

## CAISTER-ON-SEA PARISH COUNCIL

3<sup>rd</sup> August 2020

A meeting of the **PARISH COUNCIL** was duly convened and held at the Council Hall at 1900 hrs.

**PRESENT:** Councillor A Baker (in the chair)  
M Clifford, R Coe, B Davis, J Fearnley, D Godbolt,  
B Herring, C Kirk, P Sleet, R Wilkinson and K Wood

1 Parishioner in attendance

**01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Councillor P Hammond – another commitment

B Lawn – another commitment

Borough Councillor M Bird – another commitment

G Carpenter - another commitment

P Carpenter – another commitment

**02 DECLARATION OF INTEREST**

None

**03 PARISHIONERS FORUM**

Mr Russell Ray, Chairman of the Playing Field Management Committee thanked Council for putting a Trim Trail at King George V Playing Field, it is fantastic and is being very well used.

: *Noted*

**04 MINUTES OF PREVIOUS PARISH COUNCIL MEETING**

The minutes of the previous meeting held on 2<sup>nd</sup> March 2020 were proposed by Councillor M Clifford, seconded by Councillor B Herring, agreed by all members present and signed by the Chairman.

**05 MATTERS ARISING**

a) **Footpath Ormesby Road**

*Resolved - await reply from NCC Highways regarding widening of footpath from Braddock Road to Haven Camp*

b) **Safety Cameras**

*Resolved : await reply from Mr J Askew, Traffic Manager, Norfolk County Council regarding installation of safety cameras on Pedestrian Crossing, High Street*

c) **Waste Bins**

Request Borough Council to install Refuse Bins at the following locations in Caister:-

- Field entrance off Mallards Estate, West Road
  - Next to Bus Shelter on Yarmouth Road opposite Tesco
- : *Request be forwarded accordingly*

**06 MINUTES OF FINANCE COMMITTEE MEETING**

The minutes of the Finance Committee meeting held 27<sup>th</sup> July 2020 were proposed by Councillor R Wilkinson , seconded by Councillor P Sleet, agreed by all members present and signed by the Chairman

**Items Approved**

Cleaning of seats at War Memorial : *Agreed*

Purchase of Portable Card Reader : *Agreed*

Requirement for Face Coverings in Hall : *Agreed*

Disposal of Surplus Equipment : *Agreed*

Hall Southern Boundary Fencing : *Agreed*

Condition of Youth Centre Site : *Agreed*

**07 CEMETERY MATTERS**

- a) Exclusive Right to Burial Nos. 1483, 1484, 1486, 1487, 1488, 1489 were signed by the Chairman : *Resolved this be noted*
- b) Invoice from Effective Imagining amounting to £642.00 to amend signage at the Cemetery : *Resolved payment be made*
- c) Assistant Clerk reported that the doors at the Cemetery require attention as they are rotten in places. After discussion it was proposed by Councillor K Wood, seconded by Councillor B Herring and agreed by all members present, with the exception of Councillor P Sleet who abstained, that estimates be obtained for repairing the doors and bring back to the next Finance Committee meeting : *Resolved Assistant Clerk obtain estimates for repairing the doors*

**08 PLANNING MATTERS**

06/20/0288/F                      Single storey flat roof side extension at 39 Reynolds Avenue, Caister  
NR30 5QE : *No Objection*

06/20/0292/F                      Proposed extension and alterations at 7 Longfellow Road, Caister  
NR30 5RG : *No Objection*

06/20/0293/F                      Proposed extension and alterations at 16 Drift Road, Caister  
NR30 5QQ : *No Objection*

**09 ACCOUNTS**

- a) **Endorse Accounts paid in** April, May, June and July during pandemic : *Agreed by all members present and signed by the Chairman accordingly*
- b) **QUARTERLY ACCOUNTS**  
Clerk presented the Quarterly Reconciliation and Income and Expenditure accounts to 30<sup>th</sup> June 2020 for approval : *Resolved agreed by all members present and signed by the Chairman*
- c) **ANNUAL RETURN**  
The Accounts for the year ended 31st March 2020 were presented : *There were no Questions on the Accounts*  
The Internal Audit was completed by Pauline James : *Noted*  
The Annual Governance Statement was : *Considered, completed and signed by the Chairman*

The Accounting Statements were : *Approved and signed by the Chairman*

d) **ACCOUNTS** – recommended for payment

<b>HALL ACCOUNT</b>		<b>NETT</b>	<b>VAT</b>	<b>GROSS</b>
Caretaker	Salary to 31.07.20	695.27		695.27
E-on	Electricity - Direct Debit	86.67	4.33	91.00
D L Gunton	Window cleaning 20.07.20	20.00		20.00
Display Pro	Sneeze Guards with Hatch	162.98	32.60	195.58
Safety Signs & PPE	Vacant Engaged sliding door sign	23.55	4.71	28.26
Heart 2 Heart	G5 Cardiac Science Pads	42.00		42.00
MML Educational Furnitur	15 x Premium Slide Stacking Square Tab	657.15	131.43	788.58
Marks MaintenanceSrvce	Repairs to floor shop 1b Yarmouth Road	96.94		96.94
Booker Ltd.	Cleaning Materials	107.37	21.47	128.84
Mr C Rose	Padlocks and chains	32.10		32.10
Batchelor Electrical	Supply & fit LED light in Gents Cubicle	50.00		50.00
Clerk	1/20th Salary to 31.07.20	<u>70.78</u>		<u>70.78</u>
		<b>£2,044.81</b>	<b>£194.54</b>	<b>£2,239.35</b>
<b>GENERAL ACCOUNT</b>				
Clerk	Salary to 31.07.20	1,344.92		1,344.92
	Expenses	26.00		26.00
	Tel. rental + calls July	22.50		22.50
Assistant Clerk	Salary to 31.07.20	513.24		513.24
British Telecom	Telephone/Broadband 738474	52.99	10.59	63.58
Westcotec Ltd.	1 x 3 Bay Cantilever Bus Shelter	4,985.00	997.00	5,982.00
Fasthosts Internet Ltd	Hosting Website - 05.07.20-05.08.20	10.00	2.00	12.00
" " "	PHP Extended Support - 23.07.20-23.08.20	5.28	1.06	6.34
Blackwell Print	500 x A5 Parish Council Newsletters	350.00		350.00
Printerland	Xerox Printer + Toner Cartridges	587.16	117.44	704.60
Effective Imaging	No Parking' Sign Allotments	100.00	20.00	120.00
Inland Revenue	PAYE Contributions	<u>390.91</u>		<u>390.91</u>
		<b>£8,388.00</b>	<b>£1,148.09</b>	<b>£9,536.09</b>
<b>CARNIVAL 2019</b>				
Caloo Ltd	Supply & Fitting Trim Trail	<b>£12,990.00</b>	<b>£2,598.00</b>	<b>£15,588.00</b>
	<b>Grand Total</b>	<b>£23,422.81</b>	<b>£3,940.63</b>	<b>£27,363.44</b>
<b>INCOME</b>				
Interest	£ 10.87			
Rents	£ 555.00			
Refund Easylife	£ 14.98			
Recharge Cemetery a/c	£ 429.49			
Cash Back Xerox	£ 75.00			

Accounts proposed by Councillor C Kirk, seconded by Councillor R Coe, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked and signed by - Councillor B Herring  
Accounts signed by - Councillors A Baker and K Wood

**10 CORRESPONDENCE**

**The Following have been circulated**

- a) **Community Action Norfolk**- forwarding copies of their:-  
i) Latest Events News  
ii) Latest Job News  
iii) Latest Funding News  
iv) Latest Training News
- b) **Rural Services Network** forwarding copies of their:-  
i) Rural Bulletins  
ii) Rural Funding Digest & Government Consultations
- c) **Norfolk Community Foundation**  
Funding News
- d) **NALC**  
i) Chief Executive's Bulletins  
ii) Newsletters  
: *All above circulated documents noted*

**11 CO-OPTION OF PARISH COUNCILLORS**

: *Resolved matter placed on hold until Government restrictions are lifted further, applicants to be informed accordingly*

**12 SHOP 1B YARMOUTH ROAD**

Clerk reported that 11 applications had been received to rent the vacant shop : *Resolved short list be drawn up of applicants for interview*

**13 BURIAL GROUND**

**Cllr. K Wood** requested that Council should start to search for a piece of land suitable for a Burial ground as the present village cemetery was rapidly filling up. After discussion it was : *Resolved a Working Party with Cllrs. R Coe, D Godbolt, K Wood and P Hammond be formed*

**14 FREQUENCY OF PARISH COUNCIL MEETINGS**

**Cllr. R Wilkinson** requested what the regulations were regarding the frequency for Parish Council meetings. Chairman informed that it is a requirement for Council to have 4 meetings in any one year, of which one must be the Annual Parish Meeting : *Noted*

**15 FACEBOOK UPDATE - DURING LOCKDOWN**

**Cllr. K Wood** reported that during March our Facebook page was used to help set up Caister Street Care. We had 50 plus Volunteers working across the village helping with shopping and looking after some of our elderly population. This was a great success and big thanks to those Volunteers.

During April, May, June, July, our page was used to get out government information guidelines and to keep people informed about the virus and village events that were cancelled.

We also covered dog fouling social distancing and support for local businesses with SHOP LOCAL SHOP CAISTER.

Over lockdown we averaged between seven and nine thousand hits with some posts reaching upwards of 17,000

We achieved 240,000 hits a month during lockdown and 3,400 plus followers : *Noted*

**16**     **TRIM TRAIL UPDATE**

**Cllr. K Wood** reported that the trim trail was installed as soon as Government guidance allowed. We worked closely with the Playing Field to oversee the installation Risk Assessments were carried out and the equipment has safety guidance on it The equipment is proving a great success with a lot of use every day by young and not so young : *Noted*

**17**     **AGENDA ITEMS OF NEXT MEETING**

None : *Noted*

**18**     **DATE OF NEXT MEETING**

The date of the next meeting will be on Monday 7<sup>th</sup> September 2020 at **The Council Hall, Yarmouth Road, Caister at 1900 hrs.**

**19**     **CLOSURE OF MEETING**

The meeting ended at 2015 hrs.

**Chairman:**

**Date:**