

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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Normanton
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WF6 2DZ

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To all members of Normanton Town
Council

Our ref: DJ/hs
Date: 2nd July 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 9th July 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written over a light blue rectangular background.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
Tuesday 9th July 2024 at 6.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
046.	Prayers.	
047.	To receive announcements from the Mayor.	
048.	To receive apologies for absence.	
049.	To receive members declarations of interest.	
050.	To receive questions and comments from members of the public. (Please refer to the rules for public session.)	
051.	To receive and sign the minutes of a meeting of Normanton Town Council. Held on Tuesday 11 th June 2024 (Minute Numbers 028-045; Pages 11-16).	A
052.	To receive the minutes of a meeting of the Allotments Committee. Held on Wednesday 5 th June 2024 (Minute Numbers 01-016; Pages 1-8).	B
053.	To receive the minutes of a meeting of the Events Committee. Held on Monday 24 th June 2024 (Minute Numbers 001-009; Pages 1-4).	C
054.	To receive the minutes of a meeting of the Property Committee . Held on Tuesday 25 th June 2024 (Minute Numbers 001-020; Pages 1-4).	D
055.	To Co-Opt a Councillor for the Altofts Ward.	
056.	To receive reports from District Councillors. (For information only.)	

057.	To receive a report from the Town Clerk. (For information only.)	
058.	To receive updates from members who attend external organisations. (For information only.)	
059.	To receive notes of the PACT meeting 30th May 2024.	F
060.	To receive updates from Council representatives on Outside Bodies. (For information only.)	
061.	To receive an update from the Welbeck Liaison Group. (For information only.)	G
062.	To consider the traffic calming proposals for Wakefield Road.	H
063.	To consider the Boundary Commission review of the wards in the Wakefield area.	I
064.	To consider the list of invoices due for payment in July 2024.	TO FOLLOW
065.	To receive the list of payments made between meetings.	TO FOLLOW
066.	To receive the Bank Reconciliation for May 2024.	J
067.	To consider the planning applications from Wakefield Council. Validated Applications - 18.06.2024.pdf Validated Applications - 24.06.2024.pdf Validated Applications - 01.07.2024.pdf (These lists have previously been circulated upon receipt.)	



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 11th 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 23rd 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 14th 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 13th 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: **A**

- 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 17th 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 23rd 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 1st 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 17th June 2024 and end on Friday 26th 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.

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
		£4,558.04	£404.35	£4,962.39					

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
		£13,477.22	£60.73	£13,537.95						

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
		£4,311.26	£275.95	£4,587.21						

NORMANTON TOWN COUNCIL**MINUTES OF THE ALLOTMENTS COMMITTEE**

Held on Wednesday 5th June 2024 at 1:00pm at Normanton Town Hall

Present: Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor C Parsons
Councillor R Seal

D Johnston – Town Clerk & RFO
J Wilkinson – Property Officer

Absent: Councillor C Appleyard
Councillor M Jennings
Councillor P Marchant
Councillor M Rowley
Councillor A Samuels – Vice-Chairman

001. Appointment of Chairman

RESOLVED that Councillor P Mayne is appointed as Chairman for the current municipal year.

002. Appointment of Vice Chairman

RESOLVED that Councillor A Samuels is appointed as Vice Chairman for the current municipal year.

003. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors C Appleyard, M Jennings, P Marchant, M Rowley and A Samuels.

004. Declarations of Interest

There were no Declarations of Interest recorded.

005. Minutes

RESOLVED that the Minutes of a meeting of the Allotments Committee held on Wednesday 1st May 2024 (Minute Numbers 061-073; Pages 35-40) be received as a true record and signed by the Chairman.

006. Meeting Dates 2024/25

RESOLVED that the proposed meeting dates for the current municipal year be provisionally booked as follows:

17th July 2024
28th August 2024
9th October 2024
20th November 2024
15th January 2025
19th February 2025
2nd April 2025
14th May 2025

Dates are subject to change.

In addition, it is proposed that at least two informal Allotment Liaison Group meetings are held with site representatives at the start and end of the season.

10th July 2024 at 6pm
13th November 2024 at 6pm
26th March 2025 at 6pm

007. Inspections

Members discussed the system of annual inspections which had previously been carried out by Committee members.

It was suggested that the current method was time consuming and difficult to organise around everyone's availability. It was also noted that the weather had a big impact on getting out to site at a pre-arranged date and time.

It was agreed that initial inspections would be carried out by the Property Officer. The Property Officer would be delegated authority to issue letters and notices of an advisory nature but would not issue warnings or evictions.

Any plot which required action in the form of warnings or evictions would be referred to the Committee for either a review of photographs or a site visit where required.

It was reported that a portable tablet with cellular connectivity would be required to carry out the inspections effectively on the new Scribe system. This would cost in the region of £265.00 with a sim card at around £9/m.

It was reported that there is an unused device at the office which could be sold to provide funding towards this purchase.

RESOLVED that the inspections would be carried out by the Property Officer and plots requiring more serious action would be referred to the Committee.

RESOLVED that the Committee support the purchase of a cellular tablet on the understanding that the old device could be disposed of with the consent of the Finance Committee.

008. Vacancies and Waiting Lists

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	25
Edward Street	0	0
Ellins Terrace 1	12	13
Ellins Terrace 2	8	16
Gilcar Street	0	9
Gladstone Street	1	26
Heys Buildings	2	17
Newland Lane	2	24
Norwood Street	2	17
Station Road	0	0
The Grove	0	8
Wentworth Terrace	5	20
TOTAL	32	175*

*Some applicants have applied for more than one site.

RESOLVED that the report be received.

009. Requests from Tenants

Members considered the following applications:

Gladstone Street

GS006

Structure request for a toolshed/ greenhouse

Materials – Breeze block and glass

DECLINED

The structure is not in line with the Town Council's structure policy and may be deemed as a permanent structure. The tenant is advised to cease work on the new structure, demolish the work that has been started and make repairs to his existing structure which pre-dates the policy.

Heys Buildings

HB005

Structure request for a greenhouse

Materials – Aluminium and Polycarbonate

Size 2m x 4m

DECLINED

The structure is not in line with our structure policy.

The applicant is asked to revise the plans and put forward a proposal for a smaller greenhouse within agreed parameters.

HB005

Structure request for a fruit cage

Materials – Wooden posts and netting

Size 2m x 2.5m

APPROVED

The application is approved on the understanding that no cement will be used to secure the posts in place.

010. Newland Lane Fence

It was reported that no updates had been received regarding the fence.

011. Allotments Committee Budget 2024/25

RESOLVED that the Allotments Committee Budget for the 2024/25 financial year be received. The report showed income of £2,106.00 and expenditure of £4,865.96.

012. Newland Lane Maintenance

Members considered a letter from the Site Secretary regarding the payment of the annual Maintenance Fee to Newland Lane Allotments.

Whilst members were grateful for the maintenance work carried out by the site and the work of the on-site committee generally, it was not appropriate to treat each site differently. Should maintenance work such as tap repairs etc be required at Newland Lane Allotments then the Site Secretary should

contact the Town Council and the office will make arrangements for a contractor to visit site and carry out the repairs.

Every site should be charging 'site fees' on top of the rent to fund the purchase of fuel for mowers etc and this can also include an honorarium for the Site Secretary to cover their costs, if approved by the Site Committee.

013. **NAS Visit to Ellins Terrace Allotments**

It was reported that a representative of the National Allotment Society had visited Ellins Terrace Allotments to look at the plots following a dispute with a tenant.

His report is as follows:

My first impression was that the site seemed secure and relatively easy to access, but parking could be better.

As we walked round there did not seem to be much evidence of horticultural gardening, however it has been a long cold, wet winter and it may have improved now we have had a couple of nice weekends and a bank holiday.

It appeared that one of the plots just had geese and many of the plots seemed below, what I would have expected, if the plan was to grow food.

One plot in particular showed little sign that anything much, other than weeds, had been grown in the last year and it would require many hours work to be able to grow anything, of an edible nature, this year.

There was a cockerel crowing and it appeared to be coming from this plot, (cockerels and geese are not allowed on allotments unless expressly permitted by the landowner).

I was informed that the tenant of this plot subscribed to the 'no dig' philosophy, in my view there should have been significant evidence of areas covered with cardboard or a similar 'green' weed suppressant if an active 'no dig' method of growing was actually being done.

There were a number of sheds on site, but little evidence of water harvesting.

I was very disappointed by the standard of allotments on the site overall and in my view the plot holders need reminding what an allotment

should be used for and if they cannot or will not grow food and enjoy all the legitimate benefits then it should be given to someone else.

On a positive note if the current plot holders accept that standards need to be raised they can be helped by the formation of a society which will, with consent, manage plots and have access to funds, (through grants), to create an allotment site where people grow food and enjoy all the mindful benefits of being involved and part of a community.

It could be that efficient gardening produces a surplus which could be given to a local school or foodbank.

Members considered the points made and agreed to hold a meeting with all tenants at Ellins Terrace and the representative from the National Allotments Association, with a view to raising standards across the site.

Consideration could be given to the implications of a self-managed site, if that is something that the tenants would wish to look into.

Further information would be obtained from other local Councils in the first instance so that the full implications could be understood.

014. Site Updates

Cypress Road

Some plots require inspection.

Edward Street – N/A

Ellins Terrace 1

Light pruning of the tree near the entrance gate has been carried out.

Quotes for the gates are ongoing.

Plots 28-31 are to be the focus with a view to getting them strimmed down and divided up.

Ellins Terrace 2

Two plots recently allocated.

Documents sent in Polish for one new tenant who struggles with English.

Fence on plot 92/93 was leaning onto the tap. The tenant was contacted and has carried out a repair to the fence.

An old garage door was being used as a makeshift fence near the entrance – a price should be obtained to repair the fence at this location.

Quotes for plot clearance obtained – 7 plots £37,015

This demonstrates the importance of tenants keeping their plots properly maintained and the importance of inspections and follow ups.

There were not currently sufficient funds available to carry out this work and it was not financially viable when the seven plots would bring in £168 in rent per year. At current rates, it would take 220 years to recoup the investment.

Gilcar Street – N/A

Gladstone Street

Trees at the entrance and plot 16 have been removed as agreed at the last meeting.

A resident enquired about using part of the site to store a vehicle, potentially renting a large shed. Members were mindful of the recent visit by the NAS representative and the intended use of allotment land and had to decline the request.

It was noted that brambles and weeds were causing an issue to the resident and efforts would be made to have them cleared to maintain a good neighbourly relationship.

Heys Buildings

Fencing installed as agreed at the last meeting.

A list of poor plots has been provided but these will not be inspected until the Property Officer gets round to the full inspection on this site.

The Site Secretary had resigned and there was currently no replacement.

Newland Lane

Quotes for gates ongoing – contractors are not replying.

Norwood Street

Letters sent to a number of tenants regarding weeds after a brief site visit.

Asbestos found during a shed demolition on plot NS023 – Quotes to be obtained.

Tap Leak – temporary repair carried out by a tenant.

Station Road – N/A

The Grove – N/A

Wentworth Terrace

Complaint about overgrown brambles – tenant advised to make improvements.

Follow up on a complaint about ‘rotting vegetation’ in which the tenant was dissatisfied at the description of his plot.

Weeds outside the fence on Parker Avenue – To be reported to Wakefield Council.

015. Complaints

RESOLVED that the following complaints be noted and actioned as appropriate:

Heys Buildings

Complaint about a plot being covered in weeds and a second complaint about the same tenant using weedkiller to kill the weeds.

Information to be provided to the complainant regarding our policy on the use of weedkiller. The plot condition to be inspected at the next opportunity.

Complaint from a resident regarding the installation of the fence at the rear of Armstrong Close and concerns that the works weren't approved. The complainant has been advised that it is the Town Council carrying out the work, not the tenants.

016. Tenancy Issues**Heys Buildings**

The Town Clerk reported on a complex tenancy issue and a series of communications with a tenant.

Norwood Street

The Town Clerk reported on the difficulties faced by a new tenant with a particularly difficult plot. Members accepted the points put forward by the tenant and agreed to accept their termination of the plot and issued a refund on their rent.

Wentworth Terrace

The Town Clerk reported on an overpayment of rent from the last financial year which was not carried over by the new system. The tenant intended to terminate their plot and a full refund on their rent was approved.

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

NORMANTON TOWN COUNCIL**MINUTES OF THE EVENTS COMMITTEE**

Held on Monday 24th June 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard - Chairman
Councillor A Bones
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson
Councillor K Wilson, JP

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
Councillor B Mayne - Observer

Absent: Councillor S Hudson
Councillor F Marchant
Councillor M Rowley

001. Appointment of Chairman

RESOLVED that Councillor Elaine Blezard be appointed as Chairman for the 2024/25 municipal year.

002. Appointment of Vice Chairman

RESOLVED that Councillor Hazel Jones be appointed as Vice Chairman for the 2024/25 municipal year.

003. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor S Hudson and Councillor F Marchant.

004. Declarations of Interest

There were no declarations of interest recorded.

005. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 13th May 2024 (Minute Numbers 063-067; Pages 40-42) be received as a true record and signed by the Chairman.

006. Events in 2024

Party @ Haw Hill Park

- An update on the stalls booked for the event was received and noted.
- The Risk Assessment for the event was reviewed and approved on the basis that the insurance details contained in the document were to be updated prior to the event taking place.
- An update on the transport for the acts was provided by the Town Clerk. It was reported that The Well minibus was secured for the day, but a driver was still required. The Town Clerk was delegated authority to arrange alternative transport if a driver for the minibus could not be obtained.

Summer Band Concerts

- The event would be held in Haw Hill Park on Sunday 28th July 2024.
- The Concert will begin at 1pm and finish at 3pm.
- Refreshments on the day will be arranged through the Haw Hill Park Bowling Club.
- It was agreed that the folding chairs in storage would be utilised for the Band Concert, and that attendees will also be asked to bring their own seating.

Yorkshire Day

- The purchase of flags was approved as follows:

Yorkshire Flag	£223.55 + VAT*
Union Jack Flag	£86.11 + VAT
St George's Flag	£94.65 + VAT

*Quote approval subject to a cheaper quote not being successfully obtained.

Gala

- Elite Event Hire to be booked at a cost of £1,200 + VAT for the hire of the marquees, tables and chairs.
- An update on the use of the Altofts JFC carpark for the Parade start point was provided. It was reported that a discussion with the club had been requested, and a phone call with the club's chairman was awaited.
- Car Boot pitches will be £10.00 per car, with proceeds going to the Mayor's Appeal.

Flower & Vegetable Show

- An update on the booking of judges for this year's event was provided to members. It was reported that there was no judge for one of the sections, and members agreed that help would be sought from a judge already in attendance.

Halloween

- The Halloween event will take place between 10am and 12pm in Haw Hill Park, and will focus on activities for children, arranged in conjunction with The Well Project.
- There will be no dance display this year.
- High Street shops will be asked to join in the festivities of the day by providing sweets to trick or treaters between 12pm and 1pm.

Remembrance Sunday

- The Remembrance Sunday services will continue in the same format as in 2023.
- Those wishing to have their name read out during the laying of wreaths should register with the Town Council. The closing date for registration will be 2 weeks prior to the event.
- Invitations for refreshments at the Town Hall will be sent to guests requesting confirmation of their attendance and dietary requirements.

Christmas Lights Switch On

- An update on performers booked for the Switch On was provided to members. It was reported that a local entertainer had shown interest in performing at the event.
The Town Clerk was delegated authority to agree the fee for the entertainer within budgetary limits.
- Children's Christmas themed storybooks would be provided as the gift for this year's Santa's Grotto.
- Christmas cards and Town Council calendars would not be provided this year.

Christmas Party

- The Night Before Christmas children's storybooks and selection boxes would be provided as the gift for this year's Children's Christmas Party.
- Party games would include Corners and Pass the Parcel. Christmas themed colouring books would be used as prizes.

Christmas Celebration

- The event will follow the same format as 2023. A further meeting with the Church to discuss the event in greater detail is to be arranged.

007. Review of Recent Events

Members reviewed recent events, including Mayor Making, D Day 80, and Civic Sunday.

Mayor Making

The event was well received by all in attendance. Issues with food portion control were raised.

D Day 80

The event was well received by all in attendance. Suggestions were made regarding the location of the beacon at similar events in the future.

Civic Sunday

The event was well received by all in attendance.

008. Events in 2025

The schedule of events in 2025 were approved as follows:

VE Day 80	Thursday, 8 th May
Mayor Making	Friday, 16 th May
Civic Sunday	Sunday, 29 th June
Party @ Haw Hill Park	Saturday, 12 th July
Summer Band Concerts	TBC
Gala Day	Saturday, 13 th September
Gala Sunday	Sunday, 14 th September
Flower & Vegetable Show	Saturday, 20 th September
Halloween	Tuesday, 28 th October
Remembrance Sunday	Sunday, 9 th November
Christmas Lights Switch On	Friday, 28 th November
Children’s Christmas Party	Wednesday, 3 rd December
Christmas Celebration	Thursday, 11 th /18 th December

009. Events Committee Budget

Members reviewed the Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,520.00 and committed expenditure of £53,589.86.

RESOLVED that the Events Committee budget be received.

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



MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 25th June 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor A Bones – Vice Chairman
Councillor H Jones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor C Parsons
Councillor P Sampson

D Johnston – Town Clerk & RFO

Absent: Councillor A Samuels
Councillor K Wilson, JP

001. Appointment of Chairman

RESOLVED that Councillor B Mayne be appointed as Chairman for the current municipal year.

002. Appointment of Vice Chairman

RESOLVED that Councillor A Bones be appointed as Vice Chairman for the current municipal year.

003. Apologies for Absence

RESOLVED that apologies for absence be received on behalf of Councillors A Samuels and K Wilson, JP.

004. Declarations of Interest

There were no declarations of interest recorded.

005. Minutes

RESOLVED that the Minutes of a meeting of the Property Committee held on Monday 29th April 2024 (Minute Numbers 030-045; Pages 10-12) be received as a true record and signed by the Chairman.

006. Bookings Update

RESOLVED that the update on bookings at Woodhouse Community Centre and Normanton Town Hall be received.

007. Incidents and Accidents

It was reported that there had been no incidents or accidents in the current year and three accidents in the previous year.

RESOLVED that the update on any incidents and accidents be received.

008. Property Committee Budget 2024-25

A report was circulated showing income of £390.50 and expenditure of £21,704.04.

RESOLVED that the Property Committee budget for the 2024-25 financial year be received.

009. Electrical Fixed Wiring Testing – Woodhouse Community Centre

Quotes were considered for the fixed wiring testing at Woodhouse Community Centre.

RESOLVED that the quote from Innova Electrical be accepted at a cost of £350.00 + VAT.

010. Pointing of Exterior Wall – Woodhouse Community Centre

Members considered quotes for the re-pointing of the exterior walls in various locations around the building.

RESOLVED that the quote from RCW Building Maintenance be accepted at a cost of £900.00 + VAT.

011. Inspection Report – Woodhouse Community Centre

The inspection report carried out on 12th June identified the following issues:

- Clutter in the kitchen and storerooms which requires tidying up and sorting out before the decorators arrive.
- Plasters were required in the First Aid kit.
- A price was to be obtained for shelving for the storeroom (right of stage).
- A price was to be obtained for a replacement low level cupboard for the storeroom (right of stage).
- The guttering was to be cleared out by NTC staff.
- Quotes are to be obtained for a replacement sign at the front of the building.

RESOLVED that the inspection report for the Woodhouse Community Centre be received and actioned.

012. Capping of Fire Escape Ramp – Woodhouse Community Centre

Members considered a quote and recommendations for the capping of the ramp wall at Woodhouse Community Centre.

It was agreed not to move forward with this work and keep the situation under review. It may be necessary to look at removing the brick wall and installing railings in the future.

RESOLVED that the ramp wall will be kept under review.

013. Town Hall – Remedial Works

It was reported that three companies had been contacted to quote for the remedial works identified by building control. One company had declined to quote, one company are going to get back to us and a third had been to site on several occasions to price up the works.

RESOLVED that the report be received.

014. Written Motion – CCTV at Normanton Town Hall

Members considered a written motion in relation to the installation of CCTV at Normanton Town Hall.

It was acknowledged that CCTV was essential for staff security and asked for quotes to be obtained for the entrance, staircase and admin office hatch as well as external cameras at the front door and rear fire escape.

It was further suggested that consideration should be given to the automatic door, particularly when the staff were working in other parts of the building and couldn't hear the buzzer.

RESOLVED that quotes for CCTV and door monitoring would be obtained.

015. Inspection Report – Normanton Town Hall

The inspection report carried out on 12th June identified the following issues:

- Clocks required in CR3 and TNP Room.
- WMDC to be asked to provide additional fire extinguishers and provide an update on faulty extinguishers that they have identified.
- Quotes be obtained for a deep clean of the Altro flooring in various areas of the building.
- Litter bin to be provided in the Council Chamber.
- Small bag of grit and a wheeled trug to be purchased and kept in the basement for the purpose of gritting the ramp in winter.

RESOLVED that the inspection report for Normanton Town Hall be received and actioned.

016. Recommendations from Internal Audit

Members considered the recommendations put forward by the Internal Auditor that specifically relate to the Property Committee including key holders, building access and security.

It was agreed that the Town Clerk would draw up the required policies based on the information contained in the report and bring it to the next meeting for review and approval.

RESOLVED that Key Holder, Building Access and Security Policies be drafted.

017. Welcome to Normanton Sign

The inspection carried out on 22nd April 2024 identified that the Perspex panels are damaged and are in need of replacement. It was agreed that quotes would be obtained.

RESOLVED that the inspection report for the Welcome to Normanton Sign at Normanton Station be received and actioned.

018. Alice Bacon Memorial

The inspection carried out on 10th April 2024 did not identify any remedial works.

RESOLVED that the inspection report for the Alice Bacon Memorial located at Queen Street be received.

019. Town Hall Benches

The inspection carried out on 10th April 2024 did not identify any remedial works.

RESOLVED that the inspection report for the benches installed outside Normanton Town Hall be received.

020. Norwood Street Open Space

The inspection carried out on 25th January 2024 after high winds did not identify any issues.

The Grounds Maintenance Staff identified some fly tipping in the area and have been instructed to carry out a thorough litter pick of the whole area. A small skip would be required for the clearance at a cost of £90.00 from Pickup Skips.

RESOLVED that the inspection report for the open space located at Norwood Street be received and that a small skip be ordered from Pickup Skips at a cost of £90.00 + VAT.

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

MINUTES FOR PACT MEETING**Date: 30/05/2024 – 7:00pm****Location: Normanton Fire Station****Attendees**

2 member of the Police – PC Young, PCSO Appleyard

3 District Councillors – Julie Medford, Daniel Wilton, Josie Pritchard

1 Town Councillor: Tracy Morgan

8 members of the public

No crime figures were provided**Issues raised**

4 local residents reported unsociable behaviour on Garforth Drive in Altofts, particularly children playing ball games on the green which has caused a number of damages to vehicles. WDH removed the sign that said “No Ball Games permitted” from the green. Residents have asked WDH to put the sign back up, but they have refused. Cllr Pritchard will look into the matter.

Reports of continued drug dealing outside the bookies on QED, kids on e-scooters delivering drugs, generally all day but mainly between 6pm-8pm. The Police do make regular checks but as yet have not witnessed any drug dealing. PC Young suggested that local residents try to safely obtain vehicle registrations of the drug dealers so that they can build a case, and to report any drug dealing they see happening.

A representative from Haw Hill Bowling Club reported that there has been an attempt of vandalism at the Club. There was no evidence of a break in, but that the culprits moved the black bin to climb on to the property. The matter was not reported to the police, PC Young asked that reports need to be made to the Police in future. Cllr Medford will see whether the black bin can be chained to the multipurpose bin so that it can't be moved.

Next PACT meeting will be held on Thursday 11 July 2024 at Normanton Fire Station from 7pm.**Useful Contacts:**Email: normanton@westyorkshire.police.ukWebsite to report a crime: <https://www.westyorkshire.police.uk/report-it>

Environment Agency report for Welbeck Landfill Community Liaison Meeting

Sept 2023

Incidents reported to the EA via NIRS (National Incident Recording System)

Since the June 2023 report, the EA has received twenty-nine incident reports, between 20th July and 16th August, connected to the landfill operations. All related to flies.

Details of the fly complaint and our immediate response:

The EA and Local Authority had received a high volume of calls from the 20th of July, in the Stanley Ferry area, and particularly on the 23rd of July complaining of flies inside properties. The number of flies reported inside premises varied from a few up to thirty in number. A compliance visit was undertaken on the 21st of July, where no flies were seen on or off site.

Calls continued through the following week from locations including Kirkthorpe, Normanton and Altofts. Many of the calls alleged the flies originated from the landfill, therefore a further inspection was conducted to confirm whether the site had an active infestation problem. We also wanted to discuss whether the site had experienced an issue prior to it manifesting itself in off-site problems and if so, whether the procedures for managing the situation were (i) adequate, and (ii) had been followed.

On the 3rd of Aug, the EA conducted another compliance visit. Prior to arriving at site, a number of street locations in Kirkthorpe were visited to determine whether flies were present in the open at levels indicating a potential infestation problem somewhere in the vicinity. Other than the odd fly observed here and there, flies were not seen on surfaces such as wheelie bins, cars, on the inside of property windows (observed from outside). During the on-site inspection flies were seen on an area of the site that was being profiled.

Permit activity

Since the June 2023 report, we have completed five compliance interventions, consisting of three inspections, one report/data review, and one relating to climate change adaptation.

Permit non-compliances

Two permit non-compliances have been recorded since the June 2023 report. These are in direct relation to our investigations into fly complaints.

In summary, we identified a permit breach for poor management of previously deposited and covered waste which resulted in exposing waste and harbouring flies at a level considered excessive. In accordance with our scoring guidance, there is an additional permit breach for the root cause of the main breach (poor competence linked to carrying out reprofiling work)

The EA are in direct communication regarding permit related Improvement Conditions. Deadlines have been met and we are in the process of responding and agreeing completion. This is a normal part of the permitting process. There are no non-compliances attributed currently to the submission of information.

There is an ongoing review of leachate levels. A Monitoring review is due in early October when the leachate levels will be considered.

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

Other permit related activity

An audit of the gas system is planned for the Summer Months. The date is to be confirmed.

Waste acceptance review is currently underway alongside a review of soil analysis.

Landfill infrastructure works

2023 works include low level restoration via soils from the soil treatment facility.

Standard reminder to community members

Community members are reminded to report all incidents to our incident hotline number 0800 80 70 60. This ensures the details are captured accurately and at the time of the incident. It also allows us to easily check for the numbers of reports received over a period of time, incident type, what happened, what was done, any further action taken.

Due to reduced funding and resource issues, the Agency has, over the last year, changed the way it assesses environmental incidents reported to it and we no longer attend incidents unless they are assessed as being significant. As an example, we are unlikely to attend odour or other amenity reports deemed minor by our national incident classification personnel. Although we may not attend, such reports will continue to be passed through to Area teams, which allows us to do follow-up regulatory work where we deem it necessary.

Ongoing incidents with permitted sites that may be classed as minor on an individual report basis, may result in us attending if the incident is ongoing, for example, one or two reports of dust or mud emissions in a single day would not warrant attendance by an Agency officer, but one or two every day over a few days may result in us deciding to attend. We will always try to discuss any reports with the Site Manager as soon as the officers in the respective team are made aware of any reports.

For other non-incident queries, community members are encouraged to contact our National Customer Contact Centre on 03708 506 506. If the query cannot be dealt with by them, it will be passed to the Yorkshire Landfill Team and thus the site's regulatory officer.

L Johnson

Environment Officer – Yorkshire Landfill Team



**Welbeck Waste
Management Limited**

3 Sidings Court
White Rose Way
Doncaster
DN4 5NU

Telephone 0344 736 9990
www.fccenvironment.co.uk

Date: 19th June 2024
Our ref: WelbeckLFSCLG

Dear Committee Member,

You are receiving this correspondence from Welbeck Waste Management Limited (WWML) (wholly owned subsidiary of FCC Environment), as you are a member of the Welbeck Landfill Site Committee Liaison Group. If you no longer wish to receive regular updates on operations and the appeals at Welbeck Landfill Site, please email info@fccenvironment.co.uk (using subject reference: Welbeck Landfill Site Community Liaison and the message "OPT OUT").

Please see the latest updates at Welbeck Landfill Site. WWML have provided the Chair of the Committee Liaison (Jack Hemingway) updates on the progress of site operations and the planning appeals for circulation to the CLG members so they are apprised of site activities and timescales as agreed with the Planning Inspectorate.

June 19th 2024

Welbeck Landfill Site Operations

Welbeck Landfill Site still remains open and operations continue whilst the Appeals progress.

The Soils Treatment Facility continues to operate as a separate facility, treating soils as an important provider of restoration materials for the site.

Restoration soils in the recovery area continue with daily inputs.

Capping works due to commence July of this year.

Appeals by Welbeck Waste Management Ltd

The two appeals, Appeal A: APP/X4725/C/24/3337726 and Appeal B: APP/X4725/W/23/3336117. The inquiry opened on Tuesday 4th June at the Kingswood Suite, Wakefield Town Hall, Wood Street, Wakefield, WF21 2HQ, opening at 10.00.

The appeals have been adjourned and will recommence on 3rd September for four days with two further sitting days programmed for 24th and 25th September. This adjournment allows for consultation to be undertaken on the updated Environmental Statement submitted by WWML with all parties (WWML, Wakefield



Council and the Rule 6 (Normanton Town Council) to have an opportunity to review and submit new evidence by 13th August. Wakefield Council will be notifying interested parties via postal correspondence with details of the updated Environmental Statement the date on the notice which will take the 30 day consultation period to 21st July.

Until 21 July 2024, members of the public may view copies of:

- The planning application / appeals
- The environmental statement
- And all other documents submitted with the application / appeals

at Wakefield Council's Planning Applications Website;

<https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RZ2EDIQQGIG00>

Members of the public may also inspect a copy of the Environmental Statement and all associated planning application and planning appeal documents at Wakefield One Library, Burton Street, Wakefield, WF1 2DD.

Members of the public can request a hard copy of the Environmental Statement by emailing devcontrol@wakefield.gov.uk or calling 01924 302593, please be advised that charges will apply.

Anyone who wishes to make representations about the appeals (including environmental statement and all other documents) or modify / withdraw your previous representation, can do so online at

<https://acp.planninginspectorate.gov.uk>. You will need to enter the following reference number; **3336117**. You must make them before **21** July 2024

If you do not have access to the internet, you can write to:

The Planning Inspectorate
Temple Quay House
2 The Square
Bristol
BS1 6PN

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and the local planning authority and will be considered by the Inspector when determining the appeal.

May 24th 2024 Correspondence from Welbeck Waste Management Ltd to Chair of the Committee Liaison, Jack Hemingway

Welbeck Landfill Site Operations

Welbeck Landfill Site still remains open and operations continue whilst the Appeals progress.

The Soils Treatment Facility continues to operate as a separate facility, treating soils as an important provider of restoration materials for the site.

Restoration soils in the recovery area continue with daily inputs.

Capping works due to commence June/July of this year.

Appeals by Welbeck Waste Management Ltd

The two appeals, Appeal A: APP/X4725/C/24/3337726 and Appeal B: APP/X4725/W/23/3336117, as you are aware they are scheduled to commence Tuesday 4th June at the Kingswood Suite, Wakefield Town Hall, Wood Street, Wakefield, WF21 2HQ, opening at 10.00.

As previously, the Inquiry is scheduled for 6 days however with a 7th day in reserve, therefore the sitting days are: 4th-7th June and 10th-11th June with the 12th held as a reserve if necessary.

Currently, there have been no changes to the programmed timings.

The Inquiry will be dealt with on a topic-by-topic basis with evidence presented on:

- Biodiversity and ecology
- Landscape
- Landfill Management
- Planning Policy and Planning Balance

22nd April 2024 Correspondence from Welbeck Waste Management Ltd to Chair of the Committee Liaison, Jack Hemingway

Welbeck Landfill Site Operations

Welbeck Landfill Site still remains open and operations continue whilst the Appeal progresses.

Appeals by Welbeck Waste Management Ltd

The Case Management Conference (CMC) for the appeals made by Welbeck Waste Management Ltd was held and led by the Inquiry Inspector on 15th April 2024 via a Teams communication link. The CMC was attended by representatives of Wakefield Council, Welbeck Waste Management Ltd and the Rule 6 Party, Normanton Town Council.

There are two appeals which are being considered:

Appeal A: APP/X4725/C/24/3337726

The description of the deemed planning application under the ground (a) appeal is taken from the enforcement notice.

Appeal B: APP/X4725/W/23/3336117

Regarding Wakefield Council's decision for refusal of the application to vary condition 1 of the 2018 permission, as well as condition 3 in respect of approved plans, condition 15 in respect of the approved landform, condition 16 in respect of the approved contours, and condition 23 in respect of the approved landscaping.

The Public Inquiry will be held at the Kingswood Suite, Wakefield Town Hall, Wood Street, Wakefield, WF21 2HQ, opening at 10:00 on Tuesday 4th June 2024. The Inquiry is scheduled for 6 days however with a 7th day in reserve; therefore the sitting days are: 4th-7th June and 10th-11th June with the 12th held as a reserve if necessary.

In general, the Inquiry is expected to finish around 17:00 and, apart from Day 1 which will start at 10:00, each subsequent day will begin at 09:30.

The Inquiry will be dealt with on a topic-by-topic basis with evidence presented on:

- Biodiversity and Ecology
- Landscape
- Landfill Management
- Planning Policy and Planning Balance

Soils Treatment Facility

The Soils Treatment Facility continues to operate as a separate facility, treating soils as an important provider of restoration materials for the site.

2nd February 2024 Correspondence from Welbeck Waste Management Ltd to Chair of the Committee Liaison, Jack Hemingway (see attachment: September 2023 EA report)

The Liaison Group, we agree, is a key part of our engagement with the Community to ensure the operations on site and any issues can be discussed and addressed. A key part of this meeting we appreciate is the Environment Agency (EA) update on site operations.

The refusal of our planning application is extremely unfortunate and disappointing and has resulted in us having no choice but to appeal. The completion of the landfill to the consented scheme is imperative to ensure the long-term environmental management of the site and associated with this any long-term aspirations of the site use.



The holding of a liaison meeting in the circumstances is not congenial to the position we are in. As you know we have appealed the planning refusal and the enforcement notice issued by the Council. In the meantime, site operations continue until the outcome of the appeals are decided. We as the operator have no choice but to continue and endeavour to complete the site as soon as we can to avoid any environmental or Permit compliance issues.

The main aim here for FCC as the operator, Permit holder and leaseholder are to comply with our obligations, and the planning refusal has impacted these and will unfortunately delay further the completion of the landfill site.

On this basis we will not be looking to hold a liaison meeting until we have an outcome of the appeals, but we will be communicating updates on the timings for the inquiry and our continued operations on site through the CLG.

In regards the EA reports, please see attached the previous report issued by the Environment Agency which was received late for the last liaison meeting. I have asked the Environment Agency for a further update to the of end January 2024 and once received will circulate. The Environment Agency are aware of the continued operations and the importance to reach the final levels so we can complete the capping and restoration on site. Works to progress restoration will continue in parallel and soil placement is to commence.

The separate consented Soil treatment facility will also continue as this is an important provider of restoration materials for the site.

It is proposed we provide a monthly update for circulation to the CLG members, so they are appraised of site activities and timescales as we see these agreed with PINS. Should there be any questions from the CLG members please feed these through and we will respond.

Should there be any questions please do not hesitate to reply in writing or email:

Via email: info@fccenvironment.co.uk (using subject reference: Welbeck Landfill Site Community Liaison)

Via mail: FAO Kellie-Marie Burston, FCC Environment, 3 Sidings Court, White Rose Way, Doncaster. DN4 5NU.

Kind Regards

Kellie-Marie Burston
Planning and Permitting Manager (North)



**NORMANTON TOWN COUNCIL
ORDINARY MEETING OF COUNCIL**

Tuesday 9th July 2024

TRAFFIC CALMING PROPOSALS – WAKEFIELD ROAD

This is an extract of an email sent by Councillor A Khan from Wakefield Council Traffic Engineers:

‘Please find attached drawing number TED/12237/TH/GA-1A showing our proposals to introduce traffic calming measures for a distance of 300m along Wakefield Road in Normanton.

Our proposal involves a number of speed calming features such as speed cushions (1.6m wide each), flat top speed hump (full road width) and a flat top hump at an existing pedestrian crossing. In addition to these features, advance speed hump warning signs will be positioned from both directions, and carriageway markings will be amended where necessary.

The main aim is to improve road safety and to curb speeding traffic on this stretch of road. Due to the nature of the works on the highway, works may cause some inconvenience to motorists, bus services and pedestrians alike during the construction phase. However, this will be kept to a minimum where possible.

