

# NORMANTON TOWN COUNCIL



## MINUTES OF AN ORDINARY MEETING OF NORMANTON TOWN COUNCIL

Tuesday 13<sup>th</sup> June 2023 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard - Mayor  
Councillor E Blezard  
Councillor A Bones – Deputy Mayor  
Councillor S Hudson  
Councillor M Jennings  
Councillor H Jones  
Councillor L Masterman (from item 047 onwards)  
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  
Councillor D South  
Councillor K Wilson, JP  
Donna Johnston – Town Clerk & RFO

Reverend Alan Murray – Mayors Chaplain  
Four members of the public

### **036. Prayers**

The Mayors Chaplain led the Council in prayers.

### **037. Mayors Announcements**

The Mayor reported on several upcoming engagements and reminded members about some events including:

- i) Civic Sunday on 25<sup>th</sup> June
- ii) Coffee Morning on 4<sup>th</sup> July
- iii) Party @ Haw Hill Park on 8<sup>th</sup> July
- iv) 40s Night on 29<sup>th</sup> July.

**038. Apologies for Absence**

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor F Marchant, and Councillor P Marchant.

**039. Declarations of Interest**

Members were reminded of the requirement to declare any interests in accordance with the Council's Code of Conduct and members Register of Disclosable Pecuniary Interests.

There were no declarations made.

**040. Members of the Public**

The following questions and comments were raised:

1. The planters had recently been planted up but were very dry due to the extreme temperatures and pigeons had been eating the plants in the High Street.

Response – The contractor was due to carry out the watering overnight to ensure that the water didn't evaporate too quickly. The contractor would be asked to net the planters in the High Street until the plants were a little more established.

2. What is happening with the Town Hall Steps?

Response – The building contractor has gone into liquidation and the Town Council were arranging for the steps to be completed. There had been issues in sourcing the stone for the steps and an order had been placed with local business, Rayners Memorials for the supply of the stone. A contractor was on standby to install the steps as soon as the stone is delivered – it was anticipated that the steps should be completed in the next 4 to 6 weeks.

3. In regard to the extension at Welbeck, would it be possible to request that the reclamation starts at this side of the river?

Response – It is our understanding that there has not been sufficient rubbish to fill to the original levels. Many members on the Welbeck Liaison Committee don't agree with the extension and it is understood that District Councillor Jack Hemmingway has asked for a full public consultation on this issue.

4. With the increased development in the area and loss of green spaces, the air quality will have declined. Is air quality and pollution monitored and can information be provided.

Response – We will contact Wakefield Council for information on air quality monitoring.

5. The current 2-hour parking restrictions at the bottom end of town are prohibitive for customers attending service providing businesses such as hair salons and nail technicians. Clients are having to leave part way through to move their car or pay for additional parking. By limiting time, it limits spending. A local business, #Hair had obtained 217 signatures on a petition calling for longer parking hours in the car parks at the bottom of the High Street. Concern was also raised about the lack of lighting in the car parks which were intimidating to female clients in the hours of darkness, particularly in winter.

Response – The Town Council fully support the comments made and the suggestion of longer stay parking and additional lighting. A letter of support would be sent to Wakefield Council. Normanton Town Council would include some parking information on their website and Facebook to assist visitors.

#### **041. Minutes of Meetings**

##### **Annual Council – 16<sup>th</sup> May 2023**

RESOLVED that the minutes of the annual meeting of Normanton Town Council held on Tuesday 16<sup>th</sup> May 2023 (Minute Numbers 001-035; Pages 1-13) be received and signed.

##### **Staffing Committee – 22<sup>nd</sup> May 2023**

RESOLVED that the minutes of a meeting of the Staffing Committee held on Monday 22<sup>nd</sup> May 2023 (Minute Numbers 001-014; Pages 1-3) be received.

##### **Events Committee – 23<sup>rd</sup> May 2023**

RESOLVED that the minutes of a meeting of the Events Committee held on Tuesday 23<sup>rd</sup> May 2023 (Minute Numbers 001-005; Pages 1-5) be received.

