

NORMANTON TOWN COUNCIL

MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 9th November 2021 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor D Appleyard – Mayor
Councillor E Blezard
Councillor A Bones
Councillor J Botterill
Councillor G Cheesbrough
Councillor J Farrar
Councillor S Hudson
Councillor H Jones
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor R Seal
Councillor D South
Councillor A Wood
Councillor B Wood
D Johnston – Town Clerk & RFO
One member of the public

Absent: Councillor R Best
Councillor F Marchant
Councillor P Marchant
Councillor L Masterman
Councillor A Moran
Councillor K Wilson, JP

95. Mayors Announcements

The Mayor welcomed everyone to the meeting and led the Council in prayers.

The Mayor reported on a number of engagements that he would be attending over the coming weeks including:

14 th November	Remembrance Sunday
21 st November	Dr Jackson's Founders Lunch
24 th November	Featherstone Christmas Lights
26 th November	Normanton Christmas Lights
5 th December	Light Up A Life Service – Altofts
8 th December	Featherstone Carol Concert

96. Apologies for Absence

RESOLVED that apologies be received, and reasons approved on behalf of Councillors R Best, F Marchant, P Marchant, A Moran and K Wilson, JP.

97. Declarations of Interest

RESOLVED that the following declarations be recorded:

Councillor E Blezard

Item 99 – Healthcare First GP Surgery

Reason – Member of WMDC Health & Scrutiny Panel

Item 117 – Planning

Reason – Member of WMDC Planning Committee

Councillor J Farrar

Item 99 – Healthcare First GP Surgery

Reason – Member of WMDC Health & Scrutiny Panel

98. Members of the Public

A member of the public raised concerns about a number of bollards in the High Street which had been knocked over recently. It was suggested that WMDC should carry out a safety survey.

A further question was raised regarding the use of Smiley SID as the member of the public would like to get involved. It was reported that the device could only be used by a properly constituted organisation with their own insurance in place. There may be an opportunity to work alongside the Police at some stage.

Councillor E Blezard reported that the holes left by the missing bollards had been filled and that CCTV had been asked to review footage to find out who was responsible.

99. Health Care First GP Surgery

Chief Executive Officer Jyoti Mehan and GP Partner Dr Wynn were not present, and this item was therefore deferred until a date could be rescheduled.

Members were disappointed that they could not ask questions on the merger, and it was suggested that any questions be sent to the Clerk so that answers could be prepared for the rescheduled date.

100. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th October 2021 (Minute Numbers 79-94; Pages 36-40) be received and the contents contained therein be approved.

101. Minutes – Special Projects Committee

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 13th October 2021 (Minute Numbers 5-10; Pages 3-10) be received.

102. Minutes – Staffing Committee

RESOLVED that the minutes of the Staffing Committee held on Friday 15th October 2021 (Minute Numbers 1-15; Pages 1-4) be received.

103. Minutes – Special Projects Committee

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 27th October 2021 (Minute Numbers 11-13; Pages 11-12) be received.

104. Minutes – Finance Committee

RESOLVED that the minutes of the Finance Committee held on Thursday 28th October 2021 (Minute Numbers 10-18; Pages 4-6) be received.

105. Minutes – Property Committee

RESOLVED that the minutes of the Property Committee held on Wednesday 3rd November 2021 (Minute Numbers 17-20; Pages 7-9) be received.

106. Correspondence

RESOLVED that the following items of correspondence be received:

- i) Yvette Cooper MP – a response supporting the Town Council's request for the option of virtual meetings to be made permanent for Town and Parish Councils.
A letter had been sent by Yvette Cooper to the Secretary of State for Levelling Up, Housing and Communities.
- ii) Clayden's Meats – Request for support for the High Street businesses who are suffering from low footfall.
It was reported that the Town Council had organised a number of events in the High Street to attract footfall including Trick or Treating at the Halloween event and the recent WMDC Halloween trail during Half Term.

Advice and contacts had been given for the Business Support teams at Wakefield MDC.

107. Reports from District Councillors

District Councillor Elaine Blezard reported on the following:

Land at Wakefield Road opposite the Communications mast – trees to be removed due to impacting on the signal. District Councillors were asking for the trees to be replaced with established, lower growing trees rather than saplings.

It was further reported that WMDC would be installing double yellow lines over the Railway bridge to ease traffic issues on the approach to Altofts.

District Councillor Julie Medford reported on the following:

Impact of traffic at Normanton Common Primary School. Discussions had been held with parents' groups and staff. The Portfolio Holder for Highways would be visiting site and the Police would also be involved. A variety of options would be considered.

It was further reported that violent crime has increased in the area and that work was being done to install a radio system to link the shops to the VVTC unit. Funding was being considered and it was hoped that local businesses would get involved.

Members expressed a concern about the number of new housing developments which have an impact on traffic around schools and also reduce the spaces around the Town that could be used for walking, busses and park and stride.

108. External Organisations

St John's First Responders – The training Defibrillator and choking vest, provided through Town Council funding, have gone missing from the Fire Station. This was being investigated.

109. Outside Bodies

Alice Bacon Memorial Trust – A trip was being held on 3rd December for a meal and a show.

YLCA – The Town Clerk reported that she had attended the YLCA Wakefield Branch meeting and provided an update on a number of issues that were discussed. The Town Clerk had also been appointed as the Deputy Representative to the Joint Executive Board for the Wakefield area.

110. Consultations

RESOLVED that the responses to consultations set out below and considered by the working group on Wednesday 19th October 2021 be received.

NALC – Local Nature Recovery Strategies

WMDC – Revised Statement of Licensing Policy 2022

Police & Crime Plan

111. Committee Membership

RESOLVED that the following changes to Committee Membership be approved:

Special Projects Committee

Remove – Councillor W Wood

Add – Councillor J Farrar

Property Committee

Change of Vice-Chairman from Councillor E Blezard to Councillor A Bones

Remove – Councillor A Moran

Add – Councillor L Masterman

Finance Committee

Remove – Councillor A Moran

Add – Councillor L Masterman

General Purposes Committee

Add – Councillor A Bones

112. Consultations Policy

RESOLVED that the Consultations Policy be approved.

113. Code of Conduct

RESOLVED that the LGA Code of Conduct be adopted.

114. Invoices for Payment

RESOLVED that the list of invoices totalling £2,890.25 be approved for payment.

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

115. Payments made under Clerks Authority

RESOLVED that the list of payments made under Clerks Authority totalling £10,350.35 be approved.

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

116. Financial Matters

RESOLVED that the Bank Reconciliation for September 2021 showing a cash balance of £714,435.21 be received.

117. Planning

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

APP NO	ADDRESS	LINK
21/02358/FUL	3 Snyderdale Avenue Normanton WF6 1SS	Erection of part single and part two storey extension to side
21/02485/FUL	4 West Close Normanton WF6 2ND	Single storey extension to side and access ramp
21/02386/CPL	18 Bevan Avenue Normanton WF6 1PL	Outbuilding
21/02573/FUL	1 Gilcar Villas Normanton WF6 1RP	Front Porch and single Storey Rear Extension

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

APPENDIX 1

25/11/2021

Normanton Town Council

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Invoices Due for Payment by 9 November 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
Chubb Fire & Security Ltd [CHU001]								
15/10/2021	9019073	98	Fire Service and Parts		15/10/2021	158.04		158.04
Total of Invoices Due (CHU001)						158.04	0.00	158.04
D3 Office Group Ltd [D3O001]								
31/10/2021	50186	84	Toilet Cleaner		31/10/2021	8.60		8.60
Total of Invoices Due (D3O001)						8.60	0.00	8.60
Dance House [DAN001]								
04/11/2021	3	97	Halloween Dance Performance		04/11/2021	50.00		50.00
Total of Invoices Due (DAN001)						50.00	0.00	50.00
Ian Jefferson Presenting & PA Systems [IAN001]								
04/11/2021	002	96	Presenting at Halloween		04/11/2021	150.00		150.00
Total of Invoices Due (IAN001)						150.00	0.00	150.00
IT@Spectrum Ltd [ITS001]								
28/10/2021	INV005529(A)	89	Photocopier Charges		28/10/2021	2.95		2.95
05/11/2021	INV005595	99	Photocopier Charges		05/11/2021	140.63		140.63
Total of Invoices Due (ITS001)						143.58	0.00	143.58
Mayor of Normanton [MAY001]								
14/10/2021	002	92	Mayors Allowance - Sept/Oct 21		14/10/2021	45.00		45.00
Total of Invoices Due (MAY001)						45.00	0.00	45.00
Mayors Charity Fund [MAY002]								
01/10/2021	001	93	Transfer of Funds		01/10/2021	272.00		272.00
Total of Invoices Due (MAY002)						272.00	0.00	272.00
Normanton & District Advertiser [NOR001]								
30/09/2021	37109	83	Advertising		30/09/2021	473.59		473.59
Total of Invoices Due (NOR001)						473.59	0.00	473.59
Shredall (East Midlands) Ltd [SHR001]								
18/10/2021	2152027	91	Shredding		18/10/2021	52.42		52.42
Total of Invoices Due (SHR001)						52.42	0.00	52.42
Trinity Medical Services Ltd [TRI001]								
29/10/2021	1705	88	First Aid		29/10/2021	124.80		124.80

APPENDIX 1

25/11/2021

Normanton Town Council

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Invoices Due for Payment by 9 November 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
Total of Invoices Due (TRI001)						124.80	0.00	124.80
Wakefield Metropolitan District Council [WAK001]								
14/10/2021	91313585847	82	Gala Waste Clearance		14/10/2021	930.72		930.72
25/10/2021	91313595882	95	Alice Bacon Memorial Path		25/10/2021	399.00		399.00
Total of Invoices Due (WAK001)						1,329.72	0.00	1,329.72
Yorkshire Local Councils Associations [YOR001]								
30/09/2021	717-2122	94	Staff Training - Policies		30/09/2021	22.50		22.50
18/10/2021	378-2122	90	Councillors Training		18/10/2021	60.00		60.00
Total of Invoices Due (YOR001)						82.50	0.00	82.50
Total of Invoices Due (Creditors)						2,890.25	0.00	2,890.25
TOTAL OF INVOICES DUE (ALL LEDGERS)						2,890.25	0.00	2,890.25

APPENDIX 2

PAYMENTS MADE UNDER CLERKS AUTHORITY

DATE	PAYEE	PURPOSE	NET £	VAT £	TOTAL £	REASON
27.10.21	Employees	Salaries and wages	£6,647.38	£0.00	£6,647.37	Contractual Payment
29.10.21	HMRC	PAYE/NIC	£1,941.21	£0.00	£1,941.21	HMRC Payment
29.10.21	WYPF	Pension Contributions	£1,415.24	£0.00	£1,415.24	Pension Payment

APPENDIX 2

Date: 03/11/2021

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Time: 14:44

Cashbook 1

User: DMJ

Current A/c - 50668796

For Month No: 7

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/10/2021	Asda	CARD 01/10	55.50		8.50	4674	201	47.00	Asda - Halloween Sweets
19/10/2021	Asda	CARD 02/10	7.70		1.25	4674	201	6.45	Asda - Halloween Sweets
19/10/2021	Asda	CARD 03/10	-8.50		-1.42	4674	201	-7.08	Sweets - Refund
20/10/2021	Asda	CARD 04/10	0.89			4999	101	0.89	Asda - Milk
21/10/2021	Magic Toys	CARD 05/10	28.98		4.83	4674	201	24.15	Halloween Decorations
21/10/2021	Quickdraw Supplies Ltd	CARD 05/10	17.95		2.99	4674	201	14.96	Halloween Decorations
21/10/2021	Amazon Services Europe	CARD 05/10	16.98		2.83	4674	201	14.15	Halloween Decoration
21/10/2021	Amazon Services Europe	CARD 05/10	47.96		8.00	4674	201	39.96	Halloween Decorations
21/10/2021	HUDSOW Retail	CARD 05/10	9.99		1.67	4674	201	8.32	Halloween Decorations
21/10/2021	Shenzhen Mingguangzhaoming	CARD 05/10	29.97		5.00	4674	201	24.97	Halloween Decorations
25/10/2021	Redstar Online Ltd	CARD 06/10	10.94		1.83	4674	201	9.11	Halloween Decorations
25/10/2021	Tesco	CARD 07/10	5.35		0.89	4674	201	4.46	Halloween Decorations
26/10/2021	Asda	CARD 08/10	4.84			4674	201	4.84	Halloween Decorations
26/10/2021	Prince of Wales Hospice	CARD 09/10	13.25			4674	201	13.25	Halloween Decorations
29/10/2021	Neopost Credifon	CARD 10/10	50.00			4101	101	50.00	Franker Credit
31/10/2021	Masonic Collection	CARD 11/10	8.99		1.50	4655	201	7.49	Masonic Collection
31/10/2021	Rock Menswear	CARD 11/10	2.99		0.50	4655	201	2.49	Christmas Costumes
31/10/2021	RARA Trading	CARD 11/10	42.74			4655	201	42.74	Christmas Costumes
Total Payments for Month			346.52	0.00	38.37			308.15	
Balance Carried Fwd			3,455.16						
Cashbook Totals			3,801.68	0.00	38.37			3,763.31	