

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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To all members of Normanton Town
Council

Our ref: DJ/hs
Date: 1st February 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 6th February 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
Tuesday 6th February 2024 at 6.30pm at Normanton Town Hall

AGENDA

133.	Prayers The Mayors Chaplain will lead the Council in prayers.	
134.	Mayors Announcements To receive announcements from the Mayor.	
135.	Apologies for Absence To receive apologies for absence.	
136.	Declarations of Interest To receive members declarations of interest.	
137.	Members of the Public To receive questions and comments from members of the public. Please refer to the rules for public session.	
138.	Minutes of Meetings Council To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 12 th December 2023 (Minute Numbers 118-132; Pages 55-60). Allotments Committee To receive the minutes of a meeting of the Allotments Committee held on Wednesday 20 th December 2023 (Minute Numbers 034-040; Pages 21-24). Finance Committee To receive the minutes of a meeting of the Finance Committee held on Monday 22 nd January 2024 (Minute Numbers 028-037; Pages 7-10). Property Committee To receive the minutes of a meeting of the Property Committee held on Tuesday 30 th January 2024 (Minute Numbers 018-029; Pages 7-9).	ENC A ENC B ENC C ENC D

	Allotments Committee To receive the minutes of a meeting of the Allotments Committee held on Wednesday 31 st January 2024 (Minute Numbers 041-049; Pages 25-29).	ENC E
139.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
140.	Town Clerk's Report To receive a verbal report from the Town Clerk on any ongoing matters.	
141.	External Organisations To receive updates from members who attend external organisations. Minutes of the Meet n Eats Diner – 10 th January 2024.	ENC F
142.	Outside Bodies To receive updates from Council representatives on Outside Bodies.	
143.	Financial Matters To consider the list of invoices due for payment in February 2024. To receive the list of payments made under the Clerks Authority in November and December 2023 and January 2024. To receive the Bank Reconciliation for November and December 2023.	To Follow ENC G ENC H
144.	Budget 2024-25 To approve the budget for the 2024-25 Financial Year.	ENC I
145.	Precept To approve the precept for the 2024-25 Financial Year.	ENC J
146.	Wakefield Council Consultation To consider a response to the Private Hire and Hackney Carriage Vehicle Age Consultation.	ENC K

147.	<p>Planning</p> <p>To consider the planning applications on the previously circulated validated lists, plus any other lists that are received.</p> <p>075 - Validated Applications - 18.12.2023 001 - Validated Applications - 03.01.2024 002 - Validated Applications - 15.01.2024 004 - Validated Applications - 22.01.2024</p> <p>The planning lists have been circulated by email or post upon receipt from Wakefield Council. The links above provides access to the planning lists previously circulated, plus any other lists that are received.</p>	
148.	<p>Welbeck Planning Appeal</p> <p>To consider a letter from RATS regarding a joint representation to the Welbeck Planning Appeal involving Wakefield Council, Normanton Town Council and RATS or to appoint a representative to attend the hearing to represent the Town Council.</p>	ENC L
149.	<p>Welbeck Community Liaison Meeting</p> <p>To consider an email from District Councillor Jack Hemmingway regarding a meeting of the Welbeck Community Liaison Group.</p>	ENC M
150.	<p>Wakefield District Local Plan</p> <p>To note the adoption of the Wakefield District Local Plan on 24th January 2024.</p>	ENC N



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Tuesday 12th 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 14th November 2023 (Minute Numbers 96-

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 14th December – Christmas Celebration.

Woodhouse Business Centre

No further updates

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 6th 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

A

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
NorthernComfort 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

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

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Wednesday 20th December 2023 at Normanton Town Hall

Present: Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor M Rowley
Councillor A Samuels – Vice-Chairman
Councillor R Seal

Absent: Councillor E Blezard
Councillor P Marchant
Councillor M Jennings
Councillor C Parsons

034. Apologies for Absence

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

035. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

No declarations were made.

036. Minutes

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 as a true record.

The minutes were signed by the Chairman.

037. Site Updates Cypress Road

- Trees along boundary near gate are causing issues opening the gate. Quotes are still to be obtained.

Vacancies 0
Waiting List 19

Edward Street

Vacancies 0
Waiting List 0

Ellins Terrace 1

- Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E)
Waiting List 13

Ellins Terrace 2

Vacancies 3 (Plots 54, 73, 74)
Waiting List 14

Gilcar Street

Vacancies 0
Waiting List 7

Gladstone Street

- Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 0
Waiting List 24

Heys Buildings

- Complaint received about the overgrown plots backing on to Armstrong Close.

Vacancies 0
Waiting List 28

Newland Lane

- Japanese Knotweed coming from Railway Land – No response to letter.

Vacancies 4 (Plots 10, 14, 16, 40)
Waiting List 20

Norwood Street

- Bindweed growing over the fence had been treated.
- Tenants piling materials against the fence – letter to be sent.
- Fencepost in need of repair – Quote still to be obtained.

Vacancies 1 (plot 22 – NTC to allocate)

Waiting List 13

Station Road

- No update

The Grove

Vacancies 1 (Plot 2 – NTC to allocate)

Waiting List 7

Wentworth Terrace

- Weeds overgrowing into residents' garden – plot to be re-inspected.

Vacancies 5 (Plots 14, 26, 37, 39, 69)

Waiting List 23

Overall

There are a total of 98 applications awaiting allocation.

There are 25 plots currently vacant.

038. Requests from Tenants

A series of structure applications from tenants were considered.

ET2-67 - Shed and Polytunnel

Approved subject to maximum sizes as set out in the Allotments Policy once confirmation of materials is received.

ET2-86 - Shed, Greenhouse, Polytunnel and Fence

Further information requested from the tenant regarding the number of structures requested, dimensions and materials.

039. Complaints

A complaint had been received regarding Edward Street. It was reported that the access track had been blocked by cars from a nearby house, fence posts had been knocked down and rubbish had been dumped.

It was agreed that a letter be sent to the nearby house asking them to cease the actions referred to.

040. Allotments Budget

RESOLVED that the allotments budget up to the end of October 2023 be received showing expenditure of £7,319.56 and income of £8,474.94.

