

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 13th December 2022 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor D Appleyard
Councillor E Blezard
Councillor A Bones
Councillor G Cheesbrough
Councillor M Jennings
Councillor F Marchant – Mayor
Councillor B Mayne
Councillor J Medford – Deputy Mayor
Councillor T Morgan
Councillor J Pritchard
Councillor A Samuels
Councillor P Sampson (Item 96 onwards)
Councillor D South
Councillor K Wilson, JP
Councillor W Wood
Donna Johnston – Town Clerk
Reverend Alan Murray – Mayors Chaplain

Two candidates for co-option

Absent: Councillor S Hudson
Councillor H Jones
Councillor P Marchant
Councillor P Mayne
Councillor R Seal
Councillor A Wood

089. Mayors Announcements

The Mayor reported that she had been very busy attending a number of Christmas events over the last few weeks.

Members were reminded of the Mayor's Christmas Coffee Morning on 14th December and the Christmas Celebration on 15th December.

The Mayors Chaplain led the Council in prayers.

090. Apologies for Absence

RESOLVED that apologies be received from Councillor H Jones, Councillor P Marchant, Councillor P Mayne, Councillor R Seal and Councillor A Wood.

091. Declarations of Interest

There were no declarations of interest recorded.

092. Members of the Public

There were no members of the public who wished to ask questions.

093. Minutes

Meeting of Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 8th November 2022 (Minute Numbers 072 - 088; Pages 32 - 36) be received and the contents contained therein be approved.

Special Projects Committee

RESOLVED that the minutes of the Special Projects Committee held on Wednesday 30th November 2022 (Minute Numbers 007 - 014; Pages 6 - 10) be received.

094. Notes of Working Groups

Consultation Working Group

RESOLVED that the notes of the Consultation Working Group held on Tuesday 22nd November 2022 relating to the Local Plan Pre-Main Modifications, Taxi Licensing and the Boundary Commission be received.

095. Casual Vacancy – Common Ward

RESOLVED that Paul Sampson be co-opted as a Councillor for the Common Ward of Normanton Town Council.

Upon confirmation of his co-option, Paul Sampson signed the declarations of acceptance of office and took his seat at the table from item 96 onwards.

096. Dispensation

RESOLVED that the dispensation for Councillor T Morgan to enable her to discuss and vote on the precept be approved.

097. Appointment to Committees

RESOLVED that Councillor T Morgan be appointed to the Allotments Committee and the Special Projects Committee.

098. Correspondence

There was no correspondence to note.

099. Reports from District Councillors

Councillor J Medford for the Normanton Ward reported on:

- Parking at York Villas
- 20mph speed limit consultations
- Battery farm at Kirkthorpe
- Potholes
- Busses

Councillor J Pritchard for the Altofts Ward reported on:

- Policing issues – Theft of vehicles
- Additional policing on the Fridays leading up to Christmas
- Coffee morning raising awareness of domestic violence resulted in 5 referrals and £76 raised for The Well Project.
- Closure of Altofts WMC

100. External Organisations

Councillor T Morgan reported that The Well Shop would be moving to the former 'Gentry' building on the High Street. There was some remedial work to be carried out by WMDC before the move could happen. It was likely to be March before the shop is open again.

101. Outside Bodies

Councillor K Wilson reported that discussions were still ongoing regarding the social housing development at Pingle Field.

102. Land at Heys Buildings

Members considered an offer from WMDC to purchase part of the land at Heys Buildings.

Members were not minded to pursue the sale but asked what the sale price was likely to be.

Members suggested that WMDC should ensure that the land is cleared up as it has caused issues to our allotments for a number of years.

RESOLVED that the offer to purchase part of the land at Heys Buildings be declined at this stage.

103. Warm Spaces

RESOLVED that the Council proceeds with a 'Warm Space' which will commence with volunteers in the New Year.

104. Civility & Respect – Councillor and Officer Protocol

RESOLVED that the Council adopts the Councillor and Officer Protocol put together as part of the Civility & Respect Project.

105. Financial Matters

RESOLVED that the list of invoices due for payment in December 2022 totalling £20,068.61 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 October 2022 totalling £7,093.46 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 October 2022 showing a cash balance of 281,863.17 be received.

106. Planning

Members considered the planning applications and asked for further information on the application at 119 Benson Lane – Change of use from Children's home to hostel. It was agreed that this would be circulated, and comments made under Clerks authority if required to ensure that the comments were submitted in a timely manner.

