

NORMANTON TOWN COUNCIL

DRAFT



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 4th February 2025 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor A Bones – Mayor of Normanton
Councillor T Goodwin
Councillor M Jennings
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor D South
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor S Hudson
Councillor H Jones
Councillor M King
Councillor F Marchant
Councillor P Marchant
Councillor J Pritchard
Councillor P Sampson
Councillor A Samuels
Councillor R Seal

152. Prayers.

The Mayor led the Council in prayers.

153. To receive announcements from the Mayor.

The Mayor reported that she was collecting knitted and crocheted poppies for a project for Remembrance Sunday. A pattern was available which would be shared on social media.

154. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillors S Hudson, H Jones, F Marchant, J Pritchard, P Sampson, A Samuels and R Seal.

155. To receive members declarations of interest.

RESOLVED: that the following Declarations of Interest be recorded.

Councillor C Appleyard

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor E Blezard

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor P Mayne

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor L Masterman

Non-Pecuniary Interest

Item 171 – Small Grant payment to Alice Bacon Trust

Member of the Alice Bacon Memorial Trust

Councillor C Parsons

Non-Pecuniary Interest

Item 171 – Small Grant payment to Normanton Knights

Member of Normanton Knights ARLFC.

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

There were no members of the public present.

157. To receive and sign the minutes of a meeting of Normanton Town Council.

RESOLVED: that the minutes of a meeting of Normanton Town Council held on Tuesday 10th December 2024 (Minute Numbers 135-151; Pages 40-44) be received as a true record and signed by the Mayor.

- 158. To receive the minutes of the Staffing Committee.**
RESOLVED: that the minutes of the Staffing Committee held on Tuesday 3rd December 2024 (Minute Numbers 020-039; Pages 14-17) be received.
- 159. To receive the minutes of the Events Committee.**
RESOLVED: that the minutes of the Events Committee held on Monday 9th December 2024 (Minute Numbers 026-034; Pages 26-32) be received.
- 160. To receive the minutes of the Allotments Committee.**
RESOLVED: that the minutes of the Allotments Committee held on Monday 16th December 2024 (Minute Numbers 083-089; Pages 33-34) be received.
- 161. To receive the minutes of the Property Committee.**
RESOLVED: that the minutes of the Property Committee held on Monday 16th December 2024 (Minute Numbers 052-068; Pages 11-13) be received.
- 162. To receive the minutes of the Allotments Committee.**
RESOLVED: that the minutes of the Allotments Committee held on Wednesday 15th January 2025 (Minute Numbers 090-104; Pages 35-42) be received.
- 163. To receive the minutes of the Events Committee.**
RESOLVED: that the minutes of the Events Committee held on Monday 20th January 2025 (Minute Numbers 035-043; Pages 18-22) be received.
- 164. To receive the minutes of the Finance Committee.**
RESOLVED: that the minutes of the Finance Committee held on Tuesday 28th January 2025 (Minute Numbers 028-044; Pages 7 onwards) be received.
- 165. To receive reports from District Councillors.**
Councillor D Wilton for the Normanton Ward provided a written report on the following matters:
- HMO application at 3 Castleford Road – Urged members to object.
 - Town Centre CCTV upgrade and reiterating the need for people to report crimes and ASB through the appropriate channels.

- Christmas Santa Run – request for District Councillors to be included in the working group. The matter would be referred to the Events Committee.

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

- HMO at Castleford Road – The District Councillors were hoping to have a public meeting.
- Issues with ASB at Cross Queen Street.
- High Street Bollards – Hoping to be installed in the next three months, if this is not achievable then an alternative needs to be considered.
- A quantity of York Stone had been stolen from the path near All Saints School. The ownership of the path is unclear, but it is dangerous, and efforts were being made to push for action from the District Council.
- New gates had been funded at Normanton Knights.
- A new litter picking scheme had been implemented whereby residents were being invited to join in on pre-planned litter picks.
- A new bench would be installed near the cenotaph to commemorate VE Day.

RESOLVED: that the report be received.

166. To receive a report from the Town Clerk.

The Town Clerk reported on the recent Community Governance Review conducted by Wakefield Council which had resulted in a change to the Parish name following submission of a response which had been submitted without the approval of the Town Council. It was unclear where the consultation response had originated, and it was disappointing that there was no further consultation on this matter before it was accepted by Wakefield Council.

The Town Council had resolved in 2021 that no changes were required to the Parish name.

Further enquiries were ongoing to identify the source of the consultation response and the next appropriate steps.

RESOLVED: that the report be received and a report be brought to a future meeting.

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

Councillor E Blezard reported that she attends the WDH meetings, and a lot of work had been carried out in the Normanton area including Street PACTS in partnership with the Police and District Councillors, replacement windows, landscaping and fencing works. It was reported that funding may be available for community projects.

