



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

## FULL COUNCIL MEETING - 1 DECEMBER 2025

I give notice of a Parish Council meeting and invite parishioners to attend.  
The meeting will be held at The Council Hall, 1 Yarmouth Road, Caister, Norfolk, NR30 5DL on  
Monday 1 December 2025 at 6.30pm.

**Members of the public are welcome to attend.**

*K L Green*

**Karina Green**  
Parish Clerk  
25 November 2025

## AGENDA

1. **To consider apologies for absence**
2. **Declarations of interest not previously disclosed**
3. **Centre 81 presentation on the services offered to the community**
4. **To approve the minutes of the previous meeting held on 3.11.25**
5. **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.
6. **To receive minutes of the Personnel Committee meeting held on 3.11.25**
7. **To receive minutes of the Finance Committee meeting held on 17.11.25**
  - a. To receive and consider recommendations from the Finance Committee meeting:
    - i. To increase 26/27 budget for training costs by £1000 to £3000.
    - ii. To approve purchase of Local Council Administration by Charles Arnold-Baker at a Society of Local Council Clerks discounted price of £144.00.
    - iii. That the interest accrued at £16,478.76 from the three new Unity Bank fixed term products be allocated to the New Build working account upon maturity.
8. **Financial Matters**
  - a. To note inspections carried out on electrical units in shops 1a and 1b under Chair and Clerk authority and to be approved for payment in Paper 4
  - b. To note road closure fee paid for Light Up Caister at £46.35 using Clerk's authority and to be considered for expense payment approval in Paper 4

- c. To approve bank accounts, current balances and income and expenditure for November 2025
- d. To receive monthly bank reconciliations: November 2025
- e. To receive spend against budget to date.
- f. To consider the quotation of £1176.00 for electrical works to 1a and 1b shop units to conform to current regulations.
- g. To consider additional cost to current PRS music licence to cover Light Up Caister live and recorded music at £22.80.
- h. To consider cost of PRS music licence to cover Council events and hall hiring functions from 6/12/25-5/12/26.
- i. To receive ear marked reserves update.
- j. To review and consider proposed 2026/27 budget amendments.

**9. To consider all cemetery matters**

- a. To receive and sign Exclusive Rights applications.
- b. To receive cemetery update.

**10. To receive and comment on planning applications received**

- a. **06/25/0914/HH (7 Dodd Close Caister-on-Sea Great Yarmouth NR30 5PA):**  
First floor front and side extensions
- b. **06/25/0861/VCF (Tesvil 16 Reynolds Avenue Caister-on-sea NR30 5QD):**  
Variation of Condition 2 of pp 06/25/0360/F (Single storey rear and side extensions to dwelling; Single storey extension to garage to create a 1-bedroom residential annex) - Amendment to approved plans for the annex, to increase the length of the garage extension and make the new annex 3m longer and amend the internal layout
- c. **06/25/0859/HH (9 Westerley Close Caister-on-sea NR30 5AL):** Single storey rear extension and re-roof of existing side extension.
- d. **06/25/0858/HH (16 West Road Caister-on-sea NR30 5AX):** Extensions to roof and addition of windows to convert loft space into 2no. bedrooms and a bathroom at first floor level.
- e. **06/25/0411/F (Land at junction of Caister Bypass and Yarmouth Road South of Pump Lane, Caister-on-sea Great Yarmouth NR30 5DL):** Development of Roadside Service Area, comprising: Petrol Filling Station with forecourt sales building, canopy, underground storage tanks; Jet wash; EV charging hub; Drive-thru coffee shop (Use Class E(a)); Hot food takeaway restaurant and drive-thru (sui generis use); and associated works including car parking and landscaping.

**11. Correspondence**

- a. **Crime Statistics**
- b. **Speed Radar Sign Data – November 2025**
- c. **Susan Lake** - Confirmation of acceptance of the Council's internal auditor appointment.

- d. **Norfolk County Council** - Final opportunity for up to 80% funding to purchase a new bus shelter, purchase a replacement bus shelter, refurbish an existing bus shelter, purchase seating at the bus stop e.g. public bench, purchase cycle parking (stands) at the bus stop or purchase lighting for an existing bus shelter.
- e. **Great Yarmouth Borough Council** - Renewal, amendment and PSPO expansion consultation. Great Yarmouth Borough Council has had in place the Public Spaces Protection Order (PSPO) No 2 Vehicle related Anti-social behaviour since February 2017 which was extended with full public consultation in Feb 2020 and again Feb 2023. The current PSPO2 is due to end in February 2026 and we would welcome the parish council's views on renewing the PSPO with some amendments and expanding the area that would be covered by the PSPO. The proposed PSPO2 and consultation documents are available [online](#).
- f. **Norfolk County Council** – Have your Say: Government consultation on Norfolk's local Government future. The consultation is open until Sunday 11 January 2026, and can be accessed via this [link](#).
- g. **Parishioner** - I would like my Parish Council to consider the impact of the development along the natural head row of trees and blackberry bushes that run alongside Caister bypass. Whilst I look forward to a New Lidl Store and the benefits it brings to the village I have seen far too much 'Old Caister' erased. Though not immediate I spent points this year walking alongside the wild banks and watched butterflies, caterpillars, grass hoppers and birds home to the rich fertile bank of bushes. I hope this will still be there to appreciate and not 'landscaped away'. Please keep the wild hedgerow to allow nature to continue to thrive and provide a natural habitat. The bank runs adjacent to the bypass and to Pump Lane.
- h. **Parishioner** - I am writing to express the daily difficulty of parking around Old mill road in Caister. Since multiple air bnb's and increase in parking charges at the lifeboat, it is almost impossible to park anywhere near our residence due to non residents filling the whole road. With the amount of council tax we pay it's just not acceptable anymore. It would be beneficial to put up a residents parking only sign to try deter this, or other solutions.

**12. To receive report from Playing Field Management Committee meeting held on 19 November 2025**

**13. To consider amendment to Council's Financial Regulations 6.1 to include addition of resolution to bank with Unity Bank alongside Lloyds Bank.**

**14. Parish Office**

- a. To note RFO's completion of the Financial Introduction to Local Council Administration (FILCA) qualification.

- b. Parish Newsletter responsibility to sit within the Parish Office to create a working template to move forward.
- c. Merry Mistletoe Mini Market and Light Up Caister.
- d. Update on proposed LIDL planning application consultation meeting.
- e. To receive bi annual fire detection and alarm system inspection and servicing report including recommendations.
- f. To note annual boiler service completion.

**15. Chair update**

- a. Social Media
- b. Sensory Garden
- c. Light up Caister

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

**17. To agree dates of next meetings**

- a. Full Council – 5 January 2026, 7pm
- b. Finance Committee – 19 January 2026, 7pm
- c. Full Council – 2 February 2026, 7pm
- d. Full Council – 2 March 2026, 7pm
- e. Finance Committee – 16 March 2026, 7pm
- f. Full Council – 30 March 2026, 7pm

**18. Closure of meeting**