



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 July 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, Katie Batchelor, Alan Walker, Robin Wilkinson, Nick Keable and Susan Wilkinson.

Borough Councillors - None

County Councillors – Glenn Hurren, Daniel McGrath

Guests – Michele O'Keefe (Responsible Finance Officer/Burials Clerk) **Parishioners** – Three

Parish Clerk – Karina Barker

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

1. To consider apologies for absence

Apologies received from **Cllrs Sandy Griffiths, Lorna Cutler, Andrew Robinson, Danny Godbolt and Borough Councillor Gary Boyd.**

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 1.6.26

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

4. Public participation

- a. Resident reporting the collapsing of Bultitides Loke roadway under the weight of the industrial vehicles. **Cllr Daniel McGrath has already been made aware and will pursue with Norfolk Highways. Clerk to liaise with Cllr Jon Wedon in reference to the ongoing matters regarding the development of the site.**
- b. Resident suggesting reaching out to Lidl and BP regarding the future of the Old Youth Club Site and the potential willingness of Mill Dene residents to sell their properties to increase the size of the plot. Chair reconfirmed to the meeting that the future of this site is still unknown, no decisions have been made and that nothing would be pursued without prior public consultation.

- c. County Councillor Glenn Hurren provided updates on his current workstreams:
- Issues such as car parking in cul de sacs, dogs barking throughout the day, principles of zebra crossings.
 - Persimmon meeting to ensure clear lines of communications and actions within Caister.
 - Defib for West Caister.
 - Little progress made on a Health Strategy for the Village. Cllr Hemswroth to support in providing additional background and scope of the request.

5. Financial Matters

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

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	Salary Online Payment		£4,228.24	
HMRC	HMRC Direct Debit		£nil	
NEST	Pension Direct Debit		£77.11	
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£94.85	£23.71	£118.56
E-On Electricity	Electricity Direct Debit	£58.06	£14.51	£72.57
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			£12.00
Lloyds Accounts	Service Charge		£9.64	
Unity Trust Accounts	Service Charge		£7.00	
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				
DG Property Services (paid 02.06.2026)	Cleaning of Council Hall Porch Roof Min Ref: FullCouncil/02.06.26/5/h			£50.00
Zurich Insurance (paid 10.06.2026)	Insurance Min Ref: FullCouncil/18.05.26/12/f	£462.00	£70.00	£532.00
Plandescil Ltd (paid 10.06.2026)	Topographical Survey (YC Site) Min Ref: FullCouncil/06.10.25/5/a/vi	£1,060.00	£212.00	£1,272.00
Michlmayr (paid 10.06.2026)	Clock Repair Deposit Min Ref: FullCouncil/01.06.26/5/i	£765.00	£153.00	£918.00
Paul Robinson Partnership (paid 02.07.2026)	Architectural Account 4 (YC Site) Min Ref: FullCouncil /3.6.26/5/h	£1,800.00	£360.00	£2,160.00
Invoices for Approval				
Adams Cleaning	Public Toilets	£495.00	£99.00	£594.00
B&Q (Tradecard)	Repairs to Kitchen	£49.71	£9.94	£59.65
DL Gunton	Window Cleaning			£25.00
HKB Wiltshires Solicitor	Legal Costs (relating to Claim)	£1,222.67	£241.73	£1,464.40
HKB Wiltshires Solicitor	Legal Costs (relating to Claim)	£84.00	£16.80	£100.80
John-Ross Lloyd's Services	Repair to Council Hall Roof	£200.00	£20.00	£220.00
Suffolk ALC	CiLCA Introduction Training	£45.00	£9.00	£54.00

Expenses – Karina Barker	Conveyance Report (Allotments)			£11.00
Expenses – Karina Barker	Conveyance Report (YouthClub Site)			£11.00
Expenses – Todd Marsden	Repairs to Council Hall	£22.37	£5.59	£27.96
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall	£1534.50		
Newsletter	Advertising	£290.00		
Election Fee (GYBC)	Hire of Hall	£450.00		
VAT 126 (HMRC)	VAT Claim 2025/26	£8,855.11		
Lloyds Account	Interest	£22.30		
Unity Trust Accounts	Interest	£375.47		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Direct Debit Regular Payments				
Lloyds	Service Charge	£4.25		
Invoices for Approval				
Wave	Water for Cemetery	£51.10	£12.77	£63.87
CEMETERY INCOME	DESCRIPTION	TOTAL		
Private Parties	Burials and Monuments	£100.00		
Funeral Directors	Burials and Monuments	£1,020.00		
Memorial Bench Project	Business Sponsorship	£500.00		

Bank Balances as of 30.6.2026

Lloyds - Treasurers Account	£14,612.75	
Lloyds - Instant Access Account	£51,493.65	
Lloyds Cemetery - Treasurers Account	£1,920.85	
Unity Trust Bank Account - Current	£3,168.26	
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	£42,188.80	Instant access
Unity Trust Bank Account - General Reserve	£35,418.76	Instant access

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

Signed by Chair.

