

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 9<sup>th</sup> April 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor  
Councillor E Blezard  
Councillor A Bones – Deputy Mayor  
Councillor M Jennings  
Councillor H Jones  
Councillor F Marchant  
Councillor P Marchant  
Councillor L Masterman  
Councillor B Mayne  
Councillor P Mayne  
Councillor T Morgan  
Councillor C Parsons  
Councillor P Sampson  
Councillor A Samuels  
Councillor R Seal  
Councillor D South  
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO  
Rev Alan Murray – Mayors Chaplain

Absent: Councillor D Appleyard  
Councillor S Hudson  
Councillor J Medford  
Councillor J Pritchard  
Councillor M Rowley

### 168. Prayers

The Mayors Chaplain led the Council in prayers.

**169. Mayors Announcements**

The Mayor reported that she recently attended the Rotary Club Technology Tournament and said it was a fantastic event and that Outwood Academy Freeston had done very well.

**170. Apologies for Absence**

RESOLVED that apologies be received on behalf of Councillors D Appleyard, S Hudson, J Medford, J Pritchard and M Rowley.

**171. Declarations of Interest**

There were no declarations of interest recorded.

**172. Members of the Public**

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

**173. Minutes of Meetings**

**A Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12<sup>th</sup> March 2024 (Minute Numbers 151-167; Pages 69-74) be received as a true record and signed by the Mayor.

**B Allotments Committee**

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 13<sup>th</sup> March 2024 (Minute Numbers 050-060; Pages 30-34) be received.

**174. Reports from District Councillors**

There were no District Councillors present to provide a report.

**175. Town Clerk's Report**

The Town Clerk reported on the following matters:

- Haw Hill Park Cycle Track – No updates.
- Canoe Takeaway – No updates.
- Time limits in car parks – No updates.
- Safety on Wakefield Road – Comments from the public passed to District Councillors.
- Shop Radios – An apology was received following a previous misunderstanding.
- Woodhouse Business Centre roof – Comments from the public passed to District Councillors. There are ongoing discussions regarding the future of the site.

- Town Hall damp – inspected by Robertson’s and an update is awaited.
- Hanging Basket Locations – still no update on the testing of the columns. If there is no response by 22<sup>nd</sup> April then an order will be placed on the basis of last year’s quantities.
- A number of hanging basket brackets have required relocation due to column changes at a cost of £189.00 + VAT through First Impressions.
- Annual Town Meeting will be held on Wednesday 8<sup>th</sup> May from 4pm – 7pm in the form of a coffee and information event.
- Allotment Break Ins – A number of sites have been targeted with some sites being hit four times in recent weeks.
- Welbeck Planning Appeal – The hearing will take around six days at the beginning of June.
- A portrait of King Charles III had been requested from the Government and is now on display in the Council Chamber. There was no cost for the portrait.

RESOLVED that the report be received.

#### **176. External Organisations**

##### The Well Project

The Easter Egg hunt had gone very well with over 380 eggs given out. Volunteers are needed for all aspects of the service.

Funds are running low for the foodbank.

Volunteers recently tidied up and litter picked the Wakefield Council depot car park on Altofts Road.

RESOLVED that the report be received.

#### **177. Outside Bodies**

RESOLVED that the Town & Parish Council Liaison Group Minutes from 26<sup>th</sup> March 2024 be received.

##### Freeston Foundation

It was reported that the discussions regarding the sale and development of Pingle Field were still progressing.

RESOLVED that the report be received.

#### **178. Financial Matters**

- A** RESOLVED that the list of invoices due for payment in April 2024 totalling £26,332.89 (£24,888.92 + £1,443.97 VAT) be approved.

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

- B** RESOLVED that the list of payments made under the Clerks Authority in March 2024 totalling £11,433.50 (£11,306.61 + £126.99 VAT) be approved.

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

- C** RESOLVED that the Bank Reconciliation for February 2024 showing a balance of £255,184.64 be received.

**179. Insurance Renewal**

RESOLVED that the Town Councils insurance policy be renewed with A J Gallagher and a long-term agreement of three years be accepted at a premium of £4,329.24.

**180. Planning**

RESOLVED that the planning applications on the previously circulated validated lists be received.

[017 - Validated Applications - 12.03.2024.pdf](#)

[018 - Validated Applications - 20.03.2024.pdf](#)

[020 - Validated Applications - 02.04.2024.pdf](#)

[022 - Validated Applications - 08.04.2024.pdf](#)

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

## INVOICES FOR PAYMENT

APRIL 2024

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice/Order No	Invoice Date
619	31.03.2024	£128.00	£25.60	£153.60	Flower Beds - Town Hall	First Impressions	2023 - 2024/5	31.03.2024
618	31.03.2024	£3,364.36	£566.99	£3,931.35	Utilities	Wakefield Council	91315715419	14.03.2024
617	31.03.2024	£1,575.00	£315.00	£1,890.00	Refurbish Benches	RCW Building Solutions	10397	21.03.2024
616	31.03.2024	£750.00	£150.00	£900.00	Works in basement	RCW Building Solutions	10396	21.03.2024
615	31.03.2024	£485.00	£97.00	£582.00	Joinery & Plumbing Works	RCW Building Solutions	10395	20.03.2024
614	31.03.2024	£110.00	£22.00	£132.00	Boiler Service	RCW Building Solutions	10394	20.03.2023
613	31.03.2024	£725.00	£145.00	£870.00	Repairs & Maintenance - Woodhouse	RCW Building Solutions	10393	20.03.2023
25	09.04.2024	£539.62	£0.00	£539.62	Waste Removal	Wakefield Council	2024-2025/53/91315810554	04.04.2024
24	09.04.2024	£38.35	£0.00	£38.35	Waste Removal	Wakefield Council	2024-2025/52/91315810563	04.04.2024
23	09.04.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	2024-2025/50/35205	07.04.2024
22	09.04.2024	£1,845.55	£0.00	£1,845.55	Event Insurance	Gallagher Insurance	532148664	28.03.2024
21	09.04.2024	£10,104.75	£0.00	£10,104.75	Business Rates	Wakefield Council	888511506921	11.03.2024
20	09.04.2024	£2,070.85	£0.00	£2,070.85	Business Rates	Wakefield Council	888511367849	11.03.2024
18	05.04.2024	£15.00	£0.00	£15.00	Mayors Allowance Donation	Hebden Royd Mayors Charity	2024-2025/46	01.04.2024
17	05.04.2024	£74.00	£0.00	£74.00	Mayor of Morley Civic Dinner	Morley Town Council	2024-2025/45	01.04.2024
16	05.04.2024	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers	2023 - 2024/36	20.03.2024
15	05.04.2024	£200.00	£0.00	£200.00	Show Schedule Printing	Advertiser Office Printers	2023 - 2024/28	13.03.2024
13	05.04.2024	£6.52	£1.30	£7.82	Employee Expenses - Fuel	Glasshoughton Service Station	2024-2025/43	01.04.2024
12	05.04.2024	£5.42	£1.08	£6.50	Employee Expenses - Fuel	MFG Normanton Service Station	2024-2025/42	27.03.2024
11	05.04.2024	£2,125.00	£0.00	£2,125.00	YLCA Membership	Yorkshire Local Councils Associations	2024-2025/41/2238	02.04.2024
10	05.04.2024	£52.50	£0.00	£52.50	Councillor Training	Yorkshire Local Councils Associations	2024-2025/40/2239	03.04.2024
8	09.04.2024	£74.00	£0.00	£74.00	Membership & Medals	National Chrysanthemum Society	2024-2025/38	09.04.2024
		<b>£24,888.92</b>	<b>£1,443.97</b>	<b>£26,332.89</b>				

## PAYMENTS MADE UNDER CLERKS AUTHORITY

## Unity Trust Current Account

No	Date	Net	VAT	Total	Description	Supplier
	15.03.24	£348.00	£69.60	£417.60	NTC Pens	JC One
	22.03.24	£39.62	£0.00	£39.62	Employee Expenses	Employee
	27.03.24	£8,603.31	£0.00	£8,603.31	Salaries & Allowances	Staff & Councillors
	27.03.24	£2,015.00	£0.00	£2,015.00	Pension Contributions	WYPF
		<b>£11,005.93</b>	<b>£69.60</b>	<b>£11,075.53</b>		

## Lloyds Multi Pay Account

No	Date	Net	VAT	Total	Description	Supplier
	11.03.24	£54.90	£10.98	£65.88	Purchase Order Stamp	Custom Stamps Online
	15.03.24	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink
	27.03.27	£216.67	£43.33	£260.00	Skip Hire ET1	J Pickup Skips
		<b>£286.98</b>	<b>£57.39</b>	<b>£344.37</b>		

## Petty Cash Account

No	Date	Net	VAT	Total	Description	Supplier
	07.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
	14.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
	21.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
	28.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
		<b>£13.60</b>	<b>£0.00</b>	<b>£13.60</b>		

	Net	VAT	Total
<b>TOTAL</b>	£11,306.51	£126.99	£11,433.50