



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

FULL COUNCIL MEETING – 3 AUGUST 2026

I give notice of a Parish Council meeting and invite parishioners to attend.
The meeting will be held at The Council Hall, 1 Yarmouth Road, Caister, Norfolk, NR30 5DL on
Monday 3 August 2026 at 7.00pm. **Members of the public are welcome to attend.**

K L Barker

Karina Barker
Parish Clerk
28 July 2026

AGENDA

1. **To consider apologies for absence**
2. **Declarations of interest not previously disclosed**
3. **To approve the minutes of the previous meeting held on 6.7.26**
4. **Public participation**
 - a. The public will have the opportunity to address the Council for 15 minutes. In accordance with Standing Order 3(f), a member of the public shall not speak for more than five minutes.
 - b. To receive reports from Borough and County Councillors and Police.
5. **To receive minutes of the Finance Committee meeting held on 20.7.26**
 - a. To receive and consider recommendations from the Finance Committee meeting:
 - i. The Committee recommends Council investigate the requirement for a structural survey to be undertaken on the front porch of the Council Hall to ensure safety.
 - ii. To consider recommendation for investment plan for maturing accounts and interest received.
6. **Financial Matters**
 - a. To approve bank accounts, current balances and income and expenditure for July 2026
 - b. To receive monthly bank reconciliations for July 2026.
 - c. To receive spend against budget to date.
 - d. To discuss report & quotation for converting front porch to a steel structure.
 - e. To consider quotes for repairing and making safe front porch area.
 - f. To review anticipated costs in relation to asset maintenance.
 - g. To consider allocation of budget underspend from Village Centre and Civic Celebrations up to a maximum amount of £1,000.00 for Shop Caister Initiative.
 - h. To consider quote for cemetery railing alongside the new entrance.
7. **To receive cemetery update**

8. To receive and comment on planning applications received

- a. **06/26/0388/HH (90A Yarmouth Road Caister-on-sea NR30 5BT):** Two storey side extension, and first floor side extension including a rear dormer and alterations to existing dormers.
- b. **06/26/0533/HH (1 Newarp Way Caister-on-sea Great Yarmouth NR30 5PJ):** Demolition of existing detached garage; Erection of replacement single-storey garage in the same location.

9. To consider introduction of an Infrastructure and Resources Working Group

10. To discuss the potential movement of the Boundary to include the new Nova Scotia Farm development.

11. To discuss progression of Council's Shop Caister initiative and consider application for a Grant under Norfolk County Council's Love Your Market Town scheme.

12. Parish Office

- a. To note receipt of resignation from Cllr Andrew Robinson.
- b. To note current Vacancy Notice advertised expiring 30.7.26 with 2 vacancies currently held.
- c. To review Council's Investment Policy.
- d. To review and consider actions from the Royal Society for the Prevention of Accidents (RoSPA) inspection report in relation to the play equipment and fitness equipment at King George V Field.
- e. To review the Internal Audit recommendation report progress.
- f. Summer Seaside Fun Trail – Volunteers sought.
- g. To note Clerk's completion of the Introduction to CiLCA course with the intention of initiating study for the CiLCA qualification in the Autumn.

13. Chair update

- a. Social Media
- b. Sensory Garden
- c. Summer Fun Day
- d. Shop Caister

14. Agenda items for the next Full Council meeting

15. To agree dates of next meetings

- a. Full Council – 7 September, 7pm
- b. Finance Committee – 21 September, 7pm
- c. Full Council – 5 October, 7pm
- d. Personnel Committee – 2 November, 6.30pm
- e. Full Council – 2 November, 7pm

16. Closure of meeting