

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 8th July 2025 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard
Councillor T Goodwin
Councillor S Hudson
Councillor M Jennings
Councillor M King
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor J Medford
Councillor T Morgan - Mayor of Normanton
Councillor C Parsons
Councillor A Samuels
Councillor D South
Councillor K Wilson, JP

D Johnston – Town Clerk & RFO
A Vanstan – Licensed Lay Minister

5 members of the public

Absent: Councillor A Bones
Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor J Pritchard
Councillor P Sampson
Councillor R Seal

062. Prayers.

In the absence of the Mayor's Chaplain, Licensed Lay Minister, A Vanstan, led the Council in prayers.

063. To receive announcements from the Mayor.

The Mayor reported that she had attended 15 events since the last meeting including the NTC50 Awards evening, the Normanton Musical Theatre Society production of Legally Blonde, Meet the Mayor Coffee Morning which raised £250.00 for the Mayor's Appeal, the opening of the new playground at St John the Baptist RC Primary School, Civic Sunday which raised £273.04 for the Mayors Appeal, the Fairway Village Bake Sale, Party in the Park at South Kirkby, Altofts Gala, Summer Brass Band Concert at Lock Lane Park, All Saints School Council Tea with the Mayor, Country and Western Night in aid of Second Chance (Brain Injury Charity), Featherstone Gala, Armed Forces Day and Army Cadet Awards Ceremony.

064. To receive apologies and consider reasons for absence.

RESOLVED: that members apologies for their inability to attend be received on behalf of Councillors A Bones, H Jones, F Marchant, P Marchant, P Sampson and R Seal.

065. To receive members' declarations of interest.

There were no declarations recorded.

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

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

067. To receive a presentation from the Postmaster on the proposed Banking Hub.

The Postmaster was not in attendance, so no report was provided.

068. To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 10th June 2025 (Minute Numbers 034-061; Pages 12-18).

RESOLVED: that the minutes of the meeting held on Tuesday 10th June 2025 be received as a true record and signed by the Mayor.

069. To receive the minutes of a meeting of the Allotments Committee held on Wednesday 11th June 2025 (Minute Numbers 001-012; Pages 1-6).

RESOLVED: that the minutes of the meeting held on Wednesday 11th June 2025 be received.

070. To receive the minutes of a meeting of the Staffing Committee held on Tuesday 17th June 2025 (Minute Numbers 001-018; Pages 1-4).

RESOLVED: that the minutes of the meeting held on Tuesday 17th June 2025 be received.

071. To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.

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

- Bollards in the High Street – work would commence by the end of August.
- Highways issues at Canoe Takeaway – A scheme is being designed to prevent the use of the entrance by vehicles onto Wakefield Road.

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

- Bench in Haw Hill Park near the Bandstand has been replaced.
- High Street Crime – numbers are improving following lots of work by the NPT.

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

- Haw Hill Park Pond - work on the pond is continuing and has been progressing over the past year.
- Water quality testing is being carried out this week.
- Options are being explored for draining and refiltering the water without harming pond life.
- Different pump systems are under consideration, with expert advice being sought on the best solution to maintain oxygen levels.
- The Chief Executive has visited the site, recognised the importance of the project, and is monitoring it as a priority.
- Cllr Medford expressed that they were pleased with the ongoing progress and hopeful that visible improvements will be seen by the public soon.

RESOLVED: that the reports be received.

072. To receive a verbal report from the Town Clerk on any ongoing matters.

The Town Clerk reported on the following matters:

- Councillor training on Planning Enforcement has been booked for Councillors A Bones and M Jennings.
- The Emergency Planning Pilot survey will close on 14th July, with one response received so far.
- The CIL Priorities survey will close on 31st August, with six responses received so far.
- Attended the Town and Parish Liaison Group with Cllr C Parsons, which included presentations on Emergency Planning, Our Year, and Elections.
- Party at Haw Hill Park will take place on 12th July. Arrangements include a large gazebo for the Mayor and Civic guests and a smaller gazebo for members of the Town Council, although seating will be limited.

RESOLVED: that the report be received.

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

RESOLVED: that the Altofts PACT Meeting Notes of 11th June 2025 be received.

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

RESOLVED: that the Minutes of the Town & Parish Council Liaison Group of 25th March 2025 be received.

075. To consider the list of invoices due for payment in July 2025.

RESOLVED: that the list of invoices due for payment totalling £9,304.00 including VAT of £1,003.64 be approved.

A copy of this list can be found at appendix 1.

076. To receive the payments schedule for May 2025.

RESOLVED: that the payment schedule for May 2025 totalling £28,502.12 including VAT of £1,812.66 be received.

The payment schedule and corresponding invoices have been checked and verified by Chair of the Finance Committee, Cllr B Mayne and Cllr P Sampson.

A copy of this list can be found at appendix 2.

- 077. To receive the Bank Reconciliation for May 2025.**
RESOLVED: that the bank reconciliation for 31st May 2025 showing a balance of £366,075.39 and verified by Cllr P Mayne be received.
- 078. To review the Internal Audit Plan and Terms of Reference.**
RESOLVED: that the Internal Audit Plan and Terms of Reference be approved.
- 079. To undertake the Internal Audit Review.**
RESOLVED: that the review of the effectiveness of Internal Audit be approved.
- 080. To consider the planning applications from Wakefield Council.**
RESOLVED: that the following planning lists be received.

16th June 2025

25/01127/TPO

100A Church Road Normanton WF6 2QG

Crown Reduce selected branches only from the canopy of 1 Ash tree adjacent to the property roof to achieve a maximum clearance of 2metres between the branch tips and the building roof/outer wall itself. No pruning wounds greater than 25mm in diameter are to be generated as a result of the works.

25/01106/CPL

8 Illingworth Avenue Normanton WF6 2LH

emolition of Existing Garage & Conservatory & Proposed Single Storey Extension to Rear

23rd June 2025

25/01112/AGR

Land To The South And West Of No.2, Greenfield Road, Normanton, WF6 2JD

2no. General Agricultural Storage Buildings (agricultural machinery, implements and bale storage).

25/00542/FUL

9 Castleford Road Normanton WF6 2DP

Demolition of existing workshop building and erection of 6No. Dwellings

30th June 2025

25/00564/FUL
20 Rose Farm Rise Normanton WF6 2PL
First floor extension to side

7th July 2025

No applications

RESOLVED: that the following comment be submitted:
25/00542/FUL - Demolition of existing workshop building and
erection of 6No. Dwellings.

Members of Normanton Town Council wish to express their concern regarding access and egress to the site. They would recommend a 'Left Turn Only' arrangement for leaving the site when exiting onto Castleford Road.

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
173	Cleaning	08/07/2025	Clerk	Unity Current		Cleaning Materials	D3 Office Group	S	465.52	93.10	558.62
											558.62
174	GDPR Compliance	08/07/2025	F 06.12.22 27	Unity Current		Shredding	Class Office Equipment Ltd	S	45.20	9.04	54.24
											54.24
175	IT Equipment	08/07/2025	F 06.05.25 59	Unity Current		Computer and Laptop	Pro Logic Computers (UK)	S	722.50	144.50	867.00
175	Talking Newspaper	08/07/2025	F 06.05.25 59	Unity Current		Computer and Laptop	Pro Logic Computers (UK)	S	359.00	71.80	430.80
											1,297.80
176	Utilities NTH	08/07/2025	P 06.12.19 24	Unity Current		Utilities	Wakefield Council	Z	35.10		35.10
176	Utilities NTH	08/07/2025	P 06.12.19 24	Unity Current		Utilities	Wakefield Council	S	261.71	52.34	314.05
											349.15
177	Councillor Training	08/07/2025	Clerk	Unity Current		CIL Training CP	YLCA	Z	27.40		27.40
											27.40
178	Insurance	08/07/2025	Clerk	Unity Current		Insurance	Gallagher Insurance	Z	28.00		28.00
											28.00
179	Talking Newspaper	08/07/2025	Clerk	Unity Current		Newsbridge Software Upgrade	Synapptic	S	99.00	19.80	118.80
											118.80
180	Employers Pension	08/07/2025	NTC 10.06.25 55	Unity Current		Pension	West Yorkshire Pension Fu	X	47.63		47.63
											47.63
181	NTC50	08/07/2025	E 14.04.25 53	Unity Current		Hire of Church	All Saints Church	Z	250.00		250.00
											250.00
182	Mayors Appeal 25/26	08/07/2025	MAYOR	Unity Current		Ticket Printing	Advertiser Office Printers	S	20.00	4.00	24.00
											24.00
183	Advertising & Promotions	08/07/2025	NTC 14.02.23 126	Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00
183	Advertising & Promotions	08/07/2025	NTC 14.02.23 126	Unity Current		Advertising	Advertiser Office Printers	S	120.00	24.00	144.00
											720.00
184	NTC50	08/07/2025	E 14.04.25 53	Unity Current		Laundry	Clean Business	Z	29.00		29.00
184	Cleaning	08/07/2025	E 14.04.25 53	Unity Current		Laundry	Clean Business	Z	50.00		50.00
											79.00
185	Professional Fees	08/07/2025	F 06.03.24 53	Unity Current		Payroll Services	Lofthouse & Co	S	120.30	24.06	144.36
											144.36
186	Party @ Haw Hill Park	08/07/2025	E 20.01.25 041	Unity Current		Performers P@HHP 2025	Aston Management	Z	2,275.00		2,275.00
186	Party @ Haw Hill Park	08/07/2025	E 20.01.25 041	Unity Current		Performers P@HHP 2025	Aston Management	S	350.00	70.00	420.00
											2,695.00
187	Party @ Haw Hill Park	08/07/2025	E 14.04.25 60	Unity Current		Toilet Hire	G&S Toilet Hire Ltd	S	1,975.00	395.00	2,370.00
											2,370.00
188	Civic Sunday	08/07/2025	E 20.01.25 041	Unity Current		Civic Sunday Catering	STW Catering	Z	540.00		540.00
											540.00

