

# CAISTER-ON-SEA PARISH COUNCIL

6<sup>th</sup> June 2022

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)  
Cllr. K Wood (Vice Chair)  
M Clifford, R Coe, B Davis, J Fearnley, D Godbolt, P Hammond, B Herring, C Kirk,  
B Lawn, P Sleet and R Wilkinson

0 Parishioners present

## 08 Apologies for Absence

Apologies for absence were received from:

**Cllrs.** R Batchelor – work commitment ill

R Peasgood – unwell

J White - unwell

**Borough Cllrs.** G Carpenter – another commitment

P Carpenter – another commitment

## 09 Declaration of Interest

**None**

## 10 Parishioners Forum

Matters discussed were:

i) Marking of Netball lines in MUGA on King George V Playing Field

ii) Getting Lease for ATC Building on Playing Field registered in the name of King George V Playing Field

iii) Traffic Lights Ormesby Road

iv) Caister Community Centre/Social Club

**: Noted**

## 11 Minutes

The minutes of the previous meeting held on 4<sup>th</sup> April 2022 were proposed by Cllr. B Lawn, seconded by Cllr. B Herring, agreed by all members present and signed by the Chair.

The minutes of the Annual Parish Council held 23<sup>rd</sup> May 2022 were proposed by Cllr. R Coe, seconded by Cllr. P Sleet, agreed by all members present and signed by the Chair.

## 12 Clerk's Report

### Matters Arising

To report on progress on items from previous meetings.

No decisions or debate may take place during this item.

- a) Forwarded AGAR documentation to PKF Littlejohn
- b) Donated tablets to Go-Ahead Club
- c) Contacted GYBS re lines in MUGA
- d) Contacted GYBS re faulty equipment in Children's Play Area

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- 1 Arranged delivery of Beacon to be sited Beach Road near Lifeboat Station
  - 2 Attended meetings, provided Minutes to Councillors
  - 3 Dealt with Application forms for Carnival pitches, received payments and banked
  - 4 Dealt with accounts, payment of Invoices
  - 5 Produced Invoices to Hirers of Hall, Village Newsletter and Carnival Program
  - 6 Received money, receipted payments and banked income
  - 7 Dealt with HMRC re Salary payments
  - 8 Dealt with numerous telephone calls, emails, reported faulty streetlights

: Noted

### 13 Planning Matters

#### Applications for consideration 6<sup>th</sup> June 2022 From GYBC

Application ref	Applicant Address	Description
06/22/0130/HH	27 Yarmouth Road Caister NR30 5DL	Proposed first floor extension, open porch and fenestration Amendments
<b>No Objection</b>		
06/22/0215/TRE	Tesco, Yarmouth Road Caister NR30 5DL	Proposed works to trees (individual and group) TPO ref – No7 1993
<b>No Objection</b>		
06/22/0265/HH	52 Queensway Caister NR30 5AF	Proposed front and side extensions; new vehicular access for additional parking space
<b>No Objection</b>		
06/22/0276/HH	24 Saxon Gardens Caister NR30 5AH	Proposed rear extension forming extended kitchen and utility room at 24 Saxon Gardens
<b>No Objection</b>		
06/22/0306/TRE	Tesco, Yarmouth Road Caister NR30 5DL	Proposal to cut back overhanging/collapsed trees around the perimeter of the service yard to ensure top of fence line is clear by approximately 1 metre
<b>No Objection</b>		

06/22/0345/HH

34 Drift Road  
Caister NR30 5QQ

Proposed single storey flat roof  
rear extension and loft  
conversion; Utilising flat roof  
dormer

**No Objection**

#### 14 Accounts paid out of Council in May 2022

<b>HALL ACCOUNT</b>		<b>NETT</b>	<b>VAT</b>	<b>GROSS</b>
Salaries	Salary to 30.04.22	937.29		937.29
E-on	Electricity - Direct Debit	21.90	1.10	23.00
D L Gunton	Windows cleaned April	20.00		20.00
Zurich Insurance	Boiler Insurance	362.00	50.00	412.00
Filmbank Media	Premises Licence	119.18	<u>23.82</u>	143.00
		<b>£1,460.37</b>	<b>£74.92</b>	<b>£1,535.29</b>

#### **GENERAL ACCOUNT**

Salaries	Salary to 30.04.22	2,171.88		2,171.88
	Expenses	26.00		26.00
	Tel. rental + calls April	22.50		22.50
British Telecom	Telephone/Broadband 738474	57.94	11.58	69.52
Fasthosts Internet Ltd	Hosting Website - 05.04.22-05.05.22	10.00	2.00	12.00
Caister In Bloom	Attending Floral Displays April	20.00		20.00
Blackwell Print	Heritage Trail - DL Leaflets	474.00		474.00
B & Q	Compost	5.46	1.04	6.50
Wilko	Hanging Baskets, Liners etc.	12.17	2.43	14.60
L Bowen	Siting Heritage Boards	350.00		350.00
Silverback	Leaflet Dispensers - Heritage Trail	30.60	6.12	36.72
ECL Plastics	Collection Buckets	51.95	10.39	62.34
Noticeboard Company	Magnets	65.00	<u>13.00</u>	78.00
eBay	Hi Viz Vests	72.65		72.65
Inland Revenue	PAYE Contributions	<u>494.93</u>		<u>494.93</u>
		<b>£3,865.08</b>	<b>£46.56</b>	<b>£3,911.64</b>

**Grand Total** **£5,325.45** **£121.48** **£5,446.93**

#### **INCOME**

Interest	£2.81
Heritage Trail	£20.00
Lettings	£534.50
Rents	£550.00
Carnival Pitch	£210.00
Zip Wire - Bourne Leisure	£500.00
Village Magazine	£50.00
Cinema	£20.00
Precept	£72,725.00

## ACCOUNTS for Payment 6<sup>th</sup> June 2022

HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salary to 31.05.22	937.29		937.29
E-on	Electricity - Direct Debit	21.90	1.10	23.00
Kingswood Windows	Balance of payment of 3 x Windows	2,083.00	417.00	2,500.00
Hunn Security Systems	Maintenance of Fire Alarm, Lighting & Alarm	245.50	<u>49.10</u>	294.60
Bowens Services	Replace old guttering, Fascia Boards etc.	1,550.00		1,550.00
D L Gunton	Windows cleaned June	<u>20.00</u>		<u>20.00</u>
		£4,857.69	£467.20	£5,324.89
<b>GENERAL ACCOUNT</b>				
Salaries	Salary to 31.05.22	2,171.88		2,171.88
	Expenses	26.00		26.00
	Tel. rental + calls May	22.50		22.50
British Telecom	Telephone/Broadband 738474	59.15	11.83	70.98
Mrs Sarah Hunt	Internal Audit 2021/22	148.40		148.40
Fasthosts Internet Ltd	Hosting Website - 05.05.22-05.06.22	10.00	2.00	12.00
Caister In Bloom	Attending Floral Displays May	20.00		20.00
CPFMC	1/2 Year Grant 2022/23	1,275.00		1,275.00
ENTUA	Renewal East Norfolk Transport Users Ass.	5.00		5.00
Homebase	2 x Standard Fuchsias for tubs Council Hall	26.59	5.31	31.90
Moulton Nurseries	Plants for 3 x Hanging Baskets @ Council Ha	29.87	5.97	35.84
Moulton Nurseries	Plants for 2 x tubs @ Council Hall	64.78	12.95	77.73
Norma Irwin (B&Q)	Plants and Plant feed for War Memorial Site	104.20		104.20
Amazon	Fabric Union Jack Bunting	31.64	6.32	37.96
ICO	Data Protection Registration 2022/23	40.00		40.00
Viking	Stationery	61.81	12.36	74.17
Freewheel Fabrications	Supply and installation of Fire Beacon	995.06	<u>199.02</u>	1,194.08
SLCC	Membership 2022/23	215.00		215.00
Inland Revenue	PAYE Contributions	<u>494.93</u>		<u>494.93</u>
		£5,801.81	£255.76	£6,057.57
<b>CAISTER CARNIVAL</b>				
Blackwell Print	Printing of Carnival Brochure	<b>862.00</b>		<b>862.00</b>
	<b>Grand Total</b>	<b>£11,521.50</b>	<b>£722.96</b>	<b>£12,244.46</b>
<b>INCOME</b>				
Interest		£2.90		
Re-charge Cemetery a/c		£971.87		
Lettings		£981.75		
Carnival Pitch		£370.00		
Refund VAT		£3,901.85		

Accounts proposed by Cllr. D Godbolt, 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

## 15 **ANNUAL RETURN**

The Accounts for the year ended 31st March 2022 were presented : **There were no Questions on the Accounts**

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

The Annual Governance Statement was : **Noted**

The Accounting Statements were : **Noted**

It was proposed by Cllr. P Hammond, seconded by Cllr. B Herring, agreed by all members present that the Annual Return be accepted and signed by the Chair

## 16 **RECOMMENDATIONS FROM ANNUAL PARISH MEETING**

- i) Parishioner requested stopping of traffic for 5/10 minutes during Remembrance Service in November : **Resolved enquiries to be made**
- ii) Chair of Playing Field Management Committee requested that:
  - a) the lines be re-instated in the MUGA to allow for a Ladies Netball team to play their games : **Resolved Clerk to contact GYBS**
  - b) that the play equipment in the Under 12 area be replaced as it was extremely old and some of it was now dangerous : **Resolved Clerk to contact GYBS**
- iii) Cllr R Coe thanked both Parish and Borough Councillors for their help in resolving the problems with a property on Braddock Road in Caister : **Noted**

## 17 **BEACH ROAD CAR PARK**

**Cllr P Hammond** proposed, seconded by Cllr K Wood and agreed by all members present, that Great Yarmouth Borough Council gift Caister Parish Council the car park, or seek to buy it as cheaply as possible from the Borough to eventually use it as a Community Centre. Get income from Car Park to pay back into the proposed new Community Centre then the area near Tesco could be sold or we could develop it. : **Letter to be forwarded to Sheila Oxtoby with cc to Carl Smith accordingly**

## 18 **Correspondence**

- a) **GREAT YARMOUTH GO-AHEAD CLUB** – thanking Council for their kind donation of 5 digital tablets for use by their members who will certainly enjoy using them : **Noted**
- b) **WAR MEMORIAL** – request from the ladies tending the War Memorial to be able to purchase a hose on a reel so that they don't have to take watering cans on each visit, it would make watering along with washing down the surface and marble items a lot easier. They also need to purchase summer bedding, bonemeal or similar to give the soil a boost.

Another request was to ask if a key could be cut for access to the cemetery store/building so that they could store their hose etc. there.

Although looking after the War memorial granite seating they regret that the washing and scraping off of hardened bird excrement from the new seats is taking too much time to do and of course there are another two seats to come on line.

They regret that they have reached this decision, but they feel that scrubbing the marble and the flag stones to get this mess off is more than enough. Hopefully, Council can find someone else to take the seat cleaning on.

After discussion it was : **Resolved to get key cut for shed + a bottle of BSR to remove bird poo from the seats**

- c) **PARISHONER** – requesting permission to metal detect on the old Youth Centre site on Yarmouth Road. He is a member of the National Council for Metal Detecting and forwarded a copy of his Agreement to dig on the site. A reference could be obtained from Mr Russell Ray : **No objection all in agreement**
- d) **PARISH NEWSLETTER** – resident forwarding details to ask if his experience can assist in improving the Parish Newsletter. He started in advertising in 1968 and progressed to running 5 monthly titles from 1992 to 2004 when he semi-retired. As well as the newspapers he produced several parochial magazines including carnival and cricket club promotional magazines. He is sure he has many ideas Council could utilise from his past experience and possibly help to make a profit to benefit other facilities.  
: **Noted, at present time no need for amendments to Newsletter**

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

- a) **RURAL SERVICES NETWORK** forwarding copies of their:-  
i) Rural Bulletin - 5<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup> and 26<sup>th</sup> April  
4<sup>th</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> May 2022  
ii) Monthly Funding Digest April and May 2022 editions for information
- b) **NCC** – Briefing Notes – 21<sup>st</sup> April, 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> May 2022

#### **19 VILLAGE PLAN**

**Cllr R Coe** to bring forward documentation etc. to next Parish Council meeting on 4th July 2022

#### **20 Cllr. K Wood**

##### **Social Media Update**

Big month for Facebook with 237,000 hits biggest this year, reached 27,500 people  
Now have 4,000 followers for the first time

##### **Top posts for the month**

Beach Road Toilets debacle 10,600 on one post and 6,000 on post when re-opened  
Jubilee early post 8,600

Speeding in village 6,600

Netball team and line marking request 6,300

These were top posts for the month many many more reaching 4,000 plus

##### **Beacon lighting and picnic in the park**

Both events a huge success instilling community engagement

The joint event with the Lifeboat was amazing and a big crowd gathered

Lifeboat were very pleased and ran out of food and beer though they did get some more

Big thank you to Hannah who played for us and our Piper

We cut it fine with the Beacon only arriving three days prior but a great Community event

Thank you to all those Parish Councillors who came along and to the clerk who worked hard behind the scenes

### **Carnival update**

This is now coming together well and we anticipate this being Caister's biggest Carnival for many years

Thank you to those Councillors on the Carnival Committee who have all played a part  
Carnival Programs should go on sale from next week minimum £1 with all money going to Caister's Zip Wire

Carnival Committee is a true Community event can I call on Councillors to help on the day in two ways:

- i) to help man the Parish council stand during the day and to help with tasks during the day
- ii) we have to get 200 vehicles exhibitors and entertainers onto the field in 3hours prior to 9.30am
- iii) we also need help with Program sales and bucket collections

We are heavily involved as a Parish Council and we would appreciate your support  
Can you let me know at the end of the meeting thank you

### **21 Agenda Items for Next Meeting**

**Cllr. P Sleet** – Caister Community Centre

**Cllr. P Sleet** - acquiring more land for Cemetery

**Cllr. R Coe** – Becoming a Competent Council

### **22 Date of Next Meeting**

The date of the next meetings will be on:

Finance Committee Monday 27<sup>th</sup> June 1900 hrs.

Parish Council Monday 4<sup>th</sup> July 2022 1900 hrs.

### **23 Closure of Meeting**

The meeting ended at 2020 hrs.

**Chair:**

**Date:**