

CAISTER-ON-SEA PARISH COUNCIL

4th December 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, P Hammond, J Hemsworth,
J Jarzembski, C Kirk, P Sleet, C Thompson, R Wilkinson and S Wilkinson
Parish Clerk E Dyble

No Parishioner present

100 Apologies for Absence

Apologies for absence received from:

Parish Cllr. S Griffiths – another commitment

Borough Cllrs. P Carpenter – Mayoral duties

101 Declaration of Interest

None

102 Parishioners Forum

a) REPORT FROM BOROUGH COUNCILLOR – DECEMBER 2023

Cllr. Penny Carpenter – North Caister Ward

- i) I have replied to a request from the Chairman on several concerns raised by members of the public.
- ii) I contacted Persimmon regarding the driving behaviour of an individual travelling along Ormesby Road turning into Second Avenue via the access road to those homes set back along Ormesby Road. I can report that Persimmon contractors looked at the junction and they could not close off the access road to those homes to stop one individual to drive over the grass verge to gain access to avoid the traffic lights. Persimmon have also advised they are ahead of schedule and hope to finish works at that location by the 6th of December.
- iii) Myself and Councillor Bird are meeting with Highways Engineer on the 6th of December to discuss a bus shelter issue on Norwich Road.
- iv) Norfolk County Council Childrens Services and Waterstones have teamed up to launch the 2023 Giving Tree appeal, a Christmas Project aimed at bringing joy to the county's children in care. The tree based at the Castle Street branch in Norwich will be decorated with hundreds of tags which each represent a child and the book they would like to receive for Christmas, this closed yesterday but this is in its 17th year and has been very successful.
- v) Twenty-Seven brand new gritter lorries to join the fleet in Norfolk, Norfolk's feet of 58 winter vehicles treat 2,200 miles of roads . All A & B class roads and some C class roads are treated on focus on commuter and major bus routes, and as far as possible

one route into all villages. More than 2,000 grit bins are available around the county for people to use on roads, pavements and cycle paths.

- vi) Norfolk spends on average £3.2 million each year keeping highways moving over the winter. The average cost of each full gritting run is around £49,000
- vii) As your County Councillor Cabinet Member for Childrens Services I am backing a call from the County Councillors Network for an urgent cash injection for Home to school transport, I have written to the Secretary of State for Education asking for an appointment which has been agreed and I will be meeting with them to discuss this and other pressing issues which are affecting Childrens Services up and down the country. A new report published ahead of the autumn statement lays bare the huge financial pressures councils are facing especially the transport budgets for large rural councils like Norfolk. We as a Council spend £60 million on home to school transport for children this year , up from £51 million in 2022/23. Nearly £40 million of that spending will be on children who need extra support.
- viii) Annual awards recognising dozens of outstanding contributions to Norfolk Fire & Rescue Service, 16 awards in 9 categories were recently held from on call employee , volunteer of the year, making a difference, partnership award to mention a few.
- ix) Winter campaign launched to support residents in Norfolk and Waveney to stay warm and well supported by local health and care organisations in Norfolk and Waveney the latest warm and well campaign is being launched to help us all stay as well as possible during the cold months ahead. People can find all the information they need by visiting the Norfolk and Waveney winter well online portal.
- x) Travel, whether you are heading home late from the festive lights switch on or want to find cycling and walking routes to burn off some of those festive seasonal treats, the Travel Norfolk website is here to help you plan your journey this Christmas. To find out more visit: travelnorfolk.co.uk/festivetravel
- xi) I attended the Norfolk Fire & Rescue Service Crucial Crew event held at Haven site in Caister last week, which delivered to many children safety messages about keeping safe online, water safety , fire safety ,recovery position, mental health and how to resuscitate people. All the children were totally engaged and enjoyed the morning.
- xii) You may have seen reported in the local newspaper that Herring Bridge is now open to river traffic.

Other Councillors may have other reports to submit to you as well so I will stop now. I wish you all a Happy, Healthy Christmas and New Year.

: **Noted**

b) **Sanitary Waste Bins**

Parishioner asked whether GYBC could be requested to place Sanitary Waste units in Gents toilets within the Borough. After discussion it was agreed that letter be forwarded to GYBC accordingly.

