

Minutes of a Meeting of Normanton Town Council

Held on Tuesday 8th September 2020 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 – Deputy Mayor
Councillor Mrs E. Blezard
Councillor J. Botterill
Councillor S. Hudson
Councillor Mrs H.W. Jones
Councillor Mrs F. Marchant
Councillor B. Mayne
Councillor Mrs P. Mayne
Councillor J. Medford
Councillor Mrs A. Moran
Councillor R. Seal
Councillor D. South
Councillor K. Wilson, JP
Councillor Mrs A. Wood
Councillor W. Wood

Absent: Councillor R. Best, Councillor J. Farrar, Councillor Mrs L. Masterman

Also Present: Donna Johnston – Town Clerk
Reverend Alan Murray – Mayors Chaplain
Members of the public x 1

22. Mayors Welcome and Announcements

In the absence of the Mayor, the Deputy Mayor welcomed everyone to the meeting.

The Mayors Chaplain lead the Council in prayers.

23. Apologies for Absence

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

RESOLVED that apologies be received and reasons approved on behalf of Councillor J. Farrar.

24. Declarations of Interest

Councillors were reminded of the requirement to declare any interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

The following declarations were made:

Councillor Mrs E. Blezard – Non-Pecuniary Interest
Planning
Member of WMDC Planning Committee

Councillor W. Wood – Non-Pecuniary Interest
Planning
Planning Application from a Relative

25. Members of the Public

One member of the public was present and referred to an issue in the carpark near Kings Medical Centre which had been referred to District Councillor Elaine Blezard. The matter was in hand and updates would be provided directly to the resident.

26. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 4th August 2020 (Minute Numbers 1 – 21; Pages 1 – 19) be received and the contents contained therein be approved.
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

27. Delegated Decision Making

The following decisions were taken using delegated authority during August 2020.

03.08.2020	PROPERTY Termination of grounds Maintenance Contract due to failure of contractor to provide the agreed service
03.08.2020	PROPERTY Advertised for interested parties to come forward to take on Grounds Maintenance work.
06.08.2020	FINANCE Invoice and wages paid.
17.08.2020	PROPERTY Baffles and fan on boiler replaced – WCC £590.00
17.8.2020	PROPERTY Agreement to re-open the Town Hall from 1 st September in line with four step phased re-opening
17.08.2020	PROPERTY Agreement to re-open Woodhouse Centre from 7 th September
24.08.2020	PROPERTY Risk Assessments for re-opening of Town Hall and Woodhouse completed and circulated.
26.08.2020	PROPERTY Cleaning Schedule sent to cleaner along with letter setting out instructions for safe return to work.
26.08.2020	FINANCE Invoice and wages paid.
03.08.2020 – 27.08.2020	FINANCE Purchase of health and Safety and Cleaning Equipment for re-opening of office and Community Centre £564.11

RESOLVED that the record of decisions made using Delegated Authority during August 2020 be received and approved.
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

28. Standing Orders

RESOLVED that the Standing Orders be reviewed and adopted.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

29. Financial Regulations

RESOLVED that the Financial Regulations be reviewed and adopted.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

30. Code of Conduct

RESOLVED that the Code of Conduct be reviewed and adopted.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

31. Health and Safety Policy

RESOLVED that the Health and Safety Policy be reviewed and adopted.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

32. Website Accessibility Regulations

RESOLVED that the Website Accessibility Statement for the Town Council's website be reviewed and adopted.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

33. Town Clerk's Report

The Town Clerk circulated a report for information only outlining the nature of the work undertaken whilst working from home during the Coronavirus lockdown.

The Council noted the report.

Councillor Mrs E. Blezard thanked the Town Clerk for the report and all the work she had undertaken.

34. Correspondence

The Council noted the following items of correspondence:

- i) Marie Curie – Letter of thanks for £100 donation

- ii) Dr Jackson – Letter of thanks for £500 donation

35. External Organisations

There were no updates from external organisations.

36. Outside Bodies

The Council noted the following updates from Outside Bodies:

- i) Freeston Foundation – update on sale of land progressing.

37. Invoices Paid

RESOLVED that the list of invoices paid in August 2020 under Delegated Authority totalling £1,649.64 be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

ACCOUNTS FOR PAYMENT

Carley Hayes	Postage Costs	£12.00
D3 Office	Office Supplies	£118.76
D3 Office Group	Office Supplies	£80.40
D3 Office Group	Office Supplies	£164.68
Geldards	Station Road Advice	£936.00
Helen Senior	Printing Costs	£7.99
Helen Senior	Postage Costs	£9.12
Helen Senior	Postage Costs	£9.12
Heys Buildings	Donation towards Weed suppression	£100.00
IT Spectrum	Printing Charges	£2.55
IT Spectrum	Copier Charges	£42.00
JC1	Covid Signs/Posters	£114.60
Shredall	Shredding	£52.42
		£1,649.64

38. Payments by Card

RESOLVED that the list of payments made by card in August 2020 under Delegated Authority totalling £847.65 be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

PAYMENTS MADE BY CARD

Amazon	Cleaning Equipment	£53.94
Amazon	Cleaning Equip	£67.50
Amazon	Stationery/Storage Boxes	£132.52
Health Care Equipment and Supplies Co.	Wall Dispenser	£13.86
Kite	Storage	£40.65
Post Office	Postage Cost	£12.00
Prosol UK	Sneeze Screen	£197.01
Screwfix	H&S/Covid Supplies	£153.87
Shenzhenshi Yiladuo Keji Youxiangongsi	Covid Signage	£77.94
Shenzhenshi Yiladuo Keji Youxiangongsi	Web Cam/Mic	£83.97
Zoom	Subscription	£14.39
		£847.65

39. Planning

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

There were no concerns or objections raised.

- i) 11 Snydale Court
Proposed Single Storey Extension to Rear
- ii) International Procurement and Logistics, Foxbridge Way
Proposed temporary modular units to provide socially distanced storage solution for employee belongings during shifts
- iii) Newlands Hall Estate, Birkwood Road
Detailed application for construction of farmhouse.
- iv) 14 Bannockburn Way,
First floor extension to side above existing garage/store
- v) Newlands Hall Estate, Birkwood Road,
Temporary retention of welfare building (pending construction of farmhouse).

- vi) Newlands Hall Estate, Birkwood Road,
Detailed application for construction of agricultural storage building.
- vii) Newlands Hall Estate, Birkwood Road,
Detailed application for agricultural storage building.
- viii) Newlands Hall Estate Birkwood Road
Detailed application for construction of livestock building.
- ix) 3 Croft Avenue
Proposed loft conversion including changing hipped roof to a gable with dormer windows to the rear and canopy to the front
- x) 50 The Crescent
Single storey rear extension
- xi) 6 Parker Avenue
Two storey extension to side and rear and dropped kerb to front
- xii) Kongsberg Automotive Ltd, Foxbridge Way
Proposed Tower Extruder Structure to existing factory and associated external means of escape
- xiii) 6 Croft Avenue
Single storey side/rear extension, first floor rear extension, proposed pergola to front, detached garage to rear, dropped kerb to front, provision of parking to front, proposed boundary treatment to include steel sliding gate and 1.8m high boundary fence and demolition of existing garage

Members noted the following determined applications which had been circulated upon receipt and again with the agenda.

- i) 7 Park View
Raising of ridge to improve second floor accommodation including roof lights to front and dormers to rear
Approved

- ii) Units 1 And 2 Centre Buildings, Market Place
 Variation of Condition 2 (approved plans) of application 19/02667/FUL dated 23/01/2020 [which granted full planning permission for the sub-division of property into no.2 retail units, external alterations and the construction of a separate access ramp] to vary the approved plans condition to extend the proposed ramped access.
 Approved
- iii) West Close (Land Adjacent) Station Road
 Non Material Amendment to Planning Permission ref. 18/02893/FUL, dated 06/09/2019, 'Residential development of 140 dwellings', comprising the insertion of revised plans showing alterations to the approved access onto Station Road - radius of 6m to the site entrance altered to the new radius of 9m.
 Approved
- iv) 21 Shaw Avenue
 Single storey rear extension
 Approved
- v) 10 Augusta Drive
 Single storey extension to front and rear, and demolition of existing conservatory
 Approved
- vi) 16 Carnoustie Gardens
 Single Storey Extension to Rear
 Approved
- vii) 12 Rosemount Drive
 First floor extension above existing ground floor extension to front
 Approved
- viii) Manor Crest High Street
 Single storey extension to rear; loft conversion; and conversion of existing outbuilding to residential annexe
 Approved

- ix) 11 Snydale Court
Proposed Single Storey Extension to Rear
Approved
- x) West Street Garage, West Street
Construction of 3 townhouses with associated landscaping, parking
and works
Approved

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