

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 11<sup>th</sup> June 2024 at 6.30pm at Normanton Town Hall

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

Donna Johnston – Town Clerk & RFO  
Rev Alan Murray – Mayors Chaplain  
District Councillor A Khan – Normanton Ward

Absent: Councillor H Jones  
Councillor J Medford  
Councillor C Parsons  
Councillor J Pritchard  
Councillor M Rowley  
Councillor D South

### 028. Prayers

The Mayors Chaplain led the Council in prayers.

**029. Mayor's Announcements**

The Mayor welcomed everyone to the meeting and reminded members about her upcoming Civic Sunday Service which was due to be held on 23<sup>rd</sup> June at All Saints Church.

**030. Apologies for Absence**

RESOLVED that apologies for their inability to attend were received on behalf of Councillors H Jones, J Medford, C Parsons, J Pritchard and M Rowley.

**031. Declarations of Interest**

RESOLVED that the following interests be received:

Councillor P Sampson  
Pecuniary Interest

Item 039 (i) Invoices for Payment.  
Invoice for Hark to Mopsey listed for approval.  
Councillor Sampson did not speak or vote on this item.

**032. Public Session**

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

**033. Minutes of Meetings**

**i) Council**

RESOLVED that the minutes of the annual meeting of Normanton Town Council held on Tuesday 14<sup>th</sup> May 2024 (Minute Numbers 001-027; Pages 1-10) be received as a true record and signed by the Mayor.

**ii) Events Committee**

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 13<sup>th</sup> May 2024 (Minute Numbers 063-067; Pages 40-42) be received.

**034. Reports from District Councillors**

RESOLVED that the following reports be received:

District Councillor A Khan for Normanton Number 10 Ward was in attendance and reported on the following matters:

- High Street Bollards – should be moving forward in the next few months.
- Persimmon Homes proposal at Wakefield Road – District Councillors are asking for feedback.

District Councillor J Medford for Normanton Number 10 Ward sent in a written update on the following matters:

- Haw Hill Park Pond – Sampling of the contents is being carried out to identify the best treatment.
- Car Parking Petition – Handed to Wakefield Council and a response is awaited.

District Councillor D Wilton for Normanton Number 10 Ward sent in a written update on the following matters:

- Persimmon Homes proposal at Wakefield Road – a statement was provided as follows:

*Your Normanton Ward 10 District Councillors, Cllr Julie Medford, Cllr Armaan Khan and Cllr Daniel Wilton, are extremely concerned to hear that Persimmon Homes have published proposed plans to build off Wakefield Road at Normanton. There aren't many green spaces left immediately around the outskirts of Normanton and this is one of the few places where green fields can still be seen.*

*The views of the residents of Normanton matter to us and we would very much appreciate it if you would let us know what you think about the proposed development. Please tell us whether you are for or against the development and the reasons why. The best way to do this is by following the link below or contacting us by email.*

<https://forms.gle/s2P76qiWLoEyXEDe8>

### **035. Town Clerk's Report**

The Town Clerk provided a verbal report on the following issues:

- Town Hall Damp – No response received from Wakefield Council / Robertsons.
- Hanging Basket Column Testing – No response received from Wakefield Council / Amey Streetlighting.
- Mayor Making- A successful event was held on 17<sup>th</sup> May – Over £600 was raised for the Mayors Appeal on the night.
- Police Contact Point – Thank you to everyone who supported the Police Contact Point. More contact point opportunities would be available at the Town Hall in the future.
- D Day – Thank you to everyone who attended the D Day event. Around 75 people attended.
- Civic Sunday – A reminder about the event on 23<sup>rd</sup> June and to confirm your attendance with the office.
- Access to emails – A reminder was given on the process for accessing emails and password reminders.

RESOLVED that the report be received.

**036. External Organisations**

There were no reports from Councillors who attend external organisations.

**037. Outside Bodies**

Freeston Foundation – Work was continuing on the sale and development of the Pingle Field and the 3G pitch.

**038. Vacancy in the Altofts Ward**

An update was provided on the vacancy in the Altofts Ward following the resignation of David Appleyard. It was reported that the vacancy can now be filled by co-option.

RESOLVED that the co-option will be advertised with a closing date of Monday 1<sup>st</sup> July 2024.

**039. Financial Matters**

- i)** RESOLVED that the list of invoices due for payment in June 2024 totalling £4,962.39 (including VAT of £404.35) be approved.

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

- ii)** RESOLVED that the list of payments made in accordance with Financial Regulation 5.5 in May 2024 totalling £13,537.95 (including VAT of £60.73) be approved.

The list of Direct Debits paid in May 2024 totalling £4,587.21 (including VAT of £275.95) be noted.

A copy of the list of payments made in accordance with Financial Regulation 5.5 can be found at Appendix 2.

- iii)** RESOLVED that the Bank Reconciliation for April 2024 showing a cash balance of £375,956.42 be received.

**040. Annual Governance and Accountability Return 2023/24**

- i)** RESOLVED that the Annual Internal Audit Report 2023/24 be received.

Members noted the comments of the Internal Auditor with regard to the notice of public rights not being visible on the website. This was a third-party error, and an apology was read out from the website

provider. All future Audit documents would be uploaded by our Admin Team to ensure that they are present in the correct place.

ii) RESOLVED that the Annual Governance Statement 2023/24 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.

iii) RESOLVED that the Annual Accounting Statements for the 2023/24 financial year be approved and submitted to the external auditor.

iv) RESOLVED that the period for the exercise of public rights will begin on Monday 17<sup>th</sup> June 2024 and end on Friday 26<sup>th</sup> July 2024.

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

RESOLVED that the list of direct debits and standing orders be reviewed and approved.

**042. Financial Regulations**

RESOLVED that the new Model Financial Regulations issued by NALC (2024 edition) be reviewed and adopted.

**043. Payments Approved in Advance**

RESOLVED that the list of payments approved in advance be received and agreed. This included the payment of salaries, wages, allowances, pension, PAYE and NI to ensure that payments are made on time and no unnecessary delay is caused.

All such payments will be reported to the next available meeting of Council

**044. Asset Register and Disposal Policy**

RESOLVED that the new Asset Register and Disposal Policy be adopted.

**045. Planning**

**i) Planning Lists**

RESOLVED that the planning lists below be received and no comments be submitted.

[032 - Validated Applications - 20.05.2024.pdf](#)

[034 - Validated Applications - 30.05.2024.pdf](#)

[036 - Validated Applications - 3rd June 2024.pdf](#)

[038 - Validated Applications - 10.06.2024.pdf](#)

**ii) RESOLVED that the following comments be submitted to the Biodiversity Net Gain Supplementary Planning Document Consultation:**

*It is important that Wakefield Council has more control over other organisations working within our area to ensure that they meet our standards. For example, pollution of the rivers and overspill from Yorkshire Water at their treatment plants.*

*With regard to the policy on trees and habitat around new homes, consideration should be given to leaving hedgerows in where possible and increase trees and smaller planted areas to increase biodiversity. Plans should be put in place to prevent new residents from removing these planted areas.*

*The Council could look at grass verges and increase tree planting where possible to help reduce carbon emissions and assist with providing shade which keeps areas covered by trees cooler with the climate change that is being experienced.*

**iii) Members considered the base station upgrade at Newland Lane, Normanton and did not wish to make any comments.**

**iv) RESOLVED that the notes of an online meeting with Avant Homes and Spawforths regarding the proposal at Pope Street be received.**

