



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 - 6 OCTOBER 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
6 October 2025 at 7pm.

Members of the public are welcome to attend.

K L Green

Karina Green

Parish Clerk

30 September 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 4.8.25**
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 receive minutes of the Finance Committee meeting held on 22.9.25**
 - a. To receive and consider recommendations from the Finance Committee meeting:
 - i. 2024/25 Internal audit review action plan – for information
 - ii. Committee recommends adjustment to allocation of ear marked reserves
 - iii. Committee recommends progression of quote to implement maintenance to required monuments within Caister Village Cemetery at £2,750
 - iv. Committee recommends progression of sanitary disposal quote for public and Council Hall toilets at £312 per annum with the intention to service the Council Hall toilets as soon as possible and the public toilets at Beach Road and Second Avenue from April 2026 upon reopening for the new season.
 - v. Committee recommends Council postpone parish partnership bid application for new speed radar technology
 - vi. Committee recommends Council progress with quotes as per the architects outline of proposed work

- vii. To discuss draft 2026/27 budget complete with finance committee recommendations
- viii. Committee recommends proposed adjustments to Council's financial regulations as follows:
 - 1. Section 6, Banking and Payments: 6.10 - In order to make provision for payments to be made in the case of cancellation or postponement of Full Council meetings, email agreement may be sought to approve due payments.
 - 2. Section 6, Banking and Payments: 6.11 - When a quote has been approved to progress by Full Council and minuted as such, the subsequent invoice, assuming it is no more than the approved and minuted amount, may be paid without the need for further Council approval. The payment will be presented at the next convened meeting of Full Council, for inclusion in the minutes.
- ix. Committee recommends approval of expenditure of up to £1000 for Light Up Caister event.
- x. Committee recommends approval of the increase in working hours of the Responsible Finance Officer and Burials Clerk from 12 hours per week to 15 hours per week with effect from 1 October 2025 until 31 March 2026 initially.

6. Financial Matters

- a. To approve bank accounts, current balances and income and expenditure for August and September 2025
- b. To receive monthly bank reconciliations: August / September 2025
- c. To receive spend against budget to date
- d. To consider renewal quote for Council's insurance policy incorporating the Cemetery at £6,007.38.
- e. To consider quotes received for required maintenance/repair to outdoor fitness trail at King George V Playing Field following annual RoSPA inspection findings.
 - i. £1,878 inc VAT
 - ii. £2,343.29 plus VAT
 - iii. £TBC

7. To consider all cemetery matters

- a. To receive and sign Exclusive Rights applications.
- b. To consider a quote to remove excess wood from the cemetery at £150.
- c. To consider quote of £450 plus VAT to repair cemetery gate.

8. To receive and comment on planning applications received

06/25/0469/VCF	Variation of Condition 1 of pp 06/00/0805/F (variation of previous permissions to allow occupation from 28th February in any one year to 14th January in following year) - Proposed amendment to allow
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	occupation of the existing holiday accommodation during the period from 1st February in any year to the 14th January the following year.
Location:	Elm Beach Caravan Park, Manor Road, Caister-on-sea, NR30 5HG
06/25/0741/HH	Erection of a single-storey rear extension; Installation of dropped kerb to front.
Location:	41 Lacon Road, Caister-on-Sea, NR30 5EU
06/25/0669/HH	Two and single storey front extension
Location:	111 Covent Garden Road, Caister-on-Sea NR30 5WA

9. 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	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	14	20		21		28		26		16		23	
Theft	1			3																				
Public Order	2	3	1	1	1	6	2	4		3		4			1		3				1		5	
Criminal Damage	1	3	1	6	2		2	4	1	11		3	2		5		3		5				1	
Anti Social Behaviour	2	8	2	7	7	6	1	4	6	8	9	9	2		1		8		4		4		4	
Vehicle		1	1			3							1											
Drugs			1	1	1				2		2	1	1				1				3			
Shoplifting			1		2	1		1	1	1			2						1		1		1	
Burglary		9		6		1	1	3	1	1	1	2			1		4		4		1			
Possession of a Weapon													1											
Vehicle related						1				1									3				1	

b. **Speed Radar Sign Data**

i. **August 2025**

Average Speed In	Average Speed Out	Incoming Vehicles		Outgoing Vehicles	
22.03mph	24.55mph	Less than 30mph	97.41%	Less than 30mph	90.33%
Number of Vehicles In		31-35mph	2.16%	31-35mph	8.45%
130,884		36-40mph	0.32%	36-40mph	0.95%
Number of Vehicles Out		41-45mph	0.07%	41-45mph	0.17%
110,118		46+ mph	0.04%	46+ mph	0.10%

ii. **September 2025**

Average Speed In	Average Speed Out	Incoming Vehicles		Outgoing Vehicles	
22.41mph	24.72mph	Less than 30mph	96.33%	Less than 30mph	89.53%
Number of Vehicles In		31-35mph	3.11%	31-35mph	9.26%
135,751		36-40mph	0.41%	36-40mph	0.98%
Number of Vehicles Out		41-45mph	0.10%	41-45mph	0.15%
116,961		46+ mph	0.05%	46+ mph	0.08%

- c. **Second Avenue Car Park** – fly tipping and consideration of a height barrier – Cllr A Walker
- d. **Persimmon** re: upcoming road closures as distributed via email.
- e. **Great Yarmouth Transport Strategy Consultation** – Cllr N Keable
- f. **Centre 81** would like to attend a future meeting to outline the services they offer. They provide a multitude of support to residents across the borough including Caister.
- g. **Avison Young** – proposed telecoms development works (water tower).

10. **To receive report from Neighbourhood Meeting held on 17.7.25**

11. **Parish Office**

- a. To note road closure applications submitted for Remembrance Service (9 November) and Christmas switch on (5 December).

- b. Remembrance wreaths ordered for both the war memorial service and service at sea.
- c. To receive external auditor's report and consider any actions required
- d. To note intention to undertake staff appraisals during October/November 2025.
- e. To note planned installation for new swings at King George V play area in November 2025.
- f. Independence Matters site update – Parish Clerk

12. Chair update

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

13. Agenda items for the next Full Council meeting

14. To agree dates of next meetings

- a. Personnel Committee – 3 November, 6.30pm
- b. Full Council – 3 November 2025, 7pm
- c. Finance Committee – 17 November 2025, 7pm
- d. Full Council – 1 December 2025, 7pm

15. Closure of meeting