

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 6th February 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor of Normanton
Councillor A Bones – Deputy Mayor of Normanton
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 & RFO
Reverend Alan Murray – Mayors Chaplain
One member of the public

Absent: Councillor D Appleyard
Councillor E Blezard
Councillor F Marchant
Councillor P Marchant

133. Prayers

The Mayors Chaplain led the Council in prayers.

134. Mayors Announcements

The Mayor announced the engagements that she had attended on behalf of the town since the last meeting.

The Mayor announced that Councillor K Wilson, JP had received a special honour from the Rotary Club of Normanton and congratulated him on receipt of his award.

135. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor E Blezard, Councillor F Marchant and Councillor P Marchant.

136. Declarations of Interest

RESOLVED that the following declarations of Interest be received:

Councillor H Jones
Non-Pecuniary Interest
Small Grants – Alice Bacon Trust

Councillor S Hudson
Non-Pecuniary Interest
Small Grants - The Well Project

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

Councillor C Parsons
Non-Pecuniary Interest
Small Grants – Normanton Knights

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

Councillor M Rowley
Non-Pecuniary Interest
Small Grants - The Well Project and Normanton Knights

Councillor A Samuels
Non-Pecuniary Interest
Small Grants - The Well Project

137. Members of the Public

There was one member of the public present to observe. There were no questions or comments from the public.

138. Minutes of Meetings

Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th December 2023 (Minute Numbers 118-132; Pages 55-60) be received and signed by the Mayor.

Allotments Committee

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.

Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Monday 22nd January 2024 (Minute Numbers 028-037; Pages 7-10) be received.

Property Committee

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 30th January 2024 (Minute Numbers 018-029; Pages 7-9) be received.

Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 31st January 2024 (Minute Numbers 041-049; Pages 25-29) be received.

139. Reports from District Councillors

Councillor Julie Medford for Normanton No. 10 Ward did not provide any updates.

Councillor Josie Pritchard for Altofts No. 3 Ward reported on the following issues:

- Crossing at the Miners Arms – Plans were being drawn up.
- Theft of high-performance vehicles in the area.
- One HGV sign at lower Altofts to be replaced.
- Telephone mast cabinet at Illingworth Avenue to be painted green.

RESOLVED that the reports be received.

140. Town Clerk's Report

The Town Clerk provided an update on a number of issues:

Halifax Bank

Contact had been made with NatWest and Nationwide requesting banking services in our area.

Nationwide have not responded. NatWest have acknowledged our letter and passed it on.

Halifax have confirmed the closure date as 8th July 2024. It was noted that some customers had not been informed of the closure directly.

A Closing Branch Review (Part 1) was circulated for information.

Wakefield Road – Road Safety

No further update received.

Haw Hill Park – Cycle Track

No further update received.

Canoe Takeaway – Vehicular Access

Referred to Highways – response awaited.

Parking Time Limits in Car Parks

No further update received.

CCTV and Shop Radios

It was anticipated that the shop radio system would be in place very soon with the mast being located at Farmfoods.

Woodhouse Business Centre

No further update received.

Town Hall Damp Issues

No further update received.

This matter is being discussed by the Property Committee.

Local Democracy Visits

An email had been received from Newlands Primary School thanking the Town Council for a very special and memorable experience.

Fence Damage – Newland Lane Allotments

A tree had fallen down at Smirthwaite Park which had caused damage to the allotment fence at Newland Lane.

This was being dealt with by the Allotments Committee.

Allotment Break-Ins

There has been a spate of shed burglaries recently. Three allotment sites have been targeted over the last week including Norwood Street, Gladstone Street and Heys Buildings. Tenants had been advised to report these issues to the Police.

Rough Sleeper and beggar

The rough sleeper at Heron Foods has been reported to the District Councillors for Normanton.

Alternative accommodation was put in place by Councillor J Pritchard and Police, but the rough sleeper continues to return to Normanton.

A multi-agency meeting was being arranged to discuss this issue in more detail.

The beggar at B&M had been dealt with by Police and issued their first warning.

Hanging Basket Locations

There is a shortage of hanging basket locations due to a number of baskets failing their previous test. This is disappointing but work was continuing to ensure that the baskets could go up as planned in the summer.

Councillor Masterman reported that meetings were ongoing to discuss the issue of charging for column testing.

Planning

There was insufficient support to lodge an objection to the demolition application for Altofts Hall Farm. Members had submitted their personal objections.

RESOLVED that the report be received.

141. External Organisations

RESOLVED that the minutes of the Meet n Eats Diner – 10th January 2024 be received.

It was reported that The Well Loved Shop opened on 3rd February 2024 and they had a successful first day.

Funding had been obtained by The Well Project to deliver 'Happy Healthy Holidays' during the summer at Vibe.

Thanks were offered to Town Councillors C Parsons, J Pritchard and M Rowley who assisted with the move into the new Well Loved Shop.

RESOLVED that all reports be noted.

142. Outside Bodies

There were no updates from outside bodies.

143. Financial Matters

RESOLVED that the list of invoices due for payment in February 2024 totalling £12,052.32 (£10,678.95 + £1,373.37 VAT) 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 November and December 2023 and January 2024 totalling £44,808.87 (£43,944.33 + £864.54 VAT) be received and approved.

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

RESOLVED that the signed Bank Reconciliations for November 2023 showing a balance of £340,209.56 and December 2023 showing a balance of £327,427.19 be received and approved.

144. Budget 2024-25

RESOLVED that the budget for the 2024-25 Financial Year be approved.

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	£414,277.09

Income

Finance Committee	£4,000.00
Allotments Committee	£8,765.65
Events Committee	£5,090.00
Property Committee	£1,138.00
TOTAL	£18,993.65

<u>Reserves</u>	
Finance Committee	£500.00
Property Committee	£35,000.00
TOTAL	£35,500.00

SHORTFALL **£359,783.44**

145. Precept

RESOLVED that the precept for the 2024-25 Financial Year would be fixed at £359,783.44.

This represents an 8.03% increase which would be as follows:

<u>Band</u>	<u>23/24 Charge</u>	<u>Indicative 24/25 Charge</u>	<u>£ Increase</u>
A	33.90	36.62	2.72
B	39.55	42.72	3.17
C	45.20	48.83	3.63
D	50.85	54.93	4.08
E	62.15	67.14	4.99
F	73.45	79.34	5.89
G	84.75	91.55	6.80
H	101.70	109.86	8.16

With over 85% of homes in the Normanton and Altofts area falling into band C or below, the annual cost for the majority of homes would be less than £1 a week which represents great value for money.

146. Wakefield Council Consultation

RESOLVED that the Town Council would respond to the Wakefield Council consultation on the age of vehicles used for private hire. All responses would indicate that the vehicle ages should be left as they were originally and not extended.

147. Planning

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

[075 - Validated Applications - 18.12.2023](#)

[001 - Validated Applications - 03.01.2024](#)

[002 - Validated Applications - 15.01.2024](#)

[004 - Validated Applications - 22.01.2024](#)

[007 - Validated Applications - 06.02.2024](#)

148. Welbeck Planning Appeal

A letter had been received from RATS regarding a joint representation to the Welbeck Planning Appeal involving Wakefield Council, Normanton Town Council and RATS. This was being considered by Wakefield Council, however there was no response at the time of the meeting with regard to this matter. In order to ensure that the Town Council was represented, a member of Council was nominated to attend the public inquiry.

RESOLVED that the Town Council appoints Councillor M Jennings as our representative to attend the public inquiry.

149. Welbeck Community Liaison Meeting

RESOLVED that the Town Council supports the action proposed by District Councillor Jack Hemmingway regarding a meeting of the Welbeck Community Liaison Group and that the meeting would be hosted at Normanton Town Hall.

150. Wakefield District Local Plan

RESOLVED that the Council notes the adoption of the Wakefield District Local Plan on 24th January 2024.

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

APPENDIX I

INVOICES FOR PAYMENT 6TH FEBRUARY 2024

No	Date	Net	VAT	Total	Description	Supplier
543	06.02.2024	£170.00	£34.00	£204.00	Payroll Services	Lofthouse & Co
542	06.02.2024	£131.50	£26.30	£157.80	Payroll Services	Lofthouse & Co
541	06.02.2024	£136.50	£27.30	£163.80	Payroll Services	Lofthouse & Co
540	06.02.2024	£202.50	£40.50	£243.00	Event Security	TD Events
539	06.02.2024	£317.20	£63.44	£380.64	Cleaning / Stationery Supplies	Class Office Equipment Ltd
538	06.02.2024	£500.00	£0.00	£500.00	Small Grant	The Well Project
537	06.02.2024	£500.00	£0.00	£500.00	Small Grant	The Well Project
536	06.02.2024	£500.00	£0.00	£500.00	Small Grant	Altofts Bowling Club
535	06.02.2024	£500.00	£0.00	£500.00	Small Grant	Normanton Knights ARLFC
534	06.02.2024	£500.00	£0.00	£500.00	Small Grant	1st Normanton Scouts
533	06.02.2024	£383.20	£0.00	£383.20	Small Grant	Friends of Altofts Library
532	06.02.2024	£500.00	£0.00	£500.00	Small Grant	Alice Bacon Memorial Trust
531	06.02.2024	£400.00	£0.00	£400.00	Small Grant	Wakefield District Housing
530	06.02.2024	£28.88	£0.00	£28.88	Mayors Expenses	Deputy Mayor
529	06.02.2024	£294.17	£58.83	£353.00	PAT Testing	RCW Building Solutions
528	06.02.2024	£1,830.00	£366.00	£2,196.00	Fire Escape Door	RCW Building Solutions
527	06.02.2024	£1,540.00	£308.00	£1,848.00	Lock and Door Alterations	RCW Building Solutions
526	06.02.2024	£1,685.00	£337.00	£2,022.00	Joinery Work	RCW Building Solutions
525	06.02.2024	£560.00	£112.00	£672.00	Joinery Work	RCW Building Solutions
		£10,678.95	£1,373.37	£12,052.32		

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APPENDIX 2

NORMANTON TOWN COUNCIL PAYMENTS UNDER CLERKS AUTHORITY

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

Aileen Barnes

Appendix 2

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	Moorbarb 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

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APPENDIX 2

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

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