

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 10th October 2023 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor of Normanton
Councillor D Appleyard
Councillor E Blezard
Councillor A Bones – Deputy Mayor of Normanton
Councillor S Hudson
Councillor M Jennings
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor M Rowley
Councillor P Sampson
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP

Donna Johnston – Town Clerk
Reverend Alan Murray – Vicar of Normanton

Absent: Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor J Medford
Councillor R Seal

081. Prayers

The Mayors Chaplain, Reverend Alan Murray, led the Council in prayers.

082. Mayors Announcements

The Mayor thanked Councillors for their support and well wishes during a period of ill health.

The Mayor reported that she had attended a number of events on behalf of the Council including the Gala, Flower Show, Talk & Slide Show, Haven Lodge Fall Fayre, Lee Brig School, Morley Race Night, and Freeston Academy Presentation evening.

083. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors H Jones, F Marchant, P Marchant, J Medford and R Seal.

084. Declarations of Interest

RESOLVED that the following declarations be received:

Councillor E Blezard
Non-Pecuniary Interest
Item 90 – Family link to Altofts Cricket Club.

085. Members of the Public

There were no members of the public present.

086. Minutes of Meetings

Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th September 2023 (Minute Numbers 067-080; Pages 32-39) be agreed as a true record. The minutes were signed by the Mayor.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 27th September 2023 (Minute Numbers 011-021; Pages 7-13) be received.

Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 2nd October 2023 (Minute Numbers 012-018; Pages 11-16) be received.

087. Town Clerk's Report

The Town Clerk reported on the following matters:

Halifax Bank

Our letter objecting to the closure of the Normanton Branch had been declined and they confirmed that there are no plans to review the decision.

Members asked for the Clerk to write again to request mobile banking or a banking hub.

Wakefield Road – Road Safety

It was reported that a draft scheme has been created but due to protocol, it will be shared with District Councillors in the first instance.

Canoe Takeaway – Wakefield Road

Vehicles using the gate to the side of the takeaway had been reported to Highways.

Car Parking – Time Limits

Following representations from a local business, a suggestion to increase time limits on car parks was sent to Councillor Matthew Morley. This has now been passed to Highways.

Events

An update was provided on recent events which has been well received.

Internal Audit

The internal auditor was scheduled to visit on 8th November.

RESOLVED that the report be received.

088. Reports from District Councillors

There was no report from Normanton Ward 10 Councillors.

Councillor J Pritchard for Altofts & Whitewood Ward 3 reported on:
Bench at The Brig

The bench had been installed facing the wrong direction. This had now been turned to face the field.

RESOLVED that the report be received.

089. External Organisations

The Well Project

- The Food Bank was short of food and donations would be appreciated.
- The Youth Club had recently attended the Yorkshire Scare Ground with free tickets provided by Urban Airsoft.
- Sports Leadership courses were being provided with funding from the Neighbourhood Improvement Fund.

- The Well Shop was progressing, and the lease was with Wakefield Council Legal Department.
- A grant of £25k was being provided by Wakefield Council.

Community First Responders

- There was only one CFR in the Normanton area, and more volunteers are required.

RESOLVED that the reports be received.

090. Outside Bodies

Welbeck Liaison Committee

- Welbeck Liaison Committee Minutes 08.06.23 and Operations Report September 2023 – received.

Freeston Foundation

- A grant of £1,000 was provided to Altofts Cricket Club. Members of the Freeston Foundation attended a recent presentation evening and were very impressed with the dedication of the coaches, players and facilities.

Councillor E Blezard declared an interest due to a family connection with Altofts Cricket Club.

RESOLVED that the reports be received.

091. Financial Matters

RESOLVED that the list of invoices due for payment in October 2023 totalling £9,967.09 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 July and August 2023 be approved.

A copy of the list of payments made under Clerks Authority can be found at Appendix 2.

RESOLVED that the Bank Reconciliation for August 2023 showing a cash balance of £245,827.50 be received.

RESOLVED that the receipt of income including the VAT refund of £5,600.23 and Precept second instalment of £165,916.00 be received.

092. Community Infrastructure Levy

The Town Clerk provided an update on the payment of CIL by Wakefield Council. It was reported that no CIL had been received by Wakefield Council in the period 1st October 2022 to 31st March 2023.

An update on the CIL Policy was also circulated for reference.

RESOLVED that the report be received.

093. Good Citizen Awards

RESOLVED that a small working group would be established to review the approach to the Good Citizen Awards. The Working Group would consist of Councillors A Bones, S Hudson, M Jennings, L Masterman, T Morgan and J Pritchard.

094. Appointment to Committees

RESOLVED that Councillor M Rowley is appointed to the Allotments Committee.

095. Planning

RESOLVED that the planning applications on the previously circulated validated lists be received and no objections be raised.

[049 - Validated Applications - 11.09.2023.pdf](#)

[051 - Validated Applications - 18.09.2023.pdf](#)

[053 - Validated Applications - 25.09.2023.pdf](#)

RESOLVED that Councillor M Jennings be nominated to speak on behalf of the Town Council at the hearing for the Welbeck Planning Application.

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

Appendix 1

10 October 2023 (2023 - 2024)

NORMANTON TOWN COUNCIL PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
276	Mayors Allowance	10/10/2023		Unity Current		Small Lottery Licence	Wakefield Council	Z	20.00		20.00
											20.00
277	Advertising & Promotions	10/10/2023		Unity Current		Advertising	Normanton & District Adverti	Z	480.00		480.00
											480.00
278	Gala	10/10/2023		Unity Current		Litter Collection	Wakefield Council	S	1,786.50	357.30	2,143.80
											2,143.80
279	Mayors Charity Appeal	10/10/2023		Unity Current		Event Catering	STW Catering	Z	401.50		401.50
											401.50
280	Mayors Allowance	10/10/2023		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	30.35		30.35
											30.35
281	Repairs & Maintenance - Comm	10/10/2023		Unity Current		Toilet Repairs	RCW Building Solutions	S	580.00	116.00	696.00
											696.00
282	Gladstone Street Allotment	10/10/2023		Unity Current		Tap Repairs	RCW Building Solutions	S	350.00	70.00	420.00
											420.00
283	Repairs & Maintenance - Comm	10/10/2023		Unity Current		Boiler Service	RCW Building Solutions	S	110.00	22.00	132.00
											132.00
284	Town Hall Refurbishment	10/10/2023		Unity Current		Storage	The Yorkshire Removal Company Ltd		40.00	8.00	48.00
											48.00
285	Repairs & Maintenance - Town	10/10/2023		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
											144.00
286	GDPR Compliance	10/10/2023		Unity Current		Shredding	Class Office Equipment Ltd	S	80.00	16.00	96.00
											96.00
287	Cleaning	10/10/2023		Unity Current		Cleaning Supplies	D3 Office Group	S	261.20	52.24	313.44
											313.44
288	Elections	10/10/2023		Unity Current		Election - Altofts Ward	Wakefield Council	Z	124.00		124.00
											124.00
289	Elections	10/10/2023		Unity Current		Election - North & West Ward	Wakefield Council	Z	122.00		122.00
											122.00
290	Elections	10/10/2023		Unity Current		Election - East Ward	Wakefield Council	Z	141.00		141.00
											141.00
291	Office Equipment	10/10/2023		Unity Current		Office Chairs	D3 Office Group	S	885.00	177.00	1,062.00
											1,062.00
292	Repairs & Maintenance - Comm	10/10/2023		Unity Current		Legionella Testing	Expert Water Services	S	360.00	72.00	432.00
											432.00
293	Children's Party	10/10/2023		Unity Current		Magician	Truffles & Company	Z	275.00		275.00
											275.00
294	Wentworth Terrace Allotment	10/10/2023		Unity Current		Asbestos Removal	RCW Building Solutions	S	2,075.00	415.00	2,490.00

NORMANTON TOWN COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											2,490.00
295	Gladstone Street Allotment	10/10/2023		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
											150.00
296	Wentworth Terrace Allotment	10/10/2023		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
											150.00
297	Repairs & Maintenance - Community Centre	10/10/2023		Unity Current		Boiler Call Out	RCW Building Solutions	S	80.00	16.00	96.00
											96.00
Total									8,571.55	1,395.54	9,967.09

Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice/Order No	
188	07.07.2023	£34.04	£65.90	£99.94	02.08.2023	Party @ Haw Hill Refreshments	Asda	CA	1🔗
189	18.07.2023	£5.70	£1.14	£6.84	02.08.2023	Batteries	Go Green Batteries Ltd	CA	1🔗
162	21.07.2023	£670.00	£134.00	£804.00	31.07.2023	Steps and Cladding	Rayner & Son	CA - 00226	1🔗
163	26.07.2023	£40.00	£8.00	£48.00	31.07.2023	Storage	The Yorkshire Removal Company Ltd	CA - 41965	1🔗
164	26.07.2023	£560.25	£112.05	£672.30	31.07.2023	Stewards	TD Events	CA - 1235	1🔗
165	26.07.2023	£3,463.00	£692.60	£4,155.60	31.07.2023	Sound & Stage Hire	HG1 Communications	CA - 4368	1🔗
166	26.07.2023	£1,642.50	£328.50	£1,971.00	31.07.2023	Staffing Review	Local Council Consultancy	CA - 586	1🔗
167	26.07.2023	£814.14	£162.83	£976.97	31.07.2023	Installation of Bunting	Wakefield Council	CA - 9131500453	1🔗
168	26.07.2023	£880.00	£176.00	£1,056.00	31.07.2023	Lift Service	Pinnacle Elevators	CA - 7059	1🔗
169	26.07.2023	£480.00	£0.00	£480.00	31.07.2023	Advertising	Normanton & District Advertiser	CA - 0118	1🔗
170	26.07.2023	£450.00	£90.00	£540.00	31.07.2023	Lift Emergency Phone	Pinnacle Elevators	CA - 7093	1🔗
171	26.07.2023	£341.08	£68.22	£409.30	31.07.2023	Litter Collection	Wakefield Council	CA - 91315017106	1🔗
172	26.07.2023	£100.00	£0.00	£100.00	31.07.2023	Councillor Training	Yorkshire Local Councils Associations	CA - 0846	1🔗
173	26.07.2023	£375.00	£0.00	£375.00	31.07.2023	Presenting	Ian Jefferson Presenting & PA	CA - 001	1🔗

04/10/2023, 10:10	Appendix 2	Payments - Scribe Accounts						F
Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice/Order No
177	26.07.2023	£1,000.00	£0.00	£1,000.00	31.07.2023	Donation to Church Clock	All Saints Church	CA - 001
174	27.07.2023	£7,311.69	£0.00	£7,311.69	31.07.2023	Salaries & Wages	Employees	CA - Wages JUL
175	27.07.2023	£1,911.62	£0.00	£1,911.62	31.07.2023	Pension	West Yorkshire Pension Fund	CA - Pension JULY
176	27.07.2023	£2,176.05	£0.00	£2,176.05	31.07.2023	PAYE / NIC	HMRC	CA - HMRC JULY
215	01.08.2023	£4.00	£0.00	£4.00		Cleaning Supplies	TESCO	CA1🔗
217	01.08.2023	£3.95	£0.55	£4.50		Cleaning / Refreshments	Asda	CA1🔗
218	02.08.2023	£37.00	£0.00	£37.00	31.08.2023	Flower Show Medals	National Dahlia Society	CA1🔗
219	02.08.2023	£60.00	£0.00	£60.00	31.08.2023	Car Boot Sale Licence	Wakefield Council	CA1🔗
220	03.08.2023	£24.98	£5.00	£29.98	31.08.2023	Minute Binders	Springback Binders Ltd	CA1🔗
216	04.08.2023	£5.83	£1.17	£7.00		Storage	B&M	CA1🔗
221	04.08.2023	£262.59	£52.52	£315.11	31.08.2023	Catering Supplies	Nisbets	CA1🔗