

CAISTER-ON-SEA PARISH COUNCIL

6th March 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)
Cllr. K Wood (vice-chair)
M Clifford, R Coe, B Davis, J Fearnley, D Godbolt, B Herring, J Jarzembki,
C Kirk, C Thompson and R Wilkinson
Borough Cllrs. M Bird and P Carpenter
Parish Clerk E Dyble

1 Parishioner present

148 Apologies for Absence

Apologies for absence were received from:

Cllrs. P Hammond – another meeting

J Hemsworth – another commitment

B Lawn

Borough Cllr. G Carpenter – another commitment

149 Declaration of Interest

Cllr. R Coe declared an interest in Item 13ii) proposal that Council looks at donating the container at the old Youth Centre site to the Community Spoon

Cllr. K Wood declared an interest in King George V Playing Field Management Committee

: **Noted**

150 Parishioners Forum

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

i) Naming of the III River Crossing – Herring Bridge

ii) Update on the progress of building the Bridge

iii) Unexploded bomb and damage to the sea wall when bomb exploded

iv) Update on Diana Way Park area

v) Attended Second Ave. re Planning application, GYBC Planning Officers checked application and found that work had been carried out in accordance with application

vi) Street light lanterns had now been replaced on Braddock Road and Eastern Avenue

vii) Submitted works order to have footpaths on both sides of West Road re-surfaced and some roads off

viii) Speed Watch, if Council are considering this, details will be passed onto the Parish Clerk

- ix) NCC have informed that they will not allow anything to be fixed to their County owned lamp posts
- x) Flooding in Tan Lane. Highways and Internal Drainage Board working toward getting the watercourse open, with possible Enforcement Notices being served
- xi) The Ward Budget has been allocated to Caister Scouts, Caister Larder and Claremont Nursing Home

: **Noted**

- b) **Borough Cllr. M Bird** - informing Councillors to remind all those people they know that they need ID to Vote this May. Borough Councillors will be going round to let as many people as possible know of the regulations for voting

: **Noted**

- c) **Resident** – informing that children using the Play Equipment on KGV Playing Field are regularly getting splinters from the wood. Cllr. P Carpenter said that she would report it on Tuesday morning

: **Noted**

151 Minutes

- i) The minutes of the previous meeting held on 6th February 2023 were proposed by Cllr R Wilkinson, seconded by Cllr K Wood, agreed by all members present and signed by the Chair.
- ii) The minutes of the Special Parish Council meeting held on 20th February 2023 were proposed by Cllr R Coe, seconded by Cllr D Godbolt, agreed by all members present and signed by the Chair.

152 Cemetery Matters

email received from the Project Administrator of the Commonwealth War Graves Commission enquiring if the Council would be interested in having a sign at our Cemetery to let the public know there are 12 war graves situated there. The Signs project commenced as part of the centenary of the First World War and it is hoped that they can erect signs at as many churchyards, cemeteries and burial grounds as possible that contain war graves. The aim of the initiative is to increase awareness of war graves in the UK and to remind the public that they need not travel abroad to find Commonwealth commemorations.

If Council would be interested in having a sign installed, please complete and return the attached '**CWGC Sign Application Form**', together with a photograph showing the desired location of the sign at the burial ground or a Google Street View shot showing the entrance will suffice. **All signs will be installed (unless by prior agreement), paid for and maintained by the Commission on a permanent basis.**

Once they have received our application they aim to install the sign(s) at the agreed location(s) as soon as possible, but within a maximum of 12 months. If however, Council would prefer to install the sign themselves, this is an option, although they would still require the details requested on the application form & a photo of the proposed location. This is in case the sign needs to be replaced at some point in the future (as a result of damage, theft, etc.).

Also attached is a FAQ sheet for your information, and some suggested fixing options, however if Council have any further questions about the application process, or if would like any other information about the Commission, please do not hesitate to contact them. If Council would like to find out more about the casualties buried in our burial grounds, please visit their website at www.cwgc.org, where you can search their database : **Resolved to inform them that we welcome the sign at the Cemetery and respect the work carried out by the War Graves Commission**

153 Clerk's Report 6th March 2023

- a) Liaised with NCC Penny Carpenter re accident on West Road, getting pavement repaired and streetlight fixed.
- b) Liaised with Sinead Southern re income for pitch hire at Caister Festival
- c) Letter to the Trustee of Carter Trust re possibility of purchasing the parcel of land at North Caister for a new Cemetery – awaiting reply from their meeting at the end of March 2023
- d) Liaised with PC Chris Martin re indiscriminate parking on the corner of Roman Way
- e) Contacted Mrs Sarah Hunt who is willing to carry out Council's Internal Audit for the year ending 31st March 2023 at a cost of £125 plus any mileage at 45p per mile
- f) Liaised with Agency to engage Caretaker/Cleaner to cover present Caretakers holiday entitlement at a cost of £915 for two weeks

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

154 Planning Matters

Applications for consideration 6th March 2023 from GYBC

Application ref	Applicant Address	Description
06/23/0097/HH	Proposed extensions to property - revision to previous refusal (06/22/0190/HH) – 2 storey rear, single storey front and rebuild single storey side extension at 89 Beach Road, Caister NR30 5HD	
Recommendation	No Objection	
06/23/0104/HH	Proposed single storey flat roof side extension and detached garage at 48 Reynolds Avenue, Caister NR30 5QE	
Recommendation	No Objection	
06/23/0107/HH	Proposed demolition of existing rear conservatory and erection of new single storey rear/side extension; garage conversion at 2 Beeleigh Way, Caister NR30 5UP	
Recommendation	No Objection	

06/23/0110/F

Proposed demolition of garage and erection of side extension;
erection of new garden annex to front elevation; new
driveway area to front at 45 Norwich Road, Caister NR30 5JP

Recommendation No Objection

155 ACCOUNTS for Payment 6th March 2023

HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salaries to 28.02.23	947.89		947.89
E-On	Electricity - Direct Debit	21.90	1.10	23.00
British Gas	Gas - Direct Debit	75.41	3.77	79.18
Booker Ltd	Cleaning materials etc.	96.59	19.32	115.91
		£1,141.79	£24.19	£1,165.98
GENERAL ACCOUNT				
Salaries	Salaries to 28.02.23	2,324.39		2,324.39
	Expenses	26.00		26.00
	Tel. rental + calls February	25.00		25.00
British Telecom	Telephone/Broadband 738474	59.15	11.83	70.98
Fasthosts Internet Ltd.	Hosting Website - 05.02.23-06.03.23	10.00	2.00	12.00
Fasthosts Internet Ltd.	.com Domain Renewal	13.89	2.78	16.67
Caister In Bloom	Attending Floral Displays February	20.00		20.00
Medisave	First Aid Box Refill	10.48	2.10	12.58
GWL Security	Padlock for Yarmouth Road Site	16.66	3.34	20.00
All Things Building	Remove/replace Zip Wire landing area	150.00		150.00
Inland Revenue	PAYE Contributions	515.33		515.33
		£3,170.90	£22.05	£3,192.95
CAISTER FESTIVAL				
S M Curtis	Re-fund overpayment	£30.00		£30.00
	Grand Total	£4,342.69	£46.24	£4,388.93
INCOME				
Interest		£197.80		
Cemetery Re-charge		£536.09		
Lettings		£522.48		
War Memorial CCA Balance		£271.80		
Festival Bourne Leisure		£1,000.00		
" Pitch Hire		£1,320.00		
Newsletter Adverts		£320.00		

Accounts proposed by Cllr C Thompson , 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

156 Correspondence

- a) **GYBC** – confirming the level of Parish Precept and Concurrent Functions Grant for 2023/24

Parish Precept & Concurrent Functions Grant 2023/24

		Relevant Taxbase	Per Band D
2022/23 Parish Precept Amount	£136,013	2,814	£48.33
2023/24 Parish Precept Amount	£133,500	2,823	£47.29
% change in band D			-2.2%
Concurrent Functions Amount			
Burial Grounds			£0
Beach Cleaning			£0
Parks & Open Spaces			<u>£2,550</u>
		Total Concurrent Functions	£2,500

Total Concurrent Functions Grant & Parish Precept Payable 2023/24 **£136,050**
: **Noted**

- b) **ENTUA** – forwarding a copy of their Newsletter No.57 – March 2023 for information, also informing of the introduction of New timetables starting on 12th March and the introduction of Service 7 which will operate from Great Yarmouth to Norwich via Caister, Filby, Fleggburgh, Acle and Norwich commencing Monday 13th March 2023.
: **Noted**
- c) **ROYAL BRITISH LEGION** – about the provision of decorations for the upcoming Coronation of King Charles III on 6th May 2023, i.e. Lamp Post signs, Union Jack bunting, Coronation Large flags etc. : **Resolved Clerk to obtain large Coronation flag**
- d) **GY GREEN GYM** – informing that the volunteers have managed to clear the whole public footpath all the way from the bottom of Halt Road to the Haven camp. Whilst carrying out the work a couple of passers-by asked them if they were going to do the section southward from Haven camp to where they finished previously from Braddock Road. The volunteers were also keen to see this section done, to join up with the path which they cleared in January. Is this something Council would like and are happy for them to do? If so, it could be put into the programme for April. They were also asked about the section of path from Second Avenue car park to California, apparently the gorse is very overgrown. They are happy to do this work free of charge as it's such a benefit to the area and lots of their volunteers are regular walkers and people are very keen to make sure that public footpaths are kept clear, maintained and most importantly in use by the local community : **Resolved inform Council are in agreement for them to clear path southward from Haven camp to Braddock Road. Path to California is not in Caister's remit.**
- e) **GYBC** – requesting to use the Council Hall on Thursday 4th May 2023 for the Borough Council and Parish Council Elections : **No objection**

- f) **RESIDENT** – enquiring if they can purchase a bench or place a plaque on an existing bench in memory of their relative. : **Resolved inform them cost of new bench and engraved plaque**
- g) **GYBC** – forwarding Nomination pack for Parish Council Elections on 4th May 2023. Completed Nomination papers must be returned to the Licensing and Electoral Services Manager at the Town Hall during normal working hours from Monday 27th March to 4pm on Tuesday 4th April 2023 or they will not be valid : **Noted**
- h) **VOLUNTEER** – informing that they were having to discontinue working at the War Memorial due to ill health. They're waiting for a replacement knee, and was told they also have a blockage in the vein in the same leg, so it's time to think of one's self for a change. They hope to be able to keep their own garden in its usual colourful state. Time will tell. The keys for the building that they held will be given to another volunteer, their neighbour, who is one of the original three volunteers : **Resolved letter of appreciation be forwarded in recognition of her work at the War Memorial and wishing her well**

The Following have been circulated

- i) **Healthwatch Norfolk** –Newsletters dated 10th and 23rd February 2023
- ii) **Norfolk Community Foundation** – Funding & Support News February 2023
- iii) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 7th, 14th and 28th February 2023
Rural Cost of Living Survey
Monthly RSN Rural Funding Digest & Government Consultations January and March 2023
- iv) **Safer Neighbourhood Team** – informing that the next Priority Setting meeting is on Thursday 8th June 2023 – venue to be confirmed
- v) **NORFOLK Alc** - Newsletters 6th, 13th, 14th 21st February and 2nd March 2023
- vi) **NCC** – Service Update – 2nd , 9th and 23rd February 2023 for information
: **Noted**

157 Resilience Policy Document

Cllr R Coe presented a copy of the Resilience Policy document for adoption by the Parish Council. After discussion it was proposed by Cllr. R Coe, seconded by Cllr. K Wood and agreed by all members present to adopt the Resilience Policy Document as presented : **Resolved Resilience Policy be adopted accordingly**

158 Local Plan

Cllr. C Thompson proposed:

- i) setting up a Working Group and allocating funds for a Neighbourhood Plan for Caister : **Agreed to set up Working Group as follows Cllrs. R Coe, D Godbolt, C Thompson, R Wilkinson and K Wood**
- ii) applying for trees for the Village : **Agreed Working Group of Cllrs. R Coe, C Thompson and K Wood**

Cllr. B Lawn joined the meeting

159 Cllr. K Wood

- i) Propose Council sends letter to GYBC confirming the 106 money will be spent on improving the children's play area within the village as the current play park is past it's sell by life : **Resolved application already completed and forwarded to GYBC**
- ii) Propose Council looks at donating the container at the old Youth Centre site to the Community Spoon. After discussion it was proposed by Cllr. M Clifford, seconded by Cllr. K Wood and agreed by all members present to draw up a written Agreement stating that Parish Council are prepared to allow the Community Spoon to move the container onto the KGV Playing Field transferring the upkeep to them and charge a Peppercorn Rent of £1 per annum : **Agreed by Council**
- iii) Propose Council considers making the 12-year-old loan to the Youth Club permanent with the proviso it is used for the new Youth Club : **Resolved contact Youth Club for written explanation of money and refer to next Finance Committee meeting on Monday 24th April 2023**
- iv) Propose letter to GYBC on their failure to engage with residents over the seventy-two question Yarmouth Local Plan. After discussion it was : **Resolved forward letter to GYBC Planning Dept. requesting that in future they allow Councils more time to inform residents without internet and social media of any large planning proposals**

160 Cllr. K Wood

Social Media Update February

During the month we reached 32,0000 different people and have 4,158 followers.

We had 224,000 hits

Top posts

Jack Valentine 17,059

Fire in Dunes 8,789

Caister Fishermen 7,293

Power of Sea 6,170

Lifeboat - work on shed 5,478

Caister Festival 8,700

: **Noted**

161 Parishes Liaison Meeting

The following are questions for the Liaison meeting to be held on Monday 27th March 2023

- i) Clarification on the 15 minutes for the public section at a Parish Council meeting. Are members of the public, Borough Councillors, NCC Councillors or Police allowed to speak after the 15-minute period has ended?
- ii) Request GYBC to reduce the parking charges or gift Beach Road Car Park in Caister to the Parish Council to alleviate street parking in the local area.

Resolved Questions be forwarded accordingly

162 Date of Next Meeting

The date of the next meeting will be held:

Festival Meeting Thursday 9th March 1900 hrs.

Neighbourhood Plan meeting 20th March 2023 at 1900 hrs.
Parish Council Monday 3rd April 2023 at 1900 hrs.

163 Closure of Meeting

The meeting ended at 2000 hrs.

Chair:

Date