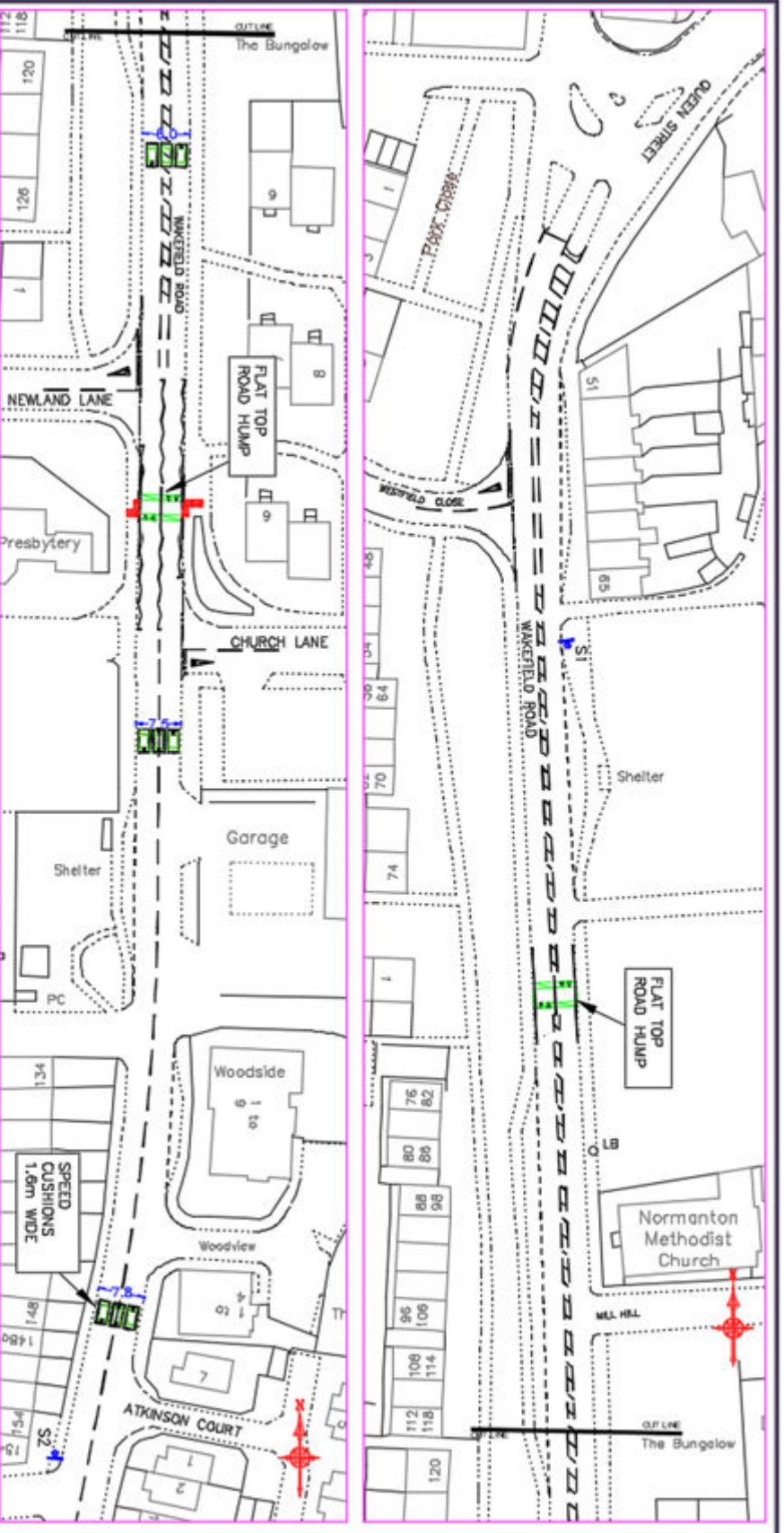
The drawing of the proposed safety features attached to this letter is for your awareness. Please let me have any comments related to this proposal back within 21 days from the date of receiving this letter, should you wish to make any. Please note that after consultations there could be changes. I trust you will be in favour of these safety improvements.’

This email was circulated to members of Normanton Town Council on 14th June 2024. Our comments on the original proposal were as follows:

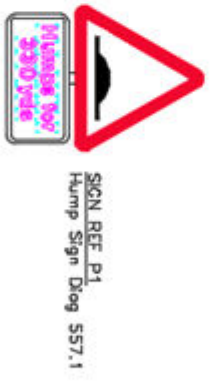
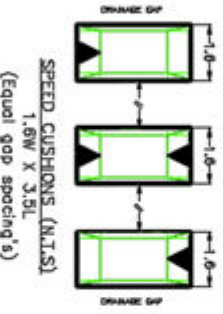
Members considered the proposed traffic calming measures on Wakefield Road and felt that the suggestions were inadequate. Members felt that speed humps cause damage to vehicles and hinder the emergency services.

It was suggested that chicanes may be more effective along with a humped zebra crossing. It was also suggested that a speed indicator device could be effective.

Members are asked to provide their feedback on the revised scheme which is shown on the next page.



NOTES
 ALL SIGNS AND CARRIAGEWAY MARKINGS SHALL BE IN ACCORDANCE WITH THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016
 ALL SIGNS (WHERE REQUIRED) TO HAVE A MINIMUM DISTANCE OF 500mm FROM THE EDGE OF SIGN TO THE EDGE OF CARRIAGEWAY AND A GROUND CLEARANCE OF 2100mm



Wakefield council *WORKING FOR YOU*
 Regeneration, Environment & Economic Growth
 Planning, Transportation and Strategic Highways
 Riverside One, Bunsal Street, Wakefield, W17 2EB
www.wakefield.gov.uk

PROPOSED TRAFFIC CALMING WAKEFIELD ROAD NORMANTON TED/12237/TH/GA/1A

Traffic & Engineering Design

Author	Checked	Drawn	Scale	Date
			1:60	05/05/24

Project: PROPOSED TRAFFIC CALMING WAKEFIELD ROAD NORMANTON
 Drawing No: TED/12237/TH/GA/1A

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NORMANTON TOWN COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 9th July 2024

BOUNDARY COMMISSION REVIEW

The Local Government Boundary Commission for England is carrying out a review of the Wakefield District as it has been a long time since the last review was carried out.

The LGBCE have already reviewed the number of wards and councillors and agreed that it should stay the same however some issues were identified with the number of electors in certain wards which were too high.

The next part of the consultation is to review the individual ward boundaries in order to even out the number of electors more fairly.

Wakefield Council have submitted their proposed ward changes which can be seen on the following six pages.

Below is an extract from the Boundary Commission Website which relates to the Normanton and Altofts area and the proposals submitted by Wakefield Council:

