

# **NORMANTON TOWN COUNCIL**

## **MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL**

**Held on Tuesday 12<sup>th</sup> October 2021 at 7.00pm at Normanton Town Hall**

Present: Councillor C Appleyard  
Councillor E Blezard  
Councillor J Botterill  
Councillor A Bones  
Councillor G Cheesbrough  
Councillor J Farrar  
Councillor S Hudson  
Councillor H Jones  
Councillor F Marchant – Deputy Mayor  
Councillor P Marchant  
Councillor L Masterman  
Councillor B Mayne  
Councillor P Mayne  
Councillor J Medford  
Councillor D South  
Councillor K Wilson, JP

Absent: Councillor D Appleyard – Mayor  
Councillor R Best  
Councillor A Moran  
Councillor R Seal  
Councillor A Wood  
Councillor W Wood

Also Present: One member of the public  
Father David Teasdel – Mayors Chaplain  
Donna Johnston – Town Clerk & RFO

### **79. Mayors Announcements**

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

The Mayors Chaplain led the Council in prayers.

### **80. Apologies for Absence**

RESOLVED that apologies be received, and reasons approved on behalf of Councillors D Appleyard, R Best, A Moran, R Seal, A Wood and W Wood.

## **81. Declarations of Interest**

RESOLVED that the following declarations be recorded:

Councillor E Blezard

Item 89 – Licensing Policy Consultation

Reason – Member of WMDC Licensing Committee

Item 94 - Planning

Reason – Member of WMDC Planning Committee

## **82. Members of the Public**

There were no questions raised by members of the public.

## **83. Guest Speaker – Councillor Tim Saunders – Chairman of the Wakefield Branch of the YLCA**

Councillor Tim Saunders, Chairman of the Wakefield branch of the YLCA was in attendance to provide members with an update about the branch and encourage them to attend.

It was reported that the YLCA has 12 branches who each held 3 meetings per year. It was an opportunity to meet with other councils in the area, discuss common issues and share ideas. There were often guest speakers on topics of interest. The branch was also the democratic route into how YLCA and NALC is run and a way to raise issues at a higher level.

Normanton Town Council could appoint two voting members; however, anyone could attend and take part in the discussions.

The next meeting was at South Kirkby on Thursday 14<sup>th</sup> October 2021.

Members asked if meetings could be held at different venues and different times to encourage more people to attend. It was reported that times and venues was open for suggestion.

The Town Clerk reported that Normanton Town Council had previously been offered as a venue, but the meeting was held online due to the pandemic.

The Deputy Mayor thanked Councillor Saunders for his presentation, and he remained in the meeting to observe.

**84. Minutes – Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 14<sup>th</sup> September 2021 (Minute Numbers 59 - 78; Pages 26 - 35) be received and the contents contained therein be approved.

The minutes were then signed by the Deputy Mayor.

**85. Minutes – Property Management Committee**

RESOLVED that the minutes of the Property Management Committee held on Thursday 30<sup>th</sup> September 2021 (Minute Numbers 8 - 16; Pages 4 - 6) be received.

**86. Correspondence**

RESOLVED that the following correspondence be received:

WMDC- Installation of Toucan Crossing between Waindyke Way and A655 Pontefract Rd.

**87. External Organisations**

Cllr K Wilson, JP, thanked the Council and the Town Clerk for her support in arranging a Community Focus article for the Rotary club in the next edition of the Community Newsletter.

RESOLVED that the thanks be noted.

**88. Outside Bodies**

Cllr E Blezard reported that the Alice Bacon Trust had an event coming up which included a ticket for the Normanton Musical Theatre Society production of Oliver and a meal for a ticket cost of £10. The cost included transport where required.

Members were urged to support the group and share with anyone who might be interested.

Cllr K Wilson, JP reported that the Freeston Foundation had recruited two more volunteer directors. They continued to work on the sale of the piece of land which was intended to be used for social housing.

**89. Consultations**

The following consultation documents had been circulated with the agenda.

NALC – Local Nature Recovery Strategies

WMDC – Revised Statement of Licensing Policy 2022

An additional consultation has also been received from the Mayor of West Yorkshire on the Police and Crime plan.

