



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 Annual Parish Council Meeting held on Monday 18 May 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 Jarzembksi, Christopher Kirk, John Hemsworth, Nick Keable, Katie Batchelor, Alan Walker, Sandy Griffiths, Robin Wilkinson, Susan Wilkinson and Danny Godbolt.

Borough Councillors - Jonathan Wedon **County Councillors** – Glenn Hurren & Daniel McGrath

Guests – Michele O’Keefe (Responsible Finance Officer/Burials Clerk) **Parishioners** – Two

Parish Clerk – Karina Barker

Councillors not in attendance: Andrew Robinson

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

The Chair opened the Annual Parish Council Meeting, welcoming Councillors, parishioners and guests.

1. Election of Chair

- a. Cllr Kevin Wood proposed by Cllr Sleet, seconded by Cllr Walker with all in favour. Cllr Wood is **elected** as Chair until the next Election / Annual Meeting in May 2027.
- b. Cllr Wood **signed** the Acceptance of Office in the presence of the Parish Clerk who also signed.

2. Appointment of Vice Chair

Cllr Peter Sleet proposed by Cllr Jarzembksi seconded by Cllr Godbolt with all in favour.

Cllr Sleet is **appointed** as Vice Chair to the next Election / Annual Meeting in May 2027.

3. To consider apologies for absence

Apologies received from **Cllr Lorna Cutler and Borough Councillors Penny Carpenter and Gary Boyd.**

4. Declarations of interest not previously disclosed

Cllrs Wood and Sleet declared an interest in agenda item 12(e). Both 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.

5. To approve the minutes of the previous meeting held on 30.3.26

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

6. Appointment of Standing Committees

- a. Council **resolved** to appoint the following Councillors to the Finance Committee – Cllrs Wood, Sleet, R Wilkinson, Jarzembki, Kirk and Griffiths.
 - i. Council **reviewed** and **approved** the Finance Committee Terms of Reference.
- b. Council **resolved** to appoint the following Councillors to the Personnel Committee – Cllrs Wood, Sleet, Walker, Godbolt, Jarzembki and Cutler.
 - i. Council **reviewed** and **approved** the Personnel Committee Terms of Reference.

7. Appointment of Parish Council representatives to external organisations

Council **resolved** to appoint Councillor representatives to external organisations as set out below:

- a. Playing Field Management Committee – Cllrs Sleet and Walker.
- b. Caister Community Association – Cllr Keable.
- c. Caister Youth Club – Cllr Godbolt.
- d. Joint Parishes Liaison Committee – Cllrs Sleet, Griffiths and Wood.
- e. Patient Participation Group – Cllr Griffiths.
- f. Safer Neighbourhood Meetings – Cllrs R Wilkison and S Wilkinson.
- g. Parish Council Allotments – Cllr Godbolt.

Clerk to notify relevant organisations accordingly.

8. Appointment to working groups

Council **resolved** to appoint Councillors to it's working groups as set out below:

- a. New Build Working Group – Cllrs Wood, Sleet, Walker, Keable, Griffiths, Godbolt, Kirk and Jarzembki.
- b. Shop Caister Working Group – Cllrs Wood, Batchelor and Cutler.

9. Appointment of Auditors

- a. Council **noted** appointment of external auditor as PKF Littlejohn (as appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) for the 5 financial years from 2022/23 to 2026/27).
- b. Council **noted** appointment of Internal Auditor as Susan Lake as per minute reference Full Council/3.11.25/14/a.

10. To note election of Borough and County Councillors

Council **noted** the election of the following Borough and County Councillors:

- a. Great Yarmouth Borough Council (Caister South) By Election – Cllr Jonathan Wedon
- b. Norfolk County Council (North Caister & Ormesby) – Cllr Glenn Hurren
- c. Norfolk County Council (South Caister & Bure) – Cllr Daniel McGrath

11. Public participation

- a. No Parishioner comments

- b. No reports were received from Borough or County Councillors. However, the three representatives present—Borough Councillor Jonathan Wedon and County Councillors Glenn Hurren and Daniel McGrath—introduced themselves and expressed their intention to work collaboratively with the Parish Council to support Caister and its parishioners.

12. Financial Matters

- a. Council **approved** bank accounts, current balances and income and expenditure for April 2026 including payment of invoices raised. This also includes payments for approval up to 16 May 2026.

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	Salary Online Payment		£3,587.01	
HMRC	HMRC Direct Debit		£2,508.43	
NEST	Pension Direct Debit		£74.08	
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£264.32	£52.86	£317.18
E-On Electricity	Electricity Direct Debit	£99.99	£20.00	£119.99
British Telecom	Telephone Direct Debit (paid BACS)	£83.55	£83.55	£100.26
Starboard Systems	Scribe Subscription	£69.00	£13.80	£82.80
Gif Gaf	Phone Sims Direct Debit		nil	£12.00
Lloyds Accounts	Service Charge			£9.47
Unity Trust Accounts	Service Charge			£7.00
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				
None				
Invoices for Approval				
Ashleigh Print and Design	Community Awards Boards	£60.00	£12.00	£72.00
Ashleigh Print and Design	Easter Trail Boards		nil	£35.00
Ashleigh Print and Design	Business Cards	£20.00	£4.001	£24.00
Ashleigh Print and Design	Community Award Certificates	£35.00	£7.00	£42.00
Ashleigh Print and Design	Newsletters		nil	£880.00
C. C. R. Services	Wheelie Bin Waste		nil	£20.00
D.G. Properties	Window Cleaning		nil	£25.00
I.C.C.M.	Annual Membership		nil	£110.00
Norfolk Parish Training	Training – M. O’Keefe	£48.00	£9.60	£57.60
SLCC	Training – K. Barker	£77.00	£15.40	£92.40
Trade Card	Soil for Council Hall		nil	£15.00
Expenses	K. Barker – Easter Event		nil	£25.50
Expenses	N. Keable – Easter Event		nil	£64.90
Expenses	K. Wood – Trophy for Awards		nil	£39.00
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Precept	Precept (first installment)	£71,450.00		
Lettings	Various Hall and Shop Hire	£2,293.00		

Newsletter	Advertising	£280.00		
Shop	Rent	£650.00		
Donation	Donation for Caister in Bloom	£15.00		
Donation	Pride Awards	£55.00		
Donation	Easter Event	£25.50		
Lloyds Account	Interest	£0.06		
Unity Trust Accounts	Interest (6-month product Land)	£1,589.38		
Unity Trust Accounts	Interest (6-month product Land)	£1,589.38		
Unity Trust Accounts	Interest (instant General Reserve)	£118.52		
Unity Trust Accounts	Interest (instant New Building)	£141.18		
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	£1,550.00		
Private	Donation for Memorial Repairs	£nil		

Lloyds - Treasurers Account	£7,849.84	
Lloyds - Instant Access Account	£66,459.36	
Lloyds Cemetery - Treasurers Account	£279.35	
Lloyds Cemetery - Instant Access Account	£0 (To be closed at year end)	
Unity Trust Bank Account - Current	£3,182.26	
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	£41,984.69	Instant access
Unity Trust Bank Account - General Reserve	£35,247.40	Instant access

b. Council **received** and **approved** monthly bank reconciliations for April 2026.

Signed by Chair.

c. Council **received** and **noted** spend against budget to date.

d. Council **received** and **approved** Year End Accounts for 2025/2026.

e. Council **considered** and **resolved** to continue with the annual payment of a £2000 grant to Caister Playing Field, originally initiated following the removal of the non-concurrent funding from Great Yarmouth Borough Council in 2024. **RFO to action.**

f. Council **approved** the renewal quote with no increase for Boiler insurance at £532.
Clerk to action.

g. Council **noted** the Council Hall electricity renewal with E-ON at £142.50 per month.

h. Council **noted** annual salary increases as below:

i. National Living Wage increase from £12.21 per hour to £12.71 per hour

- ii. Parish Clerk and Responsible Finance Officer/Burials Clerk increase one scale point as per contractual terms
- i. Council **reviewed** and **approved** 12 month investment plan. **RFO to implement and take to Finance Committee in July.**

13. To consider all cemetery matters

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

Exclusive Rights of Burial (ERB) Transactions April 2026:

Exclusive Rights Purchase: 1543 WARD

Exclusive Rights Purchase: 1544 FICEK

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

Interment 20.04.2026 (ashes) FICEK (new grave plot and ERB)

Interment 20.04.2026 (burial) WARD(new grave plot and ERB)

Two monuments have been approved this month.

The available space in the Village Cemetery, excluding the un-plotted ground nearest to the Lifeboat Memorial, is: Burial Plots – 20 and Ashes Plots – 40.

Work has been completed on the entrance to the cemetery from Charles Close, which has enabled better access to the cemetery and replaced the damaged wooden fencing. Positive comments have been received.

Following the final monument repairs addressing the safety issues raised during the 2025 monument inspections, a refund has been received for £460.00 for works that the contractor was able to complete as cement and levelling works instead of installations of lockdown systems. The next full inspection is scheduled for 2030, with 27 monuments on an annual review list which will be undertaken over the summer months.

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

- a. **06/26/0029/F (The Old Hall Hotel And Health Club, High Street, Caister-on-sea, NR30 5JL):** Continued use of a temporary Marquee to be used in conjunction with Branford's Restaurant and Bar at The Old Hall Hotel between the 30th September 2026 – 31st March 2031 for a fixed five-year period. **NO OBJECTION.**
COMMENTS: CONSIDERATION TO BE GIVEN TO OUTSIDE NOISE LEVELS IN RELATION TO NEIGHBOURING PROPERTIES.
- b. **06/26/0219/F (Land at Garfield Villa, Garfield Terrace, Caister on Sea, NR30 5DG):** Erection of 2no. over 55s single storey bungalows; creation of passing bay on Garfield Terrace. Objection: **OBJECTION: OVER DEVELOPMENT.**
- c. **06/26/0228/HH (8 Drift Road, Caister-on-Sea, NR30 5QQ):** Removal of existing conservatory; Erection of a new single storey rear extension for use as a garden room.
NO COMMENTS/OBJECTIONS

d. **BA/2026/0115/LBC (Caister Hall, Caister Castle, Castle Lane, West Caister):**

Repair and refurbish sash windows including new glazing and non-sash windows including aluminium secondary glazing. **NO COMMENTS/OBJECTIONS**

Clerk to respond accordingly.

15. Council **received** and discussed the report from the Safer Neighbourhood Meeting held on 30.4.26. Council are disappointed at the responses provided at the meeting, reported by Cllr Hemsworth and supported by Cllr Wood who was also in attendance and feel that there are fundamental issues with the Police service. The Council would like to write to the Police and Crime Commissioner, inviting her to attend a meeting to understand the issues we are experiencing and the disappointment felt from the responses received to date. **Clerk to contact the Police and Crime Commissioner extending an invitation to meet.**

16. **Parish Office**

- a. Council **reviewed** and **approved** adoption of the proposed Pension Policy following Council's resolution to adopt the Pension Strategy (Minute ref: Full Council/30.3.26/12/g). **Clerk and RFO to implement. Clerk to update policy schedule and website.**
- b. Council **reviewed** and **approved** the below policy and governance documents with no amendments:
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Risk assessment
 - iv. Asset Register
 - v. Risk management policy (including amending to annual review to align with Risk Assessment)
 - vi. Fire Risk Assessment
 - vii. Fire checklist (including amending to annual review)
 - viii. Cyber Security

Clerk to update policy schedule and website.

- c. Council considered increasing the number of pages in Council's 'Caister Community Connect' publication from 52 to 56 pages resulting in a £60 printing cost increase. Council **noted** that the publication has seen an increase in advertising income of over 58% since the Autumn 2025 edition and resolved to increase the size of the publication to 56 pages. **Clerk to implement.**
- d. Council **noted**, with no additional comments, the planned Norwich Road surface dressing works due to take place on 2.6.26 from 19:00 to 23:00 with there also being two contingency dates in case of bad weather on the 3rd and 4th June 2026
- e. Council **reviewed** the 2024/25 Internal Audit Review report progress and extended their thanks to the Clerk and RFO for their efforts in addressing the highlighted issues.

- f. Council **noted** the resignation of Councillor Brian McGrellis.
- g. Council **noted** the 2 vacancies held which are available for co-option. **Chair to advertise on social media.**
- h. Council **approved** the Exercise of Public Rights dates as Wednesday 3 June 2026 - Tuesday 14 July 2026.

17. Chair update

- a. The Chair thanked Council for supporting him as Chair for another year and also all those Councillors who attended the Annual Parish Meeting and Community Awards, expressing what a successful night it was with the Hall full of residents.
- b. **Social media** - April was another amazing month.
 - i. April – 498,963 views
 - ii. Over 6,500 followers which is in the top 5 Parish Councils on social media across the Country and the biggest in Norfolk.
 - iii. Top posts
 - 1. Beach Road Car Park meeting with GYBC 59,699
 - 2. Caister's Iconic Water Tower 24,555
 - 3. Old railway line 16,921
- c. The new cycle lane is now complete on Norwich Road and all that remains is for Persimmon to fulfil their promises to reinstate the grass verges and flower beds. We have also asked for improved signage to indicate that it is a shared space for cyclists and pedestrians. Cllr Keable raised safety concerns around the Uplands Avenue area – **Clerk to raise with Persimmon and Norfolk Highways. County Councillors McGrath and Hurren to investigate expediting the safety audit with additional participation/inclusion of the Parish Council.**
- d. Following positive meetings with Great Yarmouth Borough Council (GYBC), the free 1 hour parking trial has been launched – there are issues with the size and position of the signage and we have requested larger, more prominent signage to fully promote the trial. Temporary pot hole repairs have been carried out to the usual standard. GYBC are investigating longer term repair plans and we will continue to follow this up.
- e. 'Shop Caister' is the Parish Council's new initiative to promote our local shops and businesses within the village. A working group will be formed to generate ideas as we look to work collaboratively to really promote what Caister has to offer. Caister businesses that would like to be involved are requested to contact theclerk@caisterparishcouncil.gov.uk.

18. Council **resolved** that in accordance to s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

19. Council **reviewed** and **approved** the draft letter in response to the legal claims relating to Japanese Knotweed at the Old Youth Club Site. **Clerk to instruct solicitor accordingly.**

20. items for the next Full Council meeting:

- a. Cllr P Sleet - To discuss the increase in maximum speed of mobility scooters nationwide
- b. Cllr N Keable - To consider and comment on Local Cycling and Walking Infrastructure Plans to develop a Whole Council position/response.
- c. Cllr S Griffiths - To discuss the lack of disabled parking in the village centre/South of the village

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

- a. Full Council – 1 June 2026, 7pm
- b. Full Council – 6 July 2026, 7pm
- c. Finance Committee – 20 July 2026, 7pm
- d. Full Council – 3 August 2026, 7pm
- e. Full Council – 7 September 2026, 7pm
- f. Finance Committee – 21 September 2026, 7pm
- g. Full Council – 5 October 2026, 7pm
- h. Personnel Committee – 2 November 2026, 6.30pm
- i. Full Council – 2 November 2026, 7pm
- j. Finance Committee – 23 November 2026, 7pm
- k. Full Council – 7 December 2026, 7pm
- l. Full Council – 4 January 2027, 7pm
- m. Finance Committee – 18 January 2027, 7pm
- n. Full Council – 1 February 2027. 7pm
- o. Full Council – 1 March 2027, 7pm
- p. Finance Committee – 22 March 2027, 7pm
- q. Full Council – 5 April 2027, 7pm
- r. Annual Parish Meeting & Community Awards – 19 April 2027, 6.30pm
- s. Annual Parish Council Meeting – 17 May 2027, 7pm

22. Closure of meeting 20:23