Featherstone

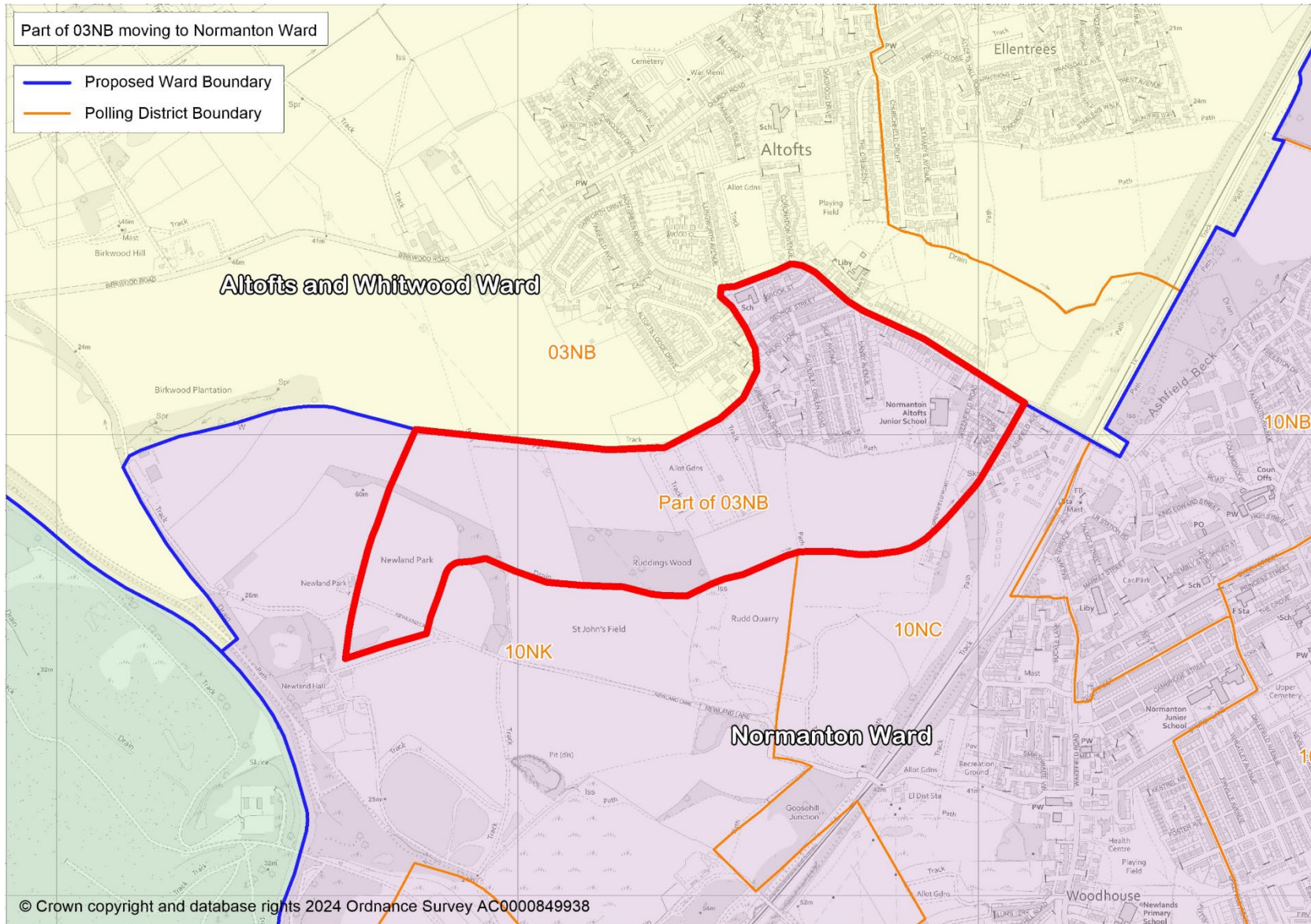
We are adopting the Council's relatively minor amendments to the current Featherstone ward. These changes will make the Featherstone ward boundary coterminous with the revised Normanton and Sharlston parish boundaries, following the recent Community Governance Review carried out by the Council. These changes will aid effective and convenient local government.

Normanton

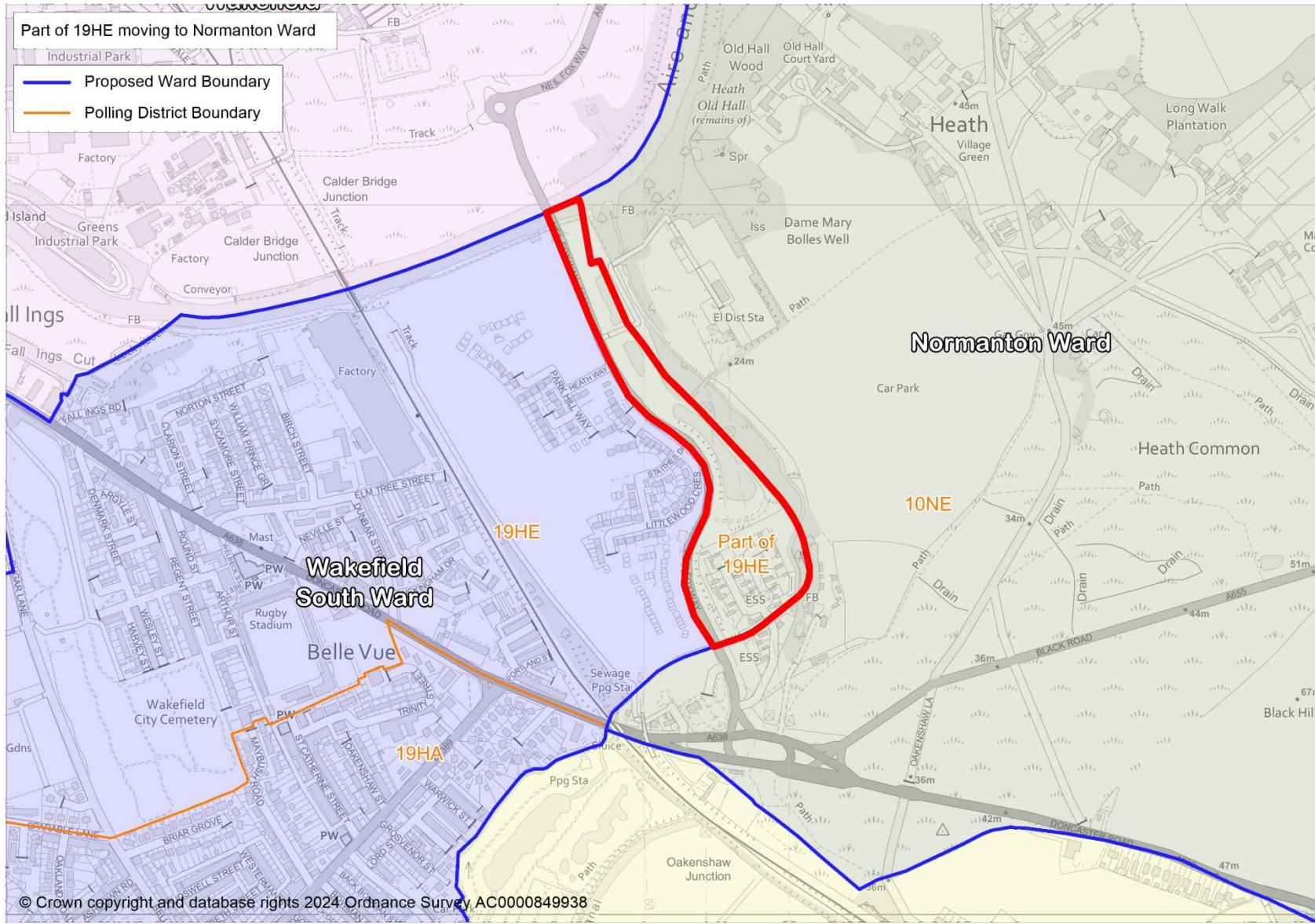
As detailed in the Altofts & Whitwood and Castleford Central & Glasshoughton section, we were not persuaded by the Council's proposal to transfer electors that reside near the Normanton Altofts Junior School into Normanton ward. However, we have decided to adopt the Council's minor amendment to the boundary between Normanton and Wakefield South wards, which places the boundary along the Wakefield Eastern Relief Road (Neil Fox Way). We agree this road represents a distinct boundary between our proposed Normanton and Wakefield South wards.

Members are asked to consider if they wish to submit any response to this consultation.

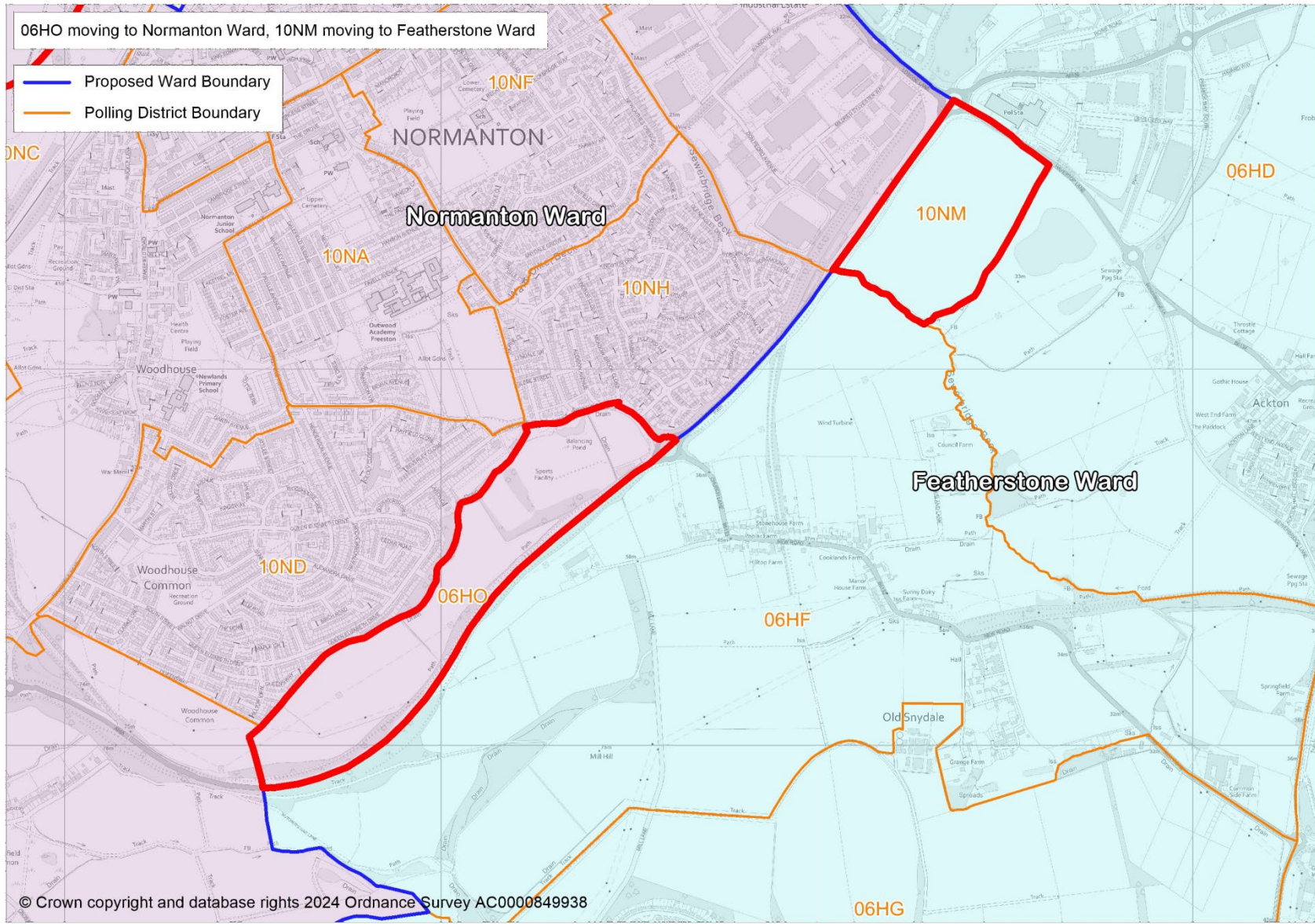
Wards Affected	Predicted Forecast Electorate with Adjustments (2029)	Forecast Electoral Variance	Evidence and rationale that proposals meet the three statutory criteria
<p>Ward 3 – Altofts and Whitwood</p> <p>Ward - 10 Normanton</p>	<p>15,063</p> <p>14,874</p>	<p>9.23%</p> <p>7.86%</p>	<p>Equality of representation: The Altofts and Whitwood Ward has seen significant growth since the last electoral review. The current electorate of 14,392 is a variance of 15.3% from the district average. Further housing development in the Ward will see the electorate rise to 15,841 in 2029.</p> <p>To reduce the electorate in the Altofts and Whitwood Ward, it is proposed to redraw the Ward boundary within the 03NB polling district which would see 777 electors transferring to the Normanton Ward.</p> <p>Whilst electorate numbers in the Altofts and Whitwood Ward would remain high, the projected electorate in 2029 would be brought back within the LGBCE tolerance of +/- 10%. This would also be the case for the Normanton Ward.</p> <p>Effective and convenient local government: The proposal is broadly similar to the existing arrangements ensuring minimal disruption to residents should it be agreed.</p> <p>Community identity: The proposal moves part of the existing polling district which adjoins 10NC and 10NK. The proposed transferred area includes Normanton Altofts Junior School which by its very name serves families living in the Normanton and Altofts areas. The Working Group are of the view that the proposed change would not have a detrimental impact on community identity.</p>




Wards Affected	Predicted Forecast Electorate with Adjustments (2029)	Forecast Electoral Variance	Evidence and rationale that proposals meet the three statutory criteria
<p>Ward - 10 Normanton</p> <p>Ward – 19 Wakefield South</p>	<p>14,874</p> <p>13,030</p>	<p>7.86%</p> <p>-5.52%</p>	<p>Equality of representation:</p> <p>Since the previous electoral review, the creation of the Wakefield Eastern Relief Road (Neil Fox Way) opened in 2017 running north to south on the eastern edge of Wakefield linking the A638 near Heath Common to the A642 at Stanley. The opening of the road has supported the development of 2,500 new homes at the City Fields development, an urban development to the east of the city. The road forms a distinct boundary between the Normanton and Wakefield South and as such it is proposed that part of polling district 19HE to the east of the road encompassing the existing settled gypsy and traveller site be moved from Wakefield South to Normanton.</p> <p>Effective and convenient local government:</p> <p>The proposal is broadly similar to the existing arrangements ensuring minimal disruption to residents should it be agreed.</p> <p>Community identity:</p> <p>The Council run gypsy and traveller site at Heath Common provides permanent accommodation providing 38 family pitches for approximately 250 gypsies and travellers. Normanton Councillors have developed positive links with the community over the years.</p>




Wards Affected	Predicted Forecast Electorate with Adjustments (2029)	Forecast Electoral Variance	Evidence and rationale that proposals meet the three statutory criteria
<p>Ward - 10 Normanton</p> <p>Ward – 06 Featherstone</p>	<p>14,874</p> <p>14,307</p>	<p>7.86%</p> <p>3.75%</p>	<p>Equality of representation: The proposed changes would see polling district 10NM which currently has zero electors moving from Normanton into the Featherstone Ward. The 10NM polling district falls within the new Featherstone Town Council boundary.</p> <p>Conversely, polling district 06HN (60 electors) falls within the new boundary of Normanton Town Council and as such it is proposed to move this polling district from Featherstone to Normanton.</p> <p>The projected electorates for the two Wards in 2029 would be within the LGBCE tolerance of +/- 10%.</p> <p>Effective and convenient local government: Minor changes are proposed to the adjoining boundaries of the Featherstone and Normanton Wards to bring boundaries in line with Town Council boundaries following the recent Community Governance Review.</p> <p>Community identity: Electors in the 06HN polling district have much stronger community links to the Normanton area and the proposal would therefore reinforce existing links.</p>



NORMANTON TOWN COUNCIL

Prepared by: 
Name and Role (Clerk/RFO etc)

Date: 11/06/24

Approved by: 
Name and Role (RFO/Chair of Finance etc)

Date: 11 6 24

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		223,343.42
	ADD Receipts 01/04/2024 - 31/05/2024		189,950.29
			413,293.71
	SUBTRACT Payments 01/04/2024 - 31/05/2024		76,329.15
A	Cash in Hand 31/05/2024 (per Cash Book)		336,964.56
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2024	97.18
	Unity Current	31/05/2024	21,274.52
	Unity Savings	31/05/2024	321,649.71
	Lloyds Card	31/05/2024	0.00
	Admin Float	31/05/2024	100.00
	Events Float	31/05/2024	200.00
			343,321.41
	Less unrepresented payments		7,000.95
			336,320.46
	Plus unrepresented receipts		644.10
B	Adjusted Bank Balance		336,964.56
	A = B Checks out OK		