



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 3 November 2025 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, Sandy Griffiths, Danny Godbolt, Christopher Kirk, John Hemsworth, Lorna Cutler, Robin Wilkinson, Sue Wilkinson, Alan Walker, Jerry Fearnley , Andrew Robinson and Nick Keable.

**Borough Councillors** - Gary Boyd

**County Councillor** – None

**Guests** – None

**Parishioners** – Two

**Parish Clerk** – Karina Green

**Parish Councillors not in attendance:** None

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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 parishioners.

**1. To consider apologies for absence**

Apologies received from **Cllr Alison Scotter** 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 at point 5(f), 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 6.10.25**

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

**4. Public participation**

- a. Cllr Gary Boyd updated Council on some research he has done around parishioner requests for bus shelters on Diana Way. Cllr Wood advised as part of the Persimmon

agreement, a bus shelter on Diana Way was promised along with one on Norwich Road. **CLlr Boyd to investigate further.** There is funding available for bus shelter repairs/installment. Council to approach Cllr Boyd should they feel there is a particular need in any locations within Caister.

## 5. Financial Matters

- a. Council **approved** bank accounts, current balances and income and expenditure for October 2025 including payment of invoices raised. Chair updated Council on a new process introduced by the Parish Office where the payment and income report along with invoices and bank statements will be presented to Council and one member of the Finance Committee will check the report at each meeting.

PARISH COUNCIL	DESCRIPTION	AMOUNT	VAT	TOTAL
<b>Salary Payments</b>				
Salaries	Salary Payment (September)		£3,427.98	
Salaries	Salary Payment (October)		£3,586.81	
HMRC	HMRC Direct Debit (3 months)		£2,796.20	
NEST	Pension Direct Debit		£74.08	
<b>Direct Debit Regular Payments</b>				
British Gas	Gas Direct Debit			
E-On Electricity	Electricity Direct Debit	£114.28	£5.71	£119.99
British Telecom	Telephone – new line (October)			£101.35
British Telecom	Telephone – new line (September)			£97.54
Starboard Systems	Scribe Subscription (October)	£69.00	£13.80	£82.80
Starboard Systems	Scribe Subscription (September)	£69.00	£13.80	£82.80
Gif Gaf	Phone Sims Direct Debit			£12.00
Lloyds Accounts	Service Charge			£8.00
Unity Trust Accounts	Service Charge			£6.00
<b>Payments/Quotes Approved by Council (and minute reference) - Council</b>				
None				
<b>Invoices for Approval</b>				
Adams	Toilet Cleaning	£440.00	£88.00	£528.00
CCR Services	Refuse Removal from Council Hall			£20.00
Flame Skill	Fire Provision Testing	£76.00	£15.20	£91.20
Norfolk Parish Training	Councillor Training	£52.00	£10.40	£62.40
Paul Robinson Partnership	Architectural Works – New Build	£1,500.00	£300.00	£1,800.00
ScrewFix	Cleaning Kit / Key Cutting	£20.83	£4.16	£24.99
Viking	Stationery / Printer	£323.72	£64.74	£388.46
Viking 2	IT Kit / Postage	£10.48	£3.09	£18.52
<b>PARISH COUNCIL INCOME</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>		
Lettings	Various Hall and Shop Hire	£2,399.00		
Newsletter	Advertising	£100.00		
Allotments	Rent			
Lloyds Accounts	Interest	£366.09		

Unity Trust Accounts	Interest	Nil (due from 16.04.2026)		
<b>CEMETERY</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>Payments/Quotes Approved by Council (and minute reference) - Cemetery</b>				
A Jary and Sons	Monument Repairs – Oct/5.a.iii	£1,512.00	£378.00	£1,890.00
C.C.R. Services	Waste Removal – Oct/7.b			£150.00
<b>Invoices for Approval</b>				
Expenses – M O’Keefe	Stamps for ERB Letters			£23.49
Expenses – Alan Walker	Tap for Cemetery (replacement)			£9.38
<b>CEMETERY INCOME</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>		
Funeral Directors	Various Burials and Monuments	£2,620.00		
Private	Contribution to Monument Repair	£70.00		
Lloyds	Interest	£18.94		

**Bank Balances as of 31.10.2025:**

Lloyds - Treasurers Account	£6,360.91
Lloyds - Instant Access Account	£73,589.55
Lloyds Cemetery - Treasurers Account	£3,526.32
Lloyds Cemetery - Instant Access Account	£38,419.47 (to be closed)
Unity Trust Bank Account - Current	£43.00
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	Awaiting Unity action
Unity Trust Bank Account - General Reserve	Awaiting Unity action

- b. Council **received** and **approved** monthly bank reconciliations for October 2025.

