

MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL

Held on Tuesday 9th March 2021 at 6.30pm

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was conducted remotely, via the Zoom video conferencing platform.

Present:

- Councillor Mrs C. Appleyard
- Councillor D. Appleyard – Deputy Mayor
- Councillor Mrs E. Blezard
- Councillor J. Botterill
- Councillor A. Bones
- Councillor G. Cheesbrough
- Councillor J. Farrar – Mayor of Normanton
- Councillor S. Hudson
- Councillor Mrs F. Marchant
- Councillor P. Marchant
- Councillor L. Masterman
- Councillor B. Mayne
- Councillor Mrs P. Mayne
- Councillor J. Medford
- Councillor Mrs A. Moran
- Councillor R. Seal
- Councillor D. South
- Councillor K. Wilson, JP
- Councillor Mrs A. Wood
- Councillor W. Wood

Also Present:

- District Councillor Matthew Morley (Cabinet Member for Highways)
- Mr G. West (Head of Highways and Transport at WMDC)

Absent:

- Councillor R. Best and Councillor Mrs H.W. Jones

130. Mayors Announcements

The Mayor had no announcements to report.

The Mayors Chaplain led the Council in Prayers.

131. Apologies for Absence

RESOLVED that apologies be received and reasons approved on behalf of Councillor R. Best and Councillor Mrs H.W. Jones.

132. Declarations of Interest

Councillor Mrs E. Blezard declared a non-pecuniary interest in the following items:

Planning – due to her membership of the WMDC Planning Committee.

School Streets – due to her position as a District Councillor.

Cycle Rack at Asda – due to her position as a District Councillor.

133. Members of the Public

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

134. Guest Speaker – Road Gullies

The Mayor extended a warm welcome to Councillor Matthew Morley, Portfolio Holder for Planning & Highways and Graham West, Head of Highways and Transportation Services.

Councillor Morley thanked the Town Council for the invitation to attend. Councillor Morley paid tribute to the late Councillor Wassell who was a great friend and had always kept him informed with issues in Normanton.

It was reported that the extreme weather since Christmas has caused significant problems which were dealt with in exceptional circumstances, and he paid tribute to the Highways Staff for their good work in supporting residents at that time.

Graham West went on to provide information about the gullies in our area:

- There are two fulltime Gully Cleansing Teams who work 5 days a week;
- There are 62,000 gullies across the Wakefield District;
- There are 350 miles of open water courses that WMDC manage;
- Gullies are often an area of question when flooding occurs;
- Gullies discharge into the combined sewer system, water courses and rivers via a pipework system;
- Gullies are designed for no more than to drain the surface water from the highway;

- Gullies can reach capacity in a short period of time;
- Gully cleansing is carried out in line with the Code of Best Practice for Highway Maintenance;
- Gully cleansing is no longer conducted annually, it is now on a risk-based approach with priority being given to high-speed roads, the gritting route and known risk areas.

On 5th and 6th February, there was a lot of rain and two areas of Normanton and Altofts were particularly affected. The Highways Department are working with residents to find what improvements can be made in those areas.

WMDC have a new system called Carbontech which is a back-office system designed to record the location of all gullies and the levels of silt over time.

This ensures that they can attend to the gullies that fill up more quickly.

In Normanton and Altofts there are 3,800 gullies and all have been inspected.

- 2000 of these have less than 25% silt levels;
- 700 of these have more than 50% silt levels;
- 900+ have more than 75% silt levels and these would be the priority;
- 650 gullies have been cleansed since November 2020 plus the areas that flooded in February;
- Gullies on unadopted roads in those flooded areas were also cleansed as part of the commitment to local residents;
- 80 gullies are slow runners and work will need to be done to identify the reasons and make repairs.

Over the last two years, they have invested £500,000/yr in slow running gullies which includes digging down to identify the fault and making the required repairs.

There has been a significant investment and increase in funding as WMDC realise the importance of road gullies from a flood risk perspective.

The particular areas of concern in Normanton and Altofts include:

Greenfield Road /Victoria Gardens

Highways saw the consequences of saturated land and surface water and the impact on the residents. They were working with them to establish what improvements are required.

Gilcar Street

This is being investigated by Yorkshire Water.

Members were reminded that it is important to report any concerns they have relating to blocked gullies – this can be done through the WMDC Contact Centre on 0345 8 506 506.

Questions:

Is action taken against builders where cement goes down gullies?

Yes – we can take action where there is evidence, and we will pursue these cases which can cause significant damage.

Does the pipework still get jetted?

Yes, we use a company called Enviroflow who use specialist jetting and camera equipment to inspect pipework.

Once the pipework leaves the highway it may be the responsibility of another authority, but we work closely with them to deal with issues, most commonly caused by tree roots or damage caused by a statutory undertaker. In addition to the costs of cleansing gullies, there is also costs for equipment. Over £1m each year is spent on gully cleansing.

There is a flooding issue at Pontefract Road near the motorway junction.

We aren't aware of any ongoing problems but will look into that.

The Mayor thanked Councillor Morley and Graham West for their attendance and interesting presentation.

135. Minutes – Council

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 9th February 2021 (Minute Numbers 104-129; Pages 55-65) be approved and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs E. Blezard)

136. Minutes – Finance Committee

RESOLVED that the minutes of an Extra Ordinary meeting of the Finance Committee held on Wednesday 24th February 2021 (Minute Numbers 26-29; Pages 9-10) be received.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs P. Mayne)

137. Correspondence

A letter from WMDC with the confirmation of Precept for the 2021/22 financial year was received.

A letter from WMDC regarding a proposed Cycle rack near Asda was considered.

RESOLVED that a response be submitted to the consultation as follows:

Whilst members of Normanton Town Council are supportive of the idea of a cycle rack, it was not felt that the location selected was best suited. The footpath outside Asda is a high traffic area from both a vehicular and pedestrian perspective, the location of the cash machine and bus stop would cause a clash between pedestrians and cyclists and the volume of traffic on that very busy stretch of road would be unsuitable. Its positioning on the corner may hinder visibility from the Asda car park.

It was suggested that the Park, near The Well Project may be a suitable location for a cycle rack.

138. School Streets

Members considered a proposal for the implementation of a 'School Streets' initiative at Beckbridge Lane.

RESOLVED that a response be submitted to the consultation as follows:

Members of Normanton Town Council are not supportive of the proposal to create a School Street at Beckbridge Lane.

Members are concerned that this would divert traffic into another area which creates additional traffic on Castleford Road and places other children at risk when they are walking to other schools in the vicinity.

If the proposal did go ahead, members are concerned that many parents wouldn't make use of the facility and that this may cause traffic issues on nearby roads.

139. Smiley SID

Members considered the advice of the insurance company in respect of the deployment of Smiley SID.

RESOLVED that a draft hirers agreement be prepared and considered at the next meeting on the basis of the issues set out by the insurance company.

140. Queen's Jubilee Obelisk Repairs 2019

A response had been received from Rayners Memorials citing Covid restrictions as the reason for the work not being completed.

RESOLVED that the reply be received and Rayners asked for an indication as to when a date might be put in the diary for the works to be completed.

141. Right to Regenerate

RESOLVED that the report and consultation feedback be approved.

142. Mayor Elect and Deputy Mayor Elect

RESOLVED that Councillor David Appleyard be nominated as Mayor Elect for the 2021/22 municipal year.

RESOLVED that Councillor Fiona Marchant be nominated as Deputy Mayor Elect for the 2021/22 municipal year.

143. External Organisations

There were no reports from external organisations.

144. Outside Bodies

Freeston Foundation – It was reported that the sale of land had been delayed due to legal issues.

The Foundation continue to give out grants for various educational and sporting purposes and further information is available on the Freeston Foundation website.

145. Policies

RESOLVED that the following policies be received and approved:

- i) Information & Data Protection Policy;
- ii) Information Protection Policy;
- iii) Information – Security Incident Policy;
- iv) Information Technology Policy – Subject to the inclusion of reference to an inventory of all equipment provided to staff.

146. Delegated Decision Making

RESOLVED that the decisions made under delegated authority be approved.

DATE	COMMITTEE	DECISION	Value £	CONSULTED
03.01.21	Allotments	Burst Pipe repair - Cypress Road	150	PM
04.01.21	Property	Install socket and phone point at Woodhouse for broadband	250	BM / PM
05.01.21	Property	Continued closure of Woodhouse due to national lockdown		EBM / EB / PM
20.01.21	Special Projects	Purchase of lighting and sound system (within budget)	355.76	EB
28.01.21	Civic	Past Mayors Badge Amendments	30.38	DMJ
29.01.21	Allotments	Order for relocation of Stop Tap at Newland Lane	500.00 (MAX)	BM/ PM
01.02.21	Finance	Order placed for replacement fan in office PC	TBC	
01.02.21	Mayor	Order for flowers - 70th Wedding Anniversary	25	JF
03.02.21	Special Projects	Cancelled Easter Colouring Competition	N/A	EB / HJ /PM
24.02.21	Council	Date of May Council changed to 4th May	N/A	EB/PM

24.02.21	APM	Date of Annual Parish Meeting suggested as 20th or 27th April	N/A	EM/PM
25.02.21	Finance	Trial of 'Square' virtual terminal approved at 2.5% with no monthly fees	2.5%	PM/BM
25.02.21	Council	Response to Right to Regenerate Consultation submitted	N/A	PM/EB/JM/BW

147. Invoices for Payment

RESOLVED that the list of accounts for payment totalling £20,998.40 be approved for payment.

D3 Office	Stationery	£13.48
D3 Office	Stationery	£60.56
DMS Architecture	Architects Fees	£5,500.86
Normanton Knights	Small Grant	£379.00
RCW	Fencing - Newland Lane	£3,708.00
RCW	Electrical & phone point–WCC	£300.00
RCW	Tap Repair - Cypress Road	£150.00
RCW	Plot Clearance - Wentworth	£1,320.00
YLCA	VAT Training	£30.00
IT Spectrum	Photocopier Charges	£46.32
IT Spectrum	Photocopier Charges	£5.38
Rialtas	Allotments Software Support	£206.40
Rialtas	Omega Software Support	£459.60
WMDC	Business Rates–WCC 17/18	£2,120.30
WMDC	Business Rates–WCC 18/19	£2,184.00
WMDC	Business Rates–WCC 19/20	£2,234.05
WMDC	Business Rates–WCC 20/21	£2,270.45

148. Payments made under Clerks Authority

RESOLVED that the payments made under Clerks Authority in February 2020 totalling £8,908.36 be approved.

HMRC	PAYE/NIC – January	£1,693.25
WYPF	Pension – January	£1,298.67
Employees	Wages – February	£5,916.44

149. Payments made by Card

RESOLVED that the list of payments made by card in February 2020 totalling £242.89 be approved.

Neopost	Franker Credit	£200.00
Zoom	Subscription	£14.39
Amazon	Stationery	£3.50
Calli-Fleur	Flowers	£25.00

150. Planning

Members considered and noted the following validated planning applications which were circulated upon receipt and again with the agenda.

21/00511/CPL	7 Coupe Grove Normanton WF6 2QL	Single storey side extension
21/00140/FUL	317 Castleford Road Normanton WF6 1QU	Change of use from a single dwelling to three self contained flats
21/00210/FUL	20 Fairway Avenue Normanton WF6 1SG	Two storey side extension with canopy to front elevation, reposition of existing garage
21/00467/CPL	260B Castleford Road Normanton WF6 1PY	Single storey rear extension
21/00504/FUL	29 Rosemount Drive Normanton WF6 1WG	Part two storey part single storey front and side extension
21/00364/FUL	27 Victoria Gardens Normanton Wakefield WF6 2FA	Proposed single storey rear extension to detached house.
21/00438/TPO	4 Lodge Farm Gardens Altofts Normanton WF6 2NP	Tree preservation order

21/00376/FUL	66 Queen Street Normanton WF6 2BU	Raising of roof height to incorporate rooms in roof space
21/00417/FUL	3 Bacon Avenue Normanton WF6 2HR	A single storey detached garage, extending of existing drop-kerb to the front and widening of driveway
21/00450/CPL	66 Queen Street Normanton WF6 2BU	Single storey extension to rear
21/00296/FUL	29 St Mary's Avenue Normanton WF6 2PU	Part two storey part single storey extension to rear and side
21/00306/FUL	29 Station Road Normanton WF6 2NE	Single storey extension to rear
21/00320/FUL	Former Shearings Ltd Mill Lane Normanton WF6 1RF	Change of use of existing coach depot to haulage depot, with refurbishment of existing coach terminal to provide offices, welfare facilities and retention of existing workshop and associated external works
21/00313/FUL	Asda Stores Limited 3 Foxbridge Way Normanton WF6 1TN	Storage of liquefied natural gas and liquefied nitrogen in connection with storage and distribution centre
21/00332/HAZ	Asda Stores Limited 3 Foxbridge Way Normanton WF6 1TN	Storage of liquefied natural gas and liquefied nitrogen in connection with storage and distribution centre
21/00181/FUL	34 Birkwood Road Normanton WF6 2NL	Extension to the front and side of property, with additional works included.

21/00271/FUL	Roots Nursery Birkwood Road Normanton WF6 2JE	Change of use from Garden Centre to Garden Centre and Caravan Storage Yard including associated demolition / removal of buildings and works.
21/00155/FUL	5 Springfield Court Normanton WF6 1BX	Proposed roof ridge lift and rear dormer loft Conversion.
21/00239/CPL	43 Kingston Drive Normanton WF6 1TS	Single storey rear extension

RESOLVED that the validated planning applications be noted and no objections made.

Members discussed the road at Mill Lane near the motorway bridge and the Town Clerk was asked to make enquiries with Highways regarding the history and future use.

Members were reminded that the Pope Street planning application would be considered by the Planning Committee in the coming days.

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