

## CAISTER-ON-SEA PARISH COUNCIL

8<sup>th</sup> April 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. B Davis, J Fearnley, S Griffiths, P Hammond, J Hemsworth, J Jazembski, C Kirk, A Scotter, P Sleet, A Robinson, C Thompson, R Wilkinson and S Wilkinson  
Parish Clerk E Dyble

9 Parishioner present

Chairman welcomed Andrew Robinson to be Co-opted onto Parish Council with immediate effect

### 158 Apologies for Absence

Apologies for absence received from:

Parish Cllr. D Godbolt – another commitment

Borough Cllrs. G Boyd – another commitment – report submitted

P Carpenter – another commitment – report submitted

### 159 Declaration of Interest

None

Chairman welcomed Andrew Robinson to be Co-opted onto Parish Council with immediate effect

### 160 Parishioners Forum

#### REPORTS FROM BOROUGH COUNCILLORS – APRIL 2024

Cllr. G Boyd – Caister North Ward (Copy attached)

Cllr. Penny Carpenter – North Caister Ward (Copy attached)

: **Noted**

- a) Parishioner regarding the condition of the children's play equipment, owned by GYBC on the KGV Playing Field. 2 accidents have occurred recently and been reported on the Borough Council APP with little or no response, also spoken to GYBC representative and was informed that the damaged equipment is to be removed after Easter. There is no plan for any new equipment on this area for another 2/3 years : **Resolved email be forwarded to GYBC informing that no response received when reporting on the Borough Council APP**
- b) Parishioner informing that a Residents Action Group is being formed in Caister to hopefully assist the Parish Council since the road works on Ormesby Road. The group would be pro-active in bringing things forward to the Parish Council and getting the residents more involved : **Noted**

- c) Cllr. P Sleet informed that there was evidence in the press that Anglian Water had pumped sewage into the North Sea from the Caister Treatment Works 106 times in 2023, for more than 560 hours.  
Kevin Wood, Chair of Caister Parish Council, said not enough was being done to tackle the problem. The village has a large sewage treatment works serving Great Yarmouth and the villages in the North of the parish, where there are thousands of holiday chalets and caravans.  
Sewage spills can be contaminated by human waste, wet wipes and sanitary products, which can pose a serious risk to wildlife, swimmers and others who use UK waterways.  
In a statement, the Environment Agency said: "Storm overflow spills are measured by event duration monitors and 100% of storm overflows across the water network are now fitted with these, meeting the target set by the government to do so by the end of 2023." : **Noted**

#### **161 Minutes**

The minutes of the previous meeting held on 4<sup>th</sup> March 2024 were proposed by Cllr. S Wilkinson, seconded by Cllr. P Sleet, agreed by all members present and signed by the Chair

#### **162 Finance**

The Finance Minutes from the meeting of 25<sup>th</sup> March 2024 were – **Received**  
Consider recommendations from the meeting:-

i) **Councillors Training**

It was **Resolved** recommend Council notes that 10 Councillors attended the Training Course, which was split into 2 evenings and presented by Mr Jimmy Miller, Trainer from Norfolk Alc. Slides were provided slides from the 2 sessions + copies of the Good Councillors Guide and Councillors Guide on Finance and Transparency

ii) **Documents Required for Internal Audit**

It was **Resolved** recommend Council notes documents required for Internal Audit 2023/24

iii) **Public Toilets – Cleaning Maintenance**

It was **Resolved** recommend Council accepts the Tender from Adams Cleaning and Maintenance Services Ltd. of £35.00 per clean per day for cleaning the Public Toilets at Second Avenue and Beach Road Car Park for the summer season

iv) **Cemetery Retaining Wall**

It was **Resolved** recommend Council accepts inspection report from Mr Plummer, Structural Engineer that as nothing is bowing out, review over the next year and if nothing looks physically wrong leave it alone

v) **Newsletter**

It was **Resolved** recommend Council continues with Blackwell Print for printing of the Newsletter and Caister Festival Programme : **Proposed by Cllr. P Sleet, seconded by Cllr. J Hemsworth and agreed by all members present**

vi) **E-On Next**

It was **Resolved** recommend Council obtains 3 different suppliers for renewal dual fuel quotes and take back to next full Council meeting 8<sup>th</sup> April 2024

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

## 163

<b>ACCOUNTS FOR PAYMENT 8TH APRIL 2024</b>				
<b>HALL ACCOUNT</b>				
Salaries	Salaries to 31.03.24	1,411.66		1,411.66
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas - Direct Debit - 18.02 to 14.03.24	514.54	102.90	617.44
GYBC	1/2 Year Rayers	248.10		248.10
Booker Ltd.	Cleaning Materials	17.88	3.58	21.46
D L Gunton	Window cleaning March	25.00		25.00
		<b>£2,331.46</b>	<b>£112.19</b>	<b>£2,443.65</b>
<b>GENERAL ACCOUNT</b>				
Salaries	Salaries to 31.03.24	2,785.44		2,785.44
	Expenses	26.00		26.00
	Tel. rental + calls March	25.00		25.00
British Telecom	Telephone/Broadband 738474	68.20	13.64	81.84
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Caister Parish Council Cemetery	Cheque made out to wrong Payee	50.00		50.00
Fasthosts	Web and mailbox hosting	20.86	4.17	25.03
Viking	Stationery	42.36	8.47	50.83
Norfolk Alc	Annual Subscription	1,176.45		1,176.45
Norfolk Alc	Website hosting fees	70.00		70.00
Inland Revenue	PAYE Contributions	688.27		688.27
		<b>£4,972.58</b>	<b>£26.28</b>	<b>£4,998.86</b>
<b>FESTIVAL ACCOUNT</b>				
Steve's P.A. Hire Ltd.	25% Deposit for P.A. System hire	<b>£217.50</b>	<b>£43.50</b>	<b>£261.00</b>
	<b>Grand Total</b>	<b>£7,521.54</b>	<b>£181.97</b>	<b>£7,703.51</b>
<b>INCOME</b>				
Interest		£493.00		
Cemetery Re-charge		£814.94		
Lettings		£1,546.28		
Magazine		£30.00		
Festival		£1,120.00		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. J Jazembski, 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

## 164 Correspondence

- a) **Cllr. R Coe** informing that it is with sincere regret that he offers his resignation as a Councillor of Caister Parish Council. It has been a privilege to serve on a proactive and progressive Council. He considered asking Council to allow him a six-month period of absence but in truth he has no firm date as to when circumstances will allow him to commit to the time required of a Councillor. He wishes all Councillors and staff well for the future : **Resolved letter be forwarded thanking him for his services over the past 10 years**
  
- b) **Gallagher Global Broker** informing that Hiscox Insurance Company have appointed Crawfords Lost Adjusters who will be in touch with us shortly regarding the Japanese Knotweed issue : **Resolved Noted**
  
- c) **Resident** informing that she was walking her dog in the open space behind Westerley Way on Thursday 29<sup>th</sup> February 2024, some plastic sleeves which are used to plant new trees were laying on the grass, these are not suitable as always get damaged in the wind or vandalised. Her dog got a sharp piece stuck in his mouth/throat and before she could stop him, which was extremely distressing at the time, he was rushed to the vet where he had to be sedated to remove the plastic. Cost £339.94.  
Photos of the area were included of the plastic and the vets bill she was presented with. She has removed what plastic she could so that another dog does not suffer the same incident. She asks for the area to be regularly checked or use a different method to plant new trees. A donation towards her vet bill would be gratefully appreciated : **Resolved email be forwarded to GYBC for attention**
  
- d) **ENTUA** forwarding a copy of their Newsletter No.61 – March 2024 issue for information : **Noted**
  
- e) **PC C Martin** informing that following the outbreak of the Israel/Gaza conflict, Counter Terrorism Policing offered a series of personal security briefings to local councillors and faith leaders. The Metropolitan Police are offering further sessions throughout 2024 and are extending the offer to include Members of Parliament and private office staff : **Noted**
  
- f) **GYBC** informing that they are preparing the First Draft Local Plan Consultation to take place between 13<sup>th</sup> March to 8<sup>th</sup> May 2024 to replace the existing Core Strategy and Local Plan Part 2. The new Local Plan will set out a strategy for the development of the Borough over the period to 2041. It will set out the amount of new development needed and will determine where that development will go and how it should be delivered. The new Local Plan will also contain planning policies that will be used in determining planning applications.  
They are writing to invite Council to make comments on a first draft of the new Local Plan.

The consultation can be viewed here: <https://localplan.great-yarmouth.gov.uk>  
Comments can be made by using the interactive document available at the above link or alternatively you can email a response to [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk). We can also accept responses by post to Strategic Planning, Great Yarmouth Borough Council, Town Hall, Hall Plain, Great Yarmouth, NR30 2QF. As previously advised, we are holding an event for Parish Councils on 10<sup>th</sup> April 2024 at 7pm in the Town Hall. Planning officers will provide a presentation covering the consultation followed by a question-and-answer session and workshop. If you haven't already confirmed attendance and wish to attend, please email [kim.balls@great-yarmouth.gov.uk](mailto:kim.balls@great-yarmouth.gov.uk).

A series of drop-in events for the public will take place in April where planning officers will be available to talk about the consultation:

- 15th April 2024 - 10am to 6pm – Great Yarmouth Town Hall
- 16th April 2024 - 4:30pm-8:30pm – All Saints Parish Hall, Beach Road, Scratby
- 22nd April 2024 - 4:30pm-8:30pm – The Old School Village Centre, Green Lane, Bradwell.

A webinar for members of the public will also take place on 27th March 2024, where a presentation on the consultation will be given together with an opportunity to ask questions. Register your interest in attending by emailing [localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk)

Please ensure all comments are received by midnight on **8<sup>th</sup> May 2024**.

After discussion it was **Resolved** Caister to hold their own Consultation in the Council Hall on Monday 22nd April between 2 to 4pm and 6 to 8pm and invite all four Borough Councillors to attend

**Afternoon Session**

**Cllrs.** B Davis, J Fearnley,  
J Hemsworth and P Sleet

**Evening Session**

**Cllrs.** S Griffiths, P Hammond,  
J Jazembski, C Kirk and  
A Robinson

**: Resolved Consultation to be held on Monday 22<sup>nd</sup> April 2024 at the Council Hall**

g) **PKF Littlejohn** External Auditor informing that the deadline for receipt of the approved AGAR and supporting documentation is Monday 1<sup>st</sup> July 2024 : **Resolved Noted**

h) **UK Potholes** I hope this message finds you in good spirits. In our shared commitment to the well-being and safety of our community, it is crucial to address every aspect that impacts the quality of life for our residents. While there has been significant attention on the state of our roads, it is equally important to acknowledge the condition of car parks, communal areas and other hard surfaces that are integral to our daily lives. Recent coverage, including reports by reputable sources such as the BBC, has shed light on our broader challenges, emphasising the need for comprehensive solutions [[http://\(https://www.bbc.co.uk/news/uk-england-68598875\)http://\(https://www.bbc.co.uk/news/uk-england-68598875\)](http://(https://www.bbc.co.uk/news/uk-england-68598875)http://(https://www.bbc.co.uk/news/uk-england-68598875))].

At UK Potholes ([www.ukpotholes.co.uk](http://www.ukpotholes.co.uk)), A family run business based in Norfolk, we specialise in road repairs and enhancing the safety and integrity of all hard surfaces within our communities local to us. including car parks, communal areas and road linings. Our team is equipped with the expertise, technology, and dedication

required to address issues of any scale, ensuring durable and quality repairs. Our clients include National Trust Parks, Local Councils and Retail Parks.

To assist you in making informed decisions, we offer bespoke, no-obligation quotations tailored to the specific needs of your community. We aim to provide a holistic surface repair and maintenance approach, enhancing safety, aesthetics, and functionality across all public spaces.

Should you wish to explore how we can assist in assessing and improving your community's hard surfaces, please do not hesitate to contact us at [info@ukpotholes.co.uk](mailto:info@ukpotholes.co.uk) or by calling 0333 006 5602. We are eager to discuss your needs and how our services can make a tangible difference.

Thank you for considering this vital aspect of your community's infrastructure. We look forward to collaborating with you to make our shared spaces safer and more welcoming for everyone : **Resolved Noted**

- i) **Press Release** informing that the 25<sup>th</sup> Gorleston Clifftop Festival is lined up for 3<sup>rd</sup> and 4<sup>th</sup> August 2024 : **Resolved Noted**

- j) **NCC Highways** with an update on the Norwich Western Link project, to connect the A47 west of the city to Broadland Northway, and in doing so creating a continuous dual carriageway orbital route around Norwich.

The team have been working hard over the last few months to finalise the planning application. They are now at the stage of doing some final checks and we should be in a position to submit it in the next few weeks – the team will email you again once it has been submitted. 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.

It is fantastic that we are making such good progress on this important project. This is coming just a few months after we secured a commitment from central government to fund the majority of the cost of the Norwich Western Link when ministers approved our Outline Business Case. This means more than £200 million of national investment coming into Norfolk, money that otherwise would not be spent in our county and money that will help us to reduce traffic congestion and journey times, and improve road safety and travel for all kinds of journeys. The government have pledged to give us this money because they see what we see – that the Norwich Western Link is a great investment that will support businesses, boost the economy and improve the quality of life of people living in Norfolk.

With population and employment growth expected in the county, it's vital that we continue to invest in our infrastructure so that we have transport networks that are fit for the future. This is about planning ahead, being ambitious for Norfolk and making people's lives better : **Resolved Noted**

- k) **Caister Men's Shed** submitting a Grant Application form for funding towards a new larger workshop required for large works and machinery : **Resolved refer to Finance Committee 29<sup>th</sup> April 2024**

- l) **NCC Highways** informing that they propose to make a Temporary Traffic Regulation Order (NTRO7860) affecting the A1064 Norwich Road/ Main Road from its junction with Tower Road for 4925m eastwards in the PARISH OF FLEGGBURGH to facilitate road stud, lining and surfacing works.

The road will be temporarily closed (except for access) from 15th April to 17th May 2024 for the duration of the works only whilst signs indicating closures are in place expected to be about 33 days within the period.

Alternative route is via: A149 Norwich Road/ Caister Bypass/ Caister Road/ Lawn Avenue/ North Quay/ Acle New Road, A47, A1064 Acle Link Road/ Old Road/ Main Road (Halvergate, Fleggburgh, Mautby, West Caister, Caister-on-Sea, Acle, Upton with Fishley).

If necessary, the restriction could run for a maximum period of 18 months from the date of the Order.

Penalty: £1000 maximum fine on conviction and/or endorsement for contravention  
In the event of the start date being delayed the new start date will be displayed on site in advance.

The team dealing with enquiries at Norfolk County Council is North Area Streetworks (Community and Environmental Services Department) contactable by telephone at 0344 800 8020 or email at [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk). Details are also available at

<https://one.network>. : **Resolved Noted**

**The Following have been circulated**

- a) **CPRE Norfolk** – Norfolk’s Election Manifesto
- b) **Groundworks** – March Newsletter
- c) **Norfolk Funding and Support Services** – March Newsletter 2024
- d) **Rural Services Network** - forwarding copies of their:-  
Rural Bulletin - 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> March + 3<sup>rd</sup> April 2024  
Monthly Bulletin RSN Rural Funding Digest & Government Consultations March and April
- e) **NORFOLK AIC** - Newsletters 19<sup>th</sup> and 25<sup>th</sup> March 2024
- f) **NCC** – Weekly briefing Notices 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> March  
: **Noted**

**165 Planning Matters**

**Applications for consideration 8<sup>th</sup> April 2024 from GYBC**

<b>Application ref</b>	<b>Applicant Address</b>	<b>Description</b>
<b>06/24/0008/HH</b>	162 Ormesby Road Caister NR30 5NL	Single storey rear and side flat roof extension
<b>Recommendation:</b>	<b>No Objection</b>	
<b>06/24/0052/F</b>	The Tower Caravan Park Covent Garden Road Caister NR30 5SB	Removal of a fence panel adjacent the front entrance wall and installation of a pedestrian access gate
<b>Recommendation:</b>	<b>No Objection</b>	

**06/23/0763/F** Land south of Garfield Villa Proposed erection of 2no. two-storey detached dwellings  
Garfield Terrace  
Yarmouth Road  
Caister NR30 5DL

**Recommendation: Object – Over development of site**

**166 Renewal of Electricity and Gas Contracts**

Clerk reported that comparison sites had been checked for the renewal of the Electricity and Gas contracts. After discussion and consideration, it was proposed by Cllr. P Hammond, seconded by Cllr. P Sleet and agreed by all members present that Council stays with the present energy suppliers, i.e. E-On Next and British Gas, on a 2-year fixed contract with each : **Resolved new Contracts be completed and signed accordingly**

**167 Public Toilets**

Communication received from Adams Cleaning and Maintenance Services Ltd. informing that unfortunately he misunderstood that he was quoting for two separate locations, Second Avenue and Beach Road Car Park. Thought it was only Second Avenue. Forwarded revised quote : **Resolved refer to Finance Committee**

**168 Reports from Councillors**

**Cllr. P Sleet** - PFMC meetings 17<sup>th</sup> January and 20<sup>th</sup> March 2024 : **Noted**

**169 Policies**

Cllr P Sleet proposed the Finance Regulations, seconded by Cllr. P Hammond, agreed by all members present at the meeting, adopted and signed by the Chair.  
: **Noted**

**170 GYBC Draft Local Plan**

Discussion took place on the Draft Local Plan for Great Yarmouth 2024-2041. As the Borough Council were not holding a consultation in Caister it was proposed by Cllr. K Wood, seconded by Cllr. P Sleet that Parish Council hold their own Consultation for Parishioners at the Council Hall on Monday 22<sup>nd</sup> April 2024 prior forwarding Parishioners views and comments onto Great Yarmouth Borough Council : **Consultation be held in 2 sessions during the day, afternoon and evening.**

**171 Community Governance Review**

It was proposed by Cllr. P Hammond, seconded by Cllr. P Sleet and agreed by all members present that Council formulates a Community Governance Review (CGR) to make changes to an existing parish boundary. The purpose of such review is to ensure community governance arrangements continue to reflect local identities and facilitate effective and convenient local government. Review to be carried out by GYBC upon request from Parish Council : **Resolved request be forwarded accordingly**

**172 Engagement with Parishioners**

**Cllr. C Thompson** posed the question as to how Council could get better engagement with the Parishioners following comments from last month's meeting. After a lengthy discussion it was proposed by Cllr. K Wood, seconded by Cllr. B Davis and agreed by all members present to bring ideas to the next meeting of the Parish Council : **Resolved comments to be brought to next meeting**

**173 Cllr. K Wood**

**Social media March 2024**

During the month Posts reached 149,460 with 27,047 engagements and 4,977 followers

**Top posts**

Haven Camp pictures 19,400

Beach Road Toilets vandalised 7,000

Ormesby Road works 6,900

Old Railway Line post 20,240

No buses on Ormesby Road 3,466

Closure notice Ormesby Road 18,212

**174 Items for next Meeting**

- a) **Cllr. B Davis** - Propose bringing back Matters Arising and Clerks Report to follow actions through
- b) **Cllr. P Hammond** - Anglian Water responses

**175 Date of Next meeting**

Finance Committee meeting 29<sup>th</sup> April 2024 @ 1900 hrs.

Annual Parish meeting Monday 20<sup>th</sup> May 2024 @ 1900 hrs.

Annual Parish Council meeting to follow

**176 Closure of Meeting**

The meeting ended at 2040hrs.

**Chair:**

**Date:**