

NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ
Tel: 01924 893794 E: enquiries@normantontowncouncil.co.uk

To all members of Normanton Town Council Date: 5th September 2024

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 10th September 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 read 'Donna Johnston', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
Tuesday 10th September 2024 at 6.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
068.	Prayers.	
069.	To receive announcements from the Mayor.	
070.	To receive apologies for absence.	
071.	To receive members declarations of interest.	
072.	To receive questions and comments from members of the public. (Please refer to the rules for public session.)	
073.	To receive and sign the minutes of a meeting of Normanton Town Council. Held on Tuesday 9 th July 2024 (Minute Numbers 046-067; Pages 17-21).	A
074.	To receive the notes of the Allotments Liaison Group. Held on Wednesday 10 th July 2024.	B
075.	To receive the minutes of a meeting of the Allotments Committee. Held on Tuesday 16 th July 2024 (Minute Numbers 017-029; Pages 9-13).	C
076.	To receive the minutes of a meeting of the Finance Committee. Held on Monday 12 th August 2024 (Minute Numbers 001-013; Pages 1-3).	D
077.	To receive the minutes of a meeting of the Events Committee. Held on Tuesday 13 th August 2024 (Minute Numbers 010-016; Pages 5-8).	E

078.	To receive the minutes of a meeting of the Property Committee. Held on Monday 19 th August 2024 (Minute Numbers 021-035; Pages 5-7).	F
079.	To receive the minutes of a meeting of the Staffing Committee. Held on Tuesday 20 th August 2024 (Minute Numbers 001-019; Pages 1-4).	G
080.	To receive the minutes of the Allotments Committee. Held on Wednesday 28 th August 2024 (Minute Numbers 030-039; Pages 14-18).	H
081.	To consider a request for dispensation from Councillor T Goodwin to discuss and vote on the Precept.	
082.	To receive Councillors attendance records for the 2023/24 municipal year.	I
083.	To receive reports from District Councillors. (For information only.)	
084.	To receive a report from the Town Clerk. (For information only.)	
085.	To receive updates from members who attend external organisations. (For information only.)	
086.	To receive notes of the PACT meeting 22nd August 2024.	J
087.	To receive updates from Council representatives on Outside Bodies. (For information only.)	
088.	To consider the disposal of the former Edward Street Allotment Site.	K
089.	To consider the list of invoices due for payment in September 2024.	TO FOLLOW
090.	To receive the list of payments made between meetings.	TO FOLLOW

091.	To receive the Bank Reconciliation for June and July 2024.	TO FOLLOW
092.	<p>To consider the planning applications from Wakefield Council.</p> <p>048 - Validated Applications - 15.07.2024.pdf 050 - Validated Applications - 24.07.2024.pdf 052 - Validated Applications - 29.07.2024.pdf 054 - Validated Applications - 05.08.2024.pdf 056 - Validated Applications - 12.08.2024.pdf 058 - Validated Applications - 27.08.2024.pdf 060 - Validated Applications - 02.09.2024.pdf</p> <p>(These lists have previously been circulated upon receipt.)</p>	
093.	To consider the Councils response (if any) to the planning approval at Station Road.	

NORMANTON TOWN COUNCIL**MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL**

Held on Tuesday 9th July 2024 at 6.30pm at Normanton Town Hall

- Present: Councillor E Blezard
Councillor A Bones – Mayor
Councillor T Goodwin (Item 56 onwards)
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor
Councillor C Parsons
Councillor J Pritchard
Councillor M Rowley
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP
- Donna Johnston – Town Clerk & RFO
Reverend Alan Murray – Mayors Chaplain
- District Councillor A Khan
District Councillor D Wilton
- Absent: Councillor C Appleyard
Councillor F Marchant
Councillor P Marchant
Councillor L Masterman
Councillor P Sampson
Councillor R Seal

046. Prayers.

The Mayors Chaplain led the Council in prayers.
Members observed a minute's silence as a mark of respect to former Councillor David Appleyard who had recently passed away.

047. To receive announcements from the Mayor.

The Mayor reported that she had attended events at South Kirkby, Featherstone and Morley and reminded members about Party @ Haw Hill Park which was due to take place at the weekend.

048. To receive apologies for absence.

RESOLVED that apologies for absence be recorded on behalf of Councillors C Appleyard, F Marchant, P Marchant, L Masterman, P Sampson and R Seal.

049. To receive members declarations of interest.

There were no declarations of interest recorded.

050. To receive questions and comments from members of the public.

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

051. To receive and sign the minutes of a meeting of Normanton Town Council.

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 11th June 2024 (Minute Numbers 028-045; Pages 11-16) be received as a true record and signed by the Mayor.

052. To receive the minutes of a meeting of the Allotments Committee.

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 5th June 2024 (Minute Numbers 01-016; Pages 1-8) be received.

053. To receive the minutes of a meeting of the Events Committee.

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 24th June 2024 (Minute Numbers 001-009; Pages 1-4) be received.

054. To receive the minutes of a meeting of the Property Committee.

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 25th June 2024 (Minute Numbers 001-020; Pages 1-4) be received.

055. To Co-Opt a Councillor for the Altofts Ward.

RESOLVED that Tracey Goodwin be co-opted as a Councillor for the Altofts Ward of Normanton Town Council.

Councillor T Goodwin signed the declaration of acceptance of office and took part in the meeting from item 56 onwards.

056. To receive reports from District Councillors.

Councillor A Khan for Normanton Number 10 Ward reported on the following issues:

- Traffic calming on Wakefield Road – proposals are being put forward and there will be a public consultation.
- Shop Radios – there have been issues with the contract and the Police are not moving forward with the scheme.

Councillor D Wilton for Normanton Number 10 Ward reported on the following issues:

- Park Pond – testing has been carried out on the water and the results are awaited.

Councillor J Pritchard for Altofts Number 3 Ward reported on the following issues:

- Water leak at High Green Road – Nighttime technician attending to locate the leak. The matter would be escalated if no response was provided within 7 days.
- Telephone mast at Illingworth Avenue – Raised with enforcement.
- Boundary Commission review – It was reported that the LGBCE supported the proposal put forward by the Altofts & Whitwood members and rejected the Council's proposal to move part of Altofts to the Normanton ward. The boundary between Altofts & Whitwood and Normanton Wards has been modified so that it follows the railway line as opposed to the Ashfield Beck.
- Station Road planning application is listed for 18th July 2024.

057. To receive a report from the Town Clerk.

The Town Clerk reported on the following issues:

- Town Hall Damp Issues – Response awaited from the landlord.
- Hanging Basket locations – 78 columns have been tested and 2 are now due to be tested in 2025.
- Civic Sunday – Thank you to everyone who attended. A total of £323.20 was raised for the Mayors Appeal.
- Party @ Haw Hill Park – information had been circulated to Councillors.
- Register of Interests – all Councillors to ensure that their ROI form is up to date.

058. To receive updates from members who attend external organisations.

There were no reports from external organisations.

059. To receive notes of the PACT meeting 30th May 2024.

RESOLVED that the notes of the PACT meeting be received.

060. To receive updates from Council representatives on Outside Bodies.

It was reported that the Freeston Foundation are continuing to work on the development of the Pingle Field for social housing.

RESOLVED that the report be received.

061. To receive an update from the Welbeck Liaison Group.

RESOLVED that the update from the Welbeck Liaison Group be received.

062. To consider the traffic calming proposals for Wakefield Road.

Members indicated that they were disappointed with the proposals but accepted that it was a starting point and other improvements could follow in the future.

Members felt that the speed bumps would not be as effective as chicanes or speed indicator devices.

It was suggested that the junction at the Hark to Mopsey should be squared off to ensure that vehicles slow down on the approach to the turning.

RESOLVED that the comments above be referred back to the District Councillors.

063. To consider the Boundary Commission review of the wards in the Wakefield area.

RESOLVED that no comments be submitted to the consultation.

064. To consider the list of invoices due for payment in July 2024.

RESOLVED that the list of invoices due for payment in July 2024 totalling £14,880.20 (12,479.34 + £2,400.86 VAT) be approved.

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

065. To receive the list of payments made between meetings.

RESOLVED that the list of payments made between meetings totalling £14,661.35 (£14,155.20 + £506.15 VAT) and Direct Debits totalling £4,525.35 (£4,264.21 + £261.14 VAT) be received.

A copy of the list of payments made between meetings can be found at Appendix 2.

066. To receive the Bank Reconciliation for May 2024.

RESOLVED that the bank reconciliation for May 2024 showing a cash balance of £336,964.56 be received.

067. To consider the planning applications from Wakefield Council.

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

[Validated Applications - 18.06.2024.pdf](#)

[Validated Applications - 24.06.2024.pdf](#)

[Validated Applications - 01.07.2024.pdf](#)

[Validated Applications - 08.07.2024.pdf](#)

RESOLVED that Councillor M Jennings be appointed as the Town Councils representative to speak at the Planning Committee Meeting against the planning application for 408 homes at Station Road, Altofts.

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

NOTES OF THE ALLOTMENTS LIAISON GROUP
Wednesday 10th July 2024

Present: Councillor M Jennings
Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor M Rowley
Councillor A Samuels – Vice Chairman (present from 6.15pm)
Donna Johnston – Town Clerk & RFO

Ellins Terrace 1 – 2 representatives
Ellins Terrace 2 – 1 representative
Gladstone Street – 2 representatives
Heys Buildings – 1 representative
Newland Lane – 2 representatives
Norwood Street – 2 representatives
Wentworth Terrace – 1 representative

1. Update from the Town Council

Property Officer Role and Responsibilities

The Property Officer was appointed on a trial basis in January to carry out a range of property related tasks including working on the allotments.

The idea is that he will be able to get out to site more frequently and have more of an idea of when there are issues. He can carry out small maintenance tasks, arrange quotes for bigger jobs and liaise with Site Secretaries on works that are required.

At the moment, he is doing 1 day a week but there is scope to do more as we have discovered while he has been on site.

Inspections

The initial inspections will be carried out by the Property Officer as he is out and about onsite. There will not be a formal date for an inspection as it will be determined by workload and weather. If a plot is inaccessible, Jonathan will arrange with the tenant to gain access.

The inspections will be carried out at various times throughout the year and will not be limited to a once-a-year visit.

Training has begun at Norwood Street, and he will be working his way over to other sites over the coming weeks.

The office will only be able to issue advisory letters.

Any official warnings and evictions must be authorised by the Committee for the time being until they are satisfied that the procedure is working.

This will be done via photographs taken at the time of the inspection or site visit as appropriate.

Site Issues

Some of the work that has been carried out on the sites this year includes:

Cypress Road	Tree pruned near gate
Ellins Terrace 1	Skip x 2 on the lane
Ellins Terrace 1	Tree Pruning at the gate
Gladstone Street	Tree Removal x 2
Heys Buildings	Demolition of Greenhouse
Heys Buildings	Installation of Fence
Heys Buildings	Skip x 3
Heys Buildings	Tap Repair x 2
Gladstone Street	Skip x 1
Newland Lane	Fence Damage – Awaiting action by WMDC
Norwood Street	Skip
Norwood Street	Repairs to fence post
Wentworth Terrace	Tap Repairs
Various Sites	23 x Structure requests considered and processed.

In addition, we have dealt with a large number of complaints from residents and tenants regarding plot holders' behaviour and cultivation standards across various sites.

We are currently working on the following issues:

Ellins Terrace 1	Quotes for replacement gates
Ellins Terrace 1	Quotes for treatment of Japanese Knotweed
Ellins Terrace 1	Strimming of Plots 28-31
Ellins Terrace 2	Quotes for replacement fencing near the main gate
Ellins Terrace 2	Quote to clear 7 abandoned plots £37,015
Gladstone Street	Clearance of brambles behind containers
Gladstone Street	Asbestos removal
Newland Lane	Quotes for replacement gates
Newland Lane	Quotes for repairs to fencing
Norwood Street	Strimming of path and verge
Norwood Street	Asbestos removal

Budget

A budget document was circulated which showed the following information:

Income 2020-2025	£33,096
Expenditure 2020-2025	£44,849
Loss	£11,753

Water Bills 2020-2025	£17,274
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Average cost of water per plot £9.27
(Range £3 - £33 dependant on site)

2. Updates and Suggestions from Sites

Cypress Road

Not Present

Ellins Terrace 1

- The replacement gate is not required
- The money should be used to replace the fence on the corner near plots 28-31.
- Harris fencing would be sufficient.
- Carrying our their own grass cutting but one corner has not been done.
- Would like some road scapings for the tracks
- Concerned that NAS rules should not apply as they are not members.

Ellins Terrace 2

- There has been a leaking tap at the top of the site.
- Concern about the state of the overgrown plots which need to be cut back and weed killer applied at the end of the season.
- Raised concern about 'out of area' applicants.

Gladstone Street

- Would like a site inspection ASAP due to concerns about four plots.
- Query the 1 plot per household rule which will need to be considered by the committee.

Heys Buildings

- The site is nice but there are some tenants who aren't doing anything.
- New Site Sec queried what her role and boundaries are and if she could contact tenants to check if they were ok.

Newland Lane

- Concerned that NAS rules should not apply as they are not members.
- Asked why the Town Council are members of NSALG / NAS.

- Asked why we are following NAS rules and not our own rules.
- Doesn't believe that NTC are tough enough with tenants and take too long to evict for non-cultivation.
- Wanted clarification on who the members of the committee are.
- Expressed concern at the stopping of the annual maintenance payment which is not paid to other sites.
- Complaint about the Wakefield Council trees on the boundary of Smirthwaite Park.
- Requires new taps throughout the site.
- Fencing is too low (currently 6ft)
- Concern that fencing has been installed incorrectly.
- Tree in the corner has left the site open for 5 months.
- Why is NTC allowing people to apply to more than one site.
- Raised concern about communication issues with tenants.

Norwood Street

- Generally concerned about the state of the site as a whole and the terrible state of weeds on some plots.
- Wish to have a Site Secretary again.

Wentworth Terrace

- No issues at Wentworth Terrace – Everyone is happy

3. Next Meeting

Wednesday 13th November at 6pm

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Tuesday 16th July 2024 at 1.00pm at Normanton Town Hall

Present: Councillor M Jennings
 Councillor B Mayne
 Councillor P Mayne – Chairman
 Councillor T Morgan
 Councillor C Parsons
 Councillor A Samuels – Vice Chairman
 Councillor R Seal
 Donna Johnston – Town Clerk & RFO

Absent: Councillor C Appleyard
 Councillor P Marchant
 Councillor M Rowley

017. To receive apologies for absence.

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

018. To receive Declarations of Interest in accordance with the Code of Conduct.

RESOLVED that the following declaration of interest be received:

Councillor M Jennings
 Non-pecuniary Interest
 All matters relating to Wentworth Terrace Allotments
 Councillor Jennings is an allotment tenant.

019. To receive and sign the minutes of a meeting of the Allotments Committee.

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 5th June 2024 (Minute Numbers 001-016; Pages 1-8) be received and signed by the Chairman.

020. To receive the notes of the Allotment Liaison Group.

RESOLVED that the notes of the Allotment Liaison Group held on Wednesday 10th July 2024 be received.

021. To consider the disposal of the unused allotment at Edward Street, Altofts.

RESOLVED that members of the Allotments Committee support the disposal of the unused allotment site at Edward Street and propose that the matter is referred to full Council.

022. To consider letters from the Site Secretary at Newland Lane Allotments regarding an old agreement and the payment of maintenance fees.

Members considered the points put forward by the Site Secretary at Newland Lane and reiterated their position that the previous agreements were superseded in 2012 when the Town Council took ownership of the allotments and began direct management of the sites. There would be no change to the position regarding the payment of 'maintenance fees'.

RESOLVED that the Town Council's position will be made clear to the Site Secretary.

023. To receive an update on vacancies and waiting lists.

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	27
Edward Street	0	0
Ellins Terrace 1	12	13
Ellins Terrace 2	8	16
Gilcar Street	0	9
Gladstone Street	1	24
Heys Buildings	1	8
Newland Lane	1	21
Norwood Street	3	16
Station Road	0	0
The Grove	0	10
Wentworth Terrace	1	10
TOTAL	27	154*

*Some applicants have applied for more than one site.

024. To consider requests for skips, structures, livestock, and any other general matters.

Members considered the following applications:

Ellins Terrace 2

ET2-67

Structure request for a shed 6-10ft x 8-14ft

Materials – Wood / Metal / Plastic

DECLINED

The size of the structure is not in line with the Town Council's structure policy. A shed sized 6ft x 8ft will be permitted however cars should not be parked on the allotment plot.

ET2-67

Structure request for a fence

Materials – Metal Harris Fencing 6ft high

APPROVED however the request to utilise concrete is declined and privet hedging must not be installed.

Wentworth Terrace

WT049

Poly Tunnel 6ft x 14ft

Galvanised frame with plastic cover

APPROVED

WT053

Poly Tunnel 3m x 4m

Galvanised frame with plastic cover

APPROVED

025. To receive the Allotments Committee Budget for the 2024/25 financial year.

RESOLVED that the allotments budget for the year to date showing income of £2302.00 and expenditure of £6094.59 be received.

A secondary document was circulated showing income and expenditure for the allotments over a 5-year period which had recently been circulated at the Allotment Liaison Group. The report identified a direct cost of £44,849 and income of £33,096.

There was a cost to the Town Council of £11,753 which did not include any administrative costs such as staff time, printing, postage, and stationery.

RESOLVED that the five-year financial report be received.

026. To consider quotes for the removal of asbestos at Norwood Street and Gladstone Street.

RESOLVED that a quote for the removal of asbestos at Norwood Street and Gladstone Street be approved through RCW Building Solutions at a cost of £725.00 + VAT.

027. To receive an update on the various allotment issues that have been dealt with in the last month.

A report was provided on allotment issues that have been addressed including:

- Ellins Terrace 1 – reviewing plots for strimming.
- Gilcar Street – Inspections completed.
- Heys Buildings – Reviewed potentially dangerous structures.
- Heys Buildings – Reviewed new fence line.
- Newland Lane – Continued to chase WMDC regarding the tree.
- Norwood Street – half of the site inspected.
- The Grove – Inspections completed.
- Wentworth Terrace – Complaint from resident reviewed.
- It was suggested that ‘What 3 Words’ locations should be added to the allotment entrance signage.

RESOLVED that the report be received.

028. To consider any complaints from tenants or neighbours about the allotments.

RESOLVED that the following complaints be received, and responses provided:

Heys Buildings

Complaint that fence installation works has caused damage to a recently planted hedgerow and a second complaint regarding the debris left behind.

In accordance with Allotment Policy 17, tenants are not permitted to plant hedges or trees without the express written consent of the

Town Council. No permission has been granted and therefore no refund will be provided.

The fence was installed at the request of the site secretary following recent break ins. It was our understanding that all plot holders were aware of the plan to install a fence.

The debris left over by the contractor has now been removed from site by our own staff.

029. To consider any tenancy issues including breach of tenancy, warnings and evictions.

A number of inspections have been carried out and warnings have been recommended. Unfortunately, there were insufficient responses from members to allow the warnings to be issued. Members discussed the inspection trial that was being carried out by the Property Officer and agreed that delegated authority should be used to issue warnings, but evictions should be referred to members.

Wentworth Terrace

A new tenant had taken on a plot in the last few weeks and had requested a second plot, specifically plot 26 which had historically been very difficult to garden. It was suggested that the tenant should focus on their new plot initially and their request will be considered again in 6 months.

Heys Buildings

Following vacation of their plot, a refund of rent was approved for the tenant on HB046a and this would be paid once he had provided his bank details.

An FOI request had been received and advice had been provided from the Yorkshire Local Council's Associations. A response would be provided within the specified timescales.

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

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

Held on Monday 12th August 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor M Jennings
Councillor H Jones
Councillor B Mayne
Councillor P Mayne
Councillor R Seal
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFFO

Absent: Councillor A Bones
Councillor J Pritchard
Councillor P Sampson

001. To formally appoint the Chairman of the Finance Committee.

RESOLVED that Councillor B Mayne continues their role as Chairman for the current municipal year.

002. To formally appoint the Vice Chairman of the Finance Committee.

RESOLVED that Councillor R Seal continues their role as Vice Chairman for the current municipal year.

003. To receive apologies for absence.

RESOLVED that apologies for absence be received on behalf of Councillors A Bones, J Pritchard and P Sampson.

004. To receive members declarations of interest.

RESOLVED that the following declarations of interest be received.

Councillor E Blezard
Non-Pecuniary Interest – Item 11
Member of the Alice Bacon Memorial Trust

Councillor H Jones
Non-Pecuniary Interest – Item 11
Member of the Alice Bacon Memorial Trust

Councillor P Mayne
Non-Pecuniary Interest – Item 11
Member of the Alice Bacon Memorial Trust

005. To receive and sign the minutes of a meeting of the Finance Committee.

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 30th April 2024 (Minute Numbers 055-066; Page Numbers 19-24) be received as a true record and signed by the Chairman.

006. To receive the cashbook for months 1-3 of the 2024/25 financial year.

RESOLVED that the cashbook for months 1-3 be received.

007. To receive the bank reconciliation for months 1-3 of the 2024/25 financial year.

RESOLVED that the Bank Reconciliation for month 1 showing a balance of £375,596.42 and month 2 showing a balance of £336,964.56 be received and month 3 will follow at the next meeting.

008. To receive the balance Sheet for Month 3 of the 2024/25 financial year.

RESOLVED that the balance sheet showing a balance of £307,746.03 be received.

009. To receive the budget to date for the 2024/25 financial year.

RESOLVED that the Detailed Budget Summary document, showing income of £185,559.75 and expenditure of £107,968.99, be received.

010. To receive the Contracts Procurement Timetable.

RESOLVED that the contracts procurement timetable be received and noted.

011. To consider a request from the Alice Bacon Trust in relation to their previously awarded small grant.

RESOLVED that the Alice Bacon Memorial Trust be given permission to utilise their previously awarded Small Grant for tickets to another production of their choosing.

012. To consider a small grant request from All Saints Parish Church.

RESOLVED that a small grant of £500.00 be awarded to All Saints Parish Church towards the cost of the replacement windows on the North Wall of the Parish Rooms.

013. To consider the purchase of an iPad to facilitate off site inspections and management of assets.

RESOLVED that a 64GB Cellular 10.9” iPad be purchased from any retailer at a cost of £499.00 including VAT.

RESOLVED that the Clerk be delegated authority to also purchase a protective case at a cost of around £25.00 and a data sim at a cost of around £10/m.

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

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

Held on Tuesday 13th August 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard – Chairman
Councillor F Marchant
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Helen Senior – Admin Officer

Absent: Councillor C Appleyard
Councillor A Bones
Councillor S Hudson
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor M Rowley
Councillor P Sampson

010. To receive apologies for absence.

RESOLVED that apologies for absence be received on behalf of Councillors C Appleyard, A Bones, M Jennings, H Jones, M Rowley and P Sampson.

011. To receive Declarations of Interest.

RESOLVED that the following declaration of interest be received.

Councillor E Blezard
Non-Pecuniary Interest – Item 13
Spousal Affiliation with 1st Normanton Scouts

012. To approve and sign the minutes of a meeting of the Events Committee.

RESOLVED that the minutes of the Events Committee held on Monday 25th June 2024 (Minute Numbers 001-009; Pages 1-4) be received as a true record and signed by the Chairman.

013. To discuss arrangements and consider quotes for services at events in 2024.

RESOLVED that the arrangements for events to be held in 2024 be reviewed and the following plans/updates be agreed.

Gala Weekend

- Castleford Tigers offer to attend the Gala be accepted.
- The review of stall applications was completed, and applicants are to be notified.
- An email regarding security was noted and advice would be taken from the Police or Safety Advisory Group as appropriate if security requirements are altered.
- Councillors were reminded to ensure they reply to their invitations for catering reasons.
- The new bench installed at Haw Hill Park requires the event layout to be remeasured and the layout updated to take into account the new feature.
- A prize of £100 would be provided to Haw Hill Park Bowling Club in respect of the Gala Day Bowls competition.
- The Altofts JFC car park was available to use on Gala Day and they would be offering drinks and food to participants on a cash only basis. A £50 donation would be made to Altofts JFC for the use of the car park.

Flower & Vegetable Show

- The lack of judges was noted.
- The issue of obtaining change for prizes was discussed. Members were asked to bring in any change to assist.

Halloween

- A quote for facepainting was accepted – Donna's Facepainting £325.00 for 2 face painters and a gazebo (10am – 12.30pm).
- A quote for an owl display was accepted – Flying Squadron £150.00.
- Liaison with shops for Trick or Treating was to take place in September.
- The Clerk was given Delegated Authority to purchase sweets, equipment and decorations as required in line with the event budget.
- The Fancy Dress competition would take place in the Well Project container and three volunteers would be required.

Christmas Lights Switch On

- A quote for facepainting was accepted – Donna's Facepainting £435.00 for 2 face painters and a gazebo (4pm – 7.30pm).

- Enquiries are to be made for a meet and greet entertainer with the remainder of the entertainment budget.

Mayoral Events

- Members offered suggestions of the Hopetown WMC and St John's Terrace WMC as possible venues for Mayoral fundraisers.
- Members were asked if they could assist with setting up for the Fashion Show on 28th April – Cllrs T Morgan and C Parsons offered to assist.
- Members were asked if they could assist with setting up for the Last Night of the Proms on 28th September – Cllrs P Marchant and T Morgan offered to assist.
- It was suggested that the Town Clerk should arrange a meeting with the Mayor to discuss volunteering requirements for future events. A disclaimer and clear instructions should be provided to all volunteers.
- It was agreed that the 'Mayors Bowls' event is not a Town Council event and should be treated as a Mayoral Invitation in the future.

014. To review recent events including Party @ Haw Hill Park and the Summer Brass Band Concert.

RESOLVED that the events be reviewed, and the following comments be noted.

Party @ Haw Hill Park

- The attendance was slightly lower than normal due to the damp weather conditions.
- The sound system worked well, and the new layout provided additional space for the audience and catering stalls.
- There were some complaints about the bass affecting properties behind the stage. This would be discussed with the stage company in advance of the 2025 event.
- The presenter did a good job and kept the audience entertained between acts.
- The Security were good and visible – there were issues with young people drinking alcohol, but they could not be ejected from an open park. Advice would be sought from the Police on this matter.
- The first aiders were slightly late to site due to transport issues. It would be preferred if the first aiders would stay in a fixed location unless called out to deal with an incident.
- It was suggested that the acts could change in facilities provided in the backstage area. The Town Hall was not used, and the minibus was not really required.

- There were issues with people driving on the field just before the event.
- Hand sanitiser units were abused by some young people – they would not be ordered in future.
- The stalls were good with a range of foods and services.
- The performers did a great job and were easy to work with.
- The event was promoted using the Normanton Advertiser and social media. Reach on social media was over 29,200.
- There was excellent feedback from those in attendance.

Summer Band Concert

- The attendance was on a par with previous years (89 MOPs)
- The microphone needs to be replaced with something that picks up the speaker's voice better.
- The venue leant itself well to the event and it was nice to have the band use the bandstand.
- The refreshments at the bowling club were a bit tight – it might be worth them using a table outside to give more room.
- The band were well received, and the conductor was on form as always.
- There were no complaints about the event.
- Parking for the band was an issue – clear instruction should be provided for next time.
- Additional chairs are needed as previously advised. It should be noted that the band use most of the chairs that we have in storage.
- It would have been a good event for the Ice Cream van to attend. It was suggested that he should be informed of these events to give him the opportunity to attend.

015. To consider our approach to the use of posters for publicising events.

RESOLVED that posters will no longer be distributed in the post to shops due to the cost of printing, postage and staff time.

More emphasis will be placed on advertising through Social Media, email and the Normanton Advertiser.

016. To review the Events Budget for the 2024/25 financial year.

RESOLVED that the Events Committee Budget showing income of £230 and total committed expenditure of £59,490.89 be received.

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

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Monday 19th August 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor H Jones
Councillor B Mayne – Chairman
Councillor C Parsons
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor A Bones – Vice Chairman
Councillor P Sampson
Councillor A Samuels

021. To receive apologies for absence.

RESOLVED that apologies for absence be recorded on behalf of Councillors A Bones and P Sampson.

022. To receive declarations of Interest.

There were no declarations of interest recorded.

023. To receive and sign the minutes of a meeting of the Property Committee.

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 25th June 2024 (Minute Numbers 001-020; Pages 1-4) be received as a true record and signed by the Chairman.

024. To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.

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

025. To receive an update on any incidents and accidents.

RESOLVED that the report on incidents and accidents be received. It was noted that there had been no accidents in the current year.

- 026. To receive the budget to date for the 2024/25 financial year.**
RESOLVED that the budget report showing income of £1,380.80 and committed expenditure of £25,869.04 be received.
- 027. To receive an inspection report for the Alice Bacon Memorial Bench.**
RESOLVED that the inspection report dated 26th June 2024 be received, and no defects noted.
- 028. To receive an inspection report for the Welcome to Normanton Sign.**
RESOLVED that the inspection report dated 26th June 2024 be received, and quotes be obtained for replacement Perspex glazing.
- 029. To receive an inspection report for Woodhouse Community Centre.**
RESOLVED that the inspection report dated 4th July 2024 be received.
- 030. To receive an inspection report for Normanton Town Hall.**
RESOLVED that the inspection report dated 14th August 2024 be received.

It was noted that some minor repairs had been carried out to the Town Hall roof and the damp situation would now be monitored before redecoration.

- 031. To review the Public Liability requirements for bookings at Normanton Town Hall and Woodhouse Community Centre.**
Members considered a report on the requirement for Public Liability for hirers of the Woodhouse Community Centre and Town Hall.

RESOLVED that the report be received and that:

- i) All businesses (or organisations acting like a business) hiring Town Council venues would be required to provide Public Liability insurance of £5m.
- ii) All public events held at Town Council venues would be required to provide Public Liability insurance of £5m.
- iii) All community groups who have public liability insurance would be required to provide a copy.
- iv) Exemptions would be considered for low-risk activities organised by small groups.

- 032. To review the charging schedule for the hire of the Woodhouse Community Centre.**
Members considered a report on the charging schedule for Woodhouse Community Centre and particularly the out of area hirers who had chosen to use the facility in recent months.

It was agreed that this was a facility paid for by the precept payers of Normanton and those from outside the area should not benefit from the precept.

RESOLVED that hirers who reside outside of the Normanton area would be charged an introductory rate of £10/hr.

033. To review the allocations policy for the Norwood Street Garage Plots.

RESOLVED that the Allocations policy be reviewed and updated to reflect the following changes:

- i) No more than ONE garage plot will be allocated to any one household.
- ii) Residents must be on the electoral register for the Normanton area.
- iii) Residents who move out of the area will be required to give up their plot.
- iv) Garages must be structurally sound.

034. To consider a quote for the LOLER examinations on the lift at Normanton Town Hall.

RESOLVED that the LOLER safety examinations be added to the service agreement with Pinnacle Elevators at a cost of £360.00 per year for 2 visits.

035. To review and consider the Key Holder, Building Access and Security Policy.

RESOLVED that the Key Holder, Building Access and Security Policy be adopted.

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

NORMANTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE**

Held on Tuesday 20th August 2024 at 1.00pm at Normanton Town Hall

Present: Councillor A Bones
Councillor S Hudson
Councillor H Jones
Councillor B Mayne
Councillor P Mayne – Chairman

Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard – Vice Chairman

- 001. To Appointment the Chairman of the Staffing Committee.**
RESOLVED that Councillor P Mayne be appointed as Chairman for the current municipal year.
- 002. To Appointment the Vice Chairman of the Staffing Committee.**
RESOLVED that Councillor E Blezard be appointed as Vice Chairman for the current municipal year.
- 003. To receive apologies for absence.**
RESOLVED that apologies for absence be received on behalf of Councillor E Blezard.
- 004. To receive declarations of interest.**
There were no declarations of interest recorded.
- 005. To receive and sign the minutes of a meeting of the Staffing Committee.**
RESOLVED that the minutes of the Staffing Committee held on Tuesday 7th May 2024 (Minute Numbers 47-56; Pages 15-17) be received as a true record and signed by the Chairman.

006. To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED that items 007-016 be taken in private due to the confidential nature of the information to be discussed.

007. To receive a report on flexitime and TOIL balances.

A report was circulated on flexitime and TOIL which showed that all balances were within policy limits.

RESOLVED that the report be received.

008. To receive a report on sickness and absences.

A report was circulated on sickness and absence levels which were minimal and well within policy guidelines.

RESOLVED that the report be received.

009. To receive a report on annual leave for the 2024/25 year.

A report was circulated on annual leave booked and remaining for the current holiday year.

RESOLVED that the report be received.

010. To receive a report on staff training and development.

A report was circulated on staff training and development.

RESOLVED that the report be received.

011. To receive a report on workload.

A detailed report was circulated which set out key areas of service such as allotments, committees and events and the impact they were having on workload. It was acknowledged that workload remained high, and staff were using all available resources to manage the workload effectively.

RESOLVED that the report be received, and a dedicated email address be set up for Allotments to assist with workload management.

012. To receive a report on staff appraisals.

A report was circulated which set out the appraisals which had been carried out and goals that have been set.

RESOLVED that the report be received.

013. To receive a report on staff welfare and wellbeing.

A report was circulated regarding the negative impact some aspects of work were having on staff welfare and wellbeing.

A series of suggestions were discussed, and it was agreed to raise the main issue with all members of Council to ensure that everyone is aware of the significant challenges and to work together to find a solution.

RESOLVED that the report be received.

014. To review the staffing budget for the 2024/25 financial year.

RESOLVED that the Staffing Committee budget showing expenditure of £38,717.74 be received.

015. To review the appointment of the Property Officer following a six-month trial period.

Members reviewed the trial appointment of the Property Officer position and agreed that the role was a significant asset to the Council in terms of managing workload and maintaining standards.

RESOLVED that the role be extended until the end of the financial year and that the role be reviewed fully during the budget setting process with a view to making it a permanent position.

016. To review administrative employees' pay and conditions.

A report was circulated highlighting the additional responsibilities taken on by the administrative staff. Members considered benchmarking of pay at other local councils and had regard to the recent independent staffing report.

RESOLVED that the Staffing Committee are supportive of an increase in the SCP points of the Admin Assistant and Admin Officer.

RESOLVED that the salary scale for the Admin Assistant should be increased to SCP 7-9 and the salary scale for the Admin Officer should be increased to SCP 10-12 subject to approval as part of the budget setting process later in the year.

The Town Clerk was asked to provide a further report after the six month point in the financial year to establish if the increase was affordable within the current financial year or if it would be implemented in the 2025/26 financial year.

017. To review the Annual Leave Policy

RESOLVED that the Annual Leave Policy be reviewed, and that the entitlement wording be updated to include an additional 5 days' annual leave after five years' service.

018. To review the Lone Working Policy

RESOLVED that the Lone Working Policy be reviewed.

019. To review the Sickness Absence Policy

RESOLVED that the Sickness Absence Policy be reviewed.

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

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

Held on Wednesday 28th August 2024 at 1.00pm at Normanton Town Hall

Present: Councillor M Jennings
Councillor B Mayne
Councillor P Mayne – Chairman
Councillor C Parsons
Councillor M Rowley
Councillor R Seal

Donna Johnston – Town Clerk & RFO
Jonathan Wilkinson – Property Officer

Absent: Councillor C Appleyard
Councillor T Morgan
Councillor A Samuels
Councillor P Marchant

030. To receive apologies for absence.

RESOLVED that apologies for their inability to attend be received on behalf of Councillors C Appleyard, P Marchant and T Morgan.

031. To receive Declarations of Interest in accordance with the Code of Conduct.

RESOLVED that the following declaration of interest be received:

Councillor M Jennings
Non-Pecuniary Interest

Relating to all matters at Wentworth Terrace Allotments due to his allotment tenancy.

032. To receive and sign the minutes of a meeting of the Allotments Committee.

RESOLVED that the minutes of the Allotments Committee meeting held on Tuesday 16th July 2024 (Minute Numbers 017-029; Pages 9-13) be received as a true record and signed by the Chairman.

033. To receive an update on vacancies and waiting lists.

RESOLVED that the report on waiting lists and vacancies be received.

<u>Site</u>	<u>Waiting List</u>	<u>Vacancies</u>
Cypress Road	27	1
Edward Street	0	0
Ellins Terrace 1	13	10
Ellins Terrace 2	16	4
Gilcar Street	10	0
Gladstone Street	26	0
Heys Buildings	8	0
Newland Lane	23	1
Norwood Street	16	0
Station Road	0	0
The Grove	11	0
Wentworth Terrace	12	1
TOTAL	162*	17

*Some applicants have applied for more than one site.

034. To consider requests for skips, structures, livestock, and any other general matters.

Members considered a series of applications from tenants:

HB014

Skip request to dispose of waste from a greenhouse which is to be demolished.

APPROVED

NL016

Request for livestock

DECLINED – Livestock is not permitted at Newland Lane and the tenant does not have twelve months in good standing.

WT016

Request for a replacement shed and relocation of existing structures.
Replacement wooden shed - size 6' x 8'

APPROVED

WT011a

Request for a polytunnel

New polytunnel size 8' x 15'

APPROVED

ET1-a and ET1-b

Asbestos sheets to be removed following recent storms.

RESOLVED that the Clerk is delegated authority to have the asbestos removed by an approved contractor at their earliest convenience.

035. To receive the Allotments Committee Budget for the 2024/25 financial year.

RESOLVED that the Allotments Committee budget showing income of £1,749.20 and committed expenditure of £6,109.59 be received.

036. To review the Allotments Policy.

Members reviewed the existing Allotments Policy and made several recommendations for changes to wording for the purpose of clarity.

A series of major changes were implemented as follows:

- One allotment per household – this will be reviewed on a case-by-case basis in the case of adult offspring living at the parental home.
- Community groups and schools will no longer be permitted to hold an allotment.
- Refusal of two plots will result in the applicant being removed from the list.
- A new policy would be introduced in relation to the readmittance of previously evicted tenants which would include a case-by-case review, a waiting period of at least two years, a conduct evaluation, and a probationary period.
- In extreme cases the Town Council reserves the right to move to immediate eviction where it is clear that the plot has been abandoned.
- Hedging, shrubs and non-fruiting trees will not be permitted.
- Bonfires will no longer be permitted.
- All poultry and captive birds must be registered with DEFRA / APHA with effect from 1st October 2024 and evidence provided to the Town Council.
- A new policy on the use of weedkiller would be implemented.

- Rent would be charged on a pro-rata basis depending on when the plot is accepted.

RESOLVED that the suggested changes be adopted, and the policy updated and circulated to all tenants.

037. To receive an update on the various allotment issues that have been dealt with in the last month.

It was reported that inspections had been carried out at most sites and that had taken up a large proportion of the Property Officer's time over recent weeks.

It was reported that there were significant issues in identifying plots due to the lack of numbering. It was agreed that tenants would be asked to clearly number their plots as it is a condition of tenancy.

A new dedicated allotments email address had been set up to deal with allotment queries more efficiently within the office.

RESOLVED that the report be received.

038. To consider any complaints from tenants or neighbours about the allotments.

The following complaints had been received:

Wentworth Terrace – Fallen tree branch which has been reported to WDH for removal.

Newland Lane – A letter was received from the Site Secretary at Newland Lane which indicated that they were seeking legal advice. The letter was noted.

Ellins Terrace 2 – Complaint about a bonfire with thick smoke affecting nearby residents. The new policy on bonfires would be circulated to the tenant.

RESOLVED that the complaints be received and actioned.

039. To consider any tenancy issues including breach of tenancy, warnings and evictions.

A number of responses to written warnings had been received as a result of the recent inspections.

Several tenants raised health issues as a reason for non-cultivation.

The committee accepted that in the case of ill health, cultivation expectations could be lowered on a short-term basis, however the weeds must still be kept under control so that they don't impact on neighbouring plots. If the tenant was unable to address the weeds themselves then the Town Council would offer to strim the plot for a fee of £50 on each occasion. Payment would be required in advance. Consideration would be given to raking the plots after strimming and disposing of the weeds, but the cost implications would need to be taken into account.

A number of tenants had given up their plots after realising they didn't really have time, and some had asked if their plots could be halved.

The halving of plots would be considered on a case-by-case basis subject to access being available to both halves. This would be dealt with by the Property Officer and Town Clerk.

RESOLVED that the reports be received and actioned where appropriate.

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

NORMANTON TOWN COUNCIL

Tuesday 10th September 2024

COUNCILLORS ATTENDANCE 2023/24

The following report details Councillors' attendance for the 2023/24 municipal year, covering the period from the Annual Meeting of the Council in May 2023 through to the final meeting before the Annual Meeting in May 2024.

Attendance percentages are based on the total number of meetings each Councillor is expected to attend, with those serving on more committees being required to attend a greater number of meetings.

This information will be published on the Town Council website.

While it is essential for Councillors to submit their apologies along with reasons for their absence, these are not factored into the attendance records. However, they may be considered, if necessary, under the six-month rule.

SURNAME	FIRST NAME	POSSIBLE	ACTUAL	PERCENTAGE
Appleyard	Carol	19	14	74%
Appleyard	David	18	6	33%
Bleazard	Elaine	39	23	59%
Bones	Alison	24	19	79%
Hudson	Steven	28	14	50%
Jennings	Mark	30	20	67%
Jones	Hazel	33	21	64%
Marchant	Fiona	19	8	42%
Marchant	Paul	16	5	31%
Masterman	Lynn	10	7	70%
Mayne	Brian	30	28	93%
Mayne	Pam	39	36	92%
Medford	Julie	19	12	63%
Morgan	Tracy	25	21	84%
Parsons	Cliff	25	20	80%
Pritchard	Josie	24	14	58%
Rowley	Megan	15	11	73%
Sampson	Paul	29	23	79%
Samuels	Ashley	19	15	79%
Seal	Roy	21	14	67%
South	Daniel	19	11	58%
Wilson	Keith	28	23	82%

NOTES OF PACT MEETING

Date: 11/07/2024 – 7:00pm

Location: Normanton Fire Station

Attendees

4 member of the Police – PC Young, Adam, Emily & Raf
 4 District Councillors – Julie Medford, Daniel Wilton, Armaan Khan, Jo Hepworth
 3 Town Councillor: Tracy Morgan, Cliff Parsons, Alison Bones
 11 members of the public

Crime figures

Note: Crime figures were not provided at the last PACT meeting (30/05/24) to compare with this month's figures.

Normanton

Burglary – 13

7 x Business – 3 x outstanding, 4 x no suspect
 6 x Residential – 1 x domestic (outstanding), 4 x home (3 x no suspect, 1 x charged) & 1 x outbuilding (outstanding)

Theft – 16

6 x Non-specific – 4 x no suspect, 1 x evidential difficulties, 1 x outstanding
 7 x Shop lifting – 3 x no suspect, 4 x outstanding
 1 x from a person – evidential difficulties
 1 x Domestic – outstanding

Vehicle Crime – 8

3 x from vehicle – 3 x no suspect
 2 x Vehicle stolen – 1 x withdrawn, 1 x no suspect
 3 x Vehicle interference – 3 x no suspect

Public Order – 16

10 x Antisocial behaviour – 4 x no suspect, 3 x withdrawn, 2 x outstanding, 1 x evidential difficulties
 1 x CBO breach – Charged
 1 x Sexual – Outstanding
 1 x Damage dwelling – Outstanding
 1 x Breach of bail – Outstanding
 1 x Affray – Outstanding
 1 x Hate – Withdrawn

Altofts & Whitwood

Burglary – 9

1 x Business – No suspect
 8 x Residential – 5 x residential (3 x no suspect, 2 x outstanding) 1 x domestic criminal damage (outstanding), 2 x unconnected building (2 x no suspect)

Theft – 18

2 x Bicycle theft – No suspect
 3 x Theft from dwelling – 3 x withdrawn
 2 x Domestic theft – 2 x withdrawn
 1 x Blackmail – No suspect
 7 x Non-specific – 6 x no suspect, 1 x outstanding
 2 x Make off without payment – 2 x no suspect
 1 x Theft from shop – No suspect

Vehicle Crime – 8

5 x from vehicle – 5 x no suspect

1 x Vehicle stolen – No suspect

2 x Vehicle interference – 2 x no suspect

Public Order – 6

4 x Antisocial behaviour – 3 x no suspect, 1 x withdrawn

1 x Weapon used – No suspect

1 x Hate - Outstanding

Matters raised by local residents

Residents from Garforth Drive Bungalows (Altofts) again complained about the No Ball Games sign being removed from the green area. A representative from WDH was at the PACT meeting and confirmed that all signs are under review and those that are old are being removed. They will not be replacing the sign as they are not able to enforce the No Ball Games rule. PC Young suggested that any antisocial behaviour or damage to their vehicles should be reported to the Police.

A member of the public presented a petition to Cllr Jo Hepworth complaining about speeding on Church Road from Normanton to Altofts. Both Cllrs and the Police are aware of the problem and Raf will aim to visit the area with speed guns.

Parking on Garforth Drive (Altofts) – a local resident has said that a local tenant has been putting notices on cars that they can't park in front of their house. It was confirmed this resident does not have any legal authority to refrain people from parking there. Raf from the Police will investigate.

A representative from Whinn Dale Retirement Complex reported continued antisocial behaviour bothering the local residents – usually at 4pm. It was agreed PCSO's will aim to patrol the area at this time. Cllr Julie Medford will also aim to visit the coffee morning (Mon, Wed & Fri at 10am) to speak with the local residents and hear their concerns.

Parking at Kirkthorpe was raised. It is particularly bad at teatime. PCSO have been to have a look and didn't see any problems but will continue to review.

Cllr Wilton raised the problem of antisocial behaviour in the car park at Heath Common, particularly in the evenings (10pm) and reports of drug paraphernalia have been made. PCSO will review.

A local resident complained about drug dealing and miss use of e-bikes on Walnut Drive and QED particularly on Fridays 4-5pm. PC Young will liaise with the resident.

A local resident complained about parking around the schools in Altofts during drop off and pick up times. The Police are aware of the situation and unfortunately can't enforce any tickets unless vehicles are causing an obstruction.

Next PACT meeting will be held on Thursday 22 August 2024 at Normanton Fire Station from 7pm.

Useful Contacts:

Email: normanton@westyorkshire.police.uk

Website to report a crime: <https://www.westyorkshire.police.uk/report-it>

NORMANTON TOWN COUNCILTuesday 10th September 2024**DISPOSAL OF LAND AT EDWARD STREET**

Normanton Town Council owns a 2.34-acre allotment site at Edward Street, Altofts. This land was transferred from the Coal Board to Wakefield Council in 1997 and then to Normanton Town Council on December 22, 1999.

Initially, there were plans to convert this land into allotments, but due to prohibitive costs, lack of water supply, and difficult access, it has never been used for this purpose.

Currently, the land is utilised by two tenants: a local farmer who grows arable crops on one section and a resident who uses the other section for grazing horses.

Additionally, a nearby homeowner has expressed interest in acquiring the access track adjacent to his property.

To proceed with the disposal, an application must be made to the Secretary of State. The Town Council must first address the following statutory questions:

- **Adequate alternative provision for any displaced plot holders.**
No plot holders will be displaced if the land is sold to the existing tenants.
- **What alternative provision is available within $\frac{3}{4}$ of a mile of the site.**
Heys Buildings Allotments is 0.5 miles away from the site.
- **The number of plot holders affected.**
There are currently two tenants using the land.
- **Size of alternative provision in relation to existing.**
The plots available at Heys Buildings and Wentworth Terrace are standard allotment plots which would be smaller than the space currently occupied by the tenants. If the tenants were vacated, they could not use an allotment plot to grow farm crops or graze horses.
- **Distance of alternative from existing site.**
There are nine allotment sites under the control of the Town Council ranging from 0.5 miles to 3 miles from the site at Edward Street.
- **Accessibility of alternative.**
All allotment sites in Normanton and Altofts are accessible by car, and many are on a bus route. No site is more than three miles away by road and there are numerous footpaths which could make the journey shorter on foot.

- **Views of existing plot-holders.**
The existing tenants have indicated their wish to take the land under their ownership.
- **Evidence that land has been secured for use as allotments.**
There are nine operational sites within the Normanton and Altofts area offering a total of 405 plots.
- **Evidence that alternative provision is not necessary.**
There are currently 28 vacant plots across the area, and it is not necessary to displace any existing plot holders. We have a 93% occupancy rate.
- **Confirming that the allotment in question is not necessary and surplus to requirement.**
The allotment has not been used as allotment land for 25 years, there are 28 vacancies on other sites.
- **The number of people on the waiting list has effectively been taken into account.**
There are 92 people currently awaiting allocation, however 13 of which already have at least one plot allocated. This brings the waiting list down to 79 new applicants. The majority of the people on the waiting list have been waiting for less than a year.
- **The council has actively promoted and publicised the availability of sites.**
Our active allotments are advertised on our website, with occasional adverts placed in printed publications and newsletters. We have not promoted the site at Edward Street as it is not currently set up as an allotment and there are two tenants in place.
- **The implications of disposal for other relevant policies such as the local plan have been taken into account.**
We would intend that the land would remain in its current form and not used for development. It should be used for farming and grazing only.
- **The number of plots and their size.**
The land is split into two plots of around 1.17 acres.
- **The number of plot holders.**
There are TWO plot holders.
- **The number of people on the waiting list.**
There are 2 people on the waiting list for Edward Street and neither have been back in touch since they applied 16 years ago. They do not appear to have applied for any other town council operated sites in the area.
- **If the waiting list has been closed and at what number.**
The waiting list has not been closed.

The Allotments Committee have recommended the disposal of the site and would ask Council to support the proposal.

Once these matters have been discussed and a decision minuted, the Council will need to consult with the NSALG before an application can be made to the Secretary of State.