NORMANTON
Town Council

MINUTES OF NORMANTON TOWN COUNCIL

Tuesday, 10th November 2026 at 6.30pm at Normanton Town Hall

Present:
Councillor Carol Appleyard – Mayor
Councillor Elaine Blezard
Councillor Alison Bones
Councillor Tracey Goodwin
Councillor Steven Hudson
Councillor Mark Jennings
Councillor Megan King-Ellis
Councillor Brian Mayne
Councillor Pam Mayne
Councillor Jayne McGrevy
Councillor Julie Medford
Councillor Tracy Morgan
Councillor Cliff Parsons
Councillor Josie Pritchard
Councillor Eugene Reynolds
Councillor Paul Sampson
Councillor Ash Samuels
Councillor Daniel Wilton

Also Present:
Donna Johnston – Town Clerk
Reverend Alan Murray – Mayor's Chaplain
District Councillor Jamie McGrevy
District Councillor Lukasz Borcz
3 members of the public

Absent:
Councillor Hazel Jones
Councillor Lynn Masterman
Councillor Roy Seal
Councillor Keith Wilson, JP

144. To receive Prayers from the Mayor's Chaplain.
The Mayor's Chaplain, Reverend Alan Murray, led the Council in prayers.

145. To receive announcements from the Mayor.
The Mayor reported on the engagements that she had attended since the last meeting, including:

- CPR event at Outwood Academy Freeston
- Altofts Scarecrow Festival
- Doncaster Civic Sunday
- Alice Bacon Fundraiser
- 80th Birthday Party
- Coffee and Craft Fair
- Outwood Academy Freeston Prizegiving
- Remembrance Service at Wakefield Cathedral, Nostell Priory, Normanton and Altofts

RESOLVED: that the announcements be received.

146. To receive apologies and consider reasons for absence.

RESOLVED: that apologies be received and reasons for absence be approved on behalf of Councillors Hazel Jones, Lynn Masterman, Roy Seal and Keith Wilson.

147. To receive members' declarations of interest.
There were no declarations of interest.

148. To receive questions and comments from members of the public.
A representative of the Freeston Foundation reminded members that any complaints, queries or concerns can be directed to the Town Councillors who are members of the Freeston Foundation.

149. To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday, 13th October 2026 (Minute Numbers 122-143; Pages 42-47).

RESOLVED: that the minutes be approved as a true record and signed by the Mayor.

150. To receive the minutes of the Allotments Committee held on Wednesday, 28th October 2026 (Minute Numbers 022-033; Pages 6-10).

RESOLVED: that the minutes be received.

151. **To receive the minutes of the Allotment Appeal Sub-Committee held on Thursday, 29th October 2026 (Minute Numbers 001-007; Pages 1-4).**

RESOLVED: that the minutes be received.

152. To receive a verbal update from District Councillors on matters affecting Normanton and Altofts.

Councillor Lukasz Borcz reported on the following matters:

- A footpath at Haw Hill Park had been approved to connect the cycle track to the walking path.
- Work was ongoing to find the best location for the memorial to the Barnbow ladies, in conjunction with the Royal British Legion and Remember Barnbow.
- Initial discussions had taken place regarding a skatepark in Haw Hill Park.

Councillor Cliff Parsons reported on the following matters:

- Road markings around the area had been repainted.
- Consideration was being given to security fencing at Haw Hill Park.

Members expressed concern regarding the fencing of Haw Hill Park and asked for further information on the type and location of the fencing. It was also suggested that a public consultation should take place.

Councillor Jamie McGrevy reported on the following matters:

- Two major developments at Pope Street and Church Road were with planning, and updates were expected in the new year.
- A property on Station Road which had been subject to serious issues was being referred for eviction.

It was reported that the previous District Councillors for Altofts and the Town Council had submitted objections to the developments at both Pope Street and Church Road.

RESOLVED: that the reports be received.

153. To receive a verbal update from the Town Clerk on ongoing matters.

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

- Anti-social behaviour in the High Street – Members agreed that a letter would be sent to the Police and Anti-Social Behaviour Team, inviting them to a meeting of the Town Council to discuss the issues surrounding ASB in the community. It was suggested that the MP and the Deputy Mayor for Policing and Crime in West Yorkshire, Alison Lowe, should be made aware of the concerns. It was further suggested that local youth groups could be encouraged to work closely with the Police and that HMP Not for Me could be approached to hold a session outside the Town Hall.
- Music licence – an increase of 64% was reported, and queries were ongoing with PPL PRS.
- Insurance rent – an increase of 671% was reported, and queries were ongoing with Wakefield Council.
- FOI Request – An FOI request had been received, and a response must be provided by 3rd December.

RESOLVED: that the report be received.

154. To note updates from members who attend external organisations.

The Well Project was supportive of the new skatepark. A survey was available at the Well for people to complete.

Community First Responders were being activated more quickly due to new systems, which had assisted in supporting people suffering from cardiac arrest.

RESOLVED: that the reports be received.

155. To note updates from Council representatives on Outside Bodies.

Town & Parish Council Liaison Group

- The Head of Elections provided an update on the elections in 2027. Training would be provided for Clerks and candidates.
- Christmas lights would be discussed in more detail next year.

Alice Bacon Memorial Trust
The group would benefit from more support and promotion of the great work it does for older members of the community.

RESOLVED: that the reports be received.

156. To receive the Payments List for September 2026.
The Payments List for September had been reviewed by Councillor Brian Mayne and Councillor Mark Jennings.

RESOLVED: that the list of payments for September 2026 be received.

157. To receive the Bank Reconciliation for September 2026.
The Bank Reconciliation for September 2026 had been verified by Councillor Pam Mayne.

RESOLVED: that the Bank Reconciliation for September showing an adjusted bank balance of £500,338.35 be received.

158. To consider the invoices due for payment in November 2026.
A list of invoices for payment was circulated.

RESOLVED: that the list of payments totalling £14,092.15 including VAT of £1,933.40 be approved.

159. To consider the planning applications detailed in the enclosed report and agree any comments to be submitted to Wakefield Council.

20th October 2026
26/01831/TPO
Courtyard 31, Normanton, WF6 1JU
T1, T2 and T5 Maples: Crown Reduce from building to give 2.5 metre clearance; G2 - Maples: Crown Reduce from building to give 2.5 metre clearance; G3 - Maples: Crown Lift to give 3.5 metre clearance over footpath and 5.2 metres over highway; T6 – Maple.

26th October 2026
26/01912/FUL
Foxholes, Foxholes Lane, Normanton, WF6 2PE

Creation of new front canopy. Rear extension. Infill on first floor with new roof. Resubmission of previously approved application ref: 23/02033/FUL.

2nd November 2026
26/01945/FUL
121 Church Road, Altofts, WF6 2QG
Proposed loft conversion with ridge raise and rear dormer extension.

26/01927/FUL
14 Snydale Avenue, Normanton
Erection of detached dwelling.

9th November 2026
26/02005/TPO
19 The Sycamores, Normanton, WF6 2JG
T1, T2, T3 and T4 Mature Sycamores - Crown Reduction (Approx. 2.5 m / 20%) to all 4 trees.

RESOLVED: that the planning applications be received and no objections be recorded.

160. To consider submitting a nomination to the Yorkshire Local Councils Associations for consideration to attend the Royal Garden Party.

RESOLVED: that Councillor Pam Mayne be nominated to attend the Royal Garden Party in recognition of her 23 years' service to the Town Council, community and outside bodies.

161. To consider the report on Cemetery Capacity and Future Provision.
It was reported that Altofts Cemetery was not included in the email from Bereavement Services. Given the projected burial capacity at Altofts Cemetery and the proposals contained within Wakefield Council's cemeteries strategy, members asked Bereavement Services to confirm what long-term provision was being made and planned for Altofts residents, and whether the Town Council would be formally involved in developing and scrutinising the proposals before a decision was taken.

It had been suggested that unused allotment land could be consolidated and used as cemetery land if there were a shortage of burial space within

the community. It was suggested that an initial enquiry be made with the National Allotment Society. Members would require further information on occupancy and costs before considering any disposal of allotment land.

RESOLVED: that Standing Orders be suspended to enable the Vicar of Normanton to speak on the cemetery issue.

It was suggested that above-ground burials using walls could be considered, as in other countries, which would enable the space to be used twice.

RESOLVED: that the report be received and comments be fed back to bereavement services.

162. To receive a report on Community Infrastructure Levy.

It was reported that CIL income of £49,908.72 had been received in October 2026.

Following expenditure of £8,000 in October 2026, this left a balance of £112,171.42 for infrastructure projects listed in the CIL priority list.

RESOLVED: that the report be received.

163. To receive a report on significant income received during the current financial year.

RESOLVED: that the significant income including two instalments of the precept and VAT refunds totalling £392,320.63 be received.

164. To consider establishing a Community Resilience Project Working Group.

RESOLVED: that a Community Resilience Project Working Group be established.

RESOLVED: that the Community Resilience Project Working Group terms of reference be approved.

165. To appoint members to serve on the Community Resilience Project Working Group.

RESOLVED: that the following Councillors be appointed to the Community Resilience Project Working Group: Councillor Julie Medford, Councillor Tracey Goodwin, Councillor Ash Samuels, Councillor Eugene Reynolds, Councillor Jayne McGrevy, Councillor Steven Hudson, Councillor Josie Pritchard and Councillor Megan King-Ellis.

166. To consider adopting the Safeguarding Policy.

RESOLVED: that the Safeguarding Policy be adopted and that:

i) All serving Councillors be invited to undertake a voluntary basic DBS check following the outcome of the election in May 2027.
ii) All employees be requested to undertake basic DBS checks in May 2027.
iii) The Town Clerk be requested to undertake a Standard DBS check in May 2027.
iv) That the Council will meet all the associated costs of the DBS checks.

167. To consider a report on the proposed water supply contract for the Council's allotments and community centre.

Members considered a report on the water supply contract.

RESOLVED: that the Town Council approve the appointment of WAVE as the Town Council's water retailer for its allotment sites and Woodhouse Community Centre, for a period of 36 months with a retail uplift of 4.75% on wholesale charges commencing upon expiry of the existing Everflow contract in February 2027.

RESOLVED: that the Town Clerk be authorised to complete the contractual documentation and arrange the transfer of the Council's water supply accounts to WAVE.

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