

# NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ  
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To all members of Normanton Town Council      Date:      6<sup>th</sup> November 2024

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 12<sup>th</sup> November 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

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

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## Meeting of Normanton Town Council

Tuesday 12<sup>th</sup> November 2024 at 6.30pm at Normanton Town Hall

### AGENDA

Item	Description	Enclosure
115.	Prayers.	
116.	To receive announcements from the Mayor.	
117.	To receive apologies for absence.	
118.	To receive members declarations of interest.	
119.	To receive questions and comments from members of the public. (Please refer to the rules for public session.)	
120.	To receive and sign the minutes of a meeting of Normanton Town Council. Held on Tuesday 8 <sup>th</sup> October 2024 (Minute Numbers 094-114; Pages 29-33).	A
121.	To receive the minutes of the Allotments Committee. Held on Wednesday 9 <sup>th</sup> October 2024 (Minute Numbers 040-051; Pages 19-23).	B
122.	To receive the minutes of the Property Committee. Held on Tuesday 15 <sup>th</sup> October 2024 (Minute Numbers 036-051; Pages 8-10).	C
123.	To receive the minutes of the Finance Committee. Held on Tuesday 22 <sup>nd</sup> October 2024 (Minute Numbers 014-027; Pages 4-6).	D
124.	To receive the minutes of the Events Committee. Held on Monday 4 <sup>th</sup> November 2024 (Minute Numbers 017-025; Pages 9-13).	E
125.	To receive reports from District Councillors. (For information only.)	

126.	<b>To receive a report from the Town Clerk.</b> (For information only.)	
127.	<b>To receive updates from members who attend external organisations.</b> (For information only.) <ul style="list-style-type: none"> <li>• Notes of the PACT Meeting 03.10.24</li> </ul>	<b>F</b>
128.	<b>To receive updates from Council representatives on Outside Bodies.</b> (For information only.) <ul style="list-style-type: none"> <li>• Welbeck Waste Management Update Oct 24</li> </ul>	<b>G</b>
129.	<b>To receive an update on the temporary Banking Hub at Normanton Town Hall.</b>	
130.	<b>To consider the list of invoices due for payment in November 2024.</b>	<b>TO FOLLOW</b>
131.	<b>To receive the list of payments made between meetings.</b>	<b>TO FOLLOW</b>
132.	<b>To receive the Bank Reconciliation for September 2024.</b>	<b>H</b>
133.	<b>To consider the planning applications from Wakefield Council.</b>  <a href="#">070 - Validated Applications - 14.10.2024.pdf</a> <a href="#">072 - Validated Applications - 21.10.2024.pdf</a> <a href="#">074 - Validated Applications - 28.10.2024.pdf</a> <a href="#">076 - Validated Applications - 04.11.2024.pdf</a>  (These lists have previously been circulated upon receipt.)	
134.	<b>To note the adoption of the Wakefield Council Biodiversity Net Gain Supplementary Planning Document.</b>	

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

Held on Tuesday 8<sup>th</sup> 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 17<sup>th</sup> 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 10<sup>th</sup> 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 29<sup>th</sup> 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 24<sup>th</sup> October from 4.30pm – 8.00pm at Normanton Junior School.
- Wharfedale Drive planning application – will be heard at Wakefield Council Planning on 17<sup>th</sup> 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 31<sup>st</sup> 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 25<sup>th</sup> 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
		<b>£11,061.79</b>	<b>£2,020.51</b>	<b>£13,082.30</b>				

## 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
		<b>£21,179.45</b>	<b>£663.77</b>	<b>£21,843.22</b>				



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 9<sup>th</sup> October 2024 at 1.00pm at Normanton Town Hall

Present: Councillor T Morgan  
Councillor C Parsons  
Councillor M Rowley  
Councillor A Samuels – Vice Chairman  
Councillor R Seal

Donna Johnston – Town Clerk & RFO  
Jonathan Wilkinson – Property Officer  
Helen Senior – Admin Officer

Absent: Councillor C Appleyard  
Councillor M Jennings  
Councillor P Marchant  
Councillor B Mayne  
Councillor P Mayne - Chairman

In the absence of the Chairman, the Vice Chairman, Councillor A Samuels chaired the meeting.

**040. To receive apologies for absence.**

RESOLVED that apologies for their inability to attend be received on behalf of Councillors C Appleyard, M Jennings, P Marchant, B Mayne and P Mayne.

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

There were no declarations of interest recorded.

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

RESOLVED that the minutes of the Allotments Committee held on Wednesday 28<sup>th</sup> August 2024 (Minute Numbers 029-039; Pages 14-18) be received as a true record and signed.

**043. 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	28	0
Ellins Terrace 1	13	12
Ellins Terrace 2	16	8
Gilcar Street	7	0
Gladstone Street	15	0
Heys Buildings	11	1
Newland Lane	22	2
Norwood Street	10	3
The Grove	10	0
Wentworth Terrace	13	3
<b>TOTAL</b>	<b>145*</b>	<b>29</b>

\*There are 70 individual applicants however some applicants have applied for more than one site. There are 12 applicants who are already tenants which leaves 58 new applicants.

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

Members considered a series of applications from tenants:

WT062

Request for support with the removal of an old shed with possible asbestos containing materials.

Quotes to be obtained and considered at the next meeting.

HB014

Skip request to dispose of waste

DECLINED

The application will need to wait until 1<sup>st</sup> April when the new budget is in place and the ground conditions are more suitable for the delivery of a skip.

HB045and 046b

Skip request to dispose of waste

DECLINED

The application will need to wait until 1<sup>st</sup> April when the new budget is in place and the ground conditions are more suitable for the delivery of a skip.

ET1-A

Shed request 6m x 2.5m concrete prefabricated structure.

## DECLINED

Any new structures must comply with the Town Councils policy due to the potential for future costs of removal.

WT039

Skip request to dispose of waste

## DECLINED

The application will need to wait until 1<sup>st</sup> April when the new budget is in place and the ground conditions are more suitable for the delivery of a skip.

Norwood Street

Midi Skip for grounds staff to dispose of waste from recently cleared plots in order to have them re-let. Subject to the ground being suitable for the siting of a skip.

APPROVED at a cost of £160.00 from Pickup Skips.

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

Members were provided with a copy of the budget and gave consideration to other planned expenditure to the end of the financial year.

Expenditure was expected to be in the region of £12,647.45 including the water to the end of the year. This left little budget remaining for any unexpected expenditure over winter when pipes were likely to burst.

It was agreed to fund the fencing at Heys Buildings from the Allotments Earmarked Reserve to free up some additional budget.

There would need to be a freeze on non-essential expenditure until closer to the end of the financial year to ensure that budgets were adhered to.

Members discussed the cost implications of clearing vacated plots and the resulting waste which is left behind and agreed that the situation cannot continue.

RESOLVED that the Allotments Committee Budget showing income of £1,787.73 and expenditure of £7,244.42 be received.

**046. To receive an update on the recent Allotment Inspections.**

Members were provided with a report on the recent inspections which highlighted the following issues:

- Cypress Road – 21% of occupied plots failed the inspection
  - Ellins Terrace 1 – 63% of occupied plots failed the inspection
  - Ellins Terrace 2 - 55% of occupied plots failed the inspection
  - Gilcar Street - 0% of occupied plots failed the inspection
  - Gladstone Street - 22% of occupied plots failed the inspection
  - Heys Buildings - 38% of occupied plots failed the inspection
  - Newland Lane - 33% of occupied plots failed the inspection
  - Norwood Street - 42% of occupied plots failed the inspection
  - The Grove - 40% of occupied plots failed the inspection
  - Wentworth Terrace - 35% of occupied plots failed the inspection
- 
- 393 inspections had been completed
  - 9 are outstanding
  - 28 were vacant
  - 374 occupied plots were inspected
  - 141 occupied plots failed the inspection
  - 74 written warnings were issued
  - 11 eviction notices have been issued to date with further re-inspections due in October.

