



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

**Minutes of the Full Council Meeting held on Monday 2 February 2026 at 7.00pm at
The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL.**

In attendance:

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

Borough Councillors - None

County Councillor – None

Guests – None

Parishioners – Three

Parish Clerk – Karina Barker

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

The Chair opened the meeting, welcoming Councillors and guests.

1. To consider apologies for absence

Apologies received and **approved** from **Cllr Alan Walker**.

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. To approve the minutes of the previous meeting held on 5.1.26

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

4. Public participation

- a. Parishioner offered advice to Council reference agenda item 8b following refusal of an application on a nearby site which was also voted against by two of Caister's Borough Councillors.
- b. Council **noted** update from Borough and County Cllr Penny Carpenter dated 29.1.26.

5. **To receive minutes of the Finance Committee meeting held on 19.1.26**

The minutes were **received** by Council.

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

i. Council reviewed the Internal Audit Review with **no further comments**.

ii. Review of Financial Regulations and Policies

1. Council **reviewed** and **approved** the below amendments to the Council's Financial Regulations

a. 3.11 - The RFO shall make arrangements for the exercise of electors' rights. CHANGE TO 3.11 - The Clerk shall make arrangements for the exercise of electors' rights

b. 4.9 - The Clerk shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget. CHANGE TO 4.9 - The Clerk shall issue the precept to the billing authority by the notified date and supply each member with a copy of the agreed annual budget.

c. 6.1 - The Council has resolved to bank with Lloyds Bank CHANGE TO 6.1 The Council has resolved to bank with Lloyds Bank and Unity Trust Bank.

d. 6.10 ADDITIONAL POINT - 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.

e. In addition, following advice from Norfolk Parish Training and Support, the Parish Office recommends the additional amendment to be made: 6.11 ADDITIONAL POINT - In the event of a cancelled Parish Council meeting any payment authorisations for that month will be delegated to The Clerk for approval and taken to the next meeting of Full Council for ratification.

2. Council **reviewed** and **resolved** to follow the recommendation of the Finance Committee changing the 'likelihood grading' of point 14 of the Financial Risk Assessment (failure to comply with Data Protection regulations) to Unlikely despite the recommendation from the Parish Office to remain as 'Moderate' to acknowledge the associated risk.

3. Council **reviewed** and **agreed** that no changes were required to the Council's Internal Control Policy.
 4. Council **reviewed** and **agreed** that no changes were required to the Council's Reserves Policy.
 5. Council **reviewed** and **agreed** the following addition to the Council's Hall Hire Terms and Conditions: ADDITIONAL POINT - Cancellation of bookings (title) Cancellation of booked regular user dates must be notified at least 28 days prior to the booked date, and in agreement with The Clerk, otherwise full fee will be applied.
- iii. The Finance Committee recommended no changes to the Finance Committee's Terms of Reference. However, the Parish Office propose the following addition:
- Review of financial policies/governance (Title)
- To review and update as required with full sign-off at Finance Committee level:
- Financial Risk Assessment
 - Grants Policy
 - Hall Hire Terms and Conditions
 - Investment Policy
 - Pension Policy
 - Reserves Policy
 - Terms of Business
- To review and update as required with sign-off at Full Council level:
- Financial Regulations
 - Internal Controls

Council **approves** addition of the above to the Finance Committee's Terms of Reference.

Clerk to update documents as required.

6. Financial Matters

- a. Council **approved** bank accounts, current balances and income and expenditure for January 2026 including payment of invoices raised.

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	Salary Online Payment	£nil (paid 31.12.2025)		
HMRC	HMRC Direct Debit	£2,508.63 (3 months)		
NEST	Pension Direct Debit	£74.08		
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£183.34	£45.84	£693.28

E-On Electricity	Electricity Direct Debit	£114.28	£5.71	£119.99
British Telecom	Telephone Direct Debit (paid BACS)	£97.39	£19.48	£93.06
Starboard Systems	Scribe Subscription	£69.00	£13.80	£82.80
Gif Gaf	Phone Sims Direct Debit			£12.00
Lloyds Accounts	Service Charge			£10.27
Unity Trust Accounts	Service Charge			£6.00
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				
Wave	Water (Cemetery) – agreement of Clerk and Chair			£71.66
Arthur Jary	***Refund of money paid in error – agreement of Clerk and Chair			£565.00
Invoices for Approval				
Bee Safe	Appliance Testing			£114.75
C.C.C.R. Services	Disposal of Christmas Trees			25.00
D.G. Properties	Window Cleaning			£25.00
Trade Card (B&Q)	Sundries Light Up Christmas	£15.58	£3.12	£18.70
Trade Card (B&Q)	Kitchen Repair	£20.82	£4.16	£24.98
Viking	Stationery / Urn	£111.34	£22.27	£133.61
Expenses – K. Barker	Community Award Trophies			120.00
Expenses – L. Cuttler	Refreshments for Meeting (S.137)			£28.86
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall and Shop Hire	£956.00		
Newsletter	Advertising	£180.00		
Allotments	Rent	£nil		
Substation	Rent	£450.00		
Lloyds Accounts	Interest	£6.68		
Unity Trust Accounts	Interest	£282.39		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Direct Debit Regular Payments				
Lloyds	Service Charge			£4.25
Invoices for Approval				
None				
CEMETERY INCOME	DESCRIPTION	TOTAL		
Funeral Directors	Burials and Monuments	£1,280.00		
Private	Donation for Memorial Repairs	£50.00		
Lloyds	Interest	£nil		

Bank Balances as of 31.1.2026:

Lloyds - Treasurers Account	£6,366.97
Lloyds - Instant Access Account	£6,184.88
Lloyds Cemetery - Treasurers Account	£1,772.10
Lloyds Cemetery - Instant Access Account	£0 (To be closed at year end)
Unity Trust Bank Account - Current	£23.50

Type of Crime/Month	Jan		Feb		March		April		May		June		July		Aug		Sept		Oct		Nov		Dec	
	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25	24	25
Violence and Sexual	15	23	20	10	25	23	33	19	25	30	9	14	20	32	21	24	28	35	26	22	16	26	23	
Theft	1		3									4				4		6		6				
Public Order	2	3	1	1	1	6	2	4		3		4			1	1	3	9		4	1	1	5	
Criminal Damage	1	3	1	6	2		2	4	1	11		3	2	4	5	4	3	9	5	6		1	1	
Anti Social Behaviour	2	8	2	7	7	6	1	4	6	8	9	9	2	4	1	3	8	2	4	5	4	2	4	
Vehicle		1	1			3						1					1		2		1			
Drugs			1	1	1				2		2	1	1				1	1		2	3			
Shoplifting			1		2	1		1	1	1			2	2					1	1	1	4	1	
Burglary		9		6		1	1	3	1	1	1	2			13		4	4	4	4	1	3		
Possession of a Weapon													1					1				1		

b. **Safer Neighbourhood** meeting (29.1.26) report **received** by Council.

10. Council **reviewed** the consultation pack from Caister Primary Federation regarding the proposed merger with The Hive Federation. Council discussed the lack of clear benefit to the students throughout the document alongside the physical distance between the schools and the lack of parent representation on the governing board. **Chair to share on social media the notification of public meeting to be held at the school on Monday 9 February, 6pm.**

11. **Parish Office**

- a. Council **resolved** to move the review of required governance and policies to the next meeting agenda on 3.3.26. **Clerk to add to the agenda and prepare paper.**
- b. Council discussed the proposal for the maintenance/servicing of the public toilets located at Beach Road and Second Avenue. The contractor used for the 2024 and 2025 seasons has proposed a 3 year agreement in which the price will not increase. Council **resolved** to progress with this agreement with the understanding that the Parish do not own the

toilets and if they are no longer able to continue with the current opening schedule, any agreement would cease. **Clerk to compose and issue relevant agreement.**

- c. Council **noted** that 3 vacancies are currently held with all 3 available for co-option. One co-option application to be considered at Full Council/2.2.26/12.
- d. Council **resolved** to progress with proposed 2026 events schedule:
 - i. March – Spruce Up for Spring (in conjunction with Caister in Bloom)
 - ii. 4 April – Easter Egg Trail and Rock Painting
 - iii. 20 April – Community Awards Evening
 - iv. 23 August – Summer Fun Day
 - v. October – Harvest Festival & Scarecrow Trail
 - vi. 8 November – Remembrance Sunday Memorial Service
 - vii. 11 November – Caister Schools Remember
 - viii. 4 December – Merry Mistletoe Mini Market and Light Up Caister
 - ix. 18 December – Christmas Showcase

12. Council discussed a co-option application received and **resolved** to invite Mrs Katie Batchelor to become a co-opted member of Caister-on-Sea Parish Council. **Clerk to issue relevant forms and enrol as appropriate.**

13. Chair update

- a. Social Media
 - i. January views 491,269
 - ii. Engagements 25,844
 - iii. Followers 6,479
 - iv. Top posts
 - 1. Storm 24,292
 - 2. Norfolk Highways traffic lights Ormesby Road 19,907
 - 3. Gabions washed up on our beaches 27,960
 - 4. 20mph speed limit Prince of Wales Road 40,158
 - 5. Suspended bin collections 15,500
 - 6. Lidl meeting 15,500
 - v. Lots posts reaching 8,000 plus
- b. Beach Road Car Park
 - i. Despite our request for second meeting being declined, some progress has been made on pricing tariffs with 2 hour and 3 hour stays working out at £1 an hour from April to October
 - ii. We will pursue GYBC about the potholes and general state of car park.

iii. Electric charging points still not working - drainage still not in place.

c. Caister Festival

At the start of January, Cllr Wood stepped away from Caister festival due to other commitments this year. Hopefully, the committee will make the decision to continue with the festival. It's all about having the time, enthusiasm, commitment and drive to take it forward with volunteers.

The Festival has always been a community led event with support from the Parish Council and we will of course continue to support this fantastic event.

After being involved since 2017, Cllr Wood has seen the carnival then festival grow to be a really successful event in our village and he wishes all those taking it forward all the success in the future and hopefully it will go from strength to strength with some younger leadership.

14. Agenda items for the next Full Council meeting:

- a. Public toilets servicing and maintenance agreement.
- b. Review of required governance and policies.

15. Upcoming meeting dates **agreed** as follows:

- a. Full Council – 2 March 2026, 6.30pm
- b. Finance Committee – 16 March 2026, 7pm
- c. Full Council – 30 March 2026, 7pm
- d. Annual Meeting of the Parish / Community Awards 20 April 2026, 6.30pm
- e. Annual Parish Council Meeting - 18 May 2026, 7pm

16. **Closure of meeting 20:19**

Dear Attendee,

Thank you for confirming your participation at the Norfolk Market Towns Conference at the Garden Pavilion, Thursford Experience in Thursford, Fakenham, Norfolk, NR21 0AS.

on Thursday 19th February 2026, from 12:45pm to 6pm.

We look forward to welcoming you to an afternoon that will recognise and celebrate what makes Norfolk Market Towns great, looking at what is working well but also what more we can do to attract more footfall to our market towns.

To note:

- Instructions on how to find the Garden Pavillion and where to park attached
- Wifi is available at the venue - Network: Holly Lodge / Password: hollylodge
- We are now at capacity for the conference, so if you are no longer able to attend please email us at nhsm@norfolk.gov.uk and we can offer the space to someone on the waiting list.

Please see a summary of the agenda for the conference below:

Time	Session	
12:45	Registration – Buffet Lunch	
13:45	Introduction	Mike Rigby , Eastern Promise
13:55	Welcome & Opening Remarks	Cllr Fabian Eagle , Cabinet Member for Economic Growth, Norfolk County Council
14:05	Message from the Chairman of Norfolk County Council	Cllr Tom FitzPatrick , Chairman of Norfolk County Council
14:10	Main Sponsor Welcome	Matthew Goakes , Regional Managing Director, Lovell
14:20	Keynote Address: Shaping the future of markets towns - a national and Norfolk perspective	Chris Wade , Director, People & Places Partnership
14:45	Q & A - Chris Wade	Facilitator: Mike Rigby
14:55	Panel: Celebrating Our Market Towns	Facilitator: Mike Rigby Cllr Fabian Eagle , Cabinet Member for Economic Growth, Norfolk County Council Doreen Joy , Town Clerk, Stalham Town Council Gez Chetal , Director and Owner, Thomas Paine Hotel Debbie Thompson , Theatre Director, Sheringham Little Theatre Glynn Burrows , Chair, About Dereham

15:25	Break – Tea & Coffee	
15:40	Retail & Hospitality Matters – what we’ve learnt and what’s next	Alex Hemen , Retail Advisor, Norfolk County Council
15:50	Winning on the high street in 2026	Nathan Lomax , Quick Fire Digital
16:10	Panel: Spotlight on Collaboration	Facilitator: Mike Rigby Cllr John Toye , Portfolio Holder for Sustainable Growth, North Norfolk District Council Melanie Harriss , Co-founder and Chair, Shop Fakenham Alison Parriss , Owner, Red Lobster Gallery & Treasurer, Sheringham Chamber of Commerce Wendy Murphy , Town Clerk, North Walsham Council
16:45	Closing Remarks	Mike Rigby & Cllr Fabian Eagle
16:55	Networking & Drinks	
17:55	Close	