103 Minutes

The minutes of the previous meeting held on 13th November 2023 were proposed by Cllr. P Hammond, seconded by Cllr. P Sleet, agreed by all members present and signed by the Chair.

104

ACCOUNTS FOR PAYMENT 4TH DECEMBER 2023				
HALL ACCOUNT				
Salaries	Salaries to 30.11.23	£1,028.85		£1,028.85
E-On	Electricity - Direct Debit	100.00	5.00	105.00
British Gas	Gas - Direct Debit - 22.09 to 21.11.23	546.55	<u>51.41</u>	597.96
D L Gunton	Window cleaning December	<u>20.00</u>		<u>20.00</u>
		£1,695.40	£56.41	£1,751.81
GENERAL ACCOUNT				
GENERAL ACCOUNT				
Salaries	Salaries to 30.11.23	3,796.57		3,796.57
	Expenses	26.00		26.00
	Tel. rental + calls November	25.00		25.00
British Telecom	Telephone/Broadband 738474	68.20	13.64	81.84
Fasthosts Internet Ltd.	Hosting Website etc. - 07.10.23-06.11.23	20.86	4.17	25.03
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Home Bargains	Christmas Tree Lights	16.64	3.33	19.97
Cherry Lane	Christmas Tree	124.17	24.83	149.00
The Range	Candle Tlights	12.46	<u>2.49</u>	14.95
Inland Revenue	PAYE Contributions	<u>1,134.64</u>		<u>1,134.64</u>
		£5,244.54	£48.46	£5,293.00
	Grand Total	£6,939.94	£104.87	£7,044.81
INCOME				
Interest		£529.44		
Cemetery Re-charge		£560.32		
Lettings		£337.12		
Festival Pitch		£240.00		

Accounts proposed by Cllr. P Hammond, seconded by Cllr. D Godbolt, 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

105 Correspondence

- a) **GYBC** – advising that decisions around the level of the grants need to form part of the decisions around Council spending to form the budget for 2024/25 which is being reported to Cabinet on 4th December for approval by Council on 14th December. The 2024/25 **draft** tax-base for Caister on Sea is 2,867 this is subject to final approval on 14th December. Any changes to the tax-base following 14th December will be notified to us

Noted

- b) **NCC HIGHWAYS** – informing that they propose to make a Temporary Traffic Regulation Order (NTRO7329) affecting the **1)** A1064 Main Road from 167m southwest of its junction with Stokesby New Road for 367m north-eastwards; **2)** Stokesby New Road from its junction with A1064 Main Road for 10m south-

eastwards **3)** A1064 Main Road from 200m southwest of its junction with B1152 Main Road for 290m north-eastwards; **4)** B1152 Main Road from its junction with A1064 Main Road for 100m northwards; **5)** A1064 Main Road from 40m west of its junction with Market Lane 90m eastwards; **6)** Market Lane from its junction with A1064 Main Road for 10m southwards in the PARISHES OF FLEGGBURGH AND FILBY to facilitate Norfolk County Council carriageway resurfacing works.

The roads will be temporarily closed (except for access) between 20:00 and 06:00 from 11th to 16th December 2023 for the duration of the works expected to be about 6 days within the period only when signs indicating the closure are in place.

NB. Only one phased closure will be in operation at any one time, those three phases being roads (1) and (2), (3) and (4), and (5) and (6).

Alternative routes are via:

- (1)** A1064 Main Rd, Old Rd, Acle Link Rd, A47 – Acle to Great Yarmouth, A149 – Acle New Rd, North Quay, Lawn Avenue, Caister Rd, Caister Bypass, Norwich Road, A1064 – Norwich Rd, Heath Road, Main Rd.
- (2)** Stokesby New Rd, New Rd, Mill Rd, Runham Rd, The Street, Mautby Ln, A1064 – Main Rd.
- (3)** A1064 Main Rd, Old Rd, Acle Link Rd, A47 – Acle to Great Yarmouth, A149 – Acle New Rd, North Quay, Lawn Avenue, Caister Rd, Caister Bypass, A1064 – Norwich Rd, Main Rd.
- (4)** B1152 Main Rd, Heath Rd, Mill Lane, A149 – High Road, Main Rd, Norwich Rd, A1064 – Main Rd.
- (5)** Main Road, Old Rd, Acle Link Rd, A47 – Acle to Great Yarmouth, A149 – Acle New Rd, North Quay, Lawn Avenue, Caister Rd, Caister Bypass, A1064 – Norwich Rd, Heath Rd; and
- (6)** Fleggburgh direction: C448 Market Lane, Hall Road, Decoy Road, Low Road, School Road, C447 – Mautby Lane, A1064 – Main Rd; and Caister direction: Market Lane, Hall Road, Decoy Road, Low Road, School Road, Mautby Lane, Ormesby Lane, Filby Lane, A149 Main Road, A1064 – Heath Road (Filby, Halvergate, Fleggburgh, Mautby, West Caister, Caister-on-Sea, Acle, Upton with Fishley).

In the event of the start date being delayed the new start date will be displayed on site in advance.

The team dealing with enquiries at Norfolk County Council is North Area Streetworks (Community and Environmental Services Department) contactable by telephone at 0344 800 8020 or email at streetworks@norfolk.gov.uk. Details are also available at <https://one.network>.

Noted

- c) **NCC HIGHWAYS** – informing of a proposed Temporary Traffic Regulation Order (NTRO7365) affecting Mountbatten Way from its south entrance with Ormesby Road for 50m north-westwards in the PARISH OF CAISTER-ON-SEA to facilitate welfare site and office for Ormesby Road improvements works.

The road will be temporarily closed (except for access) from 4th December 2023 to 28th March 2024 for the duration of the works expected to be about 116 days within the period.

Alternative route is via: Mountbatten Way, Ormesby Road.

If necessary, the restriction could run for a maximum period of 18 months from the date of the Order.

Penalty: £1000 maximum fine on conviction and/or endorsement for contravention. In the event of the start date being delayed the new start date will be displayed on site in advance.

The team dealing with enquiries at Norfolk County Council is North Area Streetworks (Community and Environmental Services Department) contactable by telephone at 0344 800 8020 or email at streetworks@norfolk.gov.uk. Details are also available at <https://one.network>. : **Noted**

- d) **NCC HIGHWAYS TRANSPORT AND INFRASTRUCTURE** – forwarding an update on the Norwich Western Link Project for information : **Noted**
- e) **ENTUA** – forwarding a copy of their Newsletter No.60 – December 2023 for information : **Noted**

The Following have been circulated

- a) **Norfolk Funding and Support Services** – November Newsletter 2023
- b) **Norfolk Foundation.com** – Discover the story of food in Norfolk with ‘Spark’ Newsletter
- c) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 14th, 21st and 28th November
- d) **NORFOLK AIC** - Newsletters 16th, 23rd and 30th November 2023
- e) **NCC** – Weekly briefing Notices 16th, 23rd and 30th November 2023

106 Planning Matters

Applications for consideration 4th December 2023 from GYBC

Application ref	Applicant Address	Description
06/23/0649/HH	Restville 138 Ormesby Road Caister NR30 5NL	Single storey rear extension and raised patio area
Recommendation	No Objection	

107 Cllr. K Wood

i) Social Media Update November

Now have 4,500 followers, with 218,000 hits and 33,175 engagements

Top posts

Caister Christmas light posts 9,021, 15,000 and 4,800 - only one negative post
Seals on beach 4,017

ii) Polar Express support

Support is required for the afternoon of Saturday 23rd December from 12.30pm to 16.30pm for the showing of the film Polar Express

Volunteers are: J Fearnley, P Hammond, J Hemsworth, C Kirk, P Sleet and S Wilkinson

iii) Children’s Litter Competition

Chairman reported that each child in the Junior School had designed a Litter Poster to be judged by Council and presented the Posters for judging. After discussion it was proposed that a short list be agreed and the winners chosen at the next Council meeting on 8th January 2023.

108 Finance

The Finance Minutes from the meeting of 27th November 2023 were – **Received**
Consider recommendations from the meeting:-

a) Seating Area Rear of Hall

It was **Resolved** to recommend Council agrees to:

- i) Cllr. C Thompson providing an aesthetic design for the seating area at the rear of the Council Hall : **Proposed by Cllr. P Sleet, seconded by Cllr. J Jarzembski agreed by all members present to await aesthetic design from Cllr. C Thompson for approval**
- ii) Clerk to obtain quotes to be brought back to next Finance meeting for benches to be galvanised prior to being Thermal powder coated : **Proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to await quotes**
- iii) To place on hold tidying up area at rear of Hall by taking down front wall etc. under item ii) has been agreed : **Proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to place on hold**

b) Memorial Seats for Cemetery

It was **Resolved** to recommend Council purchases 2 x bench seats from Glasdon to replace the rotten ones at the Cemetery at a cost of £585 + VAT each. Plaques to be purchased separately if and when requested : **Proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to purchase 2 x seats for £585 at + VAT**

c) Retaining Cemetery Wall

It was **Resolved** to recommend Council invites local Structural Surveyors to visit the site to inform what their advice would be for Council on a Risk Assessment for the retaining Wall at the Village Cemetery, Ormesby Road (The Narrows). : **Proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to invite the Structural Engineers to visit the site**

d) Accounts

It was **Resolved** to recommend Council accepts copies of the Quarterly Reconciliation and Income & Expenditure reports to 30th September 2023 : **Proposed by Cllr. P Hammond, seconded by Cllr. K Wood, agreed by all members present**

e) Polar Express

It was **Resolved** to recommend Council notes that the film Polar Express was being shown on Saturday 23rd December 2023 at 1.30pm and requested funding for refreshments, present bags for the children etc. : **Proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to allow £350 to purchase refreshments and goodie bags for the children**

f) Councillor's Training

It was **Resolved** to recommend Council agrees to two evenings Councillor Training at a cost of £220 + VAT : **Proposed by Cllr. K Wood, seconded by Cllr. P Sleet and agreed by all members present to book 2 x Monday evening sessions in February/March with Norfolk Alc**

g) Review Salaries with effect from 1st April 2024

It was **Resolved** to recommend Council agrees to the following salaries with effect from 1st April 2024:

Caretaker and Cemetery Maintenance Operative – £11.50 per hour

Clerk - increased to point 28 of the NJC Pay Scales

Asst. Clerk – increased to point 13 of the NJC Pay Scales

Proposed by Councillor K. Wood, seconded by Councillor P Sleet and agreed by all members present to increases

h) **Precept**

It was **Resolved** to recommend Council agrees to the following Precept requirements for the year 2024/2025 as attached hereto and forming part of these minutes :

Proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to a Precept of £134,000.00 for 2024/25

i) **Jack Chase Development – Persimmon Homes**

It was **Resolved** to recommend Council agrees to letter being forwarded to GYBC stating that as West Caister is now deemed as Caister, GYBC gives Caister Parish Council the precept from the Persimmon Homes development off Jack Chase Way :

Proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present that letter be forwarded to GYBC requesting precept from West Caister being transferred to Caister Parish Council

j) **Sensory Garden**

It was **Resolved** to recommend Council obtains further information from Cllr. S Wilkinson regarding a grant of £700.00 to establish a Sensory Garden at the King George V Playing Field with students from the schools being involved :

Proposed by Cllr. R Coe seconded by Cllr. K Wood and agreed by all members present to request further information being brought to next Finance meeting

k) **Speed Camera**

It was **Resolved** to recommend Council agrees that no further action should be taken regarding the purchase of a further speed camera : **Proposed by Cllr. R Coe, seconded by Cllr. K Wood and agreed by all members present that no further action is taken**

109 Agenda Items for next Parish Council Meeting

Cllr. B Davis – re-instate Parish Council Surgeries

Cllr. J Hemsworth – Sign up to Community Alcohol Partnership

Cllr. C Thompson – Caister Festival 2024

110 Date of Next meeting

Parish Council meeting Monday 8th January 2024 @ 1900 hrs.

Finance Committee meeting 29th January 2024 @ 1900 hrs.

111 Closure of Meeting

The meeting ended at 2010hrs.

Chair:

Date: