

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 8th October 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor F Marchant
Councillor P Marchant
Councillor L Masterman
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor P Sampson
Councillor A Samuels
Councillor R Seal
Councillor D South
Councillor K Wilson, JP

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

Absent: Councillor A Bones – Mayor of Normanton
Councillor T Goodwin
Councillor S Hudson
Councillor H Jones
Councillor B Mayne
Councillor P Mayne
Councillor J Pritchard
Councillor M Rowley

In the absence of the Mayor, the Deputy Mayor, Councillor T Morgan, chaired the meeting.

094. Prayers.

The Mayors Chaplain led the Council in prayers.

095. To receive announcements from the Mayor.

In the absence of the Mayor, the Deputy Mayor thanked all Councillors for their attendance and support at recent events

including the Gala Weekend, Flower Show and Talk & Slide Show. The Deputy Mayor also thanked the staff who had worked hard to deliver the events.

It was reported that the Mayor would be hosting a fundraising coffee morning at the Parish Rooms on 17th October.

096. To receive apologies for absence.

RESOLVED that apologies for their inability to attend be received on behalf of Councillors A Bones, T Goodwin, S Hudson, H Jones, B Mayne, P Mayne, J Pritchard and M Rowley.

097. To receive members declarations of interest.

There were no declarations of interest recorded.

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

There were no members of the public present.

099. 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 10th September 2024 (Minute Numbers 068-093; Pages 22-28) be received as a true record. The minutes were signed by the Deputy Mayor.

100. To receive reports from District Councillors.

District Councillor J Medford for the Normanton Ward reported on the following matters:

- Consultation on 20mph zone near Benson Lane.
- Complaints about an overgrown holly bush near Fairway has been reported.
- A project to install herb beds throughout the town for residents to pick for cooking alongside a project at the library.
- ASB at the Sovereign in recent days.
- Traffic calming on Wakefield Road moving forward.
- Park Pond – options still being discussed.
- Consideration being given to installing a duck food dispenser to discourage the use of bread.
- Consideration being given to installing poo bag dispensers throughout the town to reduce dog fouling.
- Traffic monitoring on Newland Lane due to the presence of heavy lorries.

- Consultation on the mural to the rear of the Bike Shop was ongoing.
- Informal consultation on the future use of the old market area completed.

Councillor D Wilton for the Normanton Ward provided a written report on the following matters:

- CCTV – the camera in the market square is working well.
- The Police have emphasised the need for incidents to be properly reported so that the cameras can be used effectively.

RESOLVED that the reports be received.

101. To receive a report from the Town Clerk.

The Town Clerk provided an update on the following issues:

- Events – thank you to members who supported the events.
- The Halloween event would be held on 29th October.
- Speeding on Queen Elizabeth Drive – the Police had been asked to deploy Smiley SID and had also offered to deploy the enforceable Pro Laser gun.
- Give way sign at the top of Ashgap Lane – request to highways declined.
- Italian restaurant – works ongoing but delayed due to unanticipated works.
- Taylor Wimpey consultation for 141 dwellings at Buckthorne Road – to be held on 24th October from 4.30pm – 8.00pm at Normanton Junior School.
- Wharfedale Drive planning application – will be heard at Wakefield Council Planning on 17th October.

RESOLVED that the report be received.

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

It was reported that WDH would be changing their name to VICO Homes which stands for Vibrant Community.

Some fencing had been installed by WDH at Sunnybank.

It was suggested that WDH could be invited to a future meeting to provide an update.

RESOLVED that the report be received.

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

An update was provided on the Freeston Foundation and their plans to build affordable social housing on the Pingle Field.

RESOLVED that the report be received.

104. To consider the possibility of creating a temporary Banking Hub at Normanton Town Hall.

The Town Clerk reported that Access to Cash had made some initial enquiries regarding the possible use of Normanton Town Hall as a temporary banking hub.

Members were supportive of the move and agreed for discussions with Access to Cash to be continued.

RESOLVED that the Town Clerk be authorised to enter into discussion with Access to Cash and bring a report back to a future meeting.

105. To confirm receipt of the VAT refund and the first and second instalment of the Precept.

RESOLVED that the Council notes the receipt of the VAT refund for the first quarter of the financial year totalling £6,825.87 and the first and second instalment of the Precept totalling £359,783.44.

106. To consider the list of invoices due for payment in October 2024.

RESOLVED that the list of invoices to be paid in October 2024 totalling £13,082.30 (VAT of £2,020.51) be approved.

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

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

RESOLVED that the list of payments made between meetings totalling £21,843.22 (VAT of £663.77) be approved.

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

108. To receive the Bank Reconciliation for August 2024.

RESOLVED that the Bank Reconciliation for 31st August 2024 showing a cash balance of £247,893.64 be received.

109. To receive the report of the External Auditor in respect of the 2023/24 financial year.

RESOLVED that the report of the External Auditor be received and the comments regarding the restating of the asset register in the previous year be noted.

110. To confirm that the Notice of Conclusion of Audit has been published.

RESOLVED that the Council notes the publication of the Notice of Conclusion of Audit on the website and the notice board on 25th September 2024. The notice will remain in place for a period of 14 days.

111. To consider the appointment of an Internal Auditor for the 2024/25 financial year.

RESOLVED that Elkerlodge Services be appointed as Internal Auditor for the 2024/25 financial year at a cost of £500.00 for a year end audit.

112. To consider the planning applications from Wakefield Council.

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

[064 - Validated Applications - 24.09.2024.pdf](#)

[066 - Validated Applications - 01.10.2024.pdf](#)

[068 - Validated Applications - 07.10.2024.pdf](#)

113. To review the Town Councils Vexatious or Abusive Complaints Policy.

RESOLVED that the Vexatious or Abusive Complaints Policy be reviewed and accepted.

114. To discuss and determine the appropriate course of action regarding a complaint that may meet the criteria for vexatious complaints, as set out in the Council's Vexatious or Abusive Complaints Policy.

RESOLVED that the Council will take no further action on the complaint, and the complainant will be informed in writing of the decision. All future correspondence from the complainant must be submitted in writing via post, in accordance with the policy.

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

APPENDIX 1

**INVOICES FOR PAYMENT
OCTOBER 2024**

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank
308	08.10.2024	£130.00	£26.00	£156.00	Printer Paper	Advertiser Office Printers	13.06.0024	Unity Current
309	08.10.2024	£349.23	£65.60	£414.83	Utilities	Wakefield Council	08.10.2024	Unity Current
310	08.10.2024	£900.00	£180.00	£1,080.00	Pointing	RCW Building Solutions	07.10.2024	Unity Current
311	08.10.2024	£19.96	£3.99	£23.95	Cleaning / Stationery Supplies	D3 Office Group	01.10.2024	Unity Current
312	08.10.2024	£120.00	£24.00	£144.00	Window Cleaning	Wipe Clean	28.09.2024	Unity Current
313	08.10.2024	£18.00	£0.00	£18.00	Mayors Expenses	Normanton Baptist Church	08.10.2024	Unity Current
314	08.10.2024	£398.80	£79.76	£478.56	Table Hire	You Can Hire	19.09.2024	Unity Current
315	08.10.2024	£540.00	£108.00	£648.00	Advertising	Advertiser Office Printers	25.10.2024	Unity Current
316	08.10.2024	£840.00	£168.00	£1,008.00	External Audit Fee	PKF Littlejohn LLP	19.09.2024	Unity Current
317	08.10.2024	£1,800.00	£360.00	£2,160.00	Event Stage / PA	HG1 Communications	16.09.2024	Unity Current
318	08.10.2024	£2,143.80	£428.76	£2,572.56	Litter Collection	Wakefield Council	17.09.2024	Unity Current
319	08.10.2024	£468.00	£93.60	£561.60	First Aid	Mediqas Group	23.09.2024	Unity Current
320	08.10.2024	£1,450.00	£290.00	£1,740.00	First Aid	Mediqas Group	23.09.2024	Unity Current
321	08.10.2024	£864.00	£172.80	£1,036.80	Event Security	TD Events	16.09.2024	Unity Current
322	08.10.2024	£100.00	£20.00	£120.00	Flower Show Prize Cards	Advertiser Office Printers	17.09.2024	Unity Current
323	08.10.2024	£360.00	£0.00	£360.00	Flower Show Catering	STW Catering	21.09.2024	Unity Current
324	08.10.2024	£492.00	£0.00	£492.00	Gala Day Catering	STW Catering	14.09.2024	Unity Current
325	08.10.2024	£68.00	£0.00	£68.00	Mayors Expenses	Mayor of Normanton 2024-25	08.10.2024	Unity Current
		£11,061.79	£2,020.51	£13,082.30				

APPENDIX 2

**PAYMENTS MADE BETWEEN MEETINGS
SEPTEMBER 2024**

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank
266	10.09.2024	£960.00	£192.00	£1,152.00	Advertising	Advertiser Office Printers	20.08.2024	Unity Current
272	02.09.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	02.09.2024	Unity Current
273	06.09.2024	£35.00	£0.00	£35.00	ICO Registration	Information Commissioner's Office	06.09.2024	Unity Current
274	12.09.2024	£89.61	£17.92	£107.53	Franker Lease	Pitney Bowes Ltd (Pitney Bowes Ltd)	12.08.2024	Unity Current
275	13.09.2024	£205.26	£41.05	£246.31	Hygiene Services	Cathedral Leasing Ltd	13.09.2024	Unity Current
276	16.09.2024	£784.93	£0.00	£784.93	Water Bill	Everflow Water	08.09.2024	Unity Current
277	17.09.2024	£515.45	£0.00	£515.45	Franker Credit	Pitney Bowes - Purchase Power	02.09.2024	Unity Current
278	23.09.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	21.09.2024	Unity Current
279	23.09.2024	£44.73	£8.95	£53.68	Telephone Bill - Town Hall	DRDCommunications	01.09.2024	Unity Current
280	30.09.2024	£377.41	£75.48	£452.89	IT Support	Pro Logic Computers (UK) Ltd	13.09.2024	Unity Current
281	30.09.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	16.09.2024	Unity Current
282	26.09.2024	£11,407.96	£0.00	£11,407.96	Salaries & Wages	Employees	26.09.2024	Unity Current
283	26.09.2024	£2,565.17	£0.00	£2,565.17	Pension	West Yorkshire Pension Fund	26.09.2024	Unity Current
284	30.09.2024	£2,125.85	£0.00	£2,125.85	PAYE / NIC	HMRC	30.09.2024	Unity Current
285	12.09.2024	£235.55	£47.12	£282.67	Cleaning / Stationery Supplies	Class Office Equipment Ltd	20.08.2024	Unity Current
286	19.09.2024	£374.07	£74.81	£448.88	Burglar Alarm Maintenance	Chubb Fire & Security	19.09.2024	Unity Current
287	25.09.2024	£25.00	£0.00	£25.00	Mayors Expenses	Wakefield Council	25.09.2024	Unity Current
288	30.09.2024	£0.30	£0.00	£0.30	Bank Charges	Unity Trust Bank	30.09.2024	Unity Current
289	30.09.2024	£44.40	£0.00	£44.40	Bank Charges	Unity Trust Bank	30.09.2024	Unity Current
290	01.09.2024	£1.45	£0.00	£1.45	Refreshments	Asda	22.08.2024	Petty Cash
291	05.09.2024	£3.60	£0.00	£3.60	Newspapers	Asda	05.09.2024	Petty Cash
292	07.09.2024	£6.25	£1.25	£7.50	Kitchen Equipment	TESCO	07.09.2027	Petty Cash
293	10.09.2024	£2.07	£0.41	£2.48	Plumbing Materials	Toolstation	16.07.2024	Petty Cash
294	13.09.2024	£100.00	£0.00	£100.00	Bowling Club Prize	Haw Hill Park Bowling Club	13.09.2024	Petty Cash
295	17.09.2024	£1.20	£0.00	£1.20	Parking	Wakefield Council	17.09.2024	Petty Cash
296	19.09.2024	£3.60	£0.00	£3.60	Newspapers	Asda	19.09.2024	Petty Cash
297	21.09.2024	£217.00	£0.00	£217.00	Show Prize Money	Flower Show Entrants	21.09.2024	Petty Cash
298	26.09.2024	£3.60	£0.00	£3.60	Newspapers	Asda	26.09.2024	Petty Cash
299	16.09.2024	£26.00	£0.00	£26.00	Bank Charges	Lloyds Bank	02.09.2024	Lloyds Card
300	16.09.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	15.08.2024	Lloyds Card
301	16.09.2024	£0.83	£0.16	£0.99	Phone Backup	Apple	03.08.2024	Lloyds Card
302	16.09.2024	£5.00	£1.00	£6.00	Mobile Phone Contract	Smarty	08.08.2024	Lloyds Card
303	16.09.2024	£0.00	£0.00	£0.00	Duplicated Entry	Lloyds Bank	N/A	Lloyds Card
304	16.09.2024	£390.81	£78.16	£468.97	Ipad	Amazon EU UK Branch	13.08.2024	Lloyds Card

APPENDIX 2**PAYMENTS MADE BETWEEN MEETINGS
SEPTEMBER 2024**

305	16.09.2024	£6.75	£1.35	£8.10	Data Sim	Smarty	21.08.2024	Lloyds Card
306	16.09.2024	£17.99	£3.60	£21.59	iPad Case	Amazon Services Europe	15.08.2024	Lloyds Card
307	16.09.2024	£83.33	£16.66	£99.99	Canva Subscription	Canva	30.08.2024	Lloyds Card
		£21,179.45	£663.77	£21,843.22				