



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 - 4 AUGUST 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  
4 August 2025 at 7pm.

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

*K L Green*

**Karina Green**  
Parish Clerk  
29 July 2025

## AGENDA

1. **To consider apologies for absence**
2. **Declarations of interest not previously disclosed**
3. **To approve the minutes of the previous meeting held on 30.6.25**
4. **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.
5. **To consider request for dispensation – Cllrs K Wood and P Sleet** on matters relating to King George V Playing Field where they hold roles as vice chair/trustee and trustee respectively.
6. **To receive minutes of the Finance Committee meeting held on 21.7.25**
  - a. To receive and consider recommendations from the Finance Committee meeting:
    - i. 2024/25 Internal audit review action plan – for information
    - ii. Committee recommends adoption of the proposed Investment Policy
    - iii. Committee recommends adoption of the proposed Reserves Strategy for 2025/26
    - iv. Committee recommends progression of specified updates to insurance schedule for annual review 2025/26
    - v. Committee recommends acceptance of quote for two replacement tables for the hall at a cost of £322.20 inc VAT.
    - vi. Review scope of project and consider quotes for architectural plans

- vii. Committee recommends approval of quote for required maintenance work to Outdoor Fitness Trail following annual inspection.
- viii. Review Sanitary Disposal Management Plan and consider quotes to ensure legal compliance

## 7. **Financial matters**

- a. To approve bank accounts, current balances and income and expenditure for July 2025
- b. To receive monthly bank reconciliation: July 2025
- c. To receive spend against budget to date
- d. To note the receipt of the Local Government Services Pay Agreement 2025 backdated to 1 April 2025
- e. To consider renewal quote for boiler insurance and inspection contract at £532.00 inc VAT.
- f. To consider funding of a friendship bench sign (an initiative introduced by the Parish Council) to accompany the second bench which will be located in the sensory garden.
- g. To consider the quote for two friendship bench signs (near village sign outside the old police station and in the sensory garden) and fixings as per the below specification:
  - i. 1x 1500mm x 500mm alupanel print with matt lam and rounded corners
  - ii. 1x 1500mm x 500mm alupanel print with matt lam and rounded corners.  
Supplied with rails fixed to back. 2x 2m 50mm dia.post with clips and posts as required.
  - iii. £445.00 plus vat (£534.00)
- h. To consider the quote for new swing in the play park (including safety surface) at King George V field following the removal of the Borough Council equipment which is inclusive of addressing the issue highlighted in the annual inspection regarding the height of the zipwire platform.
  - i. 1 Swing with two flat seats = £1,852.00  
21sqm Safergrass Mats at £35.00 each = £735.00  
Installation = £880.00  
NET £3,467.00 / VAT £693.40 / GROSS £4,160.40
- i. To consider membership of the Local Government Pension Scheme for the Parish Clerk.
- j. To consider quote for rubbish removal following the green gym's work in Caister Village Cemetery on 5 August 2025 at £40.00.

## 8. **To consider all cemetery matters**

- a. To receive and sign Exclusive Rights applications.
- b. To receive Memorial Management Inspection Update including consideration of actions to address safety issues

## 9. **To receive and comment on planning applications received**

<b>06/25/0499/HH</b>	Demolition of conservatory and erection of single storey rear extension linked to existing garage; Conversion of garage to bedroom.
<b>Location:</b>	17 Winifred Way Caister-on-Sea NR30 5PB
<b>06/25/0470/F</b>	Continued use of a caravan for permanent residential occupation by a member of staff of The Elm Beach Caravan Park (retrospective).
<b>Location:</b>	Elm Beach Caravan Park Manor Road Caister-on-sea NR30 5HG
<b>06/25/0537/HH</b>	Demolition of existing conservatory; Erection of single-storey front extension.
<b>Location:</b>	The Villa 1 Garfield Terrace Caister NR30 5DG

**10. To review and consider co-option applications**

a. Application

**11. Correspondence**

a. **Crime Statistics**

Type of Crime/Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25					
Violence and Sexual	15	23	20	10	25	23	33	19	25	30	9	20	21	28	26	16	23
Theft	1		3														
Public Order	2	3	1	1	1	6	2	4		3		1	5				
Criminal Damage	1	3	1	6	2		2	4	1	11		2	5	3	5		1
Anti Social Behaviour	2	8	2	7	7	6	1	4	6	8	9	2	1	8	4	4	4
Vehicle		1	1		3					1							
Drugs			1	1	1			2		2	1			1		3	
Shoplifting			1		2	1		1	1	1		2			1	1	1
Burglary		9		6		1	1	3	1	1	1		1	4	4	1	
Possession of a Weapon											1						
Vehicle related					1					1					3		1

b. **Speed Radar Sign Data**

- c. **Great Yarmouth Borough Council Public Toilet Maintenance Agreement** – Signed by both parties and filed.
- d. **NP Law, Tree Preservation Order – ref RST/360780740** - representations to be made by 12<sup>th</sup> August
- e. **Cemetery Tree Survey** – to receive and consider action required
- f. **Resident email** – request for 20mph limit to be considered around Seafield Road South/Jordan Road/Braddock Road area. Various issues centred around speeding, illegal parking, vulnerable residents and neighbouring schools.
- g. **Norfolk Highways** - Response to vote of no confidence. Emailed previously to Councillors.
- h. **Norfolk County Council** Love Your Market Town, Pride of Place Grant Funding pack. Applications are welcome from local groups and businesses. Your project must be a new idea and should support multiple areas or services within a local town. There are no restrictions to the kind of activities that can be funded but the ideas must have a link to creating interest or increasing footfall in town centres.

For maximum economic growth impact, our primary focus will be on projects that are set to be delivered by the end of March 2026. While we certainly welcome longer-term projects with completion dates extending to the end of 2026, the first round of funding will be concentrated on those that can be completed by the end of March 2026.

The Love Your Market Town grant scheme is to part-fund or fully-fund projects that will have a positive impact on Norfolk's local high streets. The grant can fund up to 100% of project costs and the maximum award is £5,000. The minimum award is £1,000. Your project must be located within the boundaries of Norfolk.

- i. **Broads Authority** ref: BA/2025/0184/TPOA advising they have recorded no objection - Council requested further information on the requirement to fell at the meeting on 30.06.25. Clerk cascaded further detail via email and Council's majority supported the felling of the two trees for health and safety reasons with the provision new ones are planted.
- j. **GYBC Planning** Review of Bids for Spending of Developer Contributions
  - i. Sensory garden solar installation
  - ii. King George V Playing Field multi use games area (MUGA) installation
- k. **Email from parishioner** regarding a broken tree branch falling as they walked past. Clerk ascertained exact location of the tree to be on the boundary of the old Independence Matters site, reported as an urgent matter to Norfolk County Council and the tree was assessed by arboricultural contractors who identified no further risk and that the branch in question was likely a single dead branch having fallen coincidentally

as people walked by. Parishioner updated throughout and appreciative of the prompt action by both the Parish and County Councils.

- l. **Caister in Bloom** updated grant request form specifying the funds requested are to develop a new watering system for use around the village. Grant approved as per clerk delegation at minute reference 30.6.25(5)(i).
- m. **Norfolk Highways** is looking to promote a Traffic Regulation Order to regularise the 20mph zone on new housing development, St Williams Close, Caister. The scheme is being funded by the developer as part of the planning conditions associated with their development. The highway work will be carried out by the developers funding the scheme and their associated contractors. Comments requested by 30<sup>th</sup> August 2025 along with a statement as to whether Council is a) in favour b) does not object or c) objects with the inclusion of comments.

#### **12. Parish Office**

- a. To consider the date of Monday 20<sup>th</sup> October (evening) for whole council training.
- b. Key Audit – request for Councillors to respond to the email distributed on 23/07/2025.
- c. To consider paper free/reduced paper meetings from September utilising the projector for display of papers. Agenda will remain paper based along with any papers considered confidential.
- d. To note clerk’s successful completion of the Introduction to Local Council Administration (ILCA) qualification

#### **13. Chair update**

- a. Social Media
- b. Sensory Garden
- c. Friendship Bench
- d. Lifeboat Day
- e. VJ Day

#### **14. Agenda items for the next Full Council meeting**

#### **15. To agree dates of next meetings**

- a. Full Council – 1 September 2025, 7pm
- b. Finance Committee – 22 September 2025, 7pm
- c. Full Council – 6 October 2025, 7pm
- e. Personnel Committee – 3 November, 6.30pm
- f. Full Council – 3 November 2025, 7pm
- g. Finance Committee – 17 November 2025, 7pm
- h. Full Council – 1 December 2025, 7pm

#### **16. Closure of meeting**