It was suggested that a working group be established to go through these consultations in detail. This would be open for all members to attend but members should provide a response to the Town Clerk if they were attending. Comments would also be accepted by email prior to the meeting.

RESOLVED that a working group be arranged for week commencing 18<sup>th</sup> October 2021 and that the Town Clerk be delegated authority to respond on behalf of the Council following discussion with members.

#### **90. Policies**

RESOLVED that the Co-Option Policy be reviewed and accepted subject to the inclusion of an additional interview stage which would include three members of Council.

RESOLVED that the Privacy Notice – General be reviewed and accepted.

RESOLVED that the Privacy Notice – Councillors, Employees and Post Holders be reviewed and accepted.

RESOLVED that the Publication Scheme be reviewed and accepted.

RESOLVED that the Records Management Policy be reviewed and accepted.

#### **91. Invoices for Payment**

RESOLVED that the list of invoices totalling £8,173.44 be approved for payment.

A copy of the list of accounts approved for payment may be found in appendix 1

#### **92. Payments made under Clerks Authority**

RESOLVED that the list of payments made under Clerks Authority totalling £17,181.74 be approved.

A copy of the list of payments made under Clerks Authority may be found in appendix 2.

#### **93. Financial Matters**

RESOLVED that the Bank Reconciliation for August 2021 showing a cash balance of £602,653.59 be received.

#### 94. Planning

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

APP NO	ADDRESS	LINK
21/01782/FUL	11 Station Road Normanton WF6 2NE	<a href="#">A single storey extension to rear/side with dual skin block walls with a typical self-coloured render finish and a typical flat 'warm' roof with up-stand parapet walls, double glazed bi-folding doors and a double glazed roof lantern.</a>
21/02218/FUL	34 Birkwood Road Normanton WF6 2NL	<a href="#">Extension to entrance &amp; regularisation of rear dormers at 1st floor level</a>
21/02231/FUL	Wendover Church Road Normanton WF6 2NN	<a href="#">Proposed Single Storey Extension to Front, Loft Conversion with Dormer to Front, External Alterations including Windows &amp; Rendering</a>
21/02320/FUL	19 Gleneagles Drive Normanton Wakefield WF6 1WD	<a href="#">First floor extension to rear</a>
21/02332/ADV	Advertising Wakefield Road Normanton WF6 1AG	<a href="#">Replacement of 3no. existing 48-sheet paper advertising billboards with 1no. digitally illuminated advertising display</a>

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

# APPENDIX 1

01/10/2021

## Normanton Town Council

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### Invoices Due for Payment by 31 October 2021

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>Chubb Fire &amp; Security Ltd [CHU001]</b>								
20/09/2021	8970052	67	Fire Alarm System Upgrades		20/09/2021	1,659.08		1,659.08
Total of Invoices Due (CHU001)						<b>1,659.08</b>	<b>0.00</b>	<b>1,659.08</b>
<b>D3 Office Group Ltd [D3O001]</b>								
20/09/2021	45504	63	Supplies for Flower Show		20/09/2021	45.10		45.10
28/09/2021	45992	68	Catering Supplies		28/09/2021	28.37		28.37
Total of Invoices Due (D3O001)						<b>73.47</b>	<b>0.00</b>	<b>73.47</b>
<b>Employees [EMP001]</b>								
24/09/2021	001	65	Employee Expenses		24/09/2021	10.00		10.00
24/09/2021	2	66	Employee Expenses		24/09/2021	15.00		15.00
01/10/2021	3	71	Mileage		01/10/2021	41.94		41.94
Total of Invoices Due (EMP001)						<b>66.94</b>	<b>0.00</b>	<b>66.94</b>
<b>Mayor of Normanton [MAY001]</b>								
20/09/2021	001	64	Civic Expenses		20/09/2021	60.00		60.00
Total of Invoices Due (MAY001)						<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
<b>Normanton &amp; District Advertiser [NOR001]</b>								
31/08/2021	37087	62	Advertising		31/08/2021	401.59		401.59
23/09/2021	SI-818	61	Printing of Prize Cards		23/09/2021	156.00		156.00
Total of Invoices Due (NOR001)						<b>557.59</b>	<b>0.00</b>	<b>557.59</b>
<b>Normanton Junior Academy [NOR006]</b>								
01/10/2021	NJAA12	73	Hire of Hall for Show		01/10/2021	230.00		230.00
Total of Invoices Due (NOR006)						<b>230.00</b>	<b>0.00</b>	<b>230.00</b>
<b>Rialtas Business Solutions Ltd [RIA001]</b>								
27/09/2021	29166	69	Purchase Ledger		27/09/2021	547.80		547.80
Total of Invoices Due (RIA001)						<b>547.80</b>	<b>0.00</b>	<b>547.80</b>
<b>Tasty Bites Catering [TAS001]</b>								
01/10/2021	79	72	Catering - Gala / Show		01/10/2021	333.76		333.76
Total of Invoices Due (TAS001)						<b>333.76</b>	<b>0.00</b>	<b>333.76</b>
<b>Trinity Medical Services Ltd [TRI001]</b>								
16/09/2021	1648	70	First Aid - Gala		16/09/2021	764.40		764.40

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 (TRI001)						764.40	0.00	764.40
Total of Invoices Due (Creditors)						4,293.04	0.00	4,293.04
TOTAL OF INVOICES DUE (ALL LEDGERS)						4,293.04	0.00	4,293.04

APPENDIX 2

Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2021	Pickup Skips	CARD	460.00		76.67	4225	308	191.66	Skip Hire
						4225	301	191.67	Skip Hire
06/09/2021	Tesco	CARD	12.00		2.00	4116	101	10.00	Powerbank
07/09/2021	Barclays Bank	DD	9.50			4150	101	9.50	Bank Charges
08/09/2021	ICO	DD	35.00			4133	101	35.00	ICO Registration
09/09/2021	The Chair Clinic	CARD	31.20		5.20	4116	101	26.00	Replacement Gaslift
10/09/2021	Argos	CARD	19.00		3.17	4116	101	15.83	Card Reader
10/09/2021	Amazon Services Europe	CARD	43.92		7.32	4651	201	36.60	Hi-Viz Vests
10/09/2021	Screwfix	CARD	43.33		7.22	4651	201	36.11	Gala Equipment
10/09/2021	WH Smith	CARD	43.42		7.24	4115	101	36.18	Stationery
13/09/2021	The Stationer	CARD	12.00			4115	101	12.00	Stationery
14/09/2021	Petty Cash	PC	300.00			250		300.00	Petty Cash
15/09/2021	Petty Cash	pc	300.00			250		300.00	Petty Cash
17/09/2021	Asda	CARD	4.50		0.75	4652	201	3.75	Batteries - Scales
17/09/2021	Petty Cash	PC	300.00			250		300.00	Petty Cash
17/09/2021	ICO	DD	-35.00			4133	101	-35.00	Correction
20/09/2021	B&Q	CARD	11.36		1.89	4652	201	9.47	Show Equipment
22/09/2021	Amazon	CARD	19.00			4651	201	19.00	Biscuits for Talk & Slide Show
22/09/2021	B&M	CARD	8.97		1.50	4134	101	4.97	Gripper Gloves
						4999	102	2.50	Cable Ties
23/09/2021	Asda	CARD	20.00		3.33	4999	102	16.67	Heater
28/09/2021	Asda	CARD	5.00			4651	201	5.00	Refreshments for Talk & Slide
Total Payments for Month			1,643.20	0.00	116.29			1,526.91	
Balance Carried Fwd			3,801.68						
Cashbook Totals			5,444.88	0.00	116.29			5,328.59	



**APPENDIX 2****PAYMENTS MADE UNDER CLERKS AUTHORITY**

<b>DATE</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>NET £</b>	<b>VAT £</b>	<b>TOTAL £</b>	<b>REASON</b>
14.09.21	Shredall	Shredding	43.68	8.74	52.42	Payment due before next meeting
14.09.21	Tim Howe Consultancy	Quantity Surveyor Fees	2000	400	2400	Payment due before next meeting
27.09.21	Employees	Salaries and wages	8610.12	0	8610.12	Contractual Payment
30.09.21	HMRC	PAYE/NIC	2786.02	0	2786.02	HMRC Payment
30.09.21	WYPF	Pension Contributions	1989.98	0	1689.98	Pension Payment