

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

**Held on Tuesday 8<sup>th</sup> December 2020 at 6.30pm**

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was conducted remotely, via the Zoom video conferencing platform.

**Present:** Councillor Mrs C. Appleyard (part of meeting)  
Councillor D. Appleyard – Deputy Mayor (part of meeting)  
Councillor Mrs E. Blezard  
Councillor A. Bones (part of meeting)  
Councillor J. Botterill  
Councillor G. Cheesbrough  
Councillor S. Hudson  
Councillor Mrs H.W. Jones  
Councillor Mrs F. Marchant  
Councillor P. Marchant  
Councillor B. Mayne  
Councillor Mrs P. Mayne  
Councillor J. Medford (part of meeting)  
Councillor R. Seal  
Councillor D. South  
Councillor K. Wilson, JP  
Councillor W. Wood

**Also present:** Reverend Alan Murray – Mayors Chaplain  
One member of the public

**Absent:** Councillor R. Best, Councillor J. Farrar, Councillor Mrs L. Masterman, Councillor Mrs A. Moran and Councillor Mrs A. Wood

### **82. Mayors Welcome and Announcements**

In the absence of the Mayor and Deputy Mayor, Councillor Mrs P. Mayne was appointed as Chairman of the meeting.

The Mayors Chaplain led the Council in prayers and a minute's silence was held for former Councillor Mrs Sheila Smales.

The report on the Mayors engagements was noted.

**83. Apologies for Absence**

Apologies were received and reasons approved on behalf of Councillor R. Best, Councillor J. Farrar, Councillor Mrs L. Masterman, Councillor Mrs A. Moran and Councillor Mrs A. Wood.

**84. Declarations of Interest**

Councillors were reminded of the requirement to declare any interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

Councillor Mrs E. Blezard – Non-Pecuniary Interest  
Planning – Member of the WMDC Planning Committee  
Taxi Policy Consultation – Member of the WMDC Licensing Committee

**85. Members of the Public**

There were no questions raised by the public.

**86. Minutes – Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 10<sup>th</sup> November 2020 (Minute Numbers 62 – 81; Pages 38 – 45) be received and the contents contained therein be approved.  
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor B. Mayne)

**87. Minutes – Special Projects Committee**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 11<sup>th</sup> November 2020 (Minutes Numbers 1 - 6; Pages 1 - 5) be received and the contents contained therein be approved.  
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor K. Wilson, JP)

**88. Minutes – Committee on Standards in Public Life Consultation Working Group**

RESOLVED that the minutes of a meeting of the Committee on Standards in Public Life Consultation Working Group held on Wednesday 18<sup>th</sup> November 2020 be received and the contents contained therein be approved.  
(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor J. Botterill)

**89. Minutes – Staffing Committee**

RESOLVED that the minutes of a meeting of the Staffing Committee held on Friday 20<sup>th</sup> November 2020 (Minutes Numbers 1 - 13; Pages 1 - 3) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

**90. Rules for Public Session**

RESOLVED that the Rules for Public Session be reviewed and adopted.

**91. Communications Protocol**

RESOLVED that the Communications Protocol be reviewed and adopted.

**92. Press and Media Policy**

RESOLVED that the Press and Media Policy be reviewed and adopted.

**93. Delegated Decision Making**

RESOLVED that the report on delegated decision making be received and approved.

DATE	COMMITTEE	ITEM	COST	CONSULTED
23.11.20	Special Projects	Message from Santa Video ordered	£39.99	EB / PM
23.11.20	Mayor	Condolence Flowers sent	£33.00	JF
26.11.20	Property	Closure of Woodhouse Community Centre while in Tier 3		Property Committee

**94. Wakefield District Local Plan 2036**

Members considered the various documents which were available on the WMDC website as well as briefing notes provided by the Town Clerk.

It was commented that some of the maps were difficult to interpret due to their size on screen.

RESOLVED that the Wakefield District Local Plan 2036 be received, and no comments be made.

**95. Wakefield MDC Draft Taxi Consultation**

Members considered the full document as well as a briefing note provided by the Town Clerk.

RESOLVED that the Draft Taxi Policy be received and that the following response be provided to the consultation:

It is agreed that the proposed application process is required to ensure the suitability for private hire drivers in our area.

We support Wakefield MDC in ensuring that any licenced drivers are fit and proper people, and support the measures outlined in the proposed application process.

The use of a dress code provides a professional appearance, and we would be supportive of the implementation of these standards, particularly the guidelines on footwear which are essential for safety reasons.

We support the code of conduct for dealing with vulnerable passengers. We feel that the safeguarding of vulnerable people should be a top priority and drivers should take all action necessary to protect the vulnerable person in their care.

We support the measures set out in the draft policy which clearly explain the requirements and expectations for private hire vehicles in terms of the application process, vehicle requirements and safety expectations.

For clarity across the board, we believe that limousines and executive vehicles should follow the same rules as other private hire vehicles.

We support the measures set out for operators. The policy clearly sets out the requirements and expectations.

We are supportive of the measures set out for the use of hire vehicles. It is essential that the Council has a clear policy on what to do in the event of a hire car being used and that vehicles should be logged and the driver accountable for any issues whilst in their control.

We would support the introduction of an internal penalty points system which would ensure high standards from drivers and operators.

The implementation of a trigger point would be a suitable deterrent for drivers and operators who have repeated minor incidents recorded.

We have no further comments to add but generally feel that the policy aims to raise standards and expectations which can only be seen as positive for both drivers and members of the public.

**96. Correspondence**

The following correspondence was received and noted:

- i) Normanton and Altofts Community Sponsorship Group - Letter of thanks in respect of a Small Grant.
- ii) Yorkshire Local Councils Associations - Update on low attendance and guest speakers.
- iii) FCC Environment - Update on the 'housing proposal' on Welbeck land.
- iv) Normanton School Uniform Exchange - Letter of thanks in respect of a Small Grant.
- v) The Well Project Youth Club - Letter of thanks in respect of a Small Grant.
- vi) Altofts Community Sports Foundation - Letter of thanks in respect of a Small Grant.

**97. External Audit**

RESOLVED that the Notice of conclusion of audit be received and the contents noted and that:

- i) The Council notes the Clerk has published the Notice of Conclusion of Audit by the deadline of 30<sup>th</sup> November 2020; and
- ii) The Notice of Conclusion of Audit be displayed for a period of 14 days in line with previous statute.

**98. External Organisations**

There were no updates from external organisations.

**99. Outside Bodies**

Freeston Foundation

It was reported that the Chairman was stepping down and there was a vacancy for Vice-Chairman.

The sale of land is still progressing, checks were being undertaken with the Solicitors and there were some minor technical issues to resolve.

#### **100. Invoices for Payment**

RESOLVED that the list of invoices for payment totalling £2,323.90 and a supplementary list totalling £300.00 be approved for payment

Chubb	WCC - Fire Extinguisher Check	£158.28
PKF Littlejohn LLP	Review - Annual Governance Report	£960.00
RCW Building Solutions	Wentworth Terrace Locks	£216.00
RCW Building Solutions	Toilet Seats – WCC	£198.00
RCW Building Solutions	Fence Work – GS	£324.00
Rialtas	Bookings - IT Support	£355.20
Rialtas	Allotments Inspection Support	£60.00
Shredall	Shredding	£52.42
Expert Water Services	Legionella Testing	£300.00

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

RESOLVED that the list of payments made under Clerks Authority totalling £7,783.69 be received and approved.

Employees & Councillors	Wages & Allowances-Nov	£6,140.84
HMRC	PAYE/NIC – October	£1,642.85

#### **102. Payments made by Card**

RESOLVED that the list of payments made by Card in November under delegated authority, totalling £397.10 be received and approved.

Neopost	Franker Credit	£300.00
Tesco	Postage Stamps	£9.12
Zoom	Subscription	£14.99
Santas Magic Message	Christmas Message	£39.99
Bloom & Wild	Condolence Flowers	£33.00

#### **103. Planning**

Members considered and noted the following validated planning applications which had been circulated upon receipt and again with the agenda.

20/02331/FUL	33 High Green Road Normanton WF6 2LF	Single storey L shaped extension with a mono-pitched hipped roof
20/02409/FUL	284 Castleford Road Normanton WF6 1PY	First floor rear extension and associated external alterations
20/02400/FUL	Ponds Newland Lane Normanton WF6 2JF	Change of use of ponds for recreation, water sports and fishing purposes (retrospective)
20/02390/FUL	51 Wakefield Road Normanton WF6 1AG	Single storey extension to rear of takeaway to form additional storage area
20/02284/FUL	46 Hawthorne Mount Normanton WF6 1LD	Part two storey, part single storey extension to side
20/02390/FUL	51 Wakefield Road Normanton WF6 1AG	Single storey extension to rear of takeaway to form additional storage area
20/02400/FUL	Ponds Newland Lane Normanton WF6 2JF	Change of use of ponds for recreation, water sports and fishing purposes (retrospective)
20/02409/FUL	284 Castleford Road Normanton WF6 1PY	First floor rear extension and associated external alterations
20/02489/FUL	Asda Stores Limited 3 Foxbridge Way Normanton WF6 1TN	Application for Physical Works to the Existing Site Access Arrangements

20/02606/FUL	341 Wakefield Road Normanton WF6 1DX	Proposed 1 & 1/2 Storey Extension to Side, Conversion of Existing Garage & External Alterations
20/02511/FUL	7 Freeston Drive Normanton WF6 2DY	Single storey side extension
20/02570/FUL	New Stables Boundary Lane Normanton	Retrospective application for single storey building used as storage facilities on an existing private gypsy site
20/02593/FUL	New Stables Boundary Lane Normanton Wakefield WF6 2JA	Retrospective application for two dayrooms including the demolition of an existing dayroom, for use by family members on an existing private gypsy site

RESOLVED that the validated planning applications be received and that an objection be lodged as follows:

20/02570/FUL                      New Stables, Boundary Lane, Normanton  
Retrospective application for single storey building used as storage facilities on an existing private gypsy site.

20/02593/FUL                      New Stables, Boundary Lane, Normanton  
Retrospective application for two dayrooms including the demolition of an existing dayroom, for use by family members on an existing private gypsy site.

The applicant at this site has continued to attempt to circumvent the planning system and failed on numerous occasions to ensure that planning is secured prior to undertaking works.

This Town Council believes that this application should be declined, and the applicant made to follow the rules and existing site conditions set out by the planning authority.



Members considered the following planning decisions that had also been circulated:

20/01977/FUL	4 Astoria Court Tom Dando Close Normanton WF6 1TP	Change of use of existing industrial premises to allow small scale bulking up & transfer of sanitary & clinical waste (offensive, non offensive and hazardous waste streams)	<b>Application Approved</b>
20/00855/FUL	Roots Nursery Birkwood Road Normanton WF6 2JE	Change of use from Garden Centre to Caravan Storage Yard & construction of one dwelling including removal & demolition of existing buildings & associated paraphernalia	<b>Application Approved</b>

RESOLVED that the planning decisions listed above be noted.

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