RESOLVED that the report be received.

**047. To review some minor queries relating to bonfires on allotments.**

RESOLVED that an amendment be included in the bonfire policy to allow bonfires on bonfire night, and the Friday and Saturday before and after bonfire night after 6.00pm.

**048. To review the Allotment Appeals Policy.**

RESOLVED that the Allotment Appeals Policy be reviewed and approved subject to some minor amendments.

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

A report was provided on issues dealt with since the last meeting including:

- Strimming of plots NS002, NS005, NS012, NS013 and NS025
- Allocation of plots NS002, NS012 and NS013
- Rubbish, as a result of the recent plot clearance, has been gathered together for disposal.
- Re-inspections for September have been completed.

- Plots to be numbered – a trial of a new system will be implemented at Heys Buildings to assist both the Property Officer and new Site Secretary.
- The tree stump at Newland Lane is expected to be removed in the next two weeks.
- Temporary fencing may be required at Newland Lane – the Town Clerk was delegated authority to order temporary fencing to be installed if required.
- A quote for flailing plots at Ellins Terrace was agreed but the work will commence after 1<sup>st</sup> April 2025 in the new financial year. S&D Landscapes £450.00 per day for 2 days. (the quote may need to be refreshed nearer the time)
- A quote was considered for the reinstallation of the gates at Ellins Terrace however the costs were prohibitive at the present time. The quote would be retained on file and considered in the future.

RESOLVED that the report be received.

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

RESOLVED that the following complaints be noted:

- Gilcar Street – Weeds overgrowing, and structure attached to a resident's fence. Tenant to be contacted and advised to improve over the next three months.
- Bonfire complaint at Wentworth Terrace – Tenants information passed to Environmental Health.
- Theft of fruit at Newland Lane Allotments – Tenant advised to contact the Police.

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

Two tenants had made contact with mitigating circumstances following receipt of eviction notices. No contact or mitigation had been received within 14 days of the previous written warning.

Members were mindful of the process for appeals and agreed that moving forward any mitigation received after the agreed timescale would need to be submitted as a formal appeal and dealt with as set out in the policy.

RESOLVED that the tenants would be advised to appeal.

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



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

Held on Tuesday 15<sup>th</sup> October 2024 at 1:00pm at Normanton Town Hall

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

Donna Johnston – Town Clerk & RFO

Absent: Councillor H Jones  
Councillor P Sampson  
Councillor A Samuels  
Councillor K Wilson, JP

**036. To receive apologies for absence.**

RESOLVED that apologies for their inability to attend were recorded on behalf of Councillors H Jones and K Wilson.

**037. To receive declarations of Interest.**

There were no declarations of interest recorded.

**038. 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 Monday 19<sup>th</sup> August 2024 (Minute Numbers 021-035; Pages 5-7) be received as a true record, subject to the inclusion of Councillor P Mayne in the list of members present. The minutes were signed by the Chairman.

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

It was noted that usage of Normanton Town Hall is increasing, leading to a significant rise in the amount of washing up needed to keep crockery and cutlery clean for each new booking. A health and safety concern was raised regarding the current process of transporting and double handling the crockery to move it upstairs to the dishwasher.

To reduce the risks associated with carrying dishes up the steps to the staffroom, it was proposed that an additional dishwasher be installed on the ground floor.

RESOLVED that an update on bookings at the Town Hall and Woodhouse Community Centre be received and that the Town Clerk be delegated authority to purchase a new dishwasher on the grounds of Health and Safety.

**040. 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.

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

RESOLVED that the budget report showing income of £1,420.80 and committed expenditure of £28,503.42 be received.

