

CAISTER-ON-SEA PARISH COUNCIL

3rd April 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, P Hammond, J Hemsworth, B Herring, J Jarzembki, C Kirk, and R Wilkinson
Leader of GYBC C Smith
Borough Cllrs. P Carpenter
Parish Clerk E Dyble

0 Parishioners present

164 Apologies for Absence

Apologies for absence were received from:

Cllrs. B Lawn – another commitment

C Thompson – another commitment

Borough Cllrs. M Bird – another commitment

G Carpenter – another commitment

165 Declaration of Interest

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

: **Noted**

166 Parishioners Forum

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

a) **Norfolk County Council**

Proposed spending 2023/24

i) Adult Services, £249.5 m

ii) Children's Services £232.6m

iii) Community and Environmental Services £177.1m

iv) Strategy and Transformation, £12.8m

v) Finance and Commercial Services £35.8m

vi) Highways and Transport £133m Carbon cutting transport schemes set for £29 million boost in Norfolk, despite the tough financial times.

vii) £1.5 m boost for 12 pioneering jobs and skills projects.

viii) Norfolk Museum Service secures further funding, in November 2022 Norfolk Museums Service secured £4.126 million of the Arts Council England National Portfolio Organisation funding for the period 2023/24.

- ix) Adult learning leads the delivery of numeracy skills of adult residents in Norfolk. Norfolk has received £4.7 million to improve the numeracy skills of adult residents through a government initiative called Multiply. This funding will last until March 2025, and by then our target is to secure 11,000 adults' registrations onto Multiply programmes in Norfolk.

b) **Great Yarmouth Borough Council**

- i) Beach Road Car Park, I inspected in November put in a request for an inspection which has been undertaken and work will commence on the 5th of May 2023 to repair potholes on site.
- ii) Electric Vehicle Charging points at same location. GYBC senior staff are working with NCC to expand EV charging points there are two funds which are now approved and available, so I expect to have timescales and final locations confirmed in the next 4-8 weeks.
- iii) Vattenfall announced on the 17th of March the port of Great Yarmouth run by infrastructure specialists Peel Ports is the preferred location for the operations and maintenance base for Norfolk offshore wind zone. When completed Vattenfall Norfolk offshore wind zone will be able to power around 4.6 million homes making this the largest offshore wind zone in the world and would employ 130 new green energy jobs who would be directly employed for the lifetime of the project which is around 35 years. Recruitment will start in 2026.
- iv) You would have seen the coverage about the third river crossing as I updated you last time, you are probably aware that both bascule spans have been installed and in position, many hundreds of local people took the time to see these being delivered.
- v) Our Mayor Councillor Graham Plant invited specialist teams who dealt with the World War 11 bomb to our full council which showed our appreciation for their work during the major incident.
- vi) This was repeated last week to the crew of Hemsby Lifeboat for their work when Hemsby suffered significant storm damage they were presented with a certificate and a vote of thanks from the council.
- vii) Also at that meeting was the retiring Police Superintendent Clark who was retiring, who was also given a vote of thanks for his dedicated service to Great Yarmouth. The new Superintendent is Craig Miller who started on Saturday.
- viii) Work will soon start at the Harfreys roundabout please be aware of advanced signage as the work progresses.
- ix) Complaints received, dog poo on Arthur Avenue, vehicles backing up to the church gaining access to Haven today. Herring Gulls nesting on Second Avenue, I have asked members of the Environment Team to attend site, speak to complainant and distribute leaflets regarding feeding and also pay a visit to Haven re bin security.

- x) Planning departments are currently dealing with complaints re private address on Second Avenue.
- xi) I have requested that both sides of West Road in Caister the pavements are re addressed.
- xii) We were successful in our bid for additional road safety funding for signage within the location of Caister.
- xiii) GYBC adopted a new open space planning guidance following public consultation details can be found on GYBC website and can also be inspected at the town hall, requests should be made via the strategic planning team via e-mail localplan@great-yarmouth.gov.uk

: **Noted**

167 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.

168 Cemetery Matters

Exclusive Right to Burial No. 1513 was signed by the Chair : **Noted**

169 Clerk's Report 6th March 2023

- a) Liaised with Sinead Southern re income for pitch hire at Caister Festival
- b) Awaiting reply from Carter Trust re land at North Caister for possible Cemetery
- c) Liaised with Agency cleaners whilst Caretaker was on annual leave for 2 weeks
- d) Received responses from Council's questions put to Parishes Liaison meeting:
 - 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?

RESPONSE : As detailed within the (Caister) Parish Standing Orders the length of time for public speaking as follows :-

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

Therefore those attendees such as members of the public, Borough Councillors, NCC Councillors or Police would only be allowed to speak after this time if directed by the Chair as they would not be there in the capacity as a Parish Councillor

- 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.

RESPONSE : The budget was recently agreed at Council at its meeting on the 21 February 2023 and therefore parking fees have now been set for 2023/24 period.

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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 Received income for Festival pitch hire
 - 6 Dealt with HMRC re Salary payments
 - 7 Dealt with numerous telephone calls, emails, reported faulty streetlights
- : **Noted**

170 Planning Matters

Applications for consideration 3rd April 2023 from GYBC

Application ref	Applicant Address	Description
06/23/0163/HH	91 Beach Road Caister NR30 5HD	Proposed two storey extension to front elevation
Recommendation	No Objection	
06/23/0216/HH	34 Drift Road Caister NR30 5QQ	Resubmission of application pp. 06/22/0345/HH to include bathroom and provision of parapet wall to approved flat roof extension
Recommendation	No Objection	
06/23/0242/HH	14 Shannon Drive Caister NR30 5UE	Proposed side extension to form bedroom and garage and garden room. Conversion of existing garage to form living room
Recommendation	No Objection	

171 ACCOUNTS for Payment 3rd April 2023

HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salaries to 31.03.23	947.89		947.89
E-On	Electricity - Direct Debit	21.90	1.10	23.00
British Gas	Gas - Direct Debit	75.41	<u>3.77</u>	79.18
Bobby Dazzlers Spec. Clean	Contract cleaning 6th-19th March incl.	840.00		840.00
D L Gunton	Window Cleaning 25.03.23	20.00		20.00
GYBC	1/2 Year Rates 15.04.23-14.10.23	<u>225.91</u>		<u>225.91</u>
		£2,131.11	£4.87	£2,135.98
GENERAL ACCOUNT				
Salaries	Salaries to 31.03.23	2,324.59		2,324.59
	Expenses	26.00		26.00
	Tel. rental + calls March	25.00		25.00
British Telecom	Telephone/Broadband 738474	59.15	11.83	70.98
Fasthosts Internet Ltd.	Hosting Website - 05.03.23-06.04.23	10.00	2.00	12.00
Norfolk Alc	Annual Subscription 23/24 + Website	1,195.69		1,195.69
Caister In Bloom	Attending Floral Displays March	20.00		20.00
Blackwell Print	Printing of Newsletter	965.00		965.00
Viking	Stationery	92.86	<u>18.57</u>	111.43
Inland Revenue	PAYE Contributions	<u>515.13</u>		<u>515.13</u>
		£5,233.42	£32.40	£5,265.82
CAISTER FESTIVAL				
Blackwell Print	6 x Banners for Festival	£120.00	£24.00	£144.00
	Grand Total	£7,484.53	£61.27	£7,545.80
INCOME				
Interest		£181.91		
Cemetery Re-charge		£536.09		
Lettings		£1,678.51		
" Pitch Hire		£1,135.00		
Advert Newsletter		£30.00		

Accounts proposed by Cllr. R Coe, seconded by Cllr. B Davis, 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

172 Correspondence

- a) **Green Gym** – informing that they have arranged a work party for Tuesday 25th April 1pm-4pm. They are going to do the path from the Second Avenue car park to California. They had a look at the other path between Braddock Road and Haven camp and there are 2 main areas to clear, one is very small and would probably only take

2/3 volunteers an hour or so, the other one is huge! Loads of brambles etc and they extend right up to the boundary fence with Haven. They don't want to disturb any nesting birds though, so they'll leave that bit until later in the year, after the nesting season : **Noted**

- b) **Great Yarmouth Services** – quoting for Cleaning of the Caister Beach and Second Avenue Toilets from 2nd April – 5th November 2023 inclusive as:

Labour	£ 4,466.38
Vehicle	£ 324.13
Chemicals/PPE/Equipment	£ 500.00
Admin. Fee	£ <u>529.05</u>
Total	£ 5,819.56
Total + VAT	£ 5,983.47

All prices are subject to change due to current fluctuations, fuel prices, type of waste found and any unforeseen economic circumstances : **Resolved Council accepts charges**

- c) **Norfolk Aic** - thanking Council for using the Norfolk Parishes website service this past year.

