

## **Minutes of a Meeting of Normanton Town Council**

**Held on Tuesday 4<sup>th</sup> August 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  
Councillor D. Appleyard – Deputy Mayor of Normanton  
Councillor Mrs E. Blezard  
Councillor J. Botterill  
Councillor J. Farrar – Mayor of Normanton  
Councillor S. Hudson  
Councillor Mrs H.W. Jones  
Councillor Mrs L. Masterman  
Councillor B. Mayne  
Councillor Mrs P. Mayne  
Councillor J. Medford  
Councillor R. Seal  
Councillor D. South (Part of meeting)  
Councillor K. Wilson, JP  
Councillor Mrs A. Wood  
Councillor W. Wood (Part of meeting)

**Absent:** Councillor R. Best, Councillor F. Marchant, Councillor Mrs A. Moran

**Also Present:** Town Clerk – Donna Johnston  
Admin Officer – Helen Senior

### **1. Mayors Welcome and Announcements**

The Mayor of Normanton, Councillor Josie Farrar, welcomed members to the meeting and gave a short address about the challenges that have faced the Council, the town and the nation, in light of the Coronavirus Pandemic.

A minutes silence was held as a mark of respect to our departed colleagues, Councillor Denton Jones and Councillor Alan Wassell who passed away earlier in the year.

The Town Clerk lead the Council in prayers.

**2. Virtual Meeting Policy**

The virtual Meeting Policy sets out the standards and expectations for virtual meetings.

RESOLVED that the Virtual Meeting Policy be adopted and will be reviewed in 2021 in line with Government legislation.

**3. Apologies for Absence**

RESOLVED that apologies be received and reasons approved on behalf of Councillor R. Best, Councillor F. Marchant and Councillor Mrs A. Moran.

**4. 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.

The following declarations were made:

Councillor Mrs E. Blezard – Non-Pecuniary Interest  
Planning  
Member of WMDC Planning Committee

**5. Members of the Public**

There were no members of the public present to ask questions.

**6. Minutes – Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 10<sup>th</sup> March 2020 (Minute Numbers 151 – 166; Pages 60 – 70) be received and the contents contained therein be approved.

**7. Minutes – Special Projects**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 11<sup>th</sup> March 2020 (Minute Numbers 35 – 38; Pages 34 – 37) be received and the contents contained therein be approved.

Councillor Mrs E. Blezard said that it was disappointing that all the Town's events had been cancelled for the remainder of the year but it was necessary, given the current circumstances.

**8. Minutes – Extra Ordinary meeting of Council**

RESOLVED that the minutes of an extra ordinary meeting of Normanton Town Council held on Friday 20<sup>th</sup> March 2020 (Minute Numbers 167 – 171; Pages 71 – 72) be received and the contents contained therein be approved.

**9. Annual Governance Statement**

The Town Clerk presented each item on the Annual Governance Statement 2019/20 and asked members if they agreed with the statement.

RESOLVED that the Annual Governance Statement be received and that:

- i) Section 1 be agreed;
- ii) Section 2 be agreed;
- iii) Section 3 be agreed;
- iv) Section 4 be agreed;
- v) Section 5 be agreed;
- vi) Section 6 be agreed;
- vii) Section 7 be agreed;
- viii) Section 8 be agreed; and
- ix) Section 9 be marked as Not Applicable.

**10. Accounting Statements**

RESOLVED that the Annual Accounting Statements for the 2019/20 financial year be approved and submitted to the external auditor.

**11. Internal Audit Review**

RESOLVED that the review of the effectiveness of Internal Audit be approved.

**12. Internal Audit Plan**

RESOLVED that the Internal Audit Plan and Terms of Reference be approved.

**13. Appointment of Internal Auditor**

RESOLVED that Yorkshire Internal Audit Services be appointed as Auditors for the 2020/21 financial year.

**14. Risk Management Review**

RESOLVED that the review of the Risk Management document be approved.

**15. Review of Direct Debits and Standing Orders**

RESOLVED that the review of Direct Debits and Standing Orders be approved.

**16. Delegated Decision Making**

The following decisions were taken using delegated authority from the period March to July 2020.

