

CAISTER-ON-SEA PARISH COUNCIL

4th March 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, P Hammond, J Hemsworth,
J Jazembski, C Kirk, A Scotter, P Sleet, C Thompson, R Wilkinson and S Wilkinson
Parish Clerk E Dyble

6 Parishioner present

Chairman welcomed Alison Scotter to be Co-opted onto Parish Council with immediate effect

143 Apologies for Absence

Apologies for absence received from:

Borough Cllrs. M Bird – unwell

G Boyd – family bereavement – report submitted

P Carpenter – another commitment – report submitted

144 Declaration of Interest

None

145 Road Works Ormesby Road

Cllr. K Wood, Chair of Council provided a written statement regarding the road works on Ormesby Road, being carried out on behalf of NCC Highways and Permission in connection with the housing development off Jack Chase Way, Caister. (Copy attached)

146 Parishioners Forum

REPORTS FROM BOROUGH COUNCILLORS – MARCH 2024

Cllr. G Boyd – Caister North Ward (Copy attached)

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

: Noted

147 Minutes

The minutes of the previous meeting held on 5th February 2024 were proposed by Cllr. P Sleet, seconded by Cllr. C Kirk, agreed by all members present and signed by the Chair

148 Finance

The Finance Minutes from the meeting of 26th February 2024 were – **Received**

Consider recommendations from the meeting:-

a) **Burial Fees**

It was **Resolved** recommend Council agrees that fees be increased with effect from 1st April 2024 as per the attached Table. Of Fees

b) Review Shop Rents

It was **Resolved** recommend Council agrees that Shop Rents be increased with effect from 1st April 2024 to £1,300.00 per annum

c) Review Allotment Rents

It was **Resolved** recommend Council agrees to increase the rents to £25.00 per annum with effect from 1st April 2024, plus an increase of £5.00 per annum each year for the following 5 years

d) Yarmouth Road Site

It was **Resolved** recommend Council agrees that claim should be referred to Council's Insurance Company to deal with

e) Upgrading CCTV

It was **Resolved** recommend Council agrees to accept lowest tender of £2,045.40 + VAT for upgrading the CCTV System

f) Renovating Rear of Council Hall

It was **Resolved** recommend Council agrees to accept tender of £2,950.00 + VAT and allow a total of £4,500.00 to include the purchase of a Litter Bin and 2 x Concrete Planters

g) Production of a 3-Year Plan

It was **Resolved** recommend Council agrees for each Committee, where necessary, to set up a 3-Year Plan to help with Forecasting, Budgeting & Setting the Precept for a Strategic Plan.

h) Public Toilet Cleaning Maintenance

It was **Resolved** recommend Council agrees to obtain further quotes as soon as possible as only one had been received for maintaining the 2 x Toilet blocks for the Summer Season 2024

i) Correspondence

It was **Resolved** recommend Council agrees to accept the Parish Precept for 2024/25 of £134,000.00

: All above recommendations proposed by Cllr. P Sleet, seconded by Cllr. R Wilkinson and agreed by all members present

ACCOUNTS FOR PAYMENT 4TH MARCH 2024				
HALL ACCOUNT				
Salaries	Salaries to 29.02.2424	994.86		994.86
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas - Direct Debit - 16.01 to 17.02.24	743.45	148.69	892.14
CHS Fire & Security Ltd.	Replacement 4TB Hard Drive	166.67	33.33	200.00
D L Gunton	Window cleaning February	25.00		25.00
		£2,044.26	£187.73	£2,231.99
GENERAL ACCOUNT				
Salaries	Salaries to 29.02.24	2,785.44		2,785.44
	Expenses	26.00		26.00
	Tel. rental + calls February	25.00		25.00
British Telecom	Telephone/Broadband 738474	73.19	14.63	87.82
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Printerland	Waste Toner and Black Drum Cartridges	101.46	20.29	121.75
Restore Datashred	Plants f+ Compost for tubs Council Hall	76.00	15.20	91.20
HKB Wiltshires	Legal Services	506.00	101.20	607.20
Inland Revenue	PAYE Contributions	688.27		688.27
		£4,301.36	£151.32	£4,452.68
	Grand Total	£6,345.62	£339.05	£6,684.67
INCOME				
Interest		£497.19		
Cemetery Re-charge		£2,719.61		
Lettings		£584.00		
Magazine		£330.00		
Festival		£1,580.00		
Allotment rents		£20.00		
Cemetery Cheque		£50.00		

Accounts proposed by Cllr. C Thompson, seconded by Cllr. R Coe, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - R Wilkinson

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

150 Correspondence

- a) **NCC** – informing that on February 15 2024, Norfolk County Council launched a public consultation on a saving proposal to reduce some street lighting in areas across Norfolk. The street lighting proposal forms part of a package of savings that have been put forward for consultation which is due to run until 22 March 2024. As part of the commitment to effective decision-making, they are seeking feedback from identified key stakeholders, including directly affected parish councils, county council members, and emergency services.

The consultation opened on 15 February 2024 and closes at midnight on 22 March 2024 and

available on our Citizen Space platform. There is also an Easy Read and paper copy available for download via the link above if you would prefer to respond by post.

Summary of proposed changes

We are proposing to reduce some street lighting in Norfolk which would affect 1,000 lights. Doing this could save the council approximately £200,000 per annum (based on current prices).

Our proposals focus on areas where there will be minimal impact to drivers, pedestrians and cyclists.

Locations which are known to be more heavily used by pedestrians are unlikely to be affected.

We are predominantly focused on switching off lights in the following circumstances:

- Isolated pockets of lights away from densely populated urban areas (such as residential areas), and where there is a limited benefit to those lights remaining on
- Areas where lights have been installed in the past but the reason for their installation is no longer applicable. For instance, where a concern with road safety is no longer evident due to changes to traffic flows or other highway improvements.
- Reducing the spread of lighting on the approach to more urban areas, such as between the city/town and its suburbs, and the countryside.

Please share your views via our consultation website:

<https://norfolk.citizenspace.com/consultation/savings-proposals-2024>

They kindly request our participation in this consultation process by reviewing the consultation documents and providing them with our feedback : **Resolved Noted**

- b) **NCC** – informing of an up-and-coming temporary closure of the A1067 Main Road, Fleggburgh to facilitate carriageway resurfacing works from 4th to 16th March 2024 for the duration of the works expected to be about 13 days within the period
Resolved Noted

- c) **Licensing and Electoral Services Manager, GYBC** – in reply to Council's enquiry re new development off Jack Chase Way. My sincere apologies for the delay in responding to your email regarding the new development off Jack Chase Way in Caister.

A Community Governance Review (CGR) is the process which is followed to make changes to an existing parish boundary. The purpose of such review is to ensure community governance arrangements continue to reflect local identities and facilitate effective and convenient local government.

This review would be carried out by Great Yarmouth Borough Council and can be started by a number of ways which include a request from a parish council.

At this stage to proceed further, a formal request from the Parish Council asking the authority to undertake a Community Governance Review would be helpful. (please include a copy of the resolution from the meeting where this is discussed)
Please include in the request as much information as possible, such as a map of the area in question, what the benefits of changing the existing boundary would be to the community, and what your ideal options and outcome would be : **Resolved to be placed on Agenda next Month**

- d) **GYBC** – Principal Strategic Planner informing that the Great Yarmouth Design Code Supplementary Planning Document (SPD) was adopted by Great Yarmouth Borough Council on 29th January 2024.

The Supplementary Planning Document principally supports the implementation of Policy CS9 Encouraging well-designed, distinctive places of the Great Yarmouth Local Plan Part 1 Core Strategy and Policy A2 Housing design principles of the Great Yarmouth Local Plan Part 2. The SPD also provides further detail on several other policies in the above plans where relevant to design.

A number of modifications were made to the Supplementary Planning Document pursuant to section 23(1) of the Planning and Compulsory Purchase Act prior to adoption. These modifications are set out in the Consultation Statement.

Any person with sufficient interest in the decision to adopt the SPD 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 three months after the date on which the SPD was adopted.

The Supplementary Planning Document, this Adoption Statement, Consultation Statement and other supporting documents can be viewed on the Council's website: <https://www.great-yarmouth.gov.uk/article/8306/Supplementary-Planning-Document-status>

Alternatively, hard copies of the document are available on request. The documents will also be made available for inspection at the Town Hall, Great Yarmouth from the 14th February 2024 for three months.

If you would like further information on the Supplementary Planning Document, please email localplan@great-yarmouth.gov.uk or call 01493 846270 : **Resolved Noted**

- e) **GYBC** – informing that PUBLIC HEALTH ACT 1925 – SECTION 18, STREET NAME ORDER, ORDER NO.1 (2024) ALLOCATION OF STREET NAMING AND NUMBERING TO HOUSE(S) BEING BUILT:

OFF ST NICHOLAS DRIVE, CAISTER-ON-SEA, GREAT YARMOUTH

You are hereby notified with regard to Street and House Naming and Numbering, of the following authorised street address as agreed by this Department in conjunction with the Royal Mail:

ST WILLIAMS CLOSE, CAISTER-ON-SEA, GREAT YARMOUTH

In accordance with Section 18 of the Public Health Act 1925, a notice has been posted at St Nicholas Drive and Stone Hill Road adjacent to the St Williams Close location, and has remained there for a period of no less than twenty-eight days. Any members of the public with an objection to the proposed name had twenty-one days to appeal : **Resolved Approve**

- f) **NCC HIGHWAYS** – informing that NCC proposes to make a Temporary Traffic Regulation Order (NTRO7714) affecting the: 1) Ormesby Road from its junction with Second Avenue to its junction with Covent Garden Road. 2) Ormesby Road from its junction with Covent Garden Road to its junction with Branford Road. 3) Ormesby Road from 5m north of its junction with Webstar Way to its junction with Braddock Road in the PARISH OF CAISTER-ON-SEA to facilitate carriageway resurfacing works. The roads 1), 2) and 3) will be temporarily closed (except for access) between 07:00 to 20:00 from 11th to 15th March 2024 for the duration of the works only while signs indicating closures are in place expected to be about 5 days within the period. Alternative route is via: Ormesby Road, Jack Chase Way, Norwich Road (Ormesby St. Margaret with Scratby, Caister-on-Sea) : **Resolved Noted**

The Following have been circulated

- a) **CPRE Norfolk** – Research Study on Norfolk landscape values
- b) **Groundworks** – February Newsletter
- c) **Norfolk Funding and Support Services** – February Newsletter 2023
- d) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 6th, 13th, 20th and 27th February
Monthly Bulletin RSN Rural Funding Digest & Government Consultations
- e) **NORFOLK AIC** - Newsletters 9th and 15th February 2024
- f) **NCC** – Weekly briefing Notices 8th, 15th, 22nd and 28th February

151 Planning Matters

Applications for consideration 4th March 2024 from GYBC

Application ref	Applicant Address	Description
06/24/0003/A	Land adjacent A149 south of Westerly Way Caister NR30 5AP	Proposed erection of a 5.04m tall 4-pole single-sided carriageway (4.88m wide x 2.44m high) to advertise housing estate development for a temporary period of 4 years
Recommendation:	Object - Detrimental to the visual amenity	
06/24/0025/HH	18 Villarome Caister NR30 5TQ	Single storey rear extension to replace existing conservatory
Recommendation:	No Objection	
06/24/0121/CD	Land at Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 15 of pp. 06/19/0676/O relating to Phase 1A only: Details of surfacing to footways and cycleways. (An application for subsequent consent to permitted EIA development).
Recommendation:	No Objection	

06/24/0084/CD Discharge of Condition 24 of pp. 06/19/0676/O relating to Phase 1A only: Details of a Construction Environmental Management Plan: Biodiversity (CEMP) including associated details of mitigation required by the Environmental Statement. (An application for subsequent consent to permitted EIA development) at Land at Nova Scotia Farm West of Jack Chase Way Caister-On-Sea

Recommendation: Request more inform

06/24/0085/CD Discharge of Condition 25 of pp. 06/19/0676/O relating to Phase 1A only: Details of a Landscape and Ecological Management Plan (LEMP) with associated details of enhancements required by the Environmental Statement and implementation and funding proposals. (An application for subsequent consent to permitted EIA development) at Land at Nova Scotia Farm West of Jack Chase Way Caister-On-Sea

Recommendation: Request more information

06/23/0616/D Reserved Matters application for details of appearance, landscaping, layout & scale of development for 173 residential dwellings with associated infrastructure, drainage basin, access road and highways works representing part 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) (Amended plans and revised and additional information received) at Nova Scotia Farm (Land at) Jack Chase Way (West of) West Caister Great Yarmouth

Recommendation: No Objection

152 Update on Yarmouth Road Site

Clerk reported that Council's Insurance Company had been contacted and that they were now handling the legal case regarding the Japanese Knotweed on the site :

Noted

153 Policies

Cllr R Coe proposed the Data Protection Policy, seconded by Cllr. C Kirk agreed by all members present at the meeting, adopted and signed by the Chair.

The Finance Regulations were referred back to the Finance Committee for amendment

: **Noted**

154 Badges and Lanyards

Cllr. B Davis proposed that Councillors be issued with Badges and Lanyards for when they attend various functions : **Resolved Clerk to obtain Badges and Lanyards for Councillors**

155 Cllr. K Wood

Social Media Update February

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

156 Date of Next meeting

Finance Committee meeting 25th March 2024 @ 1900 hrs.

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

157 Closure of Meeting

The meeting ended at 2040hrs.

Chair:

Date: