



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 March 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, Nick Keable, Katie Batchelor, Sandy Griffiths, Robin Wilkinson, Susan Wilkinson, Danny Godbolt, Andrew Robinson and Alan Walker.

Borough Councillors - None

Guests – Debi Sherman, Joshua Pitcher and Remi Clark
(Persimmon Representatives)

County Councillor – None

Parishioners – Six

Parish Clerk – Karina Barker

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

The Chair opened the meeting, welcoming Councillors, parishioners and guests.

Cllr Wood shared the passing of Borough Councillor Malcolm Bird and extended Council's condolences to his family and friends.

Key Points from Persimmon's update on the Mulberry Park development and ongoing works to Norwich from Debi Sherman (Planning Director, Persimmon) and Josh Pitcher (Technical Manager, Persimmon):

- Phase 2 and 3 of the project to be released in April
- Phase 3 to take on a different appearance under the Charles Church brand
- Rather than the planned 660 homes, due to restrictions and design code limitations, 607 homes will be built.
- Council and parishioner feedback on the Prince of Wales junction is that it is considerably more unsafe now than prior to the works (not only issues for buses turning in but also refuse lorries, some cars and there also appears to be a blind spot created by being so far back at the junction to give way to cyclists) – Josh advised that the scheme would be reviewed again post completion and the Parish Council have requested to be included in the review process.

- A parishioner advised that despite living in the immediate location of the works, she was not advised of their commencement or scale – Persimmon will follow this up directly with the parishioner.
- Another blind spot was highlighted turning into Prince of Wales from Jack Chase Way.
- When confirming the layby near the Roman ruins would remain, the same question was asked in relation to the layby outside of the church – there was some uncertainty on this and Persimmon will investigate. The Parish Council will follow this up with extreme importance given the use of the layby for funeral/wedding vehicles.
- The Parish Council expressed it's disappointment in regards the damage and lack of care applied to the roadside areas along Norwich Road where planters and wild flowers/bulb had once been in place and which have now been damaged and/or destroyed. Persimmon are open to arranging an urgent meeting to discuss how best to restore these roadside areas – Parish Clerk to arrange this.
- Finally, the Parish Council asked that Persimmon relay their extreme disappointment and lack of confidence in Norfolk County Council Highways Department with regard to both the Ormesby Road and Norwich Road projects.

Persimmon representatives left the meeting at 19:15.

1. **To consider apologies for absence**

Apologies received from **Cllr Lorna Cutler, Borough Councillor Gary Boyd** and **County Councillor Penny Carpenter**. Council wished to express their disappointment in the lack of attendance at Parish Council Meetings by it's County Councillor representative.

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

Declarations of interest regarding agenda item 5g **received** from **Cllrs Walker, Robinson, Kirk, Godbolt and Jarzembki** as they are standing members of Caister Festival Committee. Council **resolved** to allow the above mentioned Councillors to remain present for the discussion at item 5g but with no voting responsibilities. Additionally, 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 2.2.26**

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

4. **Public participation**

- a. Parishioner reported having recently attended a Great Yarmouth Borough Council meeting, there was a great deal of apathy at the meeting and no real intent to pursue decisions or any motivation to move things forward. The parishioner also voiced general

concerns and frustrations around the ongoing Norwich Road/Prince of Wales road works.

- b. Council **noted** a distributed update from Borough and County Cllr Penny Carpenter.

5. Financial Matters

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

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries (Jan)	Salary Online Payment		£3,587.21	
Salaries (Feb)	Salary Online Payment		£3,586.81	
HMRC	HMRC Direct Debit		Nil	
NEST	Pension Direct Debit		Nil	
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£465.23	£116.31	£581.54
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			£9.57
Unity Trust Accounts	Service Charge			£6.00
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				
None				
Invoices for Approval				
Ashleigh Print and Design	Spring Newsletters			£750.00
D.G. Properties	Window Cleaning			£25.00
Norfolk Parish Training 1	Employment Law Course	£60.00	£12.00	£72.00
Norfolk Parish Training 2	Planning Course	£52.00	£10.40	£62.40
Norfolk Parish Training 3	HR Recruitment Course	£60.00	£12.00	£72.00
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall and Shop Hire	£2,700.00		
Newsletter	Advertising	£nil		
Allotments	Rent	£30.00		
Lloyds Accounts	Interest	£3.65		
Unity Trust Accounts	Interest	£nil		
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	£nil
Private	Donation for Memorial Repairs	£nil
Lloyds	Interest	£nil

Bank Balances as of 28.2.2026:

Lloyds - Treasurers Account	£6,703.09	
Lloyds - Instant Access Account	£188.53	
Lloyds Cemetery - Treasurers Account	£1,797.85	
Lloyds Cemetery - Instant Access Account	£0 (To be closed at year end)	
Unity Trust Bank Account - Current	£17.50	
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
Unity Trust Bank Account - New Build Working Account	£41,843.51	Instant access
Unity Trust Bank Account - General Reserve	£35,128.88	Instant access

- b. Council **received** and **approved** monthly bank reconciliations for February 2026.
Signed by Chair.
- c. Council **received** and **noted** spend against budget to date.
- d. Council **received** 3 quotes for replacement of fencing and widening of the access at the North (Charles Close) end of the Village Cemetery and **resolved** to progress quote number 2 from Dual Construction at a cost of £4,500.00. **Clerk to progress.**
- e. Council **considered** and **approved** the quote of £180 + VAT to address action required from most recent report identifying an area of the Old Youth Club site (specified in the report) is overgrown with general vegetation and needs cutting down to allow access to target invasive weeds and enable further effective monitoring and/or treatment. **Clerk to progress.**
- f. Council **received** 3 quotes to carry out asset valuations for insurance and asset register purposes and **resolved** to accept quote number 3 from East Commercial Chartered Surveyors at a total cost of £1980.00. **Clerk to progress.**
- g. Council considered the grant application received from Caister Festival Committee and **approved** the full requested amount of £345. **Clerk to advise and progress.**
- h. Council considered and **approved** the additional costs anticipated in order to progress the pre planning application for the Old Youth Club site which are capped at a maximum of £3,600.00. **Clerk to progress with architect.**
- i. Council **resolved** to **approve** the expenditure of £133.88 to re-paint (including anti graffiti coating) the bus shelter on Ormesby Road (Centurion). **Clerk to progress.**

6. To consider all cemetery matters

- a. Council **received** and the Chair **signed** the following:

Exclusive Rights of Burial (ERB) Transactions February 2026:

Exclusive Rights Purchase: 1540	HAMILTON
Exclusive Rights Transfer	SYMONDS
Exclusive Rights Transfer	GOFFIN

- b. Council **received** the cemetery update from the Burials Clerk as follows:

Interment 04.02.2026 (ashes)	HOLLINGSWORTH (re-opener)
Interment 12.02.2026 (ashes)	ROBERTS (re-opener)
Interment 27.02.2026 (burial)	HAMILTON (new grave plot and ERB)

One monument has been approved this month and two Transfer of Exclusive Rights of Burial have been transacted.

The available space in the Village Cemetery, excluding the un-plotted ground nearest to the Lifeboat Memorial, is: Burial Plots – 28 and Ashes Plots – 39

7. Council **received** and discussed the below planning application.

- a. **06/26/0081/HH (12 Gedge Road, Caister-on-Sea NR30 5LR):** Part two-storey, part single-storey rear extension; Side extension to create porch. **NO COMMENTS/OBJECTIONS**
- b. **06/26/0051/F (16 Seafield Road North, Caister-on-Sea NR30 5LG):** Erection of 1no. 3-bedroom detached chalet bungalow.
- c. **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.

Further investigation through Council’s discussion identified anomalies with both applications (06/26/0051/F and 06/26/0052/HH) and some details do not align to those displayed within the online planning portal. **Clerk to contact the planning team to request an extension to Council's response time as a result and to clarify the exact locations and details of both applications at points 7b and 7c.**

- d. **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) -
- i. Group G1 (Nootka Cypress x47 and Aspen x10) - Crown lift to 5 metres (x47), prune back from street furniture (x4) and prune back from property (x3) **NO COMMENTS/OBJECTIONS**

- ii. 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. **COUNCIL REQUESTS A REPORT FROM THE TREE PRESERVATION OFFICER BEFORE COMMENTING**
- iii. T13, T17 (Sycamore) - Re-pollard. **NO COMMENTS/OBJECTIONS**
- iv. T22 (Grey Alder) - Reduce and reshape crown by 1.5m, remove dead and diseased wood. **NO COMMENTS/OBJECTIONS**
- v. T34, T36, T37 (Nootka Cypress) - Crown lift to 3 metres - over the recycling point only. **NO COMMENTS/OBJECTIONS**
- vi. T53, T54 (Silver Birch) - Crown lift to 2.5 metres. **NO COMMENTS/OBJECTIONS**

Clerk to respond accordingly.

8. Parish Office

- a. Council reviewed the following policies and governance and **approved** the noted updates:
 - i. Asset Management Policy – No updates
 - ii. Asset register
 - 1. Remove storage container (duplication)
 - 2. Add printer Epson Eco Tank £269.99 purchased 3.10.25
 - 3. Increase from £108,000 to £112,000 for play equipment to include installation of new swings in December 2025
 - 4. Re state asset register based on valuations acquired. Carry over to meeting on 30.3.26 following receipt of new valuations.
 - iii. Data Audit – No updates
 - iv. Data protection policy – No updates
 - v. Publication Scheme – No updates
 - vi. Risk Assessment
 - 1. Legal Powers/Illegal Activity – remove “New parish clerk in post” and change likelihood from ‘Moderate’ to ‘Unlikely’
 - 2. Liability – Legal Powers – remove “New parish clerk in post” and change likelihood from ‘Moderate’ to ‘Unlikely’
 - 3. Cemetery Management – remove “New Burials Clerk in post” and change likelihood from ‘Moderate’ to ‘Unlikely’

4. Cemetery – wrong plot allocation - remove “New Burials Clerk in post” and change likelihood from ‘Moderate’ to ‘Unlikely’
- vii. Standing Orders – No updates
- viii. Terms of Business
 1. Recommendation to remove option of cheque payment at points 1.1, 1.2, 1.3 and 1.4 due to removal of local paying-in facilities
- ix. Committee Terms of Reference
 1. Finance Committee Terms of Reference updated at Full Council Feb 2026 - To be reviewed again at May meeting where Committees are formed.
 2. Personnel Committee recommendation: Replace “To establish and review as necessary the Home Working, Lone Working, Training and Dignity at Work & Harassment Policies” with “To review and update as required, with full sign off at Personnel Committee level, the following policy/governance documents: Home working, Lone working, Training, Dignity at Work, Disciplinary and Sickness absence”
Add “To review and update as required, making recommendations to Full Council for consideration, the following policy/ governance documents: Equality and Diversity and Grievance Policies.

Clerk to update/publish relevant documents as required.

- b. Council **approved** the proposed schedule and agreement for the cleaning and maintenance of the public toilets located in Beach Road and Second Avenue car parks for the 2026, 2027 and 2028 seasons. Adams Cleaning and Maintenance Services Ltd will carry out these services on behalf of the Parish Council. **Clerk to progress.**
- c. Council discussed the formation of a working group to focus on bringing the High Street and local businesses into the spotlight – ‘Shop Caister’. The group will consist of both councillors and local business owners. **Resolved. Cllrs Katie Batchelor and Andrew Robinson to lead in setting up the group, consult local businesses and arrange the first meeting.**
- d. Council reviewed the launch of the refreshed Parish Newsletter – Caister Community Connect. Feedback was positive from both councillors and parishioners.
- e. The Parish Office has handled several complaints regarding buses refusing to enter Prince of Wales Road with the new road layout. Enquiries were made with both Persimmon and Highways and First Bus were assessing the situation and at the end of last week, the Number 1 bus serviced Prince of Wales Road though the service still appears ad hoc and perhaps driver dependant. **Clerk to pursue with Highways and Persimmon.**

- f. Great Yarmouth Borough Council (GYBC) have approached the Office to request the use of the Council Hall as a polling station on Thursday 7 May 2026 election. The relevant paperwork has been provided to GYBC along with Council's schedule of charges. The return paperwork has also been completed.
9. Council considered the co-option application received from Mr Brian McGrellis and **approved** his appointment as a Parish Councillor. **Clerk to progress.**

10. Chair update

- a. Social Media
 - i. February – over 578,128 views, up 23% on January
 - ii. 35,748 engagements
 - iii. 6,534 followers 82% of who are local - Followers up 2%
 - 1. Top posts
 - a. House in cemetery and GYBC change of direction 98,064
 - b. Brooke Avenue junction closure 27,582
 - c. Our water tower picture 26,945
 - d. Jack Valentine 24,636
 - e. Fish and Chip Shops 25,440
 - f. Car park shambles Beach Road 24,900
 - g. Unused electric chargers 21,856
- b. Cllr Wood and the Parish Clerk will attend a meeting with GYBC at Beach Road Car Park on 3.3.26 regarding the condition of Beach Road car park and their lack of investment in repairs. The electric chargers are still not operational and flooding will be discussed along with the disappointing communication and organisation around the proposed closure of the car park for 'filming'.
- c. Easter trail Saturday 4th April 10am start involving 28 Caister businesses in the trail which is for everyone. Councillors encouraged to attend and volunteer on the day. Clerk to assign roles on the day.
- d. The Chair and Parish Clerk attended a High Streets Matter Event recently where ideas were shared for promoting our High Street and local businesses. Grant/funding opportunities may become available in the near future and various free training is available for local businesses.

Council **resolved** that in accordance to s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

11. Council reviewed the advice from the architect in relation to the pre application submission for the Council owned land on Yarmouth Road (old youth club site). Following an on site meeting with Cllrs Wood, Sleet and Keable, the Parish Clerk, the architect and the GYBC planning officer, additional testing and reports were identified as being required to support the application. Council **approved** expenditure of up to £3,600 inc VAT for these purposes. **Clerk to progress.**

12. Agenda items for the next Full Council meeting:
 - a. Re-state asset register

13. Upcoming meeting dates **agreed** as follows:
 - a. Finance Committee – 16 March 2026, 7pm
 - b. New Build Working Group – 23 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

14. **Closure of meeting 20:25**