

# CAISTER-ON-SEA PARISH COUNCIL

9<sup>th</sup> January 2023

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)  
M Clifford, R Coe, B Davis, D Godbolt, B Herring, J Jarzembski, C Kirk, C Thompson and R Wilkinson  
**Borough Cllrs.** P Carpenter and M Bird  
**Parish Clerk** E Dyble

0 Parishioners present

## 117 Apologies for Absence

Apologies for absence were received from:

**Cllrs.** R Batchelor – work commitment

J Fearnley – family commitment

P Hammond - another commitment

J Hemsworth – another commitment

B Lawn – another commitment

K Wood - ill

**Borough Cllr.** G Carpenter – another commitment

## 118 Declaration of Interest

None

## 119 Parishioners Forum

**Borough/Norfolk County Councillor P Carpenter** updated Council on the following matters:

i) The progress of the Third River Crossing

ii) GYBC Local Plan 2021-2041

iii) County Deal to bring more powers and funding to Norfolk

: **Noted**

## 120 Minutes

The minutes of the previous meeting held on 5<sup>th</sup> December 2022 were proposed by Cllr M Clifford, seconded by Cllr B Herring, agreed by all members present and signed by the Chair. A vote of thanks goes to the Volunteers who helped with the showing of the Film 'Polar Express' on 23<sup>rd</sup> December 2022

## 121 Clerk's Report 9<sup>th</sup> January 2023

a) Gave order for Norwich Road Bus Shelter refurbishment

b) Contacted Highways re flooding Tan Lane

c) Requested tenders for refurbishment of seating area, rear of Council Hall

d) Order new seat for Norwich Road – opposite Roman Way

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- i) Attended meetings, provided Agendas and Minutes to Councillors
  - ii) Dealt with accounts, payment of Invoices
  - iii) Produced Invoices to Hirers of Hall and Village Newsletter
  - iv) Received money, receipted payments and banked income
  - v) Dealt with HMRC re Salary payments
  - vi) Dealt with numerous telephone calls, emails, reported faulty streetlights
- : **Noted**

**122 Planning Matters**

**Applications for consideration 9<sup>th</sup> January 2023 from GYBC**

| <b>Application ref</b> | <b>Applicant Address</b>                                   | <b>Description</b>  |
|------------------------|--|---|
| <b>06/22/1056/HH</b>   | 20 St Nicholas Drive<br>Caister NR30 5QS                   | Removal of existing roof,<br>increase in roof pitch to<br>form accommodation to new<br>roof space |
| <b>Recommendation</b>  | <b>No Objection providing No Objection from neighbours</b> |   |
| <b>06/22/1076/F</b>    | Caister Holiday Centre<br>Ormesby Road<br>Caister NR30 5NQ | Proposed extension of a Pool<br>Plant Room  |
| <b>Recommendation</b>  | <b>No Objection</b>  |   |

**123 ACCOUNTS for Payment 9<sup>th</sup> January 2023**

| <b>HALL ACCOUNT</b>     |   | <b>NETT</b>      | <b>VAT</b>     | <b>GROSS</b>     |
|-------------------------|---|------------------|----------------|------------------|
| Salaries                | Salaries to 30.11.2022 (includes back pay)        | 1,006.61         |                | 1,006.61         |
| E-On                    | Electricity - Direct Debit                        | 21.90            | 1.10           | 23.00            |
| PRS                     | PPL PRS Music Licence                             | 1,210.06         | 242.02         | 1,452.08         |
| British Gas             | Gas - Direct Debit                                | 19.33            | 0.96           | 20.29            |
| Hunn Security           | Maintenance of Fire Alarm and Lights              | 482.89           | 96.58          | 579.47           |
| D L Gunton              | Windows cleaned 10.12.2022                        | 20.00            |                | 20.00            |
|                         |   | <u>£2,760.79</u> | <u>£340.66</u> | <u>£3,101.45</u> |
|                         |   |                  |                |                  |
| <b>GENERAL ACCOUNT</b>  |   |                  |                |                  |
| <b>Salaries</b>         | <b>Salaries to 30.11.2022 (includes back pay)</b> | 3,355.26         |                | 3,355.26         |
|                         | Expenses  | 26.00            |                | 26.00            |
|                         | Tel. rental + calls November                      | 25.00            |                | 25.00            |
| British Telecom         | Telephone/Broadband 738474                        | 64.14            | 12.82          | 76.96            |
| Fasthosts Internet Ltd. | Hosting Website - 05.11.22-06.12.22               | 10.00            | 2.00           | 12.00            |
| Caister In Bloom        | Attending Floral Displays November                | 20.00            |                | 20.00            |
| GYBC Services           | Toilet Cleaning Second Ave. Beach Rd. Carpark     | 4,749.58         | 949.92         | 5,699.50         |
| Thistles & Thorns       | Wreath  | 41.68            | 8.32           | 50.00            |
| Royal British Legion    | Wreath  | 20.00            |                | 20.00            |
| Printerland             | Toner   | 408.00           | 81.60          | 489.60           |
| Inland Revenue          | PAYE Contributions                                | 873.75           |                | 873.75           |
|                         |   | £9,593.41        | £1,054.66      | £10,648.07       |
|                         |   |                  |                |                  |
|                         | Grand Total                                       | £12,354.20       | £1,395.32      | £13,749.52       |
|                         |   |                  |                |                  |
| <b>INCOME</b>           |   |                  |                |                  |
| <b>Interest</b>         | £43.70  |                  |                |                  |
| Cemetery Re-charge      | £494.83   |                  |                |                  |
| <b>Lettings</b>         | £1,409.21   |                  |                |                  |
| Donations Polar Express | £149.45   |                  |                |                  |
| <b>Cinema Floats</b>    | £35.00  |                  |                |                  |
| Heritage Trail          | £304.00   |                  |                |                  |

Accounts proposed by Cllr B Herring, seconded by Cllr D Godbolt, 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 M Clifford

## 124 Correspondence

- a) **CHANCES** – informing that they are a partnership between Norfolk County Council, Future Projects, Norfolk Citizens Advice, Voluntary Norfolk and Citizens Advice Diss & Thetford. They are part funded through the European Social Fund with the remainder of their funding being generated within the County. Chances is delivered locally with a team of experienced Advocates working in each district of Norfolk.

### Who are we?

Chances is a partnership between Norfolk County Council, Future Projects, Norfolk Citizens Advice, Voluntary Norfolk and Citizens Advice Diss & Thetford. We are part funded through the European Social Fund with the remainder of our funding being generated within the county. Chances is delivered locally with a team of experienced Advocates working in each district of Norfolk.

### Who it's for?

Chances is here to help people who are:-

- Currently unemployed or unable to go into work (because of health reasons, caring responsibilities etc)
- Aged 18 or over (we consider people over 16 in exceptional circumstances) Live in Norfolk
- Have the legal right to live and work in the UK
- Motivated to move forwards and make life changes

### What does Chances do?

The Chances team of Advocates offer 1:1 guidance to help individuals:-

- Search and prepare for a job
- Improve their skills – e.g. through training or education
- Get into work if they have health issues – e.g. help you access services
- Overcome practical issues – e.g. finding transport, route planning and childcare
- Improve their wellbeing through sport and other activities
- To find out more about our project, and to view our latest advertisement, please visit the following links: -

<https://www.norfolk.gov.uk/business/grants-and-funding/european-funding/eu-programmes/business-growth-innovation-and-skills/chances>

: **Noted**

- b) **GYBC** – confirming that the Borough Council will be holding the Parish Council engagement workshop on its new Local Plan 'Options' document on **Tuesday 31<sup>st</sup> January (6pm-7.30pm)** at the Assembly Room at the Town Hall : **CLLrs. A Baker, R Coe and K Wood to attend**
- c) **NORFOLK & WAVENEY MIND SUICIDE PREVENTION FACILITATOR** – informing that she has joined the Complex Bereavement team at Norfolk and Waveney Mind reaching out to the community to identify need and support communities affected by suicide with services, training and any other appropriate help. She is interested in offering her support to any existing suicide bereavement groups and/or discussing creating a new one or helping raise awareness of suicide prevention in our Parish if Council feels this would benefit the community **Noted**

d) **NCC HIGHWAYS** – informing that the Streetscene inspectors are due to visit our Parish from 23<sup>rd</sup> January 2023 onwards if there is work identified for their attention. The key concern is maintaining the safety of the road network. At this time of year the following highway defects are generally their **highest priority** –

- **Potholes** – an accurate location and dimensions (including depth) really help us to judge their priority.
- **Regular incidences of Standing water** – location and area affected are important, in addition any knowledge of any features which may be blocked, does the ponding eventually clear over time, does this only occur during heavy rain. Recently heavy rain falls and wash from fields has caused issues over which we sometimes have no control. We can clear gully pots and back ditches and grips within the highway boundary.
- **Mud on road** – this is a common occurrence in our rural community and will be a factor in particular during winter months. If this repeatedly affects highway users ability to travel, is not signed in advance or is simply left following farming activity, the most useful information is contact details of the responsible party. Be assured that this information is completely confidential, we will not disclose any details of an enquiry.

Other maintenance activities are listed below. These may be identified for action but will be lower priority and given a longer timescale for completion.

- **Side out a carriageway or footway** - where an encroachment of silt, verge growth or weeds etc. has reduced the width of the carriageway or footway.
- **Hedge/Tree/Vegetation Encroachments** – We will intervene where important signs are obstructed from view. Ideally, where encroachments exist we would contact the property owner so they may make their own arrangements at their own expense. Any information leading to identifying who is responsible for a certain feature will both be treated in confidence and reduce the time taken for the issue to be addressed.
- **Damaged or dirty signs** – If a damaged sign has been recovered, details of where this can be collected will be appreciated : **Any maintenance items to be forwarded to the Clerk by mid-day Wednesday 18<sup>th</sup> January 2023**

e) **National Coastwatch Institution (NCI) Caister**

For over twelve years NCI has provided a sea and beach safety service for the Caister community at no cost to the public purse. Initially forming at the request of the directors of the Caister Volunteer Lifeboat Service in 2010m our station was situated in the operations room above the Heritage Centre, overlooking the beach and foreshore.

Unfortunately, during the Covid 19 pandemic was necessary to cease our operations and vacate the building due to pandemic restrictions imposed by the directors of CVLS to, understandably, protect their own volunteers. As the restrictions eased and the situation was beginning to return to normal, a series of unforeseen and unavoidable circumstances saw us looking for a new location from which to conduct our surveillance activity.

At this time, Caister Parish Council kindly agreed for us to locate a mobile watchstation at the North end of Second Avenue car park as a temporary arrangement, until a more permanent location was found.

Since our move to Second Avenue, we have tirelessly endeavoured to find a suitable location from which to continue our, potentially, lifesaving operations, in support of His Majesty's Coastguard and our search and rescue partners, including seeking the Parish Council's endorsement to site a more permanent building next to the toilet block in the Second Avenue car park. Hing identified several potential sites along the Caister coastal margin, and in consultation with the Borough Council regarding likely planning issues, we have so far been unsuccessful in establishing support to locate a permanent watchstation.

In order to offer transparency and our continued wish to remain in partnership with Caister, we hope the Council will understand that we are now at a p[point where we need to explore all coastal areas, outside of Caister's Parish boundary, but remaining within the Borough.

**Noted**

**The Following have been circulated**

- i) **Healthwatch Norfolk** – Winter Newsletter dated 16<sup>th</sup> December 2022
- ii) **Norfolk Community Foundation** – Funding & Support News December 2022
- iii) **Rural Services Network** - forwarding copies of their:-  
Rural Bulletin - 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> December 2022 and 4<sup>th</sup> January 2023  
Monthly RSN Rural Funding Digest & Government Consultations December 2022
- iv) **NORFOLK Alc** - Newsletters 6<sup>th</sup>, 7<sup>th</sup>, 16<sup>th</sup> 19<sup>th</sup> and 21<sup>st</sup> December 2022  
Wellbeing Newsletter – Autumn Offers
- v) **NCC** – Service Update – 8<sup>th</sup> and 15<sup>th</sup> December 2022 for information

**Noted**

**125 Cllr. K Wood**

**Social Media Update December**

During the month we reached 16,331 different people and have 4,106 followers.  
We had 247,080 hits, a big month.

**Top posts**

Light switch on 7,847

Winter Wonderland 6,158

Polar Express 5,980

Royal mail post 5,197

Bin dates 4,986

Lantern procession 4,600

Many posts reaching between 3,000 and 4,500 people

We reached people in nine different Countries during the month and 10 different U.K. Cities

**Noted**

**126 Date of Next Meeting**

The date of the next meeting will be on:

Resilience Meeting 23<sup>rd</sup> January 2023 – 1000-1200 hrs.

Finance Committee Meeting 30<sup>th</sup> January 2023 at 1900 hrs.

Parish Council Monday 6<sup>th</sup> February 2023 at 1900 hrs.

**127 Closure of Meeting**  
The meeting ended at 1940 hrs.

**Chair:**

**Date**