**042. To receive an inspection report for the Alice Bacon Memorial Bench.**

RESOLVED that the inspection report dated 24<sup>th</sup> September 2024 be received and no defects noted.

**043. To receive an inspection report for the Welcome to Normanton Sign.**

RESOLVED that the inspection report dated 10<sup>th</sup> October 2024 be received and quotes be obtained to replace the Perspex.

**044. To receive an inspection report for Woodhouse Community Centre.**

RESOLVED that the inspection report dated 9<sup>th</sup> October 2024 be received and the following minor issues be actioned:

- Installation of foot operated lock to be completed.
- Guttering to be cleaned.
- Christmas tree to be decorated in December (volunteer required).
- Clutter to be cleared from the centre.

**045. To receive an inspection report for Normanton Town Hall.**

RESOLVED that the inspection report dated 9<sup>th</sup> October 2024 be received and the following minor issues be actioned:

- Sweeping behind red wooden doors.
- Ceiling tiles to be straightened.
- Missing tap hole blanks to be installed on sinks.
- New fire blankets to be installed.
- Large fridge to be replaced at a cost of £215.83 + VAT.
- Weeding to be done.

- 046. To consider quotes for CCTV at Normanton Town Hall.**  
RESOLVED that the contract for the installation of 6 CCTV cameras, monitor and recording unit be awarded to Calder Security at a cost of £2,291.00 + VAT.
- 047. To consider quotes for the replacement sign at Woodhouse Community Centre.**  
RESOLVED that the contract for replacing the sign at Woodhouse Community Centre be awarded to Visual Impact at a cost of £372.00 + VAT.
- 048. To consider a quote for pointing of the windows at Woodhouse Community Centre.**  
RESOLVED that the contract for pointing above the windows be awarded to RCW Building Solutions at a cost of £850.00 + VAT.
- 049. To review the Flag Flying Policy.**  
RESOLVED that the Flag Flying Policy be reviewed and accepted.
- 050. To consider quotes for the outstanding works at Normanton Town Hall.**  
RESOLVED that the item be deferred to a future meeting.
- 051. To receive an update on the plumbing work at Normanton Town Hall.**  
It was reported that the main plumbing work would be carried out on Saturday 19<sup>th</sup> October 2024.

RESOLVED that the report 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 FINANCE COMMITTEE**

Held on Tuesday 22<sup>nd</sup> October 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard  
Councillor A Bones  
Councillor B Mayne - Chairman  
Councillor P Mayne  
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor M Jennings  
Councillor H Jones  
Councillor J Pritchard  
Councillor P Sampson  
Councillor R Seal

**014. To receive apologies for absence.**

RESOLVED that apologies for their inability to attend be received on behalf of Councillors M Jennings, H Jones, J Pritchard, P Sampson and R Seal.

**015. To receive members declarations of interest.**

There were no declarations of interest recorded.

**016. 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 Monday 12<sup>th</sup> August 2024 (Minute Numbers 001-013; Page Numbers 1-3) be received as a true record and signed by the Chairman.

**017. To review the Reserves Policy.**

RESOLVED that the Reserves Policy be reviewed and agreed.

**018. To review the Risk Management Policy.**

RESOLVED that the Risk Management Policy be reviewed and agreed.

**019. To review the Grant Making Policy.**

RESOLVED that the Grant Making Policy be reviewed and agreed.

**020. To confirm the arrangements for the Small Grants Fund.**

RESOLVED that the Small Grants Fund will be advertised with a closing date of 31<sup>st</sup> December 2024 and that:

- i) Grants will be considered in January 2025.
- ii) Grant payments will be presented to Council in February 2025.
- iii) There will be no presentation evening.

**021. To receive the cashbook for months 4-6 of the 2024/25 financial year.**

RESOLVED that the cashbook for months 4-6 of the 2024/25 financial year be received.

