

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 11th July 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 B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor M Rowley (from item 65 onwards)
Councillor P Sampson
Councillor A Samuels
Councillor R Seal
Councillor D South
Councillor K Wilson, JP
Donna Johnston – Town Clerk

Reverend Alan Murray – Mayors Chaplain
District Councillor A Khan (Normanton)
District Councillor J Hepworth (Altofts & Whitwood)
Five Members of the Public

Absent: Councillor D Appleyard
Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor L Masterman

053. Prayers

The Mayors Chaplain led the Council in prayers.

054. Mayors Announcements

The Mayor reported on recent events including Civic Sunday and her Coffee Morning.

The Mayor offered thanks to Reverend Alan Murray for his work on delivering the service and to Councillors for taking the time to attend.

The Mayor reported that she had recently attended Morley Civic Sunday, Featherstone Gala, and presented flowers for a special Wedding Anniversary.

055. Apologies for Absence

Apologies were recorded on behalf of Councillor D Appleyard, Councillor H Jones, Councillor F Marchant, Councillor P Marchant and Councillor L Masterman.

056. Declarations of Interest

Members were reminded to make a declaration on any interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

There were no declarations made.

057. Members of the Public

The Mayor read out the rules for public session.

The following issues were raised:

1. Normanton Church Yard

Normanton Church Yard is a disgrace with overgrown trees, branches falling on the graves, and 97 graves laid down.

There are issues with people walking dogs, leaving dog mess, and digging up plants.

The Town Clerk explained that Bereavement Services is managed by Wakefield Council, and it was reported that some issues had already been raised and a response was awaited from Wakefield Council. This would be forwarded to the resident.

Councillor J Pritchard reported that she had recently walked round the cemetery with Councillor Jack Hemmingway of Wakefield Council who was appalled about the state of the cemetery and a number of action points were agreed including:

- Gullies to be cleared.

- Desire footpath to be checked for graves underneath.
- Very old gravestone is leaning and will be investigated.
- War graves to be looked after.
- Paths to be put right.
- Bins to be moved from the circle towards the gate on Neville Street.
- Enquiry regarding subsidence of graves.
- All bushes coming out of graves are being cut back – work has already started.
- Will be kept up to a good standard moving forward.
- Looking at older graves to establish what can be done.
- Grass cutting not of a good standard and grass blowers can't be used when the grass is wet.

Councillor J Medford reported that some families can't find the gravestones anymore as some appear to have been moved.

2. Crossing on Church Road, Altofts

A resident who was registered severely sight impaired reported that a crossing was very much needed on Church Road near the Post Office. It was reported that electric cars cannot be heard which makes crossing the roads very difficult for someone with visual impairments.

District Councillor J Hepworth reported that a consultation was carried out on the possibility of a crossing and agreed to chase this up and provide a response.

3. Trees at Silkstone Crest

It was reported that tree branches at Silkstone Crest were growing over the path. This had caused sap and bird droppings on the disabled ramp of a residential property which were then trailing into the house.

Branches were also over hanging the drying green, causing bird mess on residents' washing.

It was reported that this was a WDH issue. The complaint would be reported to WDH, and a response provided back to the residents.

4. Public Transport

There was a concern about the lack of busses, particularly in Altofts. The resident said that they need another service as it is currently one bus an hour and sometimes, they don't turn up meaning people can't get to appointments.

Councillor J Pritchard reported that this is a district wide issue which is not unique to Altofts, however Ross Travel have cut the service in Altofts.

Councillor M Morley, portfolio holder for Highways at Wakefield Council has asked Arriva to alter the services however, Arriva say that the services aren't used, and it is not financially viable to operate more services.

Councillor J Medford reported that the Climate Change Scrutiny Meeting were contacting the West Yorkshire Combined Authority to look at community bus solutions.

Councillor A Khan is a member of the Combined Authority and confirmed that it has been raised at the Transport Committee. A list of priorities for the district was being put together. WYCA are looking at doing consultations throughout West Yorkshire.

The Town Council offered to host a consultation event at Normanton Town Hall.

It was suggested that the reliability of the current services needs to be improved. People are being left in the rain, vulnerable, and busses are full. If bus services are scaled back, they at least need to be reliable.

5. WDH Neighbourhood Panel Update

It was reported that the Neighbourhood Panel had been on a bus tour this morning around the areas, and they wanted to provide an update on progress:

- Main roads on Queensway and some side roads to be resurfaced.
- CCTV on Beckbridge Court and Beckbridge Lane to monitor ASB and fly tipping.

- Future proposals – replacement fencing and drying areas at Windross Close and Sunnybank.

WDH have a Love Where You Live app where residents can nominate someone to be a community champion.

058. Minutes of Meetings

Council – 13th June 2023

RESOLVED that the minutes of an ordinary meeting of Normanton Town Council held on Tuesday 13th June 2023 (Minute Numbers 036-052; Pages 014-021) be received as a true record and signed.

Allotments Committee – 26th June 2023

RESOLVED that the minutes of a meeting of the Allotments Committee held on Monday 26th June 2023 (Minute Numbers 001-010; Pages 001-006) be received.

059. Requests for Dispensation

RESOLVED that the dispensation request from Councillor L Masterman 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 request for dispensation would be approved for a period of four years until the date of the next election.

060. Town Clerk's Report

The Town Clerk reported that following consultation with members, an objection had been submitted in respect of the telephone mast at High Green Road.

Comments had also been submitted, following discussion with members, on the consultation at Welbeck for the extension of the tipping licence. The Town Council objected to the extension of the licence and urged the operator to close the site and begin restoration work.

An update was provided on the extension to the car park at Normanton Rail Station which would commence in late July, providing an additional 128 car parking spaces.

Updates were provided on a number of other ongoing issues including:

- Bonfires at Gladstone Street Allotments which were actually from a nearby residential property.
- Storage of scrap vehicles at Broad Flags which had been reported to Planning Enforcement by Councillor A Khan.
- Update on the traffic survey on Wakefield Road. A new survey was being carried out and results were expected by the end of July. The previous data that had been located was pre-covid and not up to date.
- The Well Shop – an email had been sent to District Councillor D Jeffery which had then been passed to District Councillor Les Shaw. Councillor Shaw was meeting with legal at Wakefield Council next week.
- Town Hall Steps – these should be installed in the next two weeks.
- Internal Audit – the Audit has been submitted and posted on the website and noticeboard.

RESOLVED that the report be received.

061. Reports from District Councillors

Councillor J Medford and Councillor A Khan for Normanton reported on the following issues:

- Traffic plans are proceeding at Benson Lane.
The School is in favour of the one-way system around Albert street during school pick up and drop off times.
They were hoping to get it in place for September and were awaiting confirmation from officers.
- Benson Lane Childrens Home provides 7 supported living places for 16–17-year-olds, some of which will be asylum seekers.
There are 7 rooms available and only 3 are in use at the moment.
- Wakefield Council have sourced some funding for shop radios and are in touch with the provider discussing costs.
- Bollards in the High Street – The use of the High Street by vehicles has increased and it was reported that bollards

should have been installed during the current financial year. It was now included in the list of priorities for the district and may be considered in 2024/25.

Members were very disappointed with progress on the installation of the bollards.

- There are some serious concerns about Sovereign House and District Councillors are asking for answers. A meeting was arranged two weeks ago but the representatives from Bridge It Housing cancelled two hours before the meeting. District Councillors will continue to chase this up. District Councillors have met with Insp Dickinson to discuss drug use and are keeping in regular contact.
- Cheapside - Lorries knocking wall down at residential property.
Parking spaces on Cheapside – cars being hit due to lorries and cars going down one way street, parking on double yellow lines to go into Asda. The District Councillors are continuing to work on finding a solution.
It was suggested that a mobile camera may be useful, but it was reported that it doesn't count for prosecution.
- Planning meeting soon to discuss the planning application for flats on Church Road.

Councillor J Hepworth and Councillor J Pritchard for Altofts and Whitwood reported on the following issues:

- Road markings have been repainted at Altofts Cemetery.
- Attended the PACT meeting and raised some local issues.
- The Brigg Gala was held on Sunday.
- Requested that the telephone mast at High Green Road be brought into planning committee.
- A survey is being carried out on a Public Spaces Protection Order at California drive due to vehicle based ASB and car meets.

RESOLVED that the reports be received.

062. External Organisations

The following reports were received:

- Notes of PACT Meeting 15.06.23 – received.
- The Well Project has received the portacabin which should be up and running for the middle of August.

RESOLVED that the reports be received.

063. Outside Bodies

The following reports were received:

- Report from Welbeck Liaison Committee 08.06.23 – received.
- The Freeston Foundation have funded a reading garden at the school. Councillor K Wilson, JP, opened the garden and spoke to 12 students who were enjoying the facility. An officer from the academy was very pleased with what the Freeston Foundation had funded.

RESOLVED that the reports be received.

064. Vacancy in the Altofts Ward

RESOLVED that Megan Rowley be co-opted as a Councillor for the Altofts Ward.

Upon confirmation of her appointment, Councillor M Rowley signed the Acceptance of Office and joined the Council for the remainder of the meeting.

065. Financial Matters

RESOLVED that the list of invoices due for payment in July totalling £7,566.65 be approved.

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

RESOLVED that the list of invoices paid under Clerks Authority in June totalling £12,682.88 be received.

A copy of the list of payments made under Clerk's authority can be found at appendix 2.

RESOLVED that the Bank Reconciliation for June showing a balance of £293,841.97 be received.

RESOLVED that the report of income received including the first instalment of the Precept of £165,916.00 and VAT refund of £18,211.53 be received.

It was noted that no CIL money had been received in this financial year, and this was being chased up with Wakefield Council.

RESOLVED that the report of the Internal Auditor be received and noted and would be referred to the Finance Committee for full consideration.

The Internal Auditor had written to confirm their retirement after more than 45 years. Members agreed to send a thank you card to the auditor for their service.

066. Planning

RESOLVED that the validated planning lists dated 14th June 2023 and 29th June 2023 be received.

Due to time constraints, an objection was raised under the Clerks Delegated Authority for the telephone mast at High Green Road as follows:

High Green Road, Normanton, WF6 2LF

Proposed telecommunications installation: Proposed 15.0m Phase 8 Monopole and associated ancillary works.
23/01045/TEL

Members of Normanton Town Council wish to place on record their strong opposition to the proposed telephone mast at High Green Road. Whilst we do understand the need for important infrastructure, this proposal is in an entirely unsuitable location. The development is unsuitable in a residential area and residents have genuine concerns about the impact on their health and wellbeing. Whilst there are claims that these masts are safe, only time will tell if that really is the case. There are serious concerns about the proximity to a local primary school and impact on the health of the children. The mast will be obtrusive and detrimental to the visual amenity of this residential area. We would urge the Planning Authority to decline this application and insist that the developer finds a more suitable location away from residential properties and schools.

In the absence of any further business, the Mayor 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
111	Party @ Haw Hill Park	11/07/2023		Unity Trust Current Account		Toilet Hire	G&S Toilet Hire Ltd	S	1,850.00	370.00	2,220.00
152	Civic Sunday	11/07/2023		Unity Trust Current Account		Printing	Advertiser Office Printers	Z	75.00		75.00
153	Advertising & Promotions	11/07/2023		Unity Trust Current Account		Advertising	Normanton & District Adverti	Z	480.00		480.00
154	Cleaning	11/07/2023		Unity Trust Current Account		Cleaning Supplies	D3 Office Group	S	35.48	7.10	42.58
155	Party @ Haw Hill Park	11/07/2023		Unity Trust Current Account		Performers - Party @ Haw Hill Park	Alston Management	S	3,250.00	650.00	3,900.00
156	Hanging Baskets	11/07/2023		Unity Trust Current Account		Hanging Basket Plaques	Express Signs Ltd	S	185.25	37.05	222.30
157	IT Equipment	11/07/2023		Unity Trust Current Account		Computer Refurbishment	Pro Logic Computers (UK) Ltd	S	52.25	10.45	62.70
158	Mayors Allowance	11/07/2023		Unity Trust Current Account		Mayors Expenses	Mayor of Normanton 23-24	Z	78.45		78.45
159	Potts Terrace	11/07/2023		Unity Trust Current Account		Grounds Maintenance - Potts Terrace	Wakefield Council	S	404.68	80.94	485.62
Total									6,411.11	1,155.54	7,566.65

Appendix 2

PAYMENTS MADE UNDER CLERKS AUTHORITY

June 2023

INVOICES		
Ian Jefferson Presenting	£400.00	Coronation Sound System
Employees	£7,575.29	Salaries and Wages
HMRC	£2,244.52	PAYE/NIC
West Yorkshire Pension Fund	£1,939.82	Pension Contributions
	£12,159.63	

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

NORMANTON TOWN COUNCIL
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	Party @ Haw Hill Park	01/06/2023		Lloyds Multi Pay Account		Wristbands	AA Wristbands	S	16.67	3.33	20.00
119	Party @ Haw Hill Park	01/06/2023		Lloyds Multi Pay Account		Wristbands	AA Wristbands	S	10.00	2.00	12.00
120	Bank Charges	02/06/2023		Lloyds Multi Pay Account		Monthly Fee	Lloyds Bank	Z	3.00		3.00
125	Cleaning	05/06/2023		Lloyds Multi Pay Account		Iron and Ironing Board	Asda	S	84.17	16.83	101.00
128	Gala	09/06/2023		Lloyds Multi Pay Account		Wristbands	AA Wristbands	S	30.00	6.00	36.00
132	Defibrillator	14/06/2023		Lloyds Multi Pay Account		Defibrillator Pads	WEL Medical Ltd	S	59.95	11.99	71.94
146	Civic Sunday	23/06/2023		Lloyds Multi Pay Account		Civic Sunday Refreshments	Costco	Z	72.43		72.43
147	Town Hall Refurbishment	28/06/2023		Lloyds Multi Pay Account		Desk and Clocks	IKEA	S	112.50	22.50	135.00
Total									388.72	62.65	451.37

Appendix 2

5 July 2023 (2023 - 2024)

NORMANTON TOWN COUNCIL
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
121	Cleaning	04/06/2023		Petty Cash		Cleaning Supplies	Asda	S	10.00	2.00	12.00
135	Mayors Allowance	18/06/2023		Petty Cash		Mayors Allowance Donation	The Well Project	Z	50.00		50.00
136	Civic Sunday	25/06/2023		Petty Cash		Civic Sunday Refreshments	Village Store	Z	4.38		4.38
137	Cleaning	30/06/2023		Petty Cash		Cleaning Supplies	Asda	S	4.58	0.92	5.50
Total									68.96	2.92	71.88