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

NORMANTON TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE

Held on Monday 22nd January 2024 at Normanton Town Hall

Present: Councillor E Blezard
 Councillor M Jennings
 Councillor B Mayne – Chairman
 Councillor P Mayne
 Councillor J Pritchard
 Councillor P Sampson
 Councillor R Seal – Vice Chairman
 Councillor K Wilson, JP
 Donna Johnston – Town Clerk

028. **Apologies for Absence**

RESOLVED that apologies for absence be received from Councillor A Bones and Councillor H Jones.

029. **Members Declarations of Interest**

RESOLVED that the following declarations of interest be received:

Councillor E Blezard
 Non-Pecuniary Interest
 Small Grants – Alice Bacon Memorial Trust and 1st Normanton Scouts

Councillor P Mayne
 Non-Pecuniary Interest
 Small Grants – Alice Bacon Memorial Trust

Councillor J Pritchard
 Non-Pecuniary Interest
 Small Grants – The Well Project

030. Minutes

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

031. Cash Books

RESOLVED that the cashbooks for months 7-9 of the 2023/24 financial year be received.

032. Bank Reconciliation

RESOLVED that the Bank Reconciliation for month 9 of the 2023/24 financial year showing a cash balance of £302,566.77 be received.

033. Balance Sheet

RESOLVED that the Balance Sheet for month 9 of the 2023/24 financial year showing a balance of £306,252.00 be received.

034. Budget Review

Members reviewed the budget up to month 9 of the 2023/24 financial year. Attention was drawn to any significant overspends in accordance with the financial regulations.

Members were satisfied with the detail of the report which showed:

Income of £356,221.17

Expenditure of £269,782.01

RESOLVED that the budget review reports be received.

035. Small Grants

RESOLVED that the following grants totalling £4872.49 be awarded:

Meet n Eats Diner

£500.00

Towards the cost of Christmas gifts and catering equipment.

The Well Project

£500.00

Towards the cost of Easter activities.

Altofts Bowling Club

£489.29

Towards the cost of grounds maintenance equipment and feed.

Normanton Knights ARLFC

£500.00

Towards the cost of netting and posts.

1st Normanton Scouts

£500.00

Towards the cost of a storage container.

Friends of Altofts Library

£383.20

Towards the cost of library equipment.

Alice Bacon Memorial Trust

£500.00

Towards the cost of a theatre trip in June 2024.

The Well Project

£1,100.00

Towards the cost of a dehumidifier for the new shop.

WDH

£400.00

Towards the cost of a children's fun day to be held on 31st May 2024.

The balance of £1,627.51 would be earmarked for any further applications received before the end of the financial year. Of that figure, up to £500 would be reserved for an application from the cycle project at Altofts Community Sports Foundation (The Brig). This would be formally considered at the next meeting.

036. **Budget 2024-25**

Members considered the draft budget for the 2024/25 financial year which would be as follows:

Expenditure

Finance Committee	£82,617.00
Allotments Committee	£13,000.00
Events Committee	£67,920.00
Property Committee	£76,995.00
Staffing Committee	£173,745.09
Total Expenditure	£414,277.09

Income

Finance Committee	£4,000.00
Allotments Committee	£8,765.65
Events Committee	£5,090.00
Property Committee	£1,138.00
Staffing Committee	£ -
Total Income	£18,993.65

Contribution from Reserves

Finance Committee	£ 500.00
Property Committee	£35,000.00
Total	£35,500.00

Budget Shortfall £359,783.44

037. Precept 2024-25

RESOLVED that the Finance Committee recommend to Council that the precept be fixed at £359,783.44 for the 2024/25 financial year.

This represents an increase of 8.03% on a band D property.

	Charge	Increase
A	£36.62	£2.72
B	£42.72	£3.17
C	£48.83	£3.63
D	£54.93	£4.08
E	£67.14	£4.99
F	£79.34	£5.89
G	£91.55	£6.80
H	£109.86	£8.16

The majority of homes in Normanton are in band C or below so the cost of the Town Council still provides good value for money at 70p – 93p per week.

In the absence of any further business, the Chairman thanked everyone for attending and closed the meeting.



MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 30th January 2024 at Normanton Town Hall

Present: Councillor A Bones – Vice Chairman
Councillor H Jones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor A Samuels
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor S Hudson

018. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard.

019. Declarations of Interest

No declarations of interest were recorded.

020. Minutes

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 as a true record and signed by the Chairman.

Matters arising:

It was reported that a disputed invoice from the refurbishment of the Town Hall, which had been referred to our legal advisors, had now been closed following a six-month period with no contact from the supplier.

021. Town Hall Repairs and Maintenance

A report was circulated providing updates on several issues including:

- Lift service concluded – a small area of damp was present in the lift shaft below ground level but nothing of concern.
- Electrical works – mostly completed, and installation certificates had been received.

- Plumbing works – the plumber had failed to attend as agreed. The Plumber would be contacted and asked to provide an urgent update on the outstanding works and confirmed completion date and if necessary, an alternative plumber would be employed.
- Building Control – would be able to attend once the plumbing works have been finalised.
- Air Conditioning – the over door heater at the front door was now operational.
- Town Hall benches – final invoice awaited.
- Basement Storage – 3 shelving units purchased at a cost of £216.00.
- Town Hall leaks – no response received from Corporate Landlord at Wakefield Council.
- Flower Beds – these are to be planted up by First Impressions in the next few weeks at a cost of £128.00.
- Water Boiler – it was agreed to purchase a water boiler for making drinks from Nisbets at a cost of £379.99. An electrician would need to install a fused spur and a plumber would need to connect it to the water supply in due course.

RESOLVED that the report be received, and any actions implemented.

022. Bookings Update

RESOLVED that a report on bookings at Normanton Town Hall and Woodhouse Community Centre over the last three months be received.

023. Income Received

A report was circulated showing donation income of £521.20 for the Town Hall and £325.00 for the Woodhouse Community Centre.

RESOLVED that a report on the donations from building users be received.

