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

**Held on Tuesday 10th December 2019 at 6.30pm at Normanton Town Hall**

**Present:** Councillor Mrs E. Blezard

 Councillor J. Botterill

 Councillor J. Farrar

 Councillor F.D. Jones

 Councillor Mrs H.W. Jones

 Councillor Mrs F. Marchant

 Councillor Mrs L. Masterman

 Councillor B. Mayne

Councillor Mrs P. Mayne

Councillor Ms J. Medford

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor R. Seal

Councillor K. Wilson, JP

**Councillors Absent:** Councillor Mrs C. Appleyard, Councillor D. Appleyard, Councillor R. Best, Councillor S. Hudson, Councillor D. South, Councillor A. Wassell, Councillor Mrs A. Wood, Councillor W. Wood.

# 113. Mayors Welcome

The Mayor welcomed everyone to the meeting.

The Mayor’s Chaplain, Reverend Alan Murray, led the Council in prayers.

RESOLVED that the Mayor’s report be received.

# 114. Apologies for Absence

RESOLVED that the following apologies be received:

Councillors R. Best and Mrs A. Wood

RESOLVED that the following apologies be recorded and the reasons approved:

Councillors Mrs C. Appleyard, D. Appleyard, S. Hudson, A. Wassell and W. Wood.

# 115. Declarations of Interest

RESOLVED that the following Declarations of Interest be received:

Councillor Mrs E. Blezard

Non-pecuniary interest

Planning

# 116. Members of the Public

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

# 117. West Yorkshire Police

The Mayor was pleased to welcome Sergeant Simon Stones of the Normanton NPT.

Sergeant Stones provided a verbal report on crime statistics in the area and reminded members and the public to ensure that property including homes, sheds, garages and vehicles were properly secured.

A number of people had been apprehended in respect of crimes in our area.

A copy of the Weight Restriction for Pope Street had been received with support from the Town Council and this was now being enforced.

A copy of the Traffic Regulation Order for the Precinct had been received with support from the Town Council and this was being reviewed by their legal team before enforcement could commence.

Members raised a variety of concerns and comments including the use of burglar alarms, vehicles on the pavement, vehicles parking close to a junction and concerns regarding utility companies targeting OAP bungalows.

Sergeant Stones was thanked for this attendance and the report was noted.

# 118. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th November 2019 (Minute Numbers 93-108; Pages 30-35) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

# 119. Minutes – Staffing

RESOLVED that the minutes of a meeting of the Staffing Committee held on Friday 15th November 2019 (Minute Numbers 22-31; Pages 8-10) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

# 120. Minutes – Extraordinary Meeting of Council

RESOLVED that the minutes of an extraordinary meeting of Normanton Town Council held on Monday 18th November 2019 (Minute Numbers 109-112; Pages 36-45) be received and the contents contained therein be approved.

(Proposed by Councillor K. Wilson, JP / Seconded by Councillor Mrs H.W. Jones)

# 121. Minutes – Allotments Working Group

RESOLVED that the minutes of a meeting of the Allotments Working Group held on Wednesday 20th 2019 (Minute Numbers 1-5; Pages 1-4) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne)

# 122. Correspondence

RESOLVED that the following items of correspondence be received and noted:

1. Power to the People – Local Electricity Bill.
2. Friends of the Earth – Climate Emergency.

It was suggested that the Town Council could begin to do more including using less paper and recycling where possible. It was suggested that Social Media should be used to promote recycling opportunities.

1. Councillor A. Wassell – Thank You Letter.

# 123. Internal Audit

RESOLVED that the report of the Internal Auditor following the first visit of the 2019/20 financial year be received and the contents noted.

# 124. Polling Review

RESOLVED that the initial recommendations contained in the Polling Review be received and noted.

# 125. Pinderfields Hospital Toiletries Appeal

RESOLVED that the request to support the Pinderfields Toiletries Appeal be referred to the Finance Committee.

# 126. NALC Model Financial Regulations

RESOLVED that the revised Model Financial Regulations be received and adopted.

# 127. External Organisations

There were no reports.

# 128. Outside Bodies

There were no reports.

# 129. Accounts for Payment

RESOLVED that the list of accounts for payment, payments made by card and payments made under Clerks authority be approved.

ACCOUNTS FOR PAYMENT

All Saints Church Christmas Celebration £50.00

APM Maintenance & Repairs £185.00

BCN/Blue Logic Anti - Virus – Nov £3.00

Blue Logic/BCN Aniti-Virus – Dec £3.00

Chubb Fire Extinguisher Service £155.30

Clean Business Laundry – Sept £81.00

Clean Business Laundry – Oct £61.00

D3 Office Stationery £167.83

D3 Office Stationery/Cleaning £90.80

HG1 Sound System - Switch On £250.00

HG1 Communications PA System – Remembrance £276.00

Horizon Security Stewards - Switch On £234.00

Ian Jefferson Presenting Halloween / Switch On £400.00

IT Spectrum Printing Charges £4.36

IT Spectrum Printing Charges £253.22

Lions Club Christmas Celebration £100.00

M & G Travel Coach Hire – Remembrance £440.00

Magical Memories Switch On Characters £150.00

Normanton Advertiser Printing – Newsletters £800.00

Normanton Advertiser Adverts £48.00

Normanton Advertiser Adverts £41.60

Normanton Knightingales Halloween Performance £50.00

Rialtas Bookings Software Support £348.00

Skelanthorpe BBC Remembrance Sunday £500.00

Streetwise UK Remembrance Sunday £990.00

Trinity Medical Services First Aid - Switch On £135.00

Truffles & Company Entertainment - Xmas Party £275.00

Wakefield Council Skip Hire – Allotments £180.00

Wakefield Council Pest Control – Wentworth £63.00

YIAS Internal Audit Services £300.00

 £6,635.11

PAYMENTS MADE BY CARD

Tesco Christmas Lights Refreshments -£22.66

Amazon Christmas Lights Sweet Bags -£8.98

Victoria Garden Centre Christmas Lights Decorations -£11.97

WDH Lease of Land -£1.00

B&M Christmas Lights Decorations -£38.99

B&Q Clamps & Hooks -£35.00

Asda Chocolate Hamper -£16.50

B&Q Christmas Lights Decorations -£65.71

Haribo Christmas Lights Sweets -£66.00

Hebden Royd Tickets Mayors Allowance -£25.80

Yorkshire Payments Till Rolls -£23.98

Amazon Christmas Lights Decorations -£79.95

Amazon Christmas Lights Sweet Bags -£13.98

Amazon Christmas Lights Decorations -£31.21

We Print Lanyards ID Lanyards -£152.08

Cadbury Direct Selection Boxes -£305.50

The Works Wrapping Paper -£60.00

Asda Local Democracy Week -£5.79

Asda Remembrance Refreshments -£27.27

Asda Remembrance Refreshments -£18.21

Amazon Christmas Lights Decorations -£59.97

Amazon Table Cloths -£223.50

Amazon Christmas Lights Stationery -£41.77

B&M Tools -£15.98

Amazon Delivery Fee -£0.99

Go Pak Folding Tables -£1,484.98

AJ Products Display Board Trolley -£390.00

 £3,227.77

PAYMENTS MADE UNDER CLERKS AUTHORITY

Employees Wages – November £5,543.96

HMRC PAYE/NIC – October £1,489.66

Tasty Bites Refreshments – Halloween £85.00

 £7,118.62

# 130. Planning

RESOLVED that the planning applications dated 15th November 2019 and 27th November 2019 be received and no objections be raised.

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