



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL
The Council Hall, 1 Yarmouth Road, Caister-On-Sea,
Great Yarmouth, Norfolk, NR30 5DL
Office opening times:
Monday-Thursday 9.30-12.30
Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

ANNUAL COUNCIL MEETING – 19 MAY 2025

I give notice of the Annual Parish Council meeting and invite parishioners, Borough/County Councillors and Police representatives to attend.

The meeting will be held at The Council Hall, 1 Yarmouth Road, Caister, Norfolk, NR30 5DL on Monday 19 May 2025, immediately following the Annual Parish Meeting at approximately 7.30pm.

K L Green

Karina Green
Parish Clerk
13 May 2025

AGENDA

1. Election of Chair

- a. To elect a Chair to serve until the next Annual Parish Council Meeting in May 2026
- b. To receive the Declaration of Acceptance of Office from the elected Chair

2. Appointment of Vice Chair

- a. To appoint a Vice Chair to serve until the next Annual Parish Council Meeting in May 2026

3. To approve apologies for absence

4. Declarations of interest not previously disclosed

5. Appointment of Standing Committees

- a. Finance Committee – 5 (including Parish Council Chair and Vice Chair)
 - i. To approve amendment to Terms of Reference to reflect membership of 5 councillors (previously 4)
- b. Personnel Committee – 4 (including Parish Council Chair and Vice Chair)

6. Appointment of Parish Council representatives to external organisations

- a. Playing Field Management Committee – 2
- b. Caister Charities – 2
- c. Caister Community Association – 1
- d. Caister Youth Club – 1
- e. Joint Parishes Liaison Committee – 3

- f. Patient Participation Group – 1
- g. Safer Neighbourhood Meetings - 2
- h. Parish Council Allotments – 1

7. Appointment of Working Groups

- a. New Build Working Group – 5 (including Parish Council Chair and Vice Chair)

8. To approve the minutes of previous meetings

- a. Full Council Meeting – 31 March 2025 – *Paper 1*
- b. Hall Committee Meeting (due to proposed cessation of Hall Committee) – 20 January 2025 – *Paper 2*

9. Appointment of Auditors

- a. To approve appointment of Sarah Hunt as Council’s Internal Auditor for 2024/2025 with the intention that a new auditor shall be sought from 2025/26 as per best practice.
- b. To note appointment of PKF Littlejohn as Council’s external auditor for 2024/2025.

10. Public Participation

- a. The public will have the opportunity to address the Council for 15 minutes. In accordance with Standing Order 3(f), a member of the public shall not speak for more than five minutes.
- b. To receive reports from Borough and County Councillors and Police.

11. Cemetery Matters – Burials Clerk Update

12. Financial Matters

- a. To approve bank accounts, current balances and income and expenditure for April/May 2025 – *Paper 3*
- b. To approve Year End accounts – *Paper 4*
- c. To consider the request from Caister Village Festival Committee for Parish Council to pay the cost of the printing of the Village Festival programmes at a quoted cost of no more than £695.
- d. To consider addition to pre-approved direct debits for annual ICO payment for Data Protection certificate which is required by law.
- e. To approve annual payment of £2000 grant to Caister Playing Field following the removal of the non-concurrent funding from GYBC in 2024.
- f. To consider 3 quotes received for a tree survey to be carried out in the Village Cemetery – *Paper 5*

g. RFO Update

13. To consider and comment on planning applications received

06/25/0290/EU	Application for a Certificate of Lawful Existing Use or Development to confirm the use of the land as a caravan site.
Location:	Caister Holiday Centre Ormesby Road Caister-on-sea NR30 5NQ

06/25/0311/HH	Demolition of existing annexe, garage and conservatory; Erection of first floor side extension and single storey front extension.
Location:	The Villa 1 Garfield Terrace Caister NR30 5DG

14. Correspondence

a. Crime Stats

Type of Crime/Month	Jan		Feb		Mar		April		May		June		July		Aug		Sept		Oct		Nov		Dec	
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
Violence & Sexual	15	23	20	10	25		33		25		9		20		21		28		26		16		23	
Theft	1			3																				
Public Order	2	3	1	1	1		2								1		3				1		5	
Criminal Damage	1	3	1	6	2		2		1				2		5		3		5				1	
Anti Social Behaviour	2	8	2	7	7		1		6		9		2		1		8		4		4		4	
Vehicle		1	1										1											
Drugs			1	1	1				2		2		1				1				3			
Shoplifting			1		2				1				2						1		1		1	
Burglary		9		6			1		1		1				1		4		4		1			
Possession of a Weapon													1											
Vehicle related																			3				1	

15. Parish Office

- To consider approval of extension to increased hours for Parish Clerk until 31 July 2025.
- Clerk Update
- Speed Data 1 April 25 – 26 April 25. Location: Yarmouth Road.

Average Speed In	Average Speed Out	Incoming Vehicles		Outgoing Vehicles	
		Less than 30mph	126,255 (94.73%)	Less than 30mph	98,891 (87.97%)
22.77mph	25.04mph				

Number of Vehicles In	31-35mph	6,055 (4.54%)	31-35mph	11,857 (10.55%)
133,273	36-40mph	724 (0.54%)	36-40mph	1,355 (1.21%)
Number of Vehicles Out	41-45mph	156 (0.12%)	41-45mph	213 (0.19%)
112,420	46+ mph	83 (0.06%)	46+ mph	104 (0.09%)

16. Chair update

- a. Chair Report for 2024/25
- b. Social Media
- c. Sensory Garden
- d. Village Festival

17. Agenda items for the next Full Council meeting

- a. Parish Pantomime – Cllr L Cutler
- b. Norfolk Highways: Vote of No Confidence Proposal – Cllr J Hemsworth
- c. Public Toilets Moving Forward – Cllr K Wood
- d. Beach Road Car Park – Cllr K Wood

18. To agree dates of next meetings

- a. Full Council – 2 June 2025, 7pm
- b. Full Council – 7 July 2025, 7pm
- c. Finance Committee – 21 July 2025, 7pm
- d. Full Council – 4 August 2025, 7pm
- e. Full Council – 1 September 2025, 7pm
- f. Finance Committee – 22 September 2025, 7pm
- g. Full Council – 6 October 2025, 7pm
- h. Personnel Committee – 3 November, 6.30pm
- i. Full Council – 3 November 2025, 7pm
- j. Finance Committee – 17 November 2025, 7pm
- k. Full Council – 1 December 2025, 7pm

19. Closure of meeting