

CAISTER-ON-SEA PARISH COUNCIL

2nd October 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 Jarzembski, P Sleet, C Thompson, R Wilkinson and S Wilkinson
Parish Clerk E Dyble

1 Parishioner present

72 Apologies for Absence

Apologies for absence received from:

Parish Cllr. C Kirk – unwell

Borough Cllr. P Carpenter – another meeting

73 Declaration of Interest

Cllr. R Wilkinson declared an interest in Item 11 on the Agenda – flood barriers
Second Avenue : **Noted**

Cllr. S Wilkinson declared an interest in Item 11 on the Agenda – flood barriers
Second Avenue: **Noted**

74 Parishioners Forum

REPORT FROM BOROUGH COUNCILLORS – OCTOBER 2023

Cllr. Penny Carpenter – Borough Councillor – North Caister Ward

i) **Old Police Station Site**

Officers from the Environment Team have attended on a number of occasions to this active working site for the redevelopment of the old Police Station, they have inspected the builder's rubble bags and other items, evidenced with photographs, and it does look like builders' rubble which you would expect on any site. The team have tried to speak to the builder but have not managed to make contact. The site will be monitored.

I had asked if there was any way Harris fencing could be used to enclose the entrance if we manage to speak to the builder, this question will be asked.

ii) **Public Waste Bins**

I had passed on the enquiry and was advised the following: *They were not aware of the Mountbatten issue, normally GYS put in a wheeled bin as a temporary measure where there is some kind of fault with the existing bin. A works order will be raised with GYN at this site. They are looking to review all bins such as where bins have been sited in the manner like at Beach Road where ideally, they either need a holding frame or housing or to be locked to something.*

iii) **Beach Road Car Park**

A Surveyor will be attending this site soon to identify the best position for the Electric Vehicle Charging Points, once the survey has been undertaken and everything is agreed then work will proceed at this site.

- iv) **Persimmon Development off Jack Chase Way**
Revised matters for planning applications 06/23/0541/CD & 06/23/0616/D have been submitted by representatives of Persimmon.
For your information I have put in a request to address the committee.
- v) **Caister By-Pass near Norwich Road Roundabout**
6-8 Oak Trees have been cut down on Norfolk County Council owned land, this is currently under investigations.
- vi) **Tan Lane Flooding**
Norfolk County Council Highways have undertaken investigation of pipework along Tan Lane with specialist CCTV equipment, I am awaiting the report into their findings and just to be clear Norfolk County Council Highways Engineer has had many in depth conversations with the owners of the Butchers and of Williams Garage and they have been amicable in nature, and they have a very clear understanding as to the situation.
I will update you when the report is available and what Norfolk County Highways Teams next steps will be.
: **Noted**

75 Minutes

The minutes of the previous meeting held on 4th September 2023 were proposed by Cllr P Hammond, seconded by Cllr R Coe, agreed by all members present and signed by the Chair.

76 Finance

The Finance Minutes from the meeting of 18th September 2023 were – **Received**
Consider recommendations from the meeting:-

Cemetery Shed Doors

- a) It was **Resolved** to recommend Council agrees to await the cost of steel roller Shutters instead of wooden doors : **Proposed by Cllr. P Sleet, seconded by Cllr. J Hemsworth and agreed by all members present to await quote for roller shutters**

- b) **Valuation of Property**

It was **Resolved** to recommend Council Insures the Council Hall for £1,000,000 and inform Community Association to also Insure the Community Centre for £1,000,000
: **Proposed by Cllr. P Hammond, seconded by Cllr. P Sleet and agreed by all members present to Insure Council Hall for £1,000,000 and inform Community Association to Insure Community Centre for £1,000,000 also.**

- c) **Assets of Community Value**

It was **Resolved** to recommend Council notes that the Lidl and The Gate AVC's had been received and would be determined no later than 16th November 2023. This is in accordance with the 8-week determination period as prescribed by the ACV regulations : **Proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present**

- d) **Memorial Seats for Cemetery**

It was **Resolved** to recommend Council agrees to await further quotes of suitable Memorial seats : **Proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present to await further quotes of suitable Memorial seats**

- e) **Risk Assessment Retaining Cemetery Wall**
It was **Resolved** to recommend Council agrees to invite the Highways Engineer to visit the site to discuss a Risk Assessment : **Proposed by Cllr. R Coe, seconded by Cllr. P Hammond and agreed by all members present to invite Highways Engineer to site**
- f) **Light Up Christmas**
It was **resolved** to recommend that Council agrees to £2,000 plus £500 contingency to purchase new lights and trees for Light up Christmas : **Proposed Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to purchase new lights and trees accordingly**
- g) **War Memorial Site**
It was **Resolved** to recommend Council agrees to purchase a Dedication Tablet for the War Memorial at a cost of £100.00 : **Proposed by Cllr. R Coe, seconded by Cllr. P Hammond and agreed by all members present for Council to purchase a Black Granite Dedication Tablet for the War Memorial at a cost of £100.00**
- h) **Zip Wire**
It was **Resolved** to recommend Council pays Invoice for £500.00 and any future re-tentioning of the wire should be carried out by ourselves : **Proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present**
- i) **106 Monies**
It was **Resolved** to recommend Council considers the 6-play equipment plans at their next meeting and then present an 'A' and 'B' plan to the parishioners to decide on which they prefer. Council can then show GYBC that they have undertaken a consultation : **Proposed by Cllr. K Wood, seconded by Cllr. J Hemsworth and agreed by all members**
- j) **Cemetery Railings**
It was **Resolved** recommend Council agrees to the Cemetery Maintenance Operative, being given extra hours to clean and paint the railings at the southern end of the Cemetery in Black Hammerite Metal paint, also the railings at the Northern end of the Cemetery from the entrance at Ormesby Road to the entrance at Charles Close : **Proposed by Cllr. R Wilkinson, seconded by Cllr. R Coe and agreed by all members present**

ACCOUNTS FOR PAYMENT OCTOBER 2023				
HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salaries to 30.09.23	1,378.54		1,378.54
E-On	Electricity - Direct Debit	64.30	3.22	67.52
British Gas	Gas - Direct Debit	60.00	3.00	63.00
Mr T Marsden	Replacement Door Handle + Lint Roller	34.97		34.97
D L Gunton	Window Cleaning	<u>20.00</u>		<u>20.00</u>
		£1,557.81	£6.22	£1,564.03
GENERAL ACCOUNT				
Salaries	Salaries to 30.09.23	2,503.55		2,503.55
	Expenses	26.00		26.00
	Tel. rental + calls September	25.00		25.00
British Telecom	Telephone/Broadband 738474	68.20	13.64	81.84
Fasthosts Internet Ltd.	Hosting Website etc. - 07.09.23-06.10.23	20.86	4.17	25.03
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
A Jary & Sons	Black Granite Polished Tablet - War Memo	100.00		100.00
Printerland	Xerox Extra High Capacity Toner	452.11	90.42	542.53
Viking	Stationery	61.81	12.36	74.17
PKF Littlejohn LLP	External Audit of Accounts to 31.03.23	420.00	84.00	504.00
Caloo	Tension of Aerial Runway - Zip Wire	545.00	109.00	654.00
Action Play & Leisure	Supply & install a new Zip Wire seat	277.20	<u>55.44</u>	332.64
Inland Revenue	PAYE Contributions	<u>572.64</u>		<u>572.64</u>
		£5,092.37	£369.03	£5,461.40
FESTIVAL 2023				
Action Play & Leisure L	Supply and install Litcham 8 Play Tower	£12,486.00	£2,497.20	£14,983.20
	Grand Total	£19,136.18	£2,872.45	£22,008.63
INCOME				
Interest		£405.98		
Cemetery Re-charge		£555.66		
Lettings		£1,253.50		
Festival Program		£250.00		
Re-imburement Seat		£1,131.00		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. R Coe, 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, Chair and R Coe, Chair of Finance

78 Correspondence

- i) **Broadland District Council** – thanking Council helping to promote the new Postwick Park and Ride 503 bus service. This is running 3 buses an hour every day from Monday to Saturday until the end of December 2023 with the first bus leaving Postwick at 7.30 am and the last bus leaving the Norwich Bus station at 18.10. Drivers can park at Postwick and the bus is quick, taking 12-13 minutes to get into the city. The adult fare is £3 return. Unfortunately, it is not that busy yet and it could be discontinued permanently unless passenger numbers increase. More details are here: <https://www.konectbus.co.uk/503>
: **Noted**
- ii) **Caister In Bloom** – requesting Council grants them £100 to replace the plants and brighten up the War Memorial planting for Remembrance Sunday : **Resolved request granted**
- iii) **The Broads Authority** – informing that they have adopted the Coastal Adaptation Supplementary Planning Document. The Coastal Adaptation Supplementary Planning Document (SPD) is a joint document prepared with Great Yarmouth Borough Council, North Norfolk District Council, East Suffolk District Council, the Broads Authority, and Coastal Partnership East. The Coastal Adaptation SPD is an example of cross boundary working to support the common goal of coastal adaptation. On adoption, the Coastal Adaptation SPD will be a material consideration in the determination of planning applications. Any person with sufficient interest in the decision to adopt the Supplementary Planning Document may apply to the High Court for permission to apply for judicial review of that decision. Any such application must be made promptly and, in any event, not later than 3 months after the date on which the Supplementary Planning Document was adopted.
Please note that the SPD will be on the webpages later next week. And hard copies will be in the venues indicated on the adoption statement over the next two weeks or so : Noted
- iv) **NCC** – informing of a Temporary Traffic Regulation Order affecting West Road from 10m west of its junction with Queensway for 50m westwards to facilitate Anglian Water new connection works. The road will be temporarily closed (except for access) from 2nd to 4th October 2023 for the duration of the works expected to be about 3 days within the period : **Noted**
- v) **James Paget University Hospital NHS Foundation Trust** - informing that the Trust is looking for five new governors. Members of the public can put themselves forward for election to their Council of Governors. Their Governors play a vital role in representing the interests of patients and the public, and helping to shape the services they provide. The Council of Governors also holds their Non-executive Directors to account for the performance of the Board of Directors. They are looking

for five public Governors, and welcome anyone with an interest in the role to nominate themselves.

Nominations will close at 5pm on Thursday 12 October 2023. You can send your nomination and find further information here: www.cesvotes.com/jamespaget2023
: **Noted**

- vi) **GYBC** – informing that 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) public consultation period has been extended for a further 4 weeks, ending on **Friday 13th October 2023**. They continue to welcome any comments you may wish to make. The Borough Council thanks everyone who has already submitted comments during the current consultation period, and there is no need to re-submit these previously received comments during the extended consultation period. All comments received throughout the entire consultation period will be duly considered by the Borough Council. The final draft SPD and supporting documents will remain viewable on the Borough Council's website: <https://www.great-yarmouth.gov.uk/planning-consultations> and can also be inspected at:
- Town Hall, Hall Plain, Great Yarmouth, NR30 2QF
 - Great Yarmouth Library, Tolhouse Street, Great Yarmouth, NR29 2SH
 - Gorleston Library, Lowestoft Road, Gorleston, NR31 6SG
 - Martham Library, Black Street, Martham, NR29 4PR
 - Caister Library, Beach Road, Caister, NR30 5EX
 - Bradwell Community Library, 15 Lord's Lane, Bradwell, NR31 8NY
- Free hard copies are available for those who may have difficulties viewing documents either on the Council's website or at the Town Hall.

: **Noted**

The Following have been circulated

- a) **Norfolk Constabulary** – Neighbourhood Priority Setting meeting held 14th September 2023
- b) **CPRE Norfolk** – take action against flooding
- c) **Norfolk Community Foundation** – Funding & Support News September
Newsflash – Norfolk Household Support Fund
Nourishing Norfolk supports 22,000+ people
- d) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 5th, 12th, 19th and 26th September
Monthly Rural Funding Digest & Government Consultations
- e) **NORFOLK ALC** - Newsletters 5th, 8th, 13th, 21st and 28th September
Norfolk ALC Conference 4th October 2023
- f) **NCC** – Weekly briefing Notices 7th, 14th, 21st and 28th September 2023

79 Planning Matters

Applications for consideration 2nd October 2023 from GYBC

Application ref	Applicant Address	Description
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06/23/0563/TRE		Proposed works to trees (TPO No.7 1993) Sycamore and Willow: cutting back approximately 45 linear meters of mixed trees and hedges by 3m reduction up to 5m height to provide approximately 3m clearance from the store roof - works due to possible pest ingress at Tesco Yarmouth Road, Caister NR30 5DL
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Recommendation: No Objection

06/23/0616/D		Reserved Matters application for details of appearance, landscaping, layout & scale of development for 180 residential dwellings with associated infrastructure, drainage basin, access road and highways works representing Phase 1(a) pursuant to outline planning permission 06/19/0676/O (development of up to 665 dwellings, local centre, land for primary school, health centre, highways works and open space) at Nova Scotia Farm (Land at) Jack Chase Way (West of) West Caister Great Yarmouth
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Recommendation: No Objection

06/23/0609/F		Demolish existing garage and subdivision of garden to build new 3-bedroom house with parking at 1 Windsor Road, NR30 5LS
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Recommendation No Objection

80 Policies

The following Policies were proposed by Cllr. R Coe, seconded by Cllr. R Wilkinson agreed by all members present at the meeting, adopted and signed by the Chair.

Disciplinary and Grievance Policy

Driving on Council Business Policy

Equal Opportunities Policy

Filming at Parish Council meetings Policy

Flag Flying Policy

Training Policy

Noted

81 Flood Barriers Second Avenue

Cllr. S Wilkinson requested that contact be made with GYBC to request that now the fixings for the flood barriers at the bottom of 2nd Avenue have been removed, making the old barriers no longer fit for purpose, have new one's been re-cut? Also have barriers been slotted in place at Beach Road, Lifeboat Station gaps and Manor Road near Never Turn Back : **Resolved letter be forwarded to GYBC requesting whether or not new fixings and barriers have been re-cut?**

- 82 Road Closure**
Cllr. R Coe informed that due to the complexity of closing the junction and impact on the village, the road will be closed for 10 minutes from 1055-1105 on Sunday 12th November 2023 for the Remembrance service : **Noted**
- 83 Cllr. K Wood**
- i) **Social Media Update September**
 We reached 4,447 followers and 48 new followers
 31,878 engagements in month, biggest engagements age 35 to 54, 67% of followers were women
Top posts
 Caister in Bloom Award 37,289 hits
 Lidl meeting 13,130
 Zip Wire replacement 11,240
 New play equipment 27,840 - 2,780 engagements
- ii) **Light up Christmas Friday 1st December 2023**
 Looking for groups to perform
 Tan Lane will be closed from 1730-2030
 Lantern procession commencing at Rabbit Hutch 1830 hrs. to Council Hall
 Lights switch on 1915 hrs.
 Using our sound system organised by Peter Sleet
 Working Group: J Fearnley, D Godbolt, J Jarzembki, P Sleet, C Thompson, R Wilkinson and S Wilkinson
- iii) **106 bid for play equipment**
 Current equipment past sell by date and in poor condition
 GYBC have no to replace/renew plans until 2026
 In process of getting endorsement from village organisations in support of Bid, three companies put in plans all having two options, we need to progress to consultation with the village, so we now need to decide on which we put forward to residents for two weeks of consultation including schools and children. Bid to go to GYBC by October 23rd prior to closing date
- iv) **Beach Road Car Park**
 Beach Road Car Park proposal to GYBC requesting them to stop charging in line with other sea front car parks
- 84 Date of Next meeting**
 Finance meeting Monday 30th October 2023
 Parish Council meeting Monday 6th November 2023 @ 1900 hrs.
- 85 Agenda Items for next Parish Council Meeting**
 Proposals for Projects/Financial requests for 2024/25 to be considered at the next Finance Precept meeting
- 86 Closure of Meeting**
 The meeting ended at 2030hrs.

Chair:

Date