<b>FINANCE</b> Purchase of laptop to enable working from home. Pro-Logic  £475.00
<b>FINANCE</b> Purchase of temporary mobile phone to enable transfer of calls from the office. Amazon.  £23.28
<b>FLORAL DISPLAYS</b> Planting of flower beds at Town Hall. First Impressions.  £75 summer / £45 winter £120.00
<b>TRAINING</b> Employment Training Webinar  £15.00
<b>EVENTS</b> Cancellation of Party @ Haw Hill Park
<b>ALLOTMENTS</b> Allotment Rent to be deferred until July for anyone who can't afford to pay at this time or who doesn't use card payments
<b>FLORAL DISPLAYS</b>

Sponsored Hanging Baskets – Invoices not to be issued but donations will be accepted.

**STAFFING**

Working from Home allowance of £27/m for 3 staff

£81.00 April

£81.00 May

£81.00 June

£81.00 July

£81.00 August

TOTAL £405.00

**FUNDING**

Emergency Funding – The Well Project

£1,000 maximum for the provision of food to the foodbank.

£500.00 paid 08.04.20

**PROPERTY**

Storey Contracting – granted permission to use land at Newland Lane to undertake work on behalf of Network Rail – original dates 03.05.20 – 03.07.20.

Revised dates 07.06.20 – 03.08.20

**EVENTS**

Party @ Haw Hill Park

Bookings through Aston Management for 2020 rescheduled to 2021. Contract signed.

No additional costs incurred.

**FINANCE**

Promotional Items

Order placed for canvas bags and pens

£884.00

**ALLOTMENTS**

Allotment Fence replacement at Ellins Terrace (2) due to rotten wood and recent break ins. RCW Property Maintenance.

£959.00

**ALLOTMENTS**

Allotment Inspection App. BBITS
£150.00/yr plus £50 installation
<b>FUNDING</b> The Well Project Request for funding for Vibe Membership for young people  <b>DECLINED</b>
<b>STAFFING</b> Wages paid under Clerks Authority
<b>FUNDING</b> Payment of Small Grants to applicants. Awards approved at Council in February.  £5,000.00
<b>FINANCE</b> Invoices paid to 31 <sup>st</sup> March 2020
<b>TRAINING</b> Teams Webinar Training x 3  £100.00
<b>EVENTS</b> Summer Band Concert  CANCELLED
<b>FUNDING</b> Citizens Advice request increased funding from £3,000 to £5,500 with immediate effect.  <b>DECLINED</b>
<b>FINANCE</b> Invoices paid to 14 <sup>th</sup> April 2020
<b>ALLOTMENTS</b> Request to keep Ferrets on Gladstone Street Allotment – Granted
<b>ALLOTMENTS</b> Query over sub-letting at Ellins 2 - Co-Worker agreement issued and returned as tenant was isolating and didn't want the plot to become a mess.
<b>FINANCE</b> Two replacement Union Flags purchased. Hampshire Flags.

£137.89
<b>MAYORAL</b> Sympathy Cards purchased. Amazon.
£17.10
<b>MAYORAL</b> Flowers to Alan Wassell at Hospice. Bloom & Wild. Flowers to the family of Denton Jones. Bloom & Wild.
£79.00
<b>FINANCE</b> Replacement Defibrillator pad purchased. Previous pads were out of date.
£28.00
<b>FINANCE</b> Invoices Paid for to 20 <sup>th</sup> April 2020
<b>ALLOTMENTS</b> Complaint regarding fires at Gladstone Street – Letter sent
<b>FINANCE</b> Toner bought for printer. Brother.
£202.95
<b>MAYORAL</b> Flowers to the family of Alan Wassell. Bloom & Wild.
£32.00
<b>BANK TRANSFER</b> Move £250,000 from Barclays to Unity Trust
<b>BANK MANDATE</b> Remove Denton Jones from the bank mandate
<b>FINANCE</b> Stamps Purchased. Post Office.
£22.80
<b>STAFFING</b> Wages paid under Clerks Authority – April 2020.
<b>FINANCE</b> Invoices paid to 30 <sup>th</sup> April
<b>ALLOTMENTS</b>