**Signed** by Chair.

- c. Council **received** and **noted** spend against budget to date.
- d. Council considered and **approved** the quotation of £35 per quarter maximum frequency, to dispose of cleared wood/debris from Caister Village Cemetery.

*Cllr A Walker entered the meeting.*

- e. Council considered quotes for CSAS marshalls for Remembrance Sunday Service as per Norfolk County Council/Highways requirements and **resolved** to progress with quote 3 from Regency Security. **Clerk to progress.**
- f. Council **approved** the transfer of the 2025 Village Festival surplus monies (surplus) to Caister Playing Field for the community Sensory Garden project which total £13,390.75. **RFO to progress the transaction.**

6. **To consider any recommendations from the Personnel Committee meeting held on 3 November 2025 (6.30pm)**

- a. Council **approved** the committee's recommendation for amendments to role outlines for the Clerk, Responsible Finance Officer & Burials Clerk and Cemetery Groundskeeper as per minute reference Personnel Committee/3.11.25/10.
- b. Council **noted** the committee's reference to the estimated increase to National Living Wage at £12.71 per hour (from £12.21 per hour).
- c. Council **approved** the committee's recommendation to progress with the performance based salary progression as per contractual terms.

7. **To consider all cemetery matters**

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

**Cemetery Information – October 2025:**

Interment 27.10.2025 (burial) KING

Also, two monument applications were approved.

**Exclusive Rights of Burial (ERB) Transactions:**

Exclusive Rights Purchase: 1536 HOWELLS/KING

- b. The Chair also updated Council that the repair to the cemetery gates has been completed as instructed, and stop holes also installed to keep the gates open when required. Additionally, the first part of the monument repairs have been completed as instructed, and 54 headstones made safe as part of the outcome of the monument inspection checks undertaken in the summer of 2025. The six headstones that require lockdowns to be installed to make safe will be actioned once the correspondence period of notice with the grave owners is complete.

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

- a. **06/25/0799/OBL (Land at Nova Scotia Farm, Caister):** Application to part discharge a Section 106 Agreement planning obligation dated 24 May 2023 pursuant to pp 06/19/0676/O (Outline planning application with all matters reserved, except access, for up to 665 dwellings; local centre (to include A1-A5, B1, D1 and other community uses); land for a primary school; health centre; plus associated infrastructure and open space) - Schedule 5: Recreational Impact Avoidance and Mitigation Contribution for Phase 1a. **Council has objected to this proposal from the initial consultation stages and continues to do so. Council remains concerned about the lack of infrastructure to support this scale of development and the likelihood that although promised, the school, health centre and open space will not be provided. Clerk to respond accordingly.**

- b. **06/25/0750/PPA (Land at Nova Scotia Farm, Caister, West of Jack Chase Way):** Planning Performance Agreement ; Phases 2 and 3.

Chair advised Council that the Clerk has asked for further detail on this but was told that no consultation was made so there are not any publicly visible documents. **Council requests the relevant documents associated with this application in order to offer any comments or objections. Clerk to request from the planning department at Great Yarmouth Borough Council.**

- c. **06/25/0796/F (Land at Garfield Villa Garfield Terrace NR30 5DG):** Erection of 3no. single storey dwellings. **NO COMMENTS/OBJECTIONS.**

- d. **06/25/0795/F (Land at 1 Garfield Terrace Garfield Terrace NR30 5DG):** Proposed demolition of annex and garage, and sub-division of existing front garden and erection of 1no. bungalow on land. **NO COMMENTS/OBJECTIONS.**

- e. **06/25/0743/F (Caister Castle Castle Lane NR30 5SN):** Installation of a 184-panel ground mounted PV solar array. **COUNCIL OBJECTS on the basis of using prime farm land for this purpose and in it's surroundings when a sizeable amount of farm land has already been lost to housing developments. Council questions whether there would also be the requirement for a battery bank to be sited alongside this. Clerk to respond accordingly.**

## 9. 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 October **received** and **noted** by Council.

<b>Location: Yarmouth Road</b>				
	<b>Jul 2025</b>	<b>Aug 2025</b>	<b>Sept 2025</b>	<b>Oct 2025</b>
<b>Average speed in</b>	22.60mph	22.03mph	22.41mph	22.62mph
<b>Average speed out</b>	24.68mph	24.55mph	24.72mph	24.70mph
<b>No. of vehicles in</b>	143,684	130,884	135,751	129,873
<b>No. of vehicles out</b>	120,660	110,118	116,961	107,526
<b>Incoming:</b>				
<b>Less than 30mph</b>	95.66%	97.41%	96.33%	95.47%
<b>31-35mph</b>	3.71%	2.16%	3.11%	3.84%
<b>36-40mph</b>	0.45%	0.32%	0.41%	0.52%
<b>41-45mph</b>	0.12%	0.07%	0.10%	0.11%
<b>46+mph</b>	0.07%	0.04%	0.05%	0.05%
<b>Outgoing:</b>				
<b>Less than 30mph</b>	89.59%	90.33%	89.53%	89.3%
<b>31-35mph</b>	9.13%	8.45%	9.26%	9.41%
<b>36-40mph</b>	1.03%	0.95%	0.98%	1.04%
<b>41-45mph</b>	0.17%	0.17%	0.15%	0.17%
<b>46+mph</b>	0.09%	0.10%	0.08%	0.09%

c. Japanese Knotweed Maintenance Report **received** from the routine inspection and maintenance. The report mentions that one area is significantly overgrown. **Clerk to obtain quotes to clear.**

10. Council **received** and **noted** the report from the Safer Neighbourhood Meeting held on 23.10.25 compiled by Cllrs J Hemsworth and S Wilkinson. Next meeting to take place Thursday 29 January, 6pm at The Rabbit Hutch, Caister. Disappointing, only 2 parishes were represented at the meeting. **Clerk to reach out to Northern parish clerks to request attendance at the next meeting to ask the question collaboratively as to why our local police officers are being dispersed out to Great Yarmouth/Norwich.**

11. Council considered the request for extended leave from Cllr Alison Scotter and **resolved** to **approve** this to be reviewed at the Annual Parish Council Meeting in May 2026. **Clerk to advise Cllr Scotter accordingly.**

12. Council discussed the papers presented in relation to the pre planning application submission for the old youth club site and **resolved** to progress with the pre application process. **Cllr Sleet to progress through architects.**

13. Cllr Jan Jarzembki requested Council to consider the actions required to reinstate the Parish Council Hall clock. Council agreed this should be investigated. **Clerk to approach Cox's to establish what is required to return the clock to working order.**

#### 14. Parish Office

- a. Council considered the quotation and scope of the proposed internal audit from Susan Lake and **resolved** her appointment to the position of Council's internal audit for 2025/2026. **Clerk to advise accordingly.**
- b. Council **noted** that appraisals have been completed for all four Council staff and approved by the Personnel Committee as per minute reference 6(b) above.
- c. Whole Council Training took place on Monday 20 October 2025 and was well attended and received. It was **noted** that those councillors who did not attend, should pursue the independent code of conduct training as per Council's resolution for this training to be mandatory for all councillors. **Clerk to advise Cllrs Wood, Robinson and Fearnley of the next dates for code of conduct training.** Council thanks Julie King from Norfolk Parish Training and Support for an informative and well delivered session.

#### 12. Chair update

- a. Social Media
  - i. October- 644,795 views, 9,050 interactions and 6,400 followers
    1. Top posts
      - a. Road closures 56,659
      - b. Caister fish and chip shops 46,252
      - c. Safety - parking at playing field 30,907
      - d. Caister pubs 27,059
      - e. Seals 18,965
      - f. Caister Haven sea view 18,149
      - g. Black shuck 17,699
- b. Sensory Garden
  - i. Lots of work carried out over the past two weeks with full weeding of the site completed and two loads of chippings laid.
  - ii. Winter planting commences this week and volunteers are still required to support this – no experience needed.

- c. Remembrance Sunday
  - i. 9 November service 10.00am in the church and 10.50am at the war memorial.
  - ii. The Chair requests full Council support with as many councillors there as possible to represent the Council
  - iii. Two volunteers still required to read the roll of honour names. S Wilkinson and D Godbolt.
  - iv. To support the qualified marshall with the road closures, there are six volunteers from Caister Men's Shed. The Rabbit Hutch will loan cones for the closures which are to be collected on Friday 7 November.
- d. Light up Caister and Christmas Market
  - i. Friday 5 December 4-8pm.
  - ii. Meeting to be held with Batchelor Electrical regarding lights install
  - iii. Volunteer required to manage the sound equipment for performances
  - iv. As with the Remembrance Service, full Council support would be appreciated

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

Bus stop/shelter funding – possible locations

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

- a. Finance Committee – 17 November 2025, 7pm
- b. Full Council – 1 December 2025, 6.30pm
- c. Full Council – 5 January 2026, 7pm
- d. Finance Committee – 19 January 2026, 7pm
- e. Full Council – 2 February 2026, 7pm
- f. Full Council – 2 March 2026, 7pm
- g. Finance Committee – 16 March 2026, 7pm
- h. Full Council – 30 March 2026, 7pm

### **15. Closure of meeting 20:06**