

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 12<sup>th</sup> September 2023 at 6.30pm at Normanton Town Hall

Present: Councillor E Blezard  
Councillor A Bones – Deputy Mayor  
Councillor S Hudson  
Councillor M Jennings  
Councillor H Jones  
Councillor F Marchant  
Councillor P Marchant  
Councillor B Mayne  
Councillor P Mayne  
Councillor J Medford  
Councillor T Morgan  
Councillor C Parsons  
Councillor J Pritchard  
Councillor M Rowley  
Councillor A Samuels  
Councillor D South  
Councillor K Wilson, JP.  
Donna Johnston – Town Clerk & RFO

Also Present – representative of the Mayors Chaplain

Absent: Councillor C Appleyard  
Councillor D Appleyard  
Councillor L Masterman  
Councillor P Sampson  
Councillor R Seal

In the absence of the Mayor, the Deputy Mayor, Councillor A Bones, chaired the meeting.

### **067. Prayers**

A representative of the Mayors Chaplain led the Council in prayers.

**068. Mayors Announcements**

The Deputy Mayor made reference to the Gala weekend which had been held with a good attendance and thanks were offered to the staff and volunteers who made the event happen.

The Deputy Mayor reminded members of the upcoming Flower and Vegetable Show

**069. Apologies for Absence**

RESOLVED that apologies be received on behalf of Councillor C Appleyard, Councillor D Appleyard, Councillor L Masterman, Councillor P Sampson and Councillor R Seal.

**070. Declarations of Interest**

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

RESOLVED that the following declarations be received:

Councillor A Samuels

Pecuniary Interest

Item 74 – Employee of The Well Project which is a church-based charity.

Councillor J Pritchard

Non-Pecuniary Interest

Item 74 – Trustee of The Well Project which is a church-based charity.

Councillor S Hudson

Non-Pecuniary Interest

Item 74 – Trustee of The Well Project which is a church-based charity.

**071. Members of the Public**

There were no members of the public present.

**072. Minutes of Meetings**

**Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 11<sup>th</sup> July 2023 (Minute Numbers 053-066; Pages 22-31) be received. The minutes were signed by the Deputy Mayor once approved.

**Property Committee**

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 18<sup>th</sup> July 2023 (Minute Numbers 001-009; Pages 1-3) be received.

**Finance Committee**

RESOLVED that the minutes of a meeting of the Finance Committee held on Monday 24<sup>th</sup> July 2023 (Minute Numbers 1-13; Pages 1-3) be received.

**Staffing Committee**

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 1<sup>st</sup> August 2023 (Minute Numbers 15-24; Pages 4-7) be received.

**Events Committee**

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 7<sup>th</sup> August 2023 (Minute Numbers 006-011; Pages 6-10) be received.

**073. Requests for Dispensation**

RESOLVED that the dispensation request from Councillor M Rowley to discuss and vote on the precept 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.

**074. All Saints Parish Church – Letter of Support**

RESOLVED that a letter of support for All Saints Parish Church be provided for a funding bid to replace the windows at the Parish Rooms.

**075. Town Clerk's Report**

The Town Clerk provided a written report on any ongoing matters including:

- Closure of Halifax Bank  
A letter had been sent asking them to reconsider and extended an invitation to meet. No response had been received.

- Normanton Cemetery  
A site visit had been carried out with officers from Bereavement Services which identified several issues. A full response was circulated to members.
- Scrap Vehicles at Broad Flags  
The storage of scrap vehicles had been reported to enforcement and had now been moved off site.  
It was further reported that the Canoe takeaway were using the gate at the side of the building to access Wakefield Road. This should also be reported to enforcement.
- Road Safety – Wakefield Road  
An update was still awaited from Highways. Councillor J Medford agreed to chase this up with officers at Wakefield Council.
- The Well Shop  
The matter was with Legal Services and no further updates were available.
- Trees at Silkstone Crest  
The issue raised by a resident had been referred to WDH and they were now in contact with the resident.
- Pedestrian Crossing on Church Road  
The issue raised by a resident had been referred to the District Councillors for Altofts who would provide updates when available.
- Town Hall Steps are now complete and operational.
- External Audit  
The audit has been submitted and the notice of public rights has been placed on the noticeboard and the website.
- Defibrillator Cabinet  
The cabinet was damaged during the refurbishment and therefore a new cabinet was purchased at a cost of £520.00.
- Defibrillator Pads  
The defibrillator was used in an emergency, and new pads were purchased at a cost of £143.88 for two sets.

- **Welbeck Planning Application**  
An objection was submitted to the planning application 18/00754/S7301 setting out the Town Council's opposition to the extension of operations at Welbeck and asking for the site to be restored to a country park at the earliest opportunity.
- **Freedom of Information and Subject Access Request**  
An FOI/SAR had been received from an allotment tenant requesting information relating to the allotments committee, allotments policies and copies of all communication relating to the tenant. A full response had been provided and a total of 18 hours was spent preparing the information.

RESOLVED that the report be received.

#### **076. Reports from District Councillors**

Councillor J Medford for Normanton number 10 ward reported on the following matters:

- **Garden wall of a residential property near Asda has been knocked down several times.** Meetings were being arranged with the owner and Councillors and Highways have been out to site.
- **Benson Lane**  
The School Street and 20mph zone was progressing.
- **Shop Radios**  
Wakefield Council had secured some funding via the Police for some shop radios. Concern was expressed about the operational status of the CCTV cameras which would be essential with the shop radio scheme.

The Town Council will write to CCTV for a full explanation of the CCTV cameras in Normanton including who is responsible and where funding might be obtained. It was suggested that the WMDC Portfolio holder and deputy should be copied into the email.

- **Normanton Market**  
There was no update on the market however the Police had identified it as a hotspot for ASB.

The Town Council will write to Wakefield Council to express concern about the remaining market stalls identifying the health and safety risks associated with the power cables being pulled out.

- Bronte  
There were no updates, but all capital expenditure was put on hold.
- Halifax Bank  
Councillor Medford had spent time on the stall, spoken to several people and wrote to Halifax in the last week.
- Train Station  
Car park upgrades were ongoing. It was a six-month project which was on schedule. There was limited parking while the works are ongoing. It is reported that the parking will be free of charge.
- Town Centre Parking  
There was a petition requesting longer stay parking at the bottom end of the town. It was reported that a survey was required to establish what residents and visitors want.

Councillor J Pritchard for Altofts & Whitwood number 3 ward reported on the following matters:

- Altofts Hall Farm  
The developer is digging trenches for the archaeological survey on the site. The covers are not to be removed and signs have been installed for health and safety reasons.
- Some road signs had been delivered to Hillside Nursery to educate children on road safety.
- Hedges that were reported for cutting back near Pope Street had now been completed.

RESOLVED that the reports be received.

#### **077. External Organisations**

The Well Project – the 200 club was progressing well. The paperwork for the Well Shop was progressing through legal. Vikki had been nominated for a Love Where You Live award.

Normanton School Uniform Exchange – nine pop up shops had been held during the school summer holidays. 5140 items had been handed out, helping 538 families and raising £2,130 for The Well Project.

Members of the Town Council congratulated the School Uniform Exchange for their fantastic achievement.

RESOLVED that the reports be received.

**078. Outside Bodies**

YLCA – The Annual meeting of the YLCA had been held covering topics relating to remote meetings, planning for adjoining parishes and battery farms.

Two members attended the recent training day and found the topics interesting and well presented.

The minutes of the Town & Parish Council Liaison Group held on 18<sup>th</sup> July 2023 were circulated.

The Freeston Foundation had awarded over £44,000 in funding and were now providing grants for all levels of further and higher education.

RESOLVED that the reports be received.

**079. Financial Matters**

RESOLVED that the list of invoices due for payment in September 2023 totalling £23,594.11 be approved for payment.

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

RESOLVED that the report of the external auditor be received.

The Town Clerk confirmed that the notices had been placed on the website and noticeboard as required.

**080. Planning**

RESOLVED that the planning applications on the previously circulated validated lists dated 05.07.23, 13.07.23, 20.07.23, 28.07.23, 04.08.23, 10.08.23, 18.08.23, 04.09.23, and 11.09.23 be received and no further objections be raised.

The objection to the Welbeck Planning application of 18.08.23 having already been submitted by the due date.

Members requested that Councillor M Jennings attends the meeting for the Taylor Wimpy development at Altofts Hall Farm to speak on behalf of the Town Council.

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



## Accounts for Payment September 2023

| PAYEE                                  | AMOUNT    | PURPOSE                              | Notes                       |
|--|-----------|--------------------------------------|-----------------------------|
| 1st Altofts Scouts                     | £50.00    | Parade                               |                             |
| 1st Normanton Scouts                   | £50.00    | Parade                               |                             |
| Advertiser Office Printers             | £80.00    | Leaflet Printing                     |                             |
| Advertiser Office Printers             | £600.00   | Gala Programme Printing              |                             |
| Advertiser Office Printers             | £50.00    | Leaflet Printing                     |                             |
| C.O.D.E                                | £100.00   | Dance Display                        |                             |
| Dance House                            | £150.00   | Parade & Dance Display               |                             |
| Dance Relentless                       | £150.00   | Parade & Dance Display               |                             |
| Diamond Cheerleading                   | £150.00   | Parade & Dance Display               |                             |
| Donna's Face Painting                  | £710.00   | Halloween Event                      |                             |
| Donna's Face Painting                  | £435.00   | Christmas Lights Event               |                             |
| Express Signs                          | £151.38   | Allotment Plot Number Signs          |                             |
| Free Spirits Cheerleading              | £150.00   | Parade & Dance Display               |                             |
| Fuse Fireworks                         | £6,000.00 | Gala Fireworks                       | Paid under Clerks Authority |
| G&S Toilet Hire                        | £2,300.40 | Toilet Hire - Gala                   |                             |
| Hailey Black School of Dance           | £100.00   | Dance Display                        |                             |
| HG1                                    | £2,160.00 | Gala Stage & PA Hire                 |                             |
| Ian Jefferson                          | £590.00   | Gala Presenting                      |                             |
| John Hodgkins Old Photos               | £100.00   | Contribution towards costs           |                             |
| Melissa Radway School of Dance         | £150.00   | Parade & Dance Display               |                             |
| Mudford Marquees                       | £1,704.00 | Marquee, table and chair hire - Gala |                             |
| Multi-Web Services                     | £807.00   | Website Redevelopment (Part 1)       |                             |
| Multi-Web Services                     | £807.00   | Website Redevelopment (Part 2)       |                             |
| Normanton & Altofts Brass Band         | £250.00   | Summer Band Concert                  |                             |
| Normanton Advertiser                   | £720.00   | September Advertiser                 |                             |
| Normanton Fire Service                 | £50.00    | Parade                               |                             |
| Normanton Nightingale Cheerleaders     | £150.00   | Parade & Dance Display               |                             |
| Normanton Musical Theatre Society      | £50.00    | Parade                               |                             |
| PKF Littlejohn                         | £1,638.00 | External Audit Fee                   |                             |
| Rotherham Metropolitan Borough Council | £110.00   | Yorkshire Day Tickets                |                             |
| TD Events                              | £1,016.40 | Gala Stewarding                      |                             |

## Accounts for Payment September 2023

|                               |            |                                 |  |
|-------------------------------|------------|---------------------------------|--|
| The Well Project              | £50.00     | Parade                          |  |
| The Yorkshire Removal Company | £48.00     | Storage                         |  |
| Tim Howe Consultancy          | £1,100.00  | Quantity Surveyors Fees         |  |
| Trinity Medical               | £476.93    | First Aid - Party @ Haw Hill    |  |
| Vibefitness                   | £150.00    | Parade & Dance Display          |  |
| Wakefield Council             | £48.00     | Admin Fee - Gala                |  |
| Wakefield Council             | £48.00     | Admin Fee - Summer Band Concert |  |
| Wipeclean                     | £144.00    | Window Cleaning                 |  |
|                               | £23,594.11 |                                 |  |