#### **042. Correspondence**

There was no correspondence to report as it had been circulated to members in the weekly correspondence list.

#### **043. Reports from District Councillors**

Councillor Julie Medford for Normanton Ward 10 reported on the following issues:

- Wakefield Road speeding.  
The current traffic data doesn't warrant speed cameras, but further meetings were being held to look at possible solutions.

Response – Normanton Town Council would like to clarify the dates of the traffic surveys being used as there have been no surveys carried out recently and Wakefield Council committed to carrying out a survey before the end of June.

- Benson Lane traffic issues.  
Meetings with school and highways looking at a trial of a one-way system around Albert Street for an hour on a morning and afternoon during school drop off times. Speed surveys would be carried out with a view to implementing a 20mph zone in the 24/25 programme of works.

Response – Could Wakefield Council consider how would this impact on residents who were already parked from the night before and facing the wrong direction.

- King Street parking issues  
This is being investigated by planning and highways.
- York Villas parking issues  
Consideration is being given to double yellow lines in the 24/25 programme of works.
- High Street bollards  
This is being investigated.
- Shop Radios – town centre  
This project is moving forward and currently looking into possible funding options for 10 radios. It was intended to meet with shop keepers soon.

Response – How long would the radios be funded for and would the businesses be expected to fund it themselves after the funding expires.

- Bronte  
Councillor A Khan was meeting with Normanton St John Cricket Club today to discuss the position.

- Normanton Cemetery

There were concerns about the standard of grass cutting which was not being collected. Grass was sticking to graves and decorative pebbles.

Members were concerned about the laying down of gravestones, dog walking and the condition of the door at the Bereavement Services building.

The Town Clerk was asked to send a letter to Bereavement Services to address these issues.

Councillor Josie Pritchard for Altofts and Whitwood Ward 3 reported on the following issues:

It was noted that Altofts covers one third of the ward and Councillor Pritchard would only report on matters specific to Altofts.

- Travellers on Altofts JFC fields.

Within an hour of the travellers arriving on site it was established that a Section 61 order could be issued to remove them from site by 6pm. They had still not left at 7pm. Once they departed, the football club were contacted to close the gates and it was established that the gates had been stolen. The football club were now looking at new gates with a bar to prevent access to high vehicles.

- Altofts Cemetery

Issues surrounding school parking.

No parking markings on the road had worn away.

The cemetery needs a clean-up, potholes filled, and the gates repainted.

#### **044. External Organisations**

RESOLVED that the following reports be received.

##### The Well Project

The water is back on however the power was turned off to the bowling hut. The new portacabin was being delivered on Friday. Donations to the foodbank were very low and it was costing £300-£500 a week to top up the supplies. The Well Project had launched a 200 club where they aim to get 200 people to donate £5 per month to keep the funds topped up to purchase food. Donations of

food could also be dropped off at the various collection points around the town.

Response – The Town Council will share posts about the foodbank or 200 club on Facebook where required.

#### Community First Responders

The CFRs are at risk of losing the service in Normanton due to a lack of volunteers. Volunteers go to patients and carry out treatment while the ambulance arrives. They have saved lives and the loss of this service would be a great loss for the town.

Response – The Town Council will share recruitment posts on Facebook and will look into whether there is any space in the Advertiser.

#### **045. Outside Bodies**

RESOLVED that the following reports be received.

- i) Town and Parish Council Liaison Group Minutes 21.02.23
- ii) Freeston Foundation  
An extension of 9 months had been given to the option to purchase by the builder. The development of the land at Pingle Field would pay for a new 3G pitch for the community.

#### **046. Vacancies in the Altofts Ward**

RESOLVED that Lynn Masterman be co-opted to serve as a Town Councillor for the Altofts Ward.

The remaining vacancy in the Altofts Ward would continue to be advertised and any applications considered at the July meeting.

