

CAISTER-ON-SEA PARISH COUNCIL

7th November 2022

A meeting of the **PARISH COUNCIL** was duly convened and held at the Council Hall at 1900 hrs.

Present: Cllr. A Baker (in the chair)
Cllr. K Wood (Vice Chair)
M Clifford, R Coe, B Davis, J Fearnley, D Godbolt, P Hammond, B Herring, C Kirk, B Lawn and R Wilkinson
Borough Cllrs. M Bird
Parish Clerk E Dyble

0 Parishioners present

88 Apologies for Absence

Apologies for absence were received from:

Cllrs. R Batchelor – work commitment

Borough Cllr. G Carpenter – another commitment

P Carpenter – another meeting

89 Declaration of Interest

Cllr. R Wilkinson declared an interest in Item 2 of Correspondence re siting of a portable toilet next to the NCI Watchstation on Second Avenue car park

Cllr. B Herring declared an interest in Item 8 retrospective planning application for the erection of temporary Marquee to be used in conjunction with Old Hall Hotel's Restaurant & Bar

: **Noted**

90 Parishioners Forum

Cllr. M Bird informed the meeting that:

- i) The Borough Council are now working on their Strategic Planning for Local Plans and as most villages have one in place and Caister hasn't at the moment, Nick Fontaine would be happy to guide Council in preparing a Local Plan for Caister
- ii) Regarding the flooding in Caister Cllr. Penny Carpenter contacted NCC Highways and Anglian Water both are meeting and are starting an enquiry as to why this problem keeps occurring
- iii) Cllr. Penny Carpenter will be giving a breakdown of the new Ward Boundaries at the next Parish Council meeting on 5th December 2022

: **Noted**

91 Minutes

The minutes of the previous meeting held on 3rd October 2022 were proposed by Cllr B Herring, seconded by Cllr P Hammond, agreed by all members present and signed by the Chair.

92 Finance

The Finance Minutes from the meeting of 24th October 2022 were – **Received**

Consider recommendations from the meeting:-

- i) It was **Resolved** to recommend that Council agrees to remove the bench under the tree at the rear of the Hall, the others to be cleaned and painted with 2-Pack Epoxy paint or Epoxy Acrylic paint - **Proposed by Cllr. A Baker, seconded by Cllr. K Wood and agreed by all members present**
- ii) It was **Resolved** to recommend that Council agrees to remove Waste bin and area to be jet washed, also walls cleaned – **Proposed by Cllr. A Baker, seconded by Cllr. K Wood and agreed by all members present**
- iii) It was **Resolved** to recommend that Council agrees to Concrete slab being placed roadside of wall and 2 x waste bins installed. Request GYBC to empty bins weekly. : **Proposed by Cllr. A Baker, seconded by Cllr. K Wood and agreed by all members present**
- iv) It was **Resolved** to recommend that Council agrees to replace the seat on Norwich Road opposite Roman Way. The cost of a composite environmentally friendly seat is £584.99 with free delivery. Cost of removing old seat, installing new seat and removing all rubbish would be approximately £150.00.
: **Proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson and agreed by all members present**
- v) It was **Resolved** to recommend that Council agrees to a sinking fund, starting with £500.00 for the first year, increasing by 10% each year be set up for maintenance etc. of all Council owned equipment in locations outside of Parish Council control
: **Proposed by Cllr P Hammond proposed, seconded by Cllr A Baker and agreed by all members present**
- vi) It was **Resolved** to recommend that Council approves the Quarterly Reconciliation and Income & Expenditure reports to 30th September 2022 : **Proposed by Cllr. A Baker, seconded by Cllr. P Hammond and agreed by all members present**
- vii) It was **Resolved** to recommend Council agrees to funding of £1,000 for the Christmas trees and replacement of some of the lights for Light up Christmas. : **Proposed by Cllr P Hammond, seconded by Cllr R Wilkinson and agreed by all members present to fund Light Up Christmas with £1,000.00**
- viii) It was **Resolved** to recommend that Council agrees to screening the film Polar Express, free of charge for the children of the village on Friday 23rd December at 2pm with Father Christmas arriving at the end of the film. Donations could be given if desired towards the proposed Children’s Castle. : **Proposed by Cllr K Wood, seconded by Cllr R Wilkinson and agreed by all members present**
- ix) It was **Resolved** to recommend that Council agrees to the following salary increases with effect from 1st April 2023
Caretaker – National Living wage
Clerk - increased by two spinal points to point 27 of the NJC Pay Scales
Asst. Clerk – increased by two points to point 12 of the NJC Pay Scales
: **Proposed by Councillor A Baker, seconded by Councillor K Wood and carried by all members present**

- x) It was **Resolved** to recommend that Council agrees to the Precept requirements for the year 2023/2024 of £136,050.00 : **Proposed by Councillor A Baker, seconded by Councillor K Wood, agreed by all members present Precept of £136,050 for 2023/2024 .**

93 Clerk's Report

Matters Arising

- a) Gas installation to Hall completed
- b) Contacted Highways re overgrown Public Right of Way
- c) Checked ownership of Outside Gym and Zip Wire situated on KGV Playing Field – Parish Council are the owners and responsible for maintenance etc.
- d) Site visit with Highways Engineer re Road Safety signs etc. at 3 entrances to village
- e) Attended meeting at Town Hall regarding proposed Diana Way Park
- f) Advertised three vacancies by Co-Option
- g) Obtained tickets for Christmas Cinema – Polar Express
- h) Arranged for installation of seat at War Memorial

-
- 1 Attended meetings, provided Minutes to Councillors
 - 2 Dealt with accounts, payment of Invoices
 - 3 Produced Invoices to Hirers of Hall and Village Newsletter
 - 4 Received money, receipted payments and banked income
 - 5 Dealt with HMRC re Salary payments
 - 6 Dealt with numerous telephone calls, emails, reported faulty streetlights

: **Noted**

94 Planning Matters

Applications for consideration 7th November 2022 from GYBC

Application ref	Applicant Address	Description
06/22/0485/HH	Proposed single storey side & rear extensions at 48 Upper Grange Crescent, Caister NR30 5AU	
Recommendation	No Objection	
06/22/0792/CU	Change of use of residential garage to a small beauty/hair room at 10 Cooper Close, Caister Great Yarmouth NR30 5EN	
Recommendation	Object - Object, lack of parking in the area as this is a cul-de-sac	
06/22/0878/F	Proposed retrospective planning application for the erection of temporary Marquee to be used in conjunction with Old Hall Hotel's Restaurant & Bar at The Old Hall Hotel and Health Club High Street Caister NR30 5JL	
Recommendation	No Objection	
06/22/0893/CD	Discharge of Condition 5 of PP 06/22/0526/F – Proposed Landscape Scheme at John Grant Special Needs School, St Georges Drive, Caister NR30 5QW	
Recommendation	No Objection	

95 ACCOUNTS for Payment 7th November 2022

HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salary to 31.10.22	942.79		942.79
E-on	Electricity - Direct Debit	21.90	1.10	23.00
Booker Ltd.	Cleaning Materials	69.15	13.83	82.98
FlameSkill	Servicing Fire Extinguishers	148.39	29.68	178.07
GYBC	1/2 Year Rates 2022/2023	430.00		430.00
C R Levers	Balance of Gas Boiler Installation	5,698.34	1,139.66	6,838.00
D L Gunton	Windows cleaned 07.11.22	20.00		20.00
		£7,330.57	£1,184.27	£8,514.84
GENERAL ACCOUNT				
Salaries	Salary to 31.10.22	2,171.88		2,171.88
	Expenses	26.00		26.00
	Tel. rental + calls October	25.00		25.00
British Telecom	Telephone/Broadband 738474	59.15	11.83	70.98
Fasthosts Internet Ltd	Hosting Website - 05.10.22-05.11.22	10.00	2.00	12.00
Caister In Bloom	Attending Floral Displays October	20.00		20.00
Blackwell Print	Printing of Newsletter	998.00		998.00
A E Hacon	Plants and Compost for War Memorial	123.61		123.61
NCC	Road Closure - Light Up Christmas	40.55		40.55
Thistles & Thorns	Flowers for Death of the Queen	125.00	25.00	150.00
Viking	Stationery	63.39	12.68	76.07
L Bowen Services	Replacing seat at War Memorial Site	150.00		150.00
Eventgrove	Tickets for Polar Express	36.21	7.24	43.45
Heart 2 Heart	G5 Cardiac Science Pads	54.00	0.00	54.00
Inland Revenue	PAYE Contributions	489.43		489.43
		£4,392.22	£58.75	£4,450.97
	Grand Total	£11,722.79	£1,243.02	£12,965.81
INCOME				
Interest		£16.43		
Cemetery Re-Charge		£494.83		
Lettings		£1,178.49		
Rent		£275.00		
Carnival Programme		£100.00		
Refund Cadent Gas		£1,087.00		

Accounts proposed by Cllr B Davis, seconded by Cllr R Coe , agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - Cllr. B Herring

Accounts signed by - Cllr. A Baker and K Wood

96 **Correspondence**

- i) **GYBC** - informing that the Borough Council is starting work on a 'Borough-Wide Design Code' to support its Local Plan. It is expected that the design code will provide simple, concise and illustrated design requirements to guide the design of future developments within the Borough.
- They are considering arranging an in-person workshop type event between now and Christmas where they can firstly explain the design code and what it seeks to achieve, and secondly invite feedback and discussion from the Parish Councils on what they find most satisfactory/unsatisfactory about the design of new developments and what their priorities are for future design.
- As they are seeking feedback from all Parish Council's in the Borough, it is unlikely that they will be able to accommodate every member during the in-person workshop, perhaps two members at most. If interested in attending the workshop please asap, this will let us determine numbers and organise an appropriate venue and date : **Noted**
- ii) **NCI CAISTER** - informing that they have a mobile watchstation placed at the North end of the Second Avenue Car Park. Whilst their Watchkeepers are on duty they use the toilet facilities that will be closed at the end of October. Please could they be given permission from Parish Council to place a portable toilet facility next to the watchstation for their Watchkeepers use only from the end of October until the public toilets reopening April 2023.
- : **Contact GYBS requesting NCI be given a key to the Disabled Toilet on Car Park and to keep the water turned on**
- iii) **CLLR B DAVIS** – attaching photos of the dead grass along Marram drive. The workmen came with weed killer to kill the grass overlapping the kerb, so no idea why they decided to dump all the weed killer from the path. The grass has died, looking unsightly and, with rain, will turn to mud.
- Please could Parish Council, contact the Borough Council for an explanation as to why this was done and if they intend to replant/sow the grass : **NCC be contacted re state of grass verges**
- iv) **RESIDENT** – thanking Council for the placement of the extra bins at the lifeboat after resident's requests. However, these bins are second hand wheelie bins which anyone can wheel away and one even has a number 93 on it. Basically, all the lifeboat area bins need to be taken out, along with the bin at the end of Beach Road (next to the beach) plus the two bins at Braddock Road car park and all replaced with new double bins as on Great Yarmouth seafront.
- Then install two new double bins at lifeboat area (where the existing bins are), plus one at the car park entrance (as so many people have asked me this when I do regular beach cleans with Norfolk beach cleans), and another double bin Manor Road/Braddock area as we fish out of the hedges so many dog waste bags on beach clean days.

New bins in Caister would look so much better and appealing for people to put their rubbish in especially with the lifeboat renovation and future new cafe. Why should Caister miss out? we need the stable bins they have in Great Yarmouth so no one can wheel them away, surely between your councils a compromise can be arranged for Great Yarmouth to give Caister 3 double bins? (I would personally pick them up if cost is an issue) : **Noted**

- v) **BRADDOCK ROAD PATH** – Green Gym have been in touch and they are prepared to spend a session clearing the path from Braddock Road running parallel to the High School field and will need the permission of the Parish Council to carry out this work.
: **Parish Council agree to footpath being cleared by Green Gym**
- vi) **TRANSPORT EAST** - announced at their Summit, that they are launching their first Rural Mobility Survey. This survey will reveal a wider picture of the connectivity challenges and opportunities in our region as well as understanding the baseline for transport in rural areas.
All Town and Parish Councils in Essex, Norfolk and Suffolk will be in receipt of the survey link. The survey will run for a period of 6 weeks until **16th December**, just prior to Christmas break.
In terms of responding, they would like just one response from each Parish, if you or another member of your Parish Council could respond on behalf of your community this would be much appreciated.
The survey is now live and can be filled out at <https://www.smartsurvey.co.uk/s/TERural/>.
A summary of the survey questions are attached for ease and if you require a paper copy or have any queries or difficulties with the survey, please contact transporteast@suffolk.gov.uk
About Us
Transport East is one of seven Sub-National Transport Bodies in England, working to deliver a collective vision for the future of transport in Essex, Norfolk, Suffolk, Southend-on-Sea and Thurrock.
As a partnership, we bring together the local transport and planning authorities, and business leaders with Network Rail and National Highways. We enable the region to speak with one voice on the transport investment needed to drive transformational growth and improve the quality of life for all that live and work in the region.
More information about us and our rural workstream can be found on our [website](#)
: **Noted – Cllr. R Coe to complete**
- vii) **RESIDENT** – regarding damage to his mobility scooter due to bad paving in Caister High Street and village Cemetery, which has been left for years and which he has witnessed many elderly people having falls within the Cemetery. The cost of repairs to the scooter is £315.87. He requests how does he get the repairs paid for by Council as he is not sure that these will be covered under his insurance policy as this falls down to Caister Parish Council who are responsible for the upkeep of the paths and certain that of within the Cemetery as the signpost confirms : **Clerk to inform resident that Parish Council are not responsible for footpaths, refer them to NCC Highways**

- viii) **POLICE & CRIME COMMISSIONER** – informing that Norfolk residents are invited to a live question and answer session with PCC Giles Orpen-Smellie and Chief Constable Paul Sanford on Wednesday 16th November at:
Gorleston Library 10am to 2pm and The Supper Room, Town Hall, Great Yarmouth
6pm to 8pm : **Noted**

The Following have been circulated

- a) **Healthwatch Norfolk** – Newsletter dated 7th October 2022
- b) **Norfolk Community Foundation** – Funding & Support News October 2022
- c) **Great Yarmouth Safer Neighbourhood Team** – Newsletter
- d) **CPRE** – Autumn issue of Norfolk Voice
- e) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 4th, 11th, 18th, 25th October and 1st November 2022
Monthly Bulletin featuring RSN Rural Funding Digest & Government Consultation
October and November 2022
- f) **NORFOLK AIC** - Newsletter 4th, 5th, 10th, 13th, 14th, 18th, 21st, 26th October and 1st, 3rd
and 4th, November 2022
- g) **NCC** – Service Update – 6th, 20th, 27th October and 3rd November 2022 for information
: **Noted**

97 Electric Charging Points

Cllr. P Carpenter requested by email, suggested areas that Councillors consider may be suitable for installing Electric Vehicle Charging points around the village, the following sites were suggested:

Beach Road Car Park	Co-Op Car Park, High Street
King George V Playing Field	Second Avenue Car Park

: **Cllr. P Carpenter be informed accordingly**

98 Co-Option Interviews

Wednesday 16th November at 1845 was agreed as the date and time to interview prospective candidates to fill the existing vacancies on Parish Council : **Noted**

99 Reports from Councillors of meetings attended in October

Cllr. K Wood - Festival Committee meeting attended 26th October 2022
Key points Dinosaurs, funding costs 5,000 for Marquee, Toilets, First Aid
Events Sponsorship to cover costs
Great Yarmouth reduced funding
Two-day event next year - day one music, day two traditional
: **Noted**

100 Resilience Working Group

Cllr. R Coe informed that at the meeting held on Monday 26th September 2022 of the Resilience Working Group it was decided that the draft plan would, where possible, follow the NNC suggested layout. Unfortunately, due to rights protection on the document, a complete reworking is required. It is planned that the first draft will now be available for
consideration early January 2023 : **Noted**

101 Cllr. K Wood

i) Social Media Update October

In the month we reached 16,000 people with 207,550 hits

top posts

Extra bins at beach road car park 5,900

Caister in Bloom award 6,255

Beach Road Car Park free 5,900

Haven flower award 9,869

Shop Caister posts 9,700

Poppies at Rabbit Hutch 5,319

Christmas events posts 5,700

Halloween post 5,000

: **Noted**

ii) Remembrance Sunday

Service at Church 10am then onto War Memorial

Volunteers for crowd control : **Cllrs. A Baker, R Coe, B Herring, D Godbolt and K Wood**

iii) Christmas Trees

Volunteers required from 11.30am to put up Christmas trees on Saturday 26th

: **Cllrs. J Fearnley, D Godbolt and R Wilkinson**

iv) Light Up Caister

Volunteers to get stage from Lifeboat Shed prior to 3rd December?

Saturday 3rd December from 4pm erecting stage and barriers for switch on event from 5.30 leaving King George v field with lantern procession arriving 5.45 flights switch on 6.30pm volunteers : **Cllrs. D Godbolt, C Kirk and R Wilkinson**

v) Polar Express Film

Volunteers required to help with showing of Christmas film Polar Express at 2pm on 23rd December : **Volunteers required**

vi) Flooding

Tan lane and Yarmouth Road has been flooded twice in four days : **Report to NCC Highways and Anglian Water, Noted**

102 Date of Next Meeting

The date of the next meeting will be on:

Parish Council Monday 5th December 2022 at 1830 hrs.

103 Closure of Meeting

The meeting ended at 2015 hrs.

Chair:

Date