

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 11th March 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 S Hudson
Councillor M Jennings
Councillor H Jones
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan – Deputy Mayor of Normanton
Councillor C Parsons
Councillor A Samuels
Councillor R Seal
Councillor D South
Councillor K Wilson, JP

D Johnston – Town Clerk & RFO
Rev Alan Murray – Mayors Chaplain

District Councillor D Wilton
District Councillor A Kahn

Absent: Councillor M King
Councillor F Marchant
Councillor P Marchant
Councillor J Pritchard
Councillor P Sampson

176. Prayers.

The Mayors Chaplain, Reverend Alan Murray led the Council in Prayers.

177. To receive announcements from the Mayor.

The Mayor reported that she was hoping to host a first aid event in April to raise awareness of CPR. Further information would follow once the date had been confirmed.

RESOLVED: that the report be received.

178. To receive apologies for absence.

RESOLVED: that members apologies for their inability to attend be received on behalf of Councillors F Marchant, J Pritchard and P Sampson.

179. To receive members declarations of interest.

RESOLVED: that the following Councillors Declarations of Interest be received:

A pecuniary interest was declared by Councillor C Appleyard, Councillor E Blezard, Councillor A Bones, Councillor S Hudson, Councillor M Jennings, Councillor H Jones, Councillor B Mayne, Councillor P Mayne, Councillor J Medford, Councillor T Morgan, Councillor C Parsons, Councillor A Samuels, Councillor R Seal, Councillor D South, and Councillor K Wilson in relation to item 193 on Members Allowances.

RESOLVED: that a dispensation be granted on the grounds that, without it, the number of individuals prohibited from participating in the specified business would be so significant that it would hinder the effective transaction of that business.

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

There were no members of the public present who wished to ask questions.

181. 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 4th February 2025 (Minute Numbers 152-175; Pages 45-50) be received as a true record and signed by the Mayor.

Matters Arising: Minute 166

RESOLVED: that a written request be submitted to Wakefield Council seeking a correction to the Parish name, which was inadvertently altered during the Community Governance Review of 2023, to reinstate the name 'Normanton'.

182. To receive the minutes of the Staffing Committee.

RESOLVED: that the minutes of the Staffing Committee held on Tuesday 11th February 2025 (Minute Numbers 040-054; Pages 9-11) be received.

183. To receive the minutes of the Property Committee.

RESOLVED: that the minutes of the Property Committee held on Tuesday 18th February 2025 (Minute Numbers 069- 88; Pages 14-16) be received.

184. To receive reports from District Councillors.

Councillor D Wilton for the Normanton Ward reported on the following matters:

- Wakefield Council had agreed a balanced budget which sought to protect front line services.
- The incident on Maple Grove was dealt with by the Police. There were over 100 people in attendance at the address which was not occupied. Two arrests were made for public order and criminal damage.
- There had been a number of car thefts on Queen Elizabeth Drive and the Police were looking into this.
- Anti-social behaviour on Assembly Street had flared up again and the Police were involved.
- The new CCTV in the town centre is working well.
- CCTV is planned for Normanton upper cemetery to combat ASB issues.
- The banking Hub has opened on Exchange Street offering the following banking institutions:
 - Monday - Lloyds
 - Tuesday - Santander
 - Wednesday - Nat West
 - Thursday - Halifax
 - Friday – Barclays
- Fence at the Taylor Wimpey estate had been targeted with graffiti and residents were informed that they would be responsible. District Councillors are looking into what can be done.

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

- Benson Lane traffic calming scheme was going through the TRO process. This would include a 20mhp zone.
- The parking on the junction at Benson Lane was still an issue and was being addressed separately.

- The High Street Bollards project was ongoing but there was some uncertainty due to issues with the procurement process.

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

- The mural at the rear of the Bike Shop would be officially opened on 25th March at 1pm – everyone is welcome to attend.
- The HMO meeting was successful, and residents had an opportunity to find out more about HMOs.
- Another HMO application had been submitted on Church Lane.
- Haw Hill Park Pond – ongoing and meetings with officers to review quotes planned.
- A new VE Day 80 memorial bench is to be installed in Haw Hill Park along with another bench on the Haw Hill View side of the park.
- Bins near the Obelisk – enquiries ongoing to have them re-located.
- Bins at Empire House – discussions ongoing with the landlord.
- The path near the Church is no further forward as neither WMDC nor the church are listed as owners so no one can accept the liability for the repairs.

