



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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**Minutes of the Full Council Meeting held on Monday 1 December 2025 at 6.30pm at  
The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL.**

**In attendance:**

**Parish Councillors** – Kevin Wood (Chair), Peter Sleet, Jan Jarzembki, Danny Godbolt, Christopher Kirk, John Hemsworth, Robin Wilkinson, Sue Wilkinson, Andrew Robinson and Nick Keable.

**Borough Councillors** - None

**County Councillor** – None

**Guests** – Derek Rogers, Centre 81

**Parishioners** – None

**Parish Clerk** – Karina Green

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**These minutes are 'draft' until approved at the next meeting of Full Council.**

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The Chair opened the meeting, welcoming Councillors and guests.

**1. To consider apologies for absence**

Apologies received from **Cllrs Alison Scotter, Lorna Cutler, Alan Walker, Sandy Griffiths, Jerry Fearnley, Borough Councillor Gary Boyd** and **County Councillor Penny Carpenter** (another commitment).

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

**No** declarations of interest regarding agenda items or requests for dispensation received. To **note** that Cllrs Wood and Sleet have previously been granted **dispensation** to remain in attendance for matters relating to Caister Playing Field but will not vote on these matters. Minute ref: Full Council/4.8.25/5/f

**3. Centre 81 presentation on the services offered to the community**

- a. Day care service 10-4
- b. Transport service also offered to utilise vehicles during day care times for those otherwise unable to/find it difficult to access public transport
- c. Within the Caister area alone, the Centre provide around 200 trips a month.
- d. As well as offering the transport service, it also helps prevent isolation.

- e. Transport service is an annual membership of £25 and then trips are charged per mile. However they do also offer a short term service for those who may be incapacitated for a short period of time for example.
- f. Centre 81 is a charity so is not for profit, however, if any profit is made, it is invested back into the business.

Mr Rogers to forward details of services to Clerk for sharing on website and social media.

Cllr Sleet arrived 18:37

Cllr Hemsworth arrived 18:45

Cllr N Keable arrived 18:50

Derek Rogers left the meeting 19:05

Council is committed to supporting the advertising of these services. Clerk to liaise re potential site visit.

#### 4. To approve the minutes of the previous meeting held on 3.11.25

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

#### 5. Public participation

- a. Cllr Godbolt on behalf of allotment holder.
  - i. Are there any future plans for a plumbed in water supply on site? Council discussed, however the cost is excessive in relation to the small number of allotments and would have a huge impact on allotment rates. At this time, Council feel this is not a viable option.
  - ii. Fence/access gates in need of repair. Cllr Godbolt to investigate the exact extent and location of damage as the Council's allotment representative.
  - iii. Deer/wildlife entering the site eating plants and causing nuisance. This should be addressed alongside point two above, however, there is a lot of wildlife around the village generally.
  - iv. Another allotment holder has installed high pitched cat deterrent – can anything be done? Council noted this could also be a mole deterrent and that nothing in the Allotment Regulations prevent this.
  - v. Can chickens be kept on the allotment? As per the Council's allotment regulations, 7.2, Animals or livestock, must not be kept on allotments.
  - vi. Trees overhanging and causing a nuisance. Cllr Godbolt to investigate the exact extent and location.

Cllr Godbolt to feedback to the allotment holder as per Council's responses.

**6. To receive minutes of the Personnel Committee meeting held on 3.11.25**

The minutes were **received** by Council.

**7. To receive minutes of the Finance Committee meeting held on 17.11.25**

The minutes were **received** by Council.

a. Council received and considered recommendations from the Finance Committee meeting as per below:

- i. Council **approved** the increase to the 26/27 budget for training costs by £1000 to £3000. **RFO to update.**
- ii. Council **approved** the purchase of Local Council Administration by Charles Arnold-Baker at a Society of Local Council Clerks discounted price of £144.00. **Clerk to purchase.**
- iii. Council **approved** the recommendation to allocate the interest accrued at £16,478.76 from the three new Unity Bank fixed term products to the New Build working account upon maturity. **RFO to progress.**

**8. Financial Matters**

- a. Council **noted** inspections carried out on electrical units in shops 1a and 1b under Chair and Clerk authority to ensure safety and compliance.
- b. Council **noted** the payment of road closure fee paid for Light Up Caister at £46.35 using Clerk’s authority.
- c. Council **approved** bank accounts, current balances and income and expenditure for November 2025 including payment of invoices raised.

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
<b>Salary Payments</b>				
Salaries	Salary Online Payment	Nil (paid previous month)		
HMRC	HMRC Direct Debit	Nil		
NEST	Pension Direct Debit	£74.08		
<b>Direct Debit Regular Payments</b>				
British Gas	Gas Direct Debit	£157.90	£39.47	£197.37
E-On Electricity	Electricity Direct Debit	£114.28	£5.71	£119.99
British Telecom	Telephone Direct Debit	£91.40	£22.85	£114.25
Starboard Systems	Scribe Subscription	£69.00	£13.80	£82.80
Gif Gaf	Phone Sims Direct Debit			£12.00
Lloyds Accounts	Service Charge			£8.62
Unity Trust Accounts	Service Charge			£7.20
<b>Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works</b>				
Batchelor Electrical	Electrical Testing (shop units)	£500.00	£100.00	£600.00
<b>Invoices for Approval</b>				

Ashleigh Print & Design	Newsletter			£870.00
Batchelor Electrical	Two Electrical Condition Reports	£500.00	£100.00	£600.00
Cartridge Save	Stationery	£190.54	£38.11	£228.65
C R Levers	Boiler Service and Safety Test	£70.00	£14.00	£84.00
DL Gunton	Window Cleaning 1			£25.00
DL Gunton	Window Cleaning 2			£25.00
Hunn Security and Fire	Fire Alarm Testing	£119.00	£23.80	£142.80
Norfolk Parish Training	AGAR Assertion 10 – K. Green	£36.00	£7.20	£43.20
Regency Security Ltd	Marshall for Road Closure			£105.60
Screw Fix 1	Kitchen Repairs (hall)	£22.89	£4.58	£27.47
Screw Fix 2 (Trade Card)	Sundries for Light Up Xmas	£26.00	£6.50	£32.50
Thistles and Thorns	Poppy Wreath (bio-degradable)			£50.00
Viking 1	USB Sticks (IT)	£14.89	£2.98	£17.87
Viking 2	Stationery / / Cleaning Materials	£92.83	£18.57	£111.40
Expenses – A Walker	Radios for Remembrance Closure	£41.32	£8.26	£49.58
Expenses – T Marsden	Rods for Drain Clearance			£22.00
Expenses – K Green	Road Closure Fee			£46.35
<b>PARISH COUNCIL INCOME</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>		
Lettings	Various Hall and Shop Hire	£2595.00		
Newsletter	Advertising	£170.00		
Allotments	Rent	£60.00		
Substation	Rent	£450.00		
Lloyds Accounts	Interest	£135.36		
Unity Trust Accounts	Interest	Nil		
<b>CEMETERY PAYMENTS</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>TOTAL</b>
<b>Direct Debit Regular Payments</b>				
Lloyds	Service Charge			£4.25
<b>Invoices for Approval</b>				
None				
<b>CEMETERY INCOME</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>		
Funeral Directors	Burials and Monuments	£200.00		
Private	Burials and Monuments	£540.00		
Private	Contributions to Monument Repair	Nil		
Lloyds	Interest	£20.21		

**Bank Balances as of 30.11.2025:**

Lloyds - Treasurers Account	£9,133.58
Lloyds - Instant Access Account	£21,160.91
Lloyds Cemetery - Treasurers Account	£116.75
Lloyds Cemetery - Instant Access Account	£0 (Close 15.12.25 post interest)
Unity Trust Bank Account - Current	£ 35.80
Unity Trust Bank Account - Earmarked Reserve – Land	£85,000.00 6 month fixed
Unity Trust Bank Account - Earmarked Reserve – Assets	£85,000.00 6 month fixed
Unity Trust Bank Account - Earmarked Reserve – New Build	£350,000.00 12 month fixed



Burial Plots: 29 (8 new Exclusive Rights have been purchased this year)

Ashes Plots: 39 (5 new Exclusive Rights have been purchased this year)

To date in 2025 the Village Cemetery has seen 21 burials and interment of ashes take place.

10. Council **received** and discussed the below planning applications.

- a. **06/25/0914/HH (7 Dodd Close Caister-on-Sea Great Yarmouth NR30 5PA):**  
First floor front and side extensions **NO COMMENTS/OBJECTIONS**
- b. **06/25/0861/VCF (Tevil 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 **NO COMMENTS/OBJECTIONS**
- c. **06/25/0859/HH (9 Westerley Close Caister-on-sea NR30 5AL):** Single storey rear extension and re-roof of existing side extension. **NO COMMENTS/OBJECTIONS**
- 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. **NO COMMENTS/OBJECTIONS**
- 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. **NO COMMENTS/OBJECTIONS**

11. **Correspondence**

a. Crime Statistics **received** and **noted** by Council.

Type of Crime / Month	Jan		Feb		March		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
Violence and Sexual	15	23	20	10	25	23	33	19	25	30	9	14	20	32	21	24	28		26		16		23	
Theft	1			3										4										
Public Order	2	3	1	1	1	6	2	4		3		4			1	1	3				1		5	

Criminal Damage	1	3	1	6	2		2	4	1	11		3	2	4	5	4	3		5				1
Anti Social Behaviour	2	8	2	7	7	6	1	4	6	8	9	9	2	4	1	3	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	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 for November **received** and **noted** by Council.

<b>Location: Yarmouth Road</b>				
	<b>Aug 2025</b>	<b>Sept 2025</b>	<b>Oct 2025</b>	<b>Nov 2025</b>
<b>Average speed in</b>	22.03mph	22.41mph	22.62mph	22.27mph
<b>Average speed out</b>	24.55mph	24.72mph	24.70mph	24.51mph
<b>No. of vehicles in</b>	130,884	135,751	129,873	105,418
<b>No. of vehicles out</b>	110,118	116,961	107,526	83,835
<b>Incoming:</b>				
<b>Less than 30mph</b>	97.41%	96.33%	95.47%	96.62%
<b>31-35mph</b>	2.16%	3.11%	3.84%	2.88%
<b>36-40mph</b>	0.32%	0.41%	0.52%	0.35%
<b>41-45mph</b>	0.07%	0.10%	0.11%	0.009%
<b>46+mph</b>	0.04%	0.05%	0.05%	0.006%
<b>Outgoing:</b>				
<b>Less than 30mph</b>	90.33%	89.53%	89.3%	90.07%
<b>31-35mph</b>	8.45%	9.26%	9.41%	8.76%
<b>36-40mph</b>	0.95%	0.98%	1.04%	0.91%
<b>41-45mph</b>	0.17%	0.15%	0.17%	0.15%
<b>46+mph</b>	0.10%	0.08%	0.09%	0.10%

- c. **Susan Lake** - Confirmation of acceptance of the Council's internal auditor appointment.  
**Noted**
- 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 - **There were no locations identified by Council at this stage.**

- 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](#). **Noted**
- 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](#). **Noted**
- 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 - **Council are fully supportive of protecting the hedge rows and when the project reaches this stage of work, Council will communicate with the developer accordingly.** Clerk to advise parishioner of upcoming consultation meeting with Lidl to be arranged for January.
- 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. Clerk to signpost parishioner to the Highways department who are responsible for signage.

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

The report was **received** by Council.

13. Council **approved** the amendment to Financial Regulations at point 6.1 to include the addition of Council's resolution to bank with Unity Trust Bank alongside Lloyds Bank. **Clerk to update.**

#### 14. Parish Office

- a. Council noted the successful completion of the Financial Introduction to Local Council Administration (FILCA) qualification by the Responsible Finance Officer and extended their congratulations.
- b. Council noted that Cllr J Fearnley has decided to cease production of the quarterly newsletter and thanked him for his work on the project over the past number of years. The Parish Newsletter responsibility will sit within the Parish Office to create a working template to move forward. **Clerk to progress.**
- c. The Clerk outlined the plans for this year's first ever Merry Mistletoe Mini Market alongside the annual Light Up Caister event.
- d. The Clerk advised that a meeting will be scheduled in January for a consultation with Lidl regarding the proposed new store opening.
- e. Council **received** the bi annual fire detection and alarm system inspection and servicing report including recommendations and Clerk is to obtain quotes to support recommendations of automatic detectors to work alongside the manual control panels. In addition, to investigate the need for rate of rise (heat detectors). **Clerk to progress.**
- f. Council **noted** the completion of the annual boiler service.

#### 15. Chair update

- a. Social Media
  - i. November – 4,500 likes, 550,000 reach and 6,400 followers
    1. Top posts
      - a. Water logged electric car chargers 85,536
      - b. A47 road closure 44,937
      - c. Gary, community hero litter picking 29,633
      - d. Poor parking at playing field 16,103
      - e. Remembrance Service 16,029
      - f. Four fish and chip shops 12,530
      - g. Christmas trees 11,632
      - h. Council Hall history 10,613
- b. Sensory Garden
  - i. Real progress has been made through November with all weeding completed and membranes down covered with chippings and slate.
  - ii. The water feature has arrived and is awaiting the pump to be installed. It is a great addition to the garden and of course the elephant arrived too which had to

be manoeuvred across the field and is still waiting to be moved to its permanent home on the northern side of garden.

- iii. The garden is set for winter where work will slow until spring time.
  - iv. Volunteers are still sought to support this wonderful community space – no experience needed.
- c. Light up Caister and Christmas Market
- i. Friday 5 December 4-8pm.
  - ii. The trees are in thanks to councillors and volunteers and the lights are up thanks to the generosity of Batchelor Electrical Services.
  - iii. Tan Lane will be closed from 2pm but volunteers will be on site from 10am supporting stallholder/event set up and additional volunteers are sought throughout the day/evening.
  - iv. This is a fully supported Council event so councillors are encouraged to attend/support
  - v. Thanks also to Cllr Godbolt who is managing the sound/stage and Rob Batchelor for comparing the event.

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

- a. Review of earmarked reserves.

## **13. Upcoming meeting dates **agreed** as follows:**

- 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

## **14. Closure of meeting 20:12**