Request for a Poly Tunnel at Gladstone Street 58b – Granted
<b>FINANCE</b> Temporary phone topped up. EE  £10.00
<b>PROPERTY</b> Potts Terrace Service Level Agreement for Grass Cutting signed and returned to WMDC  £381.35
<b>PROPERTY</b> Right of way at Station Road obstructed by development. Solicitor to be engaged to apply for a prescriptive easement.  £850.00
<b>PROPERTY</b> Quotes to be obtained for Tree Safety Reports for all Town Council land holdings. Ongoing.
<b>PROPERTY</b> TOWN HALL - VAT CONSULTANCY Contract agreed with VAT consultant to review the VAT implications of the Town Hall refurbishment project.  Steve Parkinson appointed  £600.00
<b>TRAINING</b> Grants – Powers and Policies  £15.00
<b>TRAINING</b> Risk Assessments  £15.00
<b>PROPERTY</b> Quotes to be obtained for the refurbishment of the kitchen at Woodhouse while the centre is closed. Additional budget already agreed for this purpose.



Ongoing.
<b>ALLOTMENTS</b> Pest Control called to Wentworth Terrace Allotments after Rats seen on site. WMDC.  £38.96
<b>PROPERTY</b> WMDC contacted due to ASB and fly tipping on land at Heys Buildings. Enquiry if the Council wish to pursue the purchase of the land. £15,000  <b>DECLINED</b>
<b>MAYOR &amp; DEPUTY MAYOR</b> The Mayor and Deputy Mayor will continue in post until May 2021
<b>EVENTS</b> Cancellation of all events up to and including the end of October.  Gala Entertainment transferred to 2021.
<b>TRAINING</b> Admin Officer to begin CiLCA in accordance with previous appraisal objectives. SLCC/YH RTP  £750.00
<b>WELBECK</b> Comments submitted in relation to soil treatment application. Comments circulated to Councillors.
<b>ALLOTMENTS</b> Tenant left bonfire unattended and fire service were called out at 11.45pm.  Warning Letter sent to tenant on ET2
<b>FINANCE</b> Invoices paid to 15 <sup>th</sup> May 2020.
<b>LICENSING</b> Objection lodged re 12 High Street for alcohol licence. Circulated to all Councillors for approval.
<b>EVENTS</b> Santa booked provisionally for Switch On and Christmas Parties. (subsequently cancelled)
<b>ANNUAL REPORT</b> Annual Report created in the absence of the Annual Parish Meeting.

<b>FINANCE</b> Second donation to The Well Project Small Grant 2020-21  £500.00
<b>FINANCE</b> Invoices Paid to 26 <sup>th</sup> May 2020.
<b>WOODHOUSE</b> Gas and Electric renewal prices considered. Alternatives obtained. New contracts agreed with Octopus Energy and Scottish Power.
<b>STAFFING</b> Wages paid under Clerks Authority – May 2020.
<b>MAYORAL</b> Flowers sent to Carol Moran following her resignation. Bloom & Wild.  £42.00
<b>ANNUAL REPORT</b> Annual Report written and uploaded to the website
<b>PROPERTY</b> Engie appointed as key holder for the Town Hall to enable access for water testing
<b>PHOTOGRAPH</b> Offer of a canvas of Cllr F D Jones declined and referred to the family
<b>ALLOTMENTS</b> Request for an existing tenant to jump the waiting list and be allocated an additional plot at ET 1  <b>DECLINED</b>
<b>ALLOTMENTS</b> Request for skip at Newland Lane following fire damage. WMDC.  Approved £192.00
<b>FINANCE</b> Order for PPE and Covid Secure preparations. D3 Office Group.  £662.02
<b>ALLOTMENTS</b>

Welfare concern for a vulnerable adult. Police called and welfare check requested. Subsequent referral to social services. Calls and emails ongoing since Bank Holiday Monday 25.05.20

**FINANCE**

Invoices paid to 15<sup>th</sup> June 2020 and wages paid – June 2020.

**ALLOTMENTS**

Complaint over installation of bollards in a dangerous condition. Site secretary asked to remove within 7 days

**FUNDING**

Funding request from Marie Curie

APPROVED

£100.00

**PROPERTY**

Utility Bills at Town Hall in dispute. Escalated to Portfolio Holder and Leader of WMDC via District Councillors

**NEWSLETTER**

Newsletter for September cancelled due to uncertainty and lack of information to publish

**PROPERTY**

Request to allow access to the Woodhouse Centre for The Well Project Community Book Scheme.

Breaches government guidelines

**DECLINED**

**FINANCE**

VAT advice received re Town Hall and further advice required regarding VAT registration for other NTC functions.

Parkinson Partnership

£300.00

**PROPERTY MANAGEMENT**

Discussion regarding re-opening of Woodhouse Centre.

The centre will remain closed and the decision will be reviewed at the end of July.

<b>TRAINING</b> VAT Course. SLCC.  £30.00
<b>ALLOTMENTS</b> Leak at Heys Buildings – Plumber called out.  Tenants made their own repair – plumber not needed.
<b>TRAINING</b> Allotments Training. YLCA.  £15.00
<b>OFFICE CLOSURE</b> The office will remain closed until at least 31 <sup>st</sup> August 2020 in line with government guidance and risk assessment.
<b>ALLOTMENTS</b> Complaint from a tenant regarding another tenant's behaviour (Cypress Road).  Letter sent.
<b>FINANCE</b> Order of Covid Secure signage. JC-One  £85.50
<b>PROPERTY MANAGEMENT</b> Grounds Maintenance work to be undertaken at Town Hall. Weeding, litter picking, pruning.  Casual employee asked to undertake the work. RA and equipment provided.  £46.46 Equipment £75.00 wages
<b>FINANCE</b> Invoices paid to 16 <sup>th</sup> July 2020 and wages paid – July 2020.
<b>CONSULTATION</b> Devolution consultation response submitted.  Supports the principal provided that funding is in place. Requested that planning decisions are made at a local level.
<b>PROPERTY</b>

Response from solicitor in relation to land at Station Road received and discussed with Chairman. No further action at this time. Land to be re-inspected in winter.

RESOLVED that the record of decisions made using Delegated Authority be received and approved.

#### **17. Invoices Paid**

RESOLVED that the list of invoices paid from March to July 2020 under Delegated Authority totalling £47,207.93 be approved.

##### ACCOUNTS FOR PAYMENT

ACSF	Small Grants 2020	£380.00
Alice Bacon Memorial Trust	Small Grants 2020	£400.00
Altofts Bowling Club	Small Grants 2020	£200.00
Artisan Doors	WCC-Front Door	£1,849.20
Bbits	Allots Inspection App	£120.00
BCN	Contract	£1,161.00
CAB	Outreach	£1,600.00
Carley Hayes	Printing Cost	£1.99
Carley Hayes	Printing Charges	£1.99
Carley Hayes	Printing Costs	£1.99
Champion Talent	Siobhan Phillips	£500.00
Channy Thompson	P@HHP	£350.00
Chubb	WCC-Fire Alarm Service	£234.79
Clean Business	Laundry	£34.00
Clean Business	Laundy	£38.00
Clean Business	Laundry	£48.00
D3 Office	Stationery	£8.20
D3 Office	Office Supplies	£49.70
D3 Office	WCC – Cleaning	£8.21
D3 Office	Office Supplies	£414.97
D3 Office	Stationery	£375.59
D3 Office	Office Supplies	£45.00
D3 Office	Office Supplies	£117.00
D3 Office	Stationery	£97.01
D3 Office	Office Supplies	£48.00
D3 Office	Stationery	£99.07
D3 Office	Office Supplies	£312.40
D3 Office	Credit Note	£66.49
D3 Office Group	Office Supplies	£556.83

