Blezard
2	Councillor A Bones
3	Councillor M Jennings
4	Councillor H Jones

5	Councillor B Mayne (Chairman)
6	Councillor P Mayne
7	Councillor J Pritchard
8	Councillor P Sampson
9	Councillor R Seal (Vice-Chairman)
10	Councillor K Wilson, JP

Property Committee

This Committee has NINE members, with a quorum of THREE.

1	Councillor E Blezard
2	Councillor A Bones (Vice-Chairman)
3	Councillor S Hudson
4	Councillor H Jones
5	Councillor B Mayne (Chairman)
6	Councillor P Mayne
7	Councillor P Sampson
8	Councillor A Samuels
9	Councillor K Wilson, JP

Staffing Committee

This Committee has SIX members, with a quorum of THREE.

1	Councillor E Blezard (Vice-Chairman)
2	Councillor A Bones
3	Councillor S Hudson
4	Councillor H Jones
5	Councillor B Mayne
6	Councillor P Mayne (Chairman)

018. Scheme of Delegation

RESOLVED that the Scheme of Delegation be approved.

019. Nominations to Outside Bodies

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

Alice Bacon Memorial Trust

1	Councillor C Appleyard
2	Councillor E Blezard
3	Councillor H Jones
4	Councillor P Mayne

Freeston Foundation

1	Councillor B Mayne
2	Councillor K Wilson, JP

3	Mrs H Hudson (non-Councillor)
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Freeston & Sagars Almshouses Charity

1	Councillor E Blezard
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Talking Newspaper for the Blind

1	The Mayor – Councillor C Appleyard (Chairman)
2	Councillor D Appleyard
3	Councillor H Jones
4	Councillor F Marchant
5	Councillor C Parsons
6	Councillor A Samuels

Town & Parish Councils Liaison Group

1	Councillor M Jennings
2	Councillor F Marchant
3	Councillor P Sampson

Welbeck Liaison Group

1	Councillor E Blezard
2	Councillor P Marchant
3	Councillor B Mayne
4	Councillor P Mayne
5	Councillor D South

Yorkshire Local Councils' Association

1	Mayor – Councillor C Appleyard
2	Deputy Mayor – Councillor A Bones
Sub 1	Councillor F Marchant
Sub 2	Councillor A Samuels

Stanley Ferry Sand & Gravel Quarry Community Liaison Group

1	Councillor M Jennings
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Normanton and Altofts Senior Citizens Association

1	Councillor C Appleyard
2	Councillor D Appleyard
3	Councillor H Jones
4	Councillor R Seal

020. Review of Standing Orders

RESOLVED that the Council's Standing Orders be reviewed and the recommended changes be accepted.

021. Review of Financial Regulations

RESOLVED that the Council's Financial Regulations be reviewed and the recommended changes be accepted.

022. Councillors with Special Responsibilities

RESOLVED that the following Councillors be delegated special responsibilities as set out in Financial Regulations.

Bank Account Signatories

(2 to sign cheques, 1 to approve online payments)

Councillor E Blezard

Councillor B Mayne

Councillor S Hudson

Verification of Bank Reconciliation

(1 to sign)

Councillor P Mayne

Councillor R Seal

Signing Schedule of Accounts

(2 to sign)

Mayor of Normanton

Any other Councillor

Signing of Payroll Records

(2 to sign)

Councillor E Blezard

Councillor B Mayne

Councillor P Mayne

023. Review of Policies and Procedures

RESOLVED that the following policies be reviewed and adopted.

Complaints Procedure

Freedom of Information Procedure

Information and Data Protection Procedure

Press & Media Policy

Recording at Meetings Policy

Website & Social Media Policy

Rules for Public Session

024. Council Meeting Dates 2023/24

RESOLVED that the Council meeting dates for 2023/24 be approved.

13th June 2023

11th July 2023

12th September 2023
10th October 2023
14th November 2023
12th December 2023
13th February 2024
12th March 2024
9th April 2024
14th May 2024

025. Arrangements with Local Authorities and other bodies

RESOLVED that the Town Council confirms that it does not have any arrangements or agreements with any other local authority, not for profit body or business.

026. Review of Asset Register

RESOLVED that the Asset Register be reviewed and recommendations from the Practitioners Guide on proper practices be incorporated.

027. Confirmation of Insurance Cover

RESOLVED that the Town Council notes the insurance cover is in place.

Insurance Policy: AJG Community Schemes

Insurer: Pen Underwriting

Policy Number: PENAXA0000059

Effective Date: 1st April 2023

Expiry Date: 31st March 2024

028. Review of Memberships & Subscriptions

RESOLVED that the Town Councils memberships and subscriptions to other bodies be reviewed and accepted.

029. Review of Expenditure under S137

RESOLVED that the Council notes that no expenditure was incurred under Section 137 of the Local Government Act 1972.

030. Reports from District Councillors

The District Councillors reported that normal council business has carried on, but the members have been in purdah since March. A full report would be available at the next meeting.

031. External Organisations

RESOLVED that the following reports be noted.

The Well Project

It was reported that there was no running water at The Well due to heavy machinery causing damage to underground pipes. This would not be repaired until the heavy machinery was off site.

The changing rooms were recently broken into.

Events include a coffee morning on 28th June and the Altofts Gala on 9th July.

The Well Shop were looking at another premises and negotiations were ongoing.

Community First Responders

Volunteers continuing to respond to 999 calls locally.

032. Outside Bodies

RESOLVED that the following reports be noted.

Freeston Foundation

Continuing work on the planning application for 66 affordable homes at Pingle Field.

033. Vacancies in the Altofts Ward

RESOLVED that the two vacancies in the Altofts ward would be advertised on Facebook and in the Normanton Advertiser with a view to co-opting at the June Council meeting.

034. Financial Matters

RESOLVED that the list of invoices due for payment in May 2023 totalling £12970.83 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 March 2023 totalling £25,612.52 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 March 2023 showing a cash balance of £201,403.16 be approved.

035. Planning

RESOLVED that the following planning applications be received and an objection be lodged in relation to 23/00564/TEL and 23/00821/TEL.

APP NO	ADDRESS	PROPOSAL
23/00564/TEL	Kingston Drive (grass Verge) Normanton Snydale Wakefield WF6 1PA	<u>Erection of proposed 15m Slimline Phase 9 Monopole with 6no. Antennas, 1no. GPS Module, 3no. equipment cabinets and associated ancillary works</u>
23/00689/FUL	3 Oakmont Close Normanton WF6 1UX	<u>conversion of existing garage to habitable room with enclosed porch.</u>
23/00717/FUL	1 Tom Dando Close, Normanton Industrial Estate, Normanton WF6 1TP	<u>Replacement of three external A/C condensers with two 12Kw ASHP units on the south east elevation</u>
23/00718/FUL	All Saints' Church Parish Rooms High Street Normanton WF6 1NT	<u>No change of use is proposed. The works proposed intend to replace all the existing timber framed, single glazed windows to the Parish Rooms with new W40 steel-framed double glazed units. All shapes and forms of the existing windows will be retained - 3No. triple trefoil-headed lights, 1No. five-light trefoil-headed window, 3No. three trefoil-headed lights, 1No. four trefoil-headed</u>

		<u>light, 1No. three-light mullioned window, 2No. single lancets, 1No. single trefoil-headed light, and 1No. two trefoil-headed light.</u>
23/00627/FUL	1 Gosside Grove Normanton WF6 1US	<u>Part change of use from residential dwelling to part-residential and part childminding-business</u>
23/00821/TEL	Highway Land At Beckbridge Court Normanton WF6 1PZ	<u>Installation of 18m pole inc. antennas, ground based apparatus and ancillary development.</u>
23/00827/FUL	49 Hawthorne Mount Normanton WF6 1LD	<u>Single storey extension to side</u>
23/00569/FUL	2 Kings Avenue Altofts Normanton WF6 2TF	<u>Single storey extension to rear</u>
23/00740/FUL	44-48 Newlaithes Crescent Normanton WF6 1SY	<u>Change of use of land to rear of No.44, 46 and 48 Newlaithes Crescent from grass verge to form residential garden and erection of new laurel hedge planting</u>

23/00564/TEL – Telephone Mast at Kingston Drive, Normanton

23/00821/TEL – Telephone Mast at Beckbridge Court

Objection to be lodged on both applications expressing concern about the number of applications for masts in the local area. We understand that improved methods of communication are needed but we have serious concerns about locations that are close to residential areas.

The Town Council would recommend that this mast is moved further away from residential properties if possible. Our residents have serious concerns regarding the health implications of telephone masts which they do not believe have been proven to be safe. Any masts installed should be aesthetically sympathetic to the surrounding environment. We would like to see them disguised in some way as these masts are an eyesore.

