



CAISTER-ON-SEA

Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

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

**Minutes of the Annual Parish Council Meeting held on Monday 19 May 2025 at 8.00pm at
The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:

Parish Councillors – Kevin Wood (Chair), Peter Sleet, Danny Godbolt, Jan Jarzembki, Sandy Griffiths, John Hemsworth, Lorna Cutler, Andrew Robinson, Alison Scotter, Christopher Kirk, Alan Walker, Robin Wilkinson, Sue Wilkinson and Jerry Fearnley.

Borough Councillors - None

County Councillor – None

Guests – Michele O’Keefe (RFO and Burials Clerk) Parishioners – One

Parish Clerk – Karina Green

These minutes are ‘draft’ until approved at the next meeting of Full Council.

The Chair opened the meeting, welcoming Councillors and Parishioners.

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1. Election of Chair

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

Council **resolved** to elect Cllr Kevin Wood as Chair for 2025/26.

- b. To receive the Declaration of Acceptance of Office from the elected Chair

Declaration **received** and signed by Chair and Parish Clerk.

2. Appointment of Vice Chair

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

Council **resolved** to elect Cllr Peter Sleet as Vice Chair for 2025/26.

3. To approve apologies for absence

Council **noted** two resignations received from Cllrs P Hammond and C Thompson.

4. **Declarations of interest not previously disclosed**

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

5. **Appointment of Standing Committees**

a. Finance Committee

1. Cllr Kevin Wood
2. Cllr Peter Sleet
3. Cllr R Wilkinson
4. Cllr J Jarzembski
5. Cllr S Griffiths
6. Cllr C Kirk

- i. To approve amendment to Terms of Reference to reflect membership numbers.

Council **resolved** to increase membership of the finance committee to 6 councillors including the Chair and Vice Chair of the Parish Council. **Clerk to update Terms of Reference.**

b. Personnel Committee

1. Cllr K Wood
2. Cllr P Sleet
3. Cllr J Fearnley
4. Cllr A Walker
5. Cllr L Cutler

Council **resolved** to increase membership of the personnel committee to 5 councillors including the Chair and Vice Chair of the Parish Council. **Clerk to update Terms of Reference.**

6. **Appointment of Parish Council representatives to external organisations**

a. Playing Field Management Committee

1. Cllr P Sleet
2. Cllr C Kirk

b. Caister Charities

1. Cllr J Fearnley
2. Cllr R Wilkinson

c. Caister Community Association

1. Cllr A Robinson

d. Caister Youth Club

1. Cllr A Robinson

- e. Joint Parishes Liaison Committee
 - 1. Cllr K Wood
 - 2. Cllr D Godbolt
 - 3. Cllr R Wilkinson
- f. Patient Participation Group
 - 1. Cllr S Griffiths

Clerk to investigate patient participation groups as there are 2 that cover Caister (Coastal Practice & East Norfolk Medical Practice)

- g. Safer Neighbourhood Meetings
 - 1. Cllr J Hemsworth
 - 2. Cllr S Wilkinson
- h. Parish Council Allotments Representative
 - 1. Cllr D Godbolt

7. Appointment of Working Groups

- a. New Build Working Group
 - 1. Cllr K Wood
 - 2. Cllr P Sleet
 - 3. Cllr D Godbolt
 - 4. Cllr C Kirk
 - 5. Cllr J Jarzembski
 - 6. Cllr J Fearnley
 - 7. Cllr A Walker

Clerk to correspond with all organisations to report new Parish Council representatives.

8. To approve the minutes of previous meetings

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

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. **Approved**
- b. To note appointment of PKF Littlejohn as Council's external auditor for 2024/2025. **Noted**

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. **No comments from parishioners.**
- b. To receive reports from Borough and County Councillors and Police. **County Councillor report provided to councillors and parishioners.**

11. Cemetery Matters

Exclusive Rights of Burial: DEVINE for Brown Interment 09.04.2025 - **Signed by Chair**

12. Financial Matters

- a. Payment and income reports at Paper 3 **approved** by Council.

Balances in Bank Accounts – 30.04.2025.

| | |
|---|-------------|
| Caister Parish Council - Treasurers Account | £8,613.80 |
| Caister Parish Council - Instant Access Account | £540,485.70 |
| Caister Cemetery - Treasurers Account | £8,178.50 |
| Caister Cemetery – Instant Access Account | £32,286.67 |

Cllr P Sleet enquired about progress in moving monies across to high interest accounts as per previous agreement by Council. RFO advised a call is scheduled for 20.5.25 in relation to Unity Bank and opening more appropriate bank accounts for Council's requirements.

- b. Council **resolved to approve** Year End Bank Accounts as at 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. **Approved**
- d. To consider addition to pre-approved direct debits for annual ICO payment for Data Protection certificate which is required by law. **Approved – RFO to implement**
- e. To approve annual payment of £2000 grant to Caister Playing Field following the removal of the non-concurrent funding from GYBC in 2024. **Approved – RFO to arrange payment.**
- f. To consider 3 quotes received for a tree survey to be carried out in the Village Cemetery. Council **resolved** to accept quote 3 at £373.34. **Clerk to progress and schedule works.**
- g. RFO Update – In addition to the above, Council's approval requested to pay outstanding invoice for Paul Robinson Partnership (as stated in Paper 3 ref: Plan Fees no 1 *needs approval*) in relation to New Build project. **Approved**

13. To consider and comment on planning applications received – No comments

| | |
|----------------------|---|
| 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 - Noted

| 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 |
| | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 5 |
| 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. **Approved – Clerk and RFO to implement accordingly.**
- Clerk Update – Council **resolved** to postpone to June meeting due to time constraints.
- Speed Data 1 April 25 – 26 April 25. Location: Yarmouth Road. **Noted**

| Average Speed In | Average Speed Out | Incoming Vehicles | | Outgoing Vehicles | |
|------------------------------|-------------------|-------------------|---------------------|-------------------|--------------------|
| 22.77mph | 25.04mph | Less than 30mph | 126,255 (94.73%) | Less than 30mph | 98,891 (87.97%) |
| 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 from Annual Parish Meeting – Annex 1
- b. Social Media – No data this month – next update in June
- c. Sensory Garden – Positive and moving forward. Planting stage in progress. Volunteers needed.
- d. Village Festival – Next meeting this Thursday – preparations well under way – volunteers sought for both days.

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 21:07