

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO

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To all members of Normanton Town  
Council

Our ref: DJ/hs

Date: 8<sup>th</sup> December 2021

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 14<sup>th</sup> December 2021** in the **Conference Room, Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES  
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## **COVID-19 PROTOCOL**

### **Symptoms**

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

### **Covid Testing**

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

### **Upon Arrival**

- The doors will be opened ten minutes before the start of the meeting.
- Please proceed to the 'Check In Desk' upon arrival for registration.
- Please sanitise your hands when you arrive.

### **Face Coverings / Shields**

- The use of face coverings is a matter of personal choice.

### **Meeting Room**

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, we will spread people out to maintain better distancing.
- The windows to the end and left of the room will be opened for ventilation but the windows on the front of the building will remain closed due to the impact of the noise from outside.
- Councillors should remain in the meeting room and not enter adjacent rooms.

### **Refreshments and Equipment**

- Refreshments will not be available so please bring your own water.
- We have a supply of pens available at the Check In Desk.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

### **Toilets**

- A unisex disabled toilet is available in the reception area.
- Ladies and Gents toilets are available on the first floor.

## AGENDA

<b>127.</b>	<b>Mayors Announcements</b> To receive any announcements that the Mayor may wish to make (for information only).  The Mayors Chaplain will lead the Council in prayers.	
<b>128.</b>	<b>Apologies for Absence</b> To receive apologies and approve reasons for absence.	
<b>129.</b>	<b>Declarations of Interest</b> To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
<b>130.</b>	<b>Members of the Public</b> To receive questions and comments from members of the public.	
<b>131.</b>	<b>Normanton Neighbourhood Policing Team</b> To welcome and receive a report from new Police Officer PC1218 Peter Hallatt.	
<b>132.</b>	<b>Arriva Yorkshire</b> To discuss the changes to the 189 service from Normanton to Leeds with Dwayne Wells, Head of Commercial at Arriva.	
<b>133.</b>	<b>Minutes – Council</b> To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 9 <sup>th</sup> November 2021 (Minute Numbers 95-117; Pages 41-46) and approve the contents contained therein.	<b>ENC A</b>
<b>134.</b>	<b>Minutes – Special Projects Committee</b> To receive the minutes of a meeting of the Special Projects Committee held on Wednesday 10 <sup>th</sup> November 2021 (Minute Numbers 14-20; Pages 13-16).	<b>ENC B</b>
<b>135.</b>	<b>Minutes – Extra Ordinary Meeting of Council</b> To receive and sign the minutes of an Extra Ordinary meeting of Normanton Town Council held on Tuesday	<b>ENC C</b>

	16 <sup>th</sup> November 2021 (Minute Numbers 118-120; Pages 47-50) and approve the contents contained therein.	
<b>136.</b>	<b>Minutes – Extra Ordinary Meeting of Council</b> To receive and sign the minutes of an Extra Ordinary meeting of Normanton Town Council held on Tuesday 7 <sup>th</sup> December 2021 (Minute Numbers 121-126; Pages 51-53) and approve the contents contained therein.	<b>ENC D</b>
<b>137.</b>	<b>Correspondence</b> To receive any correspondence - for information only (unless otherwise stated).  i) WMDC – Skatepark / Tennis Courts Update ii) HS2 – Update on the Integrated Rail Plan iii) Rayners Memorials – Update on the Obelisk	<b>ENC E</b> <b>ENC F</b> <b>ENC G</b>
<b>138.</b>	<b>Reports from District Councillors</b> To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
<b>139.</b>	<b>External Organisations</b> To receive updates from members who attend external organisations.	
<b>140.</b>	<b>Outside Bodies</b> To receive updates from Council representatives on Outside Bodies.	
<b>141.</b>	<b>Casual Vacancy – Altofts Ward</b> To receive an update on the Casual Vacancy in the Altofts Ward and agree the closing date for applications for Co-Option.	
<b>142.</b>	<b>Financial Matters</b> To consider the list of invoices due for payment in December 2021.  To receive the list of payments made under the Clerks Authority in November 2021.  To receive the Bank Reconciliation for October 2021.  To receive the report of the Internal Auditor	<b>ENC H</b>  <b>ENC I</b>  <b>ENC J</b>  <b>ENC K</b>

	<p>To remove Councillor K Wilson and Councillor W Wood from the internet banking mandate at their request.</p> <p>To receive the list of decisions made under Clerks Authority during November 2021.</p>	<b>ENC L</b>
<b>143.</b>	<p><b>Written Motion – Councillor J Medford</b></p> <p>To consider submitting an application for funding in the sum of £5,850 to the Mayor of West Yorkshire Safer Community Fund to provide radios for Normanton Town Centre Businesses.</p>	<b>ENC M</b>
<b>144.</b>	<p><b>Planning</b></p> <p>To consider the planning applications in the enclosed schedules.</p>	<b>ENC N</b>
<b>145.</b>	<p><b>Licence for Alterations</b></p> <p>To consider and appoint two Councillors to sign the ‘Licence for Alterations’ for the refurbishment works at Normanton Town Hall.</p>	<b>ENC O</b>