

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 12th November 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor A Bones – Mayor of Normanton
Councillor T Goodwin
Councillor M Jennings
Councillor H Jones
Councillor P Marchant
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson
Councillor A Samuels
Councillor R Seal
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Andy Vanstan – Licensed Lay Minister
District Councillor A Khan
PCSO Lloyd
PCSO Anthony

Absent: Councillor E Blezard
Councillor S Hudson
Councillor M King
Councillor F Marchant
Councillor T Morgan – Deputy Mayor of Normanton
Councillor D South

115. Prayers.

In the absence of the Mayors Chaplain, Licensed Lay Minister, Andy Vanstan led the Council in prayer.

116. To receive announcements from the Mayor.

The Mayor reported that she would be hosting a Coffee Morning at the Town Hall on 10th December.

117. To receive apologies for absence.

RESOLVED that members apologies for their inability to attend were received on behalf of Councillors E Blezard, S Hudson, F Marchant and T Morgan.

118. To receive members declarations of interest.

Councillor M Jennings declared an interest after discussion on item 124.

Councillor M Jennings

Pecuniary Interest

Exhibitor at the Flower & Vegetable Show

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

PCSOs Lloyd and Anthony were in attendance and introduced themselves to members. They reported that there would be a PACT meeting at the Fire Station on Thursday 14th November. It was suggested that there was an ANPR / Speed Camera car available and asked for suggestions on where it could be deployed. Members suggested Wakefield Road, Queen Elizabeth Drive, Castleford Road, Cemetery Road and Snydale Road.

120. 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 8th October 2024 (Minute Numbers 094-114; Pages 29-33) be received as a true record, subject to the inclusion of Councillor M Jennings in the list of members absent and list of apologies.

The minutes were duly signed by the Mayor.

121. To receive the minutes of the Allotments Committee.

RESOLVED that the meeting of the Allotments Committee held on Wednesday 9th October 2024 (Minute Numbers 040-051; Pages 19-23) be received.

122. To receive the minutes of the Property Committee.

RESOLVED that the minutes of the Property Committee held on Tuesday 15th October 2024 (Minute Numbers 036-051; Pages 8-10) be received.

123. To receive the minutes of the Finance Committee.

RESOLVED that the minutes of the Finance Committee held on Tuesday 22nd October 2024 (Minute Numbers 014-027; Pages 4-6) be received.

124. To receive the minutes of the Events Committee.

Councillor M Jennings raised concern about the cancellation of the Flower Show, however, he had already been advised to submit a Special Motion in accordance with Standing Orders if he wished to have the matter reconsidered.

Councillor M Jennings was advised to consider whether, as an exhibitor and prize-winner at the Flower Show, it would be appropriate for him to declare an interest.

RESOLVED that the minutes of the Events Committee held on Monday 4th November 2024 (Minute Numbers 017-025; Pages 9-13) be received.

125. To receive reports from District Councillors.

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

- WMDC not pursuing SEN use of Woodhouse Business Centre.
- Safety fencing installed at Woodhouse Business Centre to keep people away from the building due to loose roof tiles.
- Traffic calming on Wakefield Road completed.
- HGVs using Newland Lane should be completed in early 2025.
- Vehicular use of a gate at Broadflags has been stopped.
- Accident at Garth Avenue / Wakefield Road – no proposals for traffic calming.

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

- Town Centre CCTV cameras are being replaced and will be operational for 15th November.

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

- Benson Lane consultation - ongoing.
- Herb planters – ongoing.
- Holly bush – reported but not complete.
- Sovereign HMO – Regular meetings taking place.
- Haw Hill Park pond – meeting to take place soon.
- Duck food dispenser – no further updates.
- Poo bag dispensers – issues over responsibility to be discussed.
- Freeston & Sagars Almshouses Charity - £12,000 awarded for tarmac surface.
- PACT carried out in the Town Centre due to increase in burglary.

- PACT carried out on Assembly Street due to ASB.
- Mural in the market is ongoing.
- Planning consultation at Buckthorne Road was attended.

