

10th May 2021

The **ANNUAL PARISH MEETING** will be held in

The Council Hall on **MONDAY 17th MAY 2021**

commencing at **1900 Hrs**

The meeting will be held with Covid 19 restrictions in place, allowing for 30 people maximum in the Council Hall

AGENDA

- 1** Apologies for Absence
- 2** Minutes of Previous Meeting held 13th May 2019
- 3** Matters Arising
- 4** Chairman's Annual Report
- 5** Norfolk County Councillor's Report
- 6** Parish Council Accounts
- 7** Parishioners Questions, including those appropriate to Parish, County and District Councillors, or accept recommendations if valid

E DYBLE
Parish Clerk

CAISTER ON SEA PARISH COUNCIL

Annual Parish Meeting - 13th May 2019

Minutes of the Annual Parish Meeting duly convened and held at the Council Hall at 1900 hrs.

Councillor A Baker presided, supported by 12 Parish Councillors
4 Borough Councillors

There were 12 Parishioners present

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Fearnley - another commitment
B Herring - another commitment

2 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were proposed by Councillor B Davis, seconded by Councillor P Sleet, approved by all members present and signed by the Chairman.

3 REPORT OF PARISH COUNCIL

This year the report from Caister Parish Council aims to be less formal and a lot more informative.

The Council meets on the first Monday of every month at 7pm, except when that Monday is a bank holiday then the meeting is forwarded to the following week. Members of the public are allocated fifteen minutes at the beginning of every meeting to ask questions of all the Councillors present. Council also holds regular Surgeries every month for residents to voice their problems and opinions. Surgeries are advertised online and in the local press.

Stability is one of the main requirements of a successful Council, and Caister has had a good year, managing to retain an almost full Council over the twelve-month period. Where there has been a shortfall in numbers, the Council has managed to attract high calibre replacements and co-opting them onto the Council to fill the gaps. Where success has been limited is the Council's failure to attract more women to join the Council, but that does seem to be the trend across the County. Perhaps in the coming years the numbers may even out a little.

Councillors have been working extremely hard during the year on behalf of the residents and visitors. Council has hosted a very successful Carnival, the annual special film treat for the children at Christmas, the Light-up Christmas event, which caters for all ages, Caister-in-Bloom a project which brightened up the village during the Summer and Winter months with flower displays and have provided many top-notch-films at Caister Council Cinema. All this while carrying out the normal Council work that Councillors perform for the benefit of the village. Caister-in-Bloom started off as a Council project and has now been taken over by a great bunch of volunteers who have already begun to make the village look colourful with displays of early flowers. The

Council also arranged for the village to have a flagpole so the village can pay its respects on special days and fly the newly chosen village flag which carries the motto "Caister Men Never Turn Back".

In addition to the fun filled attractions that Councillors are providing there is one more project which is to provide an outdoor War Memorial for the village, at which everyone of all ages can pay their respects to those from the village who made the supreme sacrifice in the various conflicts since the First World War. The Memorial is on schedule to be completed in June later this year and will stand as a reminder to us all of those who gave us our freedoms today.

As promised in last year's report the Council will continue to publish attendance records of all Councillors in order that everyone can see which Councillors are committed to serving the parish as Councillors. Please bear in mind when looking at these figures that some Councillors hold dual roles with both Parish and Borough and are not always able to attend when meetings clash.

A big change of Council staff took place during the summer when Thelma Lewis retired after 50 years of running the Parish Cemetery and Rosemary Horrocks decided to heed the call of the fireplace and slippers. Thelma had not had a single day away from work during her time in charge and that must be some sort of record. As a result of Thelma's retirement, it was decided that the Cemetery should be returned to Parish Council control, and a new post of Assistant Parish Clerk was created. The Cemetery was originally under control of the Parish Council some 60 years ago and has now returned to the fold. A well-known figure from the village, Rosemary retired from some of the many posts she held in the village for many years. Rosemary was involved in Council work, Youth Club and many other organisations. Rosemary retains her position as Secretary of the Road Safety Committee a post she has occupied for many years. As a result of these changes, we welcome Zoe Porter who now occupies the post of Assistant Parish Clerk, Zoe's duties include the management of the Cemetery and standing in as Parish Clerk when Elizabeth Dyble is on holiday or other absences.

During the past four years the Council has taken on the tasks of running a Council website, a Facebook page and soon we will have a fully functional War Memorial website. It is hoped that those of the residents and visitors who are unable to attend Council meetings will at least keep an eye on what is happening in the village by logging into these IT systems.

One of the problems of writing a report like this is knowing when to stop. It would be nice to name individual Councillors who have done more than others, but on the whole, everyone has contributed to the wellbeing of the village, so I will close by just saying thank you to all Councillors and hopefully next year's report will be just as positive.

4 REPORT OF NCC PENNY CARPENTER

A detailed Norfolk County Council report was received from Councillor P Carpenter for information and tabled. (copy attached to these minutes)

5 PARISH COUNCIL ACCOUNTS

The Parish Clerk presented an abstract of audited accounts for the year ending 31st March 2018 and accounts for the current year up to 31st March 2019. Accounts proposed by Councillor M Clifford, seconded by Councillor R Coe and accepted.

6 PARISHIONERS QUESTIONS

Concerns were raised regarding the new development West of Jack Chase Way for 725 homes to be built by Persimmon. Parishioners were informed that there was a consultation by representatives of Persimmon Homes to be held at Caister Community Centre on Thursday 23rd May 2019 between 3 and 8 pm. It was stressed that they should attend this consultation and voice their concerns regarding extra development for Caister/West Caister which would be a burden on the Doctors surgeries, Dentists and Schools which are already overstretched.

7 CLOSURE OF MEETING

Meeting ended at 1925 hrs.

Chairman:

Date:

CAISTER ON SEA PARISH COUNCIL
Abstract of Accounts for Year ending 31st March 2021

| <u>GENERAL ACCOUNT</u> | | |
|-------------------------------|---|-----------------------|
| <u>2019/20</u> | <u>Receipts</u> | <u>2020/21</u> |
| (728) | Balance Brought Forward | 2,231 |
| - | Transferred from Christmas Account | (391) |
| 53,830 | Precept | 48,453 |
| 40 | Allotment Rents | 70 |
| 107 | Bank Account Interest | 65 |
| 25 | Petty Cash | - |
| 1,217 | Insurance Claim re Bus shelter | - |
| - | Christmas Trees – Church/Anglia Boiler | 130 |
| - | GYBC Covid 19 Donation | 10,000 |
| - | “ “ “ Local Restrictions Grant | 10,708 |
| - | Xerox Voucher | 75 |
| - | Re-Charge 2/3rds Asst. Clerk’s Salary | 4,101 |
| - | “ “ “ “ Telephone | 389 |
| - | NCC Partnership Scheme – Bus Shelter | 2,492 |
| - | NCC P Carpenter – Donation Bus Shelter Base | 500 |
| - | Advert Village Magazine | 290 |
| - | Broads Internal Drainage Board | 150 |
| - | Refund Laptop – John Lewis | 229 |
| (4,000) | Transfer Funds | (2,665) |
| <u>5,342</u> | Refund of VAT | <u>5,148</u> |
| <u>55,833</u> | | <u>81,975</u> |

| <u>Payments</u> | | |
|------------------------|---|--------|
| 2,550 | Playing Field Annual Grant | 2,550 |
| 15,768 | Clerk’s Salary | 16,493 |
| 6,198 | Assistant Clerk Salary | 6,803 |
| 240 | Expenses | 254 |
| 894 | Telephone/Broadband | 906 |
| 4,676 | Employers National Insurance Contributions | 4,868 |
| 3,404 | Administration Costs | 2,210 |
| 1,156 | Insurance | 1,229 |
| 685 | Village Newsletter | 1,218 |
| 3,967 | Bus Shelter | 4,985 |
| 615 | Audit Stamp Duty | 598 |
| 166 | Hanging Baskets & Plants | 84 |
| 1,440 | Japanese Knotweed Treatment | 720 |
| 600 | Grass cutting + Tree Felling – Yarmouth Road Site | - |
| 233 | Trees Spirals & Canes | - |
| 1,056 | Noticeboard & Signs | 565 |
| 350 | Property Valuations | - |
| 500 | Air Ambulance Donation | - |
| 1,843 | Speed Camera | - |
| 1,017 | Membership NALC | 1,019 |
| 215 | Membership of SLCC | 180 |

| | | |
|----------------------|--|----------------------|
| - | Subscription ICO Data Protection | 40 |
| - | Donation CAB 2019+2020 | 1,000 |
| - | Cleaning Public Toilets 2019+2020 | 7,160 |
| - | Covid 19 Supplies | 66 |
| - | Christmas Lights & Trees | 1,014 |
| 155 | NPTP Training Courses | 60 |
| 66 | Travel Expenses | - |
| 50 | Road Safety Committee - Administration | - |
| 195 | Website Hosting | 226 |
| 47 | Wreath + Hospitality | 175 |
| 368 | Caister in Bloom | 80 |
| 5,148 | VAT | 9,431 |
| <u>2,231</u> | Balance Carried Forward | <u>18,041</u> |
| <u>55,833</u> | | <u>81,975</u> |

HALL ACCOUNT

| <u>2019/20</u> | <u>Receipts</u> | <u>2020/21</u> |
|----------------------|---------------------------------|----------------------|
| 15,712 | Balance Brought Forward | 20,336 |
| - | Transferred from Cinema Account | 3,852 |
| 10,120 | Precept | 11,278 |
| 17,006 | Lettings | 874 |
| <u>2,650</u> | Rents | 2,375 |
| - | Refund EasyLife | <u>15</u> |
| <u>45,488</u> | | <u>38,730</u> |

Payments

| | | |
|-------|---|-------|
| 9,859 | Caretaker's Salary | 8,714 |
| 992 | Relief Caretaker's Salary | 205 |
| 830 | 1/20 th Clerks " | 866 |
| 170 | National Insurance Contributions | 20 |
| 184 | Administration | 28 |
| 1,386 | Electricity | 931 |
| - | Electric Cooker | 341 |
| 2,047 | Rates, General, Water, Sewerage and Environmental | 210 |
| 2,352 | Fuel Oil | 1,145 |
| 397 | Cleaning Materials | 366 |
| - | PPE Safety Signs/Equipment | 190 |
| - | 100 x Chairs | 1,840 |
| - | 24 x Small Tables | 657 |
| - | Disposal of old Chairs and Tables | 232 |
| - | Remembrance Flag | 56 |
| 90 | Maintenance of Fire Extinguishers | 95 |
| - | Repairs to Portals | 2,950 |
| - | Repairs to Floor | 8,930 |
| 454 | Servicing of Fire Alarm & Emergency Lighting | - |
| 101 | Electrical Repairs | 1,034 |
| - | Repairs to roof canopy | 67 |
| - | Repairs General | 280 |
| - | Plastering Ceiling – Gents Toilet | 220 |

| | | |
|----------------------|------------------------------------|----------------------|
| - | Kitchen/Gents roof repairs | 3,100 |
| 316 | Plumbing Repairs | - |
| 152 | Boiler Servicing and Repairs | 571 |
| 265 | Flagpole Repairs | - |
| 271 | Repairs to Locks + Keys | 32 |
| 280 | Window Cleaning | 230 |
| - | Defibrillator Battery | 42 |
| - | Repair Shop Floor 1b Yarmouth Road | 97 |
| 1,274 | Insurance | 1,311 |
| - | Non-Slip Mat | 80 |
| 466 | Performing Rights Licence | - |
| 385 | Kitchen Units | - |
| 135 | Worktop for Office | - |
| 850 | Fire Doors | - |
| 1,896 | Amplification Equipment | - |
| <u>20,336</u> | Balance Carried Forward | <u>3,890</u> |
| <u>45,488</u> | | <u>38,730</u> |

VILLAGE CENTRE ACCOUNT

| <u>2019/20</u> | <u>Receipts</u> | <u>2020/21</u> |
|-----------------------|-------------------------|-----------------------|
| 155,000 | Balance Brought Forward | 175,000 |
| 20,000 | Precept | <u>20,000</u> |
| <u>175,000</u> | | <u>200,000</u> |
| | <u>Payments</u> | |
| <u>175,000</u> | Balance Carried Forward | <u>200,000</u> |
| <u>175,000</u> | | |

PARISH COUNCIL CINEMA ACCOUNT

| <u>2019/20</u> | <u>Receipts</u> | <u>2020/21</u> |
|---------------------|---|------------------|
| 1,554 | Brought Forward | |
| 3,544 | Ticket Sales | All transactions |
| <u>245</u> | Refreshment Sales | included in |
| <u>5,343</u> | | Hall Account |
| | <u>Payments</u> | |
| 215 | Refreshments | |
| 100 | Punch & Judy | All transactions |
| 205 | Glasses | included in |
| 17 | Disposable Cutlery | Hall Account |
| 67 | Printing of Tickets | |
| 214 | Gifts, Bells, Stockings & Tags | |
| 178 | Food Boxes & Sleeves | |
| 109 | Rental of Films | |
| 136 | DVD's | |
| 100 | Cup Cakes | |
| 150 | Magician | |
| <u>3,852</u> | Balance carried forward into Hall Account | |
| <u>5,343</u> | | |

| <u>2019/20</u> | <u>CARNIVAL ACCOUNT</u> <u>Receipts</u> | <u>2020/21</u> |
|----------------------|--|----------------------|
| 1,707 | Brought Forward | 11,598 |
| 1,750 | Donations Co-Op + Bourne Leisure | |
| - | Donation Persimmons | 1,000 |
| 3,000 | Donation CCA Trim Trail | |
| 28 | Car Stickers and Flags | |
| 3,000 | Income from General Account | 2,666 |
| 1,685 | Pitches | |
| 960 | Program Adverts | |
| 57 | Stocks | |
| <u>1,800</u> | Bucket Collections | <u>23</u> |
| <u>13,987</u> | | <u>15,287</u> |

| | <u>Payments</u> | |
|----------------------|-------------------------|----------------------|
| 76 | Insurance | |
| 344 | Programs | |
| 105 | Banners | |
| 62 | Sashes, Crowns, Prizes | |
| 33 | Padlock | |
| 10 | Refund Pitch fees | 60 |
| 192 | St Johns Ambulance | |
| 367 | Hire of Playing Field | |
| 1,000 | Hire of Marquees | |
| 200 | Hospital Radio | |
| - | Trim Trail | 12,990 |
| <u>11,598</u> | Balance Carried Forward | <u>2,237</u> |
| <u>13,987</u> | | <u>15,287</u> |

| <u>2019/20</u> | <u>CHRISTMAS ACCOUNT</u> <u>Receipts</u> | <u>2020/21</u> |
|-------------------|--|--|
| (122) | Brought Forward | |
| 1,000 | Transferred from General Account | |
| <u>60</u> | Donation towards Christmas Trees | |
| <u>938</u> | | All transactions included in General Account |
| | <u>Payments</u> | |
| 37 | NCC Road Closure | |
| 251 | Christmas Lights | |
| 40 | Extension Leads | |
| 21 | Batteries | |
| 11 | Festive Flags | |
| 279 | Lights for Lamp Posts | |
| 540 | Christmas Trees | |
| 150 | Hospital Radio | |
| <u>(391)</u> | Balance Carried Forward and transferred to General Account | |
| <u>938</u> | | |

WAR MEMORIAL ACCOUNT

| <u>2019/20</u> | <u>Receipts</u> | <u>2020/21</u> |
|-----------------------|-------------------------|-----------------------|
| 6,623 | Brought Forward | 4,706 |
| 348 | Donations | |
| 166 | Bucket Collections | |
| 1,452 | Bench Mrs Sleeper | |
| <u>1,264</u> | CCA Bench | |
| <u>9,853</u> | | |
| | <u>Payments</u> | |
| 2,684 | Memorial Stone | |
| 2,063 | 2 x Benches | - |
| 291 | Installation of Benches | |
| 109 | Plants | |
| <u>4,706</u> | Balance Carried Forward | <u>4,706</u> |
| <u>9,853</u> | | |

VILLAGE CEMETERY ACCOUNT

| <u>2019/20</u> | <u>Receipts</u> | <u>2020/21</u> |
|-----------------------|-------------------------|-----------------------|
| | Brought Forward | 40,450 |
| | Apr/May/June | 2,498 |
| | July | 716 |
| | August | 1,231 |
| | September | 635 |
| | October | 1,675 |
| | November | 175 |
| | December | 540 |
| | January | 806 |
| | February | 1,635 |
| | March | <u>885</u> |
| | | <u>51,246</u> |
| | <u>Payments</u> | |
| | Apr/May/June | 1,454 |
| | July | 602 |
| | August | 1,193 |
| | September | 568 |
| | October | 1,139 |
| | November | 297 |
| | December | 1,041 |
| | January | 679 |
| | February | 577 |
| | March | 630 |
| | Balance carried forward | <u>43,066</u> |
| | | <u>51,246</u> |
| <u>2020/21</u> | <u>RESERVES</u> | <u>25,000</u> |