

# NORMANTON TOWN COUNCIL



## MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 12<sup>th</sup> December 2023 at 6.30pm at Normanton Town Hall

**Present:** Councillor C Appleyard – Mayor of Normanton  
Councillor D Appleyard  
Councillor E Blezard  
Councillor A Bones – Deputy Mayor of Normanton  
Councillor S Hudson  
Councillor M Jennings  
Councillor H Jones  
Councillor F Marchant  
Councillor P Marchant  
Councillor L Masterman  
Councillor B Mayne  
Councillor P Mayne  
Councillor J Medford  
Councillor T Morgan  
Councillor C Parsons  
Councillor J Pritchard  
Councillor M Rowley  
Councillor P Sampson  
Councillor A Samuels  
Councillor R Seal  
Councillor D South  
Councillor K Wilson, JP  
Donna Johnston – Town Clerk & RFO  
Vicar of Normanton – Alan Murray  
2 local business owners

### **118. Prayers**

The Mayors Chaplain led the Council in prayers.

### **119. Mayors Announcements**

The Mayor announced the various engagements that she had attended over the busy pre-Christmas period.

The Mayor thanked everyone for supporting her coffee morning and made particular reference to Councillor B Mayne and Councillor P Mayne for their help.

**120. Apologies for Absence**

All members of Council were present and therefore no apologies were received.

**121. Declarations of Interest**

Members were reminded to make a declaration on any interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.

There were no declarations made.

**122. Members of the Public**

There were no questions raised by members of the public.

**123. Presentation – 38 High Street, Normanton.**

The Mayor was pleased to welcome two local business owners, Darrell and Mike of 38 High Street (formerly JAGS of Normanton) to give a short presentation on their proposals for the building.

Darrell explained that he started his working life at the shoe shop in the High Street when he was 9 years old. Their aim was to resurrect the building to its former glory and wanted to open a business to attract new trade to Normanton.

Mike explained that they intend to open a small Italian restaurant called Michelangelo's, serving traditional wood fired pizzas and good quality coffee. Food would be hand made on site and the intention was to be open from breakfast through to dinner. The restaurant would be furnished to a high standard and would hopefully be open in April.

They intend to offer delivery services in the future.

Members thanked Darrell and Mike and wished them well with their new venture.

**124. Minutes of Meetings  
Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 14<sup>th</sup> November 2023 (Minute Numbers 96-

117; Pages 45-54) be received as a true record. The minutes were signed by the Mayor.

## 125. Reports from District Councillors

Councillor Julie Medford for Normanton No. 10 Ward reported on the following issues:

- Haw Hill Park – contractors were coming in to do the paths soon.
- Wakefield Road traffic calming – comments passed to officers.
- Benson Lane 20MPH speed limit – would be progressed in the 2024/25 financial year.
- Bollards on the High Street – would be progressed in the 2024/25 financial year.
- Lighting around the B&M car park was underway.
- Train station car park improvements were underway and looked good.

Councillor Josie Pritchard for Altofts No. 3 Ward reported that things had been quiet in Altofts but for awareness, there had been some burglaries resulting in car thefts in another part of the ward.

## 126. Town Clerk's Report

The Town Clerk provided a report on correspondence and other ongoing matters including:

## Halifax Bank

A response has been provided from LINK regarding the 'Access to Cash Review'. They advise that they have conducted a review, and that Normanton does not qualify for a banking Hub, however there is a need to provide a way for businesses to deposit cash. Members were disappointed with the response and felt that the community would struggle without a local bank.

## Wakefield Road – Road Safety

Comments forwarded to District Councillors after the last meeting and these comments have been fed back to officers at Wakefield Council.

## Haw Hill Park – Cycle Track

No further update received.

### Canoe Takeaway – Vehicular Access

The matter was referred to Planning Enforcement who have provided a written response.

Their response was queried, and they have explained that:

The development was commenced unlawfully before the conditions were discharged.

The permission and conditions have now expired and as such they cannot take enforcement action because there is only a limited window for this to happen.

WMDC are not 'allowing' this to happen with their approval, however they can't stop them on planning grounds.

This is now a highways / police matter.

It could be suggested that the pedestrian barriers are extended which would make egress on to this dangerous section of road impossible.

Members asked for the Town Clerk to raise this matter with Highways again.

