



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 5 January 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 and Nick Keable.

Borough Councillors - None

County Councillor – None

Guests – Michele O’Keefe - Responsible Finance Officer (RFO) & Burials Clerk

Parishioners – None

Parish Clerk – Karina Green

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 from **Cllrs Alan Walker, Sandy Griffiths, Robin Wilkinson, Sue Wilkinson, Danny Godbolt, Andrew Robinson, Borough Councillor Gary Boyd and County Councillor Penny Carpenter.**

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 1.12.25

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

4. Public participation

- a. No parishioners present.

- b. Cllr Gary Boyd updated the Council via email that he has requested £500 of the remainder of his ward budget to be allocated to Caister Playing Field Management Committee.
- c. Council noted a distributed update from Borough and County Cllr Penny Carpenter:
 - i. Small fire at Caister Recycling Centre on Monday January 5th, cause unknown at this stage.
 - ii. Planning 06/25/0411/F - Cllr Carpenter has not supported this application.
 - iii. Along with Cllr Boyd, a meeting will be arranged to discuss options for the continued use of Roman Way as a cut through despite restrictions already in place.

5. Financial Matters

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

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries (November)	Salary Online Payment		£3,587.41	
Salaries (December)	Salary Online Payment		£3,586.81	
HMRC	HMRC Direct Debit		£nil	
NEST	Pension Direct Debit		£74.08	
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£183.34	£45.84	£229.18
E-On Electricity	Electricity Direct Debit	£114.28	£5.71	£119.99
British Telecom	Telephone Direct Debit (paid BACS)	£97.39	£19.48	£116.87
Starboard Systems	Scribe Subscription	£69.00	£13.80	£82.80
Gif Gaf	Phone Sims Direct Debit			£12.00
Lloyds Accounts	Service Charge			£9.82
Unity Trust Accounts	Service Charge			£6.30
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				
Action Play & Leisure	Swing Installation. Minute Ref: FullCouncil/04.08.25/71/h	£3467.00	£693.40	£4,160.40
Coday Engineering	Cemetery Gate Repair. Minute Ref: FullCouncil/06.10.25/7/c	£450.00	£90.00	£540.00
PPL PRS United for Music	Light Up Xmas License. Min Ref: FullCouncil/01.12.25/8/g	£19.00	£3.80	£22.80
PPL PRS United for Music	Annual Hall License. Min Ref: FullCouncil/01.12.25/8/h	£623.41	£124.68	£748.09
SLCC	14 th Edition Book. Min Ref: FullCouncil/01.12.25/7/11	£148.50	£0.90	£149.40
Invoices for Approval				
Adams	Public Toilet Clean (final for 2025)	£715.00	£143.00	£858.00
Batchelor Electrical	Christmas Lights on Hall	£500.00	£100.00	£600.00

Batchelor Electrical	Two Consumer Units / New Socket	£980.00	£196.00	£1,176.00
C.C.R. Services	Wheelie Bin emptied			£25.00
Restore Data Shred	Legacy Invoice (March 2025)	£76.00	£15.20	£91.20
Trade Card (B&Q)	Kitchen Repair	£27.09	£5.41	£32.50
Viking	Stationery / Cleaning	£104.23	£20.85	£125.08
Wave	Water / Sewage Supply (Hall)	£218.00	£54.50	£272.50
Williams Garage	Christmas Trees on Hall	£430.00	£86.00	£516.00
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall and Shop Hire	£2,742.00		
Newsletter	Advertising	£250.00		
Allotments	Rent	£30.00		
Substation	Rent	£nil		
Lloyds Accounts	Interest	£17.25		
Unity Trust Accounts	Interest	nil		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Direct Debit Regular Payments				
Lloyds	Service Charge			£4.25
Invoices for Approval				
Pear	Cemetery online system	£95.00	£19.00	£114.00
M. O'Keefe - Expenses	Kneeler (for interments)			£19.99
CEMETERY INCOME	DESCRIPTION	TOTAL		
Funeral Directors	Burials and Monuments	£500.00		
Private	Burials and Monuments	£1,075.00		
Private	Contributions to Monument Repair	£nil		
Lloyds	Interest	£nil		

Bank Balances as of 31.12.2025:

Lloyds - Treasurers Account	£6,237.01
Lloyds - Instant Access Account	£11,178.20
Lloyds Cemetery - Treasurers Account	£1,726.35
Lloyds Cemetery - Instant Access Account	£0 (To be closed at year end)
Unity Trust Bank Account - Current	£29.50
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	£41,690.00 Instant access
Unity Trust Bank Account - General Reserve	£35,000.00 Instant access

- b. Council **received** and **approved** monthly bank reconciliations for December 2025.
Signed by Chair.
- c. Council **received** and **noted** spend against budget to date.
- d. Council reviewed and **approved** the proposed distribution of ear marked reserves following December's meeting of Full Council and to allow for an ear marked reserve for election costs as below:

Earmarked Reserves	Breakdown	Type of Account	Current Balances
New Build		12 month	350,000.00
New Build (working)		Instant	41,690.00
Land - Cemetery	30,000.00		
Land – New Cemetery Land	50,000.00		
Land - Allotments	5,000.00	6 month	85,000.00
Asset – New Playground Equipment	20,000.00		
Asset - Maintenance	30,000.00		
Asset - Council Hall	35,000.00	6 month	85,000.00
General Reserve	32,000.00		
General Reserve – Election Costs	3,000.00	Instant	35,000.00
			596,690.00

- e. Council considered action against outstanding invoices referenced 133, 146, 147 and News/Nov/1 and **resolved to write off the outstanding amounts. RFO to action accordingly noting that no further business to be transacted with the implicated businesses moving forward.**
- f. Council reviewed the scope of work and quote for the continuation of the memorial inspection project and **resolved to accept** the quote of £900 from Arthur Jary & Sons. **RFO to progress.**

6. To consider all cemetery matters

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

Exclusive Rights of Burial (ERB) Transactions December 2025:

Exclusive Rights Purchase: 1538 PACEY
Exclusive Rights Purchase: 1539 BAKER

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

Interment 03.12.2025 (ashes) CUSHION (re-opener)
Interment 10.12.2025 (burial) PACEY (new plot)
Interment 12.12.2025 (ashes) BAKER (new plot)

One monument approved in month.

One interment took place in January as a re-opener of a burial plot for ashes.

The available space in the Village Cemetery excluding the un-plotted ground nearest to the Lifeboat Memorial is: Burial Plots – 29 and Ashes Plots – 39

Final data for 2025, the Village Cemetery has seen 24 burials and interment of ashes take place.

- c. Council discussed the damage to the fence at the Northern end (Charles Close entrance) of the cemetery and **approved** a tender process to replace the fence and to widen/level the entrance. **Clerk to progress.**

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

- a. **BA/2025/0385/FUL (Caister Castle, Castle Lane, West Caister Norfolk NR30 5SN):** Installation of 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.**

8. Correspondence

- a. **Norfolk Constabulary** -Thank you to everyone who joined our **Rural Flegg, Caister and Coastal Villages** Neighbourhood Meeting, held at Winterton Village Hall on Thursday, 23 October. During the meeting, Sergeant Shane Carroll, PC Callum Ball and PC Chris Martin provided local updates, attendees had the opportunity to raise concerns and highlight issues affecting their communities. These were recorded and fed into the district-wide Priority Setting Meeting held on Thursday, 20 November.

At the district-wide Priority Setting meeting, updates from the three local Neighbourhood Meetings (Rural Flegg, Caister and Coastal Villages; North and South Yarmouth; and, Gorleston) were shared. Following discussion, partners agreed that the new, district-wide policing priority, for the next three months will be **Anti-Social Behaviour – focusing on alcohol/drug concerns and vehicle misuse.**

The next **Rural Flegg, Caister and Coastal Villages Neighbourhood Meeting** will take place on **Thursday, 29 January 2026, 6:00pm at The Rabbit Hutch, Allendale Road, Caister, NR30 5ET**

- b. **Norfolk ALC** - Local Government Reorganisation (LGR) Consultation open to 11 January 2026
- c. **Cllr Jeremy Fearnley** – Letter of resignation received for the position of Parish Councillor within Caister Parish Council. 'I appreciate the opportunity to serve on the council and contribute to the community during my time in office'.

- d. **Cllr Alison Scotter** - Letter of resignation received for the position of Parish Councillor within Caister Parish Council. 'Thank you so much for the opportunity I had to support my village and thank you both (and the other council members) for all of the amazing support you give to our village'.
- e. **Great Yarmouth Borough Council** – Notice of Vacancy, 4 December 2025
- f. **Great Yarmouth Borough Council** – Notice of Vacancy, 16 December 2025
- g. **Great Yarmouth Borough Council** - Precept & Concurrent Grants Functions 2026/27
- h. **Gladiator Events** – Event Notification 6.6.26: The event is a 32 mile hike starting at Cromer Pier and finishing at Great Yarmouth Pier. The Pier 2 Pier event raises funds for East Anglican Children's Hospice.
 Event name: Pier 2 Pier Norfolk, expected participants 200
 Date: Saturday 6th June 2026, Route set up: Friday 5th June 2026
 Start: Cromer Pier, Finish: Great Yarmouth Pier
 An event hub will be located at the finish and four rest stops along our route. All set-up and de-rigging will be managed by an experienced events team, with appropriate safety and medical measures in place. All event waste will be litter picked from the route and venues and collected by a dedicated waste management company. A small PA system will be in place in the event hub and regular checks will be conducted to ensure noise levels remain at a low level.
- i. **Norfolk County Council** – Invitation to Norfolk Market Towns Conference, a cornerstone event of the Norfolk High Streets Matter Programme. Thursday 19 February 12.45 - 6pm at Thursford Experience. The conference aims to:
 - Enhance collaboration among local councils, businesses, and stakeholders;
 - Foster innovative strategies for the revitalisation of market towns and high streets; and
 - Highlight the impact of Norfolk's High Streets Matter programme, including Pride of Place projects and Retail Excellence initiatives.

Clerk to book spaces to attend.

- 9. Cllr Sleet outlined issues being experienced on the field behind the Mallards estate/ Westerley Way around the unauthorised use of motorised vehicles on the field and suggesting the installation of signage prohibiting such activities. **Clerk to liaise with the Gary Boyd around the installation of signage.**

10. **Parish Office**

- a. Council considered the proposed dates for the 2026 Annual Parish Council meeting and Annual Meeting of the Parish/Community Awards and **resolved** to schedule as follows:
 - i. Annual Meeting of the Parish/Community Awards – Monday 20 April 2026
 - ii. Annual Parish Council Meeting – Monday 18 May 2026

- b. Council reviewed and **approved** the budget for 2026/27 and **resolved** to submit a precept request of £142,900.00 to Great Yarmouth Borough Council. **Clerk to complete precept submission to deadline.**
 - c. Public toilets service and maintenance – to move to February agenda.
 - d. Council discussed publication schedule for the renewed Parish Newsletter and agreed this should be flexible but based around publication in February, May, August and November. **Clerk to continue with development and schedule publication.**
 - e. Council **noted** a reminder of a consultation meeting with Lidl on Monday 12th January, 7pm.
 - f. Council **noted** a reminder of Persimmon attendance in the guest slot of Full Council meeting on Monday 2 February to update on the next stages of the Mulberry Park development. **Councillors to submit key questions/concerns to Clerk by Monday 19th January.**
 - g. Council discussed the speed radar sign responsibilities moving forward. No volunteers came forward and Council **resolved** to take down and store the sign. **Clerk to arrange.**
 - h. Clerk updated Council that three vacancies are currently held. Two are available to co-opt with the third still within the vacancy notice period.
 - i. Clerk updated Council that Norfolk ALC no longer offer training and that the Certificate in Local Council Administration (CiLCA) would be completed via Suffolk ALC. First enrolments of 2026 is in February and then alternate months moving forward. The initial step is to complete pre course training around expectations and study time etc. **Clerk to progress.**
11. Council discussed co-option application received and **resolved** to invite applicant to attend meeting on Monday 2 February. **Clerk to issue invitation.**

12. Chair update

- a. Social Media
 - i. December – over 619,901 views, 85% of our followers are local
 - 1. Top posts
 - a. Dog and seal post 172,229
 - b. Christmas Market and Light Up Caister 39,300
 - c. Christmas lights in the village – Lotties 23,705
 - d. Brill Fish retirement 15,569
 - e. Christmas Day posts 13,829 and 12,446
 - f. Norfolk County Council re roadworks/closures 11,564
 - b. Light Up Caister and Merry Mistletoe Mini Market

- i. Thank you to everyone who came along to help including our very own DJ. A lot of work went into the event and a big thank you to Karina and Sinead who pulled it all together. The event was a big success and drew large crowds throughout the afternoon and evening. It also raised over £300 for the sensory garden project.
- c. Looking ahead to 2026
 - i. To move the new hall project forward there will be a meeting in January/February.
 - ii. A request has been made to Great Yarmouth Borough Council to meet again regarding the poor state of Beach Road car park including the increased usage during Winter months and the charges applied.
 - iii. Concerns will be raised regarding the extensive closures along Norwich Road.

12. Agenda items for the next Full Council meeting:

- a. Public toilets servicing and maintenance

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

- a. Finance Committee – 19 January 2026, 7pm
- b. Full Council – 2 February 2026, 7pm
- c. Full Council – 2 March 2026, 7pm
- d. Finance Committee – 16 March 2026, 7pm
- e. Full Council – 30 March 2026, 7pm
- f. Annual Meeting of the Parish / Community Awards 20 April 2026, 6.30pm
- g. Annual Parish Council Meeting - 18 May 2026, 7pm

14. **Closure of meeting 20:23**