



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 4 August 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, John Hemsworth, Lorna Cutler, Christopher Kirk, Robin Wilkinson, Sue Wilkinson, Alan Walker and Jerry Fearnley.

Borough Councillors - Gary Boyd

County Councillor – None

Guests – None

Parishioners – One

Parish Clerk – Karina Green

Parish Councillors not in attendance: Cllr A Scotter

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

The Chair opened the meeting, welcoming Councillors and parishioners.

1. To consider apologies for absence

Apologies received from Cllr Andrew Robinson (another commitment) and County Councillor Penny Carpenter (annual leave).

2. Declarations of interest not previously disclosed

No declarations of interest regarding agenda items or requests for dispensation received other than that referenced in point 5 below.

3. To approve the minutes of the previous meeting held on 30.6.25

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

4. Public participation

- a. Cllr Walker on behalf of parishioner - Hedgerow owned by Great Yarmouth Borough Council (GYBC) at Meadowcroft Bungalows requires cutting back. Parishioner requested to email clerk full details.

- b. Cllr Walker on behalf of parishioner - Leftover materials on Ormesby road surrounded by barriers. **Clerk to contact Norfolk Highways.**
- c. Cllr Kirk on behalf of parishioner - Parking opposite Yarmouth Stadium is fast becoming a real safety concern. Particularly on Thursday 31 July 2025 when cars parked opposite the stadium on the grass verge completely blocking the footpath and partially blocking the cycle path. **Cllr Gary Boyd to investigate.**

5. To consider request for dispensation – Cllrs K Wood and P Sleet.

Council **resolved** to approve a dispensation on matters relating to King George V Playing Field where Cllr Wood is a trustee and vice-chair of the management committee and Cllr Sleet is a trustee. The aforementioned councillors may take part in discussions relating to King George V Playing Field but may not vote.

6. To receive minutes of the Finance Committee meeting held on 21.7.25

The minutes were **received** by Council.

- a. To receive and consider recommendations from the Finance Committee meeting:
 - i. Council **received** the 2024/25 Internal audit review action plan.
 - ii. Council **resolved** to adopt the proposed Investment Policy. **Clerk to add to website.**
 - iii. Council **resolved** to adopt the proposed Reserves Strategy for 2025/26. **RFO to implement accordingly following the completion of the Unity account set up.**
 - iv. Council **resolved** to approve the specified updates to the insurance schedule for 25/26. **Clerk to progress for renewal quote based on new details.**
 - v. Council **resolved** to accept the quote of £322.30 inc VAT for two replacement tables for the hall. **Clerk to place order.**
 - vi. Council reviewed the project paper and considered the quotes accordingly. Council **resolved** to pause the approval of quotes until an urgent meeting of the new build working group has been called which will take place on Monday 11 August at 7pm. Following this working group, any recommendations or further detail will return to the next meeting of full council on Monday 1 September 2025. Cllr S Griffiths requested to join the working group. **Clerk to advise all working group members of meeting date.**
 - vii. Council acknowledged recommendation of the approval of a quote for required maintenance work to the Outdoor Fitness Trail following annual inspection. Clerk provided further detail regarding the content of the quote and some concerns about it's ability to fulfil the entirety of the actions required from the inspection. **Clerk to obtain at least one further quote and to also ensure all actions**

required are covered on both quotes to bring to the next meeting on 1 September 2025.

- viii. Council reviewed the proposed sanitary disposal management plan. The quotes were considered and it was noted that not all quotes seemed to be consistent. Council notes that in order to ensure legal compliance, a procedure needs to be implemented. **RFO and Cllr R Wilkinson to re-evaluate quotes to ensure they all align in the services they are providing and the dates/disposals required by Council and also to ensure it is clear there are three separate locations with different requirements. Consideration also to be given to sanitary facilities in the accessible toilets. To be presented at the next meeting of Full Council on Monday 1 September.**

7. Financial matters

- a. Council **approved** bank accounts, current balances and income and expenditure for July 2025 including payment of invoices raised.

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	Salaries			£3976.95
HMRC	HMRC Direct Debit (last month £0)			£3361.86
NEST	Pension Contribution Direct Debit			£74.08
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£9.79	£1.96	£11.75
E-On Electricity	Electricity Direct Debit	£114.28	£5.71	£119.99
British Telecom	Telephone Supply Direct Debit	£75.89	£18.72	£93.61
Starboard Systems	Scribe Subscription Direct Debit	£69.00	£13.80	£82.80
Gif Gaf	Mobile Phone Sims Direct Debit			£12.00
Lloyds	Service Charge			£10.14
Invoices for Approval				
DL Gunton	Window Cleaning			£25.00
Adams	Toilet Cleaning	£1540.00	£308.00	£1848.00
Adams	Caretaker Cover	£256.00	£51.20	£307.20
Wave	Water – Council Hall			£327.32
Norfolk Parish Training	RFO Course	£30.00	£6.00	£36.00
SLCC	Annual Membership			£190.00
Cartridge Save	Stationery	£242.73	£48.55	291.28
Trade Point	Overdue Payment (April)	£10.30	£2.07	£12.37
Trade Point	Paint for Bench / Council Keys	£30.83	£6.16	£36.99
Go Pak	Tables for Hall (pending approval)	£268.50	£53.70	£322.20
Ashleigh Print	Bench Signs (pending approval)	£445.00	£89.00	£534.00
CPC Grant	Caister in Bloom (S137)			£750.00
Festival – Toilets to Go	Festival – Toilet Hire	£590.00	£118.00	£708.00

Expenses – M O’Keefe	Recorded Delivery Postage			£5.60
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall Hire	£3,246.00		
Lloyds	Interest	£404.91		
Festival	Pitch Fees, Sponsors, Donations	£4,614.00		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Direct Debit Regular Payments				
Lloyds	Service Charge			£4.75
Invoices for Approval				
CRR Services	Waste Clearance at Cemetery			£40.00
CEMETERY INCOME	DESCRIPTION	TOTAL		
Burial Fee	Private Cheque	£500.00		
Lloyds	Interest	£22.05		

Bank Balances as of 31.07.2025:

Caister Parish Council - Treasurers Account	£12,851.14
Caister Parish Council - Instant Access Account	£540,787.32
Caister Cemetery - Treasurers Account	£3,929.57
Caister Cemetery – Instant Access Account	£38,355.02

- b. Monthly bank reconciliation **received** and **signed**.
- c. Spend against budget to date **received**.
- d. Council **noted** the receipt of the Local Government Services Pay Agreement 2025 which was backdated to 1 April 2025 and sent to all councillors via email in confidence.
RFO to implemet and backdate for payroll on 1 September 2025.
- e. Council **resolved** to approve renewal quote for boiler insurance and inspection contract at £532.00 inc VAT. **Clerk to progress with cover renewal.**
- f. Council **resolved** to fund a friendship bench sign (an initiative introduced by the Parish Council) to accompany the second of the village’s friendship benches which will be located in the community sensory garden. This includes the approval of costs as outlined below at point 7(g). **Clerk to progress design and installation.**
- g. Council considered the quote received to produce and install two friendship bench signs (near village sign outside the old police station and in the community sensory garden) at a cost of £534 inc VAT for the sign production, fixings and posts plus no more than £500 for the installation of the sign located on the pavement outside the old police station. Prior Highways approval has been received. Council **resolved** to accept the quote. **Clerk to progress design and installation with the timeline of the unveiling of the village centre bench on VJ Day, 15 August. Clerk to share sign designs with councillors.**
- h. Council considered both the quote and the need for a new swing in the play park at King George V field. This is following the removal of the Borough Council equipment, of which most had been deemed unsafe and was not budgeted for repair. The play area

10. To review and consider co-option applications

- a. Council reviewed redacted application for one of the two vacancies currently held. Council resolved by unanimous vote, to co-opt Mr Nicholas Keable on to Caister Parish Council. **Clerk to issue relevant paperwork to successful applicant.** Mr Keable also expressed an interest in joining the new build working group upon completion of all relevant paperwork.

11. Correspondence

a. Crime Statistics received and noted.

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		20		21		28		26		16		23	
Theft	1			3																				
Public Order	2	3	1	1	1	6	2	4		3					1		3				1		5	
Criminal Damage	1	3	1	6	2		2	4	1	11			2		5		3		5				1	
Anti Social Behaviour	2	8	2	7	7	6	1	4	6	8	9		2		1		8		4		4		4	
Vehicle		1	1			3							1											
Drugs			1	1	1				2		2		1				1				3			
Shoplifting			1		2	1		1	1	1			2						1		1		1	
Burglary		9		6		1	1	3	1	1	1				1		4		4		1			
Possession of a Weapon													1											
Vehicle related						1				1									3				1	

- b. Speed Radar Sign Data received and noted. Cllr Wood to liaise with PC Martin regarding sharing of data to facilitate possible actions following the gata gather.**

Average Speed In	Average Speed Out	Incoming Vehicles		Outgoing Vehicles	
22.60mph	24.68mph	Less than 30mph	95.66%	Less than 30mph	89.59%
Number of Vehicles In		31-35mph	3.71%	31-35mph	9.13%
143,684		36-40mph	0.45%	36-40mph	1.03%
Number of Vehicles Out		41-45mph	0.12%	41-45mph	0.17%
120,660		46+ mph	0.07%	46+ mph	0.09%

- c. **Great Yarmouth Borough Council Public Toilet Maintenance Agreement** – Signed by both parties and filed. **Noted**
- d. **NP Law, Tree Preservation Order – ref RST/360780740** - Council reviewed the order and had no further comments on this document. **Clerk to respond accordingly.**
- e. **Cemetery Tree Survey** reviewed. Council **resolved** to seek quotes for the three actions in which neighbouring properties are impacted. **Clerk to obtain quotes for the specified work.**
- f. **Resident email** – request for 20mph limit to be considered around Seafield Road South/Jordan Road/Braddock Road area. Various issues centred around speeding, illegal parking, vulnerable residents and neighbouring schools. The police will not enforce 20mph speed limits even if they are signposted. The responsibility lies with drivers, however if multiple issues are noticed, reporting to the police would add weight to a request for speed reduction. **Clerk to refer complaint to Norfolk County Council Highways Department.**
- g. **Norfolk Highways** - Response to vote of no confidence. Emailed previously to Councillors. **Noted. Clerk to follow up meeting attendance.**
- h. **Norfolk County Council** Love Your Market Town, Pride of Place Grant Funding pack. Applications are welcome from local groups and businesses. Your project must be a new idea and should support multiple areas or services within a local town. There are no restrictions to the kind of activities that can be funded but the ideas must have a link to creating interest or increasing footfall in town centres.

For maximum economic growth impact, our primary focus will be on projects that are set to be delivered by the end of March 2026. While we certainly welcome longer-term projects with completion dates extending to the end of 2026, the first round of funding will be concentrated on those that can be completed by the end of March 2026.

The Love Your Market Town grant scheme is to part-fund or fully-fund projects that will have a positive impact on Norfolk's local high streets. The grant can fund up to 100% of project costs and the maximum award is £5,000. The minimum award is £1,000. Your project must be located within the boundaries of Norfolk. **Noted**

- i. **Broads Authority** ref: BA/2025/0184/TPOA advising they have recorded no objection - Council requested further information on the requirement to fell at the meeting on 30.06.25. Clerk cascaded further detail via email and Council's majority supported the felling of the two trees for health and safety reasons with the provision new ones are planted. **Noted**
- j. **GYBC Planning** Review of Bids for Spending of Developer Contributions. Council reviewed the following bids which had been submitted from the Parish of Caister:
 - i. Sensory garden solar installation at King George V Playing Field, Allendale Road. No objections. Council fully support this project.
 - ii. King George V Playing Field multi use games area (MUGA) installation. No objections. Council fully support this project.

Clerk to feed back accordingly.
- k. **Email from parishioner** regarding a broken tree branch falling as they walked past. Clerk ascertained exact location of the tree to be on the boundary of the old Independence Matters site, reported as an urgent matter to Norfolk County Council and the tree was assessed by arboricultural contractors who identified no further risk and that the branch in question was likely a single dead branch having fallen coincidentally as people walked by. Parishioner updated throughout and appreciative of the prompt action by both the Parish and County Councils. **Noted.**
- l. **Caister in Bloom** updated grant request form specifying the funds requested are to develop a new watering system for use around the village. Grant approved as per clerk delegation at minute reference 30.6.25(5)(i). **Noted.**
- m. **Norfolk Highways** is looking to promote a Traffic Regulation Order to regularise the 20mph zone on new housing development, St Williams Close, Caister. The scheme is being funded by the developer as part of the planning conditions associated with their development. The highway work will be carried out by the developers funding the scheme and their associated contractors. Council discussed the proposal and are in favour of the 20mph zone. **Clerk to respond accordingly.**

12. Parish Office

- a. Council agreed to schedule the whole Council training for Monday 20th October (evening). **Clerk to schedule with Norfolk Parish Training and Support.**

- b. Key Audit – request for Councillors to respond to the email distributed on 23/07/2025. Key audit is also stretching out to hirers to allow Council to better manage key holders and highlight their responsibilities. **Noted.**
- c. Council **resolved** to approve move to paper free/reduced paper meetings from September utilising the projector for display of papers. The agenda will remain paper based along with any papers considered confidential. **Clerk and RFO to progress in respect of all Full Council and committee meetings.**
- d. Council **noted** the Clerk’s successful completion of the Introduction to Local Council Administration (ILCA) qualification and offered their congratulations.

13. Chair update

- a. Social Media
 - i. Total view for month 755,555
 - ii. 860 comments and 613 shares in month
 - iii. 6,088 followers
 - iv. 83% of followers live in the local area
 - v. Top posts
 - 1. Rumbles Fish Bar 66,000
 - 2. Lotties Cafe 42,501
 - 3. Haven 32,000
 - 4. Poor parking 30,000
 - 5. Walking for exercise 19,000
 - 6. Sensory garden 14,000
 - 7. Vandalism to public toilets 13,800
 - 8. Places to eat 13,664
 - 9. Co Op car park closure 11,300
- b. Sensory Garden
 - i. Volunteer sessions running this week – volunteers needed to maintain the space until more can be planted.
 - ii. Cllr S Wilkinson updated on another £100 donation.
 - iii. Cllr Wood advised that Cllr Gary Boyd also provided £500 of his ward budget to the project.
 - iv. Fantastic progress to date.
- c. Friendship Benches
 - i. 2 benches to be installed – one outside the old police station will commemorate 80th anniversary of VE and VJ Day and will be unveiled on VJ Day.
 - ii. Second bench to follow in the community sensory garden.

d. Parish Liaison Meeting

- i. Closure of car park next to Co-op. GYBC agreed to approach NCC on behalf of the Parish Council. **Clerk to follow up.**
- ii. GYBC agreed in principle to support walking bus from Beach Road car park to infant/junior school with possible easements on the parking charges. **Clerk to follow up.**
- iii. Condition of the old grave keepers cottage on Ormesby Road which has fallen into a state of disrepair in the last 8-9 years. It is unable to be sold due to a covenant. Unable to rent due to the current condition. Potentially will lead to demolition.

e. Lifeboat Day

- i. Very well attended by the community.
- ii. Parish Council extended thanks to all involved in organising and those that attended to support the village's independent lifeboat.

f. VJ Day

- i. Service at the war memorial on VJ Day (15 August) at 12 noon – councillors encouraged to attend.
- ii. Unveiling of commemorative friendship bench also scheduled.

14. Agenda items for the next Full Council meeting

- a. Light Up Caister – Cllr K Wood

15. To agree dates of next meetings

- a. New Build Working Group – 11 August 2025, 7pm
- b. Full Council – 1 September 2025, 7pm
- c. Finance Committee – 22 September 2025, 7pm
- d. Full Council – 6 October 2025, 7pm
- e. Personnel Committee – 3 November, 6.30pm
- f. Full Council – 3 November 2025, 7pm
- g. Finance Committee – 17 November 2025, 7pm
- h. Full Council – 1 December 2025, 7pm

16. Meeting closed at 20:48