- c. Council **received** and **noted** spend against budget to date.
- d. Council **received** and **noted** property/land valuations for insurance purposes.
- e. Council considered the quote to produce a metal 'Caister' sign for the Christmas display on the front of the Council Hall. Cllr Batchelor explained the current sign is past it's best and the proposed new sign will utilise unused lights originally purchased for the streetlights. Cllr Batchelor also advised that despite approaching three other companies,

only one quote was provided. Council **resolved** to accept the quote of £465.00 from Steel-FX. **Clerk to instruct.**

- f. Council considered the quote received to repair deterioration to the front of the Council Hall where the South corner of the porch structure has significant areas of 'rot' and the beam across the top has signs of movement. Due to time restraints ahead of the upcoming meeting, the Clerk explained only one quote has been obtained but due to the potential safety risk, this has been presented to Council. Should Council wish to obtain additional quotes, consideration should be given to the immediate potential safety risk. Council **resolved** to not pursue the repair but to investigate costings around replacing the entire front porch area with a steel (or similar) structure. To address the immediate potential safety risk, acro props are to be investigated. **Clerk to obtain quotes and information as specified.**

6. To consider all cemetery matters

Council **noted** that there were **two** Exclusive Rights of Burial (ERB) Transactions for June 2026. As agreed at the Meeting of Full Council on 1.6.26, Exclusive Rights of Burial (ERB) are signed by the Burials Clerk using delegated powers and no longer require sign off by the Chair of the Parish Council.

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

Interment 15.06.26 (burial)	SHARPE	(ERB 1545 – new grave)
Interment 16.06.26 (ashes)	DURRANT	(re-opener)
Interment 18.06.26 (burial)	QUILTER	(ERB 1547 – new grave)

Two monuments have been approved this month.

The available space in the Village Cemetery, including planned interments and excluding the un-plotted ground nearest to the Lifeboat Memorial, is: Burial Plots – 19 and Ashes Plots – 38.

The next full monument inspection is scheduled for 2030, with 27 monuments on an annual review list which will be undertaken over the summer months.

In July, a project to audit all graves to the Pear System and burial records will commence.

A policy for the new memorial benches and plaques will be presented to Council at agenda item 9/m for approval. If adopted, the scheme will be advertised in the next Village Newsletter.

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

- a. **06/26/0344/HH (10 Marram Drive Caister-on-sea NR30 5NR):** Roof extensions to side and rear to create first floor bedroom; Single-storey rear extension; Erection of front porch. **OBJECTION ON THE GROUNDS OF OVERDEVELOPMENT.**
- b. **06/26/0210/HH (1 Garfield Villa Garfield Terrace Caister-on-sea Great Yarmouth NR30 5DG):** Extension of existing garage and change of use from garage

into habitable space for use by the existing adjoining annex; Additional single-storey side extension and alterations to the roof of the annex. **OBJECTION – OVER DEVELOPMENT.**

c. **06/26/0378/PU (26 Upper Grange Crescent Caister-on-sea NR30 5AU):**

Application for a Certificate of Lawful Proposed Use or Development: Erection of a single-storey side extension for additional shower, toilet & hand basin. **NO**

COMMENTS/OBJECTIONS.

d. **06/26/0381/OBL (Land at Nova Scotia Farm, Jack Chase Way West Caister**

Great Yarmouth): Application to part discharge a Section 106 Agreement planning obligation dated 24 May 2023 pursuant to pp 06/19/0676/O (Outline planning application with all matters reserved, except access, for up to 665 dwellings; local centre (to include A1-A5, B1, D1 and other community uses); land for a primary school; health centre; plus associated infrastructure and open space) - Schedule 14 Part 1: Bus Service Scheme. **WHILST COUNCIL STILL STANDS FIRM IN IT'S OBJECTION TO THE DEVELOPMENT AT NOVA SCOTIA, COUNCIL SUPPORTS THE FULFILMENT OF THE 106 OBLIGATIONS. Council will communicate with planning regarding the monies for the local centre. Cllrs Hurren and McGrath to liaise with the education authority as to whether they plan to build a new school – if not can the funds be allocated to Caister's existing schools?**

e. **06/26/0470/OBL (Land at Jack Chase Way, Caister):** Application to part discharge a Section 106 Agreement planning obligation dated 24 May 2023 pursuant to pp 06/19/0676/O (Outline planning application with all matters reserved, except access, for up to 665 dwellings; local centre (to include A1-A5, B1, D1 and other community uses); land for a primary school; health centre; plus associated infrastructure and open space) - Schedule 2, Part 1, Clause 1: Confirmation of sale of Affordable Dwellings to a Registered Provider for Phase 1a. **WHILST COUNCIL STILL STANDS FIRM IN IT'S OBJECTION TO THE DEVELOPMENT AT NOVA SCOTIA, COUNCIL SUPPORTS THE FULFILMENT OF THE 106 OBLIGATIONS. Council will communicate with planning regarding the monies for the local centre. Cllrs Hurren and McGrath to liaise with the education authority as to whether they plan to build a new school – if not can the funds be allocated to Caister's existing schools?**

f. **06/26/0051/F (16 Seafeld Road South Caister-on-sea NR30 5LG):** Demolition of existing study and garage and alterations to west elevation. Subdivision of the garden to create a new residential plot and erection of a new 1no. 3-bedroom detached chalet bungalow with associated access and parking. **OBJECTION – OVER DEVELOPMENT. Cllr Wood abstained from the vote.**

g. **BA/2026/0128/TPOA (Caister Hall, Caister Castle, Castle Lane, West Caister):**

T1: Horse Chestnut - reduce southern crown by approx. 2m. D1: Limes & Horse

Chestnuts - crown raise over drive to approx. 5m. T7: Oak - remove epicormic growth to 3m. T9: Cherry - fell. T11: Cherry x2 - crown raise to 2.5m. T12: Beech - crown reduction of 2.5m - 3m. T14: Sycamore - remove branch overhanging shed. T15: Sycamore - remove/stabilise deadwood within crown, remove hanging branches. T19: Beech - remove 4 main extending branches on the roof-side. **T9:CHERRY**

SUGGESTION TO FELL. ABORICULTURAL REPORT DATED 17.4.26 INDICATED 'RE INSPECTION LATE SPRING – MAY REQUIRE FELLING'. ADDITIONAL INFORMATION STATES 'T9 CHERRY WILL FELL AT SOME POINT AS IT'S NEARLY DEAD AND VERY LITTLE LEAF COVERAGE'. NO COMMENTS/ OBJECTIONS.

- h. **06/26/0126/HH (12 Elizabeth Crescent Caister-on-sea NR30 5LT):** Erection of front porch; Installation of external insulation fibre cement cladding board; Windows to be painted black; Install black bargeboards and fascias. **NO COMMENTS/ OBJECTIONS.**

Clerk to respond accordingly.

8. Cllr Keable presented information relating to Norfolk's Local Cycling and Walking Infrastructure Plans, in particular, it's impact on Caister. Council **resolved** to support the heritage route vision with **Cllr Keable to lead this vision and communications with relevant parties, reporting back to Council.**

9. **Parish Office**

- a. Council **noted** receipt of the signed licence agreement in relation to the play equipment sited at King George V Field, Allendale Road.
- b. Council **noted** the submission of the Annual Governance and Accountability Return (AGAR) with the Period for the Exercise of Public Rights currently open until 14.7.26.
- c. Council **reviewed** the Legionella Written Scheme of Control and **resolved** it's adoption with the Clerk to seek quotes for required remedial work. **Clerk to progress.**
 - i. Council **resolved** to appoint themselves, Caister Parish Council, as the Duty Holder for the purposes of Legionella management and the declaration was **signed** by the Chair on behalf of the Council.
 - ii. Council **resolved** to appoint the Parish Clerk and the Caretaker to the roles of Responsible Person and Deputy Responsible Person respectively, in accordance with the Council's Legionella Written Scheme of Control. **Clerk to arrange signing of the declarations.**
- d. Council discussed the overgrown grass verge at the front of the Old Youth Club Site and understand it to be a Highways responsibility. **Clerk to progress. Clerk also to arrange for maintenance to trees along the track at the front of the Old Youth Club site.**
- e. Council **noted** the installation of flashing school signs on Beach Road as petitioned for by the Parish Council, County Councillor, Primary Federation and Police.

- f. Council **noted** the election to be held on 16.7.26 for Police and Crime Commissioner with the Council Hall being a polling station.
- g. Council discussed their attendance at the next Safer Neighbourhood Meeting following the disappointment expressed after the last meeting and **resolved** to attend and review following the next meeting.
- h. Council **noted** that due to a significant fault with the zip wire, prior instruction for repair was authorised by the Chair and Clerk at a cost of £895.00 plus VAT. Subsequently, it was noted that the engineers attended site on 2.7.26 and were unable to carry out the repair. Further investigation uncovered that additional parts were required. The Clerk has made contact with the company who have provided an additional parts quote of £457 plus VAT and a request that the repairs be carried out as a matter of urgency ahead of the commencement of the Summer Holidays on 17 July. Council **resolved** to accept the additional quote. **Clerk to instruct and again relay the urgency of the repair due to the original request for repair being submitted on 28 May.**
- i. Council **approved** the renewal of membership to the Society of Local Council Clerks (SLCC) at a cost of £200.00. **Clerk to progress renewal.**
- j. Council **noted** that the legal action in relation to the presence of Japanese Knotweed in a neighbouring property to the Old Youth Club Site has been closed with no further action.
- k. Council **noted** that Inspector Tomlinson and PC Martin instigated a meeting with the Parish Council and Russell Ray (Chair, Caister Playing Field Management Committee) as a result of Council's email (Minute ref: Annual Parish Council Meeting/18.5.26/15) to the Police and Crime Commissioner regarding disappointment following a Safer Neighbourhood Meeting. Council **discussed** and **noted** the meeting notes.
- l. Following a New Build Working Group meeting, Council **noted** that an extra ordinary meeting is to be scheduled in relation to the Old Youth Club Site project.
- m. Council **reviewed** and **approved** adoption of the Memorial Bench and Plaque Scheme in relation to Caister Village Cemetery. **Clerk to implement.**

10. Chair update

- a. **Social media** – June was another fantastic month for Social Media.
 - i. June– 595,320 views with 38,285 engagements and 6,640 followers
 - ii. Top posts:
 - 1. Caister Academy Prom 33,625
 - 2. Haven Station Halt Then and Now 32,944
 - 3. Seagull Awareness 25,037
 - 4. Flags Flying for World Cup 22,927
 - 5. Lotties Closing 21,260
 - 6. New School Speed Sign 14,630

7. Red Arrows over Caister 13,927

8. Places to Eat and Drink in Caister 13,413

- b. Cllr Wood and the Parish Clerk attended a meeting at Great Yarmouth Town Hall on 24.6.26 regarding Beach Road Car Park and the need for long term maintenance of it's surface. Whilst nothing has been presented to GYBC members at this stage, various options are being considered including the use of grasscrete rather than traditional tarmac which offers various advantages including environmental in relation to it's production, creation of habitats and drainage and also offers a more natural finish. GYBC enquired as to the potential investment of the Parish Council towards this project and additionally Caister Lifeboat for a three way investment. Costs are yet to be determined but any proposal will come to Council for consideration.
- c. Caister Community Sensory Garden is due to host it's official opening on 4th August. Amazing work continues on this project by a small band of volunteers.
- d. An update on the Norwich Road reinstatement was emailed to Parish Councillors on 25 June outlining the following:
- i. Road Safety Audit
NCC have acknowledged the request for an interim road safety audit and are trying to book this in but have warned of 'staffing issues within the team' and will confirm a date when they can. Cllr Hurren will liaise with NCC colleagues to try to expedite.
 - ii. Signage
The replacement Prince of Wales Road sign will be installed next week. With no clarification provided on the location of the missing 30mph this is unable to progress unless anyone knows where it is missing from?
Persimmon are meeting NCC on site w/c 6th July to finalise locations for the footway/cycleway signage as well. I have offered Parish presence to support this meeting.
 - iii. Cadent
Marker Post due to be relocated on Monday 29th June has been completed.
 - iv. Landscaping
The plans have been reviewed with feedback stating the wild flower areas there previously have not been included. I have attached the draft plan for information.
 - v. In the meantime, the following 'interim' works will be completed which are:
Trees cut back by the roundabout
Access to the boat planter
Trimming of the verges as they are and levelling

- e. Caister's Summer Fun Day is approaching on Saturday 22 August with rides, free crafts, activities and Summer Trail around the village and local businesses. Councillors are asked to be available to support these activities on the day.
 - f. The Shop Caister Working Group met on 2 July 2026 to develop ideas around a 'membership' scheme and an Open Evening for local businesses. A membership of £10 was **approved** by Council with membership benefits including loyalty schemes, networking and training opportunities, joint marketing and promotions, Shop Caister business directory listing, participation in village events, Annual Business Awards and Visitor Guide inclusion. An Open Evening for local businesses will be held on 21.7.26 at 6.30pm with invitations and information being hand delivered by Councillors from the Working Group.
11. Council considered the co-option application received from Mr David Bailey and **approved** his appointment as a Parish Councillor. **Clerk to progress.**
12. **Agenda items for the next Full Council meeting**
- a. Further investigations regarding the moving of the Boundary to include the new Nova Scotia Farm development.
13. **Council agreed dates of next meetings**
- a. Finance Committee – 20 July 2026, 7pm
 - b. Full Council – 3 August 2026, 7pm
 - c. Full Council – 7 September, 7pm
14. **Closure of meeting 20:37**