

## CAISTER-ON-SEA PARISH COUNCIL

3<sup>rd</sup> June 2024

A meeting of the **PARISH COUNCIL** was duly convened and held at the Council Hall at 1915 hrs.

**Present:** Cllr. K Wood (in the chair)  
Cllrs. B Davis, J Fearnley, D Godbolt, S Griffiths, P Hammond, J Hemsworth,  
J Jarzembski, C Kirk, A Scotter, P Sleet, A Robinson, C Thompson, R Wilkinson and  
S Wilkinson  
Borough Cllr. M Bird  
Parish Clerk E Dyble

26 Parishioners present

Chairman welcomed the following Anglian Water representatives to the meeting

- Joseph Thompson - Regional Treatment Manager
- Andy Payne - Treatment Manager
- Grant Tuffs - Regional Engagement Manager
- Emily Linsdell - Public Affairs & Regional Engagement Executive

Lengthy discussion/debate ensued and a report was submitted by Grant Tuffs the Regional Engagement Officer after the meeting (copy attached)

### 07 Apologies for Absence

Apologies for absence received from:

Borough Cllrs. G Boyd – another commitment  
P Carpenter – another commitment

### 08 Declaration of Interest

None

### 09 Parishioners Forum

After listening to the comments made by representatives of Anglian Water it was requested by the Parishioners that Council invite East & Suffolk Water to its next meeting on 1<sup>st</sup> July 2024 to discuss the proposed Desalination Plant being positioned off coast of Caister : **Representatives from Essex & Suffolk Water be invited to meeting**

### 10 Minutes

The minutes of the previous meeting held on 8<sup>th</sup> April 2024 were proposed by Cllr. P Hammond, seconded by Cllr. P Sleet, agreed by all members present and signed by the Chair

### 11 Finance

The Finance Minutes from the meeting of 29<sup>th</sup> April 2024 were – **Received**  
Consider recommendations from the meeting:-

- i) **Bank Accounts**  
It was **Resolved** recommend Council agrees to Cllr. P Hammond being the additional signatory for Council's Bank Accounts, replacing Cllr. R Coe : **Resolved recommend Council agrees this**
  
  - ii) **Public Toilets – Cleaning Maintenance**  
It was **Resolved** recommend Council agrees to Adams Cleaning and Maintenance Services Ltd. be engaged to open public toilets at Second Avenue and Beach Road Car Park daily 4<sup>th</sup> May until 9<sup>th</sup> September then weekends only until Friday 24<sup>th</sup> October, then for the whole week, closing on Sunday 3<sup>rd</sup> November 2024 at a cost of £50.00 per clean per day, including materials and toilet rolls
  
  - iii) **Accounts**  
It was **Resolved** recommend Council accepts the Quarterly Reconciliation and Income & Expenditure reports to 31<sup>st</sup> March 2024.
  
  - iv) **Grant Request**  
It was **Resolved** recommend Council agrees to the grant of £1,000 to the Men's Shed towards funding of a large work shed, total cost of project £6,891.
  
  - v) **Gov.uk Domain Registrations**  
I It was **Resolved** recommend Council agrees to register for the Gov.uk email service provided by Norfolk Alc.  
: **All above recommendations proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present**
  
  - 12 Recommendations from Annual Parish Meeting**  
**None**
  
  - 13 Annual Parish Council Meeting**  
The minutes of the Annual Parish Council meeting held on 20<sup>th</sup> May 2024 were proposed by Cllr. P Hammond, seconded by Cllr. P Sleet, agreed by all members present and signed by the Chair
  
  - 14 Cemetery Matters**  
Exclusive Right to Burial No. 1520 was signed by the Chair : **Noted**
  
  - 15 Planning Matters**  
**Applications for consideration 3<sup>rd</sup> June 2024 from GYBC**
- | <b>Application ref</b> | <b>Applicant Address</b>  | <b>Description</b>   |
|------------------------|---|--|
| <b>06/23/0757/F</b>    | Land adjacent to<br>Yarmouth Stadium<br>Caister<br>Great Yarmouth | Proposed redevelopment of existing car parking and green space areas and construction of a limited assortment discount retail food store (Use Class E) and |

two drive-through restaurants (Sui Generis use), with associated new access, car parking, landscaping, drainage and external works

**Recommendation: OBJECT – Concerned re danger of entry and exit onto round about.**

**Crossing for pedestrians on a very busy dual carriageway  
Building on a Flood Plain and concerns with drainage issues  
Already not enough parking when events are held at the Stadium, cars parking randomly outside on grass verges, causing very dangerous situation**

**06/24/0145/F** Caister Holiday Centre  
Caister Holiday Centre  
Caister NR30 5NQ  
Removal of existing hardstanding.  
Construction of concrete hardstanding for siting of 4no. static caravans; Construction of associated tarmac car parking, concrete footpath and relocation of EV charging units

**Recommendation: No Objection**

**06/24/0265/HH** 9 Fairway  
Caister NR30 5BX  
Proposed erection of a single-storey rear extension

**Recommendation: No Objection**

**06/24/0287/HH** 29 Second Avenue  
Caister NR30 5NN  
Proposed single storey rear extension

**Recommendation: No Objection**

**06/24/0405/D** Land to the west of Jack Chase Way  
Caister  
Reserved Matters Application for the Remainder of Phase 1a – Spine Road with associated drainage infrastructure and landscaping, pursuant to Outline Planning Permission 06/19/0676/O.

**Recommendation: No Objection**

## 16

<b>ACCOUNTS FOR PAYMENT 3rd JUNE 2024</b>				
<b>HALL ACCOUNT</b>				
Salaries	Salaries to 31.05.24	1,091.13		1,091.13
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas - Direct Debit - 17.04 to 21.05.24	315.79	15.78	331.57
Hunn Security Systems	Maint. of Fire, Intruder Alarms and Emergency Lighting	159.00	31.80	190.80
Hunn Security Systems	Install New CCTV System	2,045.40	409.08	2,454.48
D L Gunton	Window cleaning May	25.00		25.00
Zurich Insurance	Boiler Insurance	412.00	60.00	472.00
		<b>£4,162.60</b>	<b>£522.37</b>	<b>£4,684.97</b>
<b>GENERAL ACCOUNT</b>				
Salaries	Salaries to 31.05.24	2,866.84		2,866.84
	Expenses	26.00		26.00
	Tel. rental + calls May	25.00		25.00
British Telecom	Telephone/Broadband 738474	73.44	14.68	88.12
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Adams Cleaning & Maint.	Daily Toilet cleaning 4.05-26.05.24	1,150.00	230.00	1,380.00
Fasthosts	Web and mailbox hosting	20.86	4.17	25.03
Inland Revenue	PAYE Contributions	756.25		756.25
		<b>£4,938.39</b>	<b>£248.85</b>	<b>£5,187.24</b>
	<b>Grand Total</b>	<b>£9,100.99</b>	<b>£771.22</b>	<b>£9,872.21</b>
<b>INCOME</b>				
Interest		£527.27		
Cemetery Re-charge		£843.43		
Lettings		£650.12		
Magazine		£330.00		
Festival		£485.00		
Festival Program		£2,750.00		

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

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - R Wilkinson

Accounts signed by - Cllr. K Wood, Chair and P Hammond, Vice-Chair of Council

## 17 Correspondence

i) **Get Involved Norfolk** - forwarding Posters for display and information about a **Volunteering Extravaganza at The Forum in Norwich on Friday, 7<sup>th</sup> June** from 10.30 to 4pm. It is an opportunity for anyone who might be interested in volunteering to discover some of the amazing charities and voluntary organisations in the county and chat with them about what sort of volunteering opportunities are available.

Over 50 organisations will be taking part by giving demonstrations, bringing along existing volunteers and offering activities that give some insight into their work, or just a fun way of engaging in conversations. In The Gallery, the Voice of Volunteers will be a continuous programme of volunteers from different organisations talking about why they got involved, what they do and how much they get out of it : **Noted**

ii **GYBC Strategic Planning Manager** – thanking Council for their application for funding for the Play Equipment on King George V Playing Field from the Council's section 106/section111 open space funds. They are pleased to inform that the Council has decided to fund £89,402 towards this project as detailed in our application. They will be touch shortly with a formal offer letter setting out terms and conditions and how funding will be released :  
**Noted**

iii) **NCC** - Norfolk County Council Highways is currently carrying out an audit of all grit bins located on the public highway. We have just over 2000 grit bins on our database (primarily owned by Parish/Town Council/Norwich City Council (donated/gifted to NCC)) and this exercise will help to confirm/assess their location and condition and to make the most effective use of them.

Grit bins are provided at various locations throughout the county to allow drivers and pedestrians to treat localised icy conditions and can be viewed on a map on the NCC website, marked as green triangles\*:

<https://norfolkcc.maps.arcgis.com/apps/Viewer/index.html?appid=d16d38b40a7e44b4a835d8ce168410f9>

\*Please note that due to a current NCC website upgrade there are a handful of grit bin locations that have not been added to the map yet but are included on our master lists used for the purposes of this audit.

As part of this exercise, we would appreciate it if you could confirm the information we currently hold for those grit bins within your Parish.

To help you do this, appended to this letter is a spreadsheet detailing current location and owner information across several worksheets (you can filter by Parish and owner). Please then confirm in column E whether the details are still correct, by adding a 'Y' or 'N' as appropriate. Column F entitled 'notes' allows you to add any amended details/information. If there are any grit bins missing from the spreadsheet, please add them, highlighting them in a different colour for ease of reference. Finally, please add any information to 'notes' if you want to report missing or damaged grit bins.

Responses are to be sent to [NorfolkHighways.WinterServices@norfolk.gov.uk](mailto:NorfolkHighways.WinterServices@norfolk.gov.uk) by the deadline of Friday 19 July 2023. Please continue to use [Highways@norfolk.gov.uk](mailto:Highways@norfolk.gov.uk) for any other contact relating to Highways.

As a reminder, please note the following in relation to any new grit bin requests:

- NCC is unable to provide additional grit bins at new locations due to funding pressures. NCC owned grit bins that become redundant in their present location, because of network changes, can be re-sited if they can be re-located appropriately.
- Parish or Town Councils may wish to fund additional grit bins on the public highway and if this is the case, we can work with you to agree and determine the best location. However, before agreeing to an additional asset, please consider whether relocation may be an agreeable solution.
- Requests for grit bins cannot be received directly from members of the public. They should instead be channelled through the local Town Council, Parish Council, Norwich City Council or Local Member.
- Grit bin requestors must provide details of the proposed grit bin location (ideally with a plan and coordinates). The relevant Highway Engineer will then complete a grit bin assessment and respond to the applicant as to whether or not the new grit bin

has been approved.

We thank you in advance for your input into this audit. If you have any questions, please do not hesitate to contact us via email at [NorfolkHighways.WinterServices@norfolk.gov.uk](mailto:NorfolkHighways.WinterServices@norfolk.gov.uk).

: **Noted**

iv **Community Safety Officer, Norfolk Police** – informing that he works as the Neighbourhood Policing Sergeant within the community safety team of Norfolk Police and am writing to you regarding our current project with Neighbourhood watch in Norfolk. Working with the Norfolk Neighbourhood Watch chair, Les Rowlands, we have successfully secured some funding through the Police and Crime Commissioner's office to give Neighbourhood Watch a relaunch in the county, increasing the number of schemes and members, and strengthen the relationship between schemes and local Policing teams. With part of the funding, we have purchased new Neighbourhood Watch signs, bespoke for Norfolk, for groups to have free of charge once they are signed up, along with some other promotional items that can be used to assist in the running of a scheme. I believe that you are a local councillor, or involved in your local council, therefore I am reaching out to you to ask for your assistance. It would help us greatly if you could mention our project to the residents in your community and encourage them to join/set up a scheme. Perhaps you have a local newsletter that we could write a few lines for, you could give out the attached leaflet and/or maybe you could mention Neighbourhood Watch at your next council meeting.

If you would like more information about Neighbourhood watch or to join/set up a scheme please visit the Neighbourhood watch website

[Home | Neighbourhood Watch | National network | Local Watch areas | Community crime prevention groups \(ourwatch.org.uk\)](#)

You can also contact myself or my colleague PC Harris at [NHW@norfolk.police.uk](mailto:NHW@norfolk.police.uk) if you have any questions : **Noted**

v) **WHP Telephones Ltd.** - regarding a Preliminary Inquiry – Caister Pump Lane, Pump Lane, Caister, Norfolk, NR30 5TE NGR: E: 651847, N: 311161

The Wireless Infrastructure Group Limited (WIG) is an independent, pioneering wireless infrastructure operator and the UK market leader for neutral host connectivity solutions. WIG have invested in over 3,300 shared wireless infrastructure facilities since our launch in 2007. As the UK's longest standing independent tower and neutral host operator, WIG has extensive experience in managing the co-location of multiple networks on our infrastructure. Every project is designed to ensure it can support all the UK's mobile operators as well as other networks that may need access. WIG focus on sustainable infrastructure meaning they are interested in the long-term and we create solutions that can support demand as it grows and new technologies as they emerge. WIG experience is unmatched in the UK with an average WIG asset hosting in excess of three network customers.

Wireless Infrastructure Group Limited are in the process of upgrading a number of sites in the UK. This upgrade process will primarily involve swapping existing equipment and replacing this with similar new apparatus however, this is site specific.

The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific

comments, however, WIG are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.

If you have any comments prior to this minor upgrade development submission, we look forward to receiving these : **Noted, No Objection**

vi) **Caister Volunteer Lifeboat Service** – forwarding a copy of their application to GYBC for a premises licence under section 17 of the Licensing Act 2003 : **Noted, No Objection**

vii) **Flegg Community Land Trust** – following on from the FCLT recent attendance of the Parish Councils meeting, as they were encouraged by the positive response, they would like to organise a follow up meeting where they can answer any further queries that the Council may have now they have had a chance to reflect on what was previously discussed. Therefore, they would be grateful if Council could let them know suitable dates of upcoming meetings they can attend. In the meantime, attached the latest copy of their fact sheet : **Noted**

viii) **NCC** – writing to confirm that the planning application for the Norwich Western Link project has now been submitted to Norfolk County Council in their role as the planning authority.

After a validation period, the planning authority will then publish the planning application documents online and run a statutory public consultation, so everyone will have the opportunity to examine the proposals and comment on them should they wish to.

They will write to us again once the documents have been published and provide a link to where Council can view them.

Council may be aware that some new guidance on barbastelle bats was published last month by Natural England, a statutory environmental body. There are implications for the Norwich Western Link in this guidance and they are aiming to find an acceptable solution, including by continuing to discuss their proposals with Natural England as part of the planning process : **Noted**

#### **The Following have been circulated**

a) **Woodland Trust Newsletter** – May 2024

b) **Norfolk Funding and Support Services** – April and May Newsletters 2024

Community Based Hardship Support Fund  
Become a Trustee

c) **Rural Services Network** - forwarding copies of their:-

Rural Bulletin – 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> April 2024 + 8<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 29<sup>th</sup> May 2024

Monthly Bulletin RSN Rural Funding Digest & Government Consultations May

d) **Norfolk Alc** - Newsletters 5<sup>th</sup> and 25<sup>th</sup> April 2024 + 1<sup>st</sup>, 18<sup>th</sup> and 30<sup>th</sup> May 2024

e) **NCC** – Weekly briefing Notices 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> April + 16<sup>th</sup> May 2024

: **Noted**

#### **18 Matters Arising/Clerks Report**

**Cllr. B Davis** - Proposed bringing back Matters Arising/Clerks Report to follow

actions through. After discussion it was proposed by Cllr. B Davis, seconded by Cllr. J Fearnley and agreed by all members present to re-instate Clerks report

- 19 Cllr. P Sleet** – proposed that a Succession Plan, be discussed, leading to action for the recruitment of an Assistant Clerk : **Noted, matter be referred to Finance Committee**
- 20 Cllr. C Thompson** – proposed Councillors consider comments for better engagement with Parishioners. After discussion it was proposed by Cllr. B Davis, seconded by Cllr. A Scotter and agreed by all members present to purchase a new Noticeboard for North Caister and forward to Finance Committee for consideration : **Resolved forward to Finance Committee**
- 21 Cllr. K Wood**  
**Social media May 2024**  
During the month Posts reached 220,0000 with 5,055 followers and 49 new followers. 67% of our followers are Women, Equal amounts across ages 33-44, 45-54, 55-65, other age groups considerably lower, shared posts 522 times  
**Top posts**  
New Lifeboat arrival 16,506 and 24,526  
New store openings 10,700 and 18,789  
By-pass work 6,700  
New equipment for King George V Playing Field 5,340  
Annual Parish meeting 4,800  
Festival posts 6,578
- 22 Date of Next meeting**  
Finance Committee meeting 24<sup>th</sup> June 2024 @ 1900 hrs.  
Parish Council meeting Monday 1<sup>st</sup> July 2024 @ 1900 hrs.
- 23 Closure of Meeting**  
The meeting ended at 2045hrs.

**Chair:**

**Date:**