Members raised a series of concerns including:

- The traffic calming works on Wakefield Road are insufficient and not positioned in the correct place. The stretch of road from Boundary Lane to Garth Avenue is the worst area for speeding.
- It was suggested that the pelican crossing should be red to make it stand out more.
- Members felt that the junction at Garth Avenue needed squaring up to make drivers slow down for turning.
- Members expressed concern about parking near the parade of shops.
- It was reported that Taylor Wimpey had some additional funding available to invest in local parks and they had indicated that Haw Hill Park was in the catchment. Councillor Pritchard suggested that the District Councillors for Normanton may wish to make contact with Taylor Wimpey.

At this point, District Councillors A Khan and J Medford left the meeting.

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

- There were ASB issues at the Junction Pub which had been raised with licensing following complaints from Altofts residents. The District Councillors for Normanton were made aware.
- A new bench had been installed at Lee Brig.
- The consultation for the crossing at Church Road had now closed and will be programmed for the end of January.
- £10,000 had been awarded to the Cricket Club.
- Funding had been awarded to The Brig for the football pitches.
- The water leak on High Green Road had been resolved.
- Bus services continue to be cut across the District and contact had been made with Arriva to highlight the implications on residents.
- There is to be a 28t limit on the bridge at Stanley to ensure that busses can pass over the bridge.

RESOLVED that the reports be received.

126. To receive a report from the Town Clerk.

The Town Clerk reported on the following matters:

- Remembrance Sunday – thank you to everyone who supported the event and to C Parsons and P Sampson who had taken on the part of the Royal British Legion in the service.
- The Christmas Lights Switch On would take place on Friday 29th November.
- The Children’s Christmas Parties would take place on Wednesday 4th December.
- The boiler at the Woodhouse Community Centre was beyond repair and quotes were being obtained for a replacement.

RESOLVED that the report be received.

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

RESOLVED that the notes of the PACT Meeting held on 03.10.24 be received.

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

Freeston Foundation - Councillor K Wilson reported that discussions were ongoing with the developer at Pingle Field regarding some government grants that may be available for social housing.

RESOLVED that the report be received.

RESOLVED that the Welbeck Waste Management Update from October 24 be received.

129. To receive an update on the temporary Banking Hub at Normanton Town Hall.

Members considered the request to host a banking hub at Normanton Town Hall. It was reported that, following a visit from the Post Office, the waiting room was unfortunately not big enough to host the hub as previously advised.

There were sadly no other rooms available within the building that could house the hub, and therefore the matter could not be pursued any further.

Members reported that the Hospice Shop may be available and suggested that Access to Cash could be put in touch with Wakefield Council.

RESOLVED that the request to host a Banking Hub at Normanton Town Hall could not be pursued.

- 130. To consider the list of invoices due for payment in November 2024.**
RESOLVED that the list of invoices for payment totalling £16,303.55 including VAT of £1,635.95, be approved.

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

- 131. To receive the list of payments made between meetings.**
RESOLVED that the list of payments made between meetings for October totalling £21,628.63 including VAT of £533.81 be approved.

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

- 132. To receive the Bank Reconciliation for September 2024.**
RESOLVED that the bank reconciliation for 30th September 2024 showing a cash balance of £247,893.64 be received.

- 133. To consider the planning applications from Wakefield Council.**
RESOLVED that the following planning lists be received and no comments be submitted.

[070 - Validated Applications - 14.10.2024.pdf](#)

[072 - Validated Applications - 21.10.2024.pdf](#)

[074 - Validated Applications - 28.10.2024.pdf](#)

[076 - Validated Applications - 04.11.2024.pdf](#)

[078 - Validated Applications - 12.11.2024.pdf](#)

Councillor Jennings advised that the Welbeck Enquiry would be commencing the following week, and a site visit was due to take place on Monday 18th November 2024.

- 134. To note the adoption of the Wakefield Council Biodiversity Net Gain Supplementary Planning Document.**
RESOLVED that members note the adoption of the Wakefield Council Biodiversity Net Gain Supplementary Planning Document.

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

APPENDIX 1

Accounts for Payment November 2024

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank
326	12.11.2024	£20.00	£0.00	£20.00	Small Lottery Licence	Wakefield Council		Unity Current
379	12.11.2024	£200.00	£0.00	£200.00	Event Presenting	Ian Jefferson Presenting & PA	12.11.2024	Unity Current
380	12.11.2024	£300.00	£0.00	£300.00	Event Presenting	Ian Jefferson Presenting & PA	12.11.2024	Unity Current
381	12.11.2024	£11.75	£2.35	£14.10	Filing Tray	D3 Office Group	05.11.2024	Unity Current
382	12.11.2024	£87.27	£17.45	£104.72	Desk Equipment / Trays	D3 Office Group	04.11.2024	Unity Current
383	12.11.2024	£204.50	£40.90	£245.40	Photocopier Charges	RISO (UK) Ltd	04.11.2024	Unity Current
384	12.11.2024	£600.00	£0.00	£600.00	Order of Service Printing	Advertiser Office Printers	06.11.2024	Unity Current
385	12.11.2024	£130.00	£26.00	£156.00	Paper	Advertiser Office Printers	06.11.2024	Unity Current
386	12.11.2024	£255.08	£51.02	£306.10	Desk	D3 Office Group	08.11.2024	Unity Current
387	12.11.2024	£595.00	£0.00	£595.00	Remembrance Sunday Catering	STW Catering	10.11.2024	Unity Current
388	12.11.2024	£150.00	£0.00	£150.00	Owl Display	The Flying Squadron	29.10.2024	Unity Current
389	12.11.2024	£850.00	£0.00	£850.00	Coach Hire	Frank Poppleton & Co	10.11.2024	Unity Current
390	12.11.2024	£250.00	£0.00	£250.00	Brass Band Performance	Altofts & Normanton Brass Band	30.09.2024	Unity Current
391	12.11.2024	£516.00	£103.20	£619.20	Advertising	Advertiser Office Printers	31.10.2024	Unity Current
392	12.11.2024	£325.00	£0.00	£325.00	Face Painting	Donna's Face Painting	29.10.2024	Unity Current
393	12.11.2024	£435.00	£0.00	£435.00	Face Painting	Donna's Face Painting	29.10.2024	Unity Current
394	12.11.2024	£45.20	£9.04	£54.24	Shredding	Class Office Equipment Ltd	21.10.2024	Unity Current
395	12.11.2024	£62.85	£0.00	£62.85	Mayors Expenses	Mayor of Normanton 2024-25	14.10.2024	Unity Current
396	12.11.2024	£100.00	£0.00	£100.00	Talk & Slide Show Donation	John Hodgkins	12.11.2024	Unity Current
397	12.11.2024	£2,864.00	£572.80	£3,436.80	Traffic Management	Think Traffic Management Ltd	19.09.2024	Unity Current
398	12.11.2024	£275.00	£55.00	£330.00	Event Stage / PA	HG1 Communications		Unity Current
399	12.11.2024	£2,070.00	£414.00	£2,484.00	Event Stage / PA	HG1 Communications		Unity Current
400	12.11.2024	£168.00	£33.60	£201.60	Event Security	TD Events		Unity Current
401	12.11.2024	£263.25	£52.65	£315.90	First Aid	Mediqas Group		Unity Current
402	12.11.2024	£157.00	£31.40	£188.40	First Aid	Mediqas Group		Unity Current
403	12.11.2024	£75.00	£0.00	£75.00	Brass Band Performance	Altofts & Normanton Brass Band		Unity Current
404	12.11.2024	£550.00	£0.00	£550.00	Brass Band Performance	Skelmanthorpe Brass Band		Unity Current
405	12.11.2024	£275.00	£0.00	£275.00	Magician	Truffles & Company		Unity Current
406	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	1st Altofts Scouts	12.11.24	Unity Current
407	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	1st Normanton Scouts	12.11.24	Unity Current
408	12.11.2024	£100.00	£0.00	£100.00	Gala Dance	CODE	12.11.24	Unity Current
409	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Dance House	12.11.24	Unity Current
410	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Dance Relentless	12.11.24	Unity Current
411	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Diamond Cheerleading	12.11.24	Unity Current
412	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	Eagles Explorer Unit	12.11.24	Unity Current
413	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Free Spirits Cheerleading	12.11.24	Unity Current

APPENDIX 1

Accounts for Payment
November 2024

414	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	Girlguiding Whitwood	12.11.24	Unity Current
415	12.11.2024	£100.00	£0.00	£100.00	Gala Dance	Hailey Black School of Dance	12.11.24	Unity Current
416	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Melissa Radway School of Dance	12.11.24	Unity Current
417	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	Normanton Musical Theatre Society	12.11.24	Unity Current
418	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	Normanton Fire Station	12.11.24	Unity Current
419	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Normanton Nightingale Cheerleaders	12.11.24	Unity Current
420	12.11.2024	£50.00	£0.00	£50.00	Gala Parade	The Well Project	12.11.24	Unity Current
421	12.11.2024	£150.00	£0.00	£150.00	Gala Dance / Parade	Vibe Fitness	12.11.24	Unity Current
422	12.11.2024	£100.00	£0.00	£100.00	Gala Dance	The Well Kids	12.11.24	Unity Current
423	12.11.2024	£1,000.00	£200.00	£1,200.00	Traffic Management (Remembrance)	Think TM	12.11.24	Unity Current
424	12.11.2024	£132.70	£26.54	£159.24	Fire Extinguisher Service	Chubb Fire & Security	04.11.24	Unity Current
		£14,667.60	£1,635.95	£16,303.55				

APPENDIX 2

List of Payments Between Meetings
October 2024

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
327	02.10.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	Unity Current
328	10.10.2024	£435.51	£87.10	£522.61	Hygiene Services	Cathedral Leasing Ltd	Unity Current
329	15.10.2024	£249.09	£12.45	£261.54	Utilities	Octopus Energy Ltd	Unity Current
330	16.10.2024	£452.71	£0.00	£452.71	Water Bill	Everflow Water	Unity Current
331	17.10.2024	£1.42	£0.00	£1.42	Postage	Pitney Bowes - Purchase Power	Unity Current
332	21.10.2024	£285.77	£57.15	£342.92	HR and H&S Advice	Citation	Unity Current
333	21.10.2024	£49.25	£9.85	£59.10	Telephone Bill - Town Hall	DRDCommunications	Unity Current
334	28.10.2024	£8,177.12	£0.00	£8,177.12	Salaries & Wages	Employees	Unity Current
335	28.10.2024	£2,084.08	£0.00	£2,084.08	Pension	West Yorkshire Pension Fund	Unity Current
336	28.10.2024	£2,234.77	£0.00	£2,234.77	PAYE / NIC	HMRC	Unity Current
337	28.10.2024	£373.51	£74.70	£448.21	IT Support	Pro Logic Computers (UK) Ltd	Unity Current
338	30.10.2024	£159.95	£31.99	£191.94	Franker Ink	Pitney Bowes Ltd (Pitney Bowes Ltd)	Unity Current
339	31.10.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	Unity Current
340	31.10.2024	£14.85	£0.00	£14.85	Bank Charges	Unity Trust Bank	Unity Current
341	25.10.2024	£5,000.00	£0.00	£5,000.00	Employers NI Underpayment	HMRC	Unity Current
342	16.10.2024	£6.00	£0.00	£6.00	Bank Charges	Lloyds Bank	Lloyds Card
343	16.10.2024	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink	Lloyds Card
344	16.10.2024	£0.83	£0.16	£0.99	Phone Backup	Apple	Lloyds Card
345	16.10.2024	£4.50	£0.90	£5.40	Mobile Phone Contract	Smarty	Lloyds Card
346	16.10.2024	£6.75	£1.35	£8.10	Data Sim	Smarty	Lloyds Card
347	16.10.2024	£216.67	£43.33	£260.00	Skip Hire	Pickup Skips	Lloyds Card
348	16.10.2024	£141.79	£28.35	£170.14	Event Supplies	Nisbets	Lloyds Card
349	16.10.2024	£9.99	£2.00	£11.99	ID Badges	We Print Gifts	Lloyds Card
350	16.10.2024	£43.05	£0.00	£43.05	Cold drinks for Gala	TESCO	Lloyds Card
351	16.10.2024	£22.37	£4.48	£26.85	Safety Gloves	Screwfix	Lloyds Card
352	16.10.2024	£10.99	£0.00	£10.99	Milk	Booker Ltd	Lloyds Card
353	16.10.2024	£80.00	£16.00	£96.00	Advertising	National World	Lloyds Card
354	16.10.2024	£23.70	£0.00	£23.70	Flower Show Refreshments	Asda	Lloyds Card
355	16.10.2024	£79.76	£15.96	£95.72	Miscellaneous	Screwfix	Lloyds Card
356	16.10.2024	£17.55	£0.00	£17.55	Talk & Slide Show Refreshments	Asda	Lloyds Card
357	16.10.2024	£216.67	£43.33	£260.00	Skip Hire	Pickup Skips	Lloyds Card