Members reported a number of issues including:

- A request for a list of the NIF and Capital Grants money that has been spent.
- Finger Posts are pointing in the wrong direction.
- Fence near The Well Project (job logged already)
- Old Market Cross (job logged already)

RESOLVED: that the reports be received.

185. To receive a report from the Town Clerk.

The Town Clerk provided a verbal report on the following matters:

- The Banking Hub had opened on Assembly Street offering banking services Monday to Friday 9am to 5pm.
- Councillor C Parsons had attended Freedom of Information training through YLCA.
- A thank you letter had been received from the Prince of Wales Hospice in relation to their recent grant.
- Emergency Planning have been invited to attend a meeting of the Town Council to discuss their role following the incident in Altofts.

- The SLA for grass cutting at Potts Terrace was agreed at a cost of £439.78.
- Letter sent to Asda to seek clarification on the lack of stock and rumours regarding the Normanton store.
- Committee preferences – reminder to Councillors to complete the survey by the end of the week.

RESOLVED: that the Town Clerk's report be received and noted.

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

RESOLVED: that the notes of the Normanton PACT Meeting – 06.02.25 be received.

RESOLVED: that the notes of the Altofts PACT Meeting – 06.02.25 be received.

RESOLVED: that thanks be recorded to Councillor T Morgan and Councillor M Jennings for their time in attending the PACT meetings and providing notes.

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

RESOLVED: that the minutes of the Town & Parish Council Liaison Group – 03.12.24 be received.

Freeston Foundation – A public consultation was to be held on the proposed development of the Pingle Field.

188. To consider the list of invoices due for payment in March 2025.

RESOLVED: that the list of invoices due for payment in March 2025 totalling £10,838.55 and detailed in appendix 1 be approved for payment.

189. To receive the list of payments made in January 2025.

RESOLVED: that the list of payments made in January 2025 totalling £22,077.51 and detailed in appendix 2 be approved.

190. To receive the Bank Reconciliation for January 2025.

RESOLVED: that the bank reconciliation dated 31st January 2025 showing a balance of £298,542.52 be received.

191. To review the effectiveness of internal controls.

RESOLVED: that the Effectiveness of Internal Controls document be reviewed and agreed.

192. To review the Risk Management Assessment.

RESOLVED: that the Risk Management Assessment document be reviewed and agreed.

193. To consider the report of the Independent Remuneration Panel and agree the rate of Members Allowances for the 2025/26 financial year.

RESOLVED: that members note the Independent Remuneration Panel's recommendations on members allowances.

RESOLVED: that allowances for elected Councillors will be fixed at £200.00 per year subject to PAYE. Annual increases in line with the percentage increase awarded to District Councillors will apply from 2026/27 onwards.

194. To receive a verbal report on the Welbeck Appeal.

Councillor Jennings provided a verbal report on the recent Welbeck Appeal. It was noted that the appeal had been successful, and tipping would continue for a further two years followed by two years to landscape the site.

RESOLVED: that the report be received and that thanks be recorded to Councillor M Jennings for his time and effort in representing the Town Council at the appeal.

195. To consider the planning applications from Wakefield Council.

RESOLVED: that the following planning lists be received.

[007 - Validated Applications - 10.02.2025.pdf](#)

[010 - Validated Applications - 17.02.2025.pdf](#)

[011 - Validated Applications - 24.02.2025.pdf](#)

[013 - Validated Application - 03.03.2025.pdf](#)

[015 - Validated Applications - 10.03.2025.pdf](#)

RESOLVED: that an objection be lodged in relation to 25/02091/FUL at 16 Church Lane, Normanton for a change of use from small HMO to 7 bed HMO.

RESOLVED: that the Town Clerk be delegated authority to submit an objection on the following grounds: Parking & Highways issues, saturation of HMOs, noise and disturbance.

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

**NORMANTON TOWN COUNCIL
PAYMENTS (AWAITING AUTHORISATION) LIST**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
635	Stationery	10/03/2025		Unity Current		Coloured Paper	D3 Office Group	S	19.38	3.88	23.26
											23.26
637	GDPR Compliance	10/03/2025		Unity Current		Shredding - Additional Collectic	Class Office Equipment Ltd	S	45.20	9.04	54.24
											54.24
639	GDPR Compliance	10/03/2025		Unity Current		Shredding	Class Office Equipment Ltd	S	50.15	10.03	60.18
											60.18
640	Councillor Training	10/03/2025		Unity Current		Councillor Training	YLCA	Z	35.10		35.10
											35.10
636	Advertising & Promotions	10/03/2025		Unity Current		Advertiser	Advertiser Office Printers	S	480.00	96.00	576.00
											576.00
642	Mayoral Expenses 24/25	10/03/2025		Unity Current		Mayors Expenses	Mayor of Normanton 2024-	Z	261.59		261.59
											261.59
641	Cleaning	10/03/2025		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	32.37	6.47	38.84
											38.84
638	Pre-Payments	10/03/2025		Unity Current		Hanging Baskets Summer 2025	First Impressions	S	7,655.18	1,531.04	9,186.22
											9,186.22
645	Heys Buildings Allotment	11/03/2025		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
											150.00
643	Repairs & Maint NTH	11/03/2025		Unity Current		PAT Testing	RCW Building Solutions	S	264.00	52.80	316.80
643	Repairs & Maint WCC	11/03/2025		Unity Current		PAT Testing	RCW Building Solutions	S	28.60	5.72	34.32
											351.12
644	Repairs & Maint WCC	11/03/2025		Unity Current		Boiler Call Out	RCW Building Solutions	S	85.00	17.00	102.00
											102.00
Total									9,081.57	1,756.98	10,838.55

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
400	Christmas Lights	31/01/2025		Unity Current		Event Security	TD Events	S	168.00	33.60	201.60
540	Bank Charges	02/01/2025		Lloyds Card		Bank Charges	Lloyds Bank	Z	6.00		6.00
541	Talking Newspaper	09/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
542	Wentworth Terrace Allotment	31/01/2025	Clerks Authority	Petty Cash		Allotment Keys	Wentworth Terrace	Z	20.00		20.00
543	Repairs & Maint NTH	13/01/2025		Petty Cash		DIY Goods	Toolstation	S	8.92	1.78	10.70
544	Talking Newspaper	16/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
545	Information Events	17/01/2025		Petty Cash		Refreshments	TESCO	Z	7.57		7.57
546	Talking Newspaper	23/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
547	Refreshments	27/01/2025		Petty Cash		Milk	TESCO	Z	2.40		2.40
548	Repairs & Maint NTH	29/01/2025		Petty Cash		DIY Goods	Toolstation	S	1.99	0.40	2.39
549	Talking Newspaper	30/01/2025		Petty Cash		Newspapers	Asda	Z	3.60		3.60
550	Mayoral Expenses 24/25	10/01/2025		Unity Current		Mayors Expenses	Mayor of Normanton 2024-	Z	94.85		94.85
551	Advertising & Promotions	10/01/2025		Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00
552	GDPR Compliance	10/01/2025		Unity Current		Shredding	Class Office Equipment Ltd	S	45.20	9.04	54.24
553	Stationery	10/01/2025		Unity Current		Stationery	D3 Office Group	S	25.26	5.05	30.31
554	Printing	10/01/2025		Unity Current		Order of Service Printing	Advertiser Office Printers	Z	90.00		90.00
555	Repairs & Maint NTH	10/01/2025	Property 29.04.24 / 38	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
556	Memberships	10/01/2025		Unity Current		Membership	National Allotment Society	S	55.00	11.00	66.00
557	Brass Band Concert	24/01/2025		Unity Current		Park Hire	Wakefield Council	Z	50.00		50.00
558	Repairs & Maint WCC	24/01/2025		Unity Current		Replacement Sign	Visual Impact	S	298.00	59.60	357.60
559	Repairs & Maint NTH	24/01/2025	Clerks Authority	Unity Current		Toilet Repairs	CM Gas Services	S	70.00	14.00	84.00
560	Repairs & Renewals	24/01/2025		Unity Current		Chairs	Class Office Equipment Ltd	S	2,100.00	420.00	2,520.00
561	Utilities NTH	24/01/2025		Unity Current		Utilities	Wakefield Council	Z	100.81		100.81
561	Utilities NTH	24/01/2025		Unity Current		Utilities	Wakefield Council	S	338.84	67.77	406.61
562	Repairs & Maint NTH	24/01/2025	Clerks Authority	Unity Current		Rock Salt	D3 Office Group	S	37.45	7.49	44.94
563	Party @ Haw Hill Park	24/01/2025		Unity Current		Minibus Hire	The Well Project	Z	270.00		270.00
564	Christmas Celebration	24/01/2025		Unity Current		Christmas Celebration Donatior	All Saints Church	Z	50.00		50.00
565	Christmas Celebration	24/01/2025		Unity Current		Christmas Celebration Donatior	Normanton Musical Theatre	Z	50.00		50.00
566	Xmas Celeb Collection	24/01/2025		Unity Current		Christmas Celebration Donatior	The Well Project	Z	122.39		122.39
567	Xmas Celeb Collection	24/01/2025		Unity Current		Christmas Celebration Donatior	Castleford Male Voice Choir	Z	122.38		122.38
568	Memberships	24/01/2025		Unity Current		SLCC Membership	SLCC	Z	360.00		360.00
569	Norwood St O/S	24/01/2025		Unity Current		Employee Expenses - Fuel	Glasshoughton Service Stal	S	7.16	1.43	8.59
570	Staff Travel Expenses	24/01/2025		Unity Current		Employee Expenses	Employees	Z	47.25		47.25
571	Staff Travel Expenses	24/01/2025		Unity Current		Employee Expenses	Employees	Z	40.50		40.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
572	Salaries & Wages	27/01/2025		Unity Current		Salaries & Wages	Employees	X	8,588.70		8,588.70
573	Salaries & Wages	27/01/2025		Unity Current		Pension	West Yorkshire Pension Fui	X	555.65		555.65
573	Employers Pension	27/01/2025		Unity Current		Pension	West Yorkshire Pension Fui	X	1,627.35		1,627.35
574	Salaries & Wages	31/01/2025		Unity Current		PAYE / NIC	HMRC	X	1,630.99		1,630.99
574	Employers National Insurance	31/01/2025		Unity Current		PAYE / NIC	HMRC	X	839.61		839.61
575	Mayoral Expenses 24/25	24/01/2025		Unity Current		Mayors Expenses	Hebden Royd Mayors Chari	Z	10.00		10.00
576	Website	02/01/2025		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
577	Hygiene Services	10/01/2025		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
578	Utilities WCC	16/01/2025		Unity Current		Utilities	Octopus Energy Ltd	L	660.03	33.00	693.03
579	Cypress Road Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	34.71		34.71
579	Ellins Terrace 1 Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	67.67		67.67
579	Newland Lane Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	52.10		52.10
579	Ellins Terrace 2 Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	67.68		67.68
579	Gladstone Street Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	11.52		11.52
579	Norwood Street Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	22.11		22.11
579	Wentworth Terrace Allotment	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	34.46		34.46
579	Utilities WCC	16/01/2025		Unity Current		Water Bill	Everflow Water	Z	37.89		37.89
580	Professional Fees	21/01/2025		Unity Current		HR and H&S Advice	Citation	S	295.50	59.10	354.60
581	Telephone / Internet	21/01/2025		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	44.75	8.95	53.70
582	Telephone / Internet	30/01/2025		Unity Current		Telephone & Broadband	NGC Networks	S	251.08	50.22	301.30
583	IT Support	28/01/2025		Unity Current		IT Support	Pro Logic Computers (UK)	S	373.51	74.70	448.21
584	Bank Charges	31/01/2025		Unity Current		Bank Charges	Unity Trust Bank	Z	15.15		15.15
Total									20,987.79	1,089.72	22,077.51