

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 10th September 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor A Bones – Mayor of Normanton
Councillor T Goodwin
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor J Pritchard
Councillor M Rowley
Councillor A Samuels
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Reverend Alan Murray – Mayors Chaplain
District Councillor A Khan
One member of the public

Absent: Councillor L Masterman
Councillor P Sampson
Councillor R Seal
Councillor D South

068. Prayers.

The Mayors Chaplain led the Council in prayers.

069. To receive announcements from the Mayor.

The Mayor thanked everyone who attended the recent Brass Band Concert. The Mayor reported that she was looking forward to the Gala Weekend and hoped to see many Councillors supporting the event.

- 070. To receive apologies for absence.**
RESOLVED that apologies for absence be received on behalf of Councillors L Masterman, P Sampson and R Seal.
- 071. To receive members declarations of interest.**
There were no declarations of interest recorded.
- 072. To receive questions and comments from members of the public.**
There were no questions or comments raised by members of the public.
- 073. 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 9th July 2024 (Minute Numbers 046-067; Pages 17-21) be received as a true record and signed by the Mayor.
- 074. To receive the notes of the Allotments Liaison Group.**
RESOLVED that the notes of the Allotments Liaison Group held on Wednesday 10th July 2024 be received.
- 075. To receive the minutes of a meeting of the Allotments Committee.**
RESOLVED that the minutes of the Allotments Committee held on Tuesday 16th July 2024 (Minute Numbers 017-029; Pages 9-13) be received.
- 076. To receive the minutes of a meeting of the Finance Committee.**
RESOLVED that the minutes of the Finance Committee held on Monday 12th August 2024 (Minute Numbers 001-013; Pages 1-3) be received.
- 077. To receive the minutes of a meeting of the Events Committee.**
RESOLVED that the minutes of the Events Committee held on Tuesday 13th August 2024 (Minute Numbers 010-016; Pages 5-8) be received.
- 078. To receive the minutes of a meeting of the Property Committee.**
RESOLVED that the minutes of the Property Committee held on Monday 19th August 2024 (Minute Numbers 021-035; Pages 5-7) be received.

079. To receive the minutes of a meeting of the Staffing Committee.

RESOLVED that the minutes of the Staffing Committee held on Tuesday 20th August 2024 (Minute Numbers 001-019; Pages 1-4) be received.

080. To receive the minutes of the Allotments Committee.

RESOLVED that the minutes of the Allotments Committee held on Wednesday 28th August 2024 (Minute Numbers 030-039; Pages 14-18) be received.

081. To consider a request for dispensation from Councillor T Goodwin to discuss and vote on the Precept.

It was reported that a request for dispensation had been received from newly co-opted Councillor T Goodwin who is a resident in Normanton, to enable them to discuss and vote on the budget and precept.

RESOLVED that the dispensation request be granted, on the grounds that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business. The request for dispensation would be approved until the date of the next election in 2027.

082. To receive Councillors attendance records for the 2023/24 municipal year.

RESOLVED that the Councillors attendance record be received.

083. To receive reports from District Councillors.

Councillor D Wilton for the Normanton Ward provided a written report which referred to:

- Surge of fires in the Normanton Ward – Police, Fire Service and Council continuing to work together to resolve the issue and identify those responsible.
- CCTV – All cameras are working, and an update will be provided at the next meeting.
- Planning – two large scale planning proposals had been submitted at Wakefield Road and Newland Lane. Ward Councillors would be objecting.

Councillor Medford for the Normanton Ward provided an update on the following matters:

- Haw Hill Park Pond – Chemicals have not achieved the desired result and there are a number of options being considered including a solar fountain, water source, replacing the fish,

reducing the number of ducks etc. Quotes are being obtained to carry out the required works.

- A disabled parking bay has been reinstalled for a resident following street resurfacing.
- Benson Lane – continuing to get feedback from residents.
- Cars in the High Street – the Police have been asked to ticket drivers who use the High Street at the wrong times.

Councillor A Khan for the Normanton Ward reported on the following matters:

- There were a number of Highways issues raised by the Town Council, some of which have been responded to and others are awaiting a response.
- Bollards – The bollards in the High Street have been delayed until January 2025.
- Wakefield Road Traffic Calming – Residents have been consulted and they were now moving to the construction phase – it is hoped that the work can be carried out in 2025.
- Cemetery – Drug use and damage - Increased security is being provided, police are aware, and they are looking into CCTV.

Councillor J Pritchard for the Altofts & Whitwood Ward reported on the following matters:

- Consultation on the crossing at Church Road has now closed.
- £10,000 funding has been awarded to the Brig for the creation of new football pitches.
- Ward Councillors have objected to the planning application at Pope Street.
- Work is ongoing with Planning Enforcement over the Taylor Wimpy site at Station Road. There were reports that the footpath had been obstructed leading to dead man's tunnel and that work was being carried out at 8am on a Sunday morning.
- The construction traffic was too big to access the site at Station Road and a new entrance would need to be created.
- The access is from Station Road only and no access will be available from the rear of the site.
- Work is ongoing to try to get the crossing moved to a better position.

RESOLVED that the reports be received.

084. To receive a report from the Town Clerk.

The Town Clerk reported on the following matters:

- Upcoming events including the Gala, Flower Show and Talk & Slide Show – members were reminded to reply to their invitations.
- The layout of the Gala stalls had been altered due to the newly installed bench.
- The roof leak in the Council Chamber had been attended to by the landlord and redecoration would be carried out once the area had dried out.
- A review of polling stations was being carried out – a link would be shared for people to comment.
- The Cabinet Member for Highways had been invited to a meeting to discuss highways issues however, he advised that all issues should be reported via the ward councillors.
- A response was provided on speeding in Altofts which stated that ‘currently, due to average speeds falling below the limit, as well as the accident statistics showing no correlation to excess speeds, we do not see these roads as a priority for any further interventions at this time.’
- A response was provided on speeding on Queen Elizabeth Drive which stated that 85% of vehicles are travelling at or below 34.4 mph. In the last five years there have been 5 slight and 3 serious accidents. ‘Unfortunately based on the above figures I am unable to recommend that this site be put forward for consideration for new works at the present time and I would not be in a position to recommend traffic calming measures at present’.
- A response was provided on the overgrown grass and weeds on the footpath at the bypass ‘due to the length of this bridleway it is ongoing work, the bridleway has been maintained and although there is some overgrowth, it is passable for members of the public. Going forward, it will be monitored and maintained as and when necessary’.

RESOLVED that the report be received.

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

Councillor S Hudson reported that the Community First Responders had recruited another volunteer for the area.

RESOLVED that the report be received.

086. To receive notes of the PACT meeting 11th July 2024.

RESOLVED that the notes of the PACT meeting dated 11th July 2024 be received.

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

Councillor K Wilson, JP, reported that the Freeston Foundation were continuing to work on the development of the Pingle Field for social housing.

088. To consider the disposal of the former Edward Street Allotment Site.

The Council considered a detailed report on the potential disposal of land at Edward Street which is held for allotment use but has not been used as allotments in the last 25 years.

Members were satisfied that there was sufficient provision in the area and wished to proceed with the disposal.

It was noted that the restrictive covenants in place prevented the land from being used for development and the land would therefore remain in use for farming and grazing.

The next step would be to consult with the National Society of Allotment and Leisure Gardeners before an application to the Secretary of State.

RESOLVED that the Council agreed to dispose of the land and contact be made with the NSALG and Secretary of State.

089. To consider the list of invoices due for payment in September 2024.

RESOLVED that the list of payments totalling £7,568.69 (£935.19 VAT) be approved for payment.

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

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

RESOLVED that the list of payments made between meetings totalling £16,278.45 (£410.32 VAT) for July 2024 and £44,474.75 (£5,195.21 VAT) for August 2024 be approved.

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

091. To receive the Bank Reconciliation for June and July 2024.

RESOLVED that the bank reconciliation for 30th June 2024 showing a balance of £315,408.80 be received.

RESOLVED that the bank reconciliation for 31st July 2024 showing a balance of £288,469.99 be received.

092. To consider the planning applications from Wakefield Council.

RESOLVED that the planning lists be received, and the following objections be submitted.

[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](#)

24/01256/FUL Land West of Wakefield Road
Residential development of 331 dwellings

The Clerk was delegated authority to submit an objection based on material planning considerations.

24/00467/FUL Land off Newland Lane
Residential development of 123 dwellings

The Clerk was delegated authority to submit an objection based on material planning considerations.

093. To consider the Councils response (if any) to the planning approval at Station Road.

Members discussed the approved planning permission at Station Road and agreed that the matters were all in hand with the Ward Councillors. They would continue to keep us up to date on any issues. No further action was required from the Town Council at this time.

RESOLVED that the update be noted, and no further action be taken.

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

Item 089 - Invoices due for payment in September 2024

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank
271	10.09.2024	£8.37	£1.67	£10.04	Employee Expenses - Fuel	Glasshoughton Service Station	15.07.2024	Unity Current
270	10.09.2024	£22.50	£0.00	£22.50	Employee Expenses	Employees	10.09.2024	Unity Current
269	10.09.2024	£45.20	£9.04	£54.24	Shredding	Class Office Equipment Ltd	16.08.2024	Unity Current
268	10.09.2024	£196.64	£39.32	£235.96	Photocopier Charges	RISO (UK) Ltd	16.08.2024	Unity Current
267	10.09.2024	£500.00	£0.00	£500.00	Small Grant	All Saints Church	10.09.2024	Unity Current
266	10.09.2024	£480.00	£96.00	£576.00	Advertising	Advertiser Office Printers	20.08.2024	Unity Current
265	10.09.2024	£360.00	£72.00	£432.00	Lift Examination	Pinnacle Elevators	21.08.2024	Unity Current
264	10.09.2024	£1,385.79	£277.16	£1,662.95	Litter Collection	Wakefield Council	05.09.2024	Unity Current
263	10.09.2024	£135.00	£0.00	£135.00	Flowers	Calli-Fleur by Design	06.09.2024	Unity Current
262	10.09.2024	£700.00	£0.00	£700.00	Gala Programmes	Advertiser Office Printers	30.08.2024	Unity Current
261	10.09.2024	£2,200.00	£440.00	£2,640.00	Gala Band	Back Chat Brass	07.09.2024	Unity Current
260	10.09.2024	£600.00	£0.00	£600.00	Event Presenting	Ian Jefferson Presenting & PA	10.09.2024	Unity Current
		£6,633.50	£935.19	£7,568.69				

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Item 090 - Invoices paid between meetings

Voucher No	Date	Net	VAT	Total	Description	Supplier	TYPE	Invoice Date	Bank
194	10.07.2024	£435.51	£87.10	£522.61	Hygiene Services	Cathedral Leasing Ltd	DD	10.07.2024	Unity Current
195	01.07.2024	£0.00	£0.00	£0.00	Utilities	Octopus Energy Ltd	N/A		Unity Current
196	22.07.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	DD	21.07.2024	Unity Current
197	29.07.2024	£355.44	£71.09	£426.53	IT Support	Pro Logic Computers (UK) Ltd	DD	14.07.2024	Unity Current
198	24.07.2024	£9,435.15	£0.00	£9,435.15	Salaries & Wages	Employees	IB	24.07.2024	Unity Current
199	30.07.2024	£2,275.91	£0.00	£2,275.91	Pension	West Yorkshire Pension Fund	IB	30.07.2024	Unity Current
200	30.07.2024	£1,891.81	£0.00	£1,891.81	PAYE / NIC	HMRC	DD	30.07.2024	Unity Current
201	22.07.2024	£45.59	£9.12	£54.71	Telephone Bill - Town Hall	DRDCommunications	DD	01.07.2024	Unity Current
202	16.07.2024	£33.25	£0.00	£33.25	Water Bill	Everflow Water	DD	08.07.2024	Unity Current
203	30.07.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	DD	16.07.2024	Unity Current
204	02.07.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	DD	02.07.2024	Unity Current
205	03.07.2024	£30.00	£0.00	£30.00	Allotment Rent Refund	WT Tenant	IB		Unity Current
206	11.07.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	IB	05.06.2024	Unity Current
207	11.07.2024	£122.85	£0.00	£122.85	Mayors Expenses	Mayor of Normanton 2024-25	IB		Unity Current
208	01.07.2024	£4.17	£0.83	£5.00	Dishwasher Tablets	Asda	PC	20.06.2024	Petty Cash
209	04.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	04.07.2024	Petty Cash
210	10.07.2024	£5.75	£0.00	£5.75	Refreshments	Asda	PC	10.07.2024	Petty Cash
211	11.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	11.07.2024	Petty Cash
212	11.07.2024	£0.70	£0.00	£0.70	Refreshments	Asda	PC	11.07.2024	Petty Cash
213	18.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	18.07.2024	Petty Cash
214	25.07.2024	£3.40	£0.00	£3.40	Newspapers	Asda	PC	25.07.2024	Petty Cash
215	29.07.2024	£1.45	£0.00	£1.45	Refreshments	Asda	PC	29.07.2024	Petty Cash
216	16.07.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.07.2024	Lloyds Card
217	16.07.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	CARD	15.06.2024	Lloyds Card
218	16.07.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	CARD	08.06.2024	Lloyds Card
219	16.07.2024	£133.33	£26.67	£160.00	Skip Hire	Pickup Skips	CARD	20.06.2024	Lloyds Card
220	16.07.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.07.2024	Lloyds Card
221	16.07.2024	£433.34	£86.66	£520.00	Skip Hire	Pickup Skips	CARD	11.06.2024	Lloyds Card
		£15,868.13	£410.32	£16,278.45					