#### Parking Time Limits in Car Parks

No further updates.

Councillor Julie Medford reported that the parking time limits have been reviewed and it was felt that there was a sufficient mix of options.

Members were disappointed with this response which they felt was a women's safety issue and asked Councillor Medford to take it back to Wakefield Council.

#### CCTV and Shop Radios

No further updates

### **OTHER ONGOING MATTERS**

#### Events

Over the course of the last month, we have successfully delivered a number of events including Christmas Lights Switch On and Childrens Christmas Parties.

We have the following event scheduled: Thursday 14<sup>th</sup> December – Christmas Celebration.

#### Woodhouse Business Centre

No further updates

Town Hall Damp Issues

To date we have received no updates on these issues.

Yesterday, a large chunk of external ceiling fell down near the rear fire escape. Robertsons have been out to inspect and clear up today.

Climate and Energy Bill

A response from Yvette Cooper, MP, was received.

RESOLVED that the report from the Town Clerk be received.

**127. External Organisations**

The Well Project

The shop was progressing with heating and carpets. Fixtures and fittings would be delivered later this week.

The Foodbank donations are down due to the time of year.

RESOLVED that the report be received.

**128. Outside Bodies**

No updates available.

**129. Financial Matters**

RESOLVED that the list of invoices due for payment in December 2023 totalling £9,848.79 be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.

RESOLVED that the list of payments made under the Clerks Authority in October 2023 totalling £29,592.70 be approved.

A copy of the list of payments made under Clerks Authority can be found at Appendix 2.

RESOLVED that the Bank Reconciliation for October 2023 showing a cash balance of £340,209.56 be received. The Bank Reconciliation had been verified against the statements by Councillor P Mayne.

RESOLVED that the Town Clerk be delegated authority to make payment on any invoices or other contractual obligations due before the next meeting on 6<sup>th</sup> February 2024.

### 130. Internal Control Policy

RESOLVED that the new Internal Controls Policy be reviewed and adopted.

### 131. Scheme of Delegation and Terms of Reference

RESOLVED that the new Scheme of Delegation and Terms of Reference be reviewed and adopted.

## 132. Planning

RESOLVED that the planning applications on the previously circulated validated lists be received.

[069 - Validated Applications - 22.11.2023.pdf](#)

071 - Validated Applications - 04.12.2023.pdf

073 - Validated Applications - 11.12.2023.pdf

Some members expressed concern regarding the demolition of Altofts Hall Farm and out buildings. Additional information was requested before a decision could be reached.

RESOLVED that delegated authority be granted to the Town Clerk to respond to the application following consultation with members.

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



# APPENDIX 1

## INVOICES FOR PAYMENT

12th December 2023

PAYEE	PURPOSE	AMOUNT	VAT	TOTAL
Mayor of Normanton	Mayoral Expenses	£185.00	£0.00	£185.00
Think Traffic Management	Traffic Management Remembrance Sunday	£996.00	£199.20	£1,195.20
RCW Building Solutions	Asbestos Removal - Heys Buildings	£700.00	£140.00	£840.00
RCW Building Solutions	Asbestos Removal - Ellins Terrace	£650.00	£130.00	£780.00
RCW Building Solutions	Disposal of waste - Town Hall	£100.00	£20.00	£120.00
RCW Building Solutions	Emergency - Carpet Repairs	£135.00	£27.00	£162.00
RCW Building Solutions	Emergency - Lock Repairs	£120.00	£24.00	£144.00
Wipe Clean	Window Cleaning - NTH	£120.00	£24.00	£144.00
Theatre People	Christmas Lights Performance	£50.00	£0.00	£50.00
Churches Together	Christmas Lights Performance	£50.00	£0.00	£50.00
Normanton Musical Theatre Society	Christmas Lights Performance	£50.00	£0.00	£50.00
NorthernCommfort Barbershop Singers	Christmas Lights Performance	£50.00	£0.00	£50.00
STW Catering	Christmas Lights Catering	£320.00	£0.00	£320.00
Ian Jefferson	Christmas Lights Presenting	£270.00	£0.00	£270.00
Knight Engineers	AC Maintenance (Annual)	£850.00	£170.00	£1,020.00
TheFlying Squadron	Halloween Owls	£100.00	£0.00	£100.00
Normanton Advertiser	December Advertiser	£480.00	£0.00	£480.00
D3 Office	Stationery	£27.16	£5.43	£32.59
Skelmanthorpe Brass Band	Remembrance Sunday Band	£500.00	£0.00	£500.00
Internal Audit Yorkshire	Internal Audit	£375.00	£0.00	£375.00
HG1 Communications	PA System - Remembrance Sunday	£275.00	£55.00	£330.00
HG1 Communications	PA System - Christmas Lights	£2,070.00	£414.00	£2,484.00
Advertiser Office Printers	Christmas Celebration Printing	£160.00	£7.00	£167.00
		£8,633.16	£1,215.63	£9,848.79

