

# 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:      3<sup>rd</sup> December 2024

Dear Councillor,

You are hereby summoned to attend a **MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 10<sup>th</sup> December 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 10<sup>th</sup> December 2024 at 6.30pm at Normanton Town Hall

### AGENDA

Item	Description	Enclosure
135.	Prayers.	
136.	To receive announcements from the Mayor.	
137.	To receive apologies for absence.	
138.	To receive members declarations of interest.	
139.	To receive questions and comments from members of the public. (Please refer to the rules for public session.)	
140.	To receive and sign the minutes of a meeting of Normanton Town Council. Held on Tuesday 12 <sup>th</sup> November 2024 (Minute Numbers 115-134; Pages 34-39).	A
141.	To receive the minutes of the Allotments Committee. Held on Wednesday 6 <sup>th</sup> November 2024 (Minute Numbers 052-58; Pages 24-25).	B
142.	To receive the minutes of the Allotments Committee. Held on Wednesday 20 <sup>th</sup> November 2024 (Minute Numbers 059-082; Pages 26-32).	C
143.	To receive the notes of the Allotments Liaison Group. Held on Wednesday 13 <sup>th</sup> November 2024.	D
144.	To receive reports from District Councillors. (For information only.)	
145.	To receive a report from the Town Clerk. (For information only.)	
146.	To receive updates from members who attend external organisations. (For information only.)	

147.	<p><b>To receive updates from Council representatives on Outside Bodies.</b> (For information only.)</p>	
148.	<p><b>To consider the list of invoices due for payment in December 2024.</b></p>	TO FOLLOW
149.	<p><b>To receive the list of payments made in November.</b></p>	TO FOLLOW
150.	<p><b>To receive the Bank Reconciliation for October 2024.</b></p>	E
151.	<p><b>To consider the planning applications from Wakefield Council.</b></p> <p><a href="#">080 - Validated Applications - 19.11.2024.pdf</a>  <a href="#">082 - Validated Applications - 25.11.2024.pdf</a>  <a href="#">084 - Validated Applications - 03.12.2024pdf.pdf</a></p> <p>(These lists have previously been circulated upon receipt.)</p>	

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

Held on Tuesday 12<sup>th</sup> 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 10<sup>th</sup> 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 14<sup>th</sup> 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 8<sup>th</sup> 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 9<sup>th</sup> 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 15<sup>th</sup> 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 22<sup>nd</sup> 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 4<sup>th</sup> 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 15<sup>th</sup> 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 29<sup>th</sup> November.
- The Children’s Christmas Parties would take place on Wednesday 4<sup>th</sup> 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 30<sup>th</sup> 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 18<sup>th</sup> 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
		<b>£14,667.60</b>	<b>£1,635.95</b>	<b>£16,303.55</b>				

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

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
		<b>£21,094.82</b>	<b>£533.81</b>	<b>£21,628.63</b>			



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 6<sup>th</sup> November 2024 at 1.00pm at Normanton Town Hall

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

Donna Johnston – Town Clerk & RFO

Absent: Councillor C Appleyard  
Councillor P Marchant  
Councillor T Morgan  
Councillor A Samuels – Vice Chairman  
Councillor R Seal

**052. To receive apologies for absence.**

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

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

There were no interests declared.

**054. To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

RESOLVED that the appeal against eviction be considered in private at the request of the tenant.

**055. To consider an appeal against eviction from tenant B9184A0B.**

Tenant B9184A0B submitted an appeal against their eviction, citing challenging personal circumstances in recent months.

Members carefully considered the tenant's situation and reviewed the tenancy history, which indicated ongoing issues with the plot's condition and persistent weed overgrowth spanning several years.

It was noted that the tenant had not informed the Allotments Committee of their personal circumstances until after the eviction notice was issued, and no contact or improvements were made following the written warning.

As an experienced gardener, the tenant is expected to maintain the plot in reasonable condition. The current poor state of the allotment cannot solely be attributed to recent absences.

Given the tenant's longstanding tenancy and difficult personal circumstances, Members agreed to grant an extension until 31st March 2025, providing the tenant additional time to bring the plot up to the required standard for the upcoming season.

