

CAISTER-ON-SEA PARISH COUNCIL

13th November 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, S Griffiths, P Hammond, J Hemsworth,
J Jarzembski, C Kirk, P Sleet, C Thompson, R Wilkinson and S Wilkinson
Parish Clerk E Dyble

No Parishioner present

87 Apologies for Absence

Apologies for absence received from:

Parish Cllr. D Godbolt – another commitment

Borough Cllrs. M Bird, G Boyd and B Lawn – another meeting
P Carpenter – family commitment

88 Declaration of Interest

None

89 Parishioners Forum

REPORT FROM BOROUGH COUNCILLOR – NOVEMBER 2023

Cllr. Penny Carpenter –North Caister Ward

- i) Under separate cover you will have received a report from me regarding the findings of Highways as to the situation on Tan Lane and in front of the Council Hall regarding flooding in the area. CCTV pictures have been included in the report and findings. Highways believe that A, tree to the rear of the hall, B, BT services section have had a significant impact on the capacity of the system to drain water away from site. Highways Engineer is currently in talks with BT to resolve the question. As to the tree we are establishing ownership.
- ii) I also send weekly reports from NCC to the Parish for onward distribution to parish members.
- iii) Persimmon have set up works along Ormesby Road, works will take around 18 weeks to complete the works and they will be depositing a portable office, canteen and toilets for the works teams to use while they are at the location. This equipment will be on the service road to Mountbatten Way.
Persimmon under my request have notified Haven, Schools, and residents along Ormesby Road by leaflet through letterboxes for residents and letters to business. Works will start I believe the junction of Second Avenue and Ormesby Road and there are five sections of work to be completed on this particular stretch. I am given to understand they will then be continuing on Jack Chase Way and Norwich Road.

- iv) Caister Bypass installation of central crash barriers starts on Monday 13th November 2023 and the project will take four weeks to complete. Traffic calming measures will be in place to allow safe use of the central carriageway for highways teams to work and install barriers. They will be starting from Norwich Road and working down to the stadium end.
- v) Norfolk County Council Winter campaign launched to support residents in Norfolk and Waveney to stay Warm and Well. The campaign aims to support people who may be struggling to pay bills or heat their home this winter by raising awareness of the wide range of winter hardship support that is available locally, almost winter proofing their health and wellbeing by preparing for winter illness and reminding people what to do if they do fall ill.
People can find all the information they need by visiting the Norfolk and Waveney winter online portal.
- vi) Norfolk County Council to offer extra support to households this winter. Earlier this year Norfolk County Council announced it would receive further funding from the Department for Work and Pensions (DWP) to run the Household Support Fund until 31st March 2024.
The council is receiving £13.4 million from central government and adding an additional £400,000 to make the total programme of support worth £13.8 million. It is working closely with district and borough, and city councils, VCSE and public sector partners to identify and implement a range of support measures to meet the needs of vulnerable households.
Find out how you could get help from the Household support Fund at www.norfolk.gov.uk/costofliving
- vii) £2,500 grants available for community tree projects, Norfolk County Council and Busseys have launched a grant scheme to help communities to plant new trees. Applications must be for planting trees that provide a tangible community benefit. Deadline is Thursday 1st January 2024. All trees must be planted by the 15th March 2024.
Go onto Norfolk County Council website – Search Busseys community tree grant for Norfolk.
- viii) As you may be aware Norfolk County Council completed works around Braddock Road with resurfacing pavements, I have put requests in for West Road and Second Avenue area for the same works. My requests have been submitted to Highways at Norfolk County Council.
- ix) Caister Police Station Site. As you are aware the chairman and members have contacted myself and others regarding the condition of this site. Officers from Environment and Planning have worked on this site for a number of weeks, as this is not a straight forward matter as it may seem on the outside.
I can now report that contact has been established with the correct owner and instructions have been issued to clear this site. Advice has also been given as to the security of the site.
Both Environment and Planning will monitor the site for the near future. Should you see anything else which you believe is being dumped here if you could let us know straight away including time, date, place, and any vehicle descriptions would be most helpful if anyone manages to capture this.

I drove past myself a couple of days ago and I have reported on the West Road side there are works to be completed to an area at the rear of the premises which are adjacent to the pavement.

: **Noted**

90 Minutes

The minutes of the previous meeting held on 2nd October 2023 were proposed by Cllr seconded by Cllr R Coe, agreed by all members present and signed by the Chair.

91 Cemetery Matters

Exclusive Right to Burial Nos. 1516 & 1517 were signed by the Chair : **Noted**

ACCOUNTS FOR PAYMENT NOVEMBER 2023				
HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salaries to 31.10.23	999.03		999.03
E-On	Electricity - Direct Debit	64.30	3.22	67.52
British Gas	Gas - Direct Debit	60.00	3.00	63.00
GYBC	1/2 Year Rates	226.00		226.00
Screwfix	New Toilet Cistern + 2 x Seats	176.43	35.30	211.73
Screwfix	2 x LED Floodlights	16.63	3.33	19.96
GWL Security	3 x Keys for Council Hall	12.50	2.50	15.00
Flameskill	Servicing of Fire Extinguishers	51.00	<u>10.20</u>	61.20
Gallagher Insurance		<u>1,357.10</u>		<u>1,357.10</u>
		£2,962.99	£57.55	£3,020.54
GENERAL ACCOUNT				
Salaries	Salaries to 31.10.23	2,641.48		2,641.48
	Expenses	26.00		26.00
	Tel. rental + calls October	25.00		25.00
British Telecom	Telephone/Broadband 738474	69.64	13.92	83.56
Fasthosts Internet Ltd.	Hosting Website etc. - 05.11.23-06.12.23	20.86	4.17	25.03
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
CPFMC	1/2 Year grant	1,275.00		1,275.00
Thistles & Thorns	All Red Bio Wreath	55.00		55.00
Gallagher Insurance		2,714.20		2,714.20
Blackwell Print	4 x PVC Banners	45.00	9.00	54.00
Etsy	4 x Extra Large Hi Viz Vests	32.75		32.75
Travis Perkins	Black Roller Doors for Cemetery Shed	738.00	147.60	885.60
Royal British Legion	Medium Poppy Wreath	20.00	3.99	23.99
Caister In Bloom	Flowers for War Memorial	100.00		100.00
Blackwell Print	Printing of Newsletter	960.00		960.00
Office Pad	Collins Spiral Diaries + A5 Week to View Diary	16.78	3.36	20.14
Currys	ASUS Laptop	632.50	126.49	758.99
Viking Direct	Stationery	68.90	13.78	82.68
Great Yarmouth Service	Toilet Cleaning 2023 Season Second Ave./Beach	5,819.56	1,163.91	6,983.47
Inland Revenue	PAYE Contributions	<u>629.26</u>		<u>629.26</u>
		£15,909.93	£1,486.22	£17,396.15
FESTIVAL 2023				
Action Play & Leisure	To supply and install safer grass mats	420.00	84.00	504.00
Toilets to Go	Hire of Portable Toilets	<u>590.00</u>	<u>118.00</u>	<u>708.00</u>
		£1,010.00	£202.00	£1,212.00
	Grand Total	£19,882.92	£1,745.77	£21,628.69

INCOME				
Interest		£411.37		
Cemetery Re-charge		£580.12		
Lettings		£1,225.68		
Rents		£550.00		
Precept		£68,025.00		
Festival Pitches		£560.00		
Newsletter Adverts		£310.00		

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

93 Correspondence

- i) **National Highways** – informing that essential safety improvement works on the A47 Acle Straight just outside Vauxhall Caravan Park between Acle and Great Yarmouth will include road markings and resurfacing of the carriageway. This work is due to be over five nights between Monday 20th and Friday 24th November 2023 and will be between 8pm and 6am on weeknights only, weather conditions permitting.
Diversions will be in place : **Noted**
- ii) **Flooding Tan Lane** - Extensive CCTV survey works have been carried out. The culprit for the section along Tan Lane, stems from the private tree situated at the rear of the Council Hall. The root mass spans the width and depth of the 300mm concrete surface water pipe. The line of the pipe/root mass has been traced and marked on the footway. Estimate depth to be @700mm to top of the surface water pipe. Technically, its acting as a web, will allow surface water through along the bottom, but will back up during prolonged spells. To complicate matters even further there is a complexed BT asset situated above this which is making it very difficult to access the pipe/replace accordingly. Currently working with BT as they need to alter their asset first, so that we can repair the pipe. We are chasing, negotiations are ongoing, the Butchers are aware : **Noted**
- iii) **NCC Highways – Caister Bypass** – informing that lane closures will be in place along Caister Bypass (A149) at Caister-on-Sea from Monday 13 November 2023 to Friday 22 December 2023 for the installation of a crash barrier.
The scheme is designed to help address the poor safety record on this busy section of road, which had seen a number of personal injury accidents over recent years. The work will involve installing a VRS crash barrier along the central reservation of Caister Bypass from the Caister Road Roundabout at Great Yarmouth to the Norwich Road Roundabout at Caister-on Sea.
The road will remain open throughout, however for this work lane closures are required to the fast lane (lane 2) to both the North and South bound carriageway to maintain a safe working area for our subcontractors. Lane 1 will remain open throughout the duration of the works with a reduced speed limit to 40 mph and a signed diversion in place for road users to access West Road, West Caister.
The work which will cost £660,000 will be carried out by Norfolk County Council’s Community and Environmental Services Department and their contractors.

The County Council thanks people for their patience while this work is carried out :
Noted

- iv) **GYBC** -informing that with reference to a recent application received by GYBC for the nomination of an Asset of Community Value for Lidl Supermarket, Norwich Road, Caister. It is the decision of the Council, as the responsible authority, that the Nominated Asset does not satisfy the statutory tests set out in Section 88(1) or 88(2) of the Localist Act 2011 and therefore shall not be listed as an Asset of Community Value. This justification has been provided in full within the notification letter. The Council will now add this nomination to the list of “Unsuccessful Nomination of Asset of Community Value” for a period of 5 years. The list is available to view on the Council’s website : **Noted**
- v) **GYBC** – informing that Council will be aware that the Borough Council has continued to pay concurrent function grants to Parish Councils for the following services:
- Burial Grounds
 - Beach Cleaning
 - Parks and Open Spaces
- This totals £133,600 annually and is a cost that falls to all taxpayers across the Borough.
- As part of the budget process for the 2024/25 financial year the Council is reviewing all areas of spend.
- As a Parish Council that receives a concurrent function, this is notification that the Council is minded to remove the concurrent function from 2024/25 for Beach Cleaning and Parks and Open Spaces.
- This decision will be subject to a report that will be taken to Members in due course, however due to the timescales for the setting of the parish precepts for 2024/25 the reason for this letter is to give early notification of this to prepare and put mitigation in place should the decision be approved.
- In the meantime, a date will be arranged for a meeting where you will have the opportunity to discuss the proposal with the Council Leader and Council officers of the impact - **Chair and Clerk to attend meeting on 15th November 2023**
- vi) **PC Chris Martin** – informing that he has had some members of the public bring to his attention an issue with this crossing on Ormesby Road/Braddock Road junction. Recently there have been a few near misses and people are stating that the crossing isn't visible enough. He has attended the location and would agree that some maintenance is required. The light coverings have faded badly in the sun and are not as visible, and the poles are in need of painting. A visible sign warning of children crossing would also be beneficial. In an ideal world traffic lights would be much safer, but understand that budget constraints may prevent this : **Noted**
- vii) **GYBC** – informing that they will be assessing our 106 Developer Expenditure Bid submission following the close of the consultation period. Once they have had an opportunity to review all the bids, they will be back in touch with the outcomes :
Noted
- viii) **East Norfolk Transport Users Association (ENTUA)**

They are publishing a Policy document called " Rail for Great Yarmouth - The next 10 year" outlining their group's aspirations for what they would like to see in terms of rail travel to and from our town.

They are holding a launch for this document on **Tuesday 21st November 2023 at Great Yarmouth Rail Station at 1100** and would like to invite you or a representative to attend : **Noted**

- ix) **GYBC** – informing that the Borough Council adopted the **Coastal Adaptation Supplementary Planning Document (SPD)** at its Cabinet on 9th October 2023. The Coastal Adaptation Supplementary Planning Document is a joint document prepared with East Suffolk Council, North Norfolk 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. A copy of the adopted Coastal Adaptation Supplementary Planning Document and the Adoption Statement were attached. : **Noted**

- x) **Persimmons Homes Scheme, Ormesby Road Works**
Further to their meeting in August this year, they are writing to provide an update on progress regarding their scheme on land off Jack Chase Way. We should have already received information from them on their submitted Reserved Matters application. They trust we have also received a consultation from the Borough Council as well.

When they came to visit you in August, they advised that they were going to start their off-site highways works on Ormesby Road this Autumn, as part of the first set of works required by the outline planning permission. The proposed works will introduce traffic calming measures to Ormesby Road and are designed to slow traffic travelling through the village. Earlier this month they had a meeting with the Norfolk County Council Street Works Team to finalise details of those Section 278 off-site highway works. Those discussions included scheduling and timelines. The Ormesby Road works will commence after the October half term period on Monday 30th October, and will be completed before the Easter holidays start (18th March 2024). The road works will also stop during the Christmas holidays for a period of circa 2 weeks to ensure clear passage on Ormesby Road during the holidays.

The approved traffic calming measures will reduce the vehicle speeds along the road, improve pedestrian and public transport accessibility, and assist in deterring through traffic travelling in the centre of Caister on Sea. The measures include new controlled and uncontrolled pedestrian crossings, moving some of the existing bus laybys further into the carriageway, as well as provide two new mini-roundabout junctions to streamline the flow of traffic. The works will improve connectivity between residential properties on either side of Ormesby Road as well as provide better linkages for future residents of their development to the services and facilities in the village : **Noted**

- xi) **NCC Highways** – informing that the Norwich Western Link is a step closer to becoming a reality today as we now have a crucial funding commitment from central government for the project.

Today's announcement gives us a commitment from central government to fund the majority of the cost of the project and will bring an anticipated £213m of national investment into the county, with the potential for the government contribution to be uplifted to cover even more of the costs.

You'll probably be aware that we've been waiting, and pushing, for this news for some time, so it's great that ministers have listened and understood the importance of this new road link for Norfolk, and the wide range benefits it will bring to residents and businesses. It will, I'm sure, be a huge relief to the people worst affected by the traffic congestion on small roads and in communities to the west of Norwich, which is causing knock-on impacts and concerns about air quality, road safety and quality of life.

Now we have this funding commitment we can move the project forward. So what happens next? First of all, we need to finalise the planning application documents – these are already well-developed but we previously couldn't finalise them given we didn't know when we would be in a position to submit them. So we do need to do a final review and make any updates as appropriate.

A report will also be brought to the council's cabinet containing an update on the project and details about the planning application, and I and my fellow cabinet members will be asked to approve submission of the planning application.

As ever, we still have some way to go on the Norwich Western Link and a lot of hard work ahead, but it's fair to say we have achieved a major milestone with today's news. It's important that we continue to invest in transport infrastructure in Norfolk to support all kinds of journeys and accommodate planned growth. The Norwich Western Link, and the significant benefits it will bring to local residents, businesses and the Norfolk economy, is a key part of making sure Norfolk has the transport networks it needs : **Noted**

- xii) **PC Chris Martin** - informing that following a rise in ASB around Caister and the rural villages of Great Yarmouth he has been working on setting up a CAP, (Community Alcohol Partnership). This is an important scheme to help tackle underage drinking and reduce ASB in the community. It would be great if Council could attend this event on Friday 24th November 2023 13:00-15:00 at All Saints Parish Hall, Beach Road, Scratby, Great Yarmouth NR29 3AJ. They look forward to our response : **Noted**

The Following have been circulated

- a) **CPRE Norfolk** – Autumn Newsletter
- b) **Norfolk Befriending Service** – Caring together Charity
- c) **Norfolk Community Foundation** – Funding & Support News October
- d) **Rural Services Network** - forwarding copies of their:-
 - Rural Bulletin - 3rd, 10th, 17th, 24th and 31st October and 7th November
 - Monthly Rural Funding Digest & Government Consultations October and November
- e) **NORFOLK ALC** - Newsletters 11th , 17th, 26th October and 4th November
 - Norfolk ALC Wellbeing Newsletters 6th October and 10th November 2023
- f) **NCC** – Weekly briefing Notices 5th, 12th, 26th October, 2nd and 9th November 2023

94 Planning Matters

Applications for consideration 13th November 2023 from GYBC

Application ref	Applicant Address	Description
06/23/0640/HH		Proposed single storey rear extension; Raising of flat roof to garage with addition of roof lantern at 9 Longfellow Road, Caister NR30 5RG
Recommendation	No Objection	
06/23/0621/HH		Proposed single storey rear extension and replacement roof to conservatory at 25 West Road, Caister NR30 5AX
Recommendation	No Objection	
06/23/0662/HH		Proposed room in roof including rear dormer and roof-light to west side at Lulworth 9 Grange Road, Caister NR30 5BA
Recommendation	No Objection	
06/23/0612/HH		1. Single storey extensions to front, side and rear 2. First floor extension on north elevation at 89 Beach Road, Caister NR30 5HD
Recommendation	No Objection	
06/23/0549/F		Proposed demolition of garage; Erection of side extension; Erection of 1-bedroom annex within front garden; New driveway area to front at 45 Norwich Road Caister NR30 5JP
Recommendation	Object – Extension of the building line	

95 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.

Dignity at Work and Harassment Policy

Home Working Policy

Health and Safety Policy

Lone Worker Policy

: **Noted**

96 **Cycle Paths**

Cllr. C Thompson reported that the surfaces of the cycle paths around the village and especially from the Stadium roundabout to Freemantle Road were very uneven and require re-surfacing. After discussion it was proposed by Cllr. Thompson, seconded by Cllr. Davis and agreed by all members present to refer matter to NCC Highways accordingly.

97 **Cllr. K Wood**

i) **Social Media Update October**

Top Posts

FREE car park reached 125,000 people 11,000 engagements

Sunrise pictures 21,500 and 22,000

Scooter rally in Caister 7,800

Xmas events 4,800

Roman Fort story 4,700

Lifeboat ashes 6,500

Caister Great Place to Be 21,665

Over 300,000 hits in month, now 4,500 followers

: **Noted**

ii) **Christmas Plans**

Christmas lighting starting this week, starts on church, Rabbit Hutch and Council Hall

Friday 1st December volunteers for marshalling from Rabbit Hutch to Council Hall

Lantern Possession

Stage and Sound set up from 5.30pm

Barriers and stage from Playing Field to Hall

Christmas trees Saturday 25th November, two trees outside Hall and one by Co-op

Purchase artificial tree for inside Hall

: **Noted**

iii) Christmas film Polar Express, to be shown on Saturday 23rd December 2023 at 1.30 pm. Doors open at 1 pm. : **Noted**

98 Agenda Items for next Parish Council Meeting

Precept 2024/25 to be considered at the next Parish Council meeting

99 Date of Next meeting

Finance meeting Monday 27th November 2023

Parish Council meeting Monday 4th December 2023 @ 1900 hrs.

Chair:

Date: