

CAISTER-ON-SEA PARISH COUNCIL

1st July 2024

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. B Davis, J Fearnley, D Godbolt, P Hammond, J Hemsworth, J Jarzembki, C Kirk, A Scotter, P Sleet, A Robinson, C Thompson, R Wilkinson and S Wilkinson
Borough Cllr. B Lawn
Parish Clerk E Dyble

2 Parishioners present

24 Apologies for Absence

Apologies for absence received from:

Cllr. S Griffiths - another commitment

Borough Cllr. P Carpenter – another commitment (Report submitted)

25 Declaration of Interest

None

26 Parishioners Forum

- a) Parishioner complained regarding traffic speeding through Roman Way, especially in the mornings on the school run and was concerned that a child could get hurt using the footpaths whilst going to school. They requested that Roman Way be made one way to try and help the situation. The Police have contacted the school regarding this, they accept the problem for 2/3 days, send out reminder letters to the parents not to use Roman Way as a cut through.
- b) **Borough Cllr. B Lawn** informed that a meeting was being held next week with Anglian Water to question them on how the sewage plant is ran, the quality of water, as it was felt that the government standard was obviously too low. The results of the meeting will be conveyed to the Parish Clerk.

27 Minutes

The minutes of the previous meeting held on 3rd June 2024 were proposed by Cllr. P Hammond, seconded by Cllr. P Sleet, agreed by all members present and signed by the Chair

28 Finance

The Finance Minutes from the meeting of 24th June 2024 were – **Received**
Consider recommendations from the meeting:-

a) **Annual Internal Audit Report 2024**

It was **Resolved** recommend Council invites the Internal Auditor to the next Finance Committee meeting on 15th July 2024 to discuss the Annual Report that had been submitted : **Resolved recommend Council agrees to this**

- b) **Employee Pay Slips**
It was **Resolved** recommend Council keeps a record of all employee payslips. This is a legal requirement for 6 years - **Resolved recommend Council keeps copies of Pay Slips for 6 years**
- c) **Clerks Working from Home Allowance**
It was **Resolved** to recommend Council rectifies the process used to pay Clerks work from home allowance : **Resolved recommend Council rectifies process accordingly**
- d) **Contracts of Employment**
It was **Resolved** to recommend Council updates Employees Contracts : **Resolved recommend Council sets up Personnel Committee to attend to**
- e) **Bank Reconciliation**
It was **Resolved** to recommend Council updates the bank reconciliation template currently used : **Resolved Clerk updating accordingly**
- f) **Budget Reports**
It was **Resolved** to recommend Council sets the precept against a budget showing a three-year forecast. The budget is anticipated spend against anticipated income. It does not allow for anticipated end of year balances, ear marked reserves, or general reserves. As a standalone figure the underspend or overspend from previous years is not allowed for. Regular budget reports (expenditure/income against projected budgets) must be reported to council. This is a legal requirement : **Resolved Council amends Budget Reports as necessary**
- g) **Precept Setting**
It was **Resolved** to recommend Council includes money held, ear-marked reserves and general reserves when calculating the precept : **Resolved Council amends procedure for calculating Precept**
- h) **General Reserves Policy**
It was **Resolved** to recommend Council sets up a General Reserves Policy : **Resolved Council refers to Policy Committee**
- i) **Quarterly Budget Reports**
It was **Resolved** to recommend Council amends the budget expenditure quarterly report template to be able to compare expenditure to the budget figures : **Resolved Clerk to implement accordingly**
- j) **VAT Liability**
It was **Resolved** to recommend Council seeks independent advice on any potential VAT liability : **Resolved enquiries in hand**
- k) **Investment Strategy**
It was **Resolved** to recommend Council agrees an investment strategy and money transferred to bring holdings with any one bank under the limit of the FCSC agreement and publish same : **Resolved an Investment Strategy be implemented**
- l) **Mobile Phones**
It was **Resolved** to recommend Council agrees to purchase 2 x Mobile Phones for use by the Clerk and Assistant Clerk : **Resolved Council purchases Mobile phones**
- m) **Tree Surveys**
It was **Resolved** recommend Council agrees to get Tree Surveys carried out on trees in the Cemetery : **Resolved Tree Survey be carried out as soon as possible**

n) **Playground Inspections**

It was **Resolved** to recommend Council agrees to get Playground Equipment Inspected
: **Resolved matter in hand**