The tenant will be advised to carry out the following actions:

- Remove all waste from the plot, including the bath, windows, glass, scrap metal, and plastics.
- Strim down the weeds at the rear of the plot.
- Fully remove the unauthorised breeze block structure and any resulting waste.
- Remove the carpet currently used as a weed suppressant.
- Ensure the plot is tidied and prepared for the new season.

The plot will be re-inspected after 1st April 2025. If it is still in poor condition, the eviction notice will be re-issued.

RESOLVED that the eviction notice is withdrawn to allow the tenant additional time to complete the identified works.

**056. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**

RESOLVED that Councillor E Blezard, Councillor J Pritchard and Councillor P Sampson be appointed to the Appeal Sub Committee.

**057. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**

RESOLVED that Councillor J Pritchard be appointed as Chairman of the Appeal Sub Committee.

**058. To consider if an independent person should be appointed to the Appeal Sub Committee as an independent impartial arbitrator.**

There would not be an independent person appointed at this stage.

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

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

Held on Wednesday 20<sup>th</sup> November 2024 at 1.00pm at Normanton Town Hall

Present: Councillor B Mayne  
Councillor P Mayne – Chairman  
Councillor T Morgan  
Councillor C Parsons  
Councillor R Seal

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

Absent: Councillor C Appleyard  
Councillor M Jennings  
Councillor M King  
Councillor P Marchant  
Councillor A Samuels – Vice Chairman

**059. To receive apologies for absence.**

RESOLVED that apologies for their inability to attend were submitted on behalf of Councillors M Jennings and P Marchant.

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

There were no declarations of interest recorded.

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

RESOLVED that the minutes of the Allotments Committee held on Wednesday 9<sup>th</sup> October 2024 (Minute Numbers 040-051; Pages 19-23) be received and signed by the Chairman.

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

RESOLVED that the minutes of the Allotments Committee held on Wednesday 6<sup>th</sup> November 2024 (Minute Numbers 052-058; Pages 24-25) be received and signed by the Chairman.



**063. To receive the notes of the Allotments Liaison Group.**

RESOLVED that the notes of the Allotments Liaison Group held on Wednesday 13<sup>th</sup> November 2024 be received.

**064. To receive an update on vacancies and waiting lists.**

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

SITE	VACANCIES	WAITING LIST
Cypress Road	1	24
Edward Street		0
Ellins Terrace 1	12	14
Ellins Terrace 2	10	17
Gilcar Street	0	2
Gladstone Street	2	12
Heys Buildings	3	12
Newland Lane	2	20
Norwood Street	1	3
The Grove	0	7
Wentworth Terrace	3	13
	<b>34</b>	<b>124</b>

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

Members considered the following request:

NS025

Demolition of existing shed and creation of potting shed using existing dwarf wall base.

3m x 4m

APPROVED subject to the tenant removing the waste generated from the demolition of the old shed.

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

RESOLVED that the budget for the 2024/25 financial year showing income of £8778.26 and expenditure of £10,331.28 be received.

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

It was reported that the majority of the inspections had been completed. There was a total of 410 plots inspected and 172 of these had failed. A total of 75 written warnings had been issued along with 25 eviction notices.

There were still further follow up inspections due in November, January and March.

RESOLVED that the report be received.

**068. To consider the Town Council's policy on recharging former tenants for clearance of plots.**

Following the meeting of the Allotments Liaison Group, it was proposed that former tenants should be re-charged for clearance of plots at the end of their tenancy.

The existing Allotment Policy already provides for this and given the ever-increasing costs for skips, members were supportive of enforcing this policy in order to re-coup some of the costs.

It was suggested that photographs should be taken at the point of allocation so that there is a record of the condition of the plot.

*Existing Policy 9 – Leaving a Plot*

*Normanton Town Council will consider clearing plots that are not in an acceptable condition and may recharge the departing plot holder.*

RESOLVED that with immediate effect, all tenants who leave their plot in a poor condition will be recharged for the cost of clearance and waste disposal.