Voucher No	Date	Net	VAT	Total	Description	Supplier	TYPE	Invoice Date	Bank
167	12.08.2024	£900.00	£180.00	£1,080.00	Marquee Hire	Elite Event Hire	IB	16.08.2024	Unity Current
178	16.08.2024	£250.00	£50.00	£300.00	Concrete Patching	RCW Building Solutions	IB	07.08.2024	Unity Current
179	16.08.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	IB	07.04.2024	Unity Current
180	16.08.2024	£250.53	£50.11	£300.64	Fire Alarm Service	Chubb Fire & Security	IB	12.08.2024	Unity Current

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Item 090 - Invoices paid between meetings

181	16.08.2024	£20.98	£4.20	£25.18	Charging Pack	Pro Logic Computers (UK) Ltd	IB	25.07.2024	Unity Current
182	16.08.2024	£480.00	£96.00	£576.00	Advertising	Advertiser Office Printers	IB	25.07.2024	Unity Current
183	16.08.2024	£1,206.00	£241.20	£1,447.20	Event Security	TD Events	IB	16.07.2024	Unity Current
184	16.08.2024	£6,215.00	£1,243.00	£7,458.00	Gala Entertainment	Midland Entertainment	IB	16.07.2024	Unity Current
185	16.08.2024	£3,620.00	£724.00	£4,344.00	Sound & Stage Hire	MB Audio Visual LTD	IB	15.07.2024	Unity Current
186	16.08.2024	£74.69	£14.94	£89.63	Literature Holders	D3 Office Group	IB	12.07.2024	Unity Current
187	16.08.2024	£45.20	£9.04	£54.24	Shredding	Class Office Equipment Ltd	IB	09.07.2024	Unity Current
188	16.08.2024	£45.58	£0.00	£45.58	Employee Expenses	Employees	IB	16.08.2024	Unity Current
189	16.08.2024	£350.00	£70.00	£420.00	Fixed Wiring Testing	Innova Electrical	IB	05.08.2024	Unity Current
190	16.08.2024	£5,000.00	£1,000.00	£6,000.00	Gala Fireworks	Fuse Fireworks	IB	01.08.2024	Unity Current
191	16.08.2024	£2,495.00	£499.00	£2,994.00	Decorating	RCW Building Solutions	IB	07.08.2024	Unity Current
192	16.08.2024	£380.00	£76.00	£456.00	Barrier Hire	Yorkshire Fence Hire Ltd	IB	18.07.2024	Unity Current
193	06.08.2024	£12.00	£0.00	£12.00	Allotment Rent Refund	Paul Cragg	IB	06.08.2024	Unity Current
222	15.08.2024	£251.54	£12.58	£264.12	Utilities	Octopus Energy Ltd	DD	07.08.2024	Unity Current
223	21.08.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	DD	21.08.2024	Unity Current
224	28.08.2024	£365.49	£73.10	£438.59	IT Support	Pro Logic Computers (UK) Ltd	DD	14.08.2024	Unity Current
225	27.08.2024	£8,609.92	£0.00	£8,609.92	Salaries & Wages	Employees	IB	27.08.2024	Unity Current
226	31.08.2024	£2,104.14	£0.00	£2,104.14	Pension	West Yorkshire Pension Fund	IB	31.08.2024	Unity Current
227	30.08.2024	£1,565.32	£0.00	£1,565.32	PAYE / NIC	HMRC	DD	30.08.2024	Unity Current
228	21.08.2024	£44.84	£8.97	£53.81	Telephone Bill - Town Hall	DRDCommunications	DD	01.08.2024	Unity Current
229	16.08.2024	£565.51	£0.00	£565.51	Water Bill	Everflow Water	DD	08.08.2024	Unity Current
230	30.08.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	DD	16.08.2024	Unity Current
231	29.08.2024	£418.00	£83.60	£501.60	Photocopier Lease	Siemens Financial Services	DD	29.07.2024	Unity Current
232	02.08.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	DD	02.08.2024	Unity Current
233	16.08.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.08.2024	Lloyds Card
234	16.08.2024	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank	DD	02.08.2024	Lloyds Card
235	16.08.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	CARD	14.07.2024	Lloyds Card
236	16.08.2024	£0.83	£0.16	£0.99	Phone Backup	Apple	CARD	03.07.2024	Lloyds Card
237	16.08.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	CARD	08.07.2024	Lloyds Card
238	16.08.2024	£57.46	£11.49	£68.95	Mobile Wifi	Argos	CARD	02.07.2024	Lloyds Card
239	16.08.2024	£4.57	£0.91	£5.48	Plumbing Materials	Screwfix	CARD	02.07.2024	Lloyds Card
240	16.08.2024	£256.20	£51.24	£307.44	Flags & Bunting	Hampshire Flags	CARD	02.07.2024	Lloyds Card
241	16.08.2024	£26.67	£5.33	£32.00	Clocks	IKEA	CARD	03.07.2024	Lloyds Card
242	16.08.2024	£17.99	£3.60	£21.59	iPad Case	Amazon	CARD	04.07.2024	Lloyds Card
243	16.08.2024	£21.67	£2.33	£24.00	Wristbands	AA Wristbands	CARD	08.07.2024	Lloyds Card
244	16.08.2024	£5.00	£0.00	£5.00	Bank Charges	Lloyds Bank	DD	09.07.2024	Lloyds Card

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Item 090 - Invoices paid between meetings

245	16.08.2024	£7.15	£0.00	£7.15	PDF Software	PDF Escape	CARD	11.07.2024	Lloyds Card
246	16.08.2024	£40.08	£8.02	£48.10	Cool Boxes	The Range	CARD	11.07.2024	Lloyds Card
247	16.08.2024	£76.28	£0.00	£76.28	Party @ Haw Hill Refreshments	TESCO	CARD	12.07.2024	Lloyds Card
248	16.08.2024	£22.47	£4.50	£26.97	Traffic Cones	Screwfix	CARD	12.07.2024	Lloyds Card
249	16.08.2024	£52.44	£10.49	£62.93	Traffic Cones	Screwfix	CARD	12.07.2024	Lloyds Card
250	16.08.2024	£70.00	£0.00	£70.00	Party @ Haw Hill Refreshments	TinyIdea	CARD	13.07.2024	Lloyds Card
251	16.08.2024	£53.56	£6.71	£60.27	Catering Supplies	Booker Ltd	CARD	18.07.2024	Lloyds Card
252	16.08.2024	£35.00	£7.00	£42.00	ID Badges	We Print Gifts	CARD	19.07.2024	Lloyds Card
253	01.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	01.08.2024	Petty Cash
254	08.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	08.08.2024	Petty Cash
255	15.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	15.08.2024	Petty Cash
256	22.08.2024	£0.83	£0.17	£1.00	Cleaning Materials	Asda	PC	22.08.2024	Petty Cash
257	22.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	22.08.2024	Petty Cash
258	28.08.2024	£8.32	£1.67	£9.99	Salt	Screwfix	PC	28.08.2024	Petty Cash
259	29.08.2024	£3.60	£0.00	£3.60	Newspapers	Asda	PC	29.08.2024	Petty Cash
6	16.08.2024	£2,425.00	£485.00	£2,910.00	Toilet Hire	G&S Toilet Hire Ltd	IB	13.09.2024	Unity Current
7	16.08.2024	£160.00	£32.00	£192.00	Toilet Hire	G&S Toilet Hire Ltd	IB	14.09.2024	Unity Current
		£39,279.54	£5,195.21	£44,474.75					

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