

CAISTER-ON-SEA PARISH COUNCIL

3rd July 2023

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

Present: Cllr. K Wood (in the chair)
Cllrs. R Coe, B Davis, J Fearnley, D Godbolt, P Hammond, J Jarzembki, C Kirk,
C Thompson, P Sleet and R Wilkinson
Parish Clerk E Dyble

1 Parishioner present

24 **Apologies for Absence**

Apologies for absence received from:

Cllr. P Hammond – another commitment

Borough Cllrs. M Bird – another meeting

G Boyd – another meeting

P Carpenter – another engagement

25 **Declaration of Interest**

None

26 **Parishioners Forum**

: No Comments

27 **Minutes**

The minutes of the previous meeting held on 5th June 2023 were proposed by Cllr R Wilkinson, seconded by Cllr B Davis, agreed by all members present and signed by the Chair.

28 **Finance**

The Finance Minutes from the meeting of 26th June 2023 were – **Received**

Consider recommendations from the meeting:-

- a) It was **Resolved** that Councillor R Coe be elected as Chair of the Finance Committee for the ensuing year 2023/24
- b) It was **Resolved** Councillor R Wilkinson be elected as Vice-Chair of the Finance Committee for the ensuing year 2023/24
- c) It was **Resolved** to recommend Council informs The Shed Group to contact Caister United Charities for the Grant of £500 : **Proposed by Cllr. R Coe, seconded by Cllr. D Godbolt and agreed by all members present**
- d) It was **Resolved** to recommend Council accepts the following actions from the Annual Internal Audit Report 2023
 - i) seeks independent advice on any potential VAT liability : **Proposed by Cllr. K Wood, seconded by Cllr. R Coe and agreed by all members present**

- ii) review an Internal Control Policy annually in accordance with the Financial Regulations adopted : **Proposed by Cllr. P Sleet, seconded by Cllr. R Wilkinson and agreed by all members present to refer matter to Policy Committee**
- iii) approve a Financial Risk Assessment : **Proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members**
- iv) all committees to have up to date Terms of Reference : **Proposed by Cllr. P Sleet, seconded by Cllr. R Coe and agreed by all members present to refer to Policy Committee**
- v) that an up-to-date Asset register be compiled urgently, this be used to inform both insurance cover and also the AGAR figures. : **Proposed by Cllr. P Sleet, seconded by Cllr. R Coe and agreed by all members present that Clerk and Asst. Clerk gets an Asset Register in place as soon as possible**
- vi) agrees on an investment strategy and publishes same : **Proposed by Cllr. R Wilkinson, seconded by Cllr. P Sleet and agreed by all members present to refer to Working Group**
- vii) reviews the bank accounts held and ensures that no more than £85,000 is held in each bank : **proposed by Cllr. P Sleet, seconded by Cllr. R Coe and agreed by all members present that Clerk obtains details of at least 3 bank accounts and brings back to Committee**
- viii) rebuild surveys be undertaken on Council buildings and the insurance schedule reviewed : **proposed by Cllr. P Sleet, seconded by Cllr. R Coe and agreed by all members present that Clerk obtains rebuild quotes for Council Hall and Community Centre**
- ix) set the precept against a budget and review spending against the budget throughout the year : **Proposed by Cllr. P Sleet, seconded by Cllr. R Wilkinson and agreed by all members present that Committee look at budget and get monthly spend by end of September**
- x) consider a general reserve policy by law : **Proposed by Cllr. R Coe, seconded by Cllr R Wilkinson and agreed by all members present that matter be referred to Policy Committee**
- xi) Community Association lease/insurance to be checked. Clerk informed that the Lease with the Community Association is a Full Repairing Lease and they have Insurance cover on the building which Council have a copy of : **Council accepts this**
- xii) investment strategy be agreed by Council urgently and money transferred to bring holdings with any one bank under the limit of the FCSC agreement. to : **matter dealt with in item g) above**
- xiii) recommended that a fireproof safe be obtained for burial records.
Two quotes were received for fireproof safes:
Phoenix Firefox SS1622K – External dimensions 1160x655x560mm - £1,452
Phoenix Firefox SS1623K – External Dimensions 1385x775x650mm - £2,057
Above prices are exclusive of VAT
Delivery charges are: SS1622K - £65 nett - SS1623K - £140 nett
Proposed by Cllr. P Hammond, seconded by Cllr K Wood and agreed by all members present the larger safe SS1623K be purchased, SS1623K –

£2,057 + VAT + delivery of £140 for Cemetery records. also, all Cemetery data should continue to be stored in the Cloud

- e) It was **Resolved** to shortlist the applicants received for the Maintenance Operative vacancy for the Cemetery and interview asap : **Proposed by Cllr R Coe, seconded by Cllr C Thompson and agreed by all members present for interviews to take place on Monday 3rd July 2023**
- f) It was **Resolved** to recommend Council accepts a new one-year gas Fixed Price Energy Plan commencing on 27th July purchased with a discount of 7% each month for paying by Direct Debit : **Proposed by Cllr R Coe, seconded by Cllr C Thompson and agreed by all members present**
- g) It was **Resolved** to recommend Council obtains a new 'Private Property - Parking for allotment holders only - By order of Caister Parish Council sign to replace the stolen one **Proposed by Cllr P Sleet, seconded by Cllr R Wilkinson and agreed by all members present**

ACCOUNTS FOR PAYMENT JULY 2023				
HALL ACCOUNT		NETT	VAT	GROSS
Salaries	Salaries to 30.06.23	1,035.19		1,035.19
E-On	Electricity - Direct Debit	21.90	1.10	23.00
E-On	Electricity	825.00	41.26	866.26
British Gas	Gas - Direct Debit - June	1,394.83	189.69	1,584.52
British Gas	Gas - Direct Debit - July	87.00	4.35	91.35
D L Gunton	Window Cleaning 05.06.23	20.00		20.00
D L Gunton	Window Cleaning 28.06.23	20.00		20.00
Tesco	Roundup Weedkiller	13.34	2.66	16.00
Zurich Insurance	Boiler Insurance cover 01.06.23-31.05.24	362.00	50.00	412.00
Safety Signs 4 Less	No Smoking No Vaping Signs 37.26	37.26	7.45	44.71
Anglian Water Business	Water/Sewerage charges 12.12.22-11.06.23	182.25		182.25
		£3,998.77	£296.51	£4,295.28
GENERAL ACCOUNT				
Salaries	Salaries to 30.06.23	2,424.76		2,424.76
	Expenses	26.00		26.00
	Tel. rental + calls June	25.00		25.00
British Telecom	Telephone/Broadband 738474	61.20	12.24	73.44
Fasthosts Internet Ltd.	Hosting Website - 05.06.23-06.07.23	10.00	2.00	12.00
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
David Ogilvie	Ailsa Seat + Plaque	1,131.00	226.20	1,357.20
Greenbarnes Ltd.	Noticeboard for Norwich Road Bus Shelter	846.64	<u>169.33</u>	1,015.97
Miss D Lingwood	Plants for tubs & Baskets	141.60		141.60
Mrs E Dyble	3 x Hanging Basket Liners	3.45		3.45
ECL Plastics Ltd.	7 x Street Collection Buckets	40.10	<u>8.02</u>	48.12
ENTUA	Donation to Transport Users Association	5.00		5.00
Inland Revenue	PAYE Contributions	<u>582.19</u>		<u>582.19</u>
		£5,316.94	£417.79	£5,734.73
CAISTER FESTIVAL				
S M Curtis	Refund of 1 x Pitch	20.00		20.00
P S Davidson	Diesel for Generator	68.75		68.75
Steve's P.A. Hire Ltd.	Balance of P.A. Hire	337.50	<u>67.50</u>	405.00
Rob Olley	Regular Motive	150.00		150.00
Raool Crane	Floating Greyhounds	360.00		360.00
Ronan Williams	Live Music	60.00		60.00
Barney Holmes	Live Music	200.00		200.00
A Blake	Temp. Insurance Cover - Generator	76.00		76.00
Daniel Hanton	Punch & Judy	150.00		150.00
Janine Tate	Refund of Pitch payment	35.00		35.00
Dino2Hire Ltd.	Jurassic park package with add ons	<u>1,150.00</u>		<u>1,150.00</u>
		£2,607.25	£67.50	£2,674.75
	Grand Total	£11,922.96	£781.80	£12,704.76
Interest		£281.55		
Cemetery Re-charge		£555.66		
Lettings		£2,066.68		
Shop rents		£275.00		
Festival Pitch Hire		£285.00		
Advert Newsletter		£100.00		
Festival Program		£1,701.00		
Collection Buckets		£5,588.51		

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

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - Cllr. R Wilkinson

Accounts signed by - Cllr. K Wood and P Hammond

30 Correspondence

- i) **Walk of Joy East Anglia** - email from the Organiser of the event thanking Council for all their support with helping them raise funding for Musical Keys with the use of the Council Hall. They raised a staggering £1,695 for the charity and it could not have been done without all the generous and kind people involved like the Council. They provided a short video of the 'Walk of Joy East Anglia'
https://www.instagram.com/reel/CuEcNsogg23/?utm_source=ig_web_button_share_sheet&igshid=MzRIODBiNWFIZA==
: **Noted**
- ii) **Parishioner** - drawing Council's attention to a field serious overgrown and needing urgent action to prevent fire and damage to property.
They have written to Great Yarmouth Council and to the Norfolk Fire Brigade advising them of the situation. There is no reply from Great Yarmouth yet.
The reply from the Fire Brigade was silly. They have a responsibility to check, advise authorities and prevent fires.
The Caister Planning Map indicates an area S5 at the end of Green Lane and near to the Green Gate Public House and Claremont House.
The S5 area is mainly a field that is adjacent, one meter, to residence 7 Green Lane, NR30 5EW. And to the twin garages at number 5 Green Lane.
The area is now seriously overgrown with weeds and grass to a height of about one meter. It contains a 350-cc motorcycle that most probably contains some petrol
The motorcycle is hidden from view due to the overgrowth.
They believe the field belongs to Mr Lionel Knight who now lives in Spain and previously owned residence 7 Green Lane. They have no known address for him.
Aldreds real estate agents Great Yarmouth office may have a forwarding address. Or Knights solicitor may have an address and that could probably be obtained through Chamberlain solicitors at Green Lane. There is a question of Privacy.
They have tried to be helpful.
Using Council's full authority, will you please take action to have the fire hazard immediately removed to prevent damage to property and maybe even worse.
The change in the weather pattern increases the danger making it more common from such neglect.
They thank Council for the attention to their worry and for Council's action to have the danger to property removed : **Resolved letter be forwarded informing that unfortunately Council can take no action as this is Private Property**
- iii) **Resignation** - received from Cllr. A Baker with immediate effect as he feels that he is no longer able to play a full role in Council and it would be beneficial for the Council

to be able to take on someone fitter who is able to contribute physically to the demands of events such as the Caister Festival. His health at the present time restricts him from walking or standing for any length of time due to an old injury and will probably require surgery in the near future. He has enjoyed his time on Council and would like to thank all Councillors for their support and friendship and wish them all every success for the future : **Resolved letter be forwarded to Mr Baker thanking him for 20 years service as a Parish Councillor and as Chairman for the last 8**

- iv) **NCC Highways - Delivering local highway improvements in partnership with Town and Parish Councils** - informing Council that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. (Letter attached) : **Resolved matter be referred to Finance Committee**

- v) **Flegg CLT** - announcing that they have elected Mark Kern as their new Chairman. Mark has lived and worked in the Flegg area for 43 years, and is passionate about being able to allow the Northern Parishes of the Great Yarmouth Borough to take back control over the future development of their local area, and to create genuinely affordable housing for the local community.
Therefore, Mark and/or one of their Trustees, Terry and Shaun, would also look forward to attending an upcoming meeting for Caister-on-Sea Parish Council to discuss the aims of the Community Land Trust. Please let us know if there is a particular meeting you would like us to attend, otherwise we will come to the next Parish Council meeting where one of our Trustees is able to go to : **Resolved notify them of our next three meetings**

- vi) **ENTUA – East Norfolk Transport Users Ass.** - forwarding a copy of their Newsletter No.58 – June 2023 and informing that there will be a Public Open Meeting held on Wednesday 16th August 2023 at Christchurch, Deneside, Great Yarmouth AT 1415. Everyone is welcome **Noted**

- vii) **Resignation** - received from the Cemetery Maintenance Operative with effect from 30th June 203. He thanked Council for the support they have given him throughout the 19 years of work for which he has much appreciated : **Resolved this be noted. Advertise job vacancy**

The Following have been circulated

- a) **Norfolk Community Foundation** – Annual Review 2022-23
Funding & Support News June
Newsflash – Coming to the Royal Norfolk Show
Photo Competition
- b) **Rural Services Network** - forwarding copies of their:-
Rural Bulletin - 6th, 13th, 20th and 27th June
Monthly Funding Digest & Government Consultation June

of litter, also involving local businesses and schools with competition for best litter poster

c) **Light up Caister for Christmas** propose Working group and those prepared to help with organising the event. J Fearnley, D Godbolt, J Jarzembski, C Kirk, P Sleet, C Thompson, S Wilkinson and K Wood

e) **Social media**

Still our best way of reaching our residents and one reason why Festival was so successful

Top Posts for June

All Festival related reaching record numbers example
pre festival advertising reaching 49,000 hits and 27,000

Festival day one 29,000 hits

Day two festival pictures 46,300hits

Yellow jackets post 6,479 hits

the power of social media

36 Date of Next Meeting

Finance meeting Monday 24th July 2023 @ 1900 hrs.

Parish Council meeting Monday 7th August 2023 @ 1900 hrs.

37 Closure of Meeting

The meeting ended at 2035 hrs.

Chair:

Date