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

APP NO	ADDRESS	PROPOSAL
22/02168/OUT	231 Church Road (land Adj)	Erection of a two-storey brick built 3-bedroomed detached dwelling (outline application

	Normanton WF6 2QX	for access and layout with all other matters reserved)
22/02101/FUL	29 Clarke Crescent Normanton Wakefield WF6 1DZ	Demolition of existing house extension and double garage/workshop and erection of a two bedroom detached dwelling and garage
22/02173/FUL	10 Truro Drive Normanton WF6 2SP	Part single part double storey rear extension
22/02181/FUL	3 Elm Road Normanton WF6 1LE	Proposed single storey extension to rear, proposed two storey extension to side
22/02205/FUL	242 Snydale Road Normanton Wakefield WF6 1PE	Single Storey Rear Extension in addition to previously approved Two Storey Side Extension ref 22/01519/FUL
22/02249/FUL	Galliford Try House Pontefract Road Normanton Wakefield WF6 1RN	Change of use of part of Ground floor area from office to education, and formation of 8 additional carparking spaces.
22/02284/FUL	29 Addison Avenue Normanton WF6 1PF	Single storey side extension to form ancillary accomodation
22/02288/FUL	Normanton Community Centre Market Street Normanton WF6 2AR	Proposed decarbonization scheme incorporating Air Source Heat Pumps (ASHP's) enclosure and Solar PV rays / Panels to the roof.
22/02371/FUL	28 Coupe Grove Normanton WF6 2QL	Two storey extension to side with dormers to front and rear
22/02304/FUL	119 Benson Lane Normanton WF6 2HS	Change of use from childrens home (C2 Use) to Hostel (Sui Generis)

22/02310/FUL	52 Dalefield Road Normanton WF6 1HD	<u>Garage conversion to office room. Garage door to be removed and replaced with bricks and windows to match the rest of the house! Walls to be insulated, skimmed and painted! Floor to be leveled and covered in laminate!</u>
22/02311/FUL	14 Shakespeare Avenue Normanton WF6 1EA	<u>Two storey extension to side & widening of existing vehicular access</u>
22/02313/CPL	157 Church Lane Normanton WF6 1AZ	<u>Loft conversion with dormer to rear</u>
22/02335/TCA	133 High Street Normanton WF6 1NW	<u>Felling 1 Silver Birch Tree.</u>
22/02361/FUL	Land Off Church Lane Normanton	<u>RESIDENTIAL DEVELOPMENT OF 24 FLATS</u>
22/02418/TCA	138 High Street Normanton WF6 1NR	<u>Felling 2 Conifer Trees</u>
22/02422/FUL	Goosehill Fold Goosehill Lane Warmfield Wakefield WF6 2JB	<u>CONVERSION OF BARN TO DWELLING, INCLUDING MINOR EXTENSIONS/ALTERATIONS</u>

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

APPENDIX 1

13/12/2022

Normanton Town Council

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Invoices Due for Payment by 13 December 2022

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
5 Towns Decorating Ltd [5TO001]								
12/12/2022	000010	623	Decorating		12/12/2022	1,379.19		1,379.19
Total of Invoices Due (5TO001)						1,379.19	0.00	1,379.19
Advertiser Office Printers Limited [ADV001]								
17/11/2022	SI 491	617	Stationery		17/11/2022	114.00		114.00
29/11/2022	SI 513	615	Mayor's Printing		29/11/2022	48.00		48.00
Total of Invoices Due (ADV001)						162.00	0.00	162.00
Class Office Equipment Ltd [CLA001]								
07/12/2022	IN00124857	631	Chairs		07/12/2022	2,345.76		2,345.76
09/12/2022	IN00124883	627	Cleaning Materials		09/12/2022	103.24		103.24
09/12/2022	IN00124884	628	Cleaning Materials		09/12/2022	76.62		76.62
09/12/2022	IN00124885	629	Stationery		09/12/2022	166.67		166.67
12/12/2022	IN00124910	624	Cleaning Materials		12/12/2022	9.00		9.00
Total of Invoices Due (CLA001)						2,701.29	0.00	2,701.29
Dhand Construction [DHA001]								
07/12/2022	INV-0708	634	Refurbishment - Valuation 10		07/12/2022	6,681.17		6,681.17
Total of Invoices Due (DHA001)						6,681.17	0.00	6,681.17
Expert Water Services Ltd [EXP002]								
02/12/2022	001	621	Legionella Testing		02/12/2022	420.00		420.00
Total of Invoices Due (EXP002)						420.00	0.00	420.00
The Flying Squadron [FLY001]								
30/11/2022	001	622	Owl Display		30/11/2022	100.00		100.00
Total of Invoices Due (FLY001)						100.00	0.00	100.00
HG1 Communications [HG1001]								
08/12/2022	4304	630	Sound System		08/12/2022	2,484.00		2,484.00
Total of Invoices Due (HG1001)						2,484.00	0.00	2,484.00
Ian Jefferson Presenting & PA Systems [IAN001]								
30/11/2022	004	614	Presenter for Switch On		30/11/2022	255.00		255.00
Total of Invoices Due (IAN001)						255.00	0.00	255.00
Normanton & District Advertiser [NOR001]								
31/10/2022	37416	616	Advertising		31/10/2022	255.98		255.98

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Invoices Due for Payment by 13 December 2022

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 (NOR001)						255.98	0.00	255.98
PPL PRS Music License [PPL001]								
22/11/2022	SIN2250728	620	Music Licence		22/11/2022	1,455.31		1,455.31
Total of Invoices Due (PPL001)						1,455.31	0.00	1,455.31
Shredall (East Midlands) Ltd [SHR001]								
14/11/2022	15218	618	Shredding		14/11/2022	52.61		52.61
Total of Invoices Due (SHR001)						52.61	0.00	52.61
Think Traffic Management Ltd [THI001]								
15/11/2022	0269	619	Traffic Management		15/11/2022	1,188.00		1,188.00
Total of Invoices Due (THI001)						1,188.00	0.00	1,188.00
Truffles and Company [TRU001]								
08/12/2022	001	626	Magician		08/12/2022	275.00		275.00
Total of Invoices Due (TRU001)						275.00	0.00	275.00
Wakefield Metropolitan District Council [WAK001]								
12/12/2022	91314297093	625	Litter Collection		12/12/2022	1,975.26		1,975.26
Total of Invoices Due (WAK001)						1,975.26	0.00	1,975.26
WH Joinery [WHJ001]								
13/12/2022	WHJ004	635	Joinery Work		13/12/2022	175.00		175.00
Total of Invoices Due (WHJ001)						175.00	0.00	175.00
The Yorkshire Removal Company Ltd [YOR003]								
17/10/2022	40718	571	Storage Fees		17/10/2022	460.80		460.80
30/11/2022	40947	632	Storage Fees		30/11/2022	48.00		48.00
Total of Invoices Due (YOR003)						508.80	0.00	508.80
Total of Invoices Due (Creditors)						20,068.61	0.00	20,068.61
TOTAL OF INVOICES DUE (ALL LEDGERS)						20,068.61	0.00	20,068.61

APPENDIX 2

Payments made under Clerks Authority

October 2022

CARD PAYMENTS				
DATE	PAYEE	AMOUNT	PURPOSE	NOTES
03.10.22	Cubbins Catering	£16.00	Gala Refreshments	Special Projects
03.10.22	Snack Attacck	£27.90	Gala Refreshments	Special Projects
03.10.22	Asda	£21.50	Gala Refreshments	Special Projects
10.10.22	Amazon	£3.99	Stationery	Admin
10.10.22	Amazon	£9.96	Cleaners Tabard	H&S
10.10.22	Amazon	£25.30	Stationery	Admin
13.10.22	Amazon	£12.70	Stationery	Admin
13.10.22	B&M	£47.00	Stationery Storage	Admin
19.10.22	Just Gloves	£38.70	Cleaning Equipment	Town Hall
21.10.22	Big Dug	£83.99	Shelving - Cleaning Store	Town Hall
25.10.22	Pickup Skips	£250.00	Skip Hire - ET 1	Allotments
25.10.22	Tesco	£41.88	Sweets for Halloween	Special Projects
26.10.22	B&Q	£28.70	Locks	Allotments
27.10.22	Cadbury	£372.44	Selection Boxes - Party	Special Projects
27.10.22	The Works	£460.00	Christmas Books	Special Projects
28.10.22	AO Retail	£671.97	Fridges	Town Hall
28.10.22	Nisbets	£2,326.34	Catering Equipment / Fridges	Town Hall
28.10.22	Screwfix	£11.99	Dust Sheets	Town Hall
28.10.22	Screwfix	£154.40	Lightbulbs	Town Hall
31.10.22	Ikea	£83.00	Misc - Rails, kitchen, storage	Sp Proj / Town Hall
		£4,687.76		
PETTY CASH				
20.10.22	Halloween Fancy Dress Prizes	£100.00	Halloween	Special Projects
20.10.22	B&M	£34.93	Sweets for Halloween	Special Projects
		£134.93		
INVOICES				
13.10.22	Pro-Logic	£1,358.70	Wifi Installation	Town Hall
28.10.22	Shredall	£52.61	Shredding	Admin
25.10.22	Redley	£250.00	Voodoo Vikings Performance	Special Projects

APPENDIX 2

Payments made under Clerks Authority October 2022

25.10.22	You Can Hire	£609.46	Furniture Hire - Remembrance	Special Projects
		£2,270.77		

GRAND TOTAL

£7,093.46