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PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	8,300.36	1,003.64	9,304.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45	Website	02/05/2025	F 31.05.19 10	Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
											152.94
46	VE DAY 80	01/05/2025	E 14.04.25 60	Petty Cash		Gas Bottle for Beacon	MJ Lumb Fuels Ltd	Z	76.00		76.00
											76.00
47	Talking Newspaper	01/05/2025	Clerk	Petty Cash		Newspapers / Biscuits	Asda	Z	3.60		3.60
47	Refreshments	01/05/2025	Clerk	Petty Cash		Newspapers / Biscuits	Asda	Z	1.82		1.82
											5.42
48	Talking Newspaper	08/05/2025	Clerk	Petty Cash		Newspapers	Asda	Z	3.60		3.60
											3.60
49	Repairs & Maint NTH	13/05/2025	P 29.04.24/38	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
											144.00
50	Town Hall Refurb	13/05/2025	P 26.04.23/17	Unity Current		Plumbing Works	RJ Plumbing and Gas Servi	S	4,625.00	925.00	5,550.00
											5,550.00
51	Councillor Training	13/05/2025	Clerk	Unity Current		Councillor Training	YLCA	Z	18.20		18.20
											18.20
52	GDPR Compliance	13/05/2025	F 06.12.22/27	Unity Current		Shredding	Class Office Equipment Ltd	S	45.20	9.04	54.24
											54.24
53	Income - Allotment Rent	13/05/2025	N/A REFUND	Unity Current		Correction	CORRECTION	Z			
54	Stationery	13/05/2025	Clerk	Unity Current		Cleaning / Stationery	D3 Office Group	S	67.47	13.49	80.96
54	Cleaning	13/05/2025	Clerk	Unity Current		Cleaning / Stationery	D3 Office Group	S	87.24	17.45	104.69
											185.65
55	Mayoral Expenses 24/25	13/05/2025	N/A MAYOR	Unity Current		Mayoral Expenses AB	Mayor of Normanton 2024-	Z	179.13		179.13
											179.13
56	Site Fees	13/05/2025	A 15.01.25/97	Unity Current		Allotment Site Fees	Cypress Road Allotments	Z	142.50		142.50
											142.50
57	Site Fees	13/05/2025	A 15.01.25/97	Unity Current		Allotment Site Fees	Heys Buildings Allotments	Z	242.50		242.50
											242.50
58	Site Fees	13/05/2025	A 15.01.25/97	Unity Current		Allotment Site Fees	Newland Lane Allotment	Z	190.00		190.00
											190.00
59	Site Fees	13/05/2025	A 15.01.25/97	Unity Current		Allotment Site Fees	Norwood Street Allotment	Z	137.50		137.50
											137.50
60	Site Fees	13/05/2025	A 15.01.25/97	Unity Current		Allotment Site Fees	Wentworth Terrace Allotme	Z	407.50		407.50
											407.50
61	Repairs & Maint NTH	13/05/2025	P 22.04.25/102	Unity Current		Blinds	DC Contracts (Ossett)	S	462.40	92.48	554.88
											554.88
62	Ellins Terrace 1 Allotment	13/05/2025	Clerk	Unity Current		Tap Repairs	Expert Water Services	S	125.00	25.00	150.00
											150.00

APPENDIX 2

NORMANTON TOWN COUNCIL

26 June 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63	Advertising & Promotions	13/05/2025	NTC 14.02.23/126	Unity Current		Advertising	Advertiser Office Printers	S	480.00	96.00	576.00
											576.00
64	VE DAY 80	13/05/2025	E 14.04.25/60	Unity Current		Order of Service Printing	Advertiser Office Printers	Z	100.00		100.00
											100.00
65	Audit Fees	13/05/2025	NTC 08.10.24/111	Unity Current		Internal Audit Fee	Elkerlodge	S	500.00	100.00	600.00
											600.00
66	Printing	13/05/2025	F 26.08.21/7	Unity Current		Printing	RISO (UK) Ltd	S	204.50	40.90	245.40
											245.40
67	VE DAY 80	13/05/2025	E 20.01.25/41	Unity Current		VE Day Catering	STW Catering	Z	630.00		630.00
											630.00
68	Mayoral Expenses 24/25	13/05/2025	N/A MAYOR	Unity Current		Mayoral Expenses AB	A1 Metals	S	93.98	18.80	112.78
											112.78
69	Repairs & Maint WCC	13/05/2025	P 29.04.24/43	Unity Current		Burglar Alarm Maintenance	Chubb Fire & Security	S	396.51	79.30	475.81
											475.81
70	Mayoral Expenses 24/25	13/05/2025	N/A MAYOR	Unity Current		Mayoral Expenses AB	Mayor of Normanton 2024-	Z	59.24		59.24
											59.24
71	IT Support	13/05/2025	Clerk	Unity Current		Encrypted Backup	Pro Logic Computers (UK)	S	8.00	1.60	9.60
											9.60
72	Mayor Making	13/05/2025	E 14.04.25/60	Unity Current		Mayor Making OOS Printing	Advertiser Office Printers	Z	80.00		80.00
											80.00
73	Utilities WCC	14/05/2025	NTC 11.06.24 41	Unity Current		Utilities	Octopus Energy Ltd	L	333.41	16.67	350.08
											350.08
74	Mayor Making	19/05/2025	E 20.01.25 041	Unity Current		Catering - Mayor Making	STW Catering	Z	795.00		795.00
											795.00
75	Professional Fees	21/05/2025	NTC 11.06.24 41	Unity Current		HR and H&S Advice	Citation	S	295.50	59.10	354.60
											354.60
76	Telephone / Internet	21/05/2025	F 28.01.25 38	Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	52.98	10.60	63.58
											63.58
77	Talking Newspaper	16/05/2025	Clerk	Lloyds Card		Newspapers	Asda	Z	3.60		3.60
											3.60
78	Refreshments	16/05/2025	Clerk	Lloyds Card		Biscuits for Volunteers	Asda	Z	3.70		3.70
											3.70
79	Telephone / Internet	16/05/2025	Clerk	Lloyds Card		Text System Credit	Text Magic	S	20.00	4.00	24.00
											24.00
80	Bank Charges	16/05/2025		Lloyds Card		Bank Charges	Lloyds Bank	Z	11.00		11.00
											11.00
81	Printing	16/05/2025	F 30.04.24 63	Lloyds Card		Printer Ink	HP Instant Ink	S	17.07	3.42	20.49
											20.49
82	Telephone / Internet	16/05/2025		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
											0.99