D3 Office Group	WCC-Cleaning Supplies	£136.66
D3 Office Group	TH-Cleaning Supplies	£62.58
DCE	Asbestos Removal	£1,806.00
Dr Jackson Cancer Fund	Small Grants 2020	£500.00
First Impressions	Hanging Baskets	£7,849.20
First Impressions	Hanging Baskets	£3,552.00
FoMF Infants	Small Grants 2020	£300.00
Friends of Library	Small Grants 2020	£400.00
Friends of Smirthwaite Park	Small Grants 2020	£400.00
Geldards	Legal Fees-Station Rd Land	£780.00
Helen Senior	Postal Charges	£9.12
Helen Senior	Printing Charges	£7.99
Helen Senior	Postage	£9.12
Helen Senior	Printing	£7.99
Helen Senior	Printing Cost	£20.49
Helen Senior	Stamps	£27.36
HG1	PA-Charity Show	£180.00
IT Spectrum	Printing Charges	£4.00
IT Spectrum	Printing Charges	£93.78
IT Spectrum	Printing Charges	£67.07
IT Spectrum	Printing Charges	£3.22
IT Spectrum	Printing Charges	£226.97
IT Spectrum	Staples for Copier	£128.18
IT Spectrum	Printing Charges	£3.68
IT Spectrum	Printing Charges	£134.18
JC One	Social Distancing Signs	£102.60
JC One Promotions	Promotional Materials	£1,060.80
Marie Curie	Small Grants 20/21	£100.00
Marquee Events	Cancellation Fee – Gala	£600.00
Mayors Charity Fund	Nov Income Transfer	£968.42
Mayors Charity Fund	Transfer of Income Q4	£1,485.00
Meet 'N' Eats	Small Grants 2020	£212.50
Midland Entertainment	Cancellation Fee – Gala	£703.50
My Gig	Gala Cancellation	£181.25
Normanton Advertiser	Newsletters	£875.00
Normanton Advertiser	Adverts	£33.60
Normanton Advertiser	Adverts	£67.20
Normanton Advertiser	Mayors Raffle Tickets	£42.00
Normanton Advertiser	Siobhan Phillips PR	£36.00
Normanton Advertiser	Mayor's Raffle Tickets	£42.00

Normanton Advertiser	Mayor's Charity Tickets	£42.00
Normanton Knights	Small Grants 2020	£400.00
Normanton Lions Club	Small Grants 2020	£300.00
Methodist Church	Small Grants 2020	£300.00
NMTS	Small Grants 2020	£250.00
Parkinson Partnership	Town Hall Advice	£600.00
Paul Roberts Flooring	WCC-Carpet	£95.00
Pro Logic	PC Support	£696.00
RCW Building	ET Allots – Fencing	£1,150.80
RCW Building Solutions	WCC-Repairs	£240.00
RCW Buildings	WCC-Boiler	£510.00
RCW Buildings	WCC-Emergency-Radiator	£216.00
Rialtas	Allots Software Support	£202.80
Rialtas	Omega Annual Support	£451.20
Royal Mail	Newsletter Cancellation	£367.34
Sam Wickens	Catering-Mayors Allow.	£517.50
SLCC	Webinar	£36.00
SLCC	Training Webinar	£120.00
SLCC	Webinar	£36.00
SLCC	CILCA Fees	£350.00
St Johns Cricket Club	Small Grants 2020	£400.00
The Well Project	Small Grants 2020	£500.00
Vaughtons	Mayoral Badge	£177.26
Wakefield Council	Utilities - Town Hall	£1,607.62
Wakefield MDC	Recycling Collection	£14.02
Wakefield Met Brass Band	Summer Band Concert	£250.00
Whinn Dale Extra Care	Small Grants 2020	£300.00
WMDC	Grounds Maintenance	£457.62
WMDC	Pest Control – WT	£46.75
WMDC	Recycling Collection	£69.78
WMDC	WCC-Bins	£450.05
WMDC	Licence Fee-Band Concert 2	£44.00
WMDC	Licence Fee-Band Concert 1	£44.00
WMDC	Licence Fee – Gala	£44.00
WMDC	Licence Fee - P@HHP	£44.00
YIAS	Audit	£300.00
YLCA	Employment Webinar	£15.00
YLCA	CILCA	£400.00
YLCA	Membership	£1,903.00
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		£46,286.63

## 18. Payments by Card

RESOLVED that the list of payments made by card from March to July 2020 under Delegated Authority totalling £2,067.85 be approved.

### PAYMENTS MADE BY CARD

Neopost	Franking Machine	£300.00
J Pickupskips Ltd	Midi Skip for Ellins Terra	£130.00
Tech Corner	Phone Charger	£4.50
Asda	Refreshments (Mayor)	£13.56
Tesco	Easter Eggs	£161.25
Quadient	Franking Credit	£300.00
Wel Medical	Defib Pads	£33.60
Hampshire Flags	Union Flags	£165.47
Lola Design Ltd (Amazon)	Sympathy Cards	£17.10
Bloom & Wild	Flowers	£32.00
Bloom & Wild	Flowers	£79.00
Brother	Printing Supplies	£243.54
NCS	Affiliation	£15.00
NDS	Membership	£15.00
NVS	Membership	£22.00
Bloom & Wild	Flowers for Carol	£42.00
Amazon	Flag Clips	£20.48
Amazon	Sympathy Cards	£19.99
Amazon	Thermometer	£47.99
SLCC	VAT Training	£36.00
NTC	Card Machine Test	£0.01
EE	Phone Top Up	£10.00
Bargain Buys	Cleaning Equipment	£11.04
Bargain Buys	Cleaning Equipment	£5.07
The Stationer	Cellophane for Raffle Prix	£7.99
The Stationer	Raffle Tickets	£12.60
Asda	Easter Competition Prizes	£1.80
Amazon	Mobile Phone	£33.58
Post Office	Stamps	£70.00
Amazon	Thermometer	£47.99
Zoom	Subscription	£14.39
Screwfix	Gardening Equipment	£55.40
Amazon	Disinfectant Wipes	£99.50
		<hr/> £2,067.85



## **19. Casual Vacancies**

The Town Clerk reported that there were three vacancies in the Normanton ward which could now be filled by co-option.

RESOLVED that the recruitment process should commence with a view to co-opting at the October meeting.

## **20. Co-Option Policy**

A Co-Option Policy was created with the purpose of standardising the Council's approach to co-option.

RESOLVED that the Co-Option Policy be adopted.

## **21. Planning**

Councillor Mrs E. Blezard left the room for consideration of planning matters.

Members considered the Validated Planning Applications for 2<sup>nd</sup> July 2020 and 27<sup>th</sup> July 2020.

20/01173/FUL	33 Croft Ave	Part two storey, part single storey rear extension	No objections
20/01221/FUL	12 Rosemount Drive	First floor extension above ground floor extension	No objections
20/01322/FUL	Land at Pope Street	Full planning for 156 residential units and associated works	OBJECTION
20/01282/FUL	7A Market Place	Demolition of existing garage and store & replacement garage.	No objections
20/01370/CPL	16 Carnoustie Gardens	Single storey extension to rear	No objections
20/01209/FUL	31 Newlaithes Crescent	Single storey rear extension	No objections
20/01469/FUL	15 Royal Birkdale Way	Alteration to existing Conservatory	No objections
20/01227/FUL	6-8 High Street	Subdivision of existing ground floor	No objections

		retail unit to form 2 units and part change of use at first floor to create 1 bed dwelling (flat) and associated works.	
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RESOLVED that the list of Planning Applications be received and that an objection be raised against the application at Pope Street, Altofts (20/01322/FUL).

Members do not feel that the original concerns from the previous application have been addressed and the reduction of 5 properties will do very little to alleviate the additional pressures that this development will cause.

This piece of land has already been identified and excluded from the Local Development Framework due to its unsuitable location for housing, poor access to facilities and issues surrounding the local highway network. The traffic created by this development on an already narrow road will have a significant impact on the village and there are concerns that construction traffic would need to be diverted through the village due to the weight restricted bridge at Pope Street.

The position of this development, between two industrial areas is an opportunistic attempt to develop land which is entirely unsuitable and an example of bad strategic planning which should be refused.

Members considered the Planning Decisions for 1<sup>st</sup> July and 26<sup>th</sup> July 2020.

20/00490/FUL	57 Shaw Avenue	Conservatory conversion with additional single storey extension	Approved
20/00551/FUL	10 Snydale Road	Boundary wall to front	Approved
20/00481/FUL	44 Newlaithes Crescent	Single storey extension to rear to replace existing conservatory	Approved
20/00677/FUL	261 Queen Elizabeth Drive	First floor side extension	Withdrawn
20/00911/FUL	24 Edward Street	Detached Dwelling	Approved

20/00934/FUL	47 Altofts Lodge Drive	Out building to rear, extended drop kerb access and alteration of front boundary	Approved
20/00599/FUL	Land adjacent 7 Edward Street	Construction of a single dwelling	Approved
20/00690/FUL	4 Bransdale Mews	Single storey rear extension and garage conversion	Approved
20/00663/TPO	24 Birkwood Road	Tree Works	Approved
20/00658/FUL	27 The Crescent	Two storey extension to side and part single storey extension to rear.	Approved
20/00749/FUL	16 Kirkcaldy Fold	Part single part two storey extension to side	Approved.

RESOLVED that the planning decisions listed above be noted.

The Mayor thanked everyone for their attendance and closed the meeting.