#### **047. Financial Matters**

RESOLVED that the list of invoices due for payment in June 2023 totalling £4411.96 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 April and May 2023 totalling £46,063.83 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 April 2023 showing a balance of £339,523.67 and May 2023 showing a balance of £293,934.29 be received.

It was noted that an amount of £1,023.38 was showing as an error on the April bank reconciliation. This was made up of £1,023.37 cash to be banked from the previous financial year and a 1p banking error following the closure of the Barclays bank accounts.

It was reported that the cash had been banked in May and the error had therefore been cleared from the system.

**048. Annual Governance and Accountability Return 2022/23**

RESOLVED that the Annual Internal Audit Report 2022/23 be received.

RESOLVED that the Annual Governance Statement 2022/23 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 2022/23 financial year be approved and submitted to the external auditor.

RESOLVED that the period for the exercise of public rights will begin on Monday 19<sup>th</sup> June 2023 and end on Friday 28<sup>th</sup> July 2023.

**049. 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 Internal Audit Yorkshire be appointed as Auditors for the 2023/24 financial year at £350 per visit, based on two visits per year.

**050. Risk Management**

RESOLVED that the Risk Management document be reviewed and noted.

**051. Review of Direct Debits and Standing Orders**

RESOLVED that the list of direct debits and standing orders be accepted and noted.

**052. Planning**

RESOLVED that the validated planning lists dated 17<sup>th</sup> May 2023, 25<sup>th</sup> May 2023 and 5<sup>th</sup> June 2023 be received and no objections noted.

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



Appendix 1

13 June 2023 (2023 - 2024)

NORMANTON TOWN COUNCIL  
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115	Mayor Making	13/06/2023		Unity Trust Current Account		Printing	Advertiser Office Printers	Z	50.00		50.00
116	Hanging Baskets	13/06/2023		Unity Trust Current Account		Top Soil	First Impressions	S	250.00	50.00	300.00
117	Stationery	13/06/2023		Unity Trust Current Account		Cleaning / Stationery Supplies	D3 Office Group	S	510.26	102.05	612.31
117	Cleaning	13/06/2023		Unity Trust Current Account		Cleaning / Stationery Supplies	D3 Office Group	S	739.71	147.94	887.65
122	Town Hall Refurbishment	13/06/2023		Unity Trust Current Account		Quantity Surveyor Fees	Tim Howe Consultancy Ltd	Z	1,000.00		1,000.00
123	Repairs & Maintenance - Town Hall	13/06/2023		Unity Trust Current Account		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
124	Printing	13/06/2023		Unity Trust Current Account		Printing	Advertiser Office Printers	S	50.00	10.00	60.00
126	Audit Fees	13/06/2023		Unity Trust Current Account		Internal Audit Fee	Yorkshire Internal Audit Serv	Z	310.00		310.00
127	Mayors Charity Appeal	13/06/2023		Unity Trust Current Account		Mayors Charity Fund Donation	Andy's Man Club	Z	1,000.00		1,000.00
130	Town Hall Refurbishment	13/06/2023		Lloyds Multi Pay Account		Storage	The Yorkshire Removal Company Ltd		40.00	8.00	48.00
Total									4,069.97	341.99	4,411.96

## Appendix 2

### PAYMENTS MADE UNDER CLERKS AUTHORITY

April - May 2023

INVOICES			
28.04.23	RJ Plumbing & Gas	£900.00	Plumbing Report - Town Hall
28.04.23	Wipe Clean	£144.00	Window Cleaning - Town Hall
28.04.23	Yorkshire Removals	£48.00	Storage
28.04.23	Employees	£7,259.77	Salaries and wages
28.04.23	West Yorkshire Pension Fund	£1,889.67	Pension Contributions
28.04.23	HMRC	£2,132.97	PAYE
03.05.23	Wakefield Council	£10,104.75	Business Rates - Town Hall
03.05.23	Wakefield Council	£2,070.85	Business Rates - Community Centre
23.05.23	The Well Project	£2,000.00	Mayors Charity 2022/23
23.05.23	Friends of Altofts Library	£100.00	Mayors Charity 2022/23
23.05.23	Dr Jacksons Cancer Fund	£100.00	Mayors Charity 2022/23
23.05.23	Friends of Haw Hill Park	£100.00	Mayors Charity 2022/23
23.05.23	Hark To Mospey	£331.06	Mayor Making Drinks
23.05.23	1st Normanton Scouts	£100.00	Mayors Charity 2022/23
23.05.23	Yorkshire Removal Company	£48.00	Storage
23.05.23	All Saints Normanton	£250.00	Mayor Making Room Donation
23.05.23	All Saints Normanton	£24.00	Mayor Making Cleaning
23.05.23	Crocodile Sisters	£1,428.00	Mayor Making Catering
31.05.23	Trinity Medical	£64.80	First Aid - Coronation Event
31.05.23	Normanton Camera Club	£100.00	Mayors Charity 2022/23
31.05.23	Altofts & Normanton Brass Band	£250.00	Coronation Brass Band Concert
31.05.23	Pitney Bowes Ltd	£191.88	Franker Ink
31.05.23	Advertiser Office Printers	£390.00	Stationery (Paper x 10)
31.05.23	Wakefield Council	£47.00	Licence - Party @ Haw Hill Park
28.05.23	Employees	£8,416.85	Salaries and wages
28.05.23	West Yorkshire Pension Fund	£2,001.03	Pension Contributions
28.05.23	HMRC	£2,492.58	PAYE
		<b>£42,985.21</b>	

Invoices paid to ensure due dates were met or where contractual obligations exist.

## Appendix 2

6 June 2023 (2023 - 2024)

### NORMANTON TOWN COUNCIL PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
55	Postage	04/04/2023		Lloyds Multi Pay Account		Postage	Post Office	Z	20.25		20.25
56	Postage	04/04/2023		Lloyds Multi Pay Account		Postage	Post Office	Z	42.25		42.25
57	Coronation	04/04/2023		Lloyds Multi Pay Account		Gazebo Weights	MH Star UK Ltd	S	96.64	19.32	115.96
58	Coronation	06/04/2023		Lloyds Multi Pay Account		Flags & Bunting	Hampshire Flags	S	549.27	109.85	659.12
59	Coronation	11/04/2023		Lloyds Multi Pay Account		Coronation Awards	Trophy Store	S	395.75	79.15	474.90
60	Stationery	14/04/2023		Lloyds Multi Pay Account		Stationery	XINXIUYING Technology Co	S	3.29	0.66	3.95
61	Coronation	13/04/2023		Lloyds Multi Pay Account		Coronation Prizes	Aldi Stores	S	8.72	1.75	10.47
62	Bank Charges	02/05/2023		Lloyds Multi Pay Account		Monthly Fee	Lloyds Bank	Z	3.00		3.00
63	Coronation	13/04/2023		Lloyds Multi Pay Account		Coronation Pin Badges	Trophies Plus Medals	S	35.49	7.10	42.59
87	Coronation	02/05/2023		Lloyds Multi Pay Account		Coronation Gifts	JMB Global	S	49.98	10.00	59.98
88	Mayors Allowance	02/05/2023		Lloyds Multi Pay Account		Raffle Prize- Lottie Shaws	Lottie Shaws	Z	50.00		50.00
89	Coronation	03/05/2023		Lloyds Multi Pay Account		Coronation Gifts	MF Supplies	S	20.00	4.00	24.00
90	Coronation	03/05/2023		Lloyds Multi Pay Account		Coronation Prizes	Smarty Pants	S	11.65	2.33	13.98
91	Coronation	03/05/2023		Lloyds Multi Pay Account		Folding Table	AKJ Enterprises Ltd	S	49.92	9.98	59.90
92	Mayor Making	03/05/2023		Lloyds Multi Pay Account		Long Service Award	Keep it Personal	S	22.47	4.50	26.97
93	Waste Removal	04/05/2023		Lloyds Multi Pay Account		Skip Hire	Pickup Skips	S	75.00	15.00	90.00
94	Coronation	04/05/2023		Lloyds Multi Pay Account		Coronation Decorations	Asda	S	19.17	3.83	23.00
95	Coronation	04/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Asda	S	8.87	1.78	10.65
95	Coronation	04/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Asda	Z	8.25		8.25
96	Coronation	04/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Asda	S	50.42	10.08	60.50
97	Coronation	04/05/2023		Lloyds Multi Pay Account		Gazebos	Argos	S	333.33	66.67	400.00
98	Coronation	04/05/2023		Lloyds Multi Pay Account		Coronation Prizes	Manta Makes Ltd	S	7.46	1.49	8.95
99	Coronation	04/05/2023		Lloyds Multi Pay Account		Coronation Prizes	MF Supplies	S	-10.00	-2.00	-12.00
100	Coronation	05/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Costco	S	6.29	1.25	7.54
100	Coronation	05/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Costco	Z	30.44		30.44
101	Coronation	06/05/2023		Lloyds Multi Pay Account		Coronation Prizes	Asda	S	17.08	3.42	20.50
101	Coronation	06/05/2023		Lloyds Multi Pay Account		Coronation Prizes	Asda	Z	14.60		14.60
102	Repairs & Maintenance - Town	06/05/2023		Lloyds Multi Pay Account		DIY Goods	Asda	S	3.54	0.71	4.25
103	Coronation	08/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Asda	S	2.50	0.50	3.00
103	Coronation	08/05/2023		Lloyds Multi Pay Account		Coronation Refreshments	Asda	Z	29.10		29.10
104	Mayors Allowance	11/05/2023		Lloyds Multi Pay Account		Mayors Presentation Refreshments	TESCO	S	44.17	8.83	53.00
104	Mayors Allowance	11/05/2023		Lloyds Multi Pay Account		Mayors Presentation Refreshments	TESCO	Z	68.82		68.82
105	Events - General	11/05/2023		Lloyds Multi Pay Account		Catering Supplies	Booker Ltd	S	44.97	8.99	53.96