- o) Update the Standing Orders and Financial Regulations - **Resolved matter in hand**
: **All above recommendations proposed by Cllr. C Thompson, seconded by Cllr. P Hammond and agreed by all members present**

29 Cemetery Matters

Exclusive Right to Burial No. 1521 was signed by the Chair : **Noted**

ACCOUNTS FOR PAYMENT 1st JULY 2024				
HALL ACCOUNT				
Salaries	Salaries to 30.06.24	1,091.13		1,091.13
E-On	Electricity - Direct Debit	114.28	5.71	119.99
British Gas	Gas - Direct Debit - 22.05 to 21.06.24	62.34	3.11	65.45
D L Gunton	Window cleaning June	25.00		25.00
Booker Ltd.	Cleaning Materials etc.	78.74	<u>15.75</u>	94.49
Bobby Dazzlers	Relief Caretaker Cleaning 2nd to 8th June	<u>537.50</u>		<u>537.50</u>
		£1,908.99	£24.57	£1,933.56
GENERAL ACCOUNT				
Salaries	Salaries to 31.05.24	2,866.84		2,866.84
	Expenses	26.00		26.00
	Tel. rental + calls June	25.00		25.00
British Telecom	Telephone/Broadband 738474	73.44	14.68	88.12
Caister In Bloom	Attending Floral Displays around Village	20.00		20.00
Adams Cleaning & Maint	Daily Toilet cleaning 4.05-26.05.24	1,400.00	280.00	1,680.00
Fasthosts	Web and mailbox hosting	20.86	4.17	25.03
Moulton Nurseries	Plants for tubs front of Hall	30.07	6.01	36.08
Northern Stitches	10 x Hi Viz Vests	127.85		127.85
Tesco Stores	Plant Food and Weed Killer	7.79	1.56	9.35
Screwfix	3 x Sum Up Card Readers	124.97	25.00	149.97
E Dyble	Plants for tubs front of Hall - (Prospect Nurserie	22.00		22.00
Mrs S Hunt	Internal Audit 2023/24	167.50		167.50
J.Plummer Structural Eng	Site Visit Cemetery	348.75	69.75	418.50
Viking Direct	Stationary	84.38	16.88	101.26
Charlies	4 x Event Shelters	499.97	99.99	599.96
Bendart Ltd.	17 x Festival Banners	211.22	42.18	253.40
Bendart Ltd.	Festival Brochure	371.17		371.17
Norfolk Alc	Gov.uk domain name Registration	12.00	<u>2.40</u>	14.40
Cartridge Save	Toner and Drum Cartridges	554.70	<u>110.94</u>	665.64
Inland Revenue	PAYE Contributions	<u>756.25</u>		<u>756.25</u>
		£7,750.76	£673.56	£8,424.32
FESTIVAL				
JCB Insurance Services	Generator Insurance	76.00		76.00
A Shelland	Ghostbusters, Props and generator Sunday	250.00		250.00
J H Banks	The Someones - Music Gig	400.00		400.00
Raoul Crane	Floating Greyhounds - Music	400.00		400.00
Daniel-Jai Holehouse	The Gourds + Kuiper - Music Gigs	140.00		140.00
Joanna Joanna	Shania Jo Music performance	100.00		100.00
Steve's P.A. Hire Ltd	Balance of P.A. Equipment Hire	652.50	130.5	783.00
Sean Goodman	Magician (Donated money to Sensory Garden)	<u>-150.00</u>		<u>-150.00</u>
		£1,868.50	£130.50	£1,999.00
	Grand Total	£11,528.25	£828.63	£12,356.88
INCOME				
Interest		£576.35		
Lettings		£1,092.00		
Magazine		£30.00		
Festival		£716.96		
Festival Program		£1,250.00		
Refund of VAT		£8,106.08		

Accounts proposed by Cllr. P Sleet, seconded by Cllr. J Jarzembki, agreed by all members present

Accounts prepared and signed by RFO - E Dyble

Invoices checked by - R Wilkinson

Accounts signed by - Cllr. K Wood, Chair and P Hammond, Vice-Chair of Council

31 Annual Return

- a) The Internal Audit report for 2023/24 was received and agreed it should be forwarded to the Finance Committee for action. Proposed by Cllr. P Hammond, seconded by Cllr. P Sleet
- b) The 2023/24 year end AGAR Statement was received. and agreed by Council
- c) It was **resolved** to approve Section 1 of the AGAR the Annual Governance Statement. Proposed by Cllr. P Hammond, seconded by Cllr. J Jarzembki and signed by the Chair.
- d) It was **resolved** to approve Section 2 of the AGAR the Accounting Statement. Proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and signed by the Chair.
- e) The analysis of variances 2023-2024 were **received** and accepted
- f) **Noted** the publication of rights as 1st July to 9th August 2024.

