

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 12th March 2024 at 6.30pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor A Bones – Deputy Mayor
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 D South
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Rev Alan Murray – Mayors Chaplain

Absent: Councillor C Appleyard
Councillor D Appleyard
Councillor R Seal

In the absence of the Mayor, the Deputy Mayor, Councillor A Bones, chaired the meeting.

151. Prayers

The Mayors Chaplain led the Council in prayers.

152. Mayors Announcements

The Deputy Mayor reported that she had attended a number of engagements over the last month including the opening of Angel Aesthetics and the Inner Wheel Overseas Service Meeting.

153. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor C Appleyard, Councillor D Appleyard and Councillor R Seal.

154. Declarations of Interest

There were no declarations of interest recorded.

155. Members of the Public

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

156. Minutes of Meetings

A Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 6th February 2024 (Minute Numbers 133-150; Pages 61-68) be received as a true record and signed by the Deputy Mayor.

B Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 12th February 2024 (Minute Numbers 037-047; Pages 26-31) be received.

C Staffing Committee

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 13th February 2024 (Minute Numbers 36-47; Pages 12-14) be received.

D Events Committee

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 4th March 2024 (Minute Numbers 048-055; Pages 32-34) be received.

E Finance Committee

RESOLVED that the minutes of a meeting of the Finance Committee held on Wednesday 6th March 2024 (Minute Numbers 038-054; Pages 11-18) be received.

157. Reports from District Councillors

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

- Normanton Market – continuing to push for the removal of the boulders and looking at alternative uses including parking. The future use of the land may have a lasting impact on the town centre. A consultation will be held on future use.
- Anti-social behaviour issues – liaising with the Police.
- Planning at Mill Lane – looking into the planning application and what stage it is at.
- Flooding issues on Queen Street and Castleford Road – discussions ongoing with the Council.
- Parks – looking at getting graffiti cleaned up.

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

- A grant of £1,000 was given to the Alice Bacon Memorial Trust for a theatre trip.
- A police contact point had been established, 12.30pm – 3pm on 25th March at The Brigg.

- A statement was provided on the Local Development Plan:

As District Councillors we have consistently opposed the proposed Taylor Wimpey development at Altofts Hall Farm.

Regrettably, the final sign off of the Local Development Plan by the Planning Inspector, still included this site, despite the wishes of many local residents and ourselves. Following this approval, the Plan was formally submitted to and approved at a Full Meeting of Wakefield Council. At this stage, and after giving the issue a great deal of consideration, we voted to approve the Plan.

We did this as we were made aware that that the alternative to having no Plan was an even worse option for the Altofts and Whitwood Ward and the wider Wakefield District. Having no Plan at all would have allowed the Government to force a Plan on the Council.

Paragraph 14 of the National Planning Policy Framework - this says that if a local authority does not have a Plan then it is likely that paragraph 14 of the NPPF will be triggered.

This provides a tilted balance in favour of granting planning permission.

Any imposed Plan would mean that the Council would have no control at all on where development took place and provide increased opportunities for developers right across all the towns and villages which make up Wakefield District.

All land, including in the green belt, would be up for grabs and we could end up with more houses on sites and more sites developed.

Indeed, research has shown that Councils with no Plan in place have more houses built, often in unsuitable places.

Given all of this we were faced with something of a Hobson's choice but, by supporting the Plan at this stage we could, at least, help safeguard land across the District that was not included in the Plan.

Obviously, this includes not only Altofts but the other two thirds of our Ward on the Whitwood side.

Had everyone at the Full Council meeting voted against having a Plan it is our view that we would have let down the residents of our District who

would rightly have been demanding to know why we did not act to protect our area and, instead, opened the door to greater and more unsuitable land development.

We will, of course, continue to oppose the Altofts Hall Farm application by continuing to make our opposition known when it is heard at Planning Committee.

The Plan does not prevent us from objecting to the planning application.

158. Town Clerk's Report

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

CCTV and Shop Radios

An email had been received from the radio company relating to the location of the antenna and equipment. A response would be provided to the radio company, police, and Corporate Landlord.

Town Hall Damp Issues

Damp issues that are the responsibility of the landlord referred to District Councillors and Cllr Denise Jefferey. All jobs to be logged again with Robertsons who are to visit ASAP.

Hanging Basket Locations

Wakefield Council confirmed that they would fund the testing of the columns at the agreed numbers from 2023. Any additional columns would need to be paid for. We are awaiting a report on which columns have passed and will then need to review the position.

FOI Request

An FOI request was submitted through the 'What Do They Know' website relating to our stock of council housing and waiting lists. A response was given to each question and the requestor was directed to Wakefield Council and WDH.

Welbeck Liaison Group

FCC have committed to providing members with a regular written report and to share EA site reports. Unofficial WLG meetings will not be required if these reports are forthcoming.

Garden Party Nomination

Our nomination to the YLCA Garden Party draw was unsuccessful.

159. External Organisations

There were no reports from external organisations.

160. Outside Bodies

RESOLVED that the Town & Parish Council Liaison Group Minutes from 14th November 2023 be received.

Councillor C Parsons reported that he had attended a Breakthrough Communications session on Effective Communication which had been particularly interesting. The session covered the tools we use to communicate, working effectively, priorities, SWOT analysis and key performance indicators.

161. Appointment of Mayor Elect

RESOLVED that Councillor A Bones be appointed as Mayor Elect for the 2024-25 municipal year subject to confirmation at the Annual Meeting of Council.

162. Appointment of Deputy Mayor Elect

RESOLVED that Councillor T Morgan be appointed as Deputy Mayor Elect for the 2024-25 municipal year subject to confirmation at the Annual Meeting of Council.

163. Financial Matters

A RESOLVED that the list of invoices due for payment in March 2024 totalling £18,300.55 (£16,205.87 + £2,094.68 vat) be approved.

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

B RESOLVED that the list of payments made under the Clerks Authority in February 2024 totalling £13,425.93 (£13,308.52 + £117.41 VAT) be approved.

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

C RESOLVED that the signed Bank Reconciliation for January 2024 showing a balance of £280,802.92 be received and approved.

164. Review of Financial Regulations

RESOLVED that the Financial Regulations be reviewed and updated following a recommendation from the Finance Committee.

165. Review of the Effectiveness of Internal Controls

RESOLVED that the Effectiveness of Internal Controls be reviewed and that a system be established for quarterly internal audit checks to be carried out.

166. Risk Management Assessment

RESOLVED that the Risk Management Assessment be reviewed and approved.

167. Planning

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

[007 - Validated Applications - 06.02.2024.pdf](#)

[009 - Validated Applications - 12.02.2024.pdf](#)

[010 - Validated Applications - 20.02.2024.pdf](#)

[012 - Validated Applications - 26.02.2024.pdf](#)

[014 - Validated Applications - 07.03.2024.pdf](#)

[017 - Validated Applications - 12.03.2024.pdf](#)

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

INVOICES DUE FOR PAYMENT

| No | Date | Net | VAT | Total | Description | Supplier |
|-----|------------|------------|-----------|------------|---------------------------------------|-------------------------------------|
| 589 | 12.03.2024 | £142.50 | £0.00 | £142.50 | Training | Joy Morgan (YLCA) |
| 588 | 12.03.2024 | £25.00 | £0.00 | £25.00 | Councillor Training | Joy Morgan (YLCA) |
| 587 | 12.03.2024 | £120.00 | £24.00 | £144.00 | Window Cleaning | Wipe Clean |
| 586 | 12.03.2024 | £500.00 | £0.00 | £500.00 | Small Grant | Wakefield Wildcats Netball Team |
| 585 | 12.03.2024 | £4,500.93 | £0.00 | £4,500.93 | Election - Central & South Ward | Wakefield Council |
| 584 | 12.03.2024 | £196.64 | £39.32 | £235.96 | Photocopier Charges | RISO (UK) Ltd |
| 583 | 12.03.2024 | £1,735.70 | £347.14 | £2,082.84 | Mayors Robes / Past Mayors Badge | Michaels Civic Robes |
| 582 | 12.03.2024 | £24.00 | £0.00 | £24.00 | Mayors Allowance Donation | Morley Town Council |
| 581 | 12.03.2024 | £250.00 | £50.00 | £300.00 | Mayors Allowance Donation | Knight Engineers Ltd |
| 580 | 12.03.2024 | £5,946.07 | £1,189.21 | £7,135.28 | Air Conditioning Repair (Labour Only) | Innova Electrical |
| 579 | 12.03.2024 | £40.00 | £0.00 | £40.00 | Electrical Work | Class Office Equipment Ltd |
| 578 | 12.03.2024 | £491.70 | £98.34 | £590.04 | Shredding | Chubb Fire & Security |
| 577 | 12.03.2024 | £250.53 | £50.11 | £300.64 | Fire Detection Repairs | Chubb Fire & Security |
| 576 | 12.03.2024 | £177.05 | £35.41 | £212.46 | Fire Alarm Service | Chubb Fire & Security |
| 575 | 12.03.2024 | £146.75 | £29.35 | £176.10 | Fire Detection Repairs | Chubb Fire & Security |
| 574 | 12.03.2024 | £500.00 | £100.00 | £600.00 | Fire Alarm Service | Chubb Fire & Security |
| 573 | 12.03.2024 | £500.00 | £0.00 | £500.00 | Performers - Party @ Haw Hill Park | Aston Management |
| 572 | 12.03.2024 | £480.00 | £96.00 | £576.00 | Small Grant | Altofts Community Sports Foundation |
| 571 | 12.03.2024 | £54.00 | £10.80 | £64.80 | Normanton & District Advertiser | Advertiser Office Printers |
| 311 | 30.09.2023 | £125.00 | £25.00 | £150.00 | Tickets & Posters | Advertiser Office Printers |
| | | £16,205.87 | £2,094.68 | £18,300.55 | Gala Dance / Parade | Normanton Knightingale Cheerleaders |

CFCL/leg out

PAYMENTS MADE UNDER CLERKS AUTHORITY

Unity Trust Current Account

| No | Date | Net | VAT | Total | Description | Supplier |
|-----|------------|-------------------|--------------|-------------------|-------------------|-----------------------------|
| 548 | 28.02.2024 | £2,015.00 | £0.00 | £2,015.00 | Pension | West Yorkshire Pension Fund |
| 547 | 27.02.2024 | £8,487.11 | £0.00 | £8,487.11 | Salaries & Wages | Employees |
| 554 | 27.02.2024 | £8.33 | £0.00 | £8.33 | Employee Expenses | Employees |
| 549 | 23.02.2024 | £2,198.01 | £0.00 | £2,198.01 | PAYE / NIC | HMRC |
| 553 | 16.02.2024 | £36.20 | £7.24 | £43.44 | DIY Goods | B&Q |
| | | £12,744.65 | £7.24 | £12,751.89 | | |

Lloyds Multi Pay Account

| No | Date | Net | VAT | Total | Description | Supplier |
|-----|------------|----------------|----------------|----------------|--------------|-----------------|
| 561 | 27.02.2024 | £418.08 | £83.62 | £501.70 | Table Cloths | Richard Haworth |
| 562 | 27.02.2024 | £64.68 | £12.93 | £77.61 | Fly Killer | Nisbets |
| 566 | 15.02.2024 | £13.74 | £2.75 | £16.49 | Printing | HP Instant Ink |
| 565 | 14.02.2024 | £13.74 | £2.75 | £16.49 | DIY Goods | Screwfix |
| 564 | 13.02.2024 | £32.84 | £6.57 | £39.41 | Table Cloths | Richard Haworth |
| 563 | 08.02.2024 | £5.82 | £1.17 | £6.99 | DIY Goods | Screwfix |
| | | £548.90 | £109.79 | £658.69 | | |

Petty Cash Account

| No | Date | Net | VAT | Total | Description | Supplier |
|-----|------------|---------------|--------------|---------------|-------------|----------|
| 560 | 15.02.2024 | £3.40 | £0.00 | £3.40 | Newspapers | Asda |
| 559 | 12.02.2024 | £1.45 | £0.00 | £1.45 | Milk | Asda |
| 557 | 08.02.2024 | £3.40 | £0.00 | £3.40 | Newspapers | Asda |
| 558 | 08.02.2024 | £1.87 | £0.38 | £2.25 | DIY Goods | Asda |
| 556 | 06.02.2024 | £1.45 | £0.00 | £1.45 | Milk | Asda |
| 524 | 01.02.2024 | £3.40 | £0.00 | £3.40 | Newspapers | Asda |
| | | £14.97 | £0.38 | £15.35 | | |

| | Net | VAT | Total |
|--------------|-------------------|----------------|-------------------|
| TOTAL | £13,308.52 | £117.41 | £13,425.93 |

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