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

# Appendix 1

## Item 39 (i) Invoices Due For Payment In June 2024

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice/Order No	Invoice Date	Bank
92	11.06.2024	£150.00	£0.00	£150.00	D Day Orders of Service	Advertiser Office Printers	2024-2025/134	31.05.2024	Unity Current
91	11.06.2024	£150.00	£0.00	£150.00	Gala Entertainment	Channy Music	2024-2025/141	30.05.2024	Unity Current
90	11.06.2024	£250.00	£0.00	£250.00	Performance Switch On	Channy Music	2024-2025/140	30.05.2024	Unity Current
89	11.06.2024	£40.00	£8.00	£48.00	Shredding	Class Office Equipment Ltd	2024-2025/139	14.05.2024	Unity Current
88	11.06.2024	£50.00	£0.00	£50.00	Order of Service Printing	Advertiser Office Printers	2024-2025/126	15.05.2024	Unity Current
87	11.06.2024	£250.00	£0.00	£250.00	Hire of Church	All Saints Church	2024-2025/138	20.05.2024	Unity Current
86	11.06.2024	£25.00	£0.00	£25.00	Post Event Cleaning	All Saints Church	2024-2025/137	20.05.2024	Unity Current
85	11.06.2024	£26.30	£0.00	£26.30	Councillor Training	Joy Morgan (YLCA)	2024-2025/136	23.05.2024	Unity Current
84	11.06.2024	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers	2024-2025/132	19.04.2024	Unity Current
83	11.06.2024	£1,110.00	£0.00	£1,110.00	Mayor Making Catering	STW Catering	2024-2025/89	17.05.2024	Unity Current
82	11.06.2024	£100.00	£0.00	£100.00	Organist - D Day	G Hainsworth		06.06.2024	Unity Current
81	11.06.2024	£1,250.00	£250.00	£1,500.00	Gala Fireworks	Fuse Fireworks	2024-2025/75	11.06.2024	Unity Current
80	11.06.2024	£175.00	£0.00	£175.00	Flowers	Calli-Fleur by Design	2024-2025/70	31.05.2024	Unity Current
79	11.06.2024	£250.00	£0.00	£250.00	D Day Catering	STW Catering	2024-2025/90	06.06.2024	Unity Current
109	11.06.2024	£251.74	£50.35	£302.09	Mayor Making Refreshments	Hark to Mopsey	2024-2025/88	11.06.2024	Unity Current
		<b>£4,558.04</b>	<b>£404.35</b>	<b>£4,962.39</b>					



## Appendix 2

## Item 39 (ii)

### Payments Made In Accordance with FR5.5

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice Date	Bank	Payment Method
57	16.05.2024	£3.00	£0.00	£3.00	16.05.2024	Bank Charges	Lloyds Bank		Lloyds Card	CARD
56	16.05.2024	£7.48	£1.50	£8.98	16.05.2024	Lightbulbs	Screwfix	25.04.2024	Lloyds Card	CARD
55	16.05.2024	£28.32	£5.66	£33.98	16.05.2024	Stationery	Ryman	25.04.2024	Lloyds Card	CARD
32	16.05.2024	£15.41	£3.08	£18.49	16.05.2024	Instant Ink Subscription	HP Instant Ink	16.04.2024	Lloyds Card	CARD
28	16.05.2024	£5.00	£0.00	£5.00	16.05.2024	Cash Withdrawal Fee	Lloyds Bank	08.04.2024	Lloyds Card	CARD
26	16.05.2024	£216.67	£43.33	£260.00	16.05.2024	Skip Hire	Pickup Skips	06.04.2024	Lloyds Card	CARD
3	16.05.2024	£5.41	£1.08	£6.49	16.05.2024	Phone Case	WASZ LTD	03.04.2024	Lloyds Card	CARD
2	16.05.2024	£5.00	£1.00	£6.00	16.05.2024	Telephone & Broadband	Smarty	03.04.2024	Lloyds Card	CARD
1	16.05.2024	£0.83	£0.16	£0.99	16.05.2024	Phone Backup	Apple	03.04.2024	Lloyds Card	CARD
107	30.05.2024	£4.10	£0.00	£4.10		Newspapers	Asda	30.05.2024	Petty Cash	PETTY CASH
106	23.05.2024	£3.40	£0.00	£3.40		Newspapers	Asda	23.05.2024	Petty Cash	PETTY CASH
105	23.05.2024	£20.00	£0.00	£20.00		Key Deposit Refund	Allotment Tenants	23.05.2024	Petty Cash	PETTY CASH
104	20.05.2024	£4.17	£0.83	£5.00		Dishwasher Tablets	Asda	20.05.2024	Petty Cash	PETTY CASH
103	17.05.2024	£15.00	£0.00	£15.00		Ice for Mayor Making	Asda	17.05.2024	Petty Cash	PETTY CASH
78	16.05.2024	£3.40	£0.00	£3.40		Newspapers	Asda	16.05.2024	Petty Cash	PETTY CASH
69	10.05.2024	£20.49	£4.09	£24.58		Mayor Making Gift	Costco	10.05.2024	Petty Cash	PETTY CASH
36	09.05.2024	£3.40	£0.00	£3.40		Newspapers	Asda	09.05.2024	Petty Cash	PETTY CASH
35	02.05.2024	£3.40	£0.00	£3.40		Newspapers	Asda	02.05.2024	Petty Cash	PETTY CASH
34	02.05.2024	£1.45	£0.00	£1.45		Milk for Meetings	Asda	02.05.2024	Petty Cash	PETTY CASH
97	30.05.2024	£2,653.49	£0.00	£2,653.49	31.05.2024	Pension	West Yorkshire Pension Fund		Unity Current	ONLINE PAYMENT
96	27.05.2024	£9,952.10	£0.00	£9,952.10	31.05.2024	Salaries & Wages	Employees		Unity Current	ONLINE PAYMENT
51	03.05.2024	£505.70	£0.00	£505.70	03.05.2024	Mayors Expenses	Mayor of Normanton 23-24	03.05.2024	Unity Current	ONLINE PAYMENT
		<b>£13,477.22</b>	<b>£60.73</b>	<b>£13,537.95</b>						

### Payments made by Direct Debit

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice Date	Bank	Payment Method
102	29.05.2024	£418.00	£83.60	£501.60	31.05.2024	Photocopier Lease	Siemens Financial Services	28.04.2024	Unity Current	DIRECT DEBIT
101	30.05.2024	£90.65	£18.13	£108.78	31.05.2024	Telephone & Broadband	NGC Networks		Unity Current	DIRECT DEBIT
100	16.05.2024	£288.04	£0.00	£288.04	31.05.2024	Water Bill	Everflow Water	08.05.2024	Unity Current	DIRECT DEBIT
99	22.05.2024	£48.78	£9.76	£58.54	31.05.2024	Telephone Bill - Town Hall	DRDCcommunications	01.05.2024	Unity Current	DIRECT DEBIT
98	30.05.2024	£2,501.95	£0.00	£2,501.95		PAYE / NIC	HMRC		Unity Current	DIRECT DEBIT
95	28.05.2024	£361.93	£72.39	£434.32	31.05.2024	IT Support	Pro Logic Computers (UK) Ltd	12.05.2024	Unity Current	DIRECT DEBIT
94	21.05.2024	£285.77	£57.15	£342.92	31.05.2024	HR and H&S Advice	Citation	21.05.2024	Unity Current	DIRECT DEBIT
93	13.05.2024	£188.69	£9.43	£198.12	31.05.2024	Utilities	Octopus Energy Ltd	03.05.2024	Unity Current	DIRECT DEBIT
68	02.05.2024	£127.45	£25.49	£152.94	02.05.2024	Website Hosting	Multi-Web-Services Ltd	02.05.2024	Unity Current	DIRECT DEBIT
		<b>£4,311.26</b>	<b>£275.95</b>	<b>£4,587.21</b>						