



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 30 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 Jarzembski, Christopher Kirk, John Hemsworth, Lorna Cutler, Nick Keable, Sandy Griffiths, Robin Wilkinson, Susan Wilkinson and Danny Godbolt.

Borough Councillors - None

Guests – Michele O’Keefe

Parish Clerk – Karina Barker

County Councillor – None

Parishioners – Four

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

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

1. To consider apologies for absence

Apologies received from **Cllrs Katie Batchelor, Alan Walker, Brian McGrellis, Andrew Robinson** and **County Councillor Penny Carpenter**.

2. Declarations of interest not previously disclosed

Cllr Kevin Wood declared an interest in agenda item 8/e/ii and **Cllr Chris Kirk** in item 12/d. Council **resolved** both Councillors may remain present for the discussion but would not contribute or vote.

To note additionally 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 2.3.26

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.

- i. A parishioner raised concerns over the development happening on Bultitudes Loke at the Grasmere site. Key issues are the speed limit and volume of traffic on the 'road' into the site, Bultitudes Loke, the volume of static caravans expected and the 12 month occupancy of these caravans. Parishioner has already communicated with County Cllr Penny Carpenter. **Clerk to investigate further.**
 - ii. Glenn Hurren – Great Yarmouth First – North Caister and Ormesby Ward candidate introduced himself to Council and parishioners.
 - iii. Daniel McGrath – Great Yarmouth First - Caister South candidate introduced himself to Council and parishioners.
- b. Council **noted** a distributed update from Borough and County Cllr Penny Carpenter.

5. To receive minutes of the Finance Committee meeting held on 16.3.26

The minutes were **received** by Council.

- a. Council received and considered recommendations from the Finance Committee meeting as per below:
 - i. Council reviewed and **approved** the schedule of authorised regular payments for 2026/27.
 - ii. Council reviewed and **noted** the Internal Audit 2025 review.

6. Financial Matters

- a. Council **approved** bank accounts, current balances and income and expenditure for 1-30 March 2026 including payment of invoices raised.

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	Salary Online Payment		Nil	
HMRC	HMRC Direct Debit		Nil	
NEST	Pension Direct Debit		£74.08	
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£543.67	£108.73	£652.40
E-On Electricity	Electricity Direct Debit	£99.99	£20.00	£119.99
British Telecom	Telephone Direct Debit (paid BACS)	£77.55	£15.51	£93.06
Starboard Systems	Scribe Subscription	£69.00	£13.80	£82.80
Gif Gaf	Phone Sims Direct Debit			£12.00
Lloyds Accounts	Service Charge			£7.79
Unity Trust Accounts	Service Charge			Nil
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				

None				
Invoices for Approval				
Ashleigh Print and Design	Easter Trail Boards	£60.00	£12.00	£72.00
Burgh Castle Nurseries	Flowers for Council Hall			£30.00
D.G. Properties	Window Cleaning			£25.00
East Surveyors Ltd	Asset Valuations	£1650.00	£330.00	£1980.00
Evans River and Coastal	Flood Risk Assessment	£750.00	£150.00	£900.00
Great Yarmouth Borough Council	Non Domestic Rates (6 month installment)			£931.00
Norfolk Parish Training 1	Annual Subscription	£575.00	£115.00	£690.00
Norfolk Parish Training 2	Councillor Training – K. Batchellor	£52.00	£10.40	£62.40
Norfolk Parish Training 3	Councillor Training – B. McGrellis	£52.00	£10.40	£62.40
Trade Card	Soil for Council Hall (receipt enclosed, awaiting account)			£15.00
Viking 1	Administration (including frames)	£92.14	£18.44	£110.58
Viking 2	Administration and Toilet Supplies	£95.87	£19.18	£115.05
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall and Shop Hire	£2,240.50		
Newsletter	Advertising	£440.00		
Allotments	Rent	£25.00		
Donation	Tesco donation for awards	£185.00		
Lloyds Accounts	Interest	£0.77		
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	£1,420.00		
Private	Burials and ERB fees	£500.00		
Private	Donation for Memorial Repairs	£nil		
Lloyds	Interest	£nil		

Bank Balances as of 30.03.2026

Lloyds - Treasurers Account	£6,800.99
Lloyds - Instant Access Account	£189.30
Lloyds Cemetery - Treasurers Account	£2,673.60
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 1-30 March 2026.
Signed by Chair.
- c. Council **received** and **noted** spend against budget to date.

7. To consider all cemetery matters

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

Exclusive Rights of Burial (ERB) Transactions March 2026:

Exclusive Rights Purchase: 1541	CARTWRIGHT
Exclusive Rights Purchase: 1542	HASTINGS

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

Interment 12.03.2026 (burial)	CARTWRIGHT (new grave double plot and ERB)
Interment 31.03.2026 (burial)	HASTINGS (new grave plot and ERB)

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

The available space in the Village Cemetery, excluding the un-plotted ground nearest to the Lifeboat Memorial, is: Burial Plots – 25 and Ashes Plots – 39

Work commenced on 25 March on the improvements to the North end cemetery fence and access. The new fence is in place with the accessway work commencing on 30 March 2026. This project will improve access to the cemetery from the North end and replace the damaged wooden fencing. Positive parishioner feedback has been received since the project begun.

The final monument repairs have been completed to meet the safety issues raised during the 2025 monument inspections. The following approved works have been undertaken by Arthur Jary and Sons on behalf of Council:

- a. Relevel and cement monuments x 79
- b. Install Pin and lockdown systems x 2
- c. Repointing of monument x 2

The cost of these safety repairs totaled £3,280.00. The next full inspection is scheduled for 2030, with 27 monuments on an annual review list which will be undertaken in the summer months.

- 8. Council **received** and discussed the below planning application.

- 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 Caister-On-Sea Parish Council 30.3.26 Meeting of Full Council 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. **COUNCIL OBJECT AS PER PREVIOUS COMMUNICATIONS AGAINST THE FURTHER OVER DEVELOPMENT OF THE SITE AND OF CAISTER AS A WHOLE. ADDITIONALLY, THE UPSCALE IN THE SIZE OF THE DWELLINGS AND THEREFORE THE OCCUPANCY CONTRIBUTES TO THIS FURTHER.**

- 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. **NO COMMENTS/OBJECTIONS**
- 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. **THE PLANS SUGGEST THIS IS RETROSPECTIVE TO ALLOW FOR THE GLASS FRONTED SHOPS ON THE GROUND FLOOR. COUNCIL HAS NO COMMENTS/OBJECTIONS ASSUMING THE SHOPS ARE REMAINING AS PER THE INITIAL OBJECTIONS FROM COUNCIL TO THE SITE BECOMING PURELY RESIDENTIAL.**
- 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. **NO COMMENTS/ OBJECTIONS**
- e. Planning Application queries from meeting held on 2.3.26
 - i. Original planning reference **06/26/0051/F** quoted the address 16 Seafield Road North, Caister-on-Sea NR30 5LG. This has been confirmed as incorrect and the application has subsequently been marked as invalid by the Planning Department. No further action is required.
 - 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. **COUNCIL OBJECT ON THE GROUNDS OF OVERDEVELOPMENT.**
 - iii. At the meeting held on 2.3.26, Council requested a report from the arboricultural officer in relation to reference **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. The report showed no objection raised as the trees highlighted for removal evidence poor quality due to significant dieback and/or structural defects that otherwise limit their retention span within their current location. **FOLLOWING RECEIPT OF THE ARBORICULTURALIST REPORT REQUESTED BY COUNCIL, NO COMMENTS/ OBJECTIONS.**

9. Council **received** and discussed the below licensing application
 - 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. **NO COMMENTS/ OBJECTIONS. Clerk to respond accordingly.**

10. Council **considered** the requests from Cllrs R Wilkinson and S Griffiths to be nominated as trustees of Caister Community Support Charity (formerly Caister United Charities). Under the group's constitution, the Parish Council has the right to nominate some of the trustees of the charity, when vacancies arise. Once nominated, they serve as independent trustees for the term of their appointment, regardless of whether they cease to be parish councillors. The Council **resolved** to nominate Cllrs R Wilkinson and S Griffiths for the vacancies currently held within Caister Community Support Charity. **Clerk to advise the group of Council's nominations and enquire as to any additional vacancies for Parish nominations.**

11. Cllr P Sleet updated the Council on the progress of the pre planning application for the Old Youth Club Site. The outcome has yet to be received but is expected within the first week of April. The Borough Council's position on the sequential test parameters has been clarified, in that if the site is considered an exceptions site, the sequential test will be limited to the Caister area rather than being borough wide. This approach aligns with the emerging Local Plan, which is expected to be adopted in June. It has also been confirmed that Lidl has established that their site lies within Flood Zone 3a, which is helpful in supporting Council's application.

To proceed with the Environment Agency pre- application (which does not carry an application fee), the already approved (**Full Council/6.10.25/5/a/vi**) Flood Risk Assessment (FRA) and a topographical survey have been initiated to accompany the submission. Additionally. The Highways Pre Application has also been initiated (previously approved to progress within minute reference **Full Council/6.10.25/5/a/vi**).

12. Parish Office

- a. Council **reviewed** the asset register and **resolved** to re-state based on the below amendments from the previously reported 24/25 Annual Governance and Return figure in box 9 (£2,515,477.89):
 - i. £269.99 printer for Clerk working from home
 - ii. Increase of £4,000.00 to 'Wooden Play Park' for installation of new flat swings
 - iii. Removal of £1,000.00 Storage Container as it is a duplicate entry.
 - iv. Total Asset figure at 30.3.25 - £2,518,747.88 (increase of £3,269.99)
- b. Council reviewed and **approved** signing of the Beach Road / Second Avenue public toilet service maintenance schedule/agreement. **Clerk to sign and respond accordingly.**
- c. Council reviewed, suggested amendment of maintenance reference at section 7 and **approved** the Licence agreement developed to formalise the agreement to house it's play equipment at the King George V Field. **Clerk to forward to the Playing Field Management Committee for action.**
- d. The Clerk's training agreement was approved by Council and signed by the Chair prior to commencement of the Certificate in Local Council Administration (CiLCA) qualification with the introduction module booked for 1 June 2026.
- e. Council **noted** receipt of Vacancy notice GYBC Caister South Ward. An election has been called and will be held alongside the County Council elections on 7 May 2026.
- f. Council discussed the working hours of the Parish Clerk and Responsible Finance Officer and Burials Clerk (RFO). It was **resolved** that the current increase in hours to 15 per week shall remain for the RFO and that the Parish Clerk hours will increase from 20 to 30 hours per week, both to be reviewed 1.4.27. **Clerk to implement accordingly and schedule review for 1.4.27.**
- g. Council reviewed the options within the tabled pension strategy. It was **resolved** that:
 - i. All eligible employees of the Council shall be designated as eligible for membership of the **Local Government Pension Scheme (LGPS)**, subject to the applicable regulations governing that scheme.
 - ii. Eligible employees will be automatically enrolled into LGPS in accordance with the Council's statutory duties and scheme requirements.

- iii. Employees retain the statutory right to opt out of LGPS. Any decision to opt out must be made freely by the employee in accordance with the relevant regulations and without inducement by the Council.
- iv. The Council maintains the **National Employment Savings Trust (NEST)** as a qualifying workplace pension scheme to meet its ongoing duties under workplace pension legislation, including for employees not eligible for LGPS or subject to statutory re-enrolment requirements.
- v. The Council confirms that it will not take any action to encourage or induce employees to opt out of LGPS, in compliance with the provisions of the **Pensions Act 2008** and associated regulations.
- vi. This resolution shall apply to all current and future employees and will be implemented in accordance with relevant pension and employment legislation.
- vii. The Clerk is authorised to implement this resolution, communicating with staff and the RFO is to ensure appropriate pension arrangements are in place and budget accordingly.

Clerk to produce Pension Policy based on resolution. RFO to implement as required and budget accordingly.

- h. Council reviewed and **approved** adoption of the Equal opportunities policy.
- i. Council reviewed and **approved** adoption of the new Staff Handbook.
- j. Council reviewed and **approved** adoption of the New Councillor Induction Pack.
- k. Council **noted** receipt of the External Audit / Annual Governance and Accountability Return Paperwork with a deadline for submission of Tuesday 30 June 2026.
- l. Council discussed the New Great Yarmouth Local Plan: Proposed Main Modifications, Habitats Regulation Assessment and Sustainability Appraisal and **noted** it's Representations Period: 5th March – 22nd April 2026. Council again object to the removal of hedgeways. Council **resolved** to delegate responsibility of submitting comments on the modifications to the Parish Clerk and Cllr N Keable. **Clerk and Cllr N Keable to arrange meeting and collate submission on Council's concerns/ objections.**

13. Council **noted** the co option application was withdrawn.

14. Chair update

- a. Social Media
 - i. March – 442,135 views
 - ii. 25,400 engagements
 - iii. 6,523 followers
 - 1. Top posts

- a. Cycle Lane on Norwich Road 23,891
 - b. Reopening toilets for Easter 16,196
 - c. Gary litter picking 13,983
 - d. New Parish Councillors 13,108
 - e. Local Government Reorganisation and Chip Shops 12,162
 - f. Caister Camp Halt 8,928
 - g. Sensory garden open day photos 12,600
 - h. Easter trail posts 11,600
- b. Following a positive meeting with Great Yarmouth Borough Council (GYBC) colleagues earlier this month, discussions are in progress around repairs to Beach Road car park. Additionally, GYBC have approved a 'free hour' parking with no return within 4 hours – The start date of this is to be confirmed. This is a really positive outcome for residents and alongside the reduction in hourly rates, can only be positive for everyone visiting our village.
 - c. Our Biggest ever Parish Council Easter trail is this Saturday 4th April. Parish Councillor support is requested on the day.
 - d. Monday April 20th at 6.30pm sees the return of Caister's Second Annual Community Awards alongside the Annual Meeting of the Parish. Again, Parish Councillor attendance is encouraged at this event where we showcase and celebrate our village and parishioners. Nominations are still open and councillors and parishioners are encouraged to submit nominations.
 - e. The Sensory Garden had a successful open day two weeks ago which was very successful and alot was achieved including siting the elephant in his new home. A gardening club will commence from May, every Wednesday for anyone who would like to and is able to help.

15. Agenda items for the next Full Council meeting:

- a. Cllr Pete Sleet – Increase in maximum speed of mobility scooters nationwide
- b. Cllr Nick Keable – To consider support of an accessible improved heritage trail through Caister on Sea.

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

- a. Annual Meeting of the Parish / Community Awards – 20 April 6.30pm
- b. Annual Parish Council Meeting – 18 May 7pm

17. **Closure of meeting 20:35**