



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

**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 Jarzembski, Sandy Griffiths, John Hemsworth, Lorna Cutler, Andrew Robinson Alison Scotter, Christopher Kirk, Alan Walker, Robin Wilkinson, Sue Wilkinson & Jerry Fearnley.
Borough Councillors:	None
County Councillors:	None
Parish Clerk:	Karina Green
Guests:	Michele O'Keefe - Responsible Finance Officer
Parishioners:	One

The Chair opened the meeting, welcoming Councillors and Parishioners.

**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**

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

<b>06/25/0311/HH</b>	Demolition of existing annexe, garage and conservatory; Erection of first floor side extension and single storey front extension.
<b>Location:</b>	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**

- a. To consider approval of extension to increased hours for Parish Clerk until 31 July 2025. **Approved – Clerk and RFO to implement accordingly.**
- b. Clerk Update – Council **resolved** to postpone to June meeting due to time constraints.
- c. Speed Data 1 April 25 – 26 April 25. Location: Yarmouth Road. **Noted**

<b>Average Speed In</b>	<b>Average Speed Out</b>	<b>Incoming Vehicles</b>		<b>Outgoing Vehicles</b>	
22.77mph	25.04mph	Less than 30mph	126,255 (94.73%)	Less than 30mph	98,891 (87.97%)
<b>Number of Vehicles In</b>		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%)
<b>Number of Vehicles Out</b>		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**

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



CAISTER-ON-SEA

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 The Council Hall  
 1 Yarmouth Road  
 Caister-On-Sea  
 Norfolk  
 NR30 5DL

**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.

<b>COUNCIL PAYMENTS</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>TOTAL</b>
<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) 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										
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.

Policy/Document Title	Status	Review Date
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**

DRAFT



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL  
 The Council Hall  
 1 Yarmouth Road  
 Caister-On-Sea  
 Norfolk  
 NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

**Minutes of the Parish Council Hall Committee Meeting held on Monday 20 January 2025  
 at 6.00pm at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:	
Parish Councillors:	Chris Kirk (Chair), Kevin Wood, Paul Hammond, Peter Sleet, Sue Wilkinson
Parish Clerk:	Karina Green
Parishioners:	None

***These minutes are draft until approved at the next Hall Committee meeting.***

The Chair opened the meeting welcoming Councillors.

**9. Consider apologies for absence**

None received.

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

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

**11. Minutes of the previous meeting**

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

**12. Clerk - Current Maintenance Requirements/Updates**

- Roof Leak and slipped slates on roof – 2 quotes included in the meeting's agenda
- South side of hall guttering – Clerk has arranged a call for 22.1.25 to confirm a date for works to commence
- Ground level rear of Men's toilet – **Clerk to enquire with handyman on 22.1.25**
- Bird netting over men's toilet – Clerk has arranged a call for 22.1.25 to confirm a date for works to commence
- Rear trees over hanging neighbouring properties to the East – Tree Surgeon coming to assess 21.1.25

- Floor near hall Fire Exit – Alan from the Men's Shed have assessed and will look to resolve ASAP

13. **South Side Boundary of Hall** – Council has previously agreed that the neighbour may access their property, using land belonging to Caister Parish Council. Council request the neighbour to cease use of this access route. **Clerk to compose letter to neighbour.**

14. **Review Quotes Obtained**

- a. Roof Repair – Committee **recommend** pursuing with the repairs with the caveat of checking if this is something the handyman could carry out. **Clerk to consult with handyman and forward to finance committee for agreement of selected quote.**
- b. Asbestos Survey – Committee recommend to **accept** quote and **proceed** with works. **Clerk to forward to finance committee.**

15. **Review the list of routinely required maintenance/inspections - Noted.**

16. **Review Hall Hire Terms and Conditions** – Committee content with document with **Clerk to update document** with three additions:

- Public Liability Insurance Certificates to be provided to Parish Office
- DBS Checks to be provided to Parish Office (where required)
- Hall closures due to situations out of our control

17. **Proposal to cease to use Terms of Acceptance documentation – Agreed.**

18. **Review of Hall Hire Charges** – Committee **recommends** no increase to hall hire charges with an intention to review in January 2026. **Clerk to forward to finance committee for consideration.**

19. **Legionella Testing** – Clerk asked if the Committee whether we need to consider legionella testing of the Council Hall. It is the Committee's understanding that this is not required due to the absence of a hot water tank. **Clerk to investigate further to ensure Council is carrying out it's duty to manage legionella risk.**

20. **No agenda items put forward for the next Hall Committee meeting.**

21. **To agree date of next meeting:**

- a. Monday 28<sup>th</sup> April 6.30pm

22. **The meeting closed at 18:31**



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL  
 The Council Hall  
 1 Yarmouth Road  
 Caister-On-Sea  
 Norfolk  
 NR30 5DL

### CAISTER PARISH COUNCIL – PAYMENT AND INCOME REPORT – PAPER 3

01.04.2025 to 08.05.2025.2025 for Parish Council meeting 19 May 2025.

Payments to be made or paid since the last meeting.

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
<b>Salary Payments</b>				
Salaries	Salaries			£4,479.88
HMRC	HMRC Direct Debit			£1530.25
NEST	Pension Contribution Direct Debit			£69.40
<b>Direct Debit Regular Payments</b>				
E-On Electricity	Electricity Direct Debit	£114.28	£5.71	£119.99
British Gas	Gas Direct Debit	£386.89	£77.38	£464.27
British Telecom	Telephone Supply Direct Debit	£773.44	£14.68	£88.12
Starboard Systems	Scribe Subscription Direct Debit	£69.00	£13.80	£82.80
Gif Gaf	Mobile Phone Sims Direct Debit			£12.00
Llyods	Service Charge			£5.63
Llyods	Service Charge			£13.33
<b>Urgent Payments (Chair and Clerk Authorised) NB: due to date of meeting</b>				
Viking	Overdue Payment (from January)			£9.59
Paul Robinson	Plan Fees no 1 *needs approval*	£1500.00	£300.00	£1800.00
Paul Robinson	Plan Fees no 2 (Minute 03.03.25/147(c)(9ii))	£2986.00	£597.00	£3583.20
<b>Invoices for Approval</b>				
ICCM	Membership Renewal			£105.00

ICO	Data Protection Annual Renewal			£52.00
GYBC	Non Domestic Rates (1.4.255-31.3.26)			£1,242.51
DL Gunton	Hall Window Cleaning			£25.00
Ashleigh Print	Newsletter Printing			£855.00
Viking	Stationery	£179.98	£36.00	£215.98
ScrewFix (Trade Card)	Padlock for Beacon	£10.30	£2.07	£12.37
B&Q (Trade Card)	Beacon Fittings	£28.76	£5.76	£34.52
Rob Lewis Music	Entertainment for Civic Event			£250.00
High Speed Training	Training Courses (Cemetery Groundskeeper)	£50.00	£10.00	£60.00
Norfolk Parish	Training Course (Councillor)			£65.00
ICCM	Training Course (memorials)	£155.00	£31.00	£186.00
Community Action Norfolk	Playground Inspection Course			£220.00
Community Action Norfolk	Playground Inspection Course			£80.00
Expenses – K Green	VUE IT Training (Accessibility)			£10.00
Expenses – K Green	Trophies for Community Awards			£118.00
Expenses – K Wood	Beacon Fittings and Gas	£53.84	£4.44	£58.28
<b>PARISH COUNCIL INCOME</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>		
Lettings	Various Hall Hire			£2667.00
Shop	Shop Rent			£325.00
Newsletter	Advertisement			£61.00
Festival	Pitch Fees			£2715.00
GYBC	Precept Payment			£71,615.00
Interest	Bank Account Interest			£387.93
<b>CEMETERY PAYMENTS</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>TOTAL</b>
Lloyds	Service Charge			£4.25
<b>CEMETERY INCOME</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>		
Arthur Jary & Sons	Hacon Interment 03.01.2025			£500.00
Arthur Jary & Sons	Carver Interment 10.02.2025			£910.00
Arthur Jary & Sons	Copping Interment 12.02.2025			£360.00

Central Coop	Saul Interment 21.02.2025	£180.00
Arthur Jary & Sons	Goodwin Interment 04.03.225	£360.00
Central Coop	Marshall Interment 24.03.2025	£360.00
Arthur Jary & Sons	Brown Interment 09.04.2025	£360.00
Arthur Jary & Sons	Saul Monument	£100.00
Arthur Jary & Sons	Goodwin Monument	£100.00
R. Hummel	Transfer of Exclusive Rights	£100.00
Interest	Bank Account Interest	£26.52

**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

**Cemetery Information – April and May to date 2025**

Exclusive Rights of Burial     DEVINE for Brown Interment 09.04.2025

**Council Sign-off:**

Report prepared by RFO     ..... M O’Keefe

Approved by Full Council

..... K Wood – Chair

..... P Hammond – Vice Chair

Date 08.05.2025

**Caister-on-Sea Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Balance at Bank	484,029.24	
Precept	134,000.00	
Interest	5,977.50	
Cemetery	15,625.20	
Lettings	18,204.04	
Magazine	1,550.00	
Festival	13,165.31	
Rent	3,487.50	
Salaries		67,415.51
Playing Field Grant		92,350.00
Telephone & Broadband		1,217.61
Audit Stamp Duty		630.00
Insurance		5,114.97
Administration Costs		6,750.11
Village Centre		2,863.36
Public Toilets		8,740.55
Hall Improvement & Maintenance		15,374.45
Civic Celebrations		1,235.00
Festival 2024		15,470.35
Playground Equipment Maintenance		230.00
Donations	1,000.02	
Camera System		2,281.21
Newsletter		3,840.00
Cemetery Maintenance		923.83
New Build Project		2,078.53
IT Equipment Purchase		1,457.60
Training		1,412.00
Office Equipment Purchase		350.03
Building Regulation		1,030.15
Cemetery Maps		95.00
Play Equipment	89,402.00	
Section 137		76.23
VAT	8,652.97	24,412.27
	<b>291,064.54</b>	<b>255,348.76</b>
<b>Closing Balances:</b>		
Balances in Bank Account		519,745.02
<b>TOTAL</b>	<b>775,093.78</b>	<b>775,093.78</b>

## Quotation 1, Location: Norwich

Date:	30 April 2025
Client:	Karina Green, Caister Parish Council
Site Address/Location:	Caister Cemetery, Corner of Ormesby Road/High Street
Description of works:	Carry out Tree Survey conditions report of the trees within the Cemetery boundary

<b>TOTAL</b>	£260.25
<b>VAT (20%)</b>	£52.05
<b>GRAND TOTAL</b>	<b>£312.30</b>

## Quotation 2, Location: Norwich

Tree Survey/Condition Report Caister Parish Council

Tree Survey for - Caister Village Cemetery on the corner of Ormesby Road/High Street Caister containing:

- Executive Summary
- Results
- Recommendations
- Conclusion
- Tree Survey Schedule
- Tree location Plan

Tree risk assessment to be calculated using QTRA. Tree maps will be plotted over an OS base-map within 1m of accuracy using GNSS. All data to be recorded processed and stored using OTISS.

The price to carry this work out would be £966.32+VAT.

## Quotation 3, Location: Great Yarmouth

Thank you for the interest in our company and the opportunity to quote for the below works:

Description	Price	Total
Caister Cemetery - Tree Condition Survey and Report	£311	£311.12
	Net	£311.12
	VAT	£62.22
	Total	£373.34



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

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## **Annex 1**

### **Chair's Report – Annual Parish Meeting, 19 May 2025**

Good evening welcome to the Annual Parish Meeting and first ever Community Awards (not to be confused with the Annual Parish Council Meeting).

My name is Kevin Wood and I am currently the Chair of the Parish Council and giving this report on behalf of the Parish Council.

We have had some changes within the council over the past year with some councillors standing down and some new councillors taking their place. I would like to thank all councillors old and new for giving up their time for our village over the past 12 months.

We have also had a number of changes in our Parish Office with Karina taking over as our new clerk and Michele as our new Responsible Finance Officer and Burials Clerk. These changes have come around due to long serving staff retiring and will only serve to help the Council move forward in a progressive way and we are already seeing the benefits of these appointments. Council again pass on their thanks to Mrs Dyble and Zoe for their commitment to Council over the past number of years.

As a Council, we are very community focussed - and with children at the heart of every community, we feel that one of our greatest achievements of the past 12 months was getting the new play park installed at the playing field. At every stage we involved the children and the community and it was certainly one of my proudest days last year to see it opened by the children. People asked me if we were getting a celebrity to open the new park and my response was 'yes of course' - and we did, the children of Caister Junior school, who had worked with us on the design of the new play area - for the children by the children. I'm sure you will all agree that it is fantastic to see how much it gets used every day - even on cold winter days!

With community focus again at the forefront of everything we do, some Councillors are working closely with Caister playing field and East Coast College on Caister's first ever Sensory garden - another amazing local project. Peter Sleet, Chair of our Parish Council Finance Committee, has worked tirelessly to obtain grants and funding for this project - and I have worked tirelessly to spend them! The sensory garden will be an asset to this village for years

to come. The group from the college will talk later in more detail and on behalf of Caister and the Parish Council, a huge thank you to everyone involved.

Other community events we have been involved in over the past 12 months include the Village Festival which continues to grow from strength to strength thanks again to a small team of volunteers and 8 Parish councillors - this year's festival is not far away now and again, a big thank you goes to all those involved in making it happen.

As in previous years, we had a great turn out at the war memorial for Remembrance Sunday - an event that has grown since 2019 when we installed the war memorial - it's wonderful to see more and more young people attending every year too. Prior to this we also managed after some debate to get the path through the cemetery repaired too.

Despite the 'Great Street Light Debarcle' - nothing could dampen Caister's Christmas spirit and Light up Caister really showed what Caister is all about, with local businesses and homes, lighting up their windows along the centre of our village. Christmas lights every year are thanks to Rob Bachelor and his team who make sure that star shines bright on the church tower and the Council Hall is a real festive centrepiece to our village.

The Derek George Christmas carol service in the Lifeboat shed was a special afternoon and of course, we can't mention Christmas without mentioning Caister's very own Wonderland at the playing field - organised by Sinead (the festival Queen) and Karina (our new clerk) - the weather didn't put you off and you all came out for a real festive treat for all ages.

Most recently, we celebrated VEDAY, 80 years on with two events throughout the day. A church service followed by a proclamation at the war memorial and then a forties evening of celebration hosted jointly by the Parish Council and Caister Lifeboat. The evening culminated with the beacon lighting at 9.30pm in line with other locations across the Country. Thank you to Caister Scouts for lighting the beacon and to all involved in organising both events with a true community feel.

Something a little different but just as important – defibrillators. Some of you may be aware that nine years ago I lost my wife to a heart attack. At that time we had only one 24 hour defibrillator in Caister. Thanks to local support and with the help of Jane from Heart to Heart, we now have ten 24hour defibrillators in Caister - a great achievement I'm sure you'll agree. Caister Men's Shed installed the 10th one in place at the rear entrance to the playing field last year - well done to everyone who has helped add these invaluable assets to our village.

Another big achievement from earlier this year was seeing Caister's newest lifeboat launch into service - we should never underestimate the importance of our lifeboat and the fact it is the only independent all weather lifeboat in the UK – this alone is a great achievement for our

village and some ting we should all be proud of! Once again, the lifeboat crew are all volunteers who give their time for our community.

We have some truly great people in our village who work hard and volunteer for their organisations - some real community minded unsung heroes. Some of which, will be celebrated here this evening with our new Annual Community Awards.

I would like to extend my personal thanks to someone I have known for a very long time and work very closely with on many projects across our village. A man I can truly call a friend who has the same goals as me for our community - Russell Ray, Chair of the Playing Field Management Committee - thank you for all you do for our village.

You will have noticed the word Community mentioned several times already this evening - it's not by accident. Community is at the centre of what we do here and in Caister, we have the best community there is!

One thing you can be sure of is that your Parish Council will always put our village first and fight for what we believe is right for Caister. This is why we will remain opposed to the further proposed overdevelopment on our boundary of an additional 1100 houses which there is no doubt this will affect everyone's quality of life.

Still to come in 2025 we have the Village Festival, VJ Day, the Sensory Garden grand opening and Light up Caister. We are always working behind the scenes on future projects to benefit our village and our community.

Caister really is a great place to be.