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**Minutes of the Full Parish Council Meeting held on Monday 31 March 2025 at 7.00pm at  
The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:	
Parish Councillors:	Kevin Wood (Chair), Paul Hammond, Peter Sleet, Danny Godbolt, Jan Jarzembski, Sandy Griffiths, John Hemsworth, Lorna Cutler, Alison Scotter, Alan Walker, Sue Wilkinson & Jerry Fearnley.
Borough Councillors:	Gary Boyd
County Councillors:	None
Parish Clerk:	Karina Green
Guests:	Michele O'Keefe - Responsible Finance Officer
Parishioners:	Two

The Chair opened the meeting, welcoming Councillors and Parishioners.

**158. Apologies**

Apologies received from Cllrs. Claire Thompson, Robin Wilkinson, Chris Kirk, Andrew Robinson and Penny Carpenter.

**159. Declarations of Interest for items on the agenda and dispensations for Councillors with a pecuniary interest**

No declarations of interest regarding agenda items or requests for dispensation received.

**160. Minutes of the Full Council meeting held on Monday 3 March 2025**

The minutes were **agreed** as a true record of proceedings.

**161. Parish Council Committees**

- a. Personnel Committee – Minutes from meeting held on 3 March 2025. **Received.**
- b. Finance Committee – Minutes from meeting held on 24<sup>th</sup> March 2025. **Received.**

## 162. Public Open Forum

- a. No questions or concerns from the parishioners present.
- b. Council and parishioners **received** Cllr. Penny Carpenter’s report.
- c. Cllr Gary Boyd in attendance to field any questions or issues from Council or parishioners. Council expressed their extreme disappointment in the planning and management of the road closure and extended works associated with the new Persimmon development. **Cllr. S. Wilkinson arrived at 19.11.** Cllr. Boyd shares the frustrations of Council and the parishioners and will approach Norfolk Highways to ask for an ongoing agreement that the Parish Council be notified of any planned / emergency works in the Parish to equip them with the knowledge needed to support their parishioners. **Cllr Boyd to advise the relevant parties that the Parish must be notified of the plans post Easter before any further work commences. Clerk to use existing communication channels to request the same. Clerk to correspond with senior representatives including, but not limited to the Leader of the Council, Director of Highways, Chief Executive of Norfolk County Council and the Cabinet Member for Highways to highlight the issues to date, with evidence, and express the Council’s concerns around the outstanding plans moving forward.**

## 163. Financial Matters

- a. Payment and income report for March 2025 **agreed** by Council.

COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
<b>Salary Payments</b>				
Salaries	Salaries to 28.02.2025			£4349.05
HMRC	Tax and National Insurance			£829.45
NEST	Pension Contribution			£69.40
<b>Direct Debit Regular Payments</b>				
E-ON	Electricity Direct Debit	£114.28	£5.71	£119.99
British Gas	Gas	£554.46	£110.89	£665.35
British Telecom	Telephone – Telephone/Internet	£70.50	£17.62	£88.12
Starboard Systems	Scribe Account Subscription	£69.00	£13.80	£82.80
Gif Gaf	Telephone – Contract Sim Cards			£12.00

<b>Urgent Payments (Chair and Clerk Authorised)</b>				
Gallagher	Extended Insurance Cover	£329.443	£39.53	£368.96
<b>Invoices for Approval</b>				
Sarah Hunt	Administration – Audit Support			£122.50
Ashleigh Print & Design	Administration – A1 Prints	£32.00	£6.40	£38.40
Cartridge Save	Administration – Ink Cartridges	£270.24	£54.05	£324.29
Viking	Administration – Stationery	£39.06	£7.81	£46.87
Viking	Administration – Stationery	£66.86	£13.37	£80.23
Viking	Administration – IT Equipment	£24.99	£5.00	£29.99
Viking	Hall – Refuse Bins	£119.92	£23.98	£143.90
D L Gunton	Hall – Window Cleaning			£25.00

**Balances in Bank Accounts – 31.03.2025.**

Caister Parish Council - Treasurers Account

Caister Parish Council - Instant Access Account

Caister Cemetery - Treasurers Account

Caister Cemetery – Instant Access Account

b. RFO Update – **Received and Noted**

- i. **Accountancy:** The Scribe accountancy software is now fully up to date for income and expenditure to the end of March 2025 and full Bank Reconciliation has been provided to Council for sign-off on 31.03.2025. From the next meeting of Council, detailed reports will be provided to enable income and expenditure tracking to budget for the year 2025-2026.
- ii. **Banking:** Dual authorisation of all payments is being introduced to protect both the Council and the RFO and to enact the recommendation of the Internal Auditor in the 2024 report, this is underway, but delayed due to Banking timescale for processing and approving new signatories.
- iii. **Approvals required:** In order to facilitate the timely payment of regular monthly payments (including Direct Debits) approval is sought from Council for pre-approval of eight bank regular banking transactions for the year 2025-2026. **Approved as per table below.**

<b>Payment Centre</b>	<b>Description</b>	<b>Type</b>	<b>Method</b>
Salaries	Salaries for employees	Variable	Bank Payment
HMRC	HMRC related staff costs	Variable	Direct Debit
NEST	Pension related staff costs	Variable	Direct Debit
E-ON	Electric for Council Hall	Variable	Direct Debit
British Gas	Gas for Council Hall	Variable	Direct Debit
British Telecom	Phone/Internet for Council Hall	Contract Cost	Direct Debit
Gif Gaf	Employee Telephones	Contract Cost	Direct Debit
Starboard Systems	Accountancy Software	Contract Cost	Direct Debit

- iv. In order to further address the recommendation of the Internal Auditor, approval is sought to open a trade account with Trade UK for B and Q and Screwfix purchases, so that expense claims can be reduced and accounts paid with a 30 day to facilitate approval by Council. For other small purchases, a pre-paid card is proposed for use by Council employees only so that expense claims can again be reduced and employees do not incur out of pocket expenses. **Approved. Clerk to source and implement use of Trade UK Card and Pre Paid Card.**
- c. Finance Committee Meeting 24.3.25 Recommendations
- i. To consider adoption of Finance Committee Terms of Reference - **Approved**
  - ii. To consider adoption of Council Terms of Business - **Approved**
  - iii. To consider disposal of assets – poly tunnel and container to remain Parish Council assets. **Agreed**
  - iv. To consider tenders received for public toilets maintenance – Council **resolved** that Adam's Cleaning and Maintenance to carry out the services for the 2025 season. **Clerk to implement**
  - v. To consider costings for architectural plan printing **Approved**
  - vi. To consider use of a TradeUK Card Account in alignment with the Financial Regulations. **Approved** as at point 163 (b) (iv) above.
  - vii. To consider bank signatories as being members of the Finance Committee and the Parish Clerk. **Approved - RFO to progress.**
- d. To consider quote for emptying of public bin to rear of Council Hall – **Resolved** to cease service and remove bin. **Clerk to compose a letter to Paul Wells regarding the significant increase and arrange for removal of bin.**

- e. To consider quotes for printing Council Newsletter – **Resolved** to accept quote from Ashleigh Print and Design, Great Yarmouth for printing services for the Parish Council Newsletter.
- f.

**164. Cemetery Matters – Noted and Signed by Chair.**

- a. Interments 04.03.2025 GOODWIN (Jary, Caister)  
24.03.2025 MARSHALL (Central Coop, Gorleston)

**165. Internal Audit – Received**

The Council received the updated review document which illustrated movement on all areas highlighted by the internal audit of 2024. A total of 10 issues have been signed off as completed and 4 moving from red to amber following further action by the Clerk and RFO.

**166. Planning – Received - No Objections.**

<b>06/25/0030/HH</b>	1) Demolition of existing conservatory, single-storey side garage and detached garage to front. 2) Erection of a two storey side extension garage with accommodation over; New front porch infill; Removal and relocation of first floor windows; Insertion of roof windows to existing attic space and en-suite. 3) New detached garage to the front curtilage.
<b>Location:</b>	Holly Lodge 5 Green Lane Caister-on-sea NR30 5EW

<b>06/25/0061/VCF</b>	Development: Variation of Condition 2 of planning permission 06/75/0985/F (Restriction on use of holiday caravan site shop, allowing use only for retail purposes between 20th March and 31st October and for 10 days before and 10 days after Christmas Day in each year) Proposed amendment to allow the holiday caravan site shop to be used from 1st February to 14th January in the following year.
<b>Location:</b>	Eastern Beach Holiday Park Manor Road Caister NR30 5HH

<b>06/25/0062/VCF</b>	Variation of Condition 2 of planning permission 06/82/0196/F (Restriction on use of holiday caravan site snooker and pool room allowing use only between 20th March and 31st October) Proposed amendment to allow the holiday caravan site snooker and pool room to be used from 1st February to 14th January in the following year.
<b>Location:</b>	Eastern Beach Holiday Park Manor Road Caister NR30 5HH

<b>06/25/0063/VCF</b>	Variation of Condition 2 of planning permission 06/82/0871/F (Restriction on use of holiday caravan site snooker and pool room extension, allowing use only between 20th March and 31st October)
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	Proposed amendment to allow the holiday caravan site snooker and pool room extension to be used from 1st February to 14th January in the following year.
<b>Location:</b>	Eastern Beach Holiday Park Manor Road Caister NR30 5HH

<b>06/25/0064/VCF</b>	Variation of Condition 2 of planning permission 06/02/0813/F (Restriction on occupation of holiday caravan site's accommodation unit within the former toilet and shower block, allowing occupation only between 20th March and 31st October) - Proposed amendment to allow the unit of holiday accommodation in the former toilet and shower block to be occupied from 1st February to 14th January in the following year
<b>Location:</b>	Eastern Beach Holiday Park Manor Road Caister NR30 5HH

<b>06/24/0916/VCF</b>	Variation of Condition 1 of planning permission 06/07/0553/F (Restrictions on occupation of holiday caravans in the site, allowing occupation only between 1st March and 14th January in the following year) - Proposed amendment to allow the holiday caravans to be occupied from 1st February to 14th January in the following year.
<b>Location:</b>	Eastern Beach Holiday Park Manor Road Caister NR30 5HH

<b>06/25/0079/F</b>	Removal of 3no. storage containers and erection of a replacement prefabricated steel frame tyre storage building
<b>Location:</b>	Airfield Tyres Yarmouth Road Caister NR30 5TE

<b>06/25/0191/HH</b>	Single storey rear extension with conservatory; Rendering over all existing elevations.
<b>Location:</b>	30 West Road Caister NR30 5AX

## 167. Correspondence

### a. Crime Stats - Noted

Type of Crime/Month	January	February	March	April	May	June	July	August	September	October	November	December
Violence and Sexual	15	20	25	33	25	9	20	21	28	26	16	23
Theft	1											
Public Order	2	1	1	2				1	3		1	5
Criminal Damage	1	1	2	2	1		2	5	3	5		1
Anti Social Behaviour	2	2	7	1	6	9	2	1	8	4	4	4
Vehicle	1	1					1					
Drugs		1	1		2	2	1		1		3	
Shoplifting		1	2		1		2			1	1	1
Burglary				1	1	1		1	4	4	1	
Possession of a Weapon							1					
Vehicle related										3		1

## 168. Parish Office

a. Council **Resolved** to approve all policies/documents below.

<b>Policy/Document Title</b>	<b>Status</b>	<b>Review Date</b>
Allotments Policy	New from Other Examples	March 2028
Allotment Rules and Regulations	Updated from previous version	n/a
Asset Management Policy	New from Other Examples	March 2026
Asset Register	Updated from previous version	March 2026
Biodiversity Policy	New from Other Examples	March 2028
Burial Regulations	Updated from previous version	March 2028
Code of Conduct	Updated from new template	March 2028
Cyber Security Policy	New from other examples	March 2028
Data Audit	New from Other Examples	March 2026
Data Protection Policy	Updated from previous version	March 2026
Dignity at Work Policy	New from template	March 2028
Disciplinary Policy	Updated / New from other examples	March 2028
Driving on Council Business Policy	Updated from previous version	March 2028
Equality and Diversity Policy	New from template	March 2028
Filming at Council Meetings Policy	Updated from Other Examples	March 2028
Financial Regulations	New from Template	March 2026
Financial Risk Assessment	New from Other Examples	March 2026
Fire Risk Assessment Policy	New from other examples / Updated	March 2028
Fire Safety Maintenance Checklist	Updated from previous version / Other Examples	n/a
Flag Flying Policy	Updated / Other Examples	March 2028
Gifts and Hospitality Policy	New from Other Examples	March 2028
Grants Policy	Updated / Other Examples	March 2028
Grievance Policy	Updated / Template	March 2028
Health and Safety Policy	Updated / Other Examples	March 2028
Home Working Policy	New from Template	March 2028
Internal Controls Policy	New from Other Examples	March 2026
Lone Working Policy	Updated / New template	March 2028
Press and Media Policy	New from template	March 2028
Privacy Statement	New from Other Examples	March 2028
Publication Scheme	New from Template	March 2026
Record Management and Retention Policy	New from Other Examples	March 2028
Reserves Policy	New from template	March 2028
Risk Assessment	New	March 2026
Risk Management Policy	New from Other Examples	March 2028
Sickness Absence Policy	New from Template	March 2028
Standing Orders	Updated from new template	March 2026
Terms of Business	New from Other Examples	March 2026
Training and Development Policy	Updated/Other Examples	March 2028

- b. Clerk Update
  - i. Legionella risk assessment complete. **Clerk to produce schedule of control measures and implement risk management, including management hierarchy and training, following assessment recommendations.**
  - ii. Switch from Norfolk ALC membership to Norfolk Parish Training and Support has been actioned. This includes new website and email provider with Parish Online. All Councillors present received new login information and those not present to be updated.

**169. Anglian Water Site Visit Report – Received** by Council and written by Cllr. John Hemsworth relating to a visit on 12 March 2025 to the Anglian Water Waste Treatment Facility in Caister. Cllrs in attendance: J Hemsworth, L Cutler, A Robinson, C Kirk, S Wilkinson and J Fearnley. **Noted**

**170. Chair update - Noted**

- a. Social Media
  - i. 5700 followers – net gain of 60
  - ii. 14711 interactions
  - iii. Top Posts
    - Caister beach fighter jet 31,102
    - Road Closure – clock ticking 50,395 and 20,800
    - Roman Way notification 28,463
    - Footprints in the sand – 24,776
    - Sensory garden – 21,671
  - iv. Reached 1,034,835
- b. Sensory Garden
  - i. More progress made again this month
  - ii. Thanks extended to Cllr Sleet for his efforts sourcing grants, Cllr Godbolt for arranging the water supply, Cllr Walker and the Men’s Shed for installing the fence and Cllr Sue Wilkinson for her work with the college.
  - iii. 16 volunteers attended a meeting at the end of March
  - iv. Planting will start once the fence is completed and water installed
  - v. Sunday 13 April – Scouts attending to work for their community badge
  - vi. Aim is to be partly open for the Village Festival 28/29 June
- c. Village Festival
  - i. Sponsorship packages have been received well – some opportunities still available

- ii. Stallholder spaces – some availability remains
- iii. Event programme in progress
- iv. Entertainment programme taking shape
- d. VE Day – 8 May
  - i. 12pm service at the Church followed by a procession and 12.30 service at the war memorial.
  - ii. Joint Forties Dance event with Caister Lifeboat. 6.30pm start with Jazz music from 7.30pm. 9.30pm national lighting of the beacon.

It was resolved, under the Public Bodies (Admission to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – staff salaries.

**171. Clerk and RFO Salaries** – Council **resolved** to accept the recommendation from the Personnel Committee to increase Clerk and RFO salaries 2 scale points for the year 2025/26.

**172. Agenda items for the next Full Council meeting**

- a. Parish Pantomime – Cllr. L Cutler

**173. To agree dates of next meetings:**

- a. Annual Parish Meeting and Annual Parish Council Meeting – 19 May 2025, 6.30pm

**174. The meeting closed at 20:36**