

## **CAISTER-ON-SEA PARISH COUNCIL**

**7<sup>th</sup> December 2020**

Online meeting at 1900 hrs.

Following the introduction of new legislation, (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020), which took effect on 4<sup>th</sup> April 2020, this Parish Council meeting was a virtual meeting, held online and members of the public can join the meeting online. This legislation may remain in place until 7<sup>th</sup> May 2021.

**PRESENT:**    **Councillor** A Baker (in the chair)  
                                R Coe, J Fearnley, D Godbolt, C Kirk, B Lawn,  
                                P Sleet, R Wilkinson and K Wood  
**Borough Councillors** G Carpenter and P Carpenter

**38**    **APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

**Councillor** M Clifford, B Davis and B Herring

**39**    **DECLARATION OF INTEREST**

None

**40**    **PARISHIONERS FORUM**

Councillor P Carpenter gave a brief report to members on matters which NCC and GYBC have been dealing with over the past few months during lockdown : *Noted*  
Councillor G Carpenter informed that GYBC have a hit squad who can help in tidying up areas around the village, if Council have a situation which they are not getting anywhere with please contact him and he will be more than happy to take it up on our behalf : *Noted*

**41**    **MINUTES**

The minutes of the previous meeting held on 12<sup>th</sup> October 2020 were proposed by Councillor R Wilkinson, seconded by Councillor R Coe, agreed by all members present and signed by the Chairman.

**42**    **CLERK'S REPORT**

The Clerk had circulated a report to all Councillors in advance of the meeting and posted it on the website : *Contents Noted*

- **Safety Cameras, High Street**  
Awaiting reply from NCC Traffic Manager regarding installing Safety Cameras on pedestrian crossing in the High Street
- **Waste Bins**  
Awaiting reply from Environmental Health Dept. regarding placing Refuse Bins on Yarmouth Road near Bus Stop opposite Tesco and Mallards Estate :  
Councillor G Carpenter to take matter on board
- **Hall floor**  
New Kardean Gerflor creations 70 LVT Flooring has been laid : *Noted*
- **Footpath Ormesby Road** – Mr Rob Osgerby's request for a footpath outside No.1 Ormesby Road was forwarded to NCC Highways : *Awaiting reply*

- **Removal of Yellow Lines** - Mr Chris Chadwick's request for the removal of the double yellow lines outside his property at 110 Yarmouth Road to enable him to drop the curb and convert his front garden into parking spaces was forwarded to NCC Highways - *Awaiting reply*

#### 43 **PLANNING MATTERS**

06/20/0563/F Single storey rear/side extension at 21 Hampton Close, Caister  
NR30 5AY : *No Objection*

#### 44 **ACCOUNTS**

- a) **Endorse Accounts paid in** November during pandemic : *Agreed by all members present and signed by the Chairman accordingly*

<b><u>ACCOUNTS FOR PAYMENT 2ND NOVEMBER 2020</u></b>				
<b><u>HALL ACCOUNT</u></b>		<b><u>NETT</u></b>	<b><u>VAT</u></b>	<b><u>GROSS</u></b>
Caretaker	Salary to 31.10.20	695.27		695.27
E-on	Electricity - Direct Debit	55.25	2.75	58.00
Hunn Security System	Maintenance of Fire and Intruder Al	184.00	36.80	220.80
Razor Windows	Re-fitted Polycarbonate roof sheet	66.67	13.33	80.00
B & Q	Emulsion for Gents Toilet Cubicle	13.33	<u>2.67</u>	16.00
Clerk	1/20th Salary to 31.10.20	<u>72.49</u>		<u>72.49</u>
		<b>£1,087.01</b>	<b>£55.55</b>	<b>£1,142.56</b>
<b><u>GENERAL ACCOUNT</u></b>				
Clerk	Salary to 31.10..20	1,377.28		1,377.28
	Expenses	26.00		26.00
	Tel. rental + calls October	22.50		22.50
Assistant Clerk	Salary to 31.10.20	552.24		552.24
British Telecom	Telephone/Broadband 738474	52.99	10.59	63.58
Fasthosts Internet Ltd	Hosting Website - 05.10.20-05.11.20	10.00	2.00	12.00
British Legion	Remembrance Poppy Wreath	20.00		20.00
Flagpole Express	Remembrance Flag 'Lest We Forget'	56.10	11.22	67.32
Playing Field Man. Comm.	Donation towards Defribullator	100.00		100.00
Viking	Stationery	46.21	<u>9.24</u>	55.45
Inland Revenue	PAYE Contributions	<u>405.17</u>		<u>405.17</u>
		<b>£2,668.49</b>	<b>£33.05</b>	<b>£2,701.54</b>
	<b>Grand Total</b>	<b>£3,755.50</b>	<b>£88.60</b>	<b>£3,844.10</b>
<b><u>INCOME</u></b>				
Interest	£ 1.96			
Recharge Cemetery a/c	£ 446.82			
Lettings	£ 21.00			
Rents	£ 550.00			
Zip Wire	£ 10.00			
Advert Newsletter	£ 100.00			

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b) **ACCOUNTS** December - recommended for payment

<b><u>ACCOUNTS FOR PAYMENT 7th DECEMBER 2020</u></b>				
<b><u>HALL ACCOUNT</u></b>		<b><u>NETT</u></b>	<b><u>VAT</u></b>	<b><u>GROSS</u></b>
Salaries	Salary to 30.11.20	847.97		847.97
E-on	Electricity - Direct Debit	55.25	2.75	58.00
Odd Bods	Gutter cleaning and repairs	280.00	56.00	336.00
Anglia Boiler Maintenance	Servicing of Oil Boiler	91.05	18.21	109.26
Flame Skill	Servicing of Fire Extinguishers	94.69	18.94	113.63
R D Carpets & Flooring Ltd	Renewing Council Hall Floor	7,850.00	1,570.00	9,420.00
D L Gunton	Window cleaning Sept/Oct/Nov/Dec	80.00		80.00
Screwfix	V Sweeper + Refills	69.16	13.82	82.98
		<b>£9,368.12</b>	<b>£1,679.72</b>	<b>£11,047.84</b>
<b><u>GENERAL ACCOUNT</u></b>				
Salaries	Salary to 30.11..20	1,955.33		1,955.33
	Expenses	26.00		26.00
	Tel. rental + calls November	22.50		22.50
British Telecom	Telephone/Broadband 738474	52.99	10.59	63.58
Fasthosts Internet Ltd	Hosting Website - 05.11.20-05.12.20	10.00	2.00	12.00
Thistles & Thorns	Biodegradable Poppy Wreath	40.00		40.00
Norfolk Ass. Of Local Coun	Budgeting Course - Cllr. P Sleet	30.00	6.00	36.00
GYB Services	Cleaning Beach Road Toilets 2020 Season	1,320.00	264.00	1,584.00
GYB Services	Cleaning Second Ave. Toilets 2020 Season	1,320.00	264.00	1,584.00
PKF Littlejohn	External Auditing of Accounts to 31.03.20	400.00	80.00	480.00
Effective Imaging	2 x Beach Erosion Signs - North Caister	465.00	93.00	558.00
Caister In Bloom	Attending War Memorial Site	20.00		20.00
Citizens Advice Bureau	Donation 2019/20 + 2020/21	1,000.00		1,000.00
Inland Revenue	PAYE Contributions	411.37		411.37
		<b>£7,073.19</b>	<b>£719.59</b>	<b>£7,792.78</b>
	<b>Grand Total</b>	<b>£16,441.31</b>	<b>£2,399.31</b>	<b>£18,840.62</b>
<b><u>INCOME</u></b>				
Interest	£ 2.24			
Advert Newsletter	£ 50.00			

Accounts proposed by Councillor P Sleet, seconded by Councillor K Wood, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked and signed by - Councillor R Coe

Accounts signed by - Councillors A Baker and K Wood

- c) Clerk presented a copy of the Reconciliation Statement and Income & Expenditure report to 30<sup>th</sup> November 2020 for information

Proposed by Councillor R Coe, seconded by Councillor K Wood, agreed by all members present

#### **45 CORRESPONDENCE**

- a) **PKF Littlejohn – External Auditors** – informing that they have completed their review of the Annual Governance & Accountability Return for Caister on Sea Parish Council for the year ended 31<sup>st</sup> March 2020. On the basis of their review of Sections 1 and 2 of the AGAR it is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met : *Noted*
- b) **GYBC** – informing that Council are required to complete an estimate request of Parish Precept and Concurrent Functions Grant requirements for the financial year 2021/22 by the 15<sup>th</sup> of January 2021 : *Noted*
- c) **Flegg Community Land Trust** – Letter forwarded Councillors on 27<sup>th</sup> November 2020 for Information : *Noted*
- d) **NCC** – informing that the application for the Erection of 6 x single storey classbases With associated outside space and extension to car park has been Permitted/Approved by the County Planning Authority in accordance with the Development Control Scheme : *Noted*

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

- a) **James Paget University Hospital** – forwarding their Briefing sheet following Council of Governors meeting November 2020
  - b) **Norfolk Constabulary** - Great Yarmouth Cluster Newsletter November 2020
  - c) **NCC Penny Carpenter** – regarding Beach Road, Caister – forwarded to all Councillors for information 21<sup>st</sup> November 2020
  - d) **Rural Services Network** forwarding copies of their:-
    - i) Rural Bulletin - 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> November and 1<sup>st</sup> December 2020
    - ii) Rural Funding Digest & Government Consultations December
  - e) **NALC**
    - i) Chief Executive’s Bulletin 10<sup>th</sup> November 2020
    - ii) Norfolk Alc Wellbeing:
      - Tips to Save Waste at Christmas
- : *All above circulated documents noted*

#### **46 FACEBOOK UPDATE - DURING LOCKDOWN**

**Cllr. K Wood** reported that During September we reached 21,800 people and had 207,000 hits which equates to 6,900 a day keeping people updated and trying to keep them smiling with pictures.

Chairman thanked all the Councillors involved for the work they are done in putting up the trees and lights.

Councillor K Wood informed that as the School was now closed, they have donated their tree to the village which will be placed near the Co-Op and gave thanks to the school who donated it to the Parish Council. : *Noted*

#### **47 CHRISTMAS EVENTS**

**Cllr. K Wood** reported that Light Up Christmas at the Council Hall had been cancelled but that trees and lights would still be placed around the village as normal. He requested an estimated £750.00 for the trees and any replacement lights that are required. Volunteers from Councillors in groups of 6 for fixing the Christmas decorations around the village are requested. Will be contacting Councillors via email for these : ***Agreed £750.00 be allowed for trees and lights***

**48**     **RESERVE FUNDS**

**Councillor P Sleet proposed the following:**

- i)       Setting up a Reserve Fund for Village Emergencies : ***Reserve Fund already in existence***
- ii)      Setting a Reserve Fund, solely from Ticket sales for the Cinema to support maintenance upgrades and unforeseen emergencies that the Cinema may experience. Councillor R Coe said that S137 money could be used for such purposes, this needs to be budgeted for the year 20/21 at £8.32 per elector in the village. Councillor R Coe to bring forward further details of S137 monies to next meeting : ***Noted***
- iii)     Setting a planned maintenance budget for the Hall and Councillor Training : ***Money already available for Councillor Training, need to contact Clerk for any courses you wish to attend, details of these are sent to Councillors on a regular basis.***
- iv)      As the pandemic has stopped all fund-raising events this year the Parish Council fully fund the balance of the purchase and installation cost of a Zip-Wire planned for the village on the KGV Playing Field. After discussion it was proposed by Councillor P Sleet, seconded by Councillor K Wood and carried by all members present that £5,500.00 be set aside for the provision of a Zip-Wire : ***Noted***

**49**     **MEMORIAL BENCH**

It was agreed at the October meeting to purchase a Memorial bench in memory of Derek George. Clerk informed that the cost of a Memorial Bench and plaque in memory of Derek George would be approximately £1,161.00. After discussion it was proposed by Councillor K Wood, seconded by Councillor P Sleet and agreed by all members present to purchase a bench accordingly : ***Resolved agree to purchase a bench allowing up to £1,250.00***

**50**     **PRECEPT**

Great Yarmouth Borough Council requested Council's Precept and Concurrent Functions Grant for 2021/22 by 15<sup>th</sup> January 2021. After discussion it was proposed by Councillor K Wood, seconded by Councillor R Coe and agreed by all members present to request the same Precept amount as last year i.e. £109,732.00 : ***Resolved Council forwards their Precept, Concurrent Functions requirements to Great Yarmouth Borough Council as requested***

**51**     **ZOOM MEETINGS**

**Councillor R Wilkinson** proposed, seconded by Councillor K Wood and agreed by all members present that Council pay a subscription of £120 to enable Council to conduct Zoom meetings without interruption : ***Agreed Clerk to pay subscription***

**52**     **AGENDA ITEMS OF NEXT MEETING**

**Councillor P Sleet** proposed a letter to Great Yarmouth Police regarding cycling on pavements : *Noted*

**53**     **DATE OF NEXT MEETING**

The date of the next meeting will be on Monday 25<sup>th</sup> January 2021 via ZOOM at **1900 hrs.**

**54**     **CLOSURE OF MEETING**

The meeting ended at 2005 hrs.

**Chairman:**

**Date:**