



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 – 30 MARCH 2026

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 30 March 2026 at 7.00pm.

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

*K L Barker*

**Karina Barker**  
Parish Clerk  
24 March 2026

# 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 2.3.26**
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 16.3.26**
  - a. To receive and consider recommendations from the Finance Committee meeting:
    - i. Regular Payments for Approval.
    - ii. Internal Audit Review.
6. **Financial Matters**
  - a. To approve bank accounts, current balances and income and expenditure to 30 March 2026.
  - b. To receive monthly bank reconciliations to 30 March 2026.
  - c. To receive spend against budget to date.
7. **To consider all cemetery matters**
  - a. To receive and sign Exclusive Rights applications.
  - b. To receive cemetery update.
8. **To receive and comment on planning applications received**
  - a. **06/26/0033/NMA (Land at Nova Scotia Farm West of Jack Chase Way Caister-on-Sea):** Non-Material Amendment for Conditions 3 and 8 of pp 06/19/0676/O (Outline

planning application with all matters reserved, except access, for up to 665 dwellings) - Amendments to: 'Phasing and Delivery Plan' - to allow for simultaneous delivery of Phases 2 and 3 and 'Density and Building Heights Parameter Plan' - to allow for part change from single storey to up to 2 storeys.

- b. **06/26/0155/TRE (Tesco foodstore, Yarmouth Road Caister-on-sea NR30 5DL):** Proposed works to a protected tree (TPO No.07 1993) - Willow Tree - Removal of fallen limbs and pollarding, including a 5m reduction to a 3 metre overall height.
- c. **06/26/0137/VCF (53 High Street (former Caister Police Station) Caister NR30 5AD):** Retrospective application to vary Condition 2 of pp 06/21/0107/F (Redevelopment of site to include 2 pairs of 4-bedroom houses and 1 pair of 3-bedroom houses; Conversion of main building into 2no. flats and 2no. shops) - Amendments to approved plans, external materials and fenestration arrangements at the former police station building.
- d. **06/25/0899/EU (Caister Academy, Windsor Road, Caister-on-sea NR30 5LS):** Application for a Certificate of Lawful Existing Use or Development to confirm that it was permitted development to demolish a single-storey link corridor between two school blocks and thereafter install a new, single-storey modular building to function as a link corridor between the two school blocks.
- e. Planning Application queries from meeting held on 2.3.26
  - i. **06/26/0051/F (16 Seafield Road North, Caister-on-Sea NR30 5LG):** Erection of 1no. 3-bedroom detached chalet bungalow.
  - ii. **06/26/0052/HH (16 Seafield Road South, Caister-on-Sea NR30 5LF):** Single-storey side/rear extension; Single-storey rear extension; Two-storey front extension and single-storey porch; Demolition of existing outbuilding and garage and erection of detached garage
  - iii. **06/26/0104/TRE (Tesco, Yarmouth Road (trees within the car park and site perimeter) Caister-on-Sea NR30 5DL):** Works to trees protected by Tree Preservation Order (TPO No.7 1993) (G1, A1 and A2) -
    - T1 (Thorn), T2 (Cherry Plum), T3 (Thorn), T4 (Thorn), T5 (Cherry Plum), T6 (Unknown), T7 (Unknown), T8 (Unknown), T9 (Willow), T10 (Weeping Willow), T11 (Maple), T12 (Common Elder), T14 (Unknown), T19 (Common Elder), T20 (Unknown), T21 (Sycamore), T23 (Crack Willow), T32 (Sycamore), T33 (Elm), T38 (Elm), T39 (Elm), T40 (Elm), T41 (Elm), T42 (Elm), T43 (Elm), T44 (Elm) - Fell all to ground level. Additional report from arboricultural officer as requested.

#### 9. To receive and comment on licensing application received

- a. **The Stack Restaurant Limited, 6 Tan Lane, Caister NR30 5DN:** New premises licence - The premise is described as a small restaurant with bar. The application is for the supply of alcohol (on sales) from 11am to 10pm, each day.

**10. To consider nomination of Cllrs R Wilkinson and S Griffiths as trustees of Caister Charities.**

**11. Old Youth Club Site Update**

**12. Parish Office**

- a. Re-state the asset register.
- b. Beach Road / Second Avenue public toilet service maintenance schedule/agreement.
- c. Licence agreement for play equipment.
- d. CiLCA Training Agreement.
- e. To note receipt of Vacancy notice GYBC Caister South Ward
- f. To review working hours of Parish Clerk and Responsible Finance Officer
- g. To consider pension strategy.
- h. To review and consider adoption of the Equal opportunities policy.
- i. To review and consider adoption of the Staff Handbook.
- j. To review and consider adoption of the New Councillor Induction Pack.
- k. To note receipt of the External Audit / Annual Governance and Accountability Return Paperwork.
- l. New Great Yarmouth Local Plan: Proposed Main Modifications, Habitats Regulation Assessment and Sustainability Appraisal – Representations Period: 5<sup>th</sup> March – 22<sup>nd</sup> April 2026.

**13. To review and consider co-option application**

**14. Chair update**

- a. Social Media
- b. Beach Road Car Park
- c. Easter Trail
- d. Community Awards and Annual Meeting of the Parish
- e. Sensory Garden

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

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

- a. Annual Meeting of the Parish / Community Awards – 20 April 6.30pm
- b. Annual Parish Council Meeting – 19 May 7pm

**17. Closure of meeting**