

## CAISTER-ON-SEA PARISH COUNCIL

2<sup>nd</sup> September 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. J Fearnley, D Godbolt, S Griffiths, P Hammond, J Hemsworth, J Jarzembski,  
C Kirk, A Robinson, A Scotter, P Sleet, C Thompson, R Wilkinson and S Wilkinson  
**Parish Clerk** E Dyble

No Parishioners present

### 51 Apologies for Absence

Apologies for absence received from:

**Borough Cllr.** G Boyd – another commitment (report submitted)

**Borough Cllr.** P Carpenter – another commitment (report submitted)

### 52 Declaration of Interest

None

### 53 Parishioners Forum

Information received that Allendale Road entrance to the Playing Field would be closed one week commencing 16<sup>th</sup> September 2024 for car park re-surfacing. The Rabbit Hutch closed from 10<sup>th</sup> to 24<sup>th</sup> September 2024.

### 54 Minutes

The minutes of the previous meeting held on 5<sup>th</sup> August 2024 were proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson, agreed by all members present and signed by the Chair

### 55 Personnel

The Personnel Minutes from the meeting of 13<sup>th</sup> August 2024 were proposed by Cllr. P Sleet, seconded by P Hammond and agreed by all members present to advertise vacancies at a cost of £408 + VAT : **Noted**

### 56 Finance

The Finance Minutes from the meeting of 19<sup>th</sup> August 2024 were – **Received**

Consider recommendations from the meeting: -

#### **Update from meeting of 24<sup>th</sup> June 2024**

- a) It was **Resolved** recommend Council agrees to advertise and appoint three members of staff when the positions become vacant : **Noted**
- b) It was **Resolved** recommend Council agrees to Scribe installing software and Cost Centres for the new accounting system with effect from 27<sup>th</sup> August 2024 : **Noted**

- c) It was **Resolved** recommend Council notes the progress on Account investments and the addition of a Unity Trust “day to day” business account : **Noted**
- d) It was **Resolved** recommend Council agrees that a budget of £1,000 be allowed for Light up Caister : **Noted**
- e) It was **Resolved** recommend Council agrees for Precept 24-25 planning and aims to be brought to next meeting : **Noted**
- f) It was **Resolved** recommend Council agrees to estimate costs for 2025 Festival be brought to next meeting : **Noted**

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

## 57 Cemetery Matters

Exclusive Right to Burial No. 1525 and 1526 were signed by the Chair : **Noted**

## 58

ACCOUNTS FOR PAYMENT 2nd SEPTEMBER 2024				
<b>HALL ACCOUNT</b>				
Salaries	Salaries to 31.07.24	1,072.06		1,072.06
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas - Direct Debit - 22.07 to 31.07.24	13.55	<u>0.67</u>	14.22
D L Gunton	Window cleaning 12th August 2024	<u>25.00</u>		<u>25.00</u>
		<b>£1,224.89</b>	<b>£6.38</b>	<b>£1,231.27</b>
<b>GENERAL ACCOUNT</b>				
Salaries	Salaries to 31.07.24	2,866.64		2,866.64
	Expenses	26.00		26.00
	Tel. rental + calls August	25.00		25.00
Nest	Pension T Marsden	33.37		33.37
British Telecom	Telephone/Broadband 738474	74.55	14.91	89.46
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Fasthosts	Web and mailbox hosting	24.10	4.82	28.92
Norfolk Alc	Steve Parkinson VAT Course	60.00	12.00	72.00
Microsoft	Renewal Microsoft 365 Subscription	66.66	13.33	79.99
Starboard Systems Ltd.	Scribe Accounting Software	549.00	109.80	658.80
Starboard Systems Ltd.	Subscription	69.00	13.80	82.80
Heart 2 Heart	Powerheart G5 Defibrillator Pads	57.00		57.00
Newsquest Media Group	Advert for Staff	408.00	<u>81.60</u>	489.60
Inland Revenue	PAYE Contributions	<u>756.45</u>		<u>756.45</u>
		<b>£5,035.77</b>	<b>£250.26</b>	<b>£5,286.03</b>
	<b>Grand Total</b>	<b>£6,260.66</b>	<b>£256.64</b>	<b>£6,517.30</b>
<b>INCOME</b>				
Interest		£521.85		
Lettings		£974.00		
Newsletter		£270.00		
Festival Program		£150.00		
Festival Donation		£227.00		
Cemetery Re-charge		£843.43		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. J Jarzembki, agreed by all members present

**59 Correspondence**

- a) **Mrs B Davis** – tending her resignation as a Parish Councillor with immediate effect : **Resolved inform GYBC accordingly and forward letter of thanks to Mrs Davis for her services**
  
- b) **Japanese Knotweed** – informing that an inspection had been carried out on site and only one area was found to have a peppered Bonsai growth which is where the centre was demolished, this area was sprayed with Round-Up Pro-Vantage all other areas had dead stems : **Noted. Contact Insurance Company re claim**
  
- c) **Resident Roman Way** – informing that following the very positive meeting on 1<sup>st</sup> July he's noticed that the Bus Stop at the bottom of Roman Way on Ormesby Road has been moved into the flow of traffic, causing a roadblock whenever the bus collects passengers. This bus roadblock is an additional cause of cut-through traffic along Roman Way. He watched the chaos this change has induced and can only think that it is a fevered notion of traffic calming, when in fact it merely deflects traffic down an 'access only' road.  
He can't wait for the school bus to come along and load students for five minutes; all the time holding up traffic. That will sure be a delight....  
Is it possible to get the insanity reversed please? : **Resolved inform resident this was part of the NCC Road Calming Scheme for Caister and Parish Council will monitor situation**
  
- d) **Resident Glenmore Avenue** – requesting if everything is in place for the forthcoming 'Remembrance Day' Since its inception the performance had 'Year on Year' gathered momentum, so could he be assured that this year everything will go off according to plan. That the following has been put in place:
  - i) The relevant Authorities have been made aware of what is required of them
  - ii) Have road closures been agreed
  - iii) Have Marshalls been allocated to their posts
  - iv) Has audio equipment been updated (for the hard of hearing)
  - v) Have Lidl's and Co-op been informed that no vehicles will be able to leave their car parks at the allotted time
  - vi) Will Police oversee the MarshallsIt is important that this goes off smoothly and efficiently and the War Veterans and those who have passed, have our greatest respect and dignity : **Resolved, arrangements in hand**
  
- e) **NCC** – forwarding an update on the Norwich Western Link project : **Noted**
  
- f) **Royal Air Forces Association** – inviting the Parish Chairperson, Councillors

and Parish Clerk to join with the Mayor of Great Yarmouth Cllr. Paula Waters-Bunn and her Consort Mr Matthew Bunn and other invited dignitaries 'The Battle of Britain and the Few' at a Memorial Service in the Minster Church, Great Yarmouth on Sunday 15<sup>th</sup> September 2024 at 6.30pm seated by 6.15pm *RSVP: Tom Gilbert, 104 Church Road, Gorleston NR31 6LS Email: [tomgilbert499@outlook.com](mailto:tomgilbert499@outlook.com) : Noted*

- g) **Researcher**– informing that he has an exhibition at Caister Community Centre from 9<sup>th</sup> to 20<sup>th</sup> September 2024 on the Village and the Turbines and would like to hear what Parishioners have to say on what difference the Scroby Sands Wind Farm has made to the village of Caister : **Noted**
- h) **Amey Street Lighting** – informing that he has passed the street light column numbers that Parish Council would like their Christmas lights placed on, to their design team to check if the streetlights are structurally suitable and also passed to their commercial team to provide a costing : **Resolved await reply**
- i) **WSP** – informing that WSP they have been retained by Norfolk County Council to carry out the initial statutory consultation related to the required Traffic Regulation Order's (TRO) for the proposed development East of Jack Chase Way. To this end they are contacting us, as part of the statutory consultation process, for this proposed Traffic Regulation Order.  
As part of planning consent (ref: 06/19/0676/O) permission was granted for construction of traffic signal junction to provide site access located at existing junction of Jack Chase Way with Prince of Wales Road.  
As part of the signal design, it is proposing that a,
- No Waiting" restriction on both sides of the junction at Jack Chase Way and Prince of Wales Road.
- This proposal is shown on the enclosed drawing: PRZ088-000-100-003\_C01 (PRZ088 Jack Chase Way No Waiting Restriction TRO).  
The purpose of this letter is to seek initial views on the proposal and return the enclosed reply slip to them by 10th Sept 2024. This can be done either via postal return of the reply slip to the address listed above or to the email address: [uk.consultationsnorfolkcc@wsp.com](mailto:uk.consultationsnorfolkcc@wsp.com) using the reference stated above as the subject line of the email.  
If more time is required to respond, please do contact them as soon as possible to agree an extension. If they do not hear from us before this date, then they will deem that we have no comments at this stage and would advise that we will have the opportunity to comment again during the formal advertisement period - **Request whether road will be closed and are there any planned diversions, also planned start date**
- j) **WSP** – informing that in regard to the Notice process under the highways Act they note Council have responded expressing concern with the exact location of the Zebra Crossing. The position of this crossing was agreed when the scheme was granted Outline Planning approval. They understand that we have been provided with a

further plan which hopefully clarifies the exact location of the Zebra Crossing on Norwich Road : **Noted , no objection**

- k) **Resident, Yarmouth Road** - wondering if anything could be done about the chain link fence at the end of their garden which is in a sorry state, they are fed up to the back teeth of trying to keep all the stinging nettles, ivy and weeds out of their property. They appreciate the fact that Council have removed some trees but the fact remains that the area used to be maintained to a reasonable state, this however has not happened for at least 4 or 5 years now. Who do they need to speak to to get it replaced with a solid fence if maintenance is to be continued as non-existent - **Resolved Chair to visit site**

- l) **Speed Camera**  
**Cllr. J Fearnley** dropped off the 2 spare batteries for the speed sign, the battery charger, keys and the laptop to the Office this morning.  
The reason is that the batteries cost £90 each and they have had it, they don't hold their charge, the last time they were charged they only lasted 2 days. Council needs to use the Camera properly and record all the information and place in the Newsletter and social media. 2 of the sites are dangerous, need to leave Camera on Yarmouth Road and have 30/30 signs on Ormesby Road and Norwich Road - **Resolved matter be referred to next Parish Council meeting**

#### The Following have been circulated

- a) **Age Concern** – July 2024
- b) **Norfolk Community Foundation** –August 2024
- c) **Rural Services Network** - forwarding copies of their:-  
Rural Bulletin – 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 28<sup>th</sup> August 2024  
Rural Funding Digest August 2024
- d) **Norfolk Alc** - Newsletters 8<sup>th</sup>, 19<sup>th</sup> and 28<sup>th</sup> August 2024

#### 59 **WASTE RECYCLING CENTRES**

**NCC** – informing that they are introducing a new booking system for all Norfolk recycling centres. From 18 November 2024 you will need to book to visit a Norfolk recycling centre. You can book up to seven days in advance, so you will be able to book from 11 November 2024. Each time slot is 15 minutes. You will need to arrive within the time you have booked.

There is no charge to make a booking and you can make as many bookings as you need. Charges still apply for [trade waste](#) and [household DIY waste](#) over the free limit.

You can only book one slot at a time. But as long as they are available, you can book as many slots as you need each day. After discussion it was : **Resolved inform NCC that Council objects to the whole process of closing re-cycling centres on a Wednesday and also the booking system that is being proposed. This will cause much more fly tipping around the area.**

- 60 Cllr. K Wood**  
Social media August  
211,701 hits  
Extra 14 followers now at 5,252  
Engagements 27,232  
**Top posts**  
Pictures various 124,000 hits  
CPC toilets 5,800  
NCC booking system for tip 8,954  
Many objections  
Lifeboat Day 11,500
- 61 Agenda Items for next Parish Council Meeting**  
None
- 62 Date of next Meetings**  
Finance Committee meeting 23<sup>rd</sup> September 2024 @ 1900 hrs.  
Parish Council meeting Monday 7<sup>th</sup> October 2024 @ 1900 hrs.
- 63 Closure of Meeting**  
The meeting ended at 2010 hrs.

**Chair:**

**Date:**