



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 6 October 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, Robin Wilkinson, Sue Wilkinson, Alan Walker, Jerry Fearnley and Nick Keable.

Borough Councillors - None

County Councillor – None

Guests – Michele O’Keefe

Parishioners – One

Parish Clerk – Karina Green

Parish Councillors not in attendance: Alison 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 **CLLrs Christopher Kirk** (another commitment), **Andrew Robinson** (another commitment) 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.

3. To approve the minutes of the previous meeting held on 4.8.25

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

4. Public participation

- a. Poor lighting on the corner of Tan Lane/Lacon Road and the nearby passageway. Also, pot holes on the pavement that hold water and freeze over in the winter months. **Clerk to contact Cllr Gary Boyd to investigate.**

5. To receive minutes of the Finance Committee meeting held on 22.9.25

The minutes were **received** by Council.

- a. Council received and considered recommendations from the Finance Committee meeting as per below:
 - i. 2024/25 Internal audit review action plan **received** and **noted** by Council.
 - ii. Council **agreed** to the recommended adjustment to allocation of ear marked reserves as per below. **RFO to progress.**

Earmarked Reserves	Breakdown	Type of Account	Revised Plan
New Build		12 month	350,000.00
New Build (working)		Instant	50,000.00
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		Instant	35,000.00
			605,000.00

- iii. Council **approved** the progression of the quote to implement maintenance to required monuments within Caister Village Cemetery at £2,750 from Arthur Jary and Sons Ltd. **RFO to schedule work as per the proposed schedule taking into account Council’s own Burial Regulations.**
- iv. Council **approved** the progression of the sanitary disposal quote for public and Council Hall toilets, selecting the quote of £312 per annum from Anglia Chemicals with the intention to service the Council Hall toilets as soon as possible and the public toilets at Beach Road and Second Avenue from April 2026 upon reopening for the new season. **RFO to progress. Clerk to correspond with Great Yarmouth Borough Council and encourage them to consider the addition of sanitary facilities in male toilets across the Borough.**
- v. Council **agreed** to postpone the parish partnership bid application for new speed radar technology due to the ongoing roadworks in and around Caister. To be reviewed in March 2026.
- vi. Council **resolved** to progress with the provisional plans and costs outlined in the pre application/planning application process up to a maximum cost of £18,795 plus VAT. Should further consultations be required, Council will reconsider any further cost implications. **Cllr P Sleet to progress with architects.** Additionally, Cllr Fearnley noted that the wire fence has been trampled down at the site. New padlocks already in place but Council suggested a sign to deter trespassers. **Clerk to progress.**

- vii. Council reviewed and **resolved** to accept the draft 2026/27 budget presented by the Clerk and RFO which included recommendations following the finance committee's review with no further amendments.
- viii. Council **agreed** to the below additions to Council's Financial Regulations. **Clerk to update Financial Regulations accordingly.**
1. Section 6, Banking and Payments: 6.10 - In order to make provision for payments to be made in the case of cancellation or postponement of Full Council meetings, email agreement may be sought to approve due payments.
 2. Section 6, Banking and Payments: 6.11 - When a quote has been approved to progress by Full Council and minuted as such, the subsequent invoice, assuming it is no more than the approved and minuted amount, may be paid without the need for further Council approval. The payment will be presented at the next convened meeting of Full Council, for inclusion in the minutes.
- ix. Council **approved** expenditure of up to £1000 for Light Up Caister Christmas event taking place on Friday 5 December at the Council Hall.
- x. Council **resolved** to approve the increase in working hours of the Responsible Finance Officer and Burials Clerk from 12 hours per week to 15 hours per week with effect from 1 October 2025 until 31 March 2026 initially. **RFO to adjust payroll accordingly. Clerk to update HR file.**

6. Financial Matters

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

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	August			£3,745.95
(Salaries)	September			£3,427.98
HMRC	HMRC Direct Debit - August			£943.95
NEST	August			£74.08
(Pension Direct Debit)	September			£74.08
Direct Debit Regular Payments				
British Gas	August	£9.79	£1.96	£11.75
(Gas Direct Debit)	September	£55.51	£13.88	£69.39
E-On Electricity	August	£114.28	£5.71	£119.99
(Electricity Direct Debit)	September	£114.28	£5.71	£119.99
British Telecom	Telephone Direct Debit - August	£76.78	£19.20	£95.98
Starboard Systems	August	£69.00	£13.80	£82.80

(Scribe Subscription)	September	£69.00	£13.80	£82.80
Gif Gaf	August			£12.00
(Phone Sims Direct Debit)	September			£12.00
Lloyds	August			£36.72
(Service Charge)	September			£14.20
Microsoft	Annual Subscription (auto renew)	£83.99	£21.00	£104.99
Invoices for Approval				
DL Gunton	August			£25.00
(Window Cleaning)	September			£25.00
Adams	August	£1,540.00	£308.00	£1,848.00
(Toilet Cleaning)	September	£990.00	£198.00	£1,188.00
Norfolk Parish Training	Whole Council Training (October)	£295.00	£59.00	£354.00
Ashleigh Print	Bench Signs - min:4.8.25(7)(g)	£445.00	£89.00	£534.00
Ashleigh Print	Festival Programme (donation)			£425.00
Ashleigh Print	Newsletter			£870.00
Gary Martin	Bench Install - min:4.8.25(7)(g)			£485.00
Cartridge Save	Stationery - Inks	£242.73	£48.55	£291.28
Parish Online	Website Service	£375.00	£75.00	£450.00
PKF	External Audit Fee	£630.00	£126.00	£756.00
T. Marsden – Expense Claim	Weeding Tools	£12.16	£2.43	£14.59
K. Green – Expense Claim	Poppy Wreath	£20.83	£4.17	£25.00
P. Sleet – Expense Claim	Wireless Microphone	£84.15	£16.83	£100.98
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	August	£1,270.50		
(Various Hall Hire)	September	£1,214.00		
Newsletter	Advertising - August	£60.00		
GYBC	Precept Payment - September	£71,615.00		
Lloyds	August	£439.17		
(Interest)	September	£381.97		
Festival	August	£1,250.00		
(Sponsors, Donations)	September	£1,000.00		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Direct Debit Regular Payments				
Lloyds	August			£4.25
(Service Charge)	September			£4.75
Invoices for Approval				
None				
CEMETERY INCOME	DESCRIPTION	TOTAL		
Acle Parish Council	Re Burial 25.10.2024 - Hunn	£280.00		
Arthur Jary and Sons	Various Burials and Monuments	£1,360.00		
Central Coop	Burial	£640.00		
Lloyds	August	£24.27		
(Interest)	September	£21.24		

Caister Parish Council - Treasurers Account	£81,678.41
Caister Parish Council - Instant Access Account	£536,608.46
Caister Cemetery - Treasurers Account	£4,800.57
Caister Cemetery – Instant Access Account	£38,400.53
Unity Trust Bank Account	£nil

- b. Council **received** and **approved** monthly bank reconciliations for July (amended), August and September 2025. **Signed** by Council chair and finance committee chair.
- c. Council **received** and **noted** spend against budget to date.
- d. Council considered and **approved** renewal quote for Council's insurance policy incorporating the Cemetery at £6,007.38. Council will be able to source alternative insurance providers from 2026 when the current 3 year agreement ends. **RFO to progress payment and Clerk to advise insurers of renewal acceptance and payment.**
- e. Council considered quotes received for required maintenance/repair to outdoor fitness trail at King George V Playing Field following annual RoSPA inspection findings and **resolved** to progress with quote from local company Steel-FX at £1,700 total cost. **Clerk to instruct contractor to commence repairs.** Council **noted** that subsequent weekly play equipment inspections currently scheduled will identify the completeness of the work carried out and any other potential issues.

7. To consider all cemetery matters

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

Cemetery Information – August and September 2025:

Interment 18.08.2025 (ashes)	CROWE
Interment 18.09.2025 (burial)	REYNOLDS
Interment 25.09.2025 (burial)	NEWBY (including enclosed ashes)
Interment 26.09.2025 (ashes)	DUNN
Interment 18.09.2025 (burial)	HAMILTON

Also six monuments approved.

Exclusive Rights of Burial (ERB) Transactions:

Exclusive Rights Purchase: 1532	REYNOLDS
Exclusive Rights Purchase: 1533	NEWBY
Exclusive Rights Purchase: 1534	DUNN
Exclusive Rights Purchase: 1535	COE (HAMILTON)

- b. Council **approved** quote from CCR Waste to remove excess wood from the cemetery at £150 total cost. **Clerk to schedule.**
- c. Council **approved** quote from CODAY Engineering of £450 plus VAT to repair the cemetery gate. **RFO to schedule.**

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

06/25/0469/VCF	Variation of Condition 1 of pp 06/00/0805/F (variation of previous permissions to allow occupation from 28th February in any one year to 14th January in following year) - Proposed amendment to allow occupation of the existing holiday accommodation during the period from 1st February in any year to the 14th January the following year.
Location:	Elm Beach Caravan Park, Manor Road, Caister-on-sea, NR30 5HG
NO OBJECTIONS	
06/25/0741/HH	Erection of a single-storey rear extension; Installation of dropped kerb to front.
Location:	41 Lacon Road, Caister-on-Sea, NR30 5EU
NO OBJECTIONS	
06/25/0669/HH	Two and single storey front extension
Location:	111 Covent Garden Road, Caister-on-Sea NR30 5WA
NO OBJECTIONS	

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	
	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25	20 24	20 25
Violence and Sexual	15	23	20	10	25	23	33	19	25	30	9	14	20		21		28		26		16		23	
Theft	1			3																				
Public Order	2	3	1	1	1	6	2	4		3		4			1		3				1		5	
Criminal Damage	1	3	1	6	2		2	4	1	11		3	2		5		3		5				1	
Anti Social Behaviour	2	8	2	7	7	6	1	4	6	8	9	9	2		1		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						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
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- b. Speed Radar Sign data received and noted by Council. **Cllr J Fearnley to investigate interpreting the data between when the sign flashes and when it is 'switched off'.**

i. **August 2025**

Average Speed In	Average Speed Out	Incoming Vehicles		Outgoing Vehicles	
22.03mph	24.55mph	Less than 30mph	97.41%	Less than 30mph	90.33%
Number of Vehicles In		31-35mph	2.16%	31-35mph	8.45%
130,884		36-40mph	0.32%	36-40mph	0.95%
Number of Vehicles Out		41-45mph	0.07%	41-45mph	0.17%
110,118		46+ mph	0.04%	46+ mph	0.10%

ii. **September 2025**

Average Speed In	Average Speed Out	Incoming Vehicles		Outgoing Vehicles	
22.41mph	24.72mph	Less than 30mph	96.33%	Less than 30mph	89.53%
Number of Vehicles In		31-35mph	3.11%	31-35mph	9.26%
135,751		36-40mph	0.41%	36-40mph	0.98%
Number of Vehicles Out		41-45mph	0.10%	41-45mph	0.15%
116,961		46+ mph	0.05%	46+ mph	0.08%

- c. **Second Avenue Car Park** – Cllr A Walker had received reports of fly tipping and overnight stays. Rubbish has since been removed. **Chair to make further investigations.**
- d. **Persimmon** re: upcoming road closures as distributed via email.
- e. **Great Yarmouth Transport Strategy Consultation** – Cllr N Keable discussed the proposed strategy and the paper produced to form Council’s comments. Council agreed that the strategy seemed to lack any particular direction and in particular that it focussed only on 5 years rather than the 10 year duration of the strategy. There is very little attention paid to the wider parts of the Borough, including Caister and whilst the pressure on Caister High Street is mentioned in the 2020 version of the strategy, it is omitted from the current iteration. Council acknowledged the work carried out by Cllr Keable on reviewing the strategy in great detail and pulling together a comprehensive list of comments, however, it was felt that the comments could be condensed to obtain more impact ahead of submission. **Cllr Keable to condense comments accordingly**

and email to the Clerk who will distribute to Council for comments ahead of submitting the return to the Borough Council.

- f. **Centre 81** would like to attend a future meeting to outline the services they offer. They provide a multitude of support to residents across the borough including Caister. Council would like to invite the group to attend December's meeting and present in a guest slot at 6.30pm. **Clerk to arrange.**
- g. **Avison Young** – Council reviewed the proposed telecoms development works (water tower) and have **no comments**. **Clerk to respond accordingly.**

10. Council **received** and **noted** the report from the Safer Neighbourhood Meeting held on 17.7.25 compiled by Cllr J Hemsworth. Next meeting to take place this month (October).

11. **Parish Office**

- a. Road closure applications submitted for Remembrance Service (9 November) and provisionally for Christmas light switch on (5 December). Road closure for Remembrance Service has been approved, however, CSAS trained marshalls must be used. **Clerk and Chair to investigate further.**
- b. Remembrance wreaths ordered for both the war memorial service and service at sea.
- c. Council **received** external auditor's report and **noted** the except for matters.
- d. Staff appraisals to take place during October/November 2025.
- e. Planned installation for new swings at King George V play area is November 2025.
- f. Norfolk County Council were unable to provide an official update on the car park of the old Independence Matters site. Clerk provided unofficial update which outlined the intention of the Co-Op to lease the space and re-open it as a car park.
- g. Second Avenue resurfacing works to commence on 13 October.
- h. Scheduled Japanese Knotweed treatment/maintenance carried out. Report to follow.
Noted.
- i. Cllr N Keable booked for New Councillor Induction Training in December.
- j. Council reminded of full council training taking place on Monday 20 October. Cllrs R Wilkinson and S Wilkinson advised they were unable to attend.

12. **Chair update**

- a. Social Media
 - i. August - 742,427 hits
 - 1. Top posts
 - a. Fire on Beach Road 81,369
 - b. Derelict house in GYBC cemetery 51,505
 - c. Four Caister fish & chip shops 46,888
 - d. The flags we fly 42,457

- e. The Gate pub history 30,327
 - f. Truckers convoy 29,001
 - g. 1960 map of Caister 27,206
 - ii. September – 622,337 hits
 - 1. Top posts
 - a. Flag flying on Council hall 39,140
 - b. Union flags on the High Street 38,467
 - c. Lifeboat naming 21,884
 - d. Caister lion 18,276
 - e. Manor House post 18,614
 - f. Pubs in the village 18,305
 - g. Gary litter picking 17,800
 - h. Old railway line walk 17,121
- b. Sensory Garden
 - i. Volunteer meeting 7.10.25 6pm.
 - ii. Volunteers still required.
 - iii. Team are trying hard to make the space as low maintenance as possible.
 - iv. The sensory garden is for everyone.
- c. Remembrance Sunday
 - i. 9 November service at 11am at the war memorial.
 - ii. As many Councillors to attend the service as possible.
 - iii. Volunteers sought for the reading of names.
- d. Light up Caister and Christmas Market
 - i. Friday 5 December 4-8pm.
 - ii. Market stalls inside the Council Hall with performances and food/drink outside.
 - iii. Love Your High Street element where local shops/businesses are encouraged to open for late night shopping.
 - iv. Christmas meeting to be scheduled – all Councillors keen to be involved.
 - v. Batchelor Electrical Services on board again this year to support installation.

13. **No** agenda items for the next Full Council meeting put forward.

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

- a. Personnel Committee – 3 November 2025 , 6.30pm
- b. Full Council – 3 November 2025, 7pm
- c. Finance Committee – 17 November 2025, 7pm
- d. Full Council – 1 December 2025, 6.30pm
- e. Full Council – 5 January 2026, 7pm

- f. Finance Committee – 19 January 2026, 7pm
- g. Full Council – 2 February 2026, 7pm
- h. Full Council – 2 March 2026, 7pm
- i. Finance Committee – 16 March 2026, 7pm
- j. Full Council – 30 March 2026, 7pm

15. Closure of meeting 20:31