

Minutes of **CAISTER-ON-SEA** **PARISH COUNCIL MEETING**

Held on Monday 8th March 2021 at 1900 hrs.

This meeting was held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via ZOOM.

Present: **Cllr.** A Baker (in the chair)
Cllrs. R Coe, J Fearnley, D Godbolt, P Hammond, B Herring, C Kirk, B Lawn, P Sleet,
R Wilkinson and K Wood
Borough Cllrs. M Bird, G Carpenter and P Carpenter

71 Apologies for Absence

Apologies for absence were received from:

Cllrs. M Clifford - Health problems
B Davis - No Zoom

72 Declaration of Interest

Cllr. B Herring declared on interest in Item 11 on the Agenda, Hall Hiring charges
: **Noted**

73 Parishioners Forum

- a) Cllr. P Carpenter gave a brief update on the activities presently being dealt with by GYBC:
- Assisted Bins collection being rolled out across the borough, including Caister
 - Great Yarmouth received £21.1 million towards their £60 million goal on our vision
 - £13.5 million for High Street funding
 - Barclays bank for a 3-year project to re-generate the town centre.
 - Gone to the Winter Gardens next stage Lottery Heritage fund also
 - 50 mtr wheel to be set up by the Sealife centre for the summer season
 - Some festivals may go ahead like the Wheels festival at the end of the summer
 - Have paid out millions to local businesses and want to continue to do that.
 - GYBC commercial team informed post Brexit, that all commercial fishermen now need to register as a food business so that they can legally supply other businesses, it is a 1-page free form to complete, the commercial team know there are commercial fishermen in Caister who have not registered, they should contact their local Borough Councillors who will put them in touch with the commercial team.
 - Looking at having a New Learning Centre in Palmers building, also a University Campus.
 - New operations and maintenance centre of excellence and business centre incubator units at South Denes.
 - Restoration and adaption of the Ice House as a national centre as arts and circus.
 - Installation of a Café and Reception area at the Gorleston Crematorium attached to the original building with work starting in June finishing by Christmas.

- Dyke clearance issues in Caister Water Management Alliance deposited some monies as a gesture of good will. No good clearing out dykes without gullies and drains. Spoken to Highways Engineer and we will go through a list in April of all areas that regularly flood as priority
- Caister Library has reopened. Great Yarmouth Library has facilities for helping with completing Census forms.
- Arranged for works to be done outside Caister Federation of schools pathway to Allendale has been resurfaced the other pathway should have been completed by Christmas but was delayed due to Covid, expect to be completed by July
: **Noted**
- b) Cllr. G Carpenter informed that he received an update regarding Covid figures which are all going down only 9 people in JPH only 1 in ICU, will have to wait until after this week with schools returning to see if these figures rise again : **Noted**
- c) Light on Beach Road Car Park still not working, spoke to Cllr. B Lawn at the end of last year and on speaking to the fishermen this morning was informed that the light was still not fixed : **Cllr. B Lawn to deal with**
- d) Cllr. K Wood informed of a Safety issue in car park near the Co-op. The bollard in the centre between the fence and the Co-op shop, was damaged and removed, never replaced. Cars are now driving out of the gap that end, nearly an accident today because a car drove out at speed. Bollard needs re-instating as a safety issue as soon as possible : **Cllr. P Carpenter to attend to**
- e) Update on Carnival feeling is because we have not been able to move forward this year Carnival has been cancelled, hopefully will work to make a bigger Carnival next year : **Noted**

74 Minutes

The minutes of the previous meeting held on 25th January 2021 were proposed by Cllr. K Wood, seconded by Cllr. J Fearnley, agreed by all members present and signed by the Chairman.

75 Clerk's Report

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

- a) Safety Cameras, High Street – awaiting reply
- b) Waste Bins – Yarmouth Road and Mallards Estate – awaiting reply GYBS.
 - i) Cllr. G Carpenter informed he had spoken with GYBS who informed that Parish Council could purchase bins and fund emptying them, was awaiting costings and hopefully will bring back to next meeting
 - ii) Clerk also to obtain costings for bins and emptying them from local contractors
: **Noted**
- c) Memorial Bench – Derek George being delivered tomorrow, will be installed shortly
: **Noted**
- d) Cycling on Pavements – awaiting reply

76 Cemetery Matters

Exclusive Right to Burial No. 1496 was signed by the Chairman : **noted**

77 Planning Matters

Decision received from GYBC

06/20/0577/D	7 Kingston Avenue Caister, NR30 5ET	Appearance/landscaping/surface water drainage materials/levels for bungalow/Garage as pp 06/18/0731/O
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Approved

Applications for consideration on 8th March 2021

Application ref:	Applicant Address	Description
06/21/0054/F	Haven Holiday Park Ormesby Road Caister on Sea NR30 5NQ	Installation of arrivals lodge with associated infrastructure and ancillary landscaping works

: No Objection

06/20/0607/F	22 Jack Plummer Way Caister on Sea NR30 5WD	Adaption of existing garage and first floor extension above garage to provide additional first Floor
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: No Objection

06/21/0079/F	21 Kingston Avenue Caister on Sea NR30 5ET	Proposed single storey rear extension
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: No Objection

78 Accounts – March 2021

ACCOUNTS FOR PAYMENT 8th MARCH 2021				
HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salary to 28.02.21	767.75		767.75
E-on	Electricity - Direct Debit	55.25	2.75	58.00
Anglia Boiler Maint. Ltd.	Replacement Header Tank and Time clock	480.00	<u>96.00</u>	576.00
D L Gunton	Window cleaning 23.02.21	<u>20.00</u>		<u>20.00</u>
		£1,323.00	£98.75	£1,421.75
GENERAL ACCOUNT				
Salaries	Salary to 28.02.21	1,929.53		1,929.53
	Expenses	52.00		52.00
	Tel. rental + calls February	22.50		22.50
British Telecom	Telephone/Broadband 738474	52.99	10.59	63.58
Fasthosts Internet Ltd	Hosting Website - 05.02.21-05.03.21	10.00	2.00	12.00
PKF Littlejohn LLP	External Auditor	400.00	80.00	480.00
Viking	Stationery	89.63	<u>17.93</u>	107.56
Caister In Bloom	Attending War Memorial Site February	20.00		20.00
Inland Revenue	PAYE Contributions	<u>405.37</u>		<u>405.37</u>
		£2,982.02	£110.52	£3,092.54
LIGHT UP CAISTER				
Williams Garage	6 x Christmas Trees	335.00		£335.00
Caister Ltd.				
	Grand Total	£4,640.02	£209.27	£4,849.29
INCOME				
Interest	£1.98			
Re-charge Cemetery a/c	£403.49			
Newsletter Advert	£30.00			
Allotment Rents	£50.00			
Broads Internal Drainage	£150.00			
GYBC - Local Restrictions	£8,612.00			
Support Grant - Lockdown of Hall				
Accounts prepared by RFCE Dyble			
Invoices checked byB Herring			
Approved by Full CouncilA Baker - ChairmanK Wood		

Accounts proposed by Cllr. R Wilkinson, seconded by Cllr. R Coe, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - Cllr. B Herring

Accounts signed by - Cllr. A Baker and K Wood

79 Correspondence

- a) **Resident of Second Avenue** re bus services travelling along Second Avenue empty and at speed.
Cllr. J Fearnley stated that the buses are empty at times now because of the pandemic and people are not going out so much, once the summer season starts the buses will be full, things will change once restrictions are lifted.
Bor. Cllr. M Bird informed that he had been in touch with First Bus Company who informed that they are not reinstating the No.4 bus service in Caister. This is a much-needed Service as there are many elderly residents who use this bus to get to the shops as they find it impossible to walk to the main bus route along Ormesby Road and High Street : **Clerk to contact First Bus regarding reinstatement once restrictions are lifted**
- b) **Donation received from IDB** regarding work carried out on the dykes at the rear of Mallards Estate. Cllr. P Sleet informed that they have damaged an area where Oak saplings were planted, Council should find a source to obtain saplings which are a bit bigger to replace the ones that have been damaged. Replace up to £150 of the saplings.
Proposed by Cllr. P Sleet, seconded by Cllr. B Lawn, agreed by all members present : **Replacement saplings to be obtained up to a value of £150**
- c) **Playing Field Management Committee** request for assistance of Plants and Planters from the Parish Council for their new Patio area at the Playing Field.
Cllr. R Coe stated that this was an item to be identified as S137.
: **Clerk to forward Grant Application form for completion**
- d) **GYBC** informing that the seasonal toilets are to open on Wednesday 31st March, assuming Council wishes to continue as last year : **All in agreement for Toilets to be opened from 31st March until 31st October 2021.**
- e) **BRUNO PEEK LVO, Pageantmaster** urging Council to Register and take part in the NHS Social Care & Frontline Workers Day on 5th July 2021 being the annual birthday of the NHS.
Order of Events : 11am Two Minutes Silence from a location of Council's choice
1pm The Nation's Toast to the Heroes of the NHS, Social Care & those working on the Frontline from a location of Council's choice : **Chairman urged Cllrs. To take part in this event**

- f) **GYBC** informing that Council's Precept request for 2021/22 has been honoured as follows:

Parish Precept & Concurrent Functions Grant 2021/22

Caister Parish Council		Relevant	Per Band
		Tax base	D
2020/21 Parish Precept Amount	£100,292	2,860	£35.07
2021/22 Parish Precept Amount	£100,294	2,786	£36.00
% change in band D			2.7%
2021/22 Council Tax Support Grant (from GYBC)		£6,888	
<u>Concurrent Functions</u>		Amount	
Burial Grounds		£0	
Beach Cleaning		£0	
Parks & Open Spaces		£2,550	
Bus Shelters		<u>£0</u>	
Total Concurrent Functions		<u>£2,550</u>	
Total Concurrent Functions, Council Tax Support Grant & Parish Precept Payable 2021/22			<u>£109,732</u>

The Following have been circulated

- a) **CPRE** The Countryside Charity Norfolk – Spring Issue of Norfolk Voice
- b) **NHS Norfolk and Waveney** important information regarding the NHS Covid-19 vaccination programme
- c) **Norfolk Constabulary** - Great Yarmouth Cluster Newsletter February 2021
- d) **Rural Services Network** forwarding copies of their:-
 - i) Rural Bulletin - 2nd, 9th, 16th, 23rd February and 2nd March for information
 - ii) Rural Funding Digest February and March Editions
- e) **Norfolk Community Foundation** Funding News January and February
- f) **Norfolk Alc**
 - i) Bulletins 21st January, 9th and 17th February, 2nd March
 - ii) Vacancy on the Board of Town and Parish Council that is required to be filled from the GYBC member Councils.
 - iii) various other documents for information
- g) **Norfolk Alc Wellbeing** forwarding various documents for information
23rd and 30th January, 19th, 28th February 2021 and 2nd March

80 Co-Option of Councillors

Chairman reported that as there were now only 3 applicants and 3 x vacancies, Council can go ahead and legally Co-opt the 3 applicants onto Council forthwith to bring it up to its full complement of 16 Councillors.

Applicants are: Mr Robert Batchelor – Mr Ron Peasgood and Mr Joshua White

: It was proposed by Cllr. B Lawn, seconded by Cllr. J Fearnley that all 3 applicants be Co-opted onto Parish Council forthwith.

81 Review Hall Hiring Charges

Chairman reported that In line with last year lots of venues are losing their hirers, Council should try and maintain ours and suggest keeping charges the same as last

year : **Proposed Cllr. B Lawn, seconded Cllr. K Wood and carried by all members present that Hiring charges remain the same**

82 Appointment of Internal Auditor

Letter received from Mrs Sarah Hunt re Internal Audit 2020/2021, informing that she has worked within the Parish Council local government sector for a little over 20 years and is CiLCA qualified, has undertaken Internal Audit training and been working as an internal auditor for the past three years. Her fee for this work would be £125.00 plus any mileage at 45p/mile : **It was proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present that Mrs S Hunt be employed to carry out the Internal Audit for 2020/21**

83 Website Accessibility

As Council's new website must be made accessible to all by Law contact was made with Broadland Digital, Norwich who advised that the cost of auditing the new website, producing an Accessibility Statement and providing advice re the layout of future documents would cost £250.00. Broadland Digital have carried out this work for many local Parish Councils. The Accessibility Statement needs to be in place by June 2021 : **Proposed by Cllr. R Coe, seconded by Cllr. B Herring and agreed by all members present to engage Broadland Digital to carry out the Auditing**

84 Coloured Lights

Cllr. P Sleet informed that the lights at the front of the Hall have been up for 3 years and required replacing. He proposed that they be taken down and ultraviolet IP60 low voltage lights be purchased : **matter be deferred to Finance meeting**

85 Newsletter

- a) Cllr. J Fearnley requested Council's opinion on the printed quantity required of the Newsletter, at present 500 copies are distributed quickly. Advertisers are now requesting space within the Newsletter generating more income so do we get more copies printed? : **Council agreed for quotes to be obtained and brought back to next meeting for printing of extra copies**
- b) Cllr. Fearnley requested a Laptop to record the data from the speed camera costing £250-£300 : **It was proposed by Cllr. K Wood, seconded by Cllr. R Coe and agreed by all members present for laptop to be purchased accordingly : Noted**

86 S137 Money

It was proposed by Cllr. R Coe, seconded by Cllr. P Sleet and agreed by all members present to : **Agree to adopt advice on S137 monies and incorporate it in the Grant Funding Policy**

87 Facebook Update

Cllr. K Wood reported that during February posts reached 7,000 plus people, 3,400 people more in comparison with:
700 Hemsby, 600 Martham, 550 Acle, 370 Ormesby, 500 Stalham, 600 Blofield
So we have more people following our page than all six of these PC combined

Top posts

Covid testing in Caister 2,900
Vaccine update and groups 2,800
Covid updates 4,500 and 3,700
Shop Local post 5,300
Dyke maintenance 2,700
War Memorial post 4,800
Lifeboat 7,400
Playing Field work 3,900
Another positive month
: **Noted**

88 Agenda Items for Next Meeting

Cllr. P Sleet request for Senior Police Office Presence at next meeting
Cllr. J Fearnley – cost of printing Newsletter
: **Noted**

89 Date of Next Meeting

The date of the next meeting will be on Monday 12th April 2021 via ZOOM at **1900 hrs.**

90 Closure of Meeting

The meeting ended at 2015 hrs.

Chairman:

Date: