

CAISTER-ON-SEA PARISH COUNCIL

5th August 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, S Griffiths, P Hammond, J Hemsworth, J Jarzembski, A Scotter,
P Sleet, C Thompson, R Wilkinson and S Wilkinson
Borough Cllr. G Boyd
Parish Clerk E Dyble

No Parishioners present

37 Apologies for Absence

Apologies for absence received from:

Cllr. B Davis - unwell

Cllr. D Godbolt – work commitment

Cllr. C Kirk – another commitment

Borough Cllr. P Carpenter – another commitment (Report submitted)

38 Declaration of Interest

None

39 Parishioners Forum

a) Parishioner with the following questions/complaints:

- What are the plans for the old Youth Centre. I have heard rumours that it has been earmarked for more housing. Please can you shed some light on what is happening. **Resolved - inform Parishioner** that the old Youth Centre Site still has a claw back on it with NCC until April next year when discussions will then take place on what will happen to the site.
- The parking outside the stadium especially on banger nights is becoming rather dangerous. I bike along that stretch and had issues with the pedestrian lanes being blocked by cars and the cycle lane then being used by pedestrians. Cars were mounting both areas to park up whilst visiting the stadium. With the planned build of Lidl, I think this needs to be addressed as the area will only get busier. I had written to a Norfolk County council initially but they replied to say I should address the situation with yourselves. I was on the Road Safety Committee for Caister before it folded during covid so feel it is important that this is looked at. **Resolved – inform Parishioner** that the parking situation at the Stadium is an ongoing problem, this has been reported to the Police who are well aware of the dangerous situation.

b) **Borough Cllr. B Lawn** regarding a planned visit by the Borough Councillors to the Sewage Treatment Works in Caister to question Anglian Water on how the sewage plant is ran, the quality of water, as it was felt that the government standard was obviously too low. The results of the meeting will be conveyed to the Parish Clerk – **Resolved await report from Bor. Cllr. B Lawn**

- c) **Eilidh McCallum**, Senior Planner, Carney Sweeney - forwarding an update on the Lidl application stating that discussions are ongoing with the Highways Authority and LLFA, and they are still trying to engage with the Environment Agency regarding the site.

They will continue to keep us up to date with any progress and will look to attend a meeting to provide a full update and answer any queries once discussions are sufficiently progressed.

40 Minutes

The minutes of the previous meeting held on 1st July 2024 were proposed by Cllr. P Sleet, seconded by Cllr. J Fearnley, agreed by all members present and signed by the Chair

41 Finance

The Finance Minutes from the meeting of 15th July 2024 were – **Received**

Consider recommendations from the meeting: -

a) **Update from meeting of 24th June 2024**

- It was **Resolved** recommend Council notes that updating signatory mandates with Lloyds Bank was in hand - **Noted**
- It was **Resolved** recommend Council notes 2 x Samsung Smart phones had been purchased at a cost of £199.99 each - **Noted**
- It was **Resolved** recommend Council notes that Deeds for King George V Playing Field are held by the Playing Field Management Committee - **Noted**
- It was **Resolved** recommend Council adopts the ‘Scribe’ Accounting System for all financial operations, based on the functionality required by the Council and ease of use and operational support from the Software Company - **Resolved Council adopts the Scribe Accounting System**
- It was **Resolved** recommend Council uses the Unity Trust Bank for day-to-day banking – **Noted**
- It was **Resolved** recommend Council seeks to employ a dedicated Registered Financial Officer (RFO) to manage all financial activity within the Parish Council – **Noted**

b) **Light up Christmas**

It was **Resolved** recommend Council Clerk contacts Amey Street Lighting Division with Nos. Of Columns involved, Column Numbers, Roads on which lights will be displayed and how high off the ground the plug sockets need to be in order to obtain a cost for the work involved in installing the Christmas Lights - **Noted**

c) **Cemetery Footpath**

It was **Resolved** recommend Council agrees a meeting with NCC Highways Engineer with regard to repairing the footpath through the Cemetery – **Resolved meeting be arranged as soon as possible**

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

42 Cemetery Matters

Exclusive Right to Burial No. 1522, 1523 and 1524 were signed by the Chair : **Noted**

43 Planning Matters

Applications for consideration 5th August 2024 from GYBC

Application ref	Applicant Address	Description
06/24/0497/CD	Land at Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 44 of outline pp 06/19/0676/O relating to Phases 1A, 1B and 1C only: Archaeological Site Investigation and Post Investigation Assessment

Recommendations No Objection

06/24/0498/CD	Land at Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 21 of outline pp 06/19/0676/O: Temporary Traffic Regulation Order for a 40mph speed limit at Jack Chase Way. (An application for subsequent consent to permitted EIA development)
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Recommendations No Objection

06/24/0499/CD	Land at Nova Scotia Farm west of Jack Chase Way Caister	Discharge of Condition 29 of outline pp 06/19/0676/O: Off-site highway improvements including works to provide a toucan crossing at Jack Chase Way, Caister
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Recommendations No Objection

06/24/0500/CD	Land at Nova Scotia Farm West of Jack Chase Way Caister	Discharge of Condition 30 of outline pp 06/19/0676/O: Off site highway improvement works to include capacity improvements at the A149 / Norwich roundabout, along with walking and cycling improvements at Jack Chase Way, Norwich Road and High Street
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Recommendations No Objection

ACCOUNTS FOR PAYMENT 1st AUGUST 2024				
HALL ACCOUNT				
Salaries	Salaries to 31.07.24	1,091.13		1,091.13
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas - Direct Debit - 22.06 to 21.07.24	34.03	<u>1.70</u>	35.73
Anglian Water Business	Water/Sewerage Charges 12.12.23-11.06.24	158.15		158.15
Cherry Lane	Weedkiller and Plant food	24.98	5.00	29.98
D L Gunton	Window cleaning 16th July 2024	<u>25.00</u>		<u>25.00</u>
		£1,447.57	£12.41	£1,459.98
GENERAL ACCOUNT				
Salaries	Salaries to 31.07.24	2,866.84		2,866.84
	Expenses	26.00		26.00
	Tel. rental + calls July	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 & Main	Daily Toilet cleaning 23.06-21.07.24	1,400.00	280.00	1,680.00
Fasthosts	Web and mailbox hosting	24.10	4.82	28.92
T Marsden	Weedkiller, Filler and Nails	9.37	1.89	11.26
The Men's Shed	Donation towards shed	1,000.00		1,000.00
Mrs S Hunt	M meeting re Internal Audit	97.50		97.50
Bendart Ltd.	Printing A5 Newsletters	960.00		960.00
SLCC	Membership 2024-25	253.00		253.00
Inland Revenue	PAYE Contributions	<u>756.25</u>		<u>756.25</u>
		£7,511.50	£301.39	£7,812.89
FESTIVAL				
St John Ambulance	Provision of First Aid and Med. cover 29.06.2	25.00	5.00	30.00
St John Ambulance	Provision of First Aid and Med. cover 30.06.2	<u>25.00</u>	<u>5.00</u>	<u>30.00</u>
		£50.00	£10.00	£60.00
NEW BUILD				
Action Play & Leisure	25% Deposit for new play area	£ 21,719.00	£4,343.80	£26,062.80
	Grand Total	£30,728.07	£4,667.60	£35,395.67
INCOME				
Interest		£518.92		
Lettings		£2,338.00		
Rent		£650.00		
Festival Sum Up + Bucke		£3,506.35		
Festival Program		£400.00		
Festival Pitches		£400.00		
Festival Donation		£100.00		
Cemetery Re-charge		£1,686.73		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. P Hammond, 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

45 Correspondence

a) **Persimmon Homes** - looking to agree specifications for the bus shelters they need to erect both on the main spine road of their approved Phase 1 scheme and provide upgrades to existing bus stops on Prince of Wales Road and Norwich Road. They have been advised that the Parish Council currently maintain the existing bus shelters in Caister and the proposal from NCC Highways is that the Parish would continue to do so. This is the reason why they would like to agree details with Parish Council now. Some parish councils have their own specification. If our Parish does, please let them know and they will look to accommodate that. For now, they are only proposing to agree the type of shelter. Following on from that, they will then provide us with full specification sheets to confirm our acceptance.

Phase 1 Onsite (New) Shelters

See attached drawing 47932_C_004 Rev B which shows the indicative location of the bus stops on the Spine Road. They have allowed room for full shelters here on both sides of the road, these would be clear of the footway/cycleway. Would Council be happy with a modernised version of the shelter on Yarmouth Road in this location? If so, then they will send us a full specification of this type of shelter for us to agree?

Prince of Wales Road – Upgraded Stops

Prince of Wales Road currently has two existing stops in the vicinity of the junction with Jack Chase Way, both are currently flag & stick stops. On the southern side of the road there is a space for a shelter away from the footpath as mentioned above, so they would propose a full shelter in this location again. For the existing stop on the northern side of the road this is slightly more constrained and the only option they would have is a cantilever type shelter (similar to the attached), would this be agreeable in this location? This would allow pedestrians to walk unimpeded along the existing footway in this location.

Norwich Road – Upgraded Stops

On Norwich Road they are proposing to upgrade the existing stops on both sides in the vicinity of Weston Rise. For both locations they would have the space to include full shelters as per the attached, is this agreeable in this location?

If Council would like to discuss matters further then please let them know and they would be happy to arrange a virtual meeting or come and see Council in person - **Resolved request site meeting**

b) **NCC** – informing that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet : **Resolved refer to Finance Committee**

c) **GYBC - ALLOCATION OF STREET NAMING AND NUMBERING TO DWELLING(S) BEING BUILT:**

PHASE 1, NOVA SCOTIA FARM (MULBERRY PARK) DEVELOPMENT, CAISTER, GREAT YARMOUTH

as agreed by GYBC in conjunction with the Royal Mail, and in accordance with Section 17 of the Public Health Act 1925:

CALGARY BOULEVARD, NR30 5FD

BRIDGEWATER ROAD, NR30 5FE

SHELBURNE CLOSE, NR30 5FF

SPRINGHILL CRESCENT, NR30 5FG

MAHONE CLOSE, NR30 5FH

STELLARTON WAY, NR30 5FJ

MULGRAVE CLOSE, NR30 5FH

WATERFORD DRIVE, NR30 5FN

TWILLINGATE CLOSE, NR30 5FP

AVALON COURT, NR30 5FQ

: **Noted**

d) **WSP UK LTD - (ZEBRA CROSSING)** informing that WSP have been retained by Norfolk County Council to carry out the initial statutory consultation related to the required Notice for the proposed Toucan crossing at Jack Chase Way & Zebra crossing at Norwich Road. To this end they are contacting us, as part of the statutory consultation process for this proposed Notice.

There is a requirement in the planning permission (ref: 06/19/0676/O) to ensure a safe and appropriate access for the development's construction. Therefore, it is planned to construct a Toucan Crossing on Jack Chase way & Zebra Crossing on Norwich Road in Caister, to improve the safety of pedestrians and cyclists.

This proposal is shown on the enclosed drawing: 23005-101_C01 (PRZ088 Jack Chase Way, Toucan Crossing) & 47932/C/042_Rev B (PRZ088 Norwich Road, Caister - Zebra Crossing).

The purpose of this letter is to seek initial views on the proposal and return the enclosed reply slip to me by 31st July 2024. This can be done either via postal return of the reply slip to the address listed above or to this email address: uk.consultationsnorfolkcc@wsp.com using the reference stated above as the subject line of the email.

If Council require more time 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 - **Resolved invite Project Manager for site meeting as unsure re position of proposed Zebra Crossing**

e) **Parent Champions NCC** – informing the Parent Champion programme is a great opportunity for parents, carers, or people that work with families to get involved in the community and support other parents. As a Parent Champion, volunteers share their experiences, skills, and knowledge with other parents, and help them access the

information and services they need. They also benefit from the training, mentoring, and networking opportunities that the programme offers. Volunteering as a parent champion, helps to make a positive difference in the lives of other parents and children, and gain valuable skills and confidence as an individual. There is no minimum number of hours that we ask from our volunteers, making the role flexible and adaptable.

We have training booked around the county, with more dates in different locations to be added later in the year.

Area	Location	Day 1	Day 2	Times
Online	Teams Meeting	Monday 5 August 2024	Monday 12 August 2024	6-9pm
East Norfolk	Great Yarmouth, St George's Theatre/ Cafe	Tuesday 17 September 2024	Wednesday 18 September 2024	10am – 1pm
Norwich	Millennium Library	Monday 23 September 2024	Monday 30 September 2024	10am – 1pm
South Norfolk	Wymondham, Hope Church	Tuesday 15 October 2024	Tuesday 22 October 2024	10.30am – 1.30pm
West Norfolk	ECFS Base, Downham Market	Wednesday 25 September 2024	Wednesday 2 October 2024	10am – 1pm
Breckland	Swaffham, location TBC	Thursday 14 November 2024	Thursday 21 November 2024	10.30am – 1.30pm
Lunch and refreshments provided at all in person training. Both Day 1 and Day 2 training must be attended. Travel expenses reimbursed.				

If you would like any further information or would like to become a Parent Champion, please contact us by emailing parentchampions@norfolk.gov.uk or by visiting our website norfolk.gov.uk/parentchampionvolunteers - **Noted**

f) **Japanese Knotweed Ltd.** – informing that the contract at the Old Youth Centre Site is due a site visit to carry out a herbicide monitoring visit. I understand that this site is open access, and we therefore will be attending on 08/08/2024 - **Noted**

g) **PC Chris Martin** – regarding traffic on Roman Way, I am aware that this road has always had an issue with school parents particularly using this road as a rat run. Caister Academy have in the past highlighted this in a newsletter to parents warning them Police may issue traffic offence reports if the signage is disregarded, which did stop it for a while. I agree 30mph for this road is probably too much and would benefit from a lower speed limit, however it is very hard to drive much faster than 20mph most of the time as residents seem reluctant to use their driveways. I would imagine a “Cul de sac” would cause more complaints than you are already receiving due to an increase in traffic past the open end and others from the closed end who cannot exit their usual way. When school resumes again in September, I shall raise this again with the school and try to get down there when I can - **Noted**

The Following have been circulated

- a) **Woodland Trust Newsletter** – July 2024
- b) **Norfolk Community Foundation** – July 2024

- c) Norfolk Community Foundation Funding and Support
- d) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin – 2nd, 9th, 16th, 23rd and 30th July 2024
Rural Funding Digest July 2024
- e) **Norfolk Alc** - Newsletters 12th, 19th and 26th July 2024 and 1st August 2024
- f) **NCC** – Weekly briefing Notices 11th, 25th July + 1st August 2024

46 New Build - Community Hub

Clerk presented two quotes for consideration by Council for providing an initial feasibility assessment, including measured survey, attend site and obtain detailed brief, prepare initial feasibility proposed plans and elevations and present to Council for comment for the proposed Community Hub on the King George V Playing Field in Caister:-

Paul Robinson Partnership - a capped price of £2,000 + VAT
S Bullen Ltd. - £3,000 + VAT

After discussion it was proposed by Cllr. K Wood, seconded by Cllr. S Wilkinson to accept quote from Paul Robinson Partnership for a capped price of £2,000 + VAT

Voting took place as follows FOR PROPOSAL 7
AGAINST PROPOSAL 1
ABSTAINED 2 Cllrs. P Hammond and P Sleet

: Resolved Council accepts quote from Paul Robinson Partnership for £2,000 + VAT

47 Playground Equipment

Cllr. P Sleet – proposed, seconded by Cllr. J Hemsworth and agreed by all members present approval of a 25% Deposit payment of £21,719 + VAT to Action Play & Leisure to enable work on the new playground to commence before the end of August : **Resolved Deposit of £21,719 + VAT be paid from the New Build account until reimbursement from 106 monies GYBC**

48 Cllr. K Wood

Social media July
Record month 371,308 hits
31,000 engagements
Top posts
Festival pictures 43,000 and 31,000
Broken drain safety issue 19,379
Lifeboat names 44,000 and 19,000
Euros village support 18,500 and 11,400
Pictures boat on our waters rocks 28,900
Play equipment King George V field
Last week August GYBC already removing some their play equipment
Sensory Garden Thursday presentation

49 Agenda Items for next Parish Council Meeting

Cllr. K Wood – Car Park Charges
Light up Christmas
Precept for 2025/2026

3-Year Plan

50 Date of Next meeting

Hall Committee 12th August 2024 1900hrs

Personnel Committee – 13th August 2024

Finance Committee meeting 19th August 2024 @ 1900 hrs.

Parish Council meeting Monday 2nd September 2024 @ 1900 hrs.

51 Closure of Meeting

The meeting ended at 2045hrs.

Chair:

Date: