

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: 3rd April 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 9th April 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

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Meeting of Normanton Town Council
 Tuesday 9th April 2024 at 6.30pm at Normanton Town Hall

AGENDA

168.	Prayers The Mayors Chaplain will lead the Council in prayers.	
169.	Mayors Announcements To receive announcements from the Mayor.	
170.	Apologies for Absence To receive apologies for absence.	
171.	Declarations of Interest To receive members declarations of interest.	
172.	Members of the Public To receive questions and comments from members of the public. Please refer to the rules for public session.	
173.	<p>A Council To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 12th March 2024 (Minute Numbers 151-167; Pages 69-74).</p> <p>B Allotments Committee To receive the minutes of a meeting of the Allotments Committee held on Wednesday 13th March 2024 (Minute Numbers 050-060; Pages 30-34).</p>	<p>ENC A</p> <p>ENC B</p>
174.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
175.	Town Clerk's Report To receive a verbal report from the Town Clerk on any ongoing matters for information only.	
176.	External Organisations To receive updates from members who attend external organisations.	

<p>177.</p>	<p>Outside Bodies To receive updates from Council representatives on Outside Bodies.</p> <p>i) Town & Parish Council Liaison Group Minutes 26th March 2024.</p>	<p>ENC C</p>
<p>178.</p> <p>A</p> <p>B</p> <p>C</p>	<p>Financial Matters To consider the list of invoices due for payment in April 2024.</p> <p>To receive the list of payments made under the Clerks Authority in March 2024.</p> <p>To receive the Bank Reconciliation for February 2024.</p>	<p>To Follow</p> <p>ENC D</p> <p>ENC E</p>
<p>179.</p>	<p>Insurance Renewal To confirm the renewal of the Town Councils insurance policy and consider entering into a further long-term agreement of three years.</p>	<p>ENC F</p>
<p>180.</p>	<p>Planning To consider the planning applications on the previously circulated validated lists, plus any other lists that are received.</p> <p>017 - Validated Applications - 12.03.2024.pdf 018 - Validated Applications - 20.03.2024.pdf 020 - Validated Applications - 02.04.2024.pdf</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>	



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 titled 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	Air Conditioning Repair (Labour Only)	Knight Engineers Ltd
580	12.03.2024	£5,946.07	£1,189.21	£7,135.28	Electrical Work	Innova Electrical
579	12.03.2024	£40.00	£0.00	£40.00	Shredding	Class Office Equipment Ltd
578	12.03.2024	£491.70	£98.34	£590.04	Fire Detection Repairs	Chubb Fire & Security
577	12.03.2024	£250.53	£50.11	£300.64	Fire Alarm Service	Chubb Fire & Security
576	12.03.2024	£177.05	£35.41	£212.46	Fire Detection Repairs	Chubb Fire & Security
575	12.03.2024	£146.75	£29.35	£176.10	Fire Alarm Service	Chubb Fire & Security
574	12.03.2024	£500.00	£100.00	£600.00	Performers - Party @ Haw Hill Park	Aston Management
573	12.03.2024	£500.00	£0.00	£500.00	Small Grant	Altofts Community Sports Foundation
572	12.03.2024	£480.00	£96.00	£576.00	Normanton & District Advertiser	Advertiser Office Printers
571	12.03.2024	£54.00	£10.80	£64.80	Tickets & Posters	Advertiser Office Printers
311	30.09.2023	£125.00	£25.00	£150.00	Gala Dance / Parade	Normanton Nightingale Cheerleaders
		£16,205.87	£2,094.68	£18,300.55		

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

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 13th March 2024 at Normanton Town Hall

Present: Councillor B Mayne
 Councillor P Mayne – Chairman
 Councillor T Morgan
 Councillor C Parsons
 Councillor A Samuels – Vice Chairman
 Donna Johnston – Town Clerk & RFO
 Jonathan Wilkinson – Property Officer

Absent: Councillor E Blezard
 Councillor M Jennings
 Councillor P Marchant
 Councillor M Rowley
 Councillor R Seal

050. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard, Councillor M Jennings, Councillor P Marchant, Councillor M Rowley and Councillor R Seal.

051. Declarations of Interest

There were no declarations of interest recorded.

052. Minutes

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 as a true record and signed by the Chairman.

053. Vacancies and Waiting Lists

An update was provided on plot vacancies and waiting lists:

HB015a/015b

Structure Request APPROVED

Greenhouse 6' x 8'

Materials – Aluminium frame and Polycarbonate/glass.

Base – Soil.

Poly Tunnel 3m x 4m

Materials – Plastic.

Base – Soil.

HB034

Structure Request APPROVED

Poly Tunnel 3m x 6m

Materials – Galvanised frame with plastic cover.

Base – Soil.

WT037

Structure Request APPROVED

Poly Tunnel 10' x 15'

Materials – Galvanised frame with plastic cover.

Base – Soil.

ET1-A

Skip Request APPROVED

Dangerous structures to be removed as agreed. Subject to the plot being vacated by the current tenant and taken on by the new tenant who has offered to clear the plot of waste. A second skip may be provided at the Clerks discretion should the volume of waste require it.

GS007/8

Skip Request APPROVED

For the removal of old pigeon lofts.

HB024

Livestock Request APPROVED

For the keeping of 10 hens.

NS023

Request to use Mini Digger APPROVED

Mini digger to be provided at the tenants own cost, operated by a suitably qualified operator, and used to scrape and level the plot only, no holes or trenches to be created.

Skip to be provided at the tenants own cost to clear rubble and waste.

CY001/2

Request to cut back overhanging branches APPROVED

The overhanging branches may be cut back but no further than the fence line. Branches should be stacked up on the allotment site for removal by Wakefield Council at a later date, or they may be removed by the tenant at their own cost.

055. Allotments Committee Budget

The Allotments Committee budget was reviewed which showed:

Total Income	£10,450.44
Less Receipts in Advance	£ 2,125.00
Income in year	£ 8,325.44
Expenditure	£ 8,705.76

RESOLVED that the Allotments Committee budget be received.

056. Policy on Play Equipment

RESOLVED that the policy on play equipment be reviewed and updated to reflect that trampolines and sandpits are not permitted on site for health and safety reasons.

057. Removal of Greenhouse at Heys Buildings

RESOLVED that the Greenhouse on HB002 be removed due to the dangerous condition it was left in by a previous tenant.

Contract awarded to Coles Demolition at a cost of £1,200.00 + VAT.

058. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that items 59 and 60 be discussed in private due to the Councils data protection responsibilities.

059. Allotment Issues

The Town Clerk provided updates on a number of allotment visits that had taken place over the last month.

- A summary of the issues noted includes:
- Waste removal at Heys Buildings and Ellins Terrace
- Trampolines at Ellins Terrace and Newland Lane
- Asbestos at Ellins Terrace and Gladstone Street
- Fence damage at Newland Lane
- Weeds affecting a residential garden at Wentworth Terrace
- Temporary fencing at Heys Buildings
- Repairs to fence at Norwood Street
- Structure Inspection at Heys Buildings
- Tree inspection at Cypress Road

Members were also provided with a spreadsheet of allotment issues dealt with by the admin staff in the month of February which totalled 44 individual issues which had been dealt with in the office.

It was suggested that the Property Officer could take over plot viewings where Site Secretaries were not wishing to deal with waiting lists.

RESOLVED that the report be received.

060. Complaints

Heys Buildings

Two complaints had been received about the size of a newly constructed chicken coop, run and fence at Heys Buildings Allotment.

The structure was inspected and measured and found to be within policy guidelines.

A full response would be provided to the complainants.

A complaint had been received about the blocking of a right of way with temporary fencing. The Site Secretary was asked to remove the fencing within two weeks.

Newland Lane

A complaint had been received about damage to a plot fence caused by a tenant. The fence was close up to the boundary and didn't give sufficient clearance to access the plots behind. The Property Officer offered to reinstate the fence and move it back slightly with the tenant's permission to avoid any issues in the future. This would be done using the materials already on site and no new materials will be provided.

A complaint has been received about non-cultivation of a particular plot. A firm letter would be sent reminding the tenant of their obligations and the cultivation standards expected.

Ellins Terrace 2

A complaint had been received about non-cultivation of a particular plot. A firm letter would be sent reminding the tenant of their obligations and the cultivation standards expected.

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

TOWN AND PARISH COUNCIL LIAISON GROUP

Tuesday, 26 March 2024

- Present:
- The Deputy Chair (Councillor Josie Pritchard)
 - Councillor Peter Daniels – Crigglestone Parish Council
 - Councillor Tim Saunders – Walton Parish Council
 - Councillor Paul Stockhill – Havercroft-with-Cold Hiendley Parish Council
 - Peter Walsh – Clerk, Walton Parish Council
 - Nic Stansby – Clerk, Havercroft-with-Cold Hiendley Parish Council
 - Jemma Nolan – Clerk, Ackworth Parish Council
 - Emma King – Clerk, Charlston Parish Council
 - Sarah Knowles – Clerk, Crigglestone Parish Council
 - Charles Greaves – Clerk, Ryhill Parish Council
 - Tracy Johnson – Clerk, Warmfield-cum-Heath Parish Council

Individuals presenting agenda items

- Councillor Jack Hemingway – Deputy Leader of the Council and Portfolio Holder for Climate Change and Environment
- Andrew Raven – Deputy Electoral Services Manager
- Jackie Mould – Service Director for Strategy, Improvement, Intelligence and Communications

Supporting officers

- Mark Tolson – Scrutiny and Political Support Manager
- Michael Reynolds – Overview and Scrutiny Assistant

20. CHAIR'S INTRODUCTION AND WELCOME.

In the absence of Councillor Cummings, The Deputy Chair welcomed everyone to the meeting.

It was noted that the Liaison Group gave Town and Parish Councils a welcome opportunity to share knowledge and ideas, and to question the District Council's political leaders and key officers.

21. ACCEPTANCE OF APOLOGIES FOR ABSENCE.

Apologies for absence were accepted on behalf of:

- Councillor Maureen Cummings – Chair of the Liaison Group
- Councillor Paul Sampson – Normanton Town Council
- Councillor Mark Jennings – Normanton Town Council
- Councillor Gary Newby – Walton Parish Council
- Rebecca Maindonald – Clerk, Crofton Parish Council
- Anne Moran – Clerk, South Kirkby & Moorthorpe Town Council
- Richard Leech – Clerk, South Hiendley Parish Council
- Sue Earnshaw – Clerk, West Bretton Parish Council

22. MINUTES - 14 NOVEMBER 2023

Resolved - That the minutes of the meeting of the Town and Parish Councils' Liaison Group held on 14 November 2023 be approved as a correct record.

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 26 MARCH 2024

23. ELECTORAL SERVICES UPDATE

The Chair welcomed Andrew Raven, Deputy Electoral Services Manager to update the Liaison Group on developments within the service.

Members were reminded that changes introduced by the Elections Act 2022, which first affected election procedure in May 2023, included the requirement for voter ID and the extension of the legal duty to facilitate accessible polling. It was reported that the new requirement had had a limited effect on the 2023 local and Town and Parish Council elections with 202 residents wishing to vote being turned away due to a lack of ID, but 173 subsequently returning. This meant that, ultimately, 29 were prevented from voting out of 3400 votes cast.

Voters wishing to vote in person must produce one of the specified forms of photo ID as set out below:

- Passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- Driving licence issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state (this includes a provisional driving licence)
- A Blue Badge
- Older Person's Bus Pass
- Disabled Person's Bus Pass
- Oyster 60+ Card
- Freedom Pass
- Scottish National Entitlement Card
- 60 and Over Welsh Concessionary Travel Card
- Disabled Person's Welsh Concessionary Travel Card
- Senior SmartPass issued in Northern Ireland
- Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- War Disablement SmartPass issued in Northern Ireland
- 60+ SmartPass issued in Northern Ireland
- Half Fare SmartPass issued in Northern Ireland
- Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Biometric immigration document
- Ministry of Defence Form 90 (Defence Identity Card)
- National identity card issued by an EEA state
- Electoral Identity Card issued in Northern Ireland
- Voter Authority Certificate
- Anonymous Elector's Document

It was noted that the list was reproduced on the back of polling cards and that Voters without access to one of the specified forms of ID would be encouraged to apply for a free Voter Authority Certificate (VAC), via a national online portal.

Members were directed to the following websites for further information:

- Electoral Commission website on voter ID – [Voter ID | Electoral Commission](#)
- Applications for Voter Authority Certificates - [Apply for photo ID to vote](#)

Although all of the presiding officer roles and 95% of the polling clerk roles had been filled, Mr Raven welcomed interest from Town and Parish Councils in fulfilling future

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 26 MARCH 2024

roles (including the General Election expected to be in the second half of the year).

A document outlining the process of filling casual vacancies - which it was now too late to combine with the 2 May elections - would be circulated to Town and Parish Councils.

The Chair thanked Mr Raven for his attendance.

Resolved – That the update be noted.

24. AN UPDATE FROM THE DEPUTY LEADER ON THE COUNCIL'S PRIORITIES

The Chair welcomed Councillor Jack Hemingway, Deputy Leader of the Council and Portfolio Holder for Climate Change and Environment to update members on the Council's current challenges and priorities.

Members were advised of the unprecedented challenge faced by the Council which had contributed to the budget challenge of £33.1m in the 2024/25 financial year. Demand for services continued to increase, particularly to meet the needs of vulnerable adults and children, whilst core funding had not kept pace with real terms increases. Unfortunately, the 2024 budget, approved by Council on 28 February, incorporated the use of reserves, cuts to services and an increase in fees and charges in order to deliver a balanced budget. The short-term nature of the government's one-year funding settlement coupled with the potential impact of the government's 'Fair Funding Review' was also highlighted.

Despite the economic challenges, the Council remained ambitious for its residents as articulated in the latest iteration of the Corporate Plan ([Corporate Plan](#)) 'Building a Fairer Future' which built on work to improve lives and places all across our district and to meet both the immediate and long term challenges facing the Council and the District. Council resources were aligned with the six priorities so that residents and businesses in the District could be provided with the best services possible. The Council's focus continued to be on making responsible and sustainable decisions whilst planning for the future so that the Council could continue to make a positive difference for residents and businesses.

Moving to his own portfolio, Councillor Hemingway celebrated Wakefield's success in advancing its projects to mitigate climate change and to meet the ambitious target of achieving net carbon neutrality as a Council by 2030, and as a District by 2038 as part of the District-wide Net Zero Partnership.

The Council had been given an 'A' rating for 2023 by the Carbon Disclosure Project, seen as a 'gold standard' of performance for climate change. Actions taken to help gain the new grade had included extensive tree planting, the LED street lighting programme which had saved more than 4,000 tonnes of carbon a year and the decarbonisation of the civic estate. Work was underway to electrify the fleet, provide charging infrastructure for the District and to explore the potential benefits of solar parks and heat networks.

Town and Parish Councils requiring assistance with biodiversity policy documents and climate emergency reports were advised to contact Helen Grayshan (hgrayshan@wakefield.gov.uk), the Council's Climate Change Programme and Partnership Manager.

It was suggested that subscribing to the Council's climate change newsletter ([Subscribe - climate action newsletter \(emailblaster.cloud\)](#)) would keep all residents updated on the

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 26 MARCH 2024

latest climate change information.

The Chair thanked Councillor Hemingway for his attendance.

Resolved – That the update be noted.

25. WAKEFIELD COUNCIL'S RESPONSE TO COST OF LIVING ISSUES

The Chair welcomed Jackie Mould, Service Director for Strategy, Improvement, Intelligence and Communications who led members through a report which provided assurance that the Council was, as far as it was able, responding proactively to poverty and cost-of-living issues. This included areas of focus and the targeting of discretionary resources to make the biggest impact. The report had previously been presented to the Council's Audit & Governance Committee. Councillor Cummings, Chair of the Liaison Group (and also Portfolio Holder for Communities, Poverty and Health), was keen that it be shared with Town and Parish Councils.

Members were apprised of the how the national economic context was affecting the financial resilience and living standards of Wakefield District residents. It was noted that almost 16% of the District's population (around 54,200 people) were living in neighbourhoods amongst the top 10% most deprived in England.

Members' attention was directed to the appended comprehensive list of providers, referrers, commissioners and infrastructure support organisations operating within the District and how the activity being delivered by them was impacting on residents and communities. It was noted that provision was not equal and that the Residents First Group was working to identifying gaps across the District. Any information which Town and Parish Councils could provide to Ms Mould (jmould@wakefield.gov.uk) about services working to alleviate poverty and cost-of-living issues in their localities would be most welcome and enable the document to remain current and relevant.

Ms Mould committed to investigate concern regarding accessing information on food banks on the Council's website.

The Chair thanked Ms Mould for her attendance.

Resolved – That the report and information presented at the meeting be noted.

26. ITEMS FOR FUTURE BUSINESS

Members were requested to email the Overview and Scrutiny Team at Scrutinycontact@wakefield.gov.uk with any suggestions for items of future business to be developed into a work programme for the 2024/25 Municipal Year.

Resolved – That following any email contact from members, the Work Programme for the 2024/2025 Municipal Year be developed to include topics raised, alongside updates from portfolio holders and senior officers and any emerging issues.

27. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the Town and Parish Councils' Liaison Group be held remotely on Tuesday, 30 July at 10.30 am.

PAYMENTS MADE UNDER CLERKS AUTHORITY

D

Unity Trust Current Account

No	Date	Net	VAT	Total	Description	Supplier
	15.03.24	£348.00	£69.60	£417.60	NTC Pens	JC One
	22.03.24	£39.62	£0.00	£39.62	Employee Expenses	Employee
	27.03.24	£8,603.31	£0.00	£8,603.31	Salaries & Allowances	Staff & Councillors
	27.03.24	£2,015.00	£0.00	£2,015.00	Pension Contributions	WYPF
		£11,005.93	£69.60	£11,075.53		

Lloyds Multi Pay Account


No	Date	Net	VAT	Total	Description	Supplier
	11.03.24	£54.90	£10.98	£65.88	Purchase Order Stamp	Custom Stamps Online
	15.03.24	£15.41	£3.08	£18.49	Printer Ink	HP Instant Ink
	27.03.27	£216.67	£43.33	£260.00	Skip Hire ET1	J Pickup Skips
		£286.98	£57.39	£344.37		

Petty Cash Account

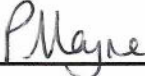
No	Date	Net	VAT	Total	Description	Supplier
	07.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
	14.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
	21.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
	28.03.24	£3.40	£0.00	£3.40	TNP Newspapers	Asda
		£13.60	£0.00	£13.60		

	Net	VAT	Total
TOTAL	£11,306.51	£126.99	£11,433.50

NORMANTON TOWN COUNCIL

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

Date: 7/3/24

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

Date: 7.3.24

	Bank Reconciliation at 29/02/2024		
	Cash in Hand 01/04/2023		201,403.16
	ADD Receipts 01/04/2023 - 29/02/2024		383,679.16
			585,082.32
	SUBTRACT Payments 01/04/2023 - 29/02/2024		329,897.68
A	Cash in Hand 29/02/2024 (per Cash Book)		255,184.64
	Cash in hand per Bank Statements		
	Petty Cash	29/02/2024	27.56
	X Barclays Current	29/02/2024	0.00
	X Barclays Savings	29/02/2024	0.00
	Unity Current	29/02/2024	59,046.56
	Unity Savings	29/02/2024	200,299.03
	Lloyds	29/02/2024	-668.18
	Admin Float	29/02/2024	100.00
	Events Float	29/02/2024	200.00
			259,004.97
	Less unrepresented payments		4,363.01
			254,641.96
	Plus unrepresented receipts		542.68
B	Adjusted Bank Balance		255,184.64
	A = B Checks out OK		

NORMANTON TOWN COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 9th April 2024

INSURANCE RENEWAL

The Finance Committee has reviewed the insurance requirements and agreed to renew with our current insurer – Hiscox Insurance through A J Gallagher at a cost of £4,329.24.

Members are asked if they wish to secure a long-term agreement for 2024/25, 2025/26 and 2026/27.

Long Term Agreement Option

In order to ensure rate stability, Normanton Town Council may choose to set up a 3-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £4,329.24.

This means Normanton Town Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Normanton Town Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

Events insurance has also been taken out for our key events (Party @ Haw Hill Park, Gala and Christmas Lights) at a cost of £1,845.55.