

CAISTER-ON-SEA PARISH COUNCIL

7th June 2021

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

Present: Cllr. A Baker (in the chair)
Cllrs. R Batchelor, M Clifford, R Coe, D Godbolt, B Herring, C Kirk, R Peasgood, P Sleet, J White, R Wilkinson and K Wood (Vice-Chair)
Borough Cllr. M Bird

4 Parishioners present

07 Apologies for Absence

Apologies for absence were received from:

Cllrs. B Davis – another commitment
J Fearnley – another commitment
P Hammond – family commitment
B Lawn – another commitment

08 Declaration of Interest

Cllr. R Batchelor declared on interest in Item 7 Planning Application 06/21/0306/F on the Agenda

: **Noted**

09 Parishioners Forum

- a) Parishioner complained about footpath being blocked between the bottom of Braddock Road and Haven Holiday Camp : **Borough Cllr. M Bird and Cllr. K Wood to Investigate**
- b) Caister United Charities is the oldest Charity in the village and is finding itself short of 2 Trustees, they meet three times a year for approximately 2 hours each meeting. Anyone interested in becoming a Trustee please leave your name with Cllr. R Coe at the end of the meeting : **Noted**

10 Minutes

The minutes of the previous meetings held on 19th April and 17th May 2021 were proposed by Cllr. B Herring, seconded by Cllr. R Coe, agreed by all members present and signed by the Chairman.

11 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**

To report on progress on items from previous meetings.
No decisions or debate may take place during this item.

- a) Service 4 Bus – awaiting reply from First Bus (Cllr. P Carpenter)

- b) Regarding the amendment to Donation Policy and Standing Orders, please refer to Standing Order 7.1 where it states 'A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 Councillors to be given to the Clerk in accordance with Standing Order 9.2 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee'

9.2 'No motion may be moved at a meeting unless it is on the Agenda and the mover has given written notice of its wording to the Clerk at least 7 clear days before the meeting.' The written Proposal will then be passed to the Finance Committee seven days before the aforementioned meeting. Upon approval it will then be presented at the July meeting : **Noted**

- c) **Noticeboard – To be sited on School Lane**

Quotation received from Broxap for the supply and delivery of:

Double Bay Man Made Timber Noticeboard

Displays 18x A4 sheets

Self-healing rubber pinboard

Straight header ('CAISTER PARISH COUNCIL' text)

Post mounted

£2,100 + VAT

It was proposed by Cllr. K Wood, seconded by Cllr. B Herring and agreed by all members present to purchase Noticeboard as above

: **Noted**

12 Cemetery Matters

Exclusive Right to Burial Nos. 1498 and 1499 was signed by the Chairman : **Noted**

13 Planning Matters

Decision received from GYBC

06/21/0079/F	21 Kingston Avenue Caister NR30 5ET	Single storey rear extension
--------------	--	------------------------------

Approved

06/21/0170/F	10 Gilbert Road Caister, NR30 5LW	Demolition of garage and erection of single storey rear extension – Re Consultation (Amended Plan)
--------------	--------------------------------------	---

Approved

Applications for consideration on 7th June 2021

Application ref:	Applicant Address	Description
06/21/0252/F	64 Yarmouth Road Caister NR30 5BT	Proposed roof conversion to form living accommodation and installation of Velux windows

No Objection

06/21/0295/F	5 Byron Way Caister NR30 5RW	Proposed side extension
--------------	---------------------------------	-------------------------

No Objection

06/21/0306/F	110 Yarmouth Road Caister NR30 5BT	Proposed dropped kerb for vehicular access and new front driveway
No Objection 06/21/0326/F	70a Yarmouth Road Caister NR 30 5BT	Proposed single storey side extension
No Objection 06/21/0331F	29 Glenmore Avenue Caister NR30 5NX	Proposed rear extension; alterations to roof and front porch
No Objection 06/21/0340/F	128 Yarmouth Road Caister NR30 5BT	Proposed demolition of existing bungalow and garage and construction of a new bungalow and detached garage
No Objection 06/21/0342/F	Caister Holiday Park Ormesby Road Caister NR30 5NQ	Proposed erection of a 'Pop-Up' Bar
No Objection 06/21/0390/F	48 Roman Way Caister NR30 5JX	Proposed rear extension (incorporating existing conservatory) to form sun lounge
No Objection		

14 Accounts – June 2021

HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salary to 31.05.21	767.75		767.75
E-on	Electricity - Direct Debit	21.90	1.10	23.00
D L Gunton	Window Cleaning 19.04 and 17.05.21	40.00		40.00
Zurich Municipal	Boiler Insurance	350.00	62.00	412.00
Certas Energy	1600 Litres Kerosene	<u>716.80</u>	<u>35.84</u>	<u>752.64</u>
		£1,896.45	£98.94	£1,995.39
GENERAL ACCOUNT				
Salaries	Salary to 31.05.21	1,927.53		1,927.53
	Expenses	26.00		26.00
	Tel. rental + calls May	22.50		22.50
British Telecom	Telephone/Broadband 738474	52.96	10.59	63.55
Fasthosts Internet Ltd	Hosting Website - 05.05.21-05.06.21	10.00	2.00	12.00
Mrs S Hunt	Internal Audit for 2020/21	125.00		125.00
Caister In Bloom	Attending War Memorial Site May	20.00		20.00
SHES Ltd.	Plants for Flower tubs	16.17	3.23	19.40
ICO	Data Protection Fee	40.00		40.00
Printerland	Xerox Toner Cartridges	359.49	<u>71.90</u>	431.39
Inland Revenue	PAYE Contributions	<u>406.48</u>		<u>406.48</u>
		£3,006.13	£87.72	£3,093.85
	Grand Total	£4,902.58	£186.66	£5,089.24
INCOME				
Interest		£2.53		
Re-charge Cemetery a/c		£806.98		
Newsletter Advert		£50.00		
Shop Rent		£275.00		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. D Godbolt, 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

15 Annual Return

The Accounts for the year ended 31st March 2021 were presented : **There were no Questions on the Accounts**

The Internal Audit was completed by Sarah Hunt : **Noted**

The Annual Governance Statement was : **Considered, completed and signed by the Chairman**

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

16 Correspondence

- a) **Keep Britain Tidy** – regarding the Great British Spring Clean 28th May – 13th June 2021 : **Beach Clean took place on Saturday 5th June 2021**
- b) **Japanese Knotweed Ltd.** - informing that their technician will be attending the Yarmouth Road Site on Monday 7th June 2021 to carry out treatment of the offensive vegetation : **Noted**
- c) **Sarah Hunt** - forwarding her report on completion of the Internal Audit of Council's books for the year 2020/21 for information (copy attached) : **Noted**
- d) **ENTUA** (East Norfolk Transport Users Association) - advising of a Public Open meeting being held on Wednesday 11th August 2021 at Christchurch, Deneside, Great Yarmouth at 1415. Everyone is Welcome : **Noted**
- e) **Caister In Bloom** - asking Council for their thoughts on putting a lawn edge retainer at the memorial flower beds and if in agreement whether they would fund it?
This would allow the beds to be levelled so that when watering, the moisture doesn't end up feeding the grass instead of the flowers. It was proposed by Cllr. K Wood, seconded by Cllr. B Herring and carried by all members present edging to be purchased from War Memorial Account : **Noted**

The Following have been circulated

- a) **NCC** – with an update on the Norwich Western Link Project
- b) **NHS Foundation Trust** – Newsletter following the Council of Governors meeting May 2021
- c) **Norfolk Constabulary** - Great Yarmouth Cluster Newsletter March 2021
- d) **Vattenfall Norfolk Projects' Community Benefit Fund** - informing that they have launched a dialogue aimed at shaping their Norfolk Vanguard and Norfolk Boreas Offshore Wind Farm Projects' Community Benefit Fund. The fund will be worth several million pounds over many years and community involvement will help ensure the fund provides a lasting legacy of locally appropriate initiatives and support
- e) **Woodland Trust** - regarding their ground-breaking report showing the state of UK woods and trees
- f) **Rural Services Network** forwarding copies of their:-
 - i) Rural Bulletin - 5th, 18th, 25th May and 2nd June for information
 - ii) Monthly Rural Funding Digest - May and June 2021 for information
- g) **Norfolk Alc** i) Bulletin's 7th, 18th May and 1st June 2021
 - iii) Training Newsletter May and June 2021
- h) **Norfolk Alc Wellbeing** forwarding various documents for information
3rd, 14th, 17th, 18th, 20th, 26th, 28th May and 2nd June
: **Noted**

17 Village Allotments

Cllr. P Sleet informed that there are incidents where non allotment holders or family members have been seen on and around various Parish Council allotments causing concern for the hirers.

The Parish Council allotments are not behind a secure fence as they are in Yarmouth and other villages in the Borough. Cllr. Sleet requested whether Council would implement a security fencing scheme?

After discussion re the cost of installing fencing and gate to the allotments, which would increase the rental to the allotment holders from £10 per annum, it was proposed by Cllr. B Herring, seconded by Cllr. K Wood that cost of securing allotments is not a viable operation : **Noted**

18 Facebook Update

- a) Cllr. K Wood reported that during May there were 219,000 hits and reached 17,500 people, we have 3,672 followers and 3,452 likes

Top posts

Tree's environment 3,700

Shop Local Shop Caister 4,500

New Councillors 2,400

Election results 5,600

Littering 3,500

GY Services Hit Squad 4,600

Fish and Chips 7,300

Seals on Beach 6,400

Beach Clean 3,800

: **Noted**

- b) **Christmas 2021** – Working Group as follows:

Cllrs. R Batchelor, D Godbolt, Chris Kirk, R Peasgood, P Sleet, R Wilkinson and K Wood : **Noted**

- c) **Beach Clean** – Cllr. K Wood thanked the Parish and Borough Councillors who took part in the Beach Clean on Saturday morning, worked from Lifeboat shed as far as 2nd Avenue, also thanks for the Lifeboat Café for providing tea and coffee at the end. It is proposed to carry out another beach clean at the end of the summer : **Noted**

- d) **Climate Change 2021** - Working Group as follows:

Cllrs. R Batchelor, R Coe, D Godbolt, C Kirk, B Herring, R Peasgood, J White, R Wilkinson and K Wood.

Cllr. K Wood to email all Borough Councillors to see if they wish to be on this Committee : **Noted**

19 Agenda Items for Next Meeting

None

20 Date of Next Meeting

The date of the next meeting will be on Monday 5th July 2021 at 1900 hrs.

21 Closure of Meeting
The meeting ended at 2020 hrs.

Chairman:

Date: