

# CAISTER-ON-SEA PARISH COUNCIL

5<sup>th</sup> June 2023

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

**Present:** Cllr. K Wood (in the chair)  
Cllr. P Hammond (vice-chair)  
Cllrs. A Baker, R Coe, B Davis, J Fearnley, D Godbolt, J Jarzembski, C Kirk, C Thompson, P Sleet and R Wilkinson  
**Borough Cllrs.** M Bird and B Lawn  
**Parish Clerk** E Dyble

2 Parishioners present

## 07 Apologies for Absence

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

## 08 Declaration of Interest

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

**Cllr. C Thompson** declared an interests in King George V Playing Field Management Committee and Cinema at Rabbit Hutch

**Cllr. P Sleet** declared an interest in Item 15 on the Agenda, Cinema at Rabbit Hutch  
: **Noted**

## 09 Parishioners Forum

: No Comments

## 10 Minutes

- i) The minutes of the previous meeting held on 3<sup>rd</sup> April 2023 were proposed by Cllr P Hammond, seconded by Cllr A Baker, agreed by all members present and signed by the Chair.
- ii) The Minutes of the Annual Parish Council meeting held on 22<sup>nd</sup> May 2023 were proposed by Cllr. P Hammond, seconded by Cllr. A Baker agreed by all members present and signed by the Chair.

## 11 Finance

The Finance Minutes from the meeting of 24<sup>th</sup> April 2023 were – **Received**  
Consider recommendations from the meeting:-

- a) It was **Resolved** to recommend that Council approves the Quarterly Reconciliation and Income & Expenditure reports to 31<sup>st</sup> March 2023
- b) It was **Resolved** to recommend Council agrees to the money held in the Youth Club account of £10,031.92 being used to support the Youth of Caister through the Youth Club
- c) It was **Resolved** to recommend that Council supports the Festival in June with the cost of the Program estimated cost £750.

- d) It was **Resolved** to recommend that Council approves the purchase of a new Noticeboard for Norwich Road Bus Shelter at a cost of £846.64 + VAT
- e) It was **Resolved** to recommend that Council approves the purchase a Gazebo with Parish Council's name around the top, costing less than £600 for use at various events that Council is engaged with.
- f) It was **Resolved** to recommend Council returns Grant application request for £350 to Playing Field Management Committee and informs Management Committee to adjust and re-submit for consideration
- g) It was **Resolved** to recommend Council agrees to allow the Hall free of charge for the Walk of Joy Sound Bath event on Monday 19<sup>th</sup> June 2023 from 5-7pm.  
: **All above recommendations proposed by Cllr. A Baker, seconded by Cllr. R Wilkinson and agreed by all members present**

## 12 Recommendations from Annual Parish Meeting

- i) Parishioner requested land at Yarmouth Road (Old Youth Centre site) be cut as it is very much overgrown and a fire hazard.  
After discussion it was proposed by Cllr. A Baker, seconded by Cllr. P Hammond and agreed by all members present to arrange for grass to be cut as soon as possible  
: **Clerk to arrange for grass to be cut as soon as possible.**
- ii) Parishioner requested that Parish Council lobby for a cycle path from Second Avenue to Braddock Road. With a bit of rejigging there is ample room for a shared foot/cycle path for much of the way, especially given the width of the verge at the southern end, also an advisory 20mph speed limit. After discussion it was proposed by Cllr. R Wilkinson, seconded by B Davis and agreed by all members present to forward request to NCC Highways : **Letter be forwarded accordingly**

## 13 Cemetery Matters

- i) Letter of resignation received from the Cemetery Maintenance Operative with effect from 30<sup>th</sup> June 2023. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. A Baker and agreed by all members present for Cllrs. P Hammond, K. Wood and Assistant Clerk to devise a Job Description and advertise the vacancy as soon as possible : **Resolved vacancy be advertised as soon as possible.**
- ii) **Fireproof Safe**  
Internal Auditor advised that a fireproof safe should be purchased as soon as possible for the safe keeping of Cemetery records : **Matter be referred to the next Finance Committee meeting**

## 14 Planning Matters

### Applications for consideration 5<sup>th</sup> June 2023 from GYBC

Application ref	Applicant Address	Description
-----------------	-------------------	-------------

06/23/0149/PAD		Application for prior approval for the proposed installation of solar PV panels on roof of Main Facility building at Caister Holiday Centre, Ormesby Road, Caister NR30 5NQ
----------------	--	---

**Recommendation: No Objection**

<b>06/23/0225/F</b>	Proposed demolition of garage and erection of 3 bed detached dwelling at 1 Windsor Road, Caister NR30 5LS
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0259/HH</b>	1. Front & rear dormers to create rooms in roof. 2. Single storey rear extension. 3. Render existing dwelling elevations. at 8 Marine Drive Caister NR30 5NP
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0269/VCF</b>	Variation of conditions 2 & 4 of pp. 06/21/0742/F – updated drawings following design amendments; details of flood warning and evacuation plan at Caister Lifeboat Station, Skippers Walk, Caister NR30 5DJ
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0280/CU</b>	Proposed change of use from agricultural storage to business premises (Car Sales) at Nova Scotia Farm, Nova Scotia Track, West Caister NR30 5SH
<b>Recommendation:</b>	<b>Object, road safety issues</b>
<b>06/23/0285/PAD</b>	Application for Prior Approval - Proposed installation of solar PV panels – Facility Hub & Swimming Pool at Caister Holiday Centre, Ormesby Road, Caister NR30 5NQ
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0286/PAD</b>	Application for Prior Approval - Proposed installation of solar PV panels on Seagull Bar at Caister Holiday Centre, Ormesby Road, Caister NR30 5NQ
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0297/HH</b>	Proposed Conservatory to the side elevation at 15 Seafield Road North Caister NR30 5LG
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0308/PDE</b>	Proposed larger home extension - single storey rear to form conservatory at 8 Seafield South, Caister NR30 5LD
<b>Recommendation:</b>	<b>No Objection</b>
<b>06/23/0372/F</b>	Change of use and conversion of ground floor from former police station (suigeneris) to create 2 self-contained flats (no. 1 two-bedroom and no.1 three-bedroom) with external alterations. at Norfolk Constabulary Police Station, 53 High Street, Caister NR30 5AD
<b>Recommendation:</b>	<b>Object to change of use</b>

## 15 ACCOUNTS

<b>ACCOUNTS PAID OUT OF COUNCIL MAY 2023</b>				
<b>HALL ACCOUNT</b>		<b>NETT</b>	<b>VAT</b>	<b>GROSS</b>
Salaries	Salaries to 30.04.23	1,035.19		1,035.19
E-On	Electricity - Direct Debit	21.90	1.10	23.00
British Gas	Gas - Direct Debit	4,317.62	229.50	4,547.12
Booker Ltd.	Cleaning Materials etc.	42.27	8.45	50.72
		<b>£5,416.98</b>	<b>£239.05</b>	<b>£5,656.03</b>
<b>GENERAL ACCOUNT</b>				
Salaries	Salaries to 30.04.23	2,424.76		2,424.76
	Expenses	26.00		26.00
	Tel. rental + calls April	25.00		25.00
British Telecom	Telephone/Broadband 738474	61.20	12.24	73.44
Fasthosts Internet Ltd.	Hosting Website - 05.04.23-06.05.23	10.00	2.00	12.00
Amazon	Poorboys Spray and Wipe	24.07	4.82	28.89
Printerland	Xerox High Capacity Toner Cartridges	468.67	93.73	562.40
ICO	Data Protection Renewal	40.00		40.00
J D Covington-Wells	Plants for War memorial	111.00		111.00
Silverback Visual	Counter Standing Leaflet Dispensers	33.60	6.72	40.32
Bowens Services	Refurbishing Norwich Road Bus Shelter	3,395.00		3,395.00
Award Medals	King's Coronation Emblem Flag	11.21	2.24	13.45
Argos	All Seasons Pop Up Gazebo	193.72	38.77	232.49
Inland Revenue	PAYE Contributions	581.99		581.99
		<b>£7,406.22</b>	<b>£160.52</b>	<b>£7,566.74</b>
<b>CAISTER FESTIVAL</b>				
Inside Out Marquees Ltd.	Deposit for Marquees etc.	<b>£237.00</b>	<b>£47.40</b>	<b>£284.40</b>
	<b>Grand Total</b>	<b>£13,060.20</b>	<b>£446.97</b>	<b>£13,507.17</b>
<b>INCOME</b>				
Interest		£243.07		
Cemetery Re-charge		£536.09		
Lettings		£975.00		
Shop rents		£550.00		
Festival Pitch Hire		£205.00		
Advert Newsletter		£100.00		
Precept		£68,025.00		
Caister Comm. Ass. Lease re		£50.00		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. P Hammond, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - Cllr. A Baker

Accounts signed by - Cllr. K Wood and K P Hammond

## ACCOUNTS for Payment 5<sup>TH</sup> June 2023

<b>HALL ACCOUNT</b>		<b>NETT</b>	<b>VAT</b>	<b>GROSS</b>
Salaries	Salaries to 31.05.23	1,035.19		1,035.19
E-On	Electricity - Direct Debit	21.90	1.10	23.00
Bobby Dazzlers Cleaning	Contract cleaning to cover Caretaker leave	250.00		250.00
D L Gunton	Window cleaning 01.05.23	<u>20.00</u>		<u>20.00</u>
		<b>£1,327.09</b>	<b>£1.10</b>	<b>£1,328.19</b>
<b>GENERAL ACCOUNT</b>				
Salaries	Salaries to 31.05.23	2,424.56		2,424.56
	Expenses	26.00		26.00
	Tel. rental + calls May	25.00		25.00
British Telecom	Telephone/Broadband 738474	61.20	12.24	73.44
Fasthosts Internet Ltd.	Hosting Website - 05.05.23-06.06.23	10.00	2.00	12.00
CPFMC	1st Half Year Grant 2023/24	1,275.00		1,275.00
Caister in Bloom	Tending Floral Displays May	20.00		20.00
SLCC	Membership renewal	236.00		236.00
Glasdon UK Ltd	Seat for Norwich Road	585.00	117.00	702.00
Blackwell Print	Banner for Gazebo	36.00	7.20	53.20
Mrs S Hunt	Carrying out Internal Audit 03.06.23	195.20		195.20
Blackwell Print	Heritage Walk Leaflets	530.00		530.00
Mr K Wood	Padlocks for Gate Field Yarmouth Road	9.00		9.00
Mr K Wood	Purchase of Gas cylinder for Beacon	33.33	<u>6.66</u>	<u>39.99</u>
Inland Revenue	PAYE Contributions	<u>582.19</u>		<u>582.19</u>
		<b>£6,048.48</b>	<b>£145.10</b>	<b>£6,203.58</b>
<b>CAISTER FESTIVAL</b>				
Steve's P.A. Hire Ltd.	P.A. System - on stage monitoring	112.50	22.50	135.00
PPL PRS Ltd.	Music Licence	<u>127.05</u>	<u>25.41</u>	<u>152.46</u>
		<b>£239.55</b>	<b>£47.91</b>	<b>£287.46</b>
	<b>Grand Total</b>	<b>£7,615.12</b>	<b>£194.11</b>	<b>£7,819.23</b>
<b>INCOME</b>				
Interest		£245.78		
Cemetery Re-charge		£555.66		
Lettings		£1,372.99		
Road Safety a/c Refund		£212.01		
Festival Pitch Hire		£930.00		
Advert Newsletter		£30.00		
Refund of VAT		£7,717.38		

Accounts proposed by Cllr. C Thompson, seconded by Cllr. R Wilkinson, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - Cllr. A Baker

Accounts signed by - Cllr. K Wood and P Hammond

## 16 Annual Return

- a) Council **received** the Internal Audit report for 2022/23 and agreed it should be forwarded to the Finance Committee for action. Proposed by Cllr. P Hammond, seconded by Cllr. R Coe
- b) The 2022/23 year end AGAR Statement was received. and agreed by Council
- c) It was **resolved** to approve Section 1 of the AGAR the Annual Governance Statement. Proposed by Cllr. P Sleet, seconded by Cllr. D Godbolt and signed by the Chair.
- d) It was **resolved** to approve Section 2 of the AGAR the Accounting Statement. Proposed by Cllr. P Sleet, seconded by Cllr. R Coe and signed by the Chair.
- e) The analysis of variances 2022-2023 were **received**. Copy to be circulated to Councillors.
- f) **Noted** the publication of rights as 26th June to 4th August 2023.

## 17 Playing Field Management Committee

A Grant Application request for £400 was received from the Playing Field Management Committee in order for them to set up a Community Art Group with local residents, to design then paint a mural in the new Community Spoon Hut. After discussion it was proposed by Cllr. A Baker, seconded by Cllr. P Hammond and agreed by all members present to grant the request of £350 to the Playing Field Management Committee : **resolved Grant be approved of £350 and Playing Field Management Committee informed accordingly**

## 18 Co-Option

At the present time there are 4 vacancies on the Parish Council. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson that vacancies be advertised on social media and noticeboards around the village : **resolved vacancies be advertised as stated**

## 19 Correspondence

- i) **Parishioner** - informing that they have complained many times about the speed limit in Brooke Avenue, Breydon Way and Prince of Wales Road being used as a rat run and with 650 homes being built west of the bypass the situation is only going to get worse. There have already been two fatalities on the Estate and they now feel it is time to have the Estate changed to a 20mph speed limit. Hecham Road leading to Yarmouth Road has been made a 20mph zone which is a cul-de-sac and Roman Way made access only, they cannot see why they cannot have the Estate made 20mph. They hope Council can help with this matter and look forward to a favourable reply, they have already sent a letter to the Community Police but have had no reply : **Resolved**
- ii) **Beach Road Car Park Toilets** - damage was discovered by the toilet cleaners when they attended on the morning of 31<sup>st</sup> May 2023. It appears someone had been throwing a rock around in the gents damaging the urinal, hand sanitiser and ultra-boarding which will need to remain until after the season when replacement can then be considered. There is a limit to costs of repair on seasonal toilets, these are £250, but the urinal and hand sanitiser will need to be replaced as soon as possible and if damage continues at this level there will be a risk that the toilets will need to be closed : **Noted**

- iii) **Parishioner** - thanking Council for helping with their previous problem. While the cut through on Roman Way did go quiet for a while afterward, things are now picking up again. They are now having to care for their mother who has dementia, so time in the morning is somewhat limited but they did get the chance to count cars this morning and between 0825 and 0840 there were 14 non-resident cars using Roman Way as a rat run. The bulk of them have school children as passengers. They still think that making Roman Way a one-way road is ultimately the best solution, but they'll take any help they can get. The problem is almost entirely centred around school runs, but also happens when the church lights cause a tail-back. The problem is definitely not as bad as it used to be but these rat run cars do get faster as the school start time approaches : **Resolved matter be referred to Police once again**
- iv) **Pier to Pier Walk** - notification received of a fundraising trek for **East Anglia's Children's Hospices** on **10<sup>th</sup> June 2023**. As part of this trek, they will be passing through our area so wanted to notify us out of courtesy. This event has taken place for the last few years with good response.  
**Event Date:** Saturday 10<sup>th</sup> June  
**Event Description:** 32-mile hike from Cromer Pier to Great Yarmouth Pier to raise money for East Anglia's Children's Hospices.  
**Expected Number of participants:** 100-200  
**Route:** The route will follow the public footpath along the coast for the duration. They attached an overview map for our information. They have four rest stops along the way providing refreshments and support to their walkers, these have been pre-agreed.  
**Event Infrastructure:** The route will be marked with small A5 arrows at 50 – 100m Intervals.  
They have notified the necessary councils, however, please pass on this information to anyone else you feel relevant : **Noted**
- v) **Parishioner** - requested that speed cameras/speed bumps be placed along a few of the roads in Caister, especially Braddock Road. There are many elderly residents in wardened bungalows and a high school, it is bad enough losing their pets but next time it could be a resident or a school child. They have spoken to Norfolk highways and they are very willing to investigate this if raised by our Council : **resolved matter be referred to NCC Highways**

**The Following have been circulated**

- a) **CPRE The Countryside Charity – Norfolk** inviting Council to join their CPRE Norfolk's Annual Lecture 'Down to Earth'
- b) **Healthwatch Norfolk** –Newsletters dated 31<sup>th</sup> March, 21<sup>st</sup> April and 5<sup>th</sup> and 15<sup>th</sup> May 2023
- c) **Norfolk Community Foundation** – Funding & Support News April and May 2023
- d) **Rural Services Network** - forwarding copies of their:-  
Rural Bulletin - 4<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> April, 3<sup>rd</sup>, 10<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 31<sup>st</sup> May 2023  
Monthly Funding Digest & Government Consultations April and May
- e) **NORFOLK AIC** - Newsletters 6<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup> and 28<sup>th</sup> April, 16<sup>th</sup>, 20<sup>th</sup> and 22<sup>nd</sup> May 2023
- f) **NCC** – Service Update – 27<sup>th</sup> March and 4<sup>th</sup> May 2023 for information

**Noted**

**20 Community Cinema**

Cllr. C Thompson requested that the Community Cinema be loaned to the Rabbit Hutch to enable them to continue the Cinema there. After discussion it was proposed by Cllr. A Baker, seconded by Cllr. R Coe and agreed by members present to leave matter until Christmas and review situation again in 2024.

: **resolved to review again in 2024**

**21 Cllr. K Wood**

**Social Media Update May**

Due to Facebook changing their reports we have to change our format for reporting posts we share from other pages and groups, these will no longer appear in our figures

**Top posts MAY**

Beacon lighting coronation pictures 6,480

Festival posts reaching 3,000 plus 6,495, 5,082, 4,689,

Mens Shed 4,100

Larder 3,200

Toilet damage 5,641

Tesco thank you 5,100

Engagement post 2,0941 over May

Followers 4,201 increased by23

67% of our followers are women

**22 Date of Next Meeting**

Finance meeting Monday 26<sup>th</sup> June @ 1900 hrs. 2023

Parish Council meeting Monday 3<sup>rd</sup> July 2023 @ 1900 hrs.

**23 Closure of Meeting**

The meeting ended at 2035 hrs.

**Chair:**

**Date**