



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL
The Council Hall
1 Yarmouth Road
Caister-On-Sea
Norfolk
NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

**Minutes of the Full Parish Council Meeting held on Monday 3 February 2025 at 6.30pm
at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:	
Parish Councillors:	Kevin Wood (Chair), Peter Sleet, Danny Godbolt, Chris Kirk, Claire Thompson, Andrew Robinson, Sandy Griffiths, John Hemsworth, Lorna Cutler, Alan Walker, Robin Wilkinson, Sue Wilkinson, Jerry Fearnley & Jan Jarzembki.
Borough Councillors:	Gary Boyd – Borough Councillor
County Councillors:	None
Parish Clerk:	Karina Green
Guests:	Joseph Thompson – Anglian Water
Parishioners:	Five

The Chair opened the meeting, welcoming Councillors and Parishioners.

124. Apologies

Apologies received from Cllrs Paul Hammond and Penny Carpenter.

125. Declarations of Interest for items on the agenda and dispensations for Councillors with a pecuniary interest

No declarations of interest regarding agenda items or requests for dispensation received.

126. Anglian Water odour issue update – Mr Thompson advised that additional data logging had been installed in the vent stacks at the headworks meaning online monitoring is now in place in all 3 stacks as opposed to in just the two previously. Daily checks are also in place.

January data shows very low levels of odour that can be detected with their instrumentation however residents are still voicing concerns as the issue remains – not every day and not at the same times, but the issue remains. It is accepted that the odour is significantly less now than the Summer months, however, if the system cannot cope now, how will it manage when the demand is increased and the weather warmer? The source of the odour will most likely be identified by tracing high levels of hydrogen sulphide which is what the measures in place are logging via a permanent monitoring system, logging data 24/7. Mr Thompson advised that high levels of hydrogen sulphide were not being recorded which is the usual cause of odours.

There have not been any complaints received into Anglian Water in the last 2 months. A parishioner present expressed he had reported an incident on Sunday 2 February between 10am and 1pm and suggested the logging equipment should be positioned between Tesco and The Gate. Mr Thompson asked if logging equipment could be placed at the parishioner's address which was agreed. **Clerk to pass on contact information.** The Chair suggested that the amount of apathy regarding the situation will be contributing to the lack of incidents reported.

Mr Thompson confirmed they are being as open and transparent as possible in their efforts to resolve the issues and Anglian Water have raised a request for a more resilient odour control system. Another possible source of the odour could be tankerage – this needs further investigation, however, generally the odour connected to this process doesn't travel. **Clerk to arrange Anglian Water Plant visit for Councillors**

127. Minutes of the Full Council meeting held on Monday 6 January 2025

The minutes were **agreed** as a true record of proceedings.

128. Minutes of the Committee meetings

- a. Hall Committee – **Received**
- b. Finance Committee – **Received**

129. Public Open Forum

- a. Closure of Jack Chase Way and the use of Roman Way as a rat run. Chair advised we would cover this further on in the agenda.
- b. Report received from County Councillor Penny Carpenter. **Noted**
- c. Report received and updated in person from Cllr Gary Boy. **Noted**

130. Financial Matters

a. Payment and income report for January 2025 **agreed** by Council.

COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salaries	Salaries to 31.01.2025			£7,256.50
HMRC	Tax and National Insurance			£1,560.10
NEST	Pension Contribution T Marsden			£33.37
E-ON	Electricity Direct Debit	£114.28	£5.71	£119.99
British Gas	Gas	£575.51	£115.10	£690.61
British Telecom	Telephone – Telephone/Internet	£77.48	£15.49	£92.97
Starboard Systems	Scribe Account Subscription (Jan)	£69.00	£13.80	£82.80
Gif Gaf	Telephone – Contract Sim Cards			£18.00
D L Gunton	Hall – Window Cleaning (Jan)			£25.00
Bee Safe	240v Domestic Appliance Testing			£94.35
Caister in Bloom	Village – Attending Flowers (Feb)			£20.00
Ashleigh Print and Design	Administration – Business Cards	£25.00	£5.00	£30.00
Cartridge Save	Administration – Ink Cartridges	£248.44	£49.69	£298.13
Viking	Administration – Stationery	£104.11	£16.74	£120.85
Pear Technology	Cemetery – Map and Register	£95.00	£19.00	£114.00
Norfolk Parish Training	Training – Council / Clerk Course			£179.00
High Speed Training	Training – Caretaker Courses	£82.00	£16.4	£98.40
Clerks and Council Direct	Freedom Scroll	£124.00	£24.80	£148.80
Expenses – K. Green	Flowers, Compost and Paint			£86.49
Expenses – T. Marsden	Tile Fix (ladies toilet)			£9.50

Expenses – M. O’Keefe	Stamps			£23.75
Blackwell Print	A5 Newsletter			£960.00
COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall Hire	£885.00		
Rent	Shop Rents	£650.00		
Allotment Rent		£10.00		
Festival	Pitch Fees	£250.00		
Interest	Bank Account Interest	£471.32		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Wave	Water Supply (overdue 12.12.24)			£56.47
CEMETERY INCOME	DESCRIPTION	TOTAL		
Interest	Bank Account Interest	£27.33		

- b. RFO Update – Clerk shared update with Council.
- i. **Scribe Update** - Since the last meeting of Council, some progress has been made with the audit of the Scribe system to the hardcopy accounts of the former Parish Clerk. There is still work to complete, which should be completed to present to the Finance Committee at their February meeting and then Full Council in March. Therefore, the Payment and Income Report provided to Council is not reconciled to the Bank Accounts, however from March a Scribe Reconciliation Report will be provided to sit alongside the Payment and Income Report.
 - ii. **Cemetery Information – January 2025.**
Interment 03.01.2025 - AA168 (Jary Caister)
Exclusive Rights of Burial CC63 & 64 (Purchase of Double Side by Side)
The invoices for these have been sent to the Funeral Directors, but not yet received. **Noted**
 - iii. **Mobile Telephone Contract SIM Card** - The phones provided for the incoming Clerk and Responsible Finance Officer in November 2024 had pay as you go sim cards. The pay as you go service came with high tariffs and unpredictability of service. As a matter of urgency, the Clerk requested approval via the Finance Chair to purchase 2 rolling monthly contract sim cards

at £6 per month each. This cost was lower than the cost claimed by the former Clerk of £25.00 per month for calls. This was retrospectively approved by the Finance Committee. **Agreed**

- c. Quotes – Council **agreed** to accept the below quotes.
- i. Asbestos Survey: Hall and Finance Committees recommend to accept quote of £745+VAT
 - ii. Roof Repairs: Hall and Finance Committees recommend to cap the spend at the lower quote of £2165+VAT with a third quote outstanding and expected this coming week.
 - iii. Tree Pollarding to rear of Council Hall: Finance Committee recommends to accept quote to pollard both trees. Price not to exceed £500
 - iv. Replacement and updated signage: Finance Committee recommends to accept quote for replacement sign for allotments and updating sign at cemetery. £165 + VAT

Clerk to progress as required.

- d. Hire Charges Review – Council **agreed** the below recommendations.

Weekday	Before 01.04.24	From 01.04.24	Proposal from 01.04.25
Regular Hirers	£10.50 hour	£12.00 hour	No Change
Commercial Hirers	£11.50 hour	£14.00 hour	No Change
One Off Hirers (parties etc)	£11.50 hour	£14.00 hour	No Change

Weekend	Before 01.04.24	From 01.04.24	Proposal from 01.04.25
Regular Hirers	£11.50 hour	£14.00 hour	No Change
Commercial Hirers	£12.50 hour	£14.00 hour	No Change
One Off Hirers (parties etc)	£12.50 hour	£14.00 hour	No Change

Elections	Before 01.04.24	From 01.04.24	Proposal from 01.04.25
	£400.00 day	£450 day	£500 day

Shop Rents: Proposal from Finance Committee - No change

Sub station Rent: Proposal from Finance Committee – The rent is currently outstanding and has not increased since the signing of the lease agreement. **The Finance Committee recommend an increase from the current rate of £450 per annum by a minimum of 8%.**

Allotment Rents: Proposal from Finance Committee – **No change from the agreement already in place for rent increases for the next 5 years.**

131. Clerk update – Cllr Gary Boyd’s report covers most key points but the following updates were shared in addition:

- a. Parking on St Nicholas Drive – Police have requested registration numbers to be collated and passed on
- b. Use of Brooke Avenue/St Nicholas Drive as a cut through for mini busses servicing John Grant School. Cllr Penny Carpenter advised that whilst she has no say in the routes taken, she will raise with members of the Highways team.
- c. At January’s Full Council meeting, it was agreed to accept Rupert Lowe MP’s offer of support in opposing further development under the Local Plan. Clerk arranged a meeting between Council and Mr Lowe for Friday 7 February.
- d. Trees on the roundabout at the top of Norwich Road obscuring vision. Clerk has raised with Norfolk County Council pending response.
- e. Loose floorboards and new defibrillator housing to be actioned 4.2.25.
- f. South side guttering replacement has begun and netting removed above the men’s toilets.
- g. Asbestos survey, tree pollarding, roof repairs and signage replacement to be progressed this coming week following full Council approval.
- h. Damp in men’s toilet to be addressed in Summer months to create an air gap. It is felt any action now will likely trap moisture in so time needed to dry out.

132. Clerk & Responsible Finance Officer working hours – Council **agreed** a temporary increase to working hours as follows:

- a. Parish Clerk – from 20 to 30 hours for a period of 3 months (01.02.2025 to 30.04.2025).
- b. Responsible Finance Officer & Burials Clerk - from 12 to 18 hours for a period of 3 months (01.02.2025 to 30.04.2025).

133. Sanitary bins in men’s toilet facilities – Previously raised with Great Yarmouth Borough Council 12 months ago with a response of lack of funds but with a possibility of diverting from another source. **Gary Boyd to pursue.**

134. South side access to neighbouring properties – Recommendation from Finance Committee to allow neighbour to lease the land currently used to access their business. Council **agreed** and **Clerk to advise relevant parties and arrange lease as required.**

135. Correspondence

1. **Parishioner** - A community hub for adults with learning disabilities in Caister is set to close in February following an audit which claimed it was no longer fit for purpose. Customers and staff were told in December that the centre would be closing in February, meaning that the existing customers were going to be found alternative provision and the staff were told that a redundancy consultation was going to take place. The date set for closure is 14.2.25, however, on 21 January most of the windows were boarded up allowing hardly any natural day light into the rooms. The building is a council owned building. With government cuts for adult services and obviously the closure of more and more services there are major concerns from the families as to what they will be offered. Council raised this with County Councillor Penny Carpenter who advised that the windows were found to be unsafe and to allow the building to remain open, they had to be made 'safe'. Council were also advised that Independence Matters chose to vacate the site, however, subsequently it has been discovered that they were told the building was not fit for purpose and left with no choice but to vacate. Council discussed the possibility of registering the building as a community asset. **Cllr Claire Thompson to look into options including this.**
Clerk to write to Norfolk County Council to ascertain the plans for the future of building and car park to ensure it doesn't sit derelict.

2. **Persimmon (Anglia)** - Notification of closure of Jack Chase Way from 24 February 2025 and re-opening on 4th April. See below at 136b for further information.

3. **Parishioner (Covent Garden Road)**
 - a. There are trees along the west side which create the barrier between Covent Garden Road and Jack Chase Way - in the Autumn/Winter leaves and twigs fall from the trees onto the pavement which makes it very slippery and a potential trip hazard especially for elderly residents – GYBC have been about 2 years ago to cut the trees back and clear all of the leaves away but they have not been back since.

Council have made contact with Great Yarmouth Borough Council and awaiting further update. **Clerk to follow up.**

- b. There are no street lights in the small cul-de-sac (60, 62, 64 & 66 Covent Garden Road) but there are lights on the main part of Covent Garden Road – this makes the cul-de-sac very dark and again potentially hazardous for elderly residents. Council enquired with Norfolk County Council who confirmed this road does not fall under their remit. Cllr Christopher Kirk advised that previous experience led him to discover that the small cul de sac is the responsibility of the home owners.

4. **Parishioner (Breydon Way)** - Letter received regarding 'recent yellow signage for direction to Mulberry Park posted on St. George's Drive, Caister off the Ormesby Road in Caister. Request for re-siting'. This matter had been discussed at January's meeting and Cllr Boyd investigated and the signs have since been removed.
5. **Parishioner (Edinburgh Close)** – Correspondence sent to Great Yarmouth Borough Council and forwarded to Parish Clerk - Concern regarding the street lighting in the area, particularly along Edinburgh Close. Currently, the lighting is inadequate, making the area feel unsafe and difficult to navigate after dark, also a high spate of burglaries. Improved street lighting would not only enhance safety for pedestrians and drivers but also contribute to a better sense of security for residents. I kindly request that the council consider reviewing and upgrading the street lighting in this area at the earliest opportunity. Council have discovered that this is not part of Norfolk County Council's assets and has approached Great Yarmouth Borough Council with a response pending. **Clerk to follow up.**
6. **Parishioner** – Email sent to James Fisher, Principal Ecologist, NCC and copied to Parish Council. Re badgers being disturbed by the Persimmon development on Jack Chase Way. Since the removal of hedgerows and opening up of the site, badgers have been killed by traffic on the Caister on Sea by-pass. They must be coming from the building site, as they have never been seen here before. Parishioner understands that badgers are protected and feels that an inspection of the site and surrounding area is necessary to protect the badgers. Council agreed that badgers have not been seen in the area prior to the works commencing. Parishioner's response from Natural England advised reporting as a wildlife crime. **Clerk also to report via official channels.**

7. **Parishioner (Beauchamp Close)** - Concerns received from residents at Beauchamp Close, who are becoming increasingly concerned about rat activity in their drains. At least one resident is buying and placing rat poison in the drain serving her property with only limited success due to the amount being eaten or washed away. The private drains on the Close run directly into Anglian Water Manholes in the highway, only yards from their own system and it is believed Anglian Water have attended to make sure the sewer is running clear, which it is. Council have contacted Anglian Water who have advised that they have also seen evidence of rat activity but that their assets are in order so no further action will be taken on their part. Council and Cllr Gary Boyd have subsequently reached out to Environmental Health. **Clerk and Cllr Boyd to follow up.**

136. Chair Update

- a. Social Media
 - i. 5560 followers – 81 new and 13 unfollowed
 - ii. January reach 259,981
 - iii. Top posts were closure of Jack Chase Way two 17,483 and 17,860 reach, a great place to live post reaching 14,614, New Years Day post reaching 17,611, closure of the Independence Matters building 11,800 and the request for a village consultation on GYBC Local Plan reaching 9,903. Lots of other posts reached over 5,000 people.