**069. To consider the procedure for the collection of site fees.**

Following the meeting of the Allotments Liaison Group, it was proposed that the Town Council reverts back to collecting and redistributing the Site Fees to ensure that payment is made to the sites for ongoing costs including insurance and minor repairs.

Members discussed the merits of the proposal and agreed that it would ensure a higher collection rate for the Site Fees however, from an administrative perspective, it needs to be as straight forward as possible.

The only way that this could work is for all sites to levy the same charge and for the Site Fees to be paid back to site at an agreed fixed level each year. It was proposed that a 95% collection rate would be assumed so that any fluctuations in occupation rates can be accounted for.

It was suggested that a survey be carried out with all the sites in order to reach an agreement in time for the invoices being sent out in January.

RESOLVED that the report be received and that further discussions be entered into with each managed site.

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

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

- Newland Lane – new Site Secretary in post.
- Newland Lane – quotes awaited for the fence repairs following the removal of the fallen tree by Wakefield Council.
- Gladstone Street – Plots 19/20 cleared by volunteers (letter to be sent to thank them for their efforts)
- Gladstone Street – quotes were being sought to clear a large greenhouse with asbestos containing materials – members were supportive of the work being carried out given the amount of work already put in by volunteers.
- Norwood Street – Skip delivered, and waste cleared.
- NAS – Site visit awaited for the disposal of Edward Street.
- NAS – email discussion regarding rent increases.  
Prices would be obtained for other sites in the Wakefield District before a decision is reached on rent for 2026.  
Allotment accounts are to be sent out with the rent invoices to demonstrate where the money is being spent.

RESOLVED that the reports be received.

Quotes had been obtained for the replacement of the gates at Newland Lane which were now extremely difficult to operate.

RESOLVED that RCW be authorised to install 8ft Galvanised double entrance gates at a cost of £2,495.00+ VAT.

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

A complaint had been received about the tipping of glass and nails on the track at Ellins Terrace 2. It was reported that an email / letter had been sent to all tenants to advise them to be more careful.

The neighbouring landowner had asked for permission to install an additional gate for the safety and security of their animals and to

prevent fly tipping on their access track. Sufficient space would need to be made available for vehicles to turn around.

Members were satisfied to approve this request provided that the works were carried out entirely at the landowner's cost and that a key is provided for the Town Council.

This was subject to a site meeting to confirm the location of the gate.

RESOLVED that permission be granted for a secondary gate subject to the terms and conditions outlined above.

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

A letter was considered from a tenant at Ellins Terrace who had received a written warning. They raised questions about the timing of the inspection, postal delays and cultivation levels at different times of the year.

It was reported that inspections had commenced slightly later than planned due to the training of a new member of staff. One site will always be inspected last and unfortunately, this year it was the turn of Ellins Terrace.

Plots should be maintained throughout the year in a weed free state, not just in the main growing season.

Postal delays were outside of the Town Council's control and email should be used where the tenant has provided an email address.

RESOLVED that the correspondence be received and a response be provided.

**073. To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

RESOLVED that the public and press be excluded from consideration of the appeals at items 74, 77 and 80 due to the sensitive nature of the business to be transacted.

**074. To consider an appeal against eviction from tenant FCCD170F.**

Tenant FCCD170F submitted an appeal against eviction and explained their personal circumstances which had prevented them from cultivating their plot.

Members considered their tenancy history over the last three years which had indicated an ongoing problem with weeds.

It was noted that the tenant had moved out of area which should have resulted in the tenancy coming to an end but had since returned and they had someone sharing the plot with them.

RESOLVED that the eviction be withdrawn and the written warning extended to 31<sup>st</sup> March 2025 to enable additional time to bring the plot up to an acceptable standard.

The tenant is also to be advised that plot sharing is not permitted, and a co-worker agreement would be sent out.

**075. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**

RESOLVED that Councillor T Goodwin, Councillor F Marchant and Councillor A Bones be appointed to the Appeal Sub-Committee.

**076. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**

RESOLVED that Councillor A Bones be appointed as Chairman of the Appeal Sub-Committee.

**077. To consider an appeal against eviction from tenant F7886FF6.**

Tenant F7886FF6 submitted an appeal against eviction and explained their personal circumstances which had prevented them from cultivating their plot.

Members considered their tenancy history over the last three years.

RESOLVED that the eviction be withdrawn and the written warning extended to 31<sup>st</sup> March 2025 to enable additional time to bring the plot up to an acceptable standard.

The tenant is to be offered the chance to reduce to one plot with their partner rather than a full plot each if that would make things easier.

**078. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**

RESOLVED that Councillor T Goodwin, Councillor E Blezard and Councillor F Marchant be appointed to the Appeal Sub-Committee.

**079. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**

RESOLVED that Councillor E Blezard be appointed as Chairman of the Appeal Sub-Committee.

**080. To consider an appeal against eviction from tenant A2D991BA.**

Tenant A2D991BA submitted an appeal against eviction and explained their personal circumstances which had prevented them from cultivating their plot.

Members considered their tenancy history over the last three years.

RESOLVED that the eviction be withdrawn and the written warning extended to 31<sup>st</sup> March 2025 to enable additional time to bring the plot up to an acceptable standard.

The tenant is to be offered the chance to reduce to one plot with their partner rather than a full plot each if that would make things easier.

**081. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**

RESOLVED that Councillor P Sampson, Councillor A Bones and Councillor J Pritchard be appointed to the Appeal Sub-Committee.

**082. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**

RESOLVED that Councillor P Sampson be appointed as Chairman of the Appeal Sub-Committee.

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

**NOTES OF THE ALLOTMENTS LIAISON GROUP**  
**Wednesday 13<sup>th</sup> November 2024**

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

Cypress Road – 2 representatives  
Ellins Terrace 2 – 2 representatives  
Gladstone Street – 1 representative  
Heys Buildings – 1 representative  
Newland Lane – 3 representatives

## **1. Updates and Suggestions from Sites**

### Cypress Road

- Some difficulties in contacting applicants – Admin to chase up.
- Tenant to be vacating their plot – Admin to be notified.
- Issues with treasurer's bank accounts and fees being charged.
- Requested that the Town Council consider invoicing or requesting Site Fees due to limited response from tenants.

### Ellins Terrace 2

- Thanked the Council for carrying out the tap repairs.
- Issues with tenants lighting fires and leaving them unattended.
- Issues with tenants driving up the lane too fast.

### Gladstone Street

- The site is ticking along nicely.
- It's a nice community where people help each other.
- Plots 19 and 20 have been cleared but a large shed will need professional clearance due to asbestos.
- Issues with bonfire complaints from residential development nearby.
- Tenants were advised to wait for bonfire night to burn any waste.

### Heys Buildings

- Things are generally OK.
- A recently evicted tenant has not returned his key and continues to access the site to visit his friends plot when he is not there, Admin to contact the former tenant.
- Plot 7 will require significant investment to clear the waste.

### Newland Lane

- A number of plots require letters however plot numbers were not provided.
- There were ongoing issues with the fence and gate.

## 2. Town Council Update

- The notes of the last meeting dated 10<sup>th</sup> July 2024 were received.
- The water meter at Cypress Road had finally been located and an application for a significant refund had been sent to the water supplier.
- Disposal of the unused land at Edward Street was progressing.
- A flail had been provisionally booked for Spring 2025 to clear overgrown plots at Ellins Terrace 1 and 2.
- Concern was raised over careless fly tipping of glass and nails on the track at Ellins Terrace 2. An email was to be sent to all tenants.
- Clearance of plots 19 and 20 at Gladstone Street was progressing and the site was commended on their efforts in carrying out this work. Quotes would be obtained for the removal of the large structure which contained asbestos.
- The tree had been removed at Newland Lane so the fence repairs can now be carried out.
- A quote had been obtained to replace the gates at Newland Lane.
- Plots at Norwood Street had been strimmed and re-allocated.