RESOLVED: that the report be received.

RESOLVED: that the notes of the PACT Meeting held on 14.11.2024 be received. It was noted that the Altofts and Normanton PACT meetings would be held separately on the same evening moving forward.

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

Councillor M Jennings reported that the Welbeck appeal was still with the Inspectorate and a decision could take up to three months.

RESOLVED: that the report be received.

169. Budget 2025-26

Members considered the budget for the 2025-26 Financial Year which had been recommended by the Finance Committee.

The budget was broken down as follows:

Expenditure	£458,731
Income	-£23,653
Contribution from Earmarked Reserves	-£49,573
Shortfall	£385,504

RESOLVED: that the budget be approved.

170. Precept 2025-26

Having reviewed the budget and given consideration to the level of General Reserves, members agreed to fix the precept for the 2025/26 financial year as follows:

Shortfall	£385,504
Contribution from General Reserves	£18,165
Precept	£367,399

This would leave a General Reserve of £91,835 which was in line with the Reserves Policy.

RESOLVED: that the Precept for the 2025/26 Financial Year be fixed at £367,399.

171. To consider the list of invoices due for payment in February 2025.

RESOLVED: that the list of invoices for payment totalling £17,175.11 and detailed in appendix 1 be approved for payment.

172. To receive the list of payments made in December 2024.

RESOLVED: that the list of payments made in December 2024 totalling £17,974.34 and detailed in appendix 2 be approved.

173. To receive the Bank Reconciliation for November and December 2024.

RESOLVED: that the Bank Reconciliation for November 2024 showing a balance of £341,870.92 and the Bank Reconciliation for December showing a balance of £318,123.97 be received.

174. To consider the planning applications from Wakefield Council.

RESOLVED: that the following planning lists be received.

[088 - Validated Applications - 16.12.2024.pdf](#)

[090 - Validated Applications - 23.12.2024.pdf](#)

[001 - Validated Applications - 06.01.2025.pdf](#)

[003 - Validated Applications - 13.01.2025.pdf](#)

[005 - Validated Applications - 20.01.2025.pdf](#)

It was reported that the validated list for 27th January 2025 had not been received but a search had been carried out on the website for any new applications.

RESOLVED: that an objection be submitted in relation to 25/00079/FUL 6 bed HMO and single flat unit at 3 Castleford Road on the grounds of overconcentration of similar properties in a small area, crime and antisocial behaviour, highway concerns, and waste issues.

RESOLVED: that Councillor M Jennings be appointed as the Town Council's representative for the Buckthorne Road planning application.

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

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NORMANTON TOWN COUNCIL

DRAFTPAYMENTS LIST 585 TO 613

Voucher	Cheque	Name	Description	Amount
585		RCW Building Solutions	Tap Repairs	420.00
586		RCW Building Solutions	Pointing of Windows	1,020.00
587		RCW Building Solutions	Asbestos Removal	540.00
588		Advertiser Office Printers	Advertising	576.00
589		RCW Building Solutions	Asbestos Removal	330.00
590		Castleford Salvation Army Band	Christmas Celebration Donation	122.38
591		Chubb Fire & Security	Fire Alarm Service	323.18
592		Chubb Fire & Security	Emergency Lighting Test	189.31
593		Aston Management	Performers P@HHP 2026	600.00
594		Aston Management	Performers P@HHP 2025	1,090.00
595		First Impressions	Hanging Basket and Planting Infrastructure	1,783.20
596		The Well Project	Santa Run Donation	2,100.00
597		RISO (UK) Ltd	Printing	245.40
598		D3 Office Group	Cleaning / Stationery Supplies	41.53
599		Class Office Equipment Ltd	Cleaning / Stationery Supplies	58.32
600		RCW Building Solutions	Asbestos Removal	1,794.00
601		Spectrum Children's Drama Group	Small Grant	500.00
602		Acorn Alternative Provision	Small Grant	500.00
603		The Well Project	Small Grant	500.00
604		The Well Project	Small Grant	500.00
605		Prickly Edge Hedgehog Rescue	Small Grant	492.79
606		Normanton Knights ARLFC	Small Grant	500.00
607		Prince of Wales Hospice	Small Grant	500.00
608		Friends of Altofts Library	Small Grant	450.00
609		Alice Bacon Memorial Trust	Small Grant	500.00
610		Altofts Bowling Club	Small Grant	499.00
611		Normanton Musical Theatre Society	Small Grant	500.00
612		Altofts Cricket Club	Small Grant	500.00
613		Channy Music	Performers P@HHP 2025	500.00
			TOTAL	17,675.11

APPENDIX 2

PAYMENTS MADE IN DECEMBER

DRAFT

Voucher No	Date	Net	VAT	Total	Description	Supplier	Invoice Date	Bank	Cashed Date
485	02.12.2024	£127.45	£25.49	£152.94	Website Hosting	Multi-Web-Services Ltd	02.12.2024	Unity Current	02.12.2024
486	03.12.2024	£60.00	£12.00	£72.00	Photocopier Lease	Siemens Financial Services	31.10.2024	Unity Current	03.12.2024
487	12.12.2024	£89.61	£17.92	£107.53	Franker Lease	Pitney Bowes Ltd (Pitney Bowes Ltd)	11.11.2024	Unity Current	12.12.2024
488	13.12.2024	£205.26	£41.05	£246.31	Hygiene Services	Cathedral Leasing Ltd	13.12.2024	Unity Current	13.12.2024
489	18.12.2024	£107.33	£5.37	£112.70	Utilities	Octopus Energy Ltd	04.12.2024	Unity Current	18.12.2024
490	23.12.2024	£295.50	£59.10	£354.60	HR and H&S Advice	Citation	23.12.2024	Unity Current	23.12.2024
491	23.12.2024	£47.16	£9.43	£56.59	Telephone Bill - Town Hall	DRDCommunications	01.12.2024	Unity Current	23.12.2024
492	30.12.2024	£373.51	£74.70	£448.21	IT Support	Pro Logic Computers (UK) Ltd	13.12.2024	Unity Current	30.12.2024
493	30.12.2024	£90.65	£18.13	£108.78	Telephone & Broadband	NGC Networks	16.12.2024	Unity Current	30.12.2024
494	19.12.2024	£9,316.33	£0.00	£9,316.33	Salaries & Wages	Employees	19.12.2024	Unity Current	19.12.2024
495	19.12.2024	£2,295.57	£0.00	£2,295.57	Pension	West Yorkshire Pension Fund	19.12.2024	Unity Current	19.12.2024
496	19.12.2024	£2,953.00	£0.00	£2,953.00	PAYE / NIC	HMRC	19.12.2024	Unity Current	
497	31.12.2024	£17.25	£0.00	£17.25	Bank Charges	Unity Trust Bank	31.12.2024	Unity Current	31.12.2024
498	31.12.2024	£22.50	£0.00	£22.50	Bank Charges	Unity Trust Bank	31.12.2024	Unity Current	31.12.2024
499	19.12.2024	£1,435.89	£0.00	£1,435.89	PAYE / NIC	HMRC	19.12.2024	Unity Current	27.12.2024
500	04.12.2024	£77.98	£0.00	£77.98	Volunteer Refreshments	Jus Eat (Gems)	04.12.2024	Petty Cash	04.12.2024
501	05.12.2024	£12.90	£2.59	£15.49	Desk Mat	Amazon EU UK Branch	05.12.2024	Petty Cash	05.12.2024
502	05.12.2024	£4.00	£0.00	£4.00	DIY Goods	Melvyn's	05.12.2024	Petty Cash	05.12.2024
503	05.12.2024	£3.60	£0.00	£3.60	Newspapers	Asda	05.12.2024	Petty Cash	05.12.2024
504	12.12.2024	£3.60	£0.00	£3.60	Newspapers	Asda	12.12.2024	Petty Cash	12.12.2024
505	15.12.2024	£8.33	£1.67	£10.00	Key Hooks	B&Q	15.12.2024	Petty Cash	15.12.2024
506	15.12.2024	£5.83	£1.17	£7.00	Gorilla Tape	TESCO	15.12.2024	Petty Cash	15.12.2024
507	19.12.2024	£3.60	£0.00	£3.60	Newspapers	Asda	19.12.2024	Petty Cash	19.12.2024
508	02.12.2024	£6.00	£0.00	£6.00	Bank Charges	Lloyds Bank	02.12.2024	Lloyds Card	16.12.2024
509	16.12.2024	£4.80	£0.00	£4.80	Milk	Asda	29.11.2024	Lloyds Card	16.12.2024
510	16.12.2024	£11.66	£2.33	£13.99	Labels	Amazon EU UK Branch	04.11.2024	Lloyds Card	16.12.2024
511	16.12.2024	£72.16	£7.97	£80.13	Refreshments	TESCO	04.11.2024	Lloyds Card	16.12.2024
512	16.12.2024	£10.17	£2.04	£12.21	Stationery	Amazon EU UK Branch	06.11.2024	Lloyds Card	16.12.2024
513	16.12.2024	£26.45	£5.29	£31.74	Kettle & Office Equip	B&M	06.11.2024	Lloyds Card	16.12.2024
		£17,688.09	£286.25	£17,974.34					