*CP Aggrey*



APPENDIX 2

PAYMENTS MADE UNDER CLERKS AUTHORITY - OCTOBER 2023

INVOICES

VOUCHER NO	DATE	NET	VAT	TOTAL	CASHED DATE	DESCRIPTION	SUPPLIER
344	26.10.2023	£1,916.39	£0.00	£1,916.39	31.10.2023	Pension	West Yorkshire Pension Fund
343	26.10.2023	£7,265.31	£0.00	£7,265.31	31.10.2023	Salaries & Wages	Employees
340	12.10.2023	£50.00	£0.00	£50.00		Poppy Wreaths	Poppy Appeal
		£9,231.70	£0.00	£9,231.70			

PETTY CASH

VOUCHER NO	DATE	NET	VAT	TOTAL	CASHED DATE	DESCRIPTION	SUPPLIER
367	31.10.2023	£90.00	£0.00	£90.00		Halloween Prize Money	N/A
350	26.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
349	19.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
339	12.10.2023	£16.67	£3.33	£20.00		Key Cutting	Timpson
338	12.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
337	05.10.2023	£3.20	£0.00	£3.20		Newspapers	Asda
336	05.10.2023	£30.00	£0.00	£30.00		Mayors Expenses	Wakefield Council
335	05.10.2023	£24.00	£0.00	£24.00		Morley Race Night	Morley Town Council
		£173.47	£3.33	£176.80			

LLOYDS CARD PAYMENTS

VOUCHER NO	DATE	NET	VAT	TOTAL	CASHED DATE	DESCRIPTION	SUPPLIER
379	31.10.2023	£3.00	£0.00	£3.00	31.10.2023	Bank Charges	Lloyds Bank
378	29.10.2023	£28.30	£5.66	£33.96	31.10.2023	Prizes	Houseware Ltd
377	29.10.2023	£123.42	£24.72	£148.14	31.10.2023	Sweets	The Kids Kandy Company
376	30.10.2023	£96.61	£19.32	£115.93	31.10.2023	Grotto Decorations	Amazon Services Europe
375	30.10.2023	£98.32	£19.66	£117.98	31.10.2023	Gazebos	Amazon EU UK Branch
374	30.10.2023	£30.00	£6.00	£36.00	31.10.2023	Sweets	TESCO
373	30.10.2023	£48.96	£9.79	£58.75	31.10.2023	Paper Bags	Booker Ltd
372	27.10.2023	£660.00	£0.00	£660.00	31.10.2023	Christmas Books	The Works
371	27.10.2023	£384.25	£76.78	£461.03	31.10.2023	Selection Boxes	Cadbury Gifts Direct
370	27.10.2023	£228.92	£0.00	£228.92	31.10.2023	Elf Costumes	Fancydress.com
369	27.10.2023	£69.90	£0.00	£69.90	31.10.2023	Sweets	Amazon
368	22.10.2023	£24.92	£4.98	£29.90	31.10.2023	Allotment Marking Flags	Malton Plastics (UK) Ltd
345	14.10.2023	£13.74	£2.75	£16.49	31.10.2023	Printing	HP Instant Ink
341	12.10.2023	£29.26	£0.00	£29.26	31.10.2023	PDF Software	PDF Escape
334	11.10.2023	£2.40	£0.00	£2.40	31.10.2023	Refreshments	Asda
333	09.10.2023	£53.50	£10.70	£64.20	31.10.2023	Advertising	National World
		£1,895.50	£180.36	£2,075.86			

Grand Total

£11,300.67 £183.69 £11,484.36

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