An update was provided on vacancies and waiting lists:

SITE	VACANCIES	VACANT PLOTS	WAITING LIST
Cypress Road	1	14	24
Edward Street			0
Ellins Terrace 1	12	11,12, 16, 17, 21, 28, 29,30, 31, 39, 40, E	14
Ellins Terrace 2	10	54, 67, 70, 71, 72, 73, 74, 80, 86, 89,	17
Gilcar Street	0		2
Gladstone Street	2	19, 20	12
Heys Buildings	3	7, 13b, 43	12
Newland Lane	2	15, 40	20
Norwood Street	1	23	3
The Grove	0		7
Wentworth Terrace	3	6, 26, 31,	13
	<b>34</b>		<b>124</b>



An update was provided on the recent inspections:

<b>SITE</b>	Cypress Road
Inspections carried out	30 (1 vacant)
Failed	8
% Occupied Plots Failed	24%
Warnings Issued	2
RE-Inspections	2
Extended Warnings	0
Evictions	2
Appeals	0
<b>SITE</b>	Ellins Terrace 1
Inspections carried out	53 (12 vacant)
Failed	38
% Occupied Plots Failed	63%
Warnings Issued	19
RE-Inspections	19
Extended Warnings	4
Evictions	8
Appeals	TBC
<b>SITE</b>	Ellins Terrace 2
Inspections carried out	46 (8 vacant)
Failed	29
% Occupied Plots Failed	55%
Warnings Issued	12
RE-Inspections	10
Extended Warnings	5
Evictions	4
Appeals	TBC
<b>SITE</b>	Gilcar Street
Inspections carried out	3
Failed	0
% Occupied Plots Failed	0%
Warnings Issued	0
RE-Inspections	0
Extended Warnings	0
Evictions	0
Appeals	0

<b>SITE</b>	Gladstone Street
Inspections carried out	60 (1 vacant)
Failed	14
% Occupied Plots Failed	22%
Warnings Issued	5
RE-Inspections	5
Extended Warnings	1
Evictions	6
Appeals	1 – Additional time given to end of March 2025
<b>SITE</b>	Heys Buildings
Inspections carried out	51 (1 vacant)
Failed	20
% Occupied Plots Failed	38%
Warnings Issued	11
RE-Inspections	9
Extended Warnings	4
Evictions	2
Appeals	0
<b>SITE</b>	Newland Lane
Inspections carried out	40 (1 vacant)
Failed	14
% Occupied Plots Failed	33%
Warnings Issued	7
RE-Inspections	6 (2 to be completed after 18.11.24)
Extended Warnings	3
Evictions	1
Appeals	0
<b>SITE</b>	Norwood Street
Inspections carried out	29 (1 vacant)
Failed	14
% Occupied Plots Failed	45%
Warnings Issued	7
RE-Inspections	6
Extended Warnings	3
Evictions	1
Appeals	0

<b>SITE</b>	The Grove
Inspections carried out	5
Failed	2
% Occupied Plots Failed	40%
Warnings Issued	0
RE-Inspections	0
Extended Warnings	0
Evictions	0
Appeals	0
<b>SITE</b>	Wentworth Terrace
Inspections carried out	88 (1 vacant)
Failed	33
% Occupied Plots Failed	36%
Warnings Issued	10
RE-Inspections	7
Extended Warnings	5
Evictions	2
Appeals	1 (Pending)
<b>SITE</b>	ALL
Inspections carried out	410
Failed	172
% Occupied Plots Failed	38.5%
Warnings Issued	75
RE-Inspections	66
Extended Warnings	27
Evictions	25
Appeals	2

An update was provided on the new and revised allotments policies:

- One allotment per household – applications will be considered on a case-by-case basis in the case of adult offspring living at the same address (suggested by Gladstone Street Allotments.)
- Community groups and schools will no longer be permitted to hold an allotment due to previous bad experiences at Wentworth Terrace, Newland Lane and Norwood Street.
- The refusal of TWO plots will result in the applicant being removed from the waiting list.

- Readmittance of previously evicted tenants would be reviewed on a case-by-case basis and would include a minimum waiting period of two years, a conduct evaluation and a probationary period.
- In extreme cases, the Town Council reserves the right to move to immediate eviction where it is clear that the plot has been abandoned.
- Hedging, shrubs and non-fruiting trees will not be permitted.
- All poultry and captive birds must be registered with DEFRA / APHA with effect from 1<sup>st</sup> October 2024 and evidence provided to the Town Council.
- New dimensions for new structures
 

Sheds	6ft x 8ft (height 7ft)	1.8m x 2.4m (height 2.1m)
Greenhouses	6ft x 8ft (height 7ft)	1.8m x 2.4m (height 2.1m)
Polytunnels	15ft x 8ft (height 7ft)	4.57m x 2.44m (height 2.1m)
- Rent will be charged on a pro-rata basis (suggested by Newland Lane Allotments.)
- A new policy on the use of weedkiller would be implemented:
  - Approved Products: Commercial strength weedkiller must not be used – only standard garden centre products should be used.
  - Application Timing: Apply weedkiller during calm weather conditions to prevent drift onto neighbouring plots. Avoid application on windy days.
  - Safe Use: Follow the manufacturer's instructions regarding dilution, application, and safety precautions. Wear appropriate protective gear.
  - Restricted Areas: Do not apply weedkiller near water sources, communal paths, or on plots not under your lease. Ensure that it doesn't impact wildlife habitats.
  - Notification: Inform neighbouring plot holders before applying weedkiller, especially if using near shared areas.
  - Storage and Disposal: Store weedkiller securely and dispose of any unused product and containers appropriately.

## BONFIRES

Due to the increase in housing which now surrounds most allotment sites, with effect from 1st April 2025, bonfires will no longer be permitted on allotments except for on the following dates:

- 5<sup>th</sup> November
- The Friday and Saturday before and after 5<sup>th</sup> November.

This approach has been supported by environmental health.

The Allotments Budget for the 2024-25 financial year was circulated:

### ALLOTMENTS BUDGET April 2024 - October 2024

INCOME	BUDGET	ACTUAL	COMMITTED	REMAINING
Allotment Rent	£8,765.65	£8,758.26		£7.39
Key Deposits	£0.00	£20.00		£20.00
	£8,765.65	£8,778.26	£0.00	£27.39

EXPENDITURE	BUDGET	ACTUAL	COMMITTED	REMAINING
Cypress Road	£867.00	£1,242.31		-£375.31
Edward Street	£68.00	£0.00		£68.00
Ellins Terrace 1	£1,734.00	£255.22	£1,500.00	-£21.22
Ellins Terrace 2	£1,581.00	£38.57	£300.00	£1,242.43
Gilcar Street	£51.00	£0.00		£51.00
Gladstone Street	£2,040.00	£1,287.88		£752.12
Heys Buildings	£1,487.50	£3,418.24	£300.00	-£2,230.74
Newland Lane	£1,275.00	£657.63		£617.37
Norwood Street	£952.00	£277.65		£674.35
The Grove	£85.00	£0.00		£85.00
Wentworth Terrace	£2,728.50	£512.93	£500.00	£1,715.57
General	£131.00	£40.85		£90.15
	<b>£13,000.00</b>	<b>£7,731.28</b>	<b>£2,600.00</b>	<b>£2,668.72</b>


### 3. Next Meeting

Wednesday 13<sup>th</sup> November at 6pm.

## NORMANTON TOWN COUNCIL

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

Date: 12.11.24

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

Date: 12.11.24

<b>Bank Reconciliation at 31/10/2024</b>			
	Cash in Hand 01/04/2024		223,343.42
	<b>ADD</b> Receipts 01/04/2024 - 31/10/2024		398,674.14
			622,017.56
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/10/2024		239,198.49
<b>A</b>	<b>Cash in Hand 31/10/2024</b> (per Cash Book)		<b>382,819.07</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2024	479.67
	Unity Current	31/10/2024	46,560.02
	Unity Savings	31/10/2024	335,348.90
	Lloyds Card	31/10/2024	0.00
	Admin Float	31/10/2024	100.00
	Events Float	31/10/2024	200.00
			<b>382,688.59</b>
	Less unrepresented payments		2,234.77
			380,453.82
	Plus unrepresented receipts		2,365.25
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>382,819.07</b>
<b>A = B Checks out OK</b>			