**022. To receive the bank reconciliation for months 4-6 of the 2024/25 financial year.**

RESOLVED that the bank reconciliation for month 4 showing a balance of £288,469.99, month 5 showing a balance of £247,893.64, and month 6 showing a balance of £247,893.64 be received.

**023. To receive the balance Sheet for Month 6 of the 2024/25 financial year.**

RESOLVED that the balance sheet for month 6 showing a balance of £406,303.49 be received.

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

RESOLVED that the budget document showing income of £375,901.24 and expenditure of £230,385.69 be received.

It was noted that there had been significant expenditure to date in the Allotments Committee budget and this would require close monitoring over the rest of the financial year.

**025. To review the Contracts Procurement Timetable.**

RESOLVED that the Contracts Procurement Timetable be noted and that the waste collection contracts be renewed with Wakefield Council when they are due for renewal.

**026. To review the contracts for Telephones and Broadband.**

RESOLVED that the proposal be received and that:

- i) The broadband contract be renewed with NGC at a cost of £34.00/m for Normanton Town Hall.

- ii) The broadband contract be renewed with NGC at a cost of £34.00/m for Woodhouse Community Centre.
- iii) The mobile phone contract be renewed with NGC at a cost of £7.50/m.
- iv) The two temporary mobile sims remain with Smarty on a 30-day contract.
- v) The telephony contract be put on hold pending a review.

**027. To consider quotes for the Spring Hanging Baskets and associated infrastructure.**

RESOLVED that the quotes for the Hanging Baskets be received and that:

- i) The contract for the clearance of the Pit Wheel bed and topsoil be awarded to First Impressions at a cost of £590.00.
- ii) The Spring Hanging Basket contract be awarded to First Impressions at a cost of £4,754.00 for 80 baskets.
- iii) The additional brackets be ordered from First Impressions at a cost of £896.00.

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

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## NORMANTON TOWN COUNCIL



### MINUTES OF THE EVENTS COMMITTEE

Held on Monday 4<sup>th</sup> November 2024 at 1.00pm at Normanton Town Hall

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

Absent: Councillor C Appleyard  
 Councillor S Hudson  
 Councillor M Rowley

- 017. To receive apologies for absence.**  
 No apologies for absence were received.
- 018. To receive Declarations of Interest.**  
 No declarations of interest were recorded.
- 019. To approve and sign the minutes of a meeting of the Events Committee.**  
 RESOLVED that the minutes of the Events Committee held on Tuesday 13<sup>th</sup> August 2024 (Minute Numbers 010-016; Pages 5-8) be received as a true record and signed by the Chairman.
- 020. To review recent events including Gala Weekend, Flower and Vegetable Show, Talk and Slide Show, and Halloween.**  
 Members reviewed the events that have taken place over the last two months and made the following observations:

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### Gala Day

- No lighting in the toilets at the Fireworks Display which caused issues. To consider asking the stage to provide extra lighting to the rear of the stage in the evening.
- The Civic tent was very cramped. To consider hiring a bigger marquee or round tables in future to make better use of the space inside the marquee.
- Issues with vehicles blocking the parade set up area and verbal abuse being directed at staff. To contact Altofts Juniors FC to discuss the issues and to consider alternative solutions.
- A concern was raised about the observance of civic protocol. All Town Councillors are to be issued with a briefing note regarding expectations on the day.
- There was an issue with falling debris from the Fireworks Display this year due to the wind direction. To provide PPE to staff for the duration of the fireworks.
- Sanitiser stations were no longer required as they were already provided inside the toilet cubicles.

