

CAISTER-ON-SEA PARISH COUNCIL

7th August 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)
Cllrs. R Coe, B Davis, J Fearnley, D Godbolt, S Griffiths, P Hammond, J Hemsworth,
J Jarzembki, C Kirk, P Sleet, C Thompson, R Wilkinson and S Wilkinson

Borough Cllr. M Bird

Parish Clerk E Dyble

9 Parishioner present

38 Apologies for Absence

Apologies for absence received from:

Borough Cllrs. P Carpenter – another meeting

39 Declaration of Interest

None

40 Parishioners Forum

Borough Cllr. M Bird updated Council on the work that our Councillors had been carrying out during the past month:

- i) Liaising with Highways and Anglian Water re flooding on Tan Lane
- ii) Dealing with rat problem on Upper Grange Crescent
- iii) Cutting down trees on Martin de Rye Way
- iv) Vehicles parking illegally on Nelson Court
- v) Land grab on Eastern Avenue
- vi) Camper vans parking at bottom of Braddock Road

: **Noted**

41 Minutes

The minutes of the previous meeting held on 3rd July 2023 were proposed by Cllr D Godbolt, seconded by Cllr R Coe, agreed by all members present and signed by the Chair.

42 Finance

The Finance Minutes from the meeting of 31st July 2023 were – **Received**
Consider recommendations from the meeting:-

a) Accounts

It was **Resolved** to recommend Council accepts the Quarterly Reconciliation and Income & Expenditure reports to 30th June 2023 as presented : **Proposed by Cllr. R Coe, seconded by Cllr. D Godbolt and agreed by all members present**

b) Mens Shed

It was **Resolved** to recommend Council agrees to donate £1,000 to the Mens Shed to enable them to purchase the wood to build a shed : **Proposed by Cllr. B Davis, seconded by Cllr. D Godbolt and agreed by all members present to donate £1,000 to Mens Shed**

- c) **Update on Annual Internal Audit Report 2023**
Clerk updated Committee as follows:
It was **Resolved** to recommend Council books 2 places for Clerk & Asst. Clerk on Steve Parkinsons virtual VAT course : **Proposed by Cllr. R Wilkinson, seconded by Cllr. P Sleet and agreed by all members present**
- d) It was **Resolved** to recommend Council agrees to refer the **Internal Control Policy, Financial Risk Assessment, Terms of Reference** to the Policy Committee : **Proposed by Cllr. R Wilkinson, seconded by Cllr. P Sleet and agreed by all members present**
- e) It was **Resolved** to recommend Council notes that the Asset register is in hand : **Proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present**
- f) It was **Resolved** to recommend Council divides and invests money between 3 Banks/Building Societies : **Proposed by Cllr. R Coe, seconded by Cllr. P Sleet and agreed by all members present**
- g) It was **Resolved** to recommend Council waits for re-build Survey reports from Surveyors on Council Hall and Community Centre : **Proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson and agreed by all members present**
- h) **Cemetery Shed Doors**
It was **Resolved** to recommend Council obtains 3 tenders for renewing the doors and surround on the shed in the Village Cemetery : **Proposed by Cllr. C Thompson, seconded by Cllr. R Wilkinson and agreed by all members present**
- i) **Sensory Garden**
It was **Resolved** to recommend Council provides funding of £350 for purchase of supplies to build a sensory garden at the King George Vth Playing Field : **Proposed by Cllr. R Coe, seconded by Councillor B Davis and agreed by all members present**
- j) **Funding from Festival**
It was **Resolved** to recommend Council supports the shortfall on the purchase and installation of the Childrens Castle up to £2,000 : **Proposed by Cllr. P Hammond, seconded by Cllr. R Coe and agreed by all members present to support the shortfall up to £2,000**
- k) **Community Assets**
It was **Resolved** to recommend Council completes the Nomination forms for 'Assets of Community Value' for both the Lidl and The Gate sites : **Proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to complete and forward applications for both sites**

43 Cemetery Matters

- i) Exclusive Right to Burial Nos. 1514 & 1515 were signed by the Chair : **Noted**
- ii) Tenders be sought to replace Tool shed doors and frame and bring back to next meeting : **Noted**
- iii) Complaints received regarding vandalism of flowers in 2 sections of the Cemetery. Police have erected signage and put in place extra patrols to try and combat the vandalism : **Noted**

| ACCOUNTS FOR PAYMENT AUGUST 2023 | | | | |
|---|---|------------------|----------------|------------------|
| HALL ACCOUNT | | NETT | VAT | GROSS |
| Salaries | Salaries to 31.07.23 | 1,035.19 | | 1,035.19 |
| E-On | Electricity - Direct Debit | 21.9 | 1.1 | 23 |
| British Gas | Gas - Direct Debit - August | 22.79 | <u>1.13</u> | 23.92 |
| D L Gunton | Window Cleaning 01.08.23 | <u>20.00</u> | | <u>20.00</u> |
| | | £1,099.88 | £2.23 | £1,102.11 |
| | | | | |
| | | | | |
| GENERAL ACCOUNT | | | | |
| Salaries | Salaries to 31.07.23 | 2,641.48 | | 2,641.48 |
| | Expenses | 26.00 | | 26.00 |
| | Tel. rental + calls July | 25.00 | | 25.00 |
| British Telecom | Telephone/Broadband 738474 | 61.20 | 12.24 | 73.44 |
| Fasthosts Internet Ltd. | Hosting Website - 05.07.23-06.08.23 | 10.00 | 2.00 | 12.00 |
| Fasthosts Internet Ltd. | 50GB Exchange 2019 Mailbox - Clerk | 5.43 | 1.09 | 6.52 |
| Fasthosts Internet Ltd. | 50GB Exchange 2019 Mailbox - Asst. Cle | 5.43 | 1.09 | 6.52 |
| Caister In Bloom | Attending Floral Displays around Villag | 20.00 | | 20.00 |
| Blackwell Print | Printing of Newsletter | 990.00 | | 990.00 |
| Blackwell Print | Printing of Festival Brochure | 740.00 | | 740.00 |
| Mr K Wood | Broom for Cemetery | 7.49 | 1.50 | 8.99 |
| PFMC | Grant for Community Art Group Mural | 350.00 | | 350.00 |
| Tesco | Batteries for Bank Card Reader | 6.66 | <u>1.34</u> | 8.00 |
| Inland Revenue | PAYE Contributions | <u>636.19</u> | | <u>636.19</u> |
| | | £5,524.88 | £19.26 | £5,544.14 |
| | | | | |
| | | | | |
| CAISTER FESTIVAL | | | | |
| Inside Out Marquees Ltd | Hire of 2 x Marquees etc. | 948.00 | 189.60 | 1,137.60 |
| Norwich Star Wars Club UK | Hire of Family Star Wars Club | 200.00 | | 200.00 |
| GYBC | Hire of Crowd Barriers | 75.00 | 15.00 | 90.00 |
| Blackwell Print | Sponsor Banners | <u>118.00</u> | <u>23.60</u> | <u>141.60</u> |
| | | £1,341.00 | £228.20 | £1,569.20 |
| | | | | |
| | | | | |
| | Grand Total | £7,965.76 | £249.69 | £8,215.45 |
| | | | | |
| INCOME | | | | |
| Interest | £298.88 | | | |
| Cemetery Re-charge | £555.66 | | | |
| Lettings | £1,255.86 | | | |
| Shop rents | £275.00 | | | |
| Festival Pitch Hire | £558.00 | | | |
| Advert Newsletter | £420.00 | | | |
| Festival Program | £1,150.00 | | | |

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. R Wilkinson

Accounts signed by - Cllr. K Wood and R Coe

45 Correspondence

- a) **Est Anglian Children's Hospices** - emailing regarding the 'Help at Home' scheme for EACH throughout Norfolk. This scheme matches volunteers with families accessing the services of EACH, with a view to providing practical support in the home. This can help to take pressure off families who already have a lot to cope with. They have a family in the Great Yarmouth area who have been waiting for support for some time. Just an hour or two a week or even a fortnight giving a helping hand with tasks such as gardening, dog walking, cleaning etc. can be enough to make an enormous difference to a family going through a difficult time. A Poster was attached to be displayed on a noticeboard or any other way Council can circulate or advertise the appeal : **Resolved Poster be displayed accordingly**
- b) **Broads Internal Drainage Board** – informing that they are planning on visiting the drainage dykes numbered DRN032GO520, DRN031PO442 & DRN031PO444 around the Mallards Estate to carry out routine IDB drain maintenance in the near future. This works will include removal of debris, cutting back of overhanging tree branches, flailing & removal of vegetation from the drainage channel to ensure the drainage system works effectively. They did have numerous complaints last time they carried out this work, so they wanted to make contact this time to ensure they don't have a repeat of that & everyone is aware of what they intend to do & also give the opportunity to raise any concerns prior to them arriving on-site. Last time they did the works they believe there was a management company who cut the grass adjacent to DRN032GO520 around the Mallards estate who this time would need to be informed so if Council could pass this email on or give them a contact, they will let them know of their plans : **Noted**
- c) **Shop Keeper** – regarding parking within the village, especially on Tan Lane within the 30-minute zones and on double yellow lines opposite the shops which makes it difficult for vehicles to drive along the road.
- The second issue is flooding in Caister, as soon as there is a heavy downpour Tan Lane floods, as does the mini roundabout at the junction with Tan Lane, the main roundabout into Caister and the roadway near the Tesco entrance. There has been an issue with flooding on Tan Lane for years, recently several businesses were flooded, the hairdressers and charity shop were very badly affected. How many times are these businesses going to be affected before this issue is resolved. Now with the approval for the new housing development on Jack Chase Way, we can only assume the situation will worsen as more stress is put on an already struggling drainage system. The proposed new development of a Lidle and two Drive Thru restaurants surely won't help the situation either. How are the Parish Council planning to address the constant flooding residents and businesses face? If more new builds are approved in the village and these properties are flooded will the Borough Council who approved the plans be held to account? Because without investment into the village's infrastructure we will continue to see problems like this and these issues will increase with more pressure from additional volume.
- And finally, regarding the Parish Council Facebook page, whilst I find the page informative, I was wondering if it could be improved by including a directory of all local businesses, those with physical shops and those without, everything from book-

keeping services to local venues that can be rented for family occasions to gardening services. Maybe all local businesses could be contacted asking for a description from each company of what service/product they provide with a photograph of their business or products. These could then be posted to the Facebook page so locals and visitors have a point of reference somewhere they can find out who offers what and the Parish Council has a comprehensive set of posts that can be used on a regular basis to promote local business. Maybe the Parish Council could get other local pages involved and create a wonderful resource for everyone to access :

Noted

- d) **Resident – Norwich Road** – informing that they are experiencing considerable litter problems caused by youngsters throwing away sweet wrappers, crisp bags & tubes, drinks cans & bottles, clear plastic sandwich boxes, plastic bags etc; on the grass verge mainly between the 'HOLY TRINITY CHURCH' and just past the car park entrance to the 'CASTLE CARVERY' and requested a litter bin be placed on the grass verge next to the bench in front of Castle Carvery : **Resolved inform resident that we have requested extra bins around the village from GYBC without success**

- e) **GYBC** – informing that the Borough Council is holding a public consultation on the Final Draft Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (SPD) (Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012) which will take place between **21st July and 15th September 2023** and we would welcome your comments.

The *Great Yarmouth Borough-Wide Design Code SPD* is a supplementary planning document that will add further guidance and detail in the application of existing design-based policies in the Council's adopted Local Plan. The SPD will set out clear principles and standards for how development should be designed in the borough, focusing on the priority aspects of design. As a code, it will also signpost users to other sources of regulation, guidance, assessment tools and best practice.

The consultation is being undertaken in line with the Council's adopted [Statement of Community Involvement \(SCI\)](#) and following this consultation, the comments received will be considered, and the document finalised for adoption.

They have also published a Habitat Regulations Assessment (HRA) Screening Report and a Strategic Environmental Assessment (SEA) Screening Report for the SPD.

From Friday 21st July, the draft SPD and supporting documents will be viewable on the Borough Council's website: <https://www.great-yarmouth.gov.uk/planning-consultations> and can also be inspected at the Town Hall, Great Yarmouth. Free hard copies are available for those who may have difficulties viewing documents either on the Council's website or at the Town Hall.

When making specific comments on the content of the document please make it clear as to which section(s) the comments relate. Comments will be accepted via email, please send these to localplan@great-yarmouth.gov.uk or by post to:

Strategic Planning,
Great Yarmouth Borough Council,
Town Hall,
Hall Plain,
Great Yarmouth, NR30 2QF

: **Noted**

- f) **Strategic Planning Officer, GYBC** – thanking Council you for their application for funding for the Expenditure of Developer Contributions towards Open Space –Play area improvements at King George V Playing Field, Allendale Road, Caister from the Council’s section 106/section111 open space funds.
- They regret to inform Council that following consideration of the above proposal, they are not recommending awarding funding as part of this round. Whilst improvements to the playing field are in line with the Council’s Open Space Needs Assessment, further information is required regarding the specification of the improvements and the cost of improvements.
- It is recommended that the Parish Council engage with Rachel Harrison (Rachel.harrison@great-yarmouth.gov.uk) from the Council’s Property Team to work up a detailed costed specification for the improvements which could be considered in future funding rounds. Alternatively, the Parish Council could source their own quotes for the improvements for the Borough Council to consider in future funding rounds. The next funding round will begin in early August and last for 3 months until November. They will send further details in due course. No other funding is being recommended at this stage in Caister or Ormesby so there remains £140,023 available to spend on open space improvements in Caister and Ormesby from the Pointers East development off Ormesby Road.
- Thank you again for taking the time to apply and they look forward to working with us to improve the space in the future : **Noted**
- g) **Royal Air Forces Association** – cordially inviting Parish Clerks, Chairpersons and Councillors to join with the Mayor Cllr Penny Carpenter and her Consort Cllr Graham Carpenter and other invited dignitaries at The Battle of Britain and the Few at a Memorial Service in the Minster Church, Great Yarmouth on Sunday 17th September 2023 at 6 pm seated by 5.45pm. Also, at this service the Rev Stephen Andrews will formally be commissioned as the Branch Chaplain of the Association in Great Yarmouth by the Rural Dean the Rev Simon Ward. *RSVP: Tom Gilbert, 104 Church Road, Gorleston NR31 6LS email: tomgilbert499@outlook.com* : **Noted**
- h) **FLEGG CLT** - informing that they will be attending our meeting on Monday 4th September 2023 : **Noted**
- i) **Chair – Caister Youth & Community Centre** – informing that following an Extraordinary General meeting of the charity the decision was taken to dissolve the charity and open a new youth club charity. The constitution of the charity no longer reflects the running of the charity. With the help of Community Action Norfolk, a new charity will be set up for a Youth Club with a new Constitution, policies and a short, medium and long term plan.
- During this transition period their fortnightly fund-raising auctions will continue as usual.
- Parish Chair Mr Wood was at the EGM and gave full support from the Parish Council for the project : **Resolved this be noted**

The Following have been circulated

Norfolk Community Foundation – Funding & Support News July
Newsflash – Funding Opportunity -Adult Social
Services Strategy Focus Group Fund

Rural Services Network - forwarding copies of their:-

Rural Bulletin - 4th, 11th, 18th, 25th July and 1st
August

Monthly Funding Digest & Government
Consultation July and August

Norfolk Alc - Newsletters 4th, 11th, 18th and 24th July

NCC – Service Update – 6th, 13th and 20th July 2023 for information

: **Noted**

46 POLICY WORKING GROUP

Policy Working group to consist of Cllrs. R Coe, J Jarzembski, P Hammond,
J Hemsworth,, R Wilkinson and K Wood : **Noted**

47 EVENTS COMMITTEE

Events Committee to consist of Cllrs. D Godbolt, J Jarzembski, C Kirk, C Thompson,
R Wilkinson, S Wilkinson and K Wood

48 Reports from Councillors of meetings attended in July

Cllr. C Thompson - Youth Club EGM attended 6th July 2023 : **Noted**

49 Cigarette Voting Bins

Cllr. C Thompson proposed, seconded by Cllr. J Jarzembski and agreed by all
members present, that Council purchases a Cigarette Voting Bin, cost £355 to be
placed outside the Co-Op near the Bus Stop and to be emptied by the Cemetery
Maintenance Operative : **Resolved Clerk to purchase bin accordingly at a cost of
£355**

50 Cllr. R Wilkinson

i) **Streetlights** - requesting whether it was the Borough Council's intention to switch
off some of the streetlights at 1am at night in Caister. After
discussion it was proposed by Cllr. R Wilkinson, seconded by Cllr. C
Thompson and agreed by all members present to : **Forward letter to
Borough Council accordingly.**

ii) **Toilet Cleaning** - informing that he had received several complaints regarding the
unsatisfactory cleaning of the toilets at Second Avenue and
requested a deep clean as soon as possible : **Resolved Clerk to
contact GYBS immediately to get toilets cleaned satisfactorily**

51 Cllr. K Wood

a) **Grass cutting across the village**

Many complaints from residents re length of grass on verges. Untidy, can we ask
borough why changes have been made and is this how it will be going forward :

Resolved contact Environmental Services requesting their Policy regarding grass cutting in Caister

b) Flooding on Tan Lane

After last weeks flooding calls from angry shop keepers and residents re ongoing problems, now for more than a year. They feel no progress had been made and just plastering over real problems by just pumping out water. Can we have some valid answers from the Highways Engineer for residents and request he attends meeting : **Resolved email be forwarded to Highways Engineer to attend site meeting**

c) Car park charges on Beach Road

Residents and visitors not using car park because of charges yet Gorleston remains free, holiday makers parking in streets as result : **Resolved letter be forwarded to Leader of Council requesting that Borough Council gives Beach Road Car Park to Parish Council or abolish the car parking charges.**

d) Meeting with Northern Parishes

Request whether Council should join an alliance of Northern Parishes against ongoing development in areas not able to sustain the growth : **Resolved invite meeting of all Chair and Vice-Chair of Northern Parishes. Council working Group to consist of R Coe, P Hammond and J Jarzembki**

e) War Memorial

Propose Council places a plaque at the War Memorial site to explain the dates and involvement of schools in the project, would cost less than £1,000 : **Resolved matter be referred to Finance Committee**

f) Sensory Garden

Propose Parish Council supports a Sensory Garden for playing field and work alongside other village organisations to make this happen : **Resolved matter be referred to Finance Committee**

g) Social media report July

39,000 engagements

Top posts

Festival meeting 8,600

Flower pictures – Caister in Bloom 17,011

Lifeboat day - band posts 9,430

Pictures - 27,500

Caister Socials 9,430

Men's Shed 7,500

: **Noted**

52 Agenda Items next Meeting

Cllr. R Coe – Update on Road Closure November 12th November 2023 Remembrance Sunday

53 Date of Next Meeting

Finance meeting Monday 21st August 2023 @ 1900 hrs.

Parish Council meeting Monday 4th September 2023 @ 1830 hrs.

54 Closure of Meeting

The meeting ended at 2130 hrs.

Chair:

Date