

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 14th November 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
Councillor S Hudson
Councillor M Jennings
Councillor H Jones
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
Reverend Alan Murray – Mayors Chaplain
District Councillor A Kahn

Absent: Councillor F Marchant
Councillor P Marchant

096. Prayers

The Mayor's Chaplain led the Council in prayers.

097. Mayors Announcements

The Mayor reported that she had attended a number of events over the last month including:

Harvest Supper at the Baptist Church on 14th October, Alice Bacon Trust fundraising evening on 20th October, Halloween in Normanton on 31st October, Remembrance Parade at Nostell Priory on 5th November, Haven Lodge Remembrance Service on 10th November, Festival of Remembrance at Wakefield Cathedral on 10th November, and Remembrance Sunday at Altofts and Normanton on 12th November.

098. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor F Marchant and Councillor P Marchant.

099. 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.

100. Members of the Public

There were no members of the public present.

101. Minutes of Meetings

Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 10th October 2023 (Minute Numbers 81-95; Pages 40-44) be received and signed.

Property Committee

RESOLVED that the minutes of a meeting of the Property Committee held on Monday 23rd October 2023 (Minute Numbers 009-017; Pages 4-6) be received.

Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 24th October 2023 (Minute Numbers 014-027; Pages 4-6) be received.

Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 6th November (Minute Numbers 019-028; Pages 17-21) be received.

Staffing Committee

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 7th November 2023 (Minute Numbers 25-35; Pages 8-11) be received.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 8th November 2023 (Minute Numbers 022-033; Pages 14-20) be received.

102. Reports from District Councillors

Councillor Armaan Kahn for Normanton Number 10 Ward reported on the following issues:

- Illegal vehicle crossing at the Canoe takeaway is being investigated and may take a few weeks.
- Royal Sovereign – Investigation ongoing following a recent incident.
- Welbeck Planning Application – Will be attending and speaking on behalf of the District Councillors.
- Walkaround with Cllr D Jefferey and Cllr M Morley of Wakefield Council on Thursday to look again at the market, town centre issues and business concerns.

Councillor Julie Medford for Normanton Number 10 Ward reported on the following issues:

- Lighting in the market area and B&M is inadequate.
- Parking issues at King Edward Street Car Park are being looked into.
- School Street funding for Normanton Common School is progressing.
- CCTV and Shop Radios – continuing to work with the Police.

Members raised concerns about the stones positioned where the old market was knocked down and asked if the space could be used on a temporary basis for shop owner parking. There doesn't appear to have been any progress with the market since the last visit from Cllr D Jefferey.

Councillor Josie Pritchard for Altofts & Whitwood Number 3 Ward reported on the following issues:

- Welbeck Planning Application – an objection has been submitted by the Ward 3 Councillors.

RESOLVED that the reports be received.

103. Town Clerk's Report

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

Halifax Bank

Information on a 'Banking Hub' had been obtained and circulated.

Wakefield Road – Road Safety

Details of the proposals for Wakefield Road had been received and circulated.

Haw Hill Park – Cycle Track Fencing

No further update received.

Canoe Takeaway – Vehicular Access

The issue of vehicular access via a gate on Wakefield Road was passed to the ASB department who have spoken to the owner and made them aware that they are in breach of the planning conditions. They have been advised to cease vehicular movements across the footpath immediately. It is suggested that the Town Council refers the matter to planning enforcement for breach of paragraph 16 in the planning approval letter.

Parking Time Limits in Car Parks

No further update received.

Normanton Junior School – Ofsted

It was reported that Normanton Junior School had received a 'Good' Ofsted report. The Town Council congratulated the headteacher and staff for their hard work.

CCTV and Shop Radios

Concern has been expressed by the Police regarding the coverage of the CCTV in the Town Centre. They have been referred to Wakefield Council.

The Police reported that uptake for the shop radio scheme was low.

OTHER ONGOING MATTERS

Events

Over the course of the last month, we have successfully delivered a number of events including Halloween and Remembrance Sunday. Both events will be reviewed by the events committee.

We have the following events scheduled: Christmas Lights Switch On – Friday 24th November 2023 and Children's Christmas Party – Wednesday 6th December 2023.

Councillors were asked to confirm their attendance with the office if they were available to assist with event delivery.

Internal Audit

A new Internal Auditor had been appointed and a full report was expected in 4-6 weeks.

Woodhouse Business Centre

A complaint was received in November 2022 regarding loose slates on the roof of the Woodhouse Business Centre. It was reported on 7th November 2023 that a couple of loose slates had been pushed back into place and it appears that the case has now been closed.

Upon speaking to the original complainant, they reported that there were over 50 loose slates and a large hole in the roof which was allowing pigeons to nest in the roof space.

This was reported back to the District Councillors for Normanton on 9th November for their attention.

Memorial Bench

The bench in memory of firefighter Sid Jones has been refurbished and was installed on 14th November 2023. His family will be contacted in due course.

Town Hall Damp Issues

A number of issues with water ingress at the Town Hall which are the responsibility of the landlord, Wakefield Council.

All these issues have been reported to Corporate Landlord and a response is awaited. These matters will be monitored by the Property Committee.

RESOLVED that the report from the Town Clerk be received.

104. Shop Radio Scheme

Members considered a report on the Police Shop Radio Scheme and the possible location for a hub and antenna. It was felt that it would not be appropriate to site third party equipment at the Town Hall and alternative options should be considered.

It was suggested that the matter be deferred pending further enquiries.

RESOLVED that this item be deferred to the next meeting.

105. Proposed Traffic Calming Scheme – Wakefield Road

Members considered the proposed traffic calming measures on Wakefield Road and felt that the suggestions were inadequate. Members felt that speed humps cause damage to vehicles and hinder the emergency services.

It was suggested that chicanes may be more effective along with a humped zebra crossing. It was also suggested that a speed indicator device could be effective.

RESOLVED that the comments above be forwarded to the District Councillors.

106. Electric Vehicle Charging Infrastructure

Members considered potential locations for EV charging infrastructure as requested by Wakefield Council.

It was suggested that the following areas may be suitable:

- The Library / Swimming Pool car park,
- All Wakefield Council car parks,
- Railway Station,
- Haw Hill Park,
- Garages on Queen Elizabeth Drive.

RESOLVED that the suggestion above be forwarded to Wakefield Council.

107. Welbeck Compliance Assessment Report

RESOLVED that a report from the Environment Agency on a recent compliance inspection be noted.

108. Climate and Ecology Bill

Members of Normanton Town Council considered an email from Zero Hour relating to the Climate and Ecology Bill. This Council notes that:

The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by cross-party MPs and Peers, local authorities, alongside the

support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors' Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.

The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;
2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Providing for re-training for those people currently working in fossil fuel industries; and
7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative *Climate & Nature Assembly*, as part of creating consensus and ensuring that no one and no community is left behind.

RESOLVED that Normanton Town Council supports the Climate and Ecology Bill and that the following actions will be taken:

1. Write to Yvette Cooper, MP to inform them that this motion has been passed, and urge them to sign up to support the CE Bill.
2. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing Normanton Town Council's support.

109. Royal Garden Party

RESOLVED that Councillor Hazel Jones be nominated for the YLCA Royal Garden Party draw on the grounds of her 28 years continued service to Normanton Town Council and the people of Normanton.

110. Alteration of Published Council Meeting Dates

RESOLVED that the February meeting of Normanton Town Council will be held on Tuesday 6th February 2024 and that the February meeting in each year is moved forward one week in order to meet the precept submission requirements.

111. Councillors Attendance

RESOLVED that the report on Councillors attendance for 2022-23 be received.

112. External Organisations

It was reported that The Well Shop was continuing to move on with the lease now agreed. The grant was awaiting approval, and they should have the keys very soon.

RESOLVED that the report be received.

113. Outside Bodies

Freeston Foundation – there would be £1,050 in prize money awarded at the annual prizegiving ceremony for students' attainment and progress.

RESOLVED that the report be received.

114. Financial Matters

RESOLVED that the list of invoices due for payment in November 2023 totalling £6,285.15 be approved.

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 September 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 September 2023 showing a cash balance of £364,914.56 be received.

115. Local Government Pay Award 2023-24

RESOLVED that the national pay award be noted and that the backpay from 1st April will be paid in the November payroll.

116. Banking Hub

Members considered a report on Banking Hubs following the announcement of the closure of Halifax Bank. It was agreed that banking facilities were not sufficient and cash machines were already running out of cash. It was also reported that the Post Office closes early on a Saturday.

It was suggested that Nationwide should be approached to open up a new bank.

RESOLVED that an 'Access to Cash Review' would be requested on behalf of the Community.

117. Planning

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

[057 - Validated Applications - 11.10.2023.pdf](#)

[059 - Validated Applications - 17.10.2023.pdf](#)

[061 - Validated Applications - 24.10.2023.pdf](#)

[063 - Validated Applications - 30th October 2023.pdf](#)

[065 - Validated Applications - 6th November 2023.pdf](#)

[067 - Validated Applications - 13.11.2023.pdf](#)

RESOLVED that an objection be lodged on the following application:

23/01849/FUL

Land at Wharfedale Drive, Altofts

Residential Development of 83 houses

Members of Normanton Town Council have considered the application and have serious concerns that the impact of yet another housing development in the small village of Altofts would be detrimental to the village setting.

Highway Safety

The proposed development raises significant concerns regarding highway safety. The increase in residential units will inevitably lead to an upsurge in vehicular and pedestrian movements within the vicinity. The existing road infrastructure may not be equipped to handle the additional traffic load,

potentially jeopardising the safety of both residents and commuters.

Traffic Generation

The development of 83 houses will undoubtedly contribute to increased traffic volumes in the area. A comprehensive traffic impact assessment should be conducted to evaluate the potential impact on the local road network. Additionally, measures should be implemented to mitigate any adverse effects identified, such as the provision of additional pedestrian crossings, traffic calming measures, or improvements to road signage.

Vehicular Access

The proposed vehicular access points need careful consideration to prevent congestion and maintain efficient traffic flow. There is a concern that this development could link up with the proposed development at Station Road which may then become a rat run for people trying to avoid the already congested roads within the village.

Flooding

The removal of green spaces for the residential development may exacerbate the risk of flooding in the area. Green spaces play a crucial role in absorbing rainwater and preventing surface water runoff.

Additionally, we suggest that a face-to-face public consultation be conducted to gather input from local residents who may be directly affected by the proposed development.

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

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Invoice/Order No
332	10.10.2023	£805.00	£161.00	£966.00		Replacement Locks	RCW Building Solutions	10357
346	14.11.2023	£42.00	£0.00	£42.00		Printing	Advertiser Office Printers	SI-1019
347	14.11.2023	£480.00	£0.00	£480.00		Advertising	Normanton & District Advertiser	INV-0211
348	14.11.2023	£30.70	£0.00	£30.70		Mayors Expenses	Deputy Mayor	
351	14.11.2023	£115.25	£0.00	£115.25		Employee Expenses	Employees	
352	14.11.2023	£163.90	£32.78	£196.68		Fire Alarm Service	Chubb Fire & Security	10123723
353	14.11.2023	£108.00	£0.00	£108.00		Mayors Expenses	Mayor of Normanton 23-24	
354	14.11.2023	£29.00	£0.00	£29.00		Mayoress of Morley at Home	Morley Town Council	
355	14.11.2023	£196.64	£39.32	£235.96		Photocopier Charges	RISO (UK) Ltd	23404471
356	14.11.2023	£1,344.80	£268.96	£1,613.76		Music Licence	PPL PRS Ltd	SIN2555551
357	14.11.2023	£48.00	£0.00	£48.00		Park Licence Fee	Wakefield Council	91315302325
358	14.11.2023	£144.00	£28.80	£172.80		First Aid	Trinity Medical	2275
359	14.11.2023	£45.00	£2.00	£47.00		Printing	Advertiser Office Printers	
360	14.11.2023	£5.00	£0.00	£5.00		Allotment Site Fees	Norwood Street Allotment	
361	14.11.2023	£160.00	£0.00	£160.00		Presenting	Ian Jefferson Presenting & PA	
362	14.11.2023	£325.00	£65.00	£390.00		Stationery	Advertiser Office Printers	SI-1073
363	14.11.2023	£780.00	£0.00	£780.00		Coach Hire	Frank Poppleton & Co	P00373
364	14.11.2023	£40.00	£8.00	£48.00		Shredding	Class Office Equipment Ltd	IN00130602
365	14.11.2023	£185.00	£37.00	£222.00		Printing	Advertiser Office Printers	SI-1067
366	14.11.2023	£595.00	£0.00	£595.00		Event Catering	STW Catering	
		£5,642.29	£642.86	£6,285.15				

Approved by

C.P. Poppleton

Approved by

APPENDIX 2

LLOYDS CARD PAYMENTS						
Voucher No	Date	Net	VAT	Total	Cashed Date	Description
313	05.09.2023	£95.83	£19.17	£115.00	30.09.2023	Gala Ropes
314	06.09.2023	£92.33	£18.45	£110.78	30.09.2023	Maintenance Supplies
315	06.09.2023	£15.30	£2.60	£17.90	30.09.2023	Gala Miscellaneous
316	06.09.2023	£37.20	£7.44	£44.64	30.09.2023	Refreshments
317	06.09.2023	£39.10	£8.30	£47.40	30.09.2023	PPE
318	07.09.2023	£40.00	£8.00	£48.00	30.09.2023	Storage Boxes
319	08.09.2023	£16.65	£3.33	£19.98	30.09.2023	Gala Ropes
320	12.09.2023	£63.16	£12.63	£75.79	30.09.2023	Banquet Roll
321	25.09.2023	£11.34	£2.27	£13.61	30.09.2023	DIY Goods
322	29.09.2023	£22.00	£4.40	£26.40	30.09.2023	Membership
323	30.09.2023	£3.00	£0.00	£3.00	30.09.2023	Bank Charges
		£435.91	£86.59	£522.50		

PETTY CASH						
Voucher No	Date	Net	VAT	Total	Cashed Date	Description
324	05.09.2023	£100.00	£0.00	£100.00		Bowling Club Prize
325	09.09.2023	£25.80	£0.00	£25.80		Staff Refreshments
326	15.09.2023	£7.50	£0.00	£7.50		Flower Show Refreshments
327	19.09.2023	£503.00	£0.00	£503.00		Show Prize Money
328	15.09.2023	£30.60	£0.00	£30.60		Staff Refreshments
329	21.09.2023	£3.20	£0.00	£3.20		Newspapers
330	26.09.2023	£2.90	£0.00	£2.90		Talk & Slide Show Refreshments
331	28.09.2023	£7.37	£0.83	£8.20		Newspapers / Cleaning
		£680.37	£0.83	£681.20		

INVOICES						
Voucher No	Date	Net	VAT	Total	Cashed Date	Description
312	30.09.2023	£17.56	£0.00	£17.56	30.09.2023	Employee Expenses
268	30.09.2023	£3,339.49	£0.00	£3,339.49	30.09.2023	PAYE / NIC
267	30.09.2023	£2,319.92	£0.00	£2,319.92	30.09.2023	Pension
266	30.09.2023	£10,927.79	£0.00	£10,927.79	30.09.2023	Salaries & Wages
239	20.09.2023	£264.00	£0.00	£264.00	30.09.2023	Refreshments
238	20.09.2023	£1,098.20	£219.64	£1,317.84	30.09.2023	First Aid
237	20.09.2023	£538.00	£107.60	£645.60	30.09.2023	Table Hire
235	20.09.2023	£2,864.00	£572.80	£3,436.80	30.09.2023	Traffic Management
234	20.09.2023	£100.00	£20.00	£120.00	30.09.2023	Show Card printing
233	01.09.2023	£5,000.00	£1,000.00	£6,000.00	30.09.2023	Gala Fireworks
		£26,468.96	£1,920.04	£28,389.00		

Grand Total

£27,585.24 £2,007.46 £29,592.70

clapdynamo