### Gala Sunday

- Unexpected Gazebos for the dance troupes caused an issue on the day. To ask the dance troupes to register with the Town Council if they intend to bring a gazebo in future.
- Issue with the exit point being blocked off by a vehicle owned by a parent associated with a local dance troupe, and verbal abuse from this person being directed towards staff members. To obtain quotes for Traffic Management and additional signage for this area, and to introduce a penalty notice to dance troupes that may result in them being prevented from performing at the Gala if anyone associated with their group is found to be verbally abusive.
- The attendance numbers on Gala Sunday deplete from around 1pm. To consider introducing a joint dance performance for all the troupes to be involved in as a grand finale to encourage members of the public to stay longer.
- The car boot sale attendance was low this year, possibly due to bad weather on the day. To continue with the car boot sale for now and review it again after Gala 2025.
- Sanitiser stations were no longer required as they were already provided inside the toilet cubicles.



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### Flower and Vegetable Show

- The Flower Show was very disappointing with only 16 entrants with less than half being from Normanton and 63 exhibits. Consideration was given to cancelling the show on the day as there was very little for the public to view.
- The verbal feedback on the day was negative.
- The auction raised £53.00 with only four bunches of flowers to auction. Entries raised £15.00 and teas and coffees raised £14.00.
- Prize money awarded was £217.00.
- There were so few entries that we had to move the flowers into the Community Room 1 to make it look fuller.
- The financial investment into the show and manpower is significant but the support from residents is reducing year on year. The event is not providing value for money.
- The Flower and Vegetable Show will be cancelled for 2025 due to consistently low exhibition numbers and rising costs that raise concerns about the overall benefit to the residents of Normanton and Altofts.

### Talk and Slide Show

- Over 70 people attended the Talk and Slide Show this year.
- The event was well received by all in attendance.

### Halloween in Normanton

- The event went well overall.
- The queue for the face painters was too long. To look into booking 3 face painters next year.
- The Well Project was too cramped due to both the trail and refreshments being dealt with inside. To move the trail paperwork station outside under a gazebo next time.
- Issues with queue control throughout the day. More volunteers will be required moving forward. Councillors to be approached to volunteer next year.
- Trick or Treating in the High Street was successful but may benefit from extra volunteers in fancy dress.
- Tuesdays are not ideal for The Well Project due to the Foodbank operating on the same day. To consider moving the event to the Monday next year after discussions with The Well.

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**021. To discuss arrangements and consider quotes for events in 2024.**Remembrance Sunday

- An update on a meeting with the Clergy was provided to members.
- There will be no Royal British Legion Standards this year.
- Cliff Parsons and Paul Sampson confirmed as the Royal British Legion speakers.
- To approach the local Army Cadets and request their support at the event in future.

Christmas Lights

- 2 x Christmas Walkabout Characters (Human Bauble and Human Pudding) to be booked through Midland Entertainment at a cost of £650.00 plus VAT.

Christmas Party

- All invited schools had replied and confirmed their attendance at the Christmas Party this year.

Christmas Celebration

- An update on a meeting with the Clergy was provided to members.

**022. To receive an update on the new Wakefield Council Private Markets Policy.**

A report was circulated to members explaining the new Wakefield Council Private Markets Policy.

RESOLVED that the report be received.

**023. To discuss arrangements and consider quotes for events in 2025.**Gala

- Back Chat Brass Band to be booked for the 2025 Gala at a cost of £2,300.00 plus VAT.
- To look into alternatives for 2026.

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

RESOLVED that the Events Committee Budget report for the period ending September 2024, showing an income of £5,170.00 and total committed expenditure of £63,626.67, be received.

**025. To consider the draft budget for events in 2025.**

A draft Events budget was circulated, and members suggested some minor amendments.

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RESOLVED that a recommendation would be put to the Finance Committee for the following budget:

<b>EVENT</b>	<b>CURRENT BUDGET (2024/5)</b>	<b>DRAFT BUDGET (2025/6)</b>	<b>AMENDED DRAFT BUDGET (2025/6)</b>
VE Day 80	£0.00	£750.00	£750.00
Mayor Making	£3,000.00	£3,500.00	£3,500.00
Civic Sunday	£500.00	£750.00	£750.00
Party @ Haw Hill Park	£16,000.00	£16,000.00	£16,000.00
Brass Band Concerts	£800.00	£800.00	£800.00
Gala	£32,000.00	£35,000.00	£37,500.00
Flower & Vegetable Show	£2,600.00	£2,500.00	£0.00 (Event Cancelled for 2025)
Talk & Slide Show	£0.00	£150.00	£150.00
Halloween	£1,500.00	£1,500.00	£1,500.00
Remembrance Sunday	£3,700.00	£4,000.00	£4,000.00
Christmas Lights	£5,000.00	£6,000.00	£7,000.00
Christmas Party	£1,500.00	£1,500.00	£1,500.00
Christmas Celebration	£200.00	£300.00	£300.00
Information Events	£120.00	£250.00	£250.00
Events General	£1,000.00	£1,000.00	£1,000.00
	<b>£67,920.00</b>	<b>£74,000.00</b>	<b>£75,000.00</b>

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

**NOTES OF PACT MEETING****Date: 03/10/2024 – 7:00pm****Location: Normanton Fire Station****Attendees**

2 member of the Police – PCSO Busfield & PCSO Blackett  
 3 District Councillors – Julie Medford, Daniel Wilton, Armaan Khan  
 1 Town Councillor: Tracy Morgan  
 8 members of the public

**Crime figures (23/08/24 – 03/10/24)****Normanton**

Burglary from Business: 2 (down 1 from last meeting)  
 2 x Business – 2 x filed due to no suspect identified

Burglary from Residential: 0

Theft from Shop: 12 (down 11 from last meeting)  
 B&M x 6 (4 new, 2 filed due to no suspect identified), Farmfoods x 3 (1 suspect charged, 2 filed, no suspect identified), Sainsburys x 1 (suspect identified but evidential difficulties), Premier Stores x 1 (filed, no suspect identified), 26 Altofts Rd x 1 (filed, no suspect identified)

Theft from Motor Vehicle: 4 (down 3 from last meeting)  
 3 x filed, no suspect identified  
 1 x new

Theft of Motor Vehicle: 3 (down 6 from last meeting)  
 2 x filed, no suspect identified  
 1 x new

Public Order: 19 (down 3 from last meeting)  
 1 x suspect identified but evidential difficulties  
 4 x victim declines/withdraws support  
 5 x filed, no suspect identified  
 3 x cancelled  
 6 x new

**Altofts & Whitwood**

Burglary from Business: 1 (down 3 from last meeting)  
 1 x new

Burglary from Residential: 2 (down 5 from last meeting)  
 1 x filed, no suspect identified  
 1 x new

Theft from shop: 3 (up 2 from last meeting)  
 Tesco Express x 3 (1 suspect charged, 2 filed, no suspect identified)

Theft from Motor Vehicle: 2 (no change from last meeting)  
 2 x filed, no suspect identified

Theft of Motor Vehicle: 3 (down 1 from last meeting)  
 3 x filed, no suspect identified

Public Order: 15 (down 6 from last meeting)  
4 x suspect identified but evidential difficulties  
1 x victim declines/withdraws support  
2 x filed, no suspect identified  
1 x cancelled  
7 x new

#### **Matters raised by local residents**

PCSO Busfield informed us that PCSO Lloyd will be on medical leave until the end of October 2024, and that they are understaffed at the moment. There should be 10 police covering our area, but at the moment there are only 4, and they haven't had a Sergeant for the past 2 weeks.

There is new CCTV in the market square that is working. It is being manned by the Council in the Pontefract CCTV Centre. However, it isn't monitored 24 hours. The CCTV camera at the bottom of Midland pub is working.

A member of the public raised concerns of unsociable behaviour by youths in the market area. The Police have asked that the public could make a note of the day and time they saw anything so that the Police can look back on the CCTV footage. And instead of putting it on social media, they need to report it to the Police as they aren't allowed to monitor FB pages.

A member of the public raised concerns that the park in QED is being used for drug dealing, roughly 2-3 drug deals per day. Deliveries are being made by youths on bikes and e-scooters. Particularly busy on a Friday between 5-7pm. PCSO said they would continue to monitor.

The Police Bike Team have been targeting E-Scooters and have issued E59 Warnings. If the offender is stopped on an E-Scooter within 12 months of the E59, the Police have the right to remove the E-Scooter. E-Scooters should be Insured and have an MOT and only be used on private property.

CLlr Medford asked that cars that are driving down the High Street should be ticketed.

**Next PACT meeting will be held on Thursday 14 November at Normanton Fire Station from 7pm.**

#### **Useful Contacts:**

Email: [normanton@westyorkshire.police.uk](mailto:normanton@westyorkshire.police.uk)

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



**Welbeck Waste  
Management Limited**

3 Sidings Court  
White Rose Way  
Doncaster  
DN4 5NU

Telephone 0344 736 9990  
[www.fccenvironment.co.uk](http://www.fccenvironment.co.uk)

Date: 22<sup>nd</sup> October 2024

Our ref: WelbeckLFSCLG

Dear Committee Member,

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

Please see below the latest update at Welbeck Landfill Site:

#### Welbeck Landfill Site Operations

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

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

Restoration soils in the recovery area continue with daily inputs.

Capping works are progressing on site.

#### Appeals by Welbeck Waste Management Ltd

The Public Inquiry for the two appeals, Appeal A: APP/X4725/C/24/3337726 and Appeal B: APP/X4725/W/23/3336117 have been re-scheduled for 19<sup>th</sup> November 2024 at Kingswood Suite, Wakefield Town Hall, Wood Street, WF1 2HQ. The Public Inquiry will sit for 5 days running on: 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and 25<sup>th</sup> November. It is anticipated that the Inquiry will run from 09:30 to 17:00 apart from a 10:00 start on the 19<sup>th</sup> November. Any revisions to the timings will be communicated.

An Inspector appointed by the Secretary of State will attend at the Public Inquiry location to decide the appeal(s). Members of the public may attend the inquiry and, at the discretion of the Inspector, express their views. If you are disabled or anyone you know who wants to go to the inquiry is disabled, contact the Council to confirm they can make proper arrangements such as parking spaces, access, seating arrangements and so on. Documents relating to the appeal(s) can be viewed at the Council's offices by prior arrangement.



Planning Inspectorate References:

APP/X4725/C/24/3337726

APP/X4725/W/23/3336117

Planning Inspectorate Contact:

Paul Eland

0303 444 5307

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

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


Via mail: Welbeck Waste Management Limited, FCC Environment, 3 Sidings Court, White Rose Way, Doncaster. DN4 5NU.

Kind Regards

Welbeck Waste Management Limited



**NORMANTON TOWN COUNCIL**

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

Date: 10/9/24

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

Date: 18/9/24

	<b>Bank Reconciliation at 31/08/2024</b>			
	Cash in Hand 01/04/2024			223,343.42
	<b>ADD</b>			
	Receipts 01/04/2024 - 31/08/2024			199,309.87
				422,653.29
	<b>SUBTRACT</b>			
	Payments 01/04/2024 - 31/08/2024			174,759.65
<b>A</b>	<b>Cash in Hand 31/08/2024</b> (per Cash Book)			<b>247,893.64</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2024	945.10	
	Unity Current	31/08/2024	19,303.61	
	Unity Savings	31/08/2024	233,458.69	
	Lloyds Card	31/08/2024	0.00	
	Admin Float	31/08/2024	100.00	
	Events Float	31/08/2024	200.00	
				<b>254,007.40</b>
	Less unrepresented payments			7,571.46
				246,435.94
	Plus unrepresented receipts			1,457.70
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>247,893.64</b>
	<b>A = B Checks out OK</b>			