

## CAISTER-ON-SEA PARISH COUNCIL

5<sup>th</sup> February 2024

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, J Hemsworth, C Kirk,  
P Sleet and C Thompson  
**Bor. Cllr.** G Boyd  
**Parish Clerk** E Dyble

3 Parishioner present

### 127 Apologies for Absence

Apologies for absence received from:

**Parish Cllr.** P Hammond – another commitment

J Jazembski – another commitment

S Wilkinson – another commitment

R Wilkinson – another commitment

**Borough Cllrs.** P Carpenter – another commitment – report submitted

### 128 Declaration of Interest

None

### 129 Parishioners Forum

**REPORT FROM BOROUGH COUNCILLOR – FEBRUARY 2024**

**Cllr. Penny Carpenter – North Caister Ward (Copy attached)**

**: Noted**

### 130 Minutes

The minutes of the previous meeting held on 8<sup>th</sup> January 2024 were proposed by Cllr. P Sleet, seconded by Cllr. R Coe, agreed by all members present and signed by the Chair

### 131 Finance

The Finance Minutes from the meeting of 29<sup>th</sup> January 2024 were – **Received**  
Consider recommendations from the meeting:-

#### a) Seating Area Rear of Council Hall

It was **Resolved** recommend Council agrees for Cllr. K Wood to speak to builder requesting a quote for work required at rear of Hall

#### b) Cemetery Retaining Wall

It was **Resolved** recommend Council agrees to further letter being forwarded to local Structural Surveyors requesting a reply by return. if none received go ahead and contact John Plummer Chartered Structural Engineer for site visit.

- c) **Accounts**  
It was **Resolved** recommend Council agrees to accept the Quarterly Reconciliation and Income & Expenditure reports to 31<sup>st</sup> December 2023
- d) **Hiring Fees**  
It was **Resolved** recommend Council agrees to accept the revised Hiring Fees for the Council Hall with effect from 1<sup>st</sup> April 2024 as presented
- e) **Internal Audit 2023/24**  
It was **Resolved** recommend Council agrees for Sarah Hunt carrying out the Internal Audit for the year 2023/24 at a cost of £210.00
- f) **Problems Associated with Yarmouth Road Site**  
It was **Resolved** recommend Council agrees for Cllr. P Sleet and Clerk to meet with a member of to HKB Solicitors to discuss the above and report back to Council .
- g) **Caister Festival June 2024**  
It was **Resolved** recommend Council agrees to funding of £750.00 for the Caister Festival in June 20224.
- h) **Sensory Garden**  
It was **Resolved** recommend Council agrees in principle to go ahead with the Sensory Garden but wait until the full project has been formalised.  
**: All above recommendations proposed by Cllr. P Sleet, seconded by Cllr. R Coe and agreed by all members present**

## 132

<b>ACCOUNTS FOR PAYMENT 5TH FEBRUARY 2024</b>				
<b>HALL ACCOUNT</b>				
Salaries	Salaries to 31.01.24	994.86		994.86
E-On	Electricity - Direct Debit	100.00	5.00	105.00
British Gas	Gas - Direct Debit - 11.12 to 15.01.24	426.40	<u>21.32</u>	447.72
D L Gunton	Window cleaning 30.01.24	25.00		25.00
Amazon Business	Roller Blind Chain	<u>13.78</u>		<u>13.78</u>
		<b>£1,560.04</b>	<b>£26.32</b>	<b>£1,586.36</b>
<b>GENERAL ACCOUNT</b>				
Salaries	Salaries to 31.01.24	2,785.44		2,785.44
	Expenses	26.00		26.00
	Tel. rental + calls January	25.00		25.00
British Telecom	Telephone/Broadband 738474	68.20	13.64	81.84
Fasthosts Internet Ltd.	.com Domain Renewal	14.79	2.96	17.75
" " "	Linux PHP Extended Suooirt fir PHP 8.0	6.50	1.30	7.80
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
GlasdonUK Ltd.	2 Seats for Cemetery	1,170.00	234.00	1,404.00
Moulton Nurseries	Plants f+ Compost for tubs Council Hall	24.94	4.99	29.93
Cartridge Save	Toner Cartridges	239.90	<u>47.98</u>	287.88
Blackwell Print	Printing of Village Newsletter	960.00		960.00
Inland Revenue	PAYE Contributions	<u>688.27</u>		<u>688.27</u>
		<b>£6,029.04</b>	<b>£304.87</b>	<b>£6,333.91</b>
	<b>Grand Total</b>	<b>£7,589.08</b>	<b>£331.19</b>	<b>£7,920.27</b>
<b>INCOME</b>				
Interest		£473.56		
Cemetery Re-charge		£836.67		
Lettings		£1,425.92		
Rents		£1,000.00		
Magazine		£80.00		
Polar Express Refund Gifts		£71.70		
Festival		£805.00		
Allotment rents		£20.00		
Refund Amazon Prime Mem		£96.00		

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 - Zoe Porter

Accounts signed by - Cllr. K Wood, Chair and R Coe, Chair of Finance

### 133 Correspondence

- a) **Alison Scotter** – forwarding an application form requesting to be co-opted onto Parish Council as a Parish Councillor : **Resolved Chair and Clerk to meet with Ms Scotter for discussion on becoming a Parish Councillor**
- b) **Volunteer Yourself** - informing that they are an organisation who help young people obtain work experience within the built environment.  
They have some projects coming up in our area and wondered if these were of any interest for Council and if we were able to promote the opportunity with any young people who meet the age criteria.  
If initially any potential candidates were made known, where appropriate contact them, they would then pass the information on to their engagement team to arrange registration.  
They work with young people between the ages of 14-24 to give them a taste in construction and a working environment with their skilled tradespeople which they call mentors. Young people will get the chance to get a qualification from City & Guilds Entry level 3 certificate.  
It's a chance for them to participate in a community project, getting skills and qualifications in the process while also volunteering.  
This opportunity is available for all those interested- They have worked with young people for work experience, construction students, and those with learning and physical impairments looking to try new things.  
Have a look below at the list of projects and let them know if any of them interest Council and the young people Council work with.
- Please feel free to check out our [website](#) for more information.
- Project:** Shrublands GY  
**Where:** Magdalan Way Gorleston-on-sea NR31 7BP  
**Available Dates:** 5th Feb - 16th Feb  
**What:** All painting and decorating- Two large halls refurbishment
- Project:** Caister Rabbit Hutch Project  
**Where:** Caister-on-Sea, Great Yarmouth NR30 5ET  
**Available Dates:** 19th Feb to 1st Mar  
**What:** This is a well-used sports venue/ cafe, we will paint the walls, cupboards and benching of four existing changing rooms. All internal work.
- Project:** Caister Community Spoon  
**Where:** King George V Playing Field, 5ES, Allendale Rd, Caister-on-Sea, Great Yarmouth NR30 5HT  
**Available Dates:** 18th Mar to 29th Mar  
**What:** This is another community hub, very close to The Rabbit Hutch.  
We are to decorate the external boarding and the disabled toilets  
: **Resolved no suitable work available at the present time, details to be kept on file**
- c) **Persimmon Homes** – informing that ‘you will recall when we visited the Parish Council in August 2023, we highlighted that Norfolk Highway Authority had insisted that we design the new junction into our development. At the time of our meeting, we were awaiting the finalised design. We advised that once we had that finalised

design, we would share information with you on the further areas of hedgerow retention.

Unfortunately, we still do not have a finalised detailed design, but I wanted to share with a schematic plan (Hedgerow Areas Retained & Loss – Nov 23) which shows where we hope to be able to keep a further 65m of hedgerow along the length of Jack Chase Way. We still do not know whether our proposals will be approved and incorporated into the junction design by the Highway Authority, but we wanted to assure you that we have made concerted efforts to retain additional sections of the hedgerow. You will see the areas marked as 'improvement' are the locations where we are hoping to get the Highway Authority's agreement to retain additional sections of hedgerow. For your information, the areas marked 'yet to be designed in detail' relate to our Phase 2 and Phase 3 schemes, not the current Phase.

I have attached a further plan showing the proposed junction in its current form. Councillor Wood heard in committee last week of our desire to be able to commence on site before the seasonal embargo comes into force at Easter of this year. As part of those initial construction works, some hedgerow removal will be necessary. The plan attached entitled 'Hedgerow Removal and Setting Out' shows the length of hedge we will be removing in the next few weeks. As you are aware, this work was approved under the outline planning permission. We need to undertake the hedge removal works before the upcoming bird nesting season in March. Please be assured, we will remove the minimum length possible to secure the necessary access works required to enable us to get onto site.' (Plan attached) After discussion it was suggested that compensation should be offered to the residents in the area for noise and pollution nuisance whilst work is being carried out.

: **Resolved** an invitation be forwarded to Persimmon, a member of GYBC Planning Department and residents in the area to attend a meeting to discuss matters further

- d) **Broads Authority** – advising that the Broads Authority has recently completed a re-survey of its Tree Preservation Orders. This is to ensure that the Tree Preservation Orders meet the most up-to-date criteria and comply with the latest legislation. As part of this process, Tree Preservation Order 1972 No. 6 at Caister Hall, Caister Castle, Castle Lane, West Caister has been revoked and has been replaced by Tree Preservation Order No. BA/2024/0002/TPO. The copy of Tree Preservation Order No. BA/1972/0006/TPOGY and the correspondence has been withdrawn from public inspection as it is no longer relevant : **Noted**
- e) **Walker Construction** - informing that they are currently undertaking highway improvement works along Ormesby Road, Caister on Sea between Second Avenue and Roman Way. To conclude these works they need to undertake resurfacing of the existing carriageway at the locations indicated above. To undertake these works they will require a road closure. After consultation with Norfolk County Council streetworks they have informed us that the closure of the road will only be possible during the day due to a strict 11pm noise curfew due to this being a residential area. They intend to undertake the works from Monday 11<sup>th</sup> March for approximately 5 days, closing Ormesby Road in stages between Second Avenue and Roman Way from 07:30 to 20:00. Access will

only be available to residents and be controlled by operatives at the closure points. The diversion route will be via Jack Chase Way and Norwich Road. They have also contacted the bus company advising of the impending works and road closure.

If you have any queries, or require any further information, please let me know.

: **Noted**

- f) **NCC** – informing that Norfolk County Council formally submitted the Norfolk Minerals and Waste Local Plan (NM&WLP) to the Planning Inspectorate (on behalf of the Secretary of State) on 20 December 2023 for independent examination. I am writing to you in line with the requirements of regulation 22(3) of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The representations received about the Publication version of the NM&WLP in 2022 are available to view in documents A4 and A5 of the examination library on Norfolk County Council's website at: <https://norfolk.oc2.uk/document/59>

Information on the examination process, the appointed Planning Inspector and the Programme Officer can be found online at: [Norfolk Minerals and Waste Local Plan Examination - Norfolk County Council](#).

The submission documents and the full examination library are available for public inspection via the Council's examination website at: <https://norfolk.oc2.uk>. The main submission documents (part A of the examination library) are alternatively available to view for public inspection, free of charge, within normal opening hours during the examination period, at: Great Yarmouth Borough Council, Town Hall, Great Yarmouth, NR30 2QF (email [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk) to arrange an appointment) : **Noted**

- g) **Owner Podiatry Clinic, High Street** – requesting Parish Council to investigate parking around the area. The parking on Tan Lane is only for 30 minutes; as you would appreciate, this is not long enough to have podiatry treatment or a haircut or even queue up at the post office and visit another shop.

The parking situation is not helping local trade. If the new landlord at The Gate is not happy to let patients park there then I will have to rethink being in business. The public and I, find this situation most stressful : **Resolved** letter be forwarded to GYBC for attention

- h) **GYBC** – requesting to book the Council Hall for the Election of the Police and Crime Commissioner for Norfolk on 2<sup>nd</sup> May 2024 : **Resolved** No objection Hall to be booked accordingly

#### **The Following have been circulated**

- a) **CPRE Norfolk** – Standard Light Pollution Clause
- b) **Groundworks** – January Newsletter
- c) **The Woodland Trust** – January Newsletter
- d) **Norfolk Funding and Support Services** – January Newsletter 2023
- e) **Norfolk Community Foundation** – Moving Premises and welcoming new Chair
- f) **Rural Services Network** - forwarding copies of their:-  
Rural Bulletin - 9<sup>th</sup>, 16<sup>th</sup> 23<sup>rd</sup> and 30<sup>th</sup> January

Monthly bulletin January 2024 Edition featuring RSN Rural Funding Digest & Government Consultations

g) **Norfolk AIC** - Newsletters 11<sup>th</sup> and 23<sup>rd</sup> January 2024

h) **NCC** – Weekly briefing Notices 11<sup>th</sup>, 25<sup>th</sup> January and 1<sup>st</sup> February 2024

**134 Planning Matters**

**Applications for consideration 5<sup>th</sup> February 2024 from GYBC**

<b>Application ref</b>	<b>Applicant Address</b>	<b>Description</b>
<b>06/24/0013/CD</b>	Land Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 16 of outline pp 06/19/0676/O relating to Phase 1A only: Details of a scheme for providing on-site parking for construction workers. (An application for subsequent consent to permitted EIA development)
<b>Recommendation 06/24/0015/CD</b>	<b>No Objection</b> Land Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 14 of outline pp 06/19/0676/O relating to Phase 1A only: Detailed plans of roads, footways, cycleways, street lighting, foul and surface water drainage within Phase 1a. (An application for subsequent consent to permitted EIA development)
<b>Recommendation 06/24/0016/CD</b>	<b>No Objection</b> Land Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 17 of outline pp 06/19/0676/O relating to Phase 1A only: Details of a Construction Traffic Management Plan including wheel washing facilities. (An application for subsequent consent to permitted EIA development)
<b>Recommendation 06/24/0017/CD</b>	<b>No Objection</b> Land at Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 23 of outline pp 06/19/0676/O relating to Phase 1A only: Details of a foul drainage scheme for Phase 1a. (An application for subsequent consent to permitted EIA development)
<b>Recommendation</b>	<b>No Objection</b>	

<b>06/24/0018/CD</b>	Land at Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 22 of outline pp 06/19/0676/O relating to Phase 1A only - Detailed designs of surface water drainage scheme for Phase 1a. (An application for subsequent consent to permitted EIA development)
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**Recommendation    No Objection**

**135    Policies**

The following Policies were proposed by Cllr. R Coe, seconded by Cllr. C Kirk agreed by all members present at the meeting, adopted and signed by the Chair.  
Burial Regulations  
Risk Assessment  
Standing Orders  
: **Noted**

**136    Training**

Clerk reported that Mr Jimmy Miller Trainer from Norfolk Alc will be attending the Council Hall on Monday 11<sup>th</sup> and 18<sup>th</sup> March at 6.30pm to carry out Councillor training which is in 2 x 2.5hr. sessions – 5hrs. in total : **Noted**

**137    Parish Council Surgeries**

Clerk reported that Council Surgeries were booked at the Community Centre, Room CR2:  
Saturday 2<sup>nd</sup> March 2024 10.00-1200 hrs. with Cllr. P Sleet and B Davis  
6<sup>th</sup> April 2024 10.00-1200 hrs. with Cllr. R Coe +(1 other)  
4<sup>th</sup> May 2024 10.00-12.00 hrs. Cllrs. To be agreed : **Noted**

**138    Cllr. R Coe – proposed 3-year plan for Parish Council and invited Cllrs. To join Working Group.**

**Resolved** - Working Group to consist of:  
Cllrs. R Coe, S Griffiths, P Hammond, J Hemsworth, J Jarzembski, C Kirk, R Wilkinson and K Wood : **Noted**

**139    Cllr. K Wood**

**Social Media Update January**  
239,000 hits and 31,000 engagements  
190 new followers  
4,796 followers  
66% of our followers are women  
**Top Posts**  
Never Turn Back Post 79,111  
Kings Arms Post 39,000  
Caister Festival Post 10,400  
Buses 17,400



- 140 Agenda Items for next Parish Council Meeting**  
**Cllr. B Davis** - request for name badges and lanyards be provided for each Councillor
- 141 Date of Next meeting**  
Finance Committee meeting 26<sup>th</sup> February 2024 @ 1900 hrs.  
Parish Council meeting Monday 4<sup>th</sup> March 2024 @ 1900 hrs.
- 142 Closure of Meeting**  
The meeting ended at 2015hrs.

**Chair:**

**Date:**