From mid December 2022 they implemented some updates to the websites to give a more modern look and feel and too much improve access via mobile phones and tablets. Plus the platform is now fully compliant with the WCAG 2.1 AA accessibility regulations that all local councils must comply with. Further updates are planned for 2023 to bring Council the latest WordPress features. Free support is included with the service via email/phone and 1:1 online training is available for new users. Documentation and YouTube instructional videos are also provided.

This service is managed directly by them which means they can also provide password resets and add additional users to our site if required. It also means we always contact them directly regarding the service and not a call centre. As it's centrally managed they also add popups to all of our sites for free for Operation London Bridge type events when an important member of the royal family dies, this is a service that other providers choose to charge for.

Their service has remained at a very low rate of £35 per year for several years now. Unfortunately with inflationary costs and additional investment into the platform they have had to reluctantly increase their fee going forward.

This service runs yearly from April to April and our renewal rate for 2023/2034 is:

Caister on Sea Parish Council - £70

Our invoice for renewal will follow after 1st April.

Please read on for exciting news on their new Fully Managed Content Service : **Resolved accept charge of £70 for website**

Fully Managed Content Service

New for 2023 is their Fully Managed Content Service. This is an optional extra service where they take over the day to day running of our council's website.

During 2022 they setup a pilot scheme with a very small number of councils and it was a great success. They have 7 councils using the service at present and they are now opening it up to everyone.

The managed service means they do all our website work for us, uploading agendas/minutes/news etc. We'd simply email them the documents/changes with basic instructions of what is required and they'll take care of the rest. This frees up our valuable time to focus on other work.

Norfolk Parishes Managed Content service - £140 per year *

The managed content service is additional to the standard fee so we'd spend £210 per year in total for a fully managed website.

* = Pricing is based on an average Parish Council website, complex sites involving many pages or used for other local purposes may not be eligible.

Their managed content service used by our council:

- Updates, manages and posts all content to our website for us
- Saves time and enables the clerk to focus on clerking
- Reduces stress by removing website management from clerks

If Council wish to sign up please email it@norfolcalc.gov.uk

What if our council doesn't renew our Norfolk ALC Membership for 23/24?

Norfolk Parishes websites are offered at reduced rates for members. If we are no longer a member their website charge will incur a 50% increase thus would increase to £105 per year. Alternatively, if Council wish to move to another provider they can continue running our site for £10 per month on a monthly basis upon their agreement.

They are proud of the improvements made to the Norfolk Parishes sites this year and Norfolk ALC looks forward to further improvements : **Noted**

- d) **Caister Youth Club** - In the early days of the re-opening of the Caister Youth and Community Centre building all money received and bills paid were all from one bank account. This included money raised from hiring out the premises, youth club fund raising, subscription and membership fees. All bills were paid from this account including all utilities and maintenance work.

During his time as Parish Council Chair George Hilton thought it unfair that money raised by the Youth Club should be used to pay for maintenance on the building. With the Youth Club Treasurer Pat Lewis, they compiled a division of responsibility setting out what was to be paid from the Youth and Community Centre account and what was to be paid by the Youth Club. Separate bank accounts were opened to accommodate this.

The hiring of the premises by local groups escalated over the years and by the time the Centre closed up to 44 groups were hiring the premises on a monthly, weekly and even daily basis. The balance in the Gold bank account is the accumulation of money paid by groups for hiring the premises and money paid out for utilities, caretaker etc. The account has not been touched since the closure of the Youth and Community Centre building, only interest added. The balance as at 31st March 2023 stands at £10,031.92.

I trust this information will help to clarify the situation : **Resolved refer to Finance Committee**

- e) **Norfolk Alc**– informing that the subscription renewal is due with effect from 1st April 2023 at a cost of £1,125.68. At a local level this will provide you with:
- Up to date advice and guidance on the smooth running of Councils
 - CILCA training with the only accredited training in Norfolk *
 - Customised training for Councils
 - Associates who offer specialist advice in HR, Legal, VAT, Burial, Accounts, Data-Protection, Community Engagement, and Compliance
 - Internal Audit service *
 - Locum Service *
 - Wages processing *
 - Website hosting and troubleshooting (Norfolk Parishes) *
 - Topical webinars
 - Model templates and policies
 - Advertising job vacancies
 - Recruitment Service *
 - Signposting to help in a crisis
 - Community well-being and climate change resources
- * = Optional extra services at additional cost, discounted for members.

Only through Norfolk ALC will your membership include the following invaluable support from National ALC:

- Engaging with and lobbying the UK government and parliament on matters of community interest
- Ensuring councils are aware of upcoming legislation
- Identifying and sharing good practice
- Improving the capacity and capabilities of local councils
- Providing high quality advice and guidance at a national level
- In house legal advice
- Communication expertise to help you get your message out
- Advice to reduce bullying within and increase civility and respect towards all councils
- Publications which inform best practice

We are proud of what Norfolk ALC offers and look forward to supporting you in the future

: **Resolved subscription fee of £1,125.68 be paid**

- f) **Caister War Memorial** – receiving resignations from Mrs A Hacon and Margaret Hunter as they are unable to continue tending the displays etc. at the War Memorial site : **Resolved approach Caister in Bloom to take on tending the displays etc. at War memorial site.**
- g) **Great Yarmouth Borough Council** – writing with regard to illegal advertising after receiving concerns about the increase in flyposting locally. They have noticed a large number of signs and banners advertising some community type events (Easter Fayres, car boot sales, craft fayres, Antique Fayres) in the Northern parishes. These signs are generally attached to street furniture, and the banners placed at busy junctions (sometimes with wooden stakes in the grass verge).

The Borough Council has been working hard to reduce the amount of illegal advertising in and around Great Yarmouth, with some good results and decreased flyposting on both public and private land.

Flyposting creates a negative impression of an area and can contribute to people's fear of crime. They are writing to us as they want to work together with businesses and other agencies to make Great Yarmouth a safer, cleaner environment.

Great Yarmouth Borough Council takes illegal advertising (or fly-posting) very seriously – it is an issue which is an offence and is covered by a number of pieces of legislation, as detailed below:-

- **The Anti-Social Behaviour Act 2003 and the Clean Neighbourhoods Act 2005 allows fixed penalty notices to be issued to anyone flyposting**
- **The Highways Act 1980, section 132, makes it an offence to affix items to highway structures.**
- **The Town and Country Planning Act 1990, section 224, covers the displaying of advertisements in contravention of its regulations.**

They accept these events can help bring the community together and are writing to us to see if we can all work together with these (and potentially future) organisers to see if more suitable locations for advertising can be found.

They have contacted the event organisers separately to make them aware that the manner in which they have chosen to advertise is (in the main) not acceptable.

If Council would like to discuss anything contained within the letter, please contact the Environmental Ranger on 01493 846677 : **Noted**

- h) **Elan City** – informing that they are proud to present to Council the newest version of their radar speed sign EVOLIS VISION now available with smiley/grumpy face option. Thanks to its effect on traffic behaviour, with a reduction in speeds of almost 25%, their EVOLIS radar speed sign has become the international reference.

Chair reported that NCC have now agreed Council can keep their camera on the posts that we have been given permission for, also using the three original sites :

Resolved comments noted

- i) **NCC Adult Learning** – informing that they would like to take the opportunity to introduce NCC Adult Learning an Ofsted rated "Good" education provider, offering a wide range of educational opportunities, from vocational to apprenticeship programmes; functional skills; ESOL, cultural, creative and leisure courses as well as an extensive curriculum of currently funded Community Learning courses, covering health, wellbeing, life skills and even free construction courses! Funding streams are also available for a number of their vocational courses, subject to meeting the eligibility criteria.