Clerk to create a 'Find us on Facebook' poster for noticeboards

- b. Proposed closure of Jack Chase Way. Chair and Clerk met on Monday 3 Feb via Teams with Sean Hazell (Norfolk County Council Resident Engineer), Vinnie Purdy (Norfolk County Council Street Works Network Coordinator), Joshua Pitcher (Persimmon Homes Technical Manager), Debbie Sherman (Persimmon Homes Head of Planning), Chris Williams (Persimmon Homes Senior Contracts Manager) and Matthew Hailes (Persimmon Homes Technical Director).
 - i. Closure has been fully approved to go ahead for 6 weeks from 24 February, re-opening on 4th April
 - ii. Highways and Persimmon considered a traffic signal option but would be 30 weeks+ in duration excluding embargos in place for Summer/Easter etc
 - iii. Council expressed their real concern around safety as the volume of traffic through the centre of Caister will increase dramatically
 - iv. Recalled the last time the road was closed for one weekend and the village was gridlocked

- v. Asked for diversions to be clear and re route Northern village traffic via Yarmouth Road, Cromer Road and back round onto Main Road
 - vi. Whilst night working isn't practical due to residential location, a request for elongated hours including weekend working was tabled alongside monitoring that these hours were actually being worked – Persimmon to investigate.
 - vii. Works will be monitored within the first week to assess impact in village
 - viii. Highways say public transport have taken all required action and they will provide a plan of the proposed diversions
 - ix. Highways to look into the sequence of the traffic lights at the Ormesby Road junction
 - x. Persimmon have a planned letter drop
 - xi. More works to come at a later date to add a roundabout and pedestrian crossing but these will be traffic signalled not road closure
- c. GYBC Local Plan
- i. Scratby consultation poorly attended and residents/Councillors advised by representatives that regardless of any opposition received, nothing will change as the decision has already been made.
 - ii. The online consultation process was extremely complex. A random sample of residents were asked if they had commented and all 9 said they tried but gave up due to the difficulty of the process.
 - iii. No way for those without access to a computer to see any advertising of the face to face consultation or comment on the online one
 - iv. The Council remain disappointed in the lack of a consultation process and failure to engage with parishioners
 - v. Council submitted their comments online ahead of the deadline of 31 January.
- d. Sensory Garden
- i. Project is moving forward with trees being coppiced this coming week and pathway installation on 10th Feb at a cost of circa £17,000
 - ii. Fencing is still in the hands of the FA pending relevant grants
 - iii. Next meeting at the end of February will start to involve more volunteers into the project

- e. Village Festival 2025
 - i. Preparation has begun and stallholder bookings have opened with a target of 140 stalls plus 10 food vendors. Stall pitch fee set at £50 for both days.
 - ii. Bands and events for both days are currently being investigated
 - iii. The aim is to have costs by the end of February with a clear budget to be set from the outset
 - iv. Sponsorship team set up within the group with a target set
 - v. Next meeting to be held at the end of February

- f. Talking/Friendship Bench
 - i. Location by the village sign opposite Co-Op
 - ii. Men's Shed to paint bench
 - iii. Possibility of adding more locations including Sensory Garden
 - iv. Official opening of the bench to take place

Clerk to purchase paint and investigate signage options.

Chair to engage with village schools including John Grant to cascade bench purpose and location

137. Training Update

- a. Councillor training
 - i. Online Councillor Induction 5th and 12th Feb 7-9pm. Spaces still available. Cllr Lorna Cutler expressed interest to attend a face to face course when available. **Clerk to organise.** Currently attending: Cllrs Pete Sleet, Alan Walker and Andrew Robinson. Next online induction course is 11th and 18th March, 7-9pm
 - ii. Online Councillor Refresher – Wed 30th April 7-9PM – Spaces Available. Currently attending: Cllr Sandy Griffiths. Cllr Jan Jarzembki requested to attend – **Clerk to book.**

- b. Staff training
 - i. Karina Green – Training Plan Update
 - ii. Michele O'Keefe - Training Plan Update
 - iii. Todd Marsden – E learning in progress: Manual Handling, Health and Safety and Care Of Substances Hazardous to Health.

- iv. Clerk and Responsible Finance Officer attended an information session on using Scribe to facilitate Hall bookings – at this stage, Council wouldn't benefit from the full scope of the system so this was not pursued at this time.

138. To receive reports from Council members of meetings attended in January

- a. Cllr P Sleet – King George V Playing Field Committee **Noted**
- b. Cllr S Wilkinson – SNAP Meeting **Noted**

139. Agenda items for the next Full Council meeting

- a. VE Day 8 May

140. To agree dates of next meetings:

- c. Finance Committee – 24 February 2025, 7pm
- d. Full Council – 3 March 2025, 7pm
- e. New Build Working Group – 10 March 2025, 6.30pm
- f. Hall Committee – 28 April 2025, 6.30pm

Before the meeting closed, Cllr Wood passed on thanks received from previous clerk Mrs Dyble for her card, gifts and presentation of the Freedom of the Parish.

141. The meeting closed at 20:36

Chair: _____

Date: _____



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Opening Hours: Monday – Thursday 9:30am – 12:30pm

**Minutes of the Full Parish Council Meeting held on Monday 6 January 2025 at 7.00pm at
The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:	
Parish Councillors:	Kevin Wood, Paul Hammond, Peter Sleet, Danny Godbolt, Chris Kirk, Claire Thompson, Andrew Robinson, Sandy Griffiths, John Hemsworth, Lorna Cutler, Alan Walker, Robin Wilkinson, Sue Wilkinson, Jerry Fearnley & Jan Jarzembski.
Borough Councillors:	Gary Boyd
County Councillors:	None
Parish Clerk:	Karina Green & Outgoing Clerk Mrs Elizabeth Dyble
Guests:	Michele O’Keefe, Responsible Finance Officer & Burials Clerk
Parishioners:	5

These minutes are draft until approved at the next full Council meeting.

The Chair opened the meeting, welcoming Councillors and Parishioners.

The Chair, Cllr. Kevin Wood, acknowledged the outgoing Clerk, Mrs Elizabeth Dyble’s 49 years of service by awarding the Freedom of the Parish on behalf of The Parish Council and parishioners.

110. Apologies

Apologies received from Cllrs. Alison Scotter & Penny Carpenter

111. Declarations of Interest for items on the agenda and dispensations for Councillors with a pecuniary interest

No declarations of interest regarding agenda items or requests for dispensation received.

112. Minutes of the Full Council meeting held on Monday 2 December 2024

The minutes were **agreed** as a true record of proceedings.

113. Public Open Forum

- a. Question regarding the new Lidl store. No planning has been applied for to date to the knowledge of the Council.
- b. Question regarding the extent of the removal of the hedge rows on Jack Chase Way. The amount of hedgerow removed is what has been declared for the first stage of the development.
- c. Yarmouth to Norwich Road bypass – cats eyes are not working to their full effect causing dangerous driving conditions. **Clerk to raise with Norfolk Highways.**
- d. Request for double yellow lines on St. Nicholas Drive outside the shop – **Clerk to raise with Norfolk Highways** and parishioner also advised to report to Norfolk Highways. Council also suggested arranging a petition from residents to be able to pass to Norfolk highways. **Chair to link in the Police.**
- e. Suggestion to put speed bumps on through Yarmouth Road, High Street area – Council advised this would not be approved due to the speed limit being too high.

Report from Penny Carpenter:

- f. Beach Road Car Park pot holes – Instruction sent to Great Yarmouth Borough Council Highways Engineer and Norfolk County Highways Engineer instructing both parties that left over monies from Highways budget are to be used to fill pot holes. Council have previously raised concerns over the state of repair of the car park and questioned why it is not being maintained by Great Yarmouth Borough Council as it is their responsibility to repair and maintain.
- g. Land at the bottom of Braddock Road – Notification that the Borough Council will be serving notices on a number of individuals asking them to remove their possessions from land which is in the ownership of the council. **Cllr. Gary Boyd to request further detail.**
- h. Land off the Mallards Estate – Following correspondence from The Parish Clerk regarding complaints received about the state of the pedestrian pathway which had been churned up by a heavy vehicle, the complaint has been forwarded onto the Director for the Estate and the Environmental Manager asking for an inspection to be carried out and the IDB to be contacted. **Cllr. Gary Boyd to follow up.**

114. Financial Matters

a. Accounts, income and expenditure for December 2024 **agreed** by Council.

ACCOUNTS FOR PAYMENT 6 JANUARY 2025				
HALL ACCOUNT				
Salaries	Salaries to 31.12.24	977.59		977.59
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas 30.11-30.12.2024	394.42	78.88	473.30
PRS/PPL	Music Licence	1,585.76	<u>317.15</u>	1,902.91
D L Gunton	Window cleaning 28 December 2024	<u>20.00</u>		<u>20.00</u>
		£3,092.05	£401.74	£3,493.79
GENERAL ACCOUNT				
Salaries	Salaries to 31.12.24	6,227.91		6,227.91
	Expenses	26.00		26.00
	Tel. rental + calls December	25.00		25.00
Nest	Pension T Marsden	33.37		33.37
British Telecom	Telephone/Broadband 738474	77.48	15.49	92.97
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Starboard Systems	Scribe Accounts Subscription (Nov)	69.00	13.80	82.80
Starboard Systems	Scribe Accounts Subscription (Dec)	69.00	13.80	82.80
Heart 2 Heart	Locked Caddy Cabinet	400.00		400.00
Micro Tec	Repair to Laser Printer	305.00	61.00	366.00
Williams Garage Caister Ltd.	3 x Christmas Trees	350.00	70.00	420.00
Amazon	Drafting Chair	66.66	13.33	79.99
Amazon	Extending Paint Roller	19.16	3.83	22.99
Amazon	Internal Solid State Drive	20.27	4.05	24.32
Amazon	Wall Mounted Post Box	24.99	5.00	29.99
Amazon	Paint Roller and Brush Set	8.31	1.66	9.97
Access DBS Check	DBS Check Ms K Green	34.70		34.70
Viking Direct	Office Equipment	330.02	66.00	396.02
Viking Direct	Keyboard and Mouse	20.01	<u>4.00</u>	24.01
Wave Water	Water & Sewerage Charges 12.6-11.12.24	310.84		310.84

Inland Revenue	PAYE Contributions	1,560.10		1,560.10
		£9,997.82	£271.96	£10,269.78
	Grand Total	£13,089.87	£673.70	£13,763.57
INCOME				
Interest		£389.47		
Lettings		£2,834.50		
Rent		£450.00		
Newsletter		£30.00		
Allotment Rents		£40.00		

- b. The RFO introduced herself to council and summarised the work undertaken to date:
- i. Good working relationship established with new Clerk and areas of accountability defined
 - ii. Handovers are complete with both Clerk and Asst. Clerk
 - iii. An audit on Scribe for 2024/25 underway in order to move to Scribe reporting for the February meeting of Council
 - iv. An action plan to address points raised in the internal audit of 2024 has commenced
 - v. Training booked and started for all areas of role, both RFO and burials
 - vi. FILCA qualification started

115. Planning

06/24/0922/PAD Application for Prior Approval for the proposed conversion and change of use of the first floor only, from retail use (Class E(a)) into a 2 bedroom residential dwelling flat (Use class C3) AT 51A St Nicholas Drive, Caister NR30 5QT – **No recommendations** from Council.

116. Correspondence

- a) **Parishioner** – email received addressing 3 separate issues:
- i. The roundabout at the top of Norwich Road is dangerous with the trees on it, as this obscures your vision and does not allow you to see if any traffic is coming onto the roundabout from Filby direction; **Clerk to contact Norfolk Highways**

- ii. A request for there to be a 20 mph speed limit on Brooke Avenue and St Nicholas Drive, as there is a large volume of traffic (including countless mini buses going to the John Grant School) which uses these roads as a cut through to avoid the traffic lights; **Clerk to contact Penny Carpenter as Head of Children’s Services regarding the route the mini buses are taking and speeding/parking issues that are associated with this.**
 - iii. The developers are causing a large amount of mud to lay on top of the road at the junction of Jack Chase Way and the turn off into Prince of Wales Road - I think the developers are obliged to remove any mud from the highway caused by heavy machinery on a development site? **Cllr. Gary Boyd to take this forward with Norfolk County Council. Council to write to Persimmon Homes and Norfolk County Council regarding the obligation to clear the road and expectation to have/use a tyre wash facility.**
- b) **Parishioner** - Sorry to have to contact you but I wish to draw attention to the state of the Pump Lane access to amenity land south of Westerly Way. The dykes have been recently dredged and the digger has left deep muddy tracks in the Pump Lane access which had not been reinstated (this is normally done by using the bucket to flatten the ground when the work is completed) The state of the access path is now deterring people to use the amenity land for dog walking or recreation. **Cllr. Gary Boyd to follow up with Great Yarmouth Borough Council as per Penny Carpenter’s report, including the Council’s request for compensation for the hundreds of tree saplings that have been destroyed.**
- c) **Cllr P Sleet** - There have been many associated complaints resulting from the misdirected attempt to cut the Nature reserved areas on the field in question the operative managed to destroy over 500 1-2 year old tree saplings planted by the villagers of Caister. These saplings were planted to define the reserved areas and were between 30-45 cm tall and these need to be replaced by the Borough at their expense. There needs to be a strong letter of complaint sent by the PC for the Village to the Head of Recreation/Parks and Gardens detailing the damage caused by there not adhering to previously agreed plans. This activity was ill conceived and not properly researched against existing agreed actions. **Gary Boyd to progress as per point 113(h) above.**
- d) **Cllr P Sleet** - Since Persimmon Homes commenced work on their Jack Chase Way site the West Road/Westerly Way dykes are running at an abnormally high level. While this may

be coincidental, it is new to residents of over 20 years standing in the village, the more likely explanation could be that debris has run off the site during the recent bad weather causing a blockage to the existing Drain and Dyke network. There are concerns by residents that adjoin these dykes that while they see no immediate danger they are naturally concerned of a risk to property of flooding.

Action required: GYBC and EA/IDB to be informed and for them to investigate, report and inform the Parish Council and Parishioners of their assessment of Flood Risk and mitigating options. **Cllr. Gary Boyd to investigate.**

- e) **Clarke Telecom** - Upgrade to Radio Base Station Installation. **Noted**
- f) **Parishioner** - I am currently in dialogue with Norfolk County Council and Great Yarmouth Borough Council over a document called the Great Yarmouth - Local Cycling and Walking Infrastructure Plan (2022) (see meeting paper 8) - further referenced as the LCWIP.

I have looked at and challenged the LCWIP for the routes north of Great Yarmouth to Caister on Sea and safe routes onwards to northside villages (California, Scratby, Ormesby, Hemsby, Winterton etc). Per the LCWIP the routes being proposed are highly unimaginative (very costly, lacking safety focus and failing on many inclusivity aspects) shoe horning cycle lanes/walking paths alongside busy roads like the A149/Caister Road, Caister High Street and Ormesby Road. It is also running massively behind schedule, indeed the only part of the entire route they have any concrete plans for is for the west 500m of Jellicoe Road (traffic lights to Jellicoe bridge). Further it would seem apparent from correspondence to me NCC are considering changes to the parking arrangements for residents on Caister High Street to accommodate cycling and walking route improvements. I also note the concerns raised by the Parish in terms of increased traffic concentrations with the Persimmon development on Jack Chase Way which I agree are not factored into the current LCWIP and is an issue I have raised with GYBC/NCC.

I personally favour a route following the old coastal railway from North Denes through to California. The route I propose is in the attached document - referenced as "Fletcher Dodd Way" celebrating the founder of the first Holiday Camp in the UK at Caister. A route like this aligns well with the Great Yarmouth Local Plan (2021) which aspires to create green travel routes over the former railways. I feel this should be a multi-user route suitable for walking (including with walking aids), cycle and other personal wheeled transport such as wheelchairs and pushchairs/prams (Inclusive Mobility). For reference

the Jellicoe road scheme is costs something like £150,000 for 500m (£300/m). I have costed the entire route North Denes to California at around £300,000 for 3.5km (£85/m).

I feel my case will be stronger if I can harness support from the Parish. To that end I would like to hear your reactions to such a proposal. It would also be beneficial I believe that as stakeholder the Parish should be represented in any upcoming meetings/site visits I hope to be having with GYBC and NCC in the near future. I am sure my proposal isn't the finished article and needs finessing to meet a general consensus on what is needed - but I do believe it is far more workable, realistic and pleasant to use than what is in the current LCWIP

As a straw poll of opinion could you answer the following questions for me:

- i. Were the Parish contacted in the period July-October 2021 as part of LCWIP Consultation Process? **Council was not consulted**
- ii. Would the Parish like to see a cycling/walking/exercise routes avoiding major road traffic concentrations? **Whilst the Parish Council agrees in principle, Council believe the costs to be prohibitive.**
- iii. Would the Parish like to be part of a stakeholder panel as I move my proposal forwards with GYBC/NCC? **Council would welcome sight of any proposals moving forward via the Parish Clerk.**

g) **Crime Stats**

Type of Crime/Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Violence and Sexual	15	20	25	33	25	9	20	21	28	26
Theft	1									
Public Order	2	1	1	2				1	3	
Criminal Damage	1	1	2	2	1		2	5	3	5
Anti Social Behaviour	2	2	7	1	6	9	2	1	8	4
Vehicle	1	1								
Drugs		1	1		2	2	1		1	
Shoplifting		1	2		1		2			1
Burglary				1	1	1		1	4	4

Possession of a Weapon							1			
Vehicle related										3

117. Chair Update

- a. Social media
 - i. 31 new page followers taking the page up to 5485
 - ii. 454 comments on our posts
 - iii. Posts reached 10 countries
 - iv. Top posts were Caister Wonderland and Village Light Switch On which reached 37,000, Sensory garden levelling from Suffolk Water reached 10,598, Proposed new development 13,700, speeding in the village reached 8,990 and the seals on beach reached 8,670
 - v. In December, our posts reached 262,972 which made it the best reach in month for 2024.
- b. Anglian water update
 - i. Correspondence from Anglian water confirming there is an issue and monitoring equipment is to be installed.
 - ii. Environmental health also monitoring the issues. **Clerk to invite Environmental Health to next Council meeting.**
 - iii. Council is disappointed they did not attend the meeting and will reinvite them to February’s meeting. **Chair to invite Anglian Water to next Council meeting.**
 - iv. Despite the number of complaints raised over the years, no progress is being made.
 - v. The additional concern is that the system will cope with the proposed developments.
- c. Friendship/Talking bench – Council agreed the proposal and suggested having more than one bench with locations to be considered. **Chair to progress.**
- d. Christmas lights and tree disposal – Cllrs Godbolt and Walker volunteered to support the removal of teh Christmas Trees from the Parish Hall on the morning of Saturday 11 January. **Clerk to investigate options for disposal of trees including Thrigby Hall, The Bread Kitchen and a local company who collect for a donation to charity.**

118. Local Plan

- a. GYBC Parish Council Briefing Presentation & rescheduled meeting

- i. Cllrs Kevin Wood, Paul Hammond and Peter Sleet will attend the Parish Council briefing on 9 January which was rescheduled from December. Council expressed their disappointment at the very late cancellation of the original session.
 - ii. Parish Council's headline concerns remain to be around lack of infrastructure in place and that many residents are unaware of the scale of the proposed developments.
 - iii. Concerns also raised around Great Yarmouth Borough Council not adopting the developments and that home owners will answer to private management companies along with the lack of awareness of this amongst home buyers.
 - iv. Council **agreed** to write to Rupert Lowe MP to accept his offer of support to oppose the development. **Clerk to liaise with Chair and action.**
- b. Public Consultation Update – Despite numerous requests, Great Yarmouth Borough Council have refused hold a consultation in Caister which, as a village, will be hugely impacted by the proposals. **Clerk to distribute the planned public consultation dates to all Councillors.**
 - c. Consultation on the Great Yarmouth Community Infrastructure Levy (CIL) 6.12.24-31.1.25 - The proposed developments are outside the scope of the Community Infrastructure Levy as the agreements with Persimmon were signed before the introduction of CIL. Therefore, the developments fall under the pre existing 106 arrangements.

Cllr Adrian Thompson advised Council that a vote is taking place on Thursday 9 January to determine whether the Local Elections planned for May will go ahead. Cllr Thompson advised Parish Councillors to inform their Borough Councillor of their stance on this vote. The Chair supported this direction and asked Council to email Councillor Penny Carpenter ahead of Thursday's meeting. **Clerk to email Council with the required email address.**

119. Proposal to write off and dispose of Parish Council assets

Proposal to remove (write off) the following from the Asset Register of the Caister on Sea Parish Council due to their being out dated and of limited service use to the Parish Council:

- a. Laptop Computer device used by and assigned to the Outgoing Clerk
- b. Laptop Computer device used by and assigned to the Outgoing Assistant Clerk

Witnessed by the Incoming Clerk, these devices will have all files relevant to the Office and Business of the Parish Council securely removed from the devices and all Software

purchased by, for or licensed to the Parish Council, by Office, Business or named individual securely removed.

As a gesture of thanks to the Outgoing members of staff these devices will be offered to the outgoing members for a nominal charge of 1 pence and available to them to collect from the Parish Council on or after 7th January 2025. **Agreed** by Council.

120. Proposal for Village Festival 2025

Cllr Claire Thompson proposed the annual Village Festival to take place on 28-29 June 2025. First meeting is on 23 January, 7pm at The Rabbit Hutch, Allendale Road. **Noted**

121. RFO Report for Norfolk ALC AGM

The RFO spoke on the circulated paper, highlighting the following points:

- a. NALC is moving to become a Ltd Company by Guarantee, the constitution will be circulated to members in due course for consideration and comment
- b. Adrian Myers has taken on the role of County Officer for the organisation
- c. Clerks have an important part to play and can be utilised to represent Council at NALC meetings if delegated voting rights are documented in minutes, along with the Council decision for all votes to be made
- d. NALC is moving to have more access to legal advice to support Councils
- e. The NALC training provision is under review

121. No agenda items put forward for the next Full Council meeting

122. To agree dates of next meetings:

- a. Hall Committee – 20 January 2025, 6pm
- b. New Build Committee – 20 January 2025, 7pm
- c. Finance Sub Committee – 27 January 2025, 7pm
- d. Full Council – 3 February 2025, 7pm

123. The meeting closed at 20:33



CAISTER-ON-SEA

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1 Yarmouth Road
Caister-On-Sea
Norfolk
NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

**Minutes of the Parish Council Hall Committee Meeting held on Monday 20 January 2025
at 6.00pm at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:	
Parish Councillors:	Chris Kirk (Chair), Kevin Wood, Paul Hammond, Peter Sleet, Sue Wilkinson
Parish Clerk:	Karina Green
Parishioners:	None

These minutes are draft until approved at the next Hall Committee meeting.

The Chair opened the meeting welcoming Councillors.

9. Consider apologies for absence

None received.

10. Declarations of interest not previously disclosed

No declarations of interest regarding agenda items or requests for dispensation received.

11. Minutes of the previous meeting

The minutes were **agreed** as a true record of proceedings.

12. Clerk - Current Maintenance Requirements/Updates

- Roof Leak and slipped slates on roof – 2 quotes included in the meeting’s agenda
- South side of hall guttering – Clerk has arranged a call for 22.1.25 to confirm a date for works to commence
- Ground level rear of Men’s toilet – **Clerk to enquire with handyman on 22.1.25**
- Bird netting over men’s toilet – Clerk has arranged a call for 22.1.25 to confirm a date for works to commence
- Rear trees over hanging neighbouring properties to the East – Tree Surgeon coming to assess 21.1.25

- Floor near hall Fire Exit – Alan from the Men's Shed have assessed and will look to resolve ASAP

13. **South Side Boundary of Hall** – Council has previously agreed that the neighbour may access their property, using land belonging to Caister Parish Council. Council request the neighbour to cease use of this access route. **Clerk to compose letter to neighbour.**

14. **Review Quotes Obtained**

- a. Roof Repair – Committee **recommend** pursuing with the repairs with the caveat of checking if this is something the handyman could carry out. **Clerk to consult with handyman and forward to finance committee for agreement of selected quote.**
- b. Asbestos Survey – Committee recommend to **accept** quote and **proceed** with works. **Clerk to forward to finance committee.**

15. **Review the list of routinely required maintenance/inspections - Noted.**

16. **Review Hall Hire Terms and Conditions** – Committe content with document with **Clerk to update document** with three additions:

- Public Liability Insurance Certificates to be provided to Parish Office
- DBS Checks to be provided to Parish Office (where required)
- Hall closures due to situations out of our control

17. **Proposal to cease to use Terms of Acceptance documentation – Agreed.**

18. **Review of Hall Hire Charges** – Committee **recommends** no increase to hall hire charges with an intention to review in January 2026. **Clerk to forward to finance committee for consideration.**

19. **Legionella Testing** – Clerk asked if the Committee whether we need to consider legionella testing of the Council Hall. It is the Committe's understanding that this is not required due to the absence of a hot water tank. **Clerk to investigate further to ensure Council is carrying out it's duty to manage legionella risk.**

20. **No agenda items put forward for the next Hall Committee meeting.**

21. **To agree date of next meeting:**

- a. Monday 28th April 6.30pm

22. **The meeting closed at 18:31**



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Minutes of the Caister-On-Sea Parish Council Finance Meeting held on Monday 27 January 2025 at 7.00pm at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL.

In attendance	
Parish Councillors:	Peter Sleet (in the Chair), Paul Hammond, Jan Jarzembki, Chris Kirk, Robin Wilkinson, and Kevin Wood.
Borough Councillors:	None
County Councillors:	None
RFO:	Michele O'Keefe.
Guests:	Karina Green, Parish Clerk.
Parishioners:	None

The Chair opened the meeting, welcoming Councillors and Guest.

45. Apologies for Absence

Apologies received from Cllr. Penny Carpenter.

46. Declarations of Interest

None.

47. Minutes of the Previous Meeting

The date of the previous meeting circulated on the agenda was incorrect and should have read 28 October 2024 and not 23 September 2024.

Matters arising:

- i) The Committee asked for three types of alternative bank accounts to be investigated to make better use of surplus funds. Various accounts and withdrawal notice periods are to be

explored. **RFO to seek alternative bank accounts.**

No further matters were raised and the minutes were signed as a true record.

48. Update on Scribe

The Responsible Finance Officer gave the Committee an update on the progress to date.

The RFO has identified a number of input and coding errors which need to be addressed in order for the Scribe system to give accurate reporting to Council.

It was agreed that a letter of complaint would be sent to Scribe to request a partial refund of the input fee to compensate for the errors. **RFO to contact Scribe.**

All Finance Committee members to be granted access to Scribe in a read only capacity.

RFO to arrange for access to Scribe and provide training.

49. Quarterly Income and Expenditure and Reconciliation to 31 December 2024

Due to the errors identified on the Scribe and manual systems, an accurate reconciliation could not be produced. The work to correct this should be concluded by the February meeting of the Finance Committee.

50. Review of Hire and Charge Fees

The Hall Committee meeting of 20 January 2025 has recommended that no increases to hall hire charges should take place.

The charges rose for hirers from 1 April 2024 were as follows.

Weekday	Before 01.04.2024	From 01.04.2024
Regular Hirers	£10.50 hour	£12.00 hour
Commercial Hirers	£11.50 hour	£14.00 hour
One Off Hirers (parties etc)	£11.50 hour	£14.00 hour
Weekend		
Regular Hirers	£11.50 hour	£14.00 hour
Commercial Hirers	£12.50 hour	£14.00 hour
One Off Hirers (parties etc)	£12.50 hour	£14.00 hour
Elections		
	£400.00 day	£450.00 day

The Finance Committee agreed to recommend to maintain the current hall hire fees and that no change was to be actioned regarding the shops or allotment rent

It was noted that the Sub-station payment was overdue. The Committee agreed to recommend for an increase to the Sub-station payment from the current rate of £450 per annum by a minimum of 8%. **RFO to review lease agreement and implement the increase in line with the terms of the agreement if approved by Council.**

Clerk to write a late payment policy.

The Committee agreed to recommend that the fee for Elections was to increase from £450 per day to £500 per day for future bookings. **RFO to invoice accordingly if approved by Council.**

51. Hall Maintenance Quotes

The Committee reviewed the summary of quotes provided as follows:

Roof Repairs

To undertake repairs from recent storm damage to the Council building roof.

Quotes include scaffolding but not unforeseen further repairs if any identified.

- Advanced Roof Repairs – £2,165 + VAT
- A.W. Roofing Ltd – £2,453 + VAT

A further option is being explored with the local handyman that has undertaken works for Council previously. The Committee asked for the quote from the local handyman and if it could not be considered, agreed to cap the spend at £2,165. **Clerk to move forward accordingly.**

Asbestos Survey

To undertake a Management Survey for asbestos in the Council building.

- ID Asbestos – £745 + VAT

The Hall Committee recommended to proceed with the asbestos survey.

The Committee agreed to accept the quote and proceed. **Clerk to move forward.**

Tree Works

To address issues with the Maple trees at the rear of the Council building, using the contractor Tree and Woodland Services, who manage the trees in the burial ground.

The choice is between two differing remedial actions:

- Option one – Pollarding of the two trees price not to exceed £500.
- Option two – Removal of the two trees price not to exceed £900.

The Committee agreed option one. **Clerk to move forward.**

The Committee voiced concern regarding the proximity of the trees to the phone lines, and the question was asked if BT were culpable for the works to be completed. **Clerk to investigate.**

Signage

Signage needs to be updated or replaced due to out of date contact information on the cemetery signage and theft of allotment signage.

- This is Effective.uk – £165 +VAT (for the two jobs)

The Committee agreed to proceed and recommended that the sign at the allotments be fixed with anti-tamper fixings. **Clerk to move forward.**

52. Internal Audit 2024 Recommendation Review

The Committee reviewed the review document provided and the RFO spoke to the rating system used within the report. All actions from the 2024 Internal Audit are tracked using a traffic light system to show progress and sign-off.

The action regarding VAT registration was discussed and need further investigation. **RFO to investigate.**

53. Changes to National Insurance Rates and Earnings Limits 2025/26

The Committee reviewed the summary of changes provided.

The Committee acknowledged the increases and the effect on Council funds.

54. Change to employee phone package

The RFO explained the phones provided for the two employees in November 2024 had been on a Pay as you Go SIM card and that calls and voicemails were high cost and when credit was used neither employees could access messages or make calls.

Due to the urgency of the issue, a contract SIM has been purchased at £6.00 per phone which was lower than the cost previously claimed by the former Clerk of £25.00 per month for calls.

The Committee ratified the decision by the Finance Chair to change the phone contract.

55. Update on Caister Wonderland

The Clerk gave a verbal update to the Committee regarding the event of December 2024.

The sponsorship is still being finalised, and is not thought that the donation to the Playing Field will be to the level of a previous times as costs have been greater in 2024.

The financial contribution from Council was very much appreciated.

56. King George V Playing Field (CONFIDENTIAL)

The notes of this discussion are confidential and recorded as such.

57. Correspondence

None

Date of next meetings:

It is proposed to move the Finance Committee meeting a week earlier, to allow time for preparation for the full Council meeting.

The next meetings are as follows:

- 24 February 2025
- 24 March 2025
- 28 April 2025
- 23 June 2025
- 21 July 2025
- 18 August 2025
- 22 September 2025
- 20 October 2025
- 17 November 2025

The meeting closed at 19:54.



CAISTER-ON-SEA

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CAISTER PARISH COUNCIL – PAYMENT AND INCOME REPORT

01.01.2025 to 31.02.2025 (for Parish Council meeting 03.02.2025)

COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salaries	Salaries to 31.01.2025			£7,256.50
HMRC	Tax and National Insurance			£1,560.10
NEST	Pension Contribution T Marsden			£33.37
E-ON	Electricity Direct Debit	£114.28	£5.71	£119.99
British Gas	Gas	£575.51	£115.10	£690.61
British Telecom	Telephone – Telephone/Internet	£77.48	£15.49	£92.97
Starboard Systems	Scribe Account Subscription (Jan)	£69.00	£13.80	£82.80
Gif Gaf	Telephone – Contract Sim Cards			£18.00
D L Gunton	Hall – Window Cleaning (Jan)			£25.00
Bee Safe	240v Domestic Appliance Testing			£94.35
Caister in Bloom	Village – Attending Flowers (Feb)			£20.00
Ashleigh Print and Design	Administration – Business Cards	£25.00	£5.00	£30.00
Cartridge Save	Administration – Ink Cartridges	£248.44	£49.69	£298.13
Viking	Administration – Stationery	£104.11	£16.74	£120.85
Pear Technology	Cemetery – Map and Register	£95.00	£19.00	£114.00
Norfolk Parish Training	Training – Council / Clerk Course			£179.00
High Speed Training	Training – Caretaker Courses	£82.00	£16.4	£98.40
Clerks and Council Direct	Freedom Scroll	£124.00	£24.80	£148.80
Expenses – K. Green	Flowers, Compost and Paint			£86.49
Expenses – T. Marsden	Tile Fix (ladies toilet)			£9.50
Expenses – M. O’Keefe	Stamps			£23.75

Blackwell Print	A5 Newsletter			£960.00
COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall Hire	£885.00		
Rent	Shop Rents	£650.00		
Allotment Rent		£10.00		
Festival	Pitch Fees	£250.00		
Interest	Bank Account Interest	£471.32		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Wave	Water Supply (overdue 12.12.24)			£56.47
CEMETERY INCOME	DESCRIPTION	TOTAL		
Interest	Bank Account Interest	£27.33		

Balances in Bank Accounts – 31.01.2025.

Caister Parish Council - Treasurers Account	£3,534.73
Caister Parish Council - Instant Access Account	£499,066.00
Caister Cemetery - Treasurers Account	£4,857.88
Caister Cemetery – Instant Access Account	£32,207.18

Cemetery Information – January 2025.

Interment 03.01.2025 HACON (Jary Caister)
Exclusive Rights of Burial CALVER (Purchase of Double Side by Side)

Administered by M O’Keefe – Burials Clerk

Approved by Chair K Wood

Council Sign-off:

Report prepared by RFO M O’Keefe

Checked by R Wilkinson

Approved by Full Council

..... K Wood – Chair

..... P Hammond – Vice Chair

Date 03.02.2025

Meeting Paper 5



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Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

Hall Quotes for Approval – 3 February 2025

Asbestos Survey: Hall and Finance Committees recommend to **accept** quote of **£745+VAT** (Paper 5a)

Roof Repairs: Hall and Finance Committees recommend to **cap the spend at the lower quote of £2165+VAT** with a third quote outstanding and expected this coming week. (Paper 5b and Paper 5c)

Tree Pollarding to rear of Council Hall: Finance Committee recommends to **accept** quote to pollard both trees. (Below)

For the pollarding of two Maple trees on Tan Lane, Caister-On-Sea including hire of an access platform and removal of all waste etc - **Price not to exceed £500**

Replacement and updated signage: Finance Committee recommends to **accept** quote for replacement sign for allotments and updating sign at cemetery (Below)

Item 1: Supply and fit sticker to existing sign

Item 2: Supply and fit new aluminium composite (Dibond) sign to existing post – 600 x 400mm

Total cost: **£165 + VAT**



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Quotes for Roof Repairs – 3 February 2025

Quote 1:

Job address – Caister parish council hall, Yarmouth Rd, Caister on Sea

Job description- storm damage roof repairs

Remove damaged/dislodged slate tiles on gable end

Remove damaged/ dislodged slate tiles to main roof area allowing for 30no a side

Supply and install new slate tiles where required

Hire of fixed scaffolding to gable end

Hire of mobile scaffolding tower for main roof area

Remove waste and leave site clean and tidy

MATERIALS PLUS LABOUR COSTS = £2,165 + VAT

Any Additional work will be discussed and charged accordingly.

Quote 2:

Re: Roof repairs to main roof of Caister Parish Council Hall, 1 Yarmouth Road, Caister-on-Sea.

To supply Scaffold, labour and materials to repair multiple slipped and broken slates to both sides of main building roof and dispose of rubble.

Scaffold, labour & materials £2453.00 + Vat

Meeting Paper 6



CAISTER-ON-SEA

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Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

Hire Charges and Rents Review for Approval – 3 February 2025

Hall Hire: (proposal from Hall and Finance Committees)

Weekday	Before 01.04.24	From 01.04.24	Proposal from 01.04.25
Regular Hirers	£10.50 hour	£12.00 hour	No Change
Commercial Hirers	£11.50 hour	£14.00 hour	No Change
One Off Hirers (parties etc)	£11.50 hour	£14.00 hour	No Change

Weekend	Before 01.04.24	From 01.04.24	Proposal from 01.04.25
Regular Hirers	£11.50 hour	£14.00 hour	No Change
Commercial Hirers	£12.50 hour	£14.00 hour	No Change
One Off Hirers (parties etc)	£12.50 hour	£14.00 hour	No Change

Elections	Before 01.04.24	From 01.04.24	Proposal from 01.04.25
	£400.00 day	£450 day	£500 day

Shop Rents: Proposal from Finance Committee - No change

Sub station Rent: Proposal from Finance Committee – The rent is currently outstanding and has not increased since the signing of the lease agreement. **The Finance Committee recommend an increase from the current rate of £450 per annum by a minimum of 8%.**

Allotment Rents: Proposal from Finance Committee – **No change from the agreement already in place for rent increases for the next 5 years.**



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Correspondence – 3 February 2025

1. **Parishioner** – A community hub for adults with learning disabilities in Caister is set to close in February following an audit which claimed it was no longer fit for purpose.

Customers and staff were told in December that the centre would be closing in February, meaning that the existing customers were going to be found alternative provision and the staff were told that a redundancy consultation was going to take place.

The date set for closure is 14.2.25 yet today (21.1.25) most of the windows were all boarded up allowing hardly any natural day light into the rooms. How awful that customers are still attending, their families are attending meetings there and the staff who, are amazing are still having to do their jobs to the best of their abilities in such awful working conditions. Surely this could have been done on the day of closure this just brings more attention to a building that already looked uncared for. Surely the customers and their families deserve more dignity and respect.

The building is a council owned building. With government cuts for adult services and obviously the closure of more and more services there are major concerns from the families as to what they will be offered.

2. **Persimmon (Anglia)** - I am writing to advise the Parish Council of an impending road closure on Jack Chase Way. You will be aware that as part of the ongoing work associated with our development at Caister, specifically to construct the signalised junction and southern toucan crossing, we have been liaising with the highway Authority over the need to undertake works within the highway.

Following a meeting with NCC Street Works Team today, it has been agreed that we can close Jack Chase Way for a six-week period to enable those works to be carried out. As well as writing to yourselves, we will be notifying NCC Public Transport Team, the Emergency Services and other local stakeholders such as Caister Junior and Infant school, Caister Academy and Haven Holiday Park.

Currently, we are proposing to close Jack Chase Way on the 24th February 2025. We will re-open the road on the 4th April 2025.

We will be erecting 'advance notice' signage two weeks before the closure on and around Jack Chase Way to advise the public, but we wanted you to be aware of our proposal as far in advance as possible.

3. **Parishioner (Covent Garden Road)**

- a. There are trees along the west side which create the barrier between Covent Garden Road and Jack Chase way - in the Autumn/Winter leaves and twigs fall from the trees onto the pavement which makes it very slippery and a potential trip hazard especially for elderly residents – GYBC have been about 2 years ago to cut the trees back and clear all of the leaves away but they have not been back since.
- b. There are no street lights in the small cul-de-sac (60, 62, 64 & 66 Covent Garden Road) but there are lights on the main part of Covent Garden Road – this makes the cul-de-sac very dark and again potentially hazardous for elderly residents.

4. **Parishioner (Breydon Way)** - Letter received regarding 'recent yellow signage for direction to Mulberry Park posted on St. George's Drive, Caister off the Ormesby Road in Caister. Request for re-siting'

5. **Parishioner (Edinburgh Close)** - Correspondence sent to Great Yarmouth Borough Council and forwarded to Parish Clerk -Concern regarding the street lighting in the area, particularly along Edinburgh Close. Currently, the lighting is inadequate, making the area feel unsafe and difficult to navigate after dark, also a high spate of burglaries.

Improved street lighting would not only enhance safety for pedestrians and drivers but also contribute to a better sense of security for residents. I kindly request that the council consider reviewing and upgrading the street lighting in this area at the earliest opportunity.

6. **Parishioner** – Sent to James Fisher, Principal Ecologist, NCC and copied to Council. Re Persimmon Homes development adjacent to the Caister on Sea Bypass.

I would like to bring to your attention, that badgers are being disturbed by the above development. Since the removal of hedgerows and opening up of the site, badgers have been killed by traffic on the Caister on Sea by-pass. They must be coming from the building site, as they have never been seen here before. We have had an occasional muntjack deer or rabbit but the badgers have only appeared since the start of the works as above. I understand that badgers are protected and feel that an inspection of the site and surrounding area is necessary to protect the badgers.

7. **Parishioner (Beauchamp Close)** - Council have received concerns from residents at Beauchamp Close, Caister On Sea, who are becoming increasingly concerned about rat activity in their drains. At least one resident is buying and placing rat poison in the drain serving her property with only limited success due to the amount being eaten or washed away. The private drains on the Close run directly into Anglian Water Manholes in the highway, only yards from their own system and it is believed Anglian Water have attended to make sure the sewer is running clear, which it is.



CAISTER-ON-SEA

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Norfolk
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Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

Attendance Report: Caister Playing Field Management Committee 15.1.25 – 3 February 2025 - Cllr Peter Sleet

Please find my observations and interpretations from the meeting on the date shown.

The meeting was held in the presence of the following committee groups; Cricket, Caister FC, Scouts and Caister Parish Council

Apologies: G Gardner

This meeting was sparsely attended, unsurprising given the weather.

Summarising the PFMC Meeting agenda.

Chairman's Report

Wonderland was an enormous success and very well attended.

MUGA update: GYBC are fully engaged with the project to upgrade this facility and are jointly working with the PFMC Trustees to actively pursue a PlayZone conversion for the MUGA giving a much wider access to more sports and activities.

Secretary's Report

Nothing of note to report.

Treasurers Report

Current Balances:

Sinking Fund Bank Account £6091.17 £28539.07

Money Maker Acc. £5000.00 (Transferred from Current account into Investment)

Online banking is now fully set up with N.Bowman (Secretary) as co-signee.

'Hot Spot' Grant has been received for the Community Spoon.

A £5000 grant from the Co Op has been received for the Sensory Garden project

Bookings:

"Pit Stop" Men's Craft Group is starting soon. This is an extension to a group started in Lowestoft. Leaflets were distributed.

Men's Vision group have now started (6/1/25).

A new Fitness group is now available with Ashley, formerly of the Old Hall Gym. This session runs on a weekly basis.

The Youth Club re-establishment is well underway and adverts for leader post have yielded 14 applications so far.

Staffing:

The PFMC are now exploring the possibility of hiring a Full Time centre manager as part of a Government funded scheme.

The Cafe

The Cafe is now closed on Wednesdays to Give R. Ray and Wife time off. However, this does not seem to have adversely affected the patronage and income of the Coffee Shop.

New Event:

On 13/2/25 a hiring trial has been booked: the first event is to be a "Pie and Mash" evening in support of James Paget University Hospital. The event is a ticket only evening with full "Cockney fayre" and entertainment. However, by the time this report is published all the tickets have been sold.

Community Spoon:

The Men's Shed rent has been increased by £20 to £100 largely driven by their expansion and Power usage.

Caister Festival

The Sensory Garden project has now exceeded their initial funding target of £30,000 currently sitting at £46,700. This will allow for the project to develop the groundworks and necessary Toilet conversions. The 2025 Festival will also be funding this project as its needs are many and complex.

A special agenda item was discussed under a Non Disclosure Agreement at the previous meeting and at this session a necessary update was provided to the assembled committee members.

The next meeting (AGM) will be on 26 March 2025

This summarises the salient points covered.



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Attendance Report: SNAP Meeting 17.1.25 – 3 February 2025 - Cllr Sue Wilkinson

- Nothing on housing
- Police ask residents to send forms back and we get more police
- A gentleman has been moved on he was becoming a nuisance
- The police have been to the school to talk about anti social behaviour – the schools were pleased with this.
- On 18.10.25 they went to Gapton to check and mark bikes.
- Visit to Barclays bank - Patrol in area done
- Visited and patrolled area in market as articles taken in shops can be found there if stolen
- People are receiving phone calls saying they are police – the public are asked to let the police know of spam calls
- Car park – People are passing substances over to people through the window. A suggestion was given that the gates be closed
- Before Christmas there was a spate of burglaries
- Vagrant has been moved on
- Police did alot of visits around the village
- We talked about the vandalism in the toilets in the centre of Caister. They suggested a camera on the side of the shops so they can see which children go into the toilets
- There was an issue with another homeless person but he has moved on already
- We are going to continue with SNAP meetings at the moment but the name will change and we will do away with votes
- Report online to Chris
- Next meeting 17 April 2025, 7pm in Hemsby

Monday 3rd February

Councillors Report

Dear Parish,

Below is a summary of my actions this month as requested by the Caister parish council and residents of Caister-On-Sea.

1. Saplings cut down on Westerley Way; Contact made with Portfolio holder to ask the issue to be investigated and compensations be made to Caister Parish Council for damaging the saplings. Peter Sleet was also in touch with the council on this matter and I understand an agreement was met with the council to remedy this issue.
2. Mud On Jack Chase Way; Emailed NCC and Persimmons, road was cleared the following day and developer advised that they would be extra vigilant with wheel washing on site.
3. Persimmon Signs on Ormesby Road; NCC advised these would be removed after I raised the issue. I have been told they would be removed by end of month (January).
4. Police station rubbish dumped; Miguel Fish has advised that he has contacted the site operator and asked that the rubbish be moved. I reinforced that this is a regular occurrence, and we need tougher measures on the developer to stop this from happening. I also mentioned that neighbours had seen rubbish dumped at 6:30 in the morning and asked if the complainant would give a statement to the officer in charge. This request has been passed.
5. Parking on St Nicholas Drive. Officer Chris Martin has asked for license plate numbers and evidence to see if anything can be enforced (No evidence has been shared with me). If any evidence is forthcoming I will push this further.
6. Grave keeper Property in Caister Cemetery; I understand the property is empty and I have asked what the situation is currently e.g. will the property go to local housing stock.

Portfolio holder informs me that property services are aware of the issue, unfortunately there are legal matters on going and I am unable to provide more info on the property.

7. Dykes adjacent to Persimmon site being full; This is being investigated and I hope to have answers soonest.
8. Cats Eyes and Tree's on Norwich Road; As part of last years (Nov/Dec 24) N2 nighttime PMDA network safety inspections, the cats-eyes along the section of A1064 Main Rd have been noted as being defective (no retro reflection) and the complete section requires replacement. This along with the other 196 No road sections covering the seventy parishes we must account for and have similar requirements will be programmed/prioritised and implemented in the spring onwards."

The Norwich Road developer scheme that includes works to the roundabout along with pedestrian, cycle, and public transport improvements I believe is subject to a different planning trigger to the signals and will follow on later under a different S278 agreement. The technical review for this package is (possibly complete) ongoing, so to date I have not seen any stamped drawings. The N2 SSI will investigate any immediate safety concerns at

the Norwich Road roundabout; however, larger scale vegetation/tree works will be implemented as part of the accommodation/scheme works by Persimmon Homes.

9. Beauchamp Close Issue with rats; I have asked the Environmental team at GYBC to have a deeper look into this. Anglian Water have claimed that they have done their due diligence and can find no fault on their side. I note that the area is quite close to the Haven holiday park and Doggers fish & chips, I asked environmental to investigate whether they are experiencing similar problems and also to see if there were any factors in those areas leading to an increase in rat activity. I will follow this up in the week.

10. Streetlighting issues; As per comms with the Parish Clerk the responsible officer at GYBC is now in copy.

Hope to see you all at the parish meeting on 3rd February.

If for whatever reason I am unable to attend, please do not hesitate to forward any issues on that require my assistance.

Kind Regards,

Gary Boyd

Great Yarmouth Borough Councillor

Caister North