

CAISTER ON SEA PARISH COUNCIL MEETING

2 December 2024

A meeting of the PARISH COUNCIL was duly convened and held at the Council Hall at 1900 hours

Present:

Cllr. K Wood (Chair)

Cllrs. L Cutler, J Fearnley, D Godbolt, P Hammond, J Hemsworth, J Jarzembski, A Scotter, P Sleet, C Thompson, A Walker, R Wilkinson, S Wilkinson

Parish Clerk E Dyble shadowed by K Green (newly appointed Parish Clerk in training)

6 parishioners present

The Chair opened the meeting by welcoming everyone and thanking the current clerk, Mrs Dyble, for her 49 years of service to our village on behalf of the Council at her last Parish Council Meeting.

95 **Staff appointments**

Parish Clerk - Karina Green

Responsible Finance Officer and Burials Clerk – Michele O’Keefe

96 **Co Option of Councillors**

Cllrs Alan Walker and Lorna Cutler were co-opted onto Council

97 **Apologies for absence received from:**

Cllr Sandy Griffiths – another commitment

Cllr Chris Kirk – another commitment

Cllr Andrew Robinson – another commitment

Penny Carpenter – recovering from surgery

98 **Declarations of interest in items or requests for dispensation**

Cllr P Hammond declared an interest in the confidential item to be discussed following agenda item number 12

99 **Parishioners Forum:**

1. An update on the stench was requested by a parishioner in attendance. Cllr. Wood that at the meeting of the Council on 4 November 2024, Anglian Water agreed to provide direct contact routes via email and phone for Caister complaints. The contact number provided was the generic customer line and not fit for purpose. A representative from Anglian Water also suggested that the stench could be coming from the Recycling Centre in Caister and not the Sewage Plant. Council remain dissatisfied with the progress on this matter and resolved to engage with Environmental Health to escalate the matter.

2. A parishioner explained an issue with speeding on Roman Way. He has dealt with the police and provided evidence but they have advised they cannot continue to act on the information provided as the system is not capable. Council suggested that next steps could be for the parishioner to ballot the residents on Roman Way to enquire about their stance on installing bollards to prevent the issue with the intention of progressing to Norfolk Highways Team to request 'No Thoroughfare' at the location.

100 The **minutes of the previous meeting** held on 4 November 2024 were agreed by Council and signed by the Chair. Proposed: Cllr. C Thompson. Seconded: Cllr. J Jarzembki

101 **Accounts** for payment 2 December 2024 proposed by Cllr. R Wilkinson and seconded: Cllr. P Sleet - **agreed** by Council.

ACCOUNTS FOR PAYMENT 2ND DECEMBER 2024				
HALL ACCOUNT				
Salaries	Salaries to 30.11.24	1,075.01		1,075.01
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas 28.10-30.11.2024	425.59	85.12	510.71
SLS	2 x bags of Rock Salt	14.16	2.83	16.99
D L Gunton	Window cleaning 22nd November 2024	25.00		25.00
		£1,654.04	£93.66	£1,747.70
GENERAL ACCOUNT				
Salaries	Salaries to 31.10.24	4,932.99		4,932.99
	Expenses	26.00		26.00
	Tel. rental + calls Novemb	25.00		25.00
Nest	Pension T Marsden	33.37		33.37
British Telecom	Telephone/Broadband 738474	73.44	14.68	88.12
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Thistles and Thorns	Memorial Wreath and Retirement Bouquet	62.50	12.50	75.00
SLCC	FILCA Course M O'Keefe - RFO	120.00	24.00	144.00
SLCC	Committees Course K Green - Clerk	15.00	3.00	18.00
SLCC	Allotment Management Course - K Green	30.00	6.00	36.00
SLCC	Cemetery Course Part One - M O'Keefe	35.00	7.00	42.00
SLCC	Cemetery Course Part Two - M O'Keefe	165.00	33.00	198.00
Norfolk Parishes Training	Budgeting for Clerks/Agendas etc. course - K Green	120.00		120.00

Norfolk Alc	Nimble Training course - K Green	17.00	3.40	20.40
Norfolk Alc	Nimble Training course - M O'Keefe	17.00	3.40	20.40
Viking Direct	Stationery	31.48	6.30	37.78
Amazon	2 x Office chairs	81.10	16.22	97.32
Adams Cleaning & Maint.	Public Toilet Cleaning - 19.10.24- 04.11.24	650.00	130.00	780.00
Inland Revenue	PAYE Contributions	1,061.95		1,061.95
		£7,516.83	£259.50	£7,776.33
	Grand Total	£9,170.87	£353.16	£9,524.03
INCOME				
Interest	£522.06			
Lettings	£1,028.00			
Newsletter	£330.00			
Allotment Rents	£50.00			
GYBC - Refund Play Equip.	£89,402.00			

Council discussed the procedure of recording training outcomes and certification. It was proposed that as a Responsible Council, all training certification obtained from training obtained whilst employed by the Parish Council should be provided to Council. Proposed: Cllr. P Sleet. Seconded: Cllr. J Hemsworth

102 **Correspondence received:**

- Confirmation received from Caister Playing Field Management Committee for Caister Parish Council to install new children's play equipment and a sensory garden on King George V Playing Field. **Noted**
- Notification from GYBC Asset Manager regarding trees considered as dangerous adjacent to the A149 Caister Road, specifically near the airfield. There is no danger to the highway and relates to airborne traffic landing at the airfield. No action required – information only. **Noted**
- Thanks received from a resident for the Remembrance Day Service at the war memorial. Requests for consideration:
 - More publication of the road closure on the side of the road near to Lidl & The Old Hall. Council agreed to seek permission from both businesses mentioned to display notifications within their land.
 - Investment from the Council in a larger and better audio system following technical issues. The Council advised that the sound system belongs to the Church, not the Council.
 - A request to include the fallen of subsequent Military campaigns in addition to those of World War I and World War II. The Council agreed to liaise with the Vicar regarding inclusion of subsequent Military campaigns in his 'speech' but that the names read aloud are those known only from World Wars I and II.

- o An increase in the number of volunteer marshalls holding traffic after some intimidation was experienced. The Council agreed with the requirement, however, are impacted by the amount of volunteers that step forward.

Cllr. J Hemsworth will compose a response to resident. **Resolved**

- **Allotment Holder** requesting the option of renting from the Parish Council, half of allotment 2AX presently worked by the holder and himself and that he may also have the option of acquiring the remaining half plot should the holder wish to no longer continue to work the allotment in the future. **Agreed**
- **Caister Community Association** request permission to install solar PV panels on the roof of the Community Centre to help reduced their energy costs. They will cover the cost of the extra indemnity for their presence on the building. **Agreed** with a **note** to ensure they are purchasing the solar panels themselves and not renting the roof space.
- **Finance Conduct Authority** informing that on 2 September 2024, they have registered Norfolk Association of Local Councils Ltd. Under Co-Operative and Community Benefit Societies Act 2014 as a Co-Operative Society. **Noted**
- **Persimmon Homes** informing they are writing to notify the Parish Council that tomorrow (26 November) they are commencing with the removal of hedgerow along Jack Chase Way that was approved by GYBC under the Outline Planning Permission for the development of Nova Scotia Farm, Caister-On-Sea. **Noted**
- **Norfolk ALC** informing their AGM is taking place on Wednesday 4 December 2024 at 7pm on Microsoft Teams and inviting Council to send two representatives. **No Councillors to attend. Michele O’Keefe to attend in a non voting capacity.**
- **Norfolk Constabulary** informing that their next priority setting meeting will take place at 7pm on Thursday 16 January 2025 at The Rabbit Hutch, Allendale Road, NRF30 5ES. All welcome. **Cllrs. K Wood and J. Hemsworth to attend.**

103 **Public Toilets Maintenance** update from the Clerk – Notification received from Adams Cleaning and Maintenance on 4th November 2024 informing that they had completed the cleaning of the public toilets at Second Avenue and Beach Road Car Park for the season, with a deep clean before locking for the winter and returning the keys to the Council. They stated that they had enjoyed working for the Council and would like to be considered again in future should a contract arise. **Noted**

104 Planning notification 06/24/0820/NMA **noted** by Council. **No objections**

- Non-material amendment to reserved matters approval 06/23/0616/D (Details of appearance, landscaping, layout & scale of Phase 1(a) of outline pp 06/19/0676/O) - To substitute the approved Materials Schedule Revision E with an updated schedule Revision G at Nova Scotia Farm (Land at) Jack Chase Way (west of) West Caister, Great Yarmouth

105 Cllr P Sleet attended Playing Field Management Committee meeting on 20 November 2024 and submitted report for information. **Noted**

106 Chair Update:

- **Social media** - Top posts

- Fencing by men's shed new play park – 18916 views
- Christmas tree and star on church – 9800 views
- Remembrance Sunday – 12800 views
- Sensory garden fencing approval –14786 views
- Caister Wonderland posts - 8757 views

Reached 231, 567 in the month of November

- 65% of our audience are women evenly spread across all age groups

- Christmas light switch on and Wonderland support – volunteers sought to attend spare some time at both Caister Wonderland on Saturday 7 December 12-6 and at the Council Hall from 5.30pm to help facilitate the road closure. Marshalls also required to help accompany the Sleigh from Caister Playing Field to the Council Hall at 6pm to ensure safety of visitors. Caister Wonderland volunteer meeting is to be held on Tuesday 3 December at 7pm in The Rabbit Hutch, Caister.
- Sewage update as per notes in point 99.1 above.
- Sensory garden fencing has now been approved by GYBC with FA still raising funds – no work can begin until the fencing is in place. Most of the funding for the project is in place, however, there is a sense of urgency as some funding is time limited.
- GYBC were due to have a consultation on their plan for 1100 houses on West of the bypass in November – we are now in December and the meeting is yet to take place. When a date is set, Council needs to promote and publicise to emphasise the importance of attending and having your say.

106.1 *This meeting was suspended by the Chair to exclude the press & public in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the business.*

107 **Agenda items for next Parish Council meeting**

- Finance reports – Cllr. P Sleet
- Caister Village Festival – Cllr. C Thompson

108 To agree date of next meetings:

Parish Council – Monday 6 January 2025

Hall Committee – 6pm, Monday 20 January 2025

New Build Committee – 7pm, Monday 20 January 2025

Finance Committee - Monday 27 January 2025

109 **Closure of meeting**

The meeting ended at 2040hours

Chair: _____

Date: _____