In an effort to extend the awareness of the NCC Adult Learning services available to Norfolk residents, they are reaching out to parish councils with regards to whether the parish council has a newsletter or parish magazine that we could advertise in. If yes, they would be grateful if we could perhaps provide them with the following information:

Advertising costs:

Distribution number:

Distribution frequency:

Contact person:
Contact telephone number:
Contact email:

: **Noted**

- j) **Gorleston Festival Organisers** – informing that the 2023 Gorleston Clifftop Festival will be held on 29th and 30th July 2023 on Gorleston’s stunning clifftop overlooking the award-winning beach : **Noted**
- k) **Resident** – stating that with the on-going erosion issues at Hemsby and the subsequent plan to install rocks to protect their coast, will this just push the problem onto Caister and something that Caister Parish Council could look into : **Noted**
- l) **NCC Highways** – informing of a Temporary Traffic Regulation Order (NTRO6372) affecting Roman Way from Norwich Road to Ormesby Road will be closed (except for access) on 5th April 2023 for the duration of the works expected to be 1 day : **Noted**

The Following have been circulated

- a) **Healthwatch Norfolk** –Newsletters dated 24th March 2023
- b) **Great Yarmouth Safer Neighbourhood Team** - Newsletter Spring 2023
- c) **Norfolk Community Foundation** – Funding & Support News March 2023
- d) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 14th, 21st and 28th March 2023
- e) **NORFOLK AIC** - Newsletters 7th, 8th, 9th, 13th, 17th and 28th March 2023
- f) **NCC** – Service Update – 9th, 16th and 23rd March 2023 for information
: **Noted**

173 Reports from Councillors of meetings attended in March

Cllr. K Wood - Playing Field Management Committee meeting attended 21st March 2023 : **Noted**

- 174 Cllr. R Coe** – proposed, seconded by Cllr. K Wood that the current Heritage Trail tourist information leaflet is reprinted, with information including HMS Gloucester, for the coming summer season. Total price is £530.00 for 3,500 copies. 50% sponsorship funding has been secured from the Caister Community Association. After discussion it was : **Resolved to accept donation from Caister Community Association and get Heritage Trail leaflet re-printed**

175 Cllr. K Wood

- i) **Festival 2023** Update – there will be a meeting in a couple of weeks, still looking for sponsorship, around £2,000 coming in from Programs and by the end of the month should have around £4,000 in total, adverts charged at £50 Bronze, £100 Silver and £150 Gold. Costs are presently approaching £7,000 but we should more than cover that with money coming in from bucket collections and stalls. Will need as many volunteers over the weekend as possible, both Saturday and Sunday : **Noted**

- ii) **King George V Playing Field** - proposed by Cllr. K Wood, seconded by Chair that letter be forwarded to King George V Playing Field congratulating them on their successes over the past year with the Field, Rabbit Hutch and Community Spoon : **Resolved letter be forwarded accordingly**

176 Cllr. K Wood

Social Media Update March

During the month we reached 28,158 people, 4,196 followers

We have 29 followers in America, 10 in Spain, 9 in Australia, 7 in Canada,

6 in New Zealand, 5 in Portugal and 4 in Ireland

We had 238,701 hits

Top Posts

Storm tides 11,107

Empty High Street Sunday morning 9,907

Diane Way hedge cutting during nesting season 6,687

Caister Festival dog show 6,528

Sea Wall 6,198

Spooner Hut 4,664

New Norwich Bus Timetable 4,704

Many posts reaching upwards of 1,000 to 4,000 people

- 177** Chair thanked Cllr. M Clifford who has been on Council a long time and Chair of Finance for his service to the Parish Council.

Also, Cllr. B Herring who has been a Councillor for many years and turned out as a volunteer on numerous occasions at various events held by the Council.

178 Date of Next Meeting

Finance meeting Monday 24th April 2023

Annual Parish Meeting Monday 22nd May @ 1900 hrs.

Annual Parish Council meeting Monday 22nd May 2023 after Annual Parish meeting

179 Closure of Meeting

The meeting ended at 2015 hrs.

Chair:

Date