32 Correspondence

- i) **GYBC** - regarding expenditure of Developer Contributions towards Open Space Award of Funding – King George V Playing Field, Allendale Road, Caister - Play equipment. GYBC Council will fund £89,402 towards the project to provide play equipment described in the application for funding dated 3rd November 2023. Funding is subject to the terms and conditions below.
Terms and Conditions
 - The funding available for this project is £89,402. If the cost of works increases or additional work is undertaken there is no obligation on the Council to increase the funding awarded.
 - The grant will be paid following satisfactory completion of the project and on receipt of an invoice from the Council, together with evidence of an invoice from a supplier.
 - The award of funding does not relieve the recipient of the need to obtain any other consent or approval. For example, planning permission or consent of the freeholder of the site.
 - The grant is not transferable and is offered solely to Caister Parish Council to deliver the project described in their applications dated 3rd November 2023.
 - The work must be completed within 12 months of this offer letter.
Please confirm that Caister Parish Council accept this offer of funding and accept and agree the above terms and conditions by signing and returning this letter. On confirmation, a purchase order will be sent. Please ensure the purchase order number is included on the invoice from the Council. The final invoice from our supplier should be attached to the invoice we supply to the Council : **Resolved Offer to be accepted by Council**
- ii) **Persimmon Homes** - thanking Council for confirming that the Parish do not wish to take on responsibility for street lighting on the Jack Chase Way development. They have a further matter they would like to discuss with Council relating to bus stops. Under Condition 31 of the outline planning permission, they are required to

provide 6no. new bus stops. The bus stops will be located as pairs in three locations, on Norwich Road, Prince of Wales Road and within the site. In their discussions with NCC Highways, they have been advised that future maintenance of bus stops are the responsibility of the Parish. Taking that into account, they want to provide Council with options for bus stop designs for comment. They will identify any constraints that affect the options available for a particular location. They will be in touch shortly with more information.

After discussion it was agreed that Parish Council do not wish to take on responsibility for future maintenance of the proposed 6 new bus stops in Caister :
Persimmon be informed accordingly

iii) **WSP UK Ltd.** – forwarding the following in relation to Traffic Regulation Orders.

WSP have been retained by Norfolk County Council to carry out the initial statutory consultation related to the required Traffic Regulation Order's (TRO) for the proposed development East of Jack Chase Way. To this end they are contacting Council, as part of the statutory consultation process, for this proposed Traffic Regulation Order.

As part of planning consent (ref: 06/19/0676/O) permission was granted for construction of traffic signal junction to provide site access located at existing junction of Jack Chase Way with Prince of Wales Road.

In conjunction with the local community the developer is proposing

- a 20mph speed limit zone covering Prince of Wales Road, Diana Way and adjacent streets.

This proposal is shown on the enclosed drawing: PRZ087-000-0100-002-Rev A (PRZ087 Jack Chase Way 20mph TRO). Please note, that there is a discussion continuing as to whether the zone will have 20mph roundels painted on the road as shown on the enclosed drawing or we will use 20mph repeater roundels affixed to street light poles. A decision will be made prior to public notification.

The purpose of this letter is to seek initial views on the proposal and return the enclosed reply slip by 09th July 2024. This can be done either via postal return of the reply slip to the address listed above or by this email address:

uk.consultationsnorfolkcc@wsp.com using the reference stated above as the subject line of the email.

If you require more time to respond, please do contact me as soon as possible to agree an extension. If I do not hear from you before this date, then I will deem that you have no comments at this stage and would advise that you will have the opportunity to comment again during the formal advertisement period. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to accept the proposed 20mph speed limit and request it be extended to Breydon Way, Brooke Avenue and Roman Way : **Resolved this be noted**

iv) **John Plummer, Chartered Surveyor** – regarding the inspection of the retaining Cemetery wall and discussion on 6th March 2024.

Based on the visual inspection (necessarily limited along the public highway, also obscured by vegetation within the cemetery) he is satisfied that there does not appear to be any obvious evidence of any significant structural distress to the retaining wall. Whilst there is certainly evidence of rot to the vertical elements this

does not appear to have translated into significant movement in the wall. His opinion is that no remedial works are warranted in the short to medium term. The timber elements will not last for ever and In the long-term consideration will need to be given to replacement of the retaining wall since it will likely be impractical to attempt a repair. He cannot put a definitive timescale on 'longer term', other than expecting it to be many years hence.

The manner in which the retaining wall is constructed means that it is unlikely that the wall would fail suddenly without prior warning over preceding weeks and months e.g., the wall would start to lean which might get progressively worse, debris might fall onto the road, the retained ground behind the retaining wall (in the cemetery) may become disturbed.

He recommends that Council visually inspects the wall on a periodic basis e.g., once annually. It is often difficult to discern if there has been movement since a previous inspection based purely upon observation therefore, he recommends that photographs are taken at each inspection so that they can serve as a 'baseline comparison' against which subsequent inspections can be compared : **Noted**

- v) **Broads Authority** – informing of a Tree Preservation Order BA/2024/0002/TPO at Caister Hall, Caister Castle, Castle Lane, West Caister which was confirmed on 21st June 2024 : **Noted**
- vi) **Rialtas** – inviting Council to join them for a free online demo day on Wednesday 3rd July to discover their innovative finance and administration software and services tailored for Parish and Town Councils. After discussion it was **Resolved recommend Council awaits demonstration from Scribe before a decision is made on the Accounting Software**
- vii) **ENTUA** – forwarding a copy of the Newsletter No.62 – June 2024 for information : **Noted**

The Following have been circulated

- a) **Woodland Trust Newsletter** – June 2024
- b) **CPRE** – Norfolk Annual Lecture Thursday 27th June 2024
- c) **Norfolk Funding and Support Services** – June Newsletter 2024
- d) **Norfolk Community Foundation** – 7th, 11th, 20th and 21st June 2024
- e) **Rural Services Network** - forwarding copies of their:-
 - Rural Bulletin – 4th, 11th, 18th and 25th June 2024
 - Rural Funding Digest June 2024
- f) **Norfolk Alc** - Newsletters 6th, 14th, 20th and 27th June 2024

32 Signage Beach Road Car Park

Cllr. J Jarzembki proposed, seconded by Cllr. K Wood that more signs be placed around Beach Road Car Park reminding people 'Have you paid and displayed'. After discussion it was - **Resolved, letter be forwarded to GYBC requesting at least 3 x signs be placed around Car Park accordingly**

33 Cllr. K Wood

i) Sensory Garden

Quotes for the fencing around the Sensory Garden ranged from £6,500-£10,000. A grant of 80% has been applied for from the FA.. The garden will be gated. The school are donating a Gazebo in the centre. No quotes have been received yet for the paving.

ii) Festival

The Festival was an absolutely amazing positive event for the Village.

iii) Social media June 2024

Big month with 318,000 hits, now have 5,110 followers and 14 new likes
Big numbers for Caister Festival advertising 68,000, we shared on many different sites from Cromer to Norwich and down to Lowestoft as well as holiday sites
Festival pictures day one 37,000 hits so Festival dominated the month

Other Big Posts

Pier to Pier walkers passing through Caister 16,000 hits

New Lifeboat practice 11,500

Picture Scroby at low tide 12,000

D Day Celebrations posts 11,980

An outstanding month for social media

: **Noted**

34 Working Groups/Committees

New Build Working Group – Cllrs. C Kirk, P Hammond, A Robinson, A Scotter, P Sleet,
C Thompson and K Wood

Personnel Committee - Cllrs. P Hammond, A Scotter and K Wood

35 Date of Next meeting

New Build Committee 8th July 2024 1900 hrs.

Finance Committee meeting 15th July 2024 @ 1900 hrs.

Parish Council meeting Monday 5th August 2024 @ 1900 hrs.

36 Closure of Meeting

The meeting ended at 2045hrs.

Chair:

Date: