

15TH May 2023

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

The Council Hall on **MONDAY 22ND MAY 2023**

commencing at **1900 Hrs**

AGENDA

- 1** Apologies for Absence
- 2** Minutes of Previous Meeting held 23rd May 2022
- 3** Matters Arising
- 4** Chairman's Annual Report
- 5** Borough Councillor's Reports
- 6** Norfolk County Councillor's Report
- 7** Parish Council Accounts
- 8** 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 - 23rd May 2022

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

Councillor A Baker presided, supported by 11 Parish Councillors
1 Borough Councillor

There were 4 Parishioners present

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

- Councillors** – D Godbolt – family commitment
- P Hammond – family commitment
- B Lawn – another meeting
- R Peasgood – another commitment
- Borough Councillors** - G Carpenter - another meeting
- P Carpenter – another meeting

2 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held 17TH May 2021 were proposed by Councillor R Coe, seconded by Councillor M Clifford, approved by all members present and signed by the Chair.

3 CAISTER PARISH COUNCIL CHAIRMAN'S REPORT 2021–2022

Caister Parish Council continues to hold Council Meetings on the first Monday every month except when that Monday falls on a bank holiday, then the meeting is automatically moved to the next available Monday. Time is set aside to allow the public to ask questions of Parish, Borough and County Councillors if they are in attendance. The normal time allocation of fifteen minutes for public questions may be extended at the behest of the Chairman, particularly if there are any contentious items on the Agenda.

The last twelve months has seen Council meetings being held on-line and later in the Village Hall when the last Covid restrictions were removed, allowing face-to-face meetings. The pandemic has once again had an adverse effect on Council income due to Hall bookings falling during restrictions on public gatherings. Bookings are at last beginning to increase but there is still a way to go before we reach the levels required to provide the Village with the kind of availability that was provided in previous years.

Following the lifting of restrictions last August, the Village has gradually moved towards what we would call normality but isn't quite the same as it was pre-pandemic. It seems that people are still a little reticent, especially about large gatherings and this is probably the result of the Omicron variant still being present in the area. The fact that some residents are reluctant to mix with large groups of people is not a local problem, the world seems to be reporting the same problem, particularly in the case of air travel with passenger figures still down over 40% compared with pre-pandemic levels.

The Council is very happy to report that we still have a full Council, which is an achievement after all the lockdowns and interruptions which the Council have endured. The planned events for this year are well underway and it is hoped that the Village Carnival which is to be held on 26th June will make up the current cash shortfall for the completion of the zip wire, which is to be built on the King George V Playing Field. To help the Council achieve this, all the proceeds from this year's Carnival will go towards the financing of this project. Other planned functions include a Village celebration for the Queen's Jubilee and of course our annual Light Up Caister .

Over the last couple of years there have been questions asked about Parish Council spending and on a few occasions some residents have complained that they do not know how the Council spends the money that it receives from the Council Tax, and that there isn't any sign that the Council have spent for the benefit of the people of Caister. The obvious response is that all spending is recorded and presented at each Council meeting. Financial documents are also published on-line together with the Minutes of all meetings and the Council Facebook page keeps us all up to date with what is going on.

In the last few years, the Village has acquired new bus shelters, benches at various locations, the Cemetery has been updated and will soon be digitalised, the Village Hall has been modernised with many new features, we have a Village Cinema, a flourishing Village Magazine, Websites and many, many other new innovative projects paid for by the Council. There is an answer to those who do not think that the Council spends its money in accordance with the wishes of the residents: Come along to the meetings and state your opinions, or even better, become a Councillor and have a say in how the money spent. The Council is top heavy in the number of men holding office, and it would be a bonus if we could attract a few more women onto the organisation. The cost to the Village for all the things that unpaid Parish Councillors undertake in their spare time is less than 30p a week which is value for money in anybody's eyes.

As we approach the most important Council meetings of the year, the Annual Parish Meeting and the Annual Parish Council Meeting, I would like to thank all those Councillors who have made and continue to make Caister the best Village in Norfolk and thank them for their dedication and for their hard work. I would also like to thank the residents for their support throughout the last twelve months. Let us all look forward to the coming year, and please continue to support our efforts and don't forget to put 26th June on your calendar so you earmark CAISTER CARNIVAL DAY.

4 REPORT OF NCC PENNY CARPENTER

Apologies given to meeting as she was attending meeting at County Hall

5 PARISH COUNCIL ACCOUNTS

The Parish Clerk presented an abstract of audited accounts for the year ending 31st March 2021 and accounts for the current year up to 31st March 2022. Cllr. R Coe requested that monies held in the War Memorial account be transferred to the General Account for use in keeping the area tidy, matter be referred to the next Finance Committee meeting. Accounts proposed by Councillor M Clifford, seconded by Councillor K Wood, accepted by all members present.

6 PARISHIONERS QUESTIONS

- i) Parishioner requested stopping of traffic for 5/10 minutes during Remembrance Service in November
- 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
 - b) that the play equipment in the Under 12 area be replaced as it was extremely old and some of it was now dangerous
- 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

7 CLOSURE OF MEETING

Meeting ended at 1935 hrs.

Chair:

Date:

CAISTER ON SEA PARISH COUNCIL
Abstract of Accounts for Year ending 31st March 2023

GENERAL ACCOUNT

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
18,041	Balance Brought Forward	21,027
48,453	Precept	50,650
40	Allotment Rents	60
31	Bank Account Interest	737
190	Christmas Trees – Church/Anglia Boiler/Haven	-
4,474	Re-Charge 2/3rds Asst. Clerk's Salary + Telephone	6,323
424	“ “ “ “ Telephone	-
920	Advert Village Magazine	920
231	Refunds Abode Pro/Display Poster Board/Amazon	-
-	Heritage Trail Grant	304
<u>9,443</u>	Refund of VAT	<u>3,902</u>

82,247

83,923

Payments

2,550	Playing Field Annual Grant	2,550
23,736	Salaries	27,591
386	Expenses	286
913	Telephone/Broadband	1,021
4,948	Employers National Insurance Contributions	6,350
2,698	Administration Costs	2,971
1,254	Insurance	1,572
2,835	Village Newsletter	3,845
525	Audit Stamp Duty	548
-	NHS/Key Workers Seat	1,383
-	Fire Beacon	995
134	Hanging Baskets & Plants	554
720	Japanese Knotweed Treatment	720
-	General Repairs	505
4,512	Noticeboard & Signs	65
2,069	Membership NALC	-
185	Membership of SLCC	215
40	Subscription ICO Data Protection	40
67	Subscription Microsoft 365	-
1,200	Donation CAB/EAAA/CPFMC	-
4,700	Cleaning Public Toilets 2022 Season	4,750
1,861	Christmas Lights, Trees etc.	727
133	Website Hosting	169
248	Wreath + Hospitality	-
1,160	Memorial Seat	-
204	Replacement Trees (Mallards Est.)	-
240	Caister in Bloom	240
3,902	VAT	7,717
<u>21,027</u>	Balance Carried Forward	<u>19,109</u>

82,247

83,923

HALL ACCOUNT

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
3,890	Balance Brought Forward	10,334
11,279	Precept	41,800
9,699	Lettings	11,986
2,650	Rents	2,650
340	Cinema	588
-	Refund Cadent Gas	<u>1,087</u>
<u>27,858</u>		<u>68,445</u>

Payments

10,144	Salaries	11,975
17	National Insurance Contributions	156
-	Agency Cleaning	840
46	Administration	299
296	Electricity	263
-	Gas	261
-	Boiler Maintenance	302
-	Gas Installation	2,174
-	Gas Meter Installation	151
-	Gas Boiler Installation	9,863
-	Security System/Emergency Lighting Maintenance	728
626	Rates, General, Water, Sewerage and Environmental	1,559
1,597	Fuel Oil	516
208	Cleaning Materials	275
66	Maintenance of Fire Extinguishers	148
555	Electrical Repairs	-
243	PRS Entertainment Licence	1,210
273	DVD's + Polar Express	328
116	Filmbank Media Licence	119
438	Repairs General	1,882
-	PAT Testing	98
270	Window Cleaning	215
1,173	New Windows	2,083
190	Defibrillator Battery & Pads	84
1,266	Insurance	1,367
<u>10,334</u>	Balance Carried Forward	<u>31,549</u>
<u>27,858</u>		<u>68,445</u>

VILLAGE FESTIVAL 2023

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
-	Donation Bourne Leisure	1,000
-	Pitch Income	<u>2,485</u>
-		<u>3,485</u>
	<u>Payments</u>	
-	Deposit Dino Hire	50
-	Refund Pitch Overpayment	30
-	Balance carried forward	<u>3,405</u>
-		<u>3,485</u>

CARNIVAL 2022

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
2,237	Brought Forward	4,046
-	Bourne Leisure Donation	500
-	Program Advertising	1,900
1,665	Carnival Pitches	1,956
<u>144</u>	Bucket Collections	<u>3,084</u>
<u>4,046</u>		<u>11,486</u>
	<u>Payments</u>	
-	Hospital Radio Yare	170
-	Puppet Show	150
-	Program	862
-	Purchase and Installation of Zip Wire	8,000
-	Repair of Zip Wire Landing Pad	150
<u>4,046</u>	Balance Carried Forward	<u>2,154</u>
<u>4,046</u>		<u>11,486</u>

VILLAGE CEMETERY ACCOUNT

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
43,066	Brought Forward	37,698
15,366	Apr/May/June	3,372
980	July	626
660	August	1,854
340	September	1,490
1,636	October	1,362
755	November	125
571	December	1,152
660	January	501
2,300	February	243
<u>1,731</u>	March	<u>1,178</u>
<u>68,065</u>		<u>49,601</u>
	<u>Payments</u>	
14,693	Apr/May/June	1,672
1,046	July	1,170
635	August	682
583	September	782
1,095	October	1,336
591	November	675
773	December	717
1,195	January	1,311
1,422	February	782
8,334	March	713
<u>37,698</u>	Balance carried forward	<u>39,761</u>
<u>68,065</u>		<u>49,601</u>

WAR MEMORIAL ACCOUNT

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
4,706	Brought Forward	4,706
-	Money received from Caister Community Association	<u>272</u>
<u>4,706</u>		<u>4,978</u>
	<u>Payments</u>	
<u>4,706</u>	Balance Carried Forward	4,978
<u>4,706</u>		<u>4,978</u>

VILLAGE CENTRE ACCOUNT

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
200,000	Balance Brought Forward	225,000
<u>25,000</u>	Precept	<u>25,000</u>
<u>225,000</u>		<u>250,000</u>
	<u>Payments</u>	
<u>225,000</u>	Balance Carried Forward	250,000
<u>225,000</u>		<u>250,000</u>

RESERVES

<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
25,000	Balance Brought Forward	50,000
<u>25,000</u>	Precept	<u>25,000</u>
<u>50,000</u>		<u>75,000</u>
	<u>Payments</u>	
<u>50,000</u>	Balance Carried Forward	75,000
<u>50,000</u>		<u>75,000</u>

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<u>2021/22</u>	<u>Receipts</u>	<u>2022/23</u>
-	Precept	<u>3,000</u>
-		<u>3,000</u>
	<u>Payments</u>	
-	Donation to Winter Wonderland	<u>339</u>
-	Balance carried forward	<u>2,661</u>