024. Fire Risk Assessment

RESOLVED that the Fire Risk Assessment be received, and quotes be obtained for the works identified.

025. Incidents and Accidents

A report was circulated on a minor accident at the Town Hall and an incident at Newland Lane Allotments in which a tree on neighbouring land had fallen and caused damage to the allotment fence.

Both issues had been reported in the appropriate way.

RESOLVED that the report be received.

026. Fire Alarm System – Woodhouse Community Centre

RESOLVED that the recommended works put forward by Chubb be approved including the replacement of a sounder at a cost of £177.05 and the replacement of 2 detectors at a cost of £491.70.

027. Table Cloths

RESOLVED that 25 table cloths are purchased up to a maximum cost of £450.00. Authority is delegated to the Town Clerk to find the most suitable table cloths within this budget.

028. Property Officer

It was reported that the temporary Property Officer had began work on 17th January 2024 and had already worked through a long list of outstanding tasks. The position would be kept under review over the course of the next six months.

RESOLVED that the report be received.

029. Property Committee Budget

A budget for the Property Committee was circulated showing income of £902.20 and expenditure of £36,147.73.

RESOLVED that the Property Committee budget be received and noted.

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

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 31st January 2024 at Normanton Town Hall

Present: Councillor M Jennings
 Councillor B Mayne
 Councillor P Mayne – Chairman
 Councillor T Morgan
 Councillor C Parsons
 Councillor M Rowley
 Councillor A Samuels – Vice Chairman
 Councillor R Seal
 Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
 Councillor P Marchant

041. Apologies for Absence

RESOLVED that apologies for absence be received on behalf of Councillor E Blezard and Councillor P Marchant.

042. Declarations of Interest

RESOLVED that the following declarations of interest be received:

Councillor Mark Jennings
 Non-Pecuniary Interest
 Tenant at Wentworth Terrace Allotments

043. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 20th December 2023 (Minute Numbers 034-040; Pages 21-24) be received and signed by the Chairman.

044. Site Updates

Cypress Road

- Trees along boundary near gate were causing issues opening the gate. Work completed 24.01.24 by Property Officer.

Vacancies 0 (=)
Waiting List 19 (=)

Edward Street

Vacancies 0 (=)
Waiting List 0 (=)

Ellins Terrace 1

Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (=) Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E
Waiting List 15 (+2)

Ellins Terrace 2

Vacancies 3 (=) Plots 54, 73, 74
Waiting List 16 (+2)

Gilcar Street

Vacancies 0 (=)
Waiting List 8 (+1)

Gladstone Street

Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 0 (=)
Waiting List 24 (=)

Heys Buildings

Complaint received about the overgrown plots backing on to Armstrong Close.

Fencing is an issue at this site - Councillor M Jennings would look into a possible fencing source with minimal costs.

Complaint about brick-built greenhouse on recently vacated plot. Quotes for demolition would be obtained.

Vacancies 0 (=)
Waiting List 24 (-4)

Newland Lane

Japanese Knotweed coming from Railway Land – No response to letter however Councillor M Jennings reported that it was on the programme for a first spray in January / February and would then be on a five-year programme.

A fallen tree had caused damage to the fence in the corner of the site near plot 2. Wakefield Council had attended site to remove the stump and roots and were advised by tenants on site not to remove the stump. The stump and roots were to be removed in order to have the fence repaired.

A letter would be sent to all Site Secretaries advising that they must not issue instructions to any contractors or council workers and should contact the Town Council with any queries.

Wakefield Council would be contacted to arrange for the stump and root to be removed. The Property Officer should be on site when the stump is removed and fencing installed if possible.

Vacancies 4 (=) Plots 10, 14, 16, 40
Waiting List 20 (=)

Norwood Street

Tenants piling materials against the fence – letter to be sent.

Fencepost in need of repair – Work to be carried out by Property Officer and Grounds Maintenance staff.

Vacancies 1 (=) Plot 22 – NTC to allocate
Waiting List 14 (+1)

Station Road

No update

The Grove

Vacancies 1 (=) Plot 2 – NTC to allocate
Waiting List 7 (=)

Wentworth Terrace

Weeds overgrowing into residents' garden – plot to be re-inspected.

Vacancies 5 (=) Plots 14, 26, 37, 39, 69
Waiting List 23 (=)

Overall

There are a total of 95 applications awaiting allocation (+3).

There are 25 plots currently vacant (=).

045. Requests from Tenants

CY019

Structure Request APPROVED.

Greenhouse 6' x 4'

Materials – Aluminium and Polycarbonate.

Base – secured to existing flags near shed.

HB024

Structure Request APPROVED.

Fence 4'

Materials – Wooden posts and metal fencing.

HB042

Skip Request DECLINED due to insufficient budget.

Waste – corrugated plastic roofing strips from previous tenant from home-made lean to along with other plastic waste left on site.

It was suggested that some of the polycarbonate sheets and buckets may be useful to other tenants. Any waste could be broken up and taken to the household waste recycling centre.

ET1-A – Transfer agreement between tenants

An agreement had been reached between tenants for the handover of ET1-A which had previously been agreed by the Council. The Council would contact the current tenant of ET1-A and set out the terms of the transfer to the new tenant and make sure that he was satisfied with the agreement.

ET1-B – Special consideration for plot allocation

A resident and existing tenant of ET1 had expressed an interest in taking on ET1-B which was directly behind their home. Members were asked to give special consideration for allocating a second plot due to the proximity to the tenant's home.

Members approved this request.

HB012 and HB013

A tenant has requested to reduce to one plot but wishes to keep the rear half of plot 12 and the rear half of plot 13. Thereby creating plots 12 a/b and 13 a/b. Plot 12a and 13a could be let either as two half plots or one full plot.

Members approved this request.

046. Complaints

A complaint had been received from a tenant at Ellins Terrace 2 Allotments whose greenhouse had been destroyed by a trampoline which had taken flight during recent high winds.

All tenants had been written to in August 2023 advising them to remove trampolines because of the danger they posed in windy conditions, but this had been ignored.

RESOLVED that a letter be sent to all tenants asking them to remove trampolines within 7 days.

The tenant had asked if he could take a poly tunnel from a vacant plot to replace his greenhouse. This was agreed subject to the Property Officer verifying that the plot is indeed vacant.

047. Alleged Formal Grievance

It was reported that a tenant had been asked to reduce their plots due to them not being tended to the cultivation standards set out in the policy. The tenant had refused to comply with the request to reduce the number of plots and had not submitted an appeal as requested. Instead, they had indicated that they had raised a grievance and requested all action be paused. There is no information as to whom the grievance has been raised with.

RESOLVED that the National Allotment Society be asked to conduct an independent review of the plots and a report provided.

048. Property Officer

It was reported that the new property officer was beginning to familiarise himself with the various sites and had carried out some maintenance tasks.

RESOLVED that the report be received.

049. Allotments Committee Budget

RESOLVED that the Allotments Committee budget up to the end of December 2023 showing income of £8,543.44 and expenditure of £8,669.56 be received.

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

MEET 'N' EATS DINER



Annual Meeting

Present: Donna Johnston
Hazel Jones
Hilary Newsum
Michelle Newton
Ashley Samuels

1. Apologies

Apologies were received from the Mayor of Normanton, Councillor Carol Appleyard and Carol Moran.

2. To Approve the Minutes

The minutes of the Annual General Meeting held on Tuesday 25th February 2020 were agreed as a true record.

The Minutes of the Committee Meeting held on Tuesday 28th February 2023 were agreed as a true record.

3. Financial Report

A financial report was presented showing the following information:

2021-2022	Opening Balance	£2,669.28
	Income	£ 750.00
	Expenditure	£ 414.90
	Closing Balance	£3,004.38

2022-2023	Opening Balance	£3,004.38
	Income	£3,016.41
	Expenditure	£1,523.45
	Closing Balance	£4,497.34

2023-2024	Opening Balance	£4,497.34
	Income	£1,516.05
	Expenditure	£3,458.39
	Closing Balance	£2,555.00

The closing balance on the bank account is £2,555.00 on 10th January 2024.

4. Winding Up of the Meet n Eats Diner

A proposal was presented to wind up the Meet n Eats Diner in its current form and transfer the service to The Well Project.

This was to ensure the effective future management of the service and to ensure that the Town Council complies with transparency requirements.

Members considered the report and confirmed that The Well Project Trustees and Management had agreed to continue providing the Meet n Eats Diner as part of their regular services.

The Town Council would continue to provide the Community Centre free of charge and carry out the weekly washing of tea towels as previously agreed.

RESOLVED that the Meet n Eats Diner be wound up and all assets transferred to The Well Project, including the bank balance of £2,555.00.

NORMANTON TOWN COUNCIL
PAYMENTS UNDER CLERKS AUTHORITY

G

PETTY CASH						
Voucher Number	Date	Net	VAT	Total	Description	Supplier
517	25.01.2024	£3.40	£0.00	£3.40	Newspapers	Asda
511	19.01.2024	£9.28	£0.00	£9.28	Fruit for school visit	TESCO
510	24.01.2024	£3.40	£0.00	£3.40	Newspapers	Asda
500	16.01.2024	£7.48	£0.00	£7.48	Fruit for school visit	TESCO
499	15.01.2024	£14.73	£0.00	£14.73	Fruit for school visit	TESCO
498	05.01.2024	£3.40	£0.00	£3.40	Newspapers	Asda
436	21.12.2023	£3.40	£0.00	£3.40	Newspapers	Asda
435	14.12.2023	£3.40	£0.00	£3.40	Newspapers	Asda
434	11.12.2023	£5.32	£1.06	£6.38	Lightbulbs	Screwfix
433	11.12.2023	£6.35	£1.27	£7.62	Lightbulbs	Screwfix
432	07.12.2023	£3.40	£0.00	£3.40	Newspapers	Asda
431	06.12.2023	£36.30	£0.00	£36.30	Volunteer Refreshments	Junction 31 Sandwich Shop
430	30.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
429	29.11.2023	£2.71	£0.54	£3.25	Tealights	Asda
428	24.11.2023	£7.35	£0.75	£8.10	Refreshments	Asda
427	23.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
426	22.11.2023	£7.50	£1.50	£9.00	Wrapping Paper	B&M
425	16.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
424	10.11.2023	£1.15	£0.00	£1.15	Refreshments	Asda
423	09.11.2023	£3.40	£0.00	£3.40	Newspapers	Asda
422	06.11.2023	£2.50	£0.50	£3.00	Cleaning Supplies	Asda
		£134.67	£5.62	£140.29		

CARD						
Voucher Number	Date	Net	VAT	Total	Description	Supplier
504	23.01.2024	£241.00	£48.20	£289.20	Shelving	BigDug
444	31.12.2023	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank
443	14.12.2023	£131.80	£12.56	£144.36	Event Catering	Costco
442	14.12.2023	£13.74	£2.75	£16.49	Printing	HP Instant Ink
441	11.12.2023	£11.23	£2.25	£13.48	Stationery	Tangible Stationery Company Ltd

NORMANTON TOWN COUNCIL
PAYMENTS UNDER CLERKS AUTHORITY

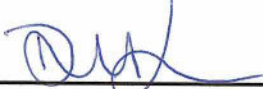
440	06.12.2023	£41.67	£8.33	£50.00	Cleaning Supplies	TESCO
439	06.12.2023	£6.03	£0.67	£6.70	Event Catering	Asda
438	06.12.2023	£7.46	£1.49	£8.95	Food Labels	Moobarb Ltd
437	04.12.2023	£1.66	£0.33	£1.99	Food Labels	Amazon Services Europe
421	30.11.2023	£3.00	£0.00	£3.00	Bank Charges	Lloyds Bank
420	28.11.2023	£16.64	£3.33	£19.97	Wax Seal Supplies	Amazon Services Europe
419	28.11.2023	£2.83	£0.57	£3.40	Tealights	Amazon EU UK Branch
418	22.11.2023	£13.28	£2.66	£15.94	Christmas Decorations	Amazon Services Europe
417	22.11.2023	£6.67	£1.33	£8.00	Batteries	Asda
416	14.11.2023	£13.74	£2.75	£16.49	Printing	HP Instant Ink
415	11.11.2023	£7.47	£1.50	£8.97	Table Decorations	B&M
414	11.11.2023	£7.47	£1.50	£8.97	Table Decorations	B&M
413	11.11.2023	£3.32	£0.67	£3.99	Hazard Tape	Screwfix
412	11.11.2023	£24.87	£4.98	£29.85	Chocolates	TTSE Retail Ltd
411	11.11.2023	£56.66	£11.33	£67.99	Costumes	Amazon Services Europe
410	10.11.2023	£29.80	£0.00	£29.80	Refreshments	TESCO
409	10.11.2023	£9.97	£1.99	£11.96	Table Decorations	B&M
408	09.11.2023	£75.00	£15.00	£90.00	Refreshments	Asda
407	09.11.2023	£35.79	£5.91	£41.70	Refreshments	Asda
406	07.11.2023	£26.24	£5.25	£31.49	Padlock	Screwfix
405	03.11.2023	£210.21	£42.04	£252.25	Catering Supplies	Nisbets
		£1,000.55	£177.39	£1,177.94		

INVOICES						
Voucher Number	Date	Net	VAT	Total	Description	Supplier
397	28.11.2023	£12,575.56	£0.00	£12,575.56	Salaries and Wages	Employees
398	28.11.2023	£2,152.77	£0.00	£2,152.77	Pension Contributions	WYPF
460	13.12.2023	£40.00	£8.00	£48.00	Shredding	Class Office
473	28.12.2023	£7,672.12	£0.00	£7,672.12	Salaries and Wages	Employees
474	28.12.2023	£2,031.71	£0.00	£2,031.71	Pension Contributions	WYPF
475	28.12.2023	£2,365.71	£0.00	£2,365.71	PAYE/NIC	HMRC
482	03.01.2024	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers


NORMANTON TOWN COUNCIL
PAYMENTS UNDER CLERKS AUTHORITY

483	05.01.2024	£670.00	£134.00	£804.00	Lock and Door Alterations	RCW Building Solutions
484	05.01.2024	£310.00	£62.00	£372.00	Window Repairs	RCW Building Solutions
485	05.01.2024	£95.00	£19.00	£114.00	Door Repairs	RCW Building Solutions
486	05.01.2024	£255.00	£51.00	£306.00	Gritting Car Park	RCW Building Solutions
487	05.01.2024	£950.00	£190.00	£1,140.00	Lighting and Ceiling Repairs	RCW Building Solutions
488	05.01.2024	£181.51	£0.00	£181.51	Christmas Celebration Donation	The Well Project
489	05.01.2024	£81.51	£0.00	£81.51	Christmas Celebration Donation	Castleford Salvation Army Band
490	05.01.2024	£81.51	£0.00	£81.51	Christmas Celebration Donation	Castleford Male Voice Choir
491	05.01.2024	£72.65	£14.53	£87.18	Invoice Stamp	Custom Stamps Online
492	05.01.2024	£55.00	£11.00	£66.00	NSALG Membership	National Allotment Society
493	05.01.2024	£850.08	£0.00	£850.08	Gala Policing	West Yorkshire Police
494	05.01.2024	£377.00	£0.00	£377.00	SLCC Membership	SLCC
496	05.01.2024	£100.00	£0.00	£100.00	Christmas Celebration Donation	Castleford Salvation Army Band
497	05.01.2024	£50.00	£0.00	£50.00	Christmas Celebration Donation	All Saints Church
505	23.01.2024	£ 30.00	£ -	£ 30.00	Mayors Expenses	Hebden Royd Mayors Charity
503	23.01.2024	£ 40.00	£ -	£ 40.00	Shredding	Class Office Equipment Ltd
502	23.01.2024	£ 25.00	£ -	£ 25.00	Councillor Training	Joy Morgan (YLCA)
501	23.01.2024	£ 480.00	£ 96.00	£ 576.00	Normanton & District Advertiser	Advertiser Office Printers
	25.01.2024	£ 7,671.98	£ -	£ 7,671.98	Employees Wages	Employees
	23.01.2024	£1,100.00	£ -	£1,100.00	Small Grant	The Well Project
	30.01.2024	£2,015.00	£ -	£ 2,015.00	Pension Contributions	West Yorkshire Pension Fund
		£42,809.11	£681.53	£43,490.64		
		£43,944.33	£864.54	£44,808.87		

NORMANTON TOWN COUNCIL

Prepared by:  TC+RFO
Name and Role (Clerk/RFO etc)

Date: 28/11/23

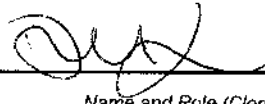
Approved by: 
Name and Role (RFO/Chair of Finance etc)

Date: 11/12/23

A	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		201,403.16
	ADD Receipts 01/04/2023 - 31/10/2023		368,779.74
	SUBTRACT Payments 01/04/2023 - 31/10/2023		570,182.90
			229,973.34
	Cash in Hand 31/10/2023 (per Cash Book)		340,209.56
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	500.00	
	Lloyds 31/10/2023	-2,075.86	
	Unity Savings 31/10/2023	198,920.21	
	Unity Current 31/10/2023	144,086.83	
	X Barclays Savings 31/10/2023	0.00	
	X Barclays Current 31/10/2023	0.00	
			341,431.18
	Less unrepresented payments		1,416.00
			340,015.18
	Plus unrepresented receipts		194.38
	Adjusted Bank Balance		340,209.56
	A = B Checks out OK		

NORMANTON TOWN COUNCIL

Prepared by:




Name and Role (Clerk/RFO etc)

Date:

18/12/23

Approved by:



Name and Role (RFO/Chair of Finance etc)

Date:

20/12/23

Bank Reconciliation at 30/11/2023			
	Cash in Hand 01/04/2023		201,403.16
	ADD		
	Receipts 01/04/2023 - 30/11/2023		379,486.90
			580,890.06
	SUBTRACT		
	Payments 01/04/2023 - 30/11/2023		253,462.87
A	Cash in Hand 30/11/2023 (per Cash Book)		327,427.19
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	161.90	
	Events Float 30/11/2023	200.00	
	Admin Float 30/11/2023	100.00	
	Lloyds 30/11/2023	-643.77	
	Unity Savings 30/11/2023	198,920.21	
	Unity Current 30/11/2023	127,528.99	
	X Barclays Savings 30/11/2023	0.00	
	X Barclays Current 30/11/2023	0.00	
			326,267.33
	Less unrepresented payments		400.00
			325,867.33
	Plus unrepresented receipts		1,559.86
B	Adjusted Bank Balance		327,427.19
A = B Checks out OK			

NORMANTON TOWN COUNCIL BUDGET 2024/25

FINANCE COMMITTEE

ADMINISTRATION

		2023/24	£
26	Franking Machine Lease	£360	£359
27	Postage	£3,500	£4,080
29	Photocopier Lease	£1,760	£1,732
30	Printing	£1,500	£2,068
31	Stationery	£1,500	£1,650
32	Office Equipment	£1,000	£1,000
33	IT Equipment	£2,000	£1,000
34	IT Software	£2,760	£2,000
35	IT Support	£3,000	£4,620
36	Website	£1,650	£2,000
37	Professional Fees	£7,000	£7,030
38	Audit Fees	£1,600	£1,640
39	Insurance	£4,550	£6,138
40	GDPR Compliance	£750	£500
41	Health & Safety	£1,000	£1,000
42	Memberships	£2,800	£2,583
43	Staff Training	£1,000	£1,000
44	Councillor Training	£1,000	£1,000
49	Travel Expenses	£300	£500
50	Bank Charges	£250	£287
51	Card Processing Fees	£150	£100
71	Advertising & Promotions	£9,500	£8,760
105	Admin Misc	£1,000	£1,000
		£49,930	£52,047

CIVIC

	Mayors Allowance 24/25		£2,200
66	Mayors Allowance 23/24	£2,000	£0
67	Councillor Allowances	£2,420	£2,420
68	Civic Regalia	£650	£1,000
69	Elections	£2,000	£2,000
106	Mayors Appeal 23/24		£0
	Mayors Appeal 24/25		£0
		£7,070	£7,620

SERVICES

54	Normanton Development	£1,000	£0
70	Small Grants	£6,500	£7,000
74	Hanging Baskets	£11,000	£15,000
100	Potts Terrace	£450	£450
52	Talking Newspaper	£0	£500 To be taken from EMR
		£18,950	£22,950
		£75,950	£82,617

ALLOTMENTS COMMITTEE

		2023/24	£
90	Newland Lane	£1,275.00	£1,275.00
91	Cypress Road	£867.00	£867.00
92	Ellins Terrace 1	£1,734.00	£1,734.00
93	Ellins Terrace 2	£1,581.00	£1,581.00
94	Allotments General	£80.00	£131.00
95	Gladstone Street	£2,040.00	£2,040.00
96	Heys Buildings	£1,538.50	£1,487.50
97	Norwood Street	£952.00	£952.00
98	Wentworth Terrace	£2,728.50	£2,728.50
102	The Grove	£85.00	£85.00
103	Gicar Street	£51.00	£51.00
104	Edward Street	£68.00	£68.00
		£13,000.00	£13,000.00

EVENTS COMMITTEE

		2023/24	£
75	Gala	£27,000.00	£32,000.00
76	Flower Show	£2,600.00	£2,600.00
77	Remembrance Sunday	£3,000.00	£3,700.00
78	Children's Party	£1,800.00	£1,500.00
79	Christmas Lights	£5,000.00	£5,000.00
80	National Events	£15,000.00	£0.00
81	Party @ Haw Hill Park	£15,000.00	£16,000.00
82	Mayor Making	£3,000.00	£3,000.00
83	Civic Sunday	£500.00	£500.00
85	Brass Band Concert	£500.00	£800.00
86	Christmas Celebration	£200.00	£200.00
87	Halloween	£1,200.00	£1,500.00
88	Information Events	£620.00	£120.00
89	Events General	£1,000.00	£1,000.00
		£76,420.00	£67,920.00
	Contribution from Reserves	£15,000.00	£0.00
		£61,420.00	£67,920.00

PROPERTY COMMITTEE

		2023/24	£
28	Telephone / Internet	£2,100.00	£1,980
55	Town Hall Refurbishment	£49,972.00	£35,000 To be taken from EMR
56	Business Rates	£17,000.00	£13,000
58	Defibrillator	£250.00	£250
59	Hygiene Services	£2,700.00	£2,564
60	Repairs & Maintenance - Town Hall	£6,000.00	£6,600
61	Repairs & Maintenance - WCC	£5,250.00	£5,775
62	Waste Removal	£900.00	£724
64	Cleaning	£1,150.00	£1,600
65	Utilities - Town Hall	£4,000.00	£4,000
73	Utilities - WCC	£4,000.00	£4,000
101	Lease - Town Hall	£1.00	£1
108	Lease - WCC	£1.00	£1
63	Garages - Norwood St	£0.00	£500
65	Open Space - Norwood St	£1,000.00	£1,000
		£94,324.00	£76,995

STAFFING COMMITTEE

		2023/24	£
18	Salaries - Administration	£102,000.00	£120,375
19	Salaries - Events	£3,500.00	£3,568
20	Salaries - Town Hall	£13,200.00	£9,520
21	Salaries - Community Centre	£4,300.00	£4,868
22	Salaries - Grounds Maintenance	£1,100.00	£1,622
24	Employers NI	£11,500.00	£13,500
25	Employers Pension	£18,500.00	£20,292
		£154,100.00	£173,745

EXPENDITURE

COMMITTEE	2023/24 BUDGET	BUDGET
Finance Committee	£75,950.00	£82,617.00
Allotments Committee	£13,000.00	£13,000.00
Events Committee	£76,420.00	£67,920.00
Property Committee	£87,322.62	£76,995.00
Staffing Committee	£154,100.00	£173,745.00
	£406,792.62	£414,277.00

INCOME

COMMITTEE	2023/24 BUDGET	BUDGET
Finance Committee	£1,744.00	£4,000.00
Allotments Committee	£9,251.00	£8,765.65
Events Committee	£2,400.00	£5,090.00
Property Committee	£1,594.00	£1,138.00
Staffing Committee	£0.00	£0.00
	£14,989.00	£18,993.65

CONTRIBUTION FROM RESERVES

COMMITTEE	BUDGET
Finance Committee	£500.00
Property Committee	£35,000.00
	£35,500.00

VARIANCE

EXPENDITURE	£414,277.00
LESS INCOME	£18,993.65
LESS RESERVES	£35,500.00
	£359,783.35

NORMANTON TOWN COUNCIL
PRECEPT 2024-25

J

Indicative Impact of Precept on Council Tax Bills

Your precept per Band D equivalent dwelling will be calculated as follows:

Level of precept required to cover net expenditure	v	£359,783.44
Current Tax Base	w	6,550
<u>Precept for 2024-25 per Band D</u>	$x = v/w$	£54.93

The equivalent figure for 2023-24 is:

Your precept is		£331,832.00
Collected via a Council Tax Base of		6,526
The precept per Band D is therefore	y	£50.85

Change in precept per Band D	$z = x - y$	£4.08
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Percentage change	$= (z/y) * 100$	8.03
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It follows that any percentage change in the Band D equivalent value would apply to all other Bands.

Precepts per dwelling valuation band can be calculated as follows:

Dwelling Valuation Band		Proportion of Band D Rate	<u>23/24 Charge</u>	<u>Indicative</u> <u>24/25 Charge</u>	£ Increase
A		6/9	33.90	36.62	2.72
B		7/9	39.55	42.72	3.17
C		8/9	45.20	48.83	3.63
D		9/9	50.85	54.93	4.08
E		11/9	62.15	67.14	4.99
F		13/9	73.45	79.34	5.89
G		15/9	84.75	91.55	6.80
H		18/9	101.70	109.86	8.16



Private Hire and Hackney Carriage Vehicle Age Consultation

Licensed vehicles are currently subject to the following age limits:

- Diesel and petrol saloon vehicles - 10 years
- Multi-seater and wheelchair accessible vehicles - 12 years
- Low and ultra-low emission vehicles (includes fully electric, plug-in and non-plug-in hybrids) - 12 years.

The Council agreed a temporary increase in age limits to vehicles that were licensed as of September 2023:

- Diesel and petrol saloon vehicles - 12 years
- Multi-seater and wheelchair accessible vehicles - 15 years
- Low and ultra-low emission vehicles (includes fully electric, plug-in and non-plug-in hybrids) - 15 years.

Age limits are now being reviewed this consultation seeks your opinion.

The Council has proposed the following upper age limits as a basis for consultation:

- Diesel and petrol saloon vehicles - 12 years
- Multi-seater and wheelchair accessible vehicles - 15 years
- Plug-in and non-plug-in hybrid vehicles - 15 years
- Full battery electric vehicles - 20 years

If you would like to take part in this consultation, please complete the following questions.



Private Hire and Hackney Carriage Vehicle Age Consultation

The Council agreed an immediate (temporary) increase to vehicle age limits in September 2023 for existing licensed vehicles pending a full review. The following questions seek your opinion as to whether we should revise our existing policy where vehicle age limits are concerned.

* 1. Do you agree that diesel and petrol saloon vehicles should be licensed up to, and including, 12 years of age?

☐ Yes

☐ No

If no, what (if any) age limit do you think appropriate?

* 2. Do you agree that wheelchair accessible vehicles and multi-seater vehicles should be licensed up to, and including, 15 years of age?

☐ Yes

☐ No

If no, what (if any) age limit do you think appropriate?

* 3. Do you agree that plug-in and non-plug-in hybrid vehicles should be licensed up to, and including, 15 years of age?

☐ Yes

☐ No

If no, what (if any) age limit do you think appropriate?

* 4. Do you agree that full battery electric vehicles should be licensed up to, and including, 20 years of age?

☐ Yes

☐ No

If no, what (if any) age limit do you think appropriate?

5. Do you have any further comments about this consultation?

* 6. Are you responding as:

☐ A member of the public

☐ A licensed driver

- ☐ The owner of a licensed vehicle
- ☐ An operator of a private hire company
- ☐ An elected member
- ☐ Other (please specify)

[Prev](#)[Done](#)

NORMANTON TOWN COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 6th February 2023

WELBECK PLANNING APPEAL

Following receipt of the official notification of the planning appeal by Welbeck, we have been contacted by RATS suggesting a meeting between Wakefield Council, Normanton Town Council and RATS in order to formulate a joint representation to the Planning Inspectorate.

Dear NTC members

As interested parties we have all received notification of the above appeal, and RATS are wondering if you have intention of making representation under rule 6 to the planning inspectorate.

It would seem to be the case, that in most appeals, that interested parties have a legal advocate to represent rule 6 representatives bodies, and it may be that as a Democratically Elected Council with substantial resources, you may wish to pursue this line of representation, as the issue has been of such great importance to the general public of Normanton over the last 26 years, and that you have registered at the WMDC planning committee that the extension be refused.

However RATS have suggested to WMDC (The appropriate Planning Authority) that RATS would be happy to have a joint meeting with the Authority (WMDC) to see if we could formulate a joint representation to the Planning Inspector, thereby reducing replacer submission, and administration for all parties. and wonder if NTC would be wishing to be parties to such a meeting, and discussion.

If so, I would urgently request that you contact The Chief Executive of WMDC the Leader and Deputy leader, to seek an invitation to any such meeting/discussion, as the planning inspector is requesting Rule 6 interested organisations to register ASAP.

I trust this communication meets with your urgent attention, and that you would acknowledge receipt of this e mail also as a matter of urgency.

An email has been sent to the Leader and Deputy Leader of Wakefield Council in order to establish if this is something Wakefield Council would wish to do and I hope to have a further report in time for the meeting.

If members are minded to appoint their own representative then they should appoint a Councillor to attend the public inquiry to represent the Town Council.

Regeneration & Economic Growth

Service Director for Planning,
Transportation & Strategic Highways

Joe Jenkinson

Wakefield One

PO Box 700

Burton Street

Wakefield

WF1 2EB

Typetalk calls welcome

Sent via Email

Dear Sir/Madam

Date: 24 January 2024

TOWN AND COUNTRY PLANNING ACT 1990

APPEAL UNDER SECTION 78

Site Address: Welbeck Landfill Site, Boundary Lane, Normanton

Description: Section 73 Application for the variation of planning conditions approved under permission Ref. 18/00754/WAS Conditions 1 (time limits), 3 (approved plans), 15 (landform), 16 (contours) and 23 (landscaping) for modified landfill reclamation scheme involving: A reduced waste void space to facilitate final cessation of waste tipping to safely close the landfill site; an extended programme of works; and an amended scheme of restoration to include minor changes to approved restoration contours, regularise existing planting and amendments to proposed public access. [proposed as further modifications to the Welbeck Landfill Reclamation Scheme approved under permission refs: 12/02120/FUL: Time Limits; C2) Approved Plans, C15) finished levels; C23) phased restoration; C24) Restoration details; C25) Footpath details; C26) Modifications to water bodies; C33) and C34) Surface drainage; C37) Ecology; C39) Aftercare, for Revised Welbeck reclamation scheme by landfilling with colliery spoil and controlled waste under approved application 04/99/37555/AF Variation of condition Nos. 2, 15, 16 (revised programme of working and restoration) and 17 (timescale for approval of environmental compound details) of planning consent 98/99/37555/X; and, under approved application 96/99/37555/U Reclamation by landfilling with colliery spoil & controlled waste Land at Welbeck Landfill Site, Boundary Lane, Normanton, WF6 2JA.]

Application Reference: 18/00754/S7301

Appellant Name: Welbeck Waste Management Ltd

Appeal Reference: APP/X4725/W/23/3336117

Appeal Start Date: 17th January 2024

I refer to the above details. An appeal has been made to the Secretary of State against the decision of Wakefield Metropolitan District Council to refuse the above application for planning permission.

The appeal will be determined on the basis of an **Inquiry**. The Procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended.

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link:

<https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application>

Arrangements for the Inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-Inquiry conference call with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process. If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but are unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

If, having read the above guidance, you wish to apply for Rule 6 status it is essential that you contact the Planning Inspectorate immediately.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal (unless you withdraw your comments within the 5 week deadline).

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

Alison Dyson
The Planning Inspectorate
Temple Quay House
2 The Square
Bristol
BS1 6PN

If you wish to make any additional comments, you must submit 1 copy within 5 weeks of the starting date. **All representations must be received by 21st February 2024.** Any representations submitted after the deadline will not usually be considered by the Inspector, and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

The appeal documents are available for inspection online at:

<https://planning.wakefield.gov.uk/online-applications/>

Enter Application Reference number 18/00754/S7301 to locate the application.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at

<https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published online at

<https://acp.planninginspectorate.gov.uk>

Yours faithfully

Joe Jenkinson
Service Director

PLEASE NOTE: you must address and send your correspondence to the Planning Inspectorate, not the Council.

NORMANTON TOWN COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 6th February 2024

WELBECK COMMUNITY LIAISON MEETING

An email has been received from Councillor Jack Hemmingway:

I am writing as chair of the Welbeck Community Liaison Group to seek your view on the current situation with the site.

As you will be aware there is currently a planning appeal in, but I am writing more specifically in relation to site operations and overdue environment reports.

I have written to Andrew Langan/FCC on a number of occasions now following the cancellation of the last Liaison Meeting at short notice, asking them to arrange a new meeting or at least circulate written reports to members of the committee.

A number of members of the liaison group have been in touch with me asking for a meeting, but sadly so far my correspondence to FCC requesting one has been completely ignored. I am seeking further advice from council officers on what powers we may have to compel FCC to hold such a meeting, but so far it is looking doubtful.

Members of the liaison group are now asking me to convene a meeting with or without FCC being in attendance. I wanted to seek the view of the Town Council on this matter and whether you would be prepared to hold such a meeting at Normanton Town Hall?

In the meantime I will keep you updated should I receive a reply from FCC or updated guidance from council officers.

Yours sincerely

Councillor Jack Hemmingway
Stanley and Outwood East
Deputy Leader – Wakefield Council
Cabinet Member for Climate Change & Environment

Members are asked to consider if they would be supportive of Councillor Hemmingway convening a meeting of the Welbeck Liaison Group and if the meeting could be hosted at the Town Hall as normal.

CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL

WAKEFIELD DISTRICT LOCAL PLAN

ADOPTION STATEMENT - 24 JANUARY 2024

In accordance with the Planning and Compulsory Purchase Act 2004, and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) this Adoption Statement gives notice that Wakefield Council resolved to adopt the Wakefield District Local Plan on 24 January 2024. The Wakefield District Local Plan provides policies, land allocations and designations to meet identified needs and promote sustainable development and inclusive economic growth, aiming to meet the needs of residents and businesses across the district.

The Wakefield District Local Plan has been subject to Examination by an independent Inspector and includes Main Modifications recommended by the Inspector as set out in the appendices to the Inspector's Report.

Any person aggrieved by the Wakefield District Local Plan may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that:

- a) the Local Plan is not within the appropriate power conferred by Part 2 of the Planning and Compulsory Purchase Act 2004; and / or
- b) a procedural requirement (as defined within Section 113 (10) of the Planning and Compulsory Purchase Act 2004) has not been complied with.

Any such application to the High Court must be made not later than the end of the period of six weeks beginning with the day after the date on which the Wakefield District Local Plan was adopted (i.e. six weeks from 25 January 2024 which is 7 March 2024).

The Wakefield District Local Plan and supporting documents can be viewed online via the Council's website: www.wakefield.gov.uk/localplan. If you wish to speak to a planning officer, please contact the Planning Policy and Environment Team on 01924 306417.