APPENDIX 2

List of Payments Between Meetings
October 2024

358	16.10.2024	£8.82	£1.77	£10.59	Stationery	Amazon EU UK Branch	Lloyds Card
359	16.10.2024	£3.79	£0.00	£3.79	Stationery	Amazon	Lloyds Card
360	16.10.2024	£38.33	£7.67	£46.00	Key Cutting	Timpson	Lloyds Card
361	16.10.2024	£106.92	£9.19	£116.11	Miscellaneous	Booker Ltd	Lloyds Card
362	16.10.2024	£9.52	£1.92	£11.44	Key Rings	Amazon EU UK Branch	Lloyds Card
363	16.10.2024	£6.76	£1.35	£8.11	Key Rings	Amazon EU UK Branch	Lloyds Card
364	16.10.2024	£11.57	£2.32	£13.89	Number Tags	Amazon EU UK Branch	Lloyds Card
365	16.10.2024	£86.64	£17.32	£103.96	Sweets	The Kids Kandy Company	Lloyds Card
366	16.10.2024	£8.22	£1.64	£9.86	Halloween Decorations / Equipment	Amazon EU UK Branch	Lloyds Card
367	16.10.2024	£16.28	£3.26	£19.54	Halloween Decorations / Equipment	Amazon EU UK Branch	Lloyds Card
368	16.10.2024	£5.37	£1.08	£6.45	Scoop for gritting	Malton Plastics (UK) Ltd	Lloyds Card
369	16.10.2024	£27.49	£5.50	£32.99	Wheelbarrow for gritting	Star Supplies (Brighton) Ltd	Lloyds Card
370	16.10.2024	£19.12	£3.82	£22.94	Halloween Decorations / Equipment	Amazon EU UK Branch	Lloyds Card
371	03.10.2024	£3.60	£0.00	£3.60	Newspapers	Asda	Petty Cash
372	10.10.2024	£3.60	£0.00	£3.60	Newspapers	Asda	Petty Cash
373	17.10.2024	£3.60	£0.00	£3.60	Newspapers	Asda	Petty Cash
374	24.10.2024	£3.60	£0.00	£3.60	Newspapers	Asda	Petty Cash
375	31.10.2024	£3.60	£0.00	£3.60	Newspapers	Asda	Petty Cash
376	01.10.2024	£0.00	£0.00	£0.00	DUPLICATED IN ERROR	DUPLICATED IN ERROR	Petty Cash
377	31.10.2024	£90.00	£0.00	£90.00	Halloween Prize Money	Prize Winners	Petty Cash
378	31.10.2024	£5.83	£1.17	£7.00	Dehumidifiers	B&M	Petty Cash
		£21,094.82	£533.81	£21,628.63			