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

NORMANTON TOWN COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
16	Printing	16/05/2023		Unity Trust Current Ac		Photocopier Charges	RISO (UK) Ltd	S	189.07	37.81	226.88
17	Events - General	16/05/2023		Unity Trust Current Ac		Licence for Haw Hill Park	Wakefield Metropolitan Distri	E	70.00		70.00
18	Stationery	16/05/2023		Unity Trust Current Ac		Compliment Slips	Advertiser Office Printers	S	25.00	5.00	30.00
19	Coronation	16/05/2023		Unity Trust Current Ac		Folding Chairs	Class Office Equipment Ltd	S	240.00	48.00	288.00
20	Office Equipment	16/05/2023		Unity Trust Current Ac		Cleaning / Stationery Supplies	D3 Office Group	S	24.86	4.97	29.83
20	Stationery	16/05/2023		Unity Trust Current Ac		Cleaning / Stationery Supplies	D3 Office Group	S	111.66	22.33	133.99
20	Cleaning	16/05/2023		Unity Trust Current Ac		Cleaning / Stationery Supplies	D3 Office Group	S	73.29	14.66	87.95
21	Mayors Allowance	16/05/2023		Unity Trust Current Ac		Printing	Advertiser Office Printers	S	70.00	14.00	84.00
22	Advertising & Promotions	16/05/2023		Unity Trust Current Ac		Advertising	Normanton & District Adverti	Z	480.00		480.00
23	Stationery	16/05/2023		Unity Trust Current Ac		Stationery	Advertiser Office Printers	S	97.50	19.50	117.00
24	Hanging Baskets	16/05/2023		Unity Trust Current Ac		Hanging Baskets - Spring	First Impressions	S	3,359.00	671.80	4,030.80
25	Town Hall Refurbishment	16/05/2023		Unity Trust Current Ac		M&E Consultant	Shearstone Mechanical Ltd	S	950.00	190.00	1,140.00
26	Coronation	16/05/2023		Unity Trust Current Ac		Face Painting	Donna's Face Painting	Z	600.00		600.00
27	GDPR Compliance	16/05/2023		Unity Trust Current Ac		Shredding	Shredall Group	S	43.84	8.77	52.61
28	Professional Fees	16/05/2023		Unity Trust Current Ac		Payroll Services	Lofthouse & Co	S	215.00	43.00	258.00
29	Professional Fees	16/05/2023		Unity Trust Current Ac		Payroll Services	Lofthouse & Co	S	178.00	35.60	213.60
30	Advertising & Promotions	16/05/2023		Unity Trust Current Ac		Advertising	Normanton & District Adverti	Z	480.00		480.00
31	Allotments General	16/05/2023		Unity Trust Current Ac		Tree Work	Wakefield Council	S	3,560.04	712.01	4,272.05
32	Civic Regalia	16/05/2023		Unity Trust Current Ac		Past Mayors Badge	Vaughtons	S	313.43	62.69	376.12
Total									11,080.69	1,890.14	12,970.83

PAYMENTS MADE UNDER CLERKS AUTHORITY

March 2023

LLOYDS CARD PAYMENTS			
DATE	PAYEE	AMOUNT	PURPOSE
03.03.23	Flags & Flagpoles	£443.40	Bunting
20.03.23	Pickup Skips	£250.00	Skip Hire ET1
21.03.23	Tesco	£41.08	Refreshments - Town Meeting
21.03.23	Tesco	£5.00	Easter Competition Sweets
31.03.23	Lloyds Bank	£3.00	Monthly Fee
		£742.48	

BARCLAYS CARD PAYMENTS			
01.03.23	Amazon	£17.76	Fridge Thermometers
02.03.23	Amazon	£8.99	Stationery
20.03.23	Petty Cash Transfer	£200.00	Cash Withdrawal for Petty Cash Top Up
		£226.75	

PETTY CASH			
01.03.23	Asda	£2.20	Cleaning Materials
01.03.23	Asda	£6.50	Cleaning Materials
06.03.23	Asda	£2.55	Refreshments - Warm Space
06.03.23	Asda	£3.80	Refreshments - Warm Space
07.03.23	Toolstation	£22.78	Lock - Norwood Allotment
08.03.23	Tesco	£8.50	Cleaning Materials
08.03.23	Screwfix	£10.98	DIY Goods
09.03.23	Asda	£3.10	Cleaning Materials
09.03.23	One Stop	£18.00	Easter Eggs
13.03.23	Asda	£2.30	Refreshments - Warm Space
17.03.23	B&Q	£14.36	Door Wedges
22.03.23	Post Office	£7.15	Postage
24.03.23	Ikea	£18.50	Napkins
27.03.23	Post Office	£3.85	Postage
29.03.23	Post Office	£3.85	Postage

PAYMENTS MADE UNDER CLERKS AUTHORITY**March 2023**

31.03.23	Asda	£3.50	Cleaning Materials
31.03.23	Post Office	£7.00	Postage
		£138.92	

INVOICES			
21.03.23	Chubb Fire & Security	£278.36	Fire Alarm Service
21.03.23	Rialtas Business Solutions	£6.48	Software - final payment
21.03.23	Normanton Advertiser	£172.80	Advertising
21.03.23	Normanton Advertiser	£480.00	Advertising
21.03.23	YLCA	£25.00	Training
21.03.23	Employee	£182.97	Travelling Expenses
21.03.23	Altofts Methodist Church	£160.58	Small Grant
21.03.23	Rialtas Business Solutions	£34.75	Software - final payment
21.03.23	Insignia Ltd	£4,089.00	Coronation gifts
21.03.23	Tim Howe consultancy	£3,000.00	Surveyors Fees
23.03.23	Shredall	£52.61	Shredding
23.03.23	Yorkshire Removal Company	£48.00	Storage Fees
23.03.23	Advertiser Office	£48.00	Stationery
27.03.23	Employee	£30.96	Expenses
28.03.23	Employees	£7,639.73	Salaries / Wages
28.03.23	HMRC	£2,156.66	PAYE/NIC
28.03.23	WYPF	£1,817.72	Pension Contributions
30.03.23	1st Normanton Scouts	£500.00	Small Grant
31.03.23	Arthur J Gallagher Insurance	£3,780.75	Insurance
		£24,504.37	

GRAND TOTAL**£25,612.52**

Invoices paid to ensure due dates were met and to include payments in the correct financial year.