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NORMANTON TOWN COUNCIL

26 June 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
83	Telephone / Internet	16/05/2025	F 22.10.24 26	Lloyds Card		Mobile Phone Contract	Smarty	S	4.50	0.90	5.40
84	Telephone / Internet	16/05/2025	F 22.10.24 26	Lloyds Card		Data Sim	Smarty	S	6.75	1.35	8.10
85	Office Equipment	16/05/2025	Clerk	Lloyds Card		Charger Plugs	Amazon EU UK Branch	S	9.16	1.83	10.99
86	IT Software	16/05/2025	Clerk	Lloyds Card		PDF Software	PDF Escape	Z	27.70		27.70
87	Waste Removal	16/05/2025	A 02.04.25 110	Lloyds Card		Skip Hire WT043	Maia Waste	S	208.33	41.67	250.00
88	Waste Removal	16/05/2025	A 02.04.25 110	Lloyds Card		Skip Hire HB014/45	Maia Waste	S	208.33	41.67	250.00
89	Salaries & Wages	23/05/2025	NTC 11.06.24 43	Unity Current		Salaries & Wages	Employees	X	8,944.26		8,944.26
90	Salaries & Wages	30/05/2025	NTC 11.06.24 43	Unity Current		PAYE / NIC	HMRC	X	1,281.87		1,281.87
90	Salaries & Wages	30/05/2025	NTC 11.06.24 43	Unity Current		PAYE / NIC	HMRC	X	446.40		446.40
90	Employers National Insurance	30/05/2025	NTC 11.06.24 43	Unity Current		PAYE / NIC	HMRC	X	1,276.26		1,276.26
91	Salaries & Wages	23/05/2025	NTC 11.06.24 43	Unity Current		Pension	West Yorkshire Pension Fu	X	566.90		566.90
91	Employers Pension	23/05/2025	NTC 11.06.24 43	Unity Current		Pension	West Yorkshire Pension Fu	X	1,720.73		1,720.73
93	IT Support	28/05/2025	NTC 11.06.24 41	Unity Current		IT Support	Pro Logic Computers (UK)	S	308.26	61.65	369.91
94	Bank Charges	31/05/2025		Unity Current		Bank Charges	Unity Trust Bank	Z	19.95		19.95
95	Telephone / Internet	28/05/2025	F 28.01.25 38	Unity Current		Telephone & Broadband	NGC Networks	S	87.43	17.49	104.92
96	Photocopier Lease	29/05/2025	NTC 14.09.21 67	Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
97	Talking Newspaper	22/05/2025	Clerk	Petty Cash		Newspapers	Asda	Z	3.60		3.60
98	Talking Newspaper	29/05/2025	Clerk	Petty Cash		Newspapers	Asda	Z	3.60		3.60
Total									26,689.46	1,812.66	28,502.12