NORMANTON TOWN COUNCIL  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	Mayor Making	18/05/2023		Lloyds Multi Pay Account		Catering Supplies	Mountain Warehouse	S	12.46	2.49	14.95
107	Mayor Making	19/05/2023		Lloyds Multi Pay Account		Mayor Making Refreshments	TESCO	S	3.33	0.67	4.00
107	Mayor Making	19/05/2023		Lloyds Multi Pay Account		Mayor Making Refreshments	TESCO	Z	23.95		23.95
108	Gladstone Street Allotment	31/05/2023		Lloyds Multi Pay Account		Skip Hire	Pickup Skips	S	216.67	43.33	260.00
109	GDPR Compliance	30/05/2023		Lloyds Multi Pay Account		ID Badges	We Print Gifts	S	129.80	25.96	155.76
Total									2,498.90	441.64	2,940.54

Appendix 2

6 June 2023 (2023 - 2024)

NORMANTON TOWN COUNCIL  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10	Postage	01/04/2023		Petty Cash		Postage	Post Office	E			
11	Easter	14/04/2023		Petty Cash		Easter Prize	Prize Winners	E	100.00		100.00
12	Stationery	25/04/2023		Petty Cash		Stationery	WH Smith	S	3.15	0.63	3.78
13	Postage	11/04/2023		Petty Cash		Postage	Post Office	E	5.40		5.40
14	Postage	06/04/2023		Petty Cash		Postage	Post Office	E	4.50		4.50
15	Postage	14/04/2023		Petty Cash		Postage	Post Office	E	2.25		2.25
64	Cleaning	15/05/2023		Petty Cash		Cleaning Supplies	Asda	S	8.25	1.65	9.90
65	Coronation	08/05/2023		Petty Cash		Coronation Refreshments	Asda	Z	9.75		9.75
66	Postage	17/05/2023		Petty Cash		Postage	Post Office	Z	2.50		2.50
Total									135.80	2.28	138.08