

## **CAISTER ON SEA PARISH COUNCIL**

### **Annual Parish Meeting - 22<sup>nd</sup> May 2023**

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

Councillor A Baker presided, supported by 15 Parish Councillors  
1 Borough Councillor

There were 4 Parishioners present

**1 APOLOGIES FOR ABSENCE**

None

**2 MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held 23rd May 2022 were proposed by Councillor P Sleet, seconded by Councillor R Wilkinson, approved by all members present and signed by the Chair.

**3 CAISTER PARISH COUNCIL  
CHAIRMAN'S REPORT 2022-2023**

Caister Parish Council continues to meet on the first Monday of each month, unless that date is nominated as a Bank Holiday, then the meeting is postponed until the following Monday, or a date agreed by the Council. All meetings are open to the public and time is set aside for members of the public to ask questions of the attending Councillors, Borough Councillors or Police if there is a Police presence at the meeting. Copies of the meeting's minutes are published on the Council Website and other social media platforms.

This reporting period is the first that the Council has been able to complete without interruptions caused by the pandemic lockdowns. All meetings have been held face-to-face which is the favoured method of the Council. Debate does not have the same atmosphere when held on-line. Caister has been very fortunate, unlike many other Norfolk Parishes, in being able to retain Councillors, although there may have to be a few co-opted onto the Council in the next few weeks, it is anticipated that there will be no vacant seats round the table, and that we will continue to have a full Council throughout the coming year.

The Parish Council continues to support local groups and organisations where possible and hold various events of their own such as the annual Caister Festival and Light Up Christmas. These events rely of course on volunteers and Councillors and must be prepared many months in advance of the actual day. Events such as those also require help from sponsors, both from the village and further afield. In the past year many of our shops and organisations have come forward to help with the funding costs that are involved in putting on the events. The Parish Council are very appreciative of the assistance given by sponsors, and in order to continue to receive such support the

Council will continue to have a shop locally policy.

All organisations such as Parish Councils need a glue which holds the Council together and ensures that the correct procedures are followed and that the Council keeps on the rails, both in a legal sense and in a cohesive sense. We in Caister have been very lucky to have a Parish Clerk who has been in the background of the Council for many, many years making sure that things run smoothly and that we stay within the laws of Parish Councils. A fountain of knowledge, Mrs Elizabeth Dyble is the epitome of what a Parish Clerk should be, advising and pointing new Councillors in the right direction when needed, and making sure that we all attend the courses that the office of Councillor requires. It is hoped that Elizabeth will remain in post for years to come.

In looking forward the Council is aiming to surpass the achievements of past years and provide the residents and visitors of Caister with the Council that Caister deserves.

**4 REPORT OF NCC PENNY CARPENTER**

Written report submitted by NCC Cllr. Penny Carpenter

**5 PARISH COUNCIL ACCOUNTS**

The Parish Clerk presented an abstract of audited accounts for the year ending 31<sup>st</sup> March 2022 and accounts for the current year up to 31<sup>st</sup> March 2023. Accounts proposed by Councillor R Coe, seconded by Councillor K Wood, accepted by all members present.

**6 PARISHIONERS QUESTIONS**

- i) Parishioner requested land at Yarmouth Road (Old Youth Centre site) be cut as it is very much overgrown and a fire hazard
- ii) Parishioner requested that Parish Council lobby for a cycle path from Second Avenue to Braddock Road. With a bit of rejigging there is ample room for a shared foot/cycle path for much of the way, especially given the width of the verge at the southern end, also an advisory 20mph speed limit.

**7 CLOSURE OF MEETING**

Meeting ended at 1910hrs.

Chair

Date

**CAISTER ON SEA PARISH COUNCIL**  
**Abstract of Accounts for Year ending 31<sup>st</sup> March 2024**

**GENERAL ACCOUNT**

<b><u>2022/23</u></b>	<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
21,027	Balance Brought Forward	19,109
50,650	Precept	63,050
60	Allotment Rents	40
737	Bank Account Interest	4,734
6,323	Re-Charge 2/3rds Asst. Clerk's Salary + Telephone	8,468
920	Advert Village Magazine	1,740
304	Heritage Trail Grant	-
-	Cheque Wrong Payee	50
-	Refund Amazon Subscription	96
-	Caister Community Association – Balance of 60-year Lease	50
-	Balance from Road Safety Account	212
-	Re-imburement Roller Door and 2 x seats Cemetery	1,908
-	Re-imburement Seat at War Memorial – Mobbs	1,131
-	Donations and refunds Polar Express	162
<u>3,902</u>	Refund of VAT	<u>7,717</u>
<b><u>83,923</u></b>		<b><u>108,467</u></b>

**Payments**

2,550	Playing Field Annual Grant	2,550
27,591	Salaries	32,205
286	Expenses	487
1,021	Telephone/Broadband	919
6,350	Employers National Insurance Contributions	7,928
2,971	Administration Costs	3,366
1,572	Insurance	2,714
3,845	Printing Village Newsletter/Heritage Trail Leaflets	4,405
548	Audit Stamp Duty	615
1,383	NHS/Key Workers Seat	-
995	Fire Beacon	45
554	Hanging Baskets & Plants	353
720	Japanese Knotweed Treatment	-
505	General Repairs	350
65	Noticeboard & Signs	847
-	Subscription Nalc	1,196
215	Subscription of SLCC	222
40	Subscription ICO Data Protection	40
4,750	Cleaning Public Toilets 2022 Season	5,820
727	Christmas Lights, Trees etc.	3,328
169	Web Hosting	274
240	Caister in Bloom	220
-	Printing Festival Program	740
-	Donations Men's Shed	1,000

-	Donation Playing Field Management Committee	350
-	Gazebo + Banner	268
-	Refurbishment Norwich Road Bus Shelter	3,395
-	Seat Norwich Road	585
-	Seat War Memorial Site – Mobbs	1,131
-	Re-Valuation Council Hall and Community Centre	495
-	Repair to Zip Wire	822
-	Polar Express Tickets and Refreshments	212
-	Amazon Subscription	96
-	Roller Shutter Door and 2 x seats – Cemetery	1,908
-	Wrong Payee on Cheque	50
-	Tree Maintenance – Yarmouth Road Site	915
7,717	VAT	8,106
<u>19,109</u>	Balance Carried Forward	<u>20,510</u>
<b><u>83,923</u></b>		<b><u>108,467</u></b>

#### VILLAGE FESTIVAL 2023

<u>2022/23</u>	<u>Receipts</u>	<u>2023/24</u>
	Balance brought forward Carnival 2022	2,154
	Balance brought forward Festival 2023	3,405
1,000	Donation Bourne Leisure	-
<u>2,485</u>	Pitch Income	2,390
<u>3,485</u>	Program Adverts	3,301
	Bucket Collections	<u>5,589</u>
		<b>16,839</b>

#### Payments

50	Deposit Dino Hire	
30	Refund Pitch Overpayment	55
	P.A. Hire	517
	Music Licence	62
	Marquees	1,185
	Norwich Star Wars	200
	Saturday Entertainment	770
	Generator Insurance	76
	Generator Diesel	69
	GYBC Hire of Crowd Barriers	75
	Punch and Judy	150
	Childrens Castle	12,486
	Portable Toilets	590
	Safety Matting	420
	Sponsor Banners	118
<u>3,405</u>	Balance carried forward	<u>66</u>
<b><u>3,485</u></b>		<b><u>16,839</u></b>

**HALL ACCOUNT**

<b><u>2022/23</u></b>	<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
10,334	Balance Brought Forward	31,549
41,800	Precept	20,000
11,986	Lettings	14,040
2,650	Rents	2,650
588	Cinema	-
<u>1,087</u>	Refund Cadent Gas	<u>-</u>
<b><u>68,445</u></b>		<b><u>68,239</u></b>

**Payments**

11,975	Salaries	12,506
156	National Insurance Contributions	15
840	Agency Cleaning	250
299	Administration	52
263	Electricity	1,542
261	Gas	8,852
302	Boiler Maintenance	-
2,174	Gas Installation	-
151	Gas Meter Installation	-
9,863	Gas Boiler Installation	-
728	Security System/Emergency Lighting Maintenance	-
1,559	Rates, General, Water, Sewerage and Environmental	634
516	Fuel Oil	-
275	Cleaning Materials	201
148	Maintenance of Fire Extinguishers	51
-	Maintenance of CCTV	167
1,210	PRS Entertainment Licence	1,482
328	DVD's + Polar Express	-
119	Filmbank Media Licence	-
1,882	Repairs General	248
98	PAT Testing	-
-	Plants for Tubs	30
215	Window Cleaning	190
2,083	New Windows	-
84	Defibrillator Battery & Pads	-
1,367	Insurance	1,719
<u>31,549</u>	Balance Carried Forward	<u>40,300</u>
<b><u>68,445</u></b>		<b><u>68,239</u></b>

**WAR MEMORIAL ACCOUNT**

<b><u>2022/23</u></b>	<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
4,706	Brought Forward	4,978
<u>272</u>	Money received from Caister Community Association	<u>-</u>
<b><u>4,978</u></b>		<b><u>4,978</u></b>

**Payments**

<u>4,978</u>	Balance Carried Forward	<u>4,978</u>
<b><u>4,978</u></b>		<b><u>4,978</u></b>

**VILLAGE CENTRE ACCOUNT**

<b><u>2022/23</u></b>	<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
225,000	Balance Brought Forward	250,000
<u>25,000</u>	Precept	<u>25,000</u>
<b><u>250,000</u></b>		<b><u>275,000</u></b>
	<b><u>Payments</u></b>	
<u>250,000</u>	Balance Carried Forward	<b><u>275,000</u></b>
<b><u>250,000</u></b>		

<b><u>RESERVES</u></b>		
<b><u>2022/23</u></b>	<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
50,000	Balance Brought Forward	75,000
<u>25,000</u>	Precept	<u>25,000</u>
<b><u>75,000</u></b>		<b><u>100,000</u></b>
	<b><u>Payments</u></b>	
<u>75,000</u>	Balance Carried Forward	<b><u>100,000</u></b>
<b><u>75,000</u></b>		

<b><u>S.137</u></b>		
<b><u>2022/23</u></b>	<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
	Balance Brought Forward	2,661
<u>3,000</u>	Precept	<u>3,000</u>
<b><u>3,000</u></b>		<b><u>5,661</u></b>
	<b><u>Payments</u></b>	
339	Donation to Winter Wonderland	-
<u>2,661</u>	Balance carried forward	<b><u>5,661</u></b>
<b><u>3,000</u></b>		

**VILLAGE CEMETERY ACCOUNT**

<b><u>2022/23</u></b>		<b><u>Receipts</u></b>	<b><u>2023/24</u></b>
37698	Brought Forward	39,761	
3,372	Apr/May/June	2,979	
626	July	874	
1,854	August	1,376	
1,490	September	493	
1,362	October	923	
125	November	340	
1,152	December	1,200	
501	January	235	
243	February	287	
<u>1,178</u>	March	<u>1,006</u>	
<b><u>49,601</u></b>		<b><u>49,474</u></b>	

**Payments**

1,672	Apr/May/June	2,821
1,170	July	845
682	August	565
782	September	556
1,336	October	3,850
675	November	567
717	December	1,594
1,311	January	966
782	February	3,687
713	March	815
<u>39,761</u>	Balance carried forward	<u>33,208</u>
<b><u>49,601</u></b>		<b><u>49,474</u></b>