



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 3 August 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 Jarzembski, Christopher Kirk, John Hemsworth, Alan Walker, Robin Wilkinson, Sandy Griffiths, Lorna Cutler, Danny Godbolt, David Bailey, Nick Keable and Susan Wilkinson.

Borough Councillors - None

County Councillors – Glenn Hurren

Guests – Michele O’Keefe (Responsible Finance Officer/Burials Clerk) **Parishioners** – None

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 **Cllr Katie Batchelor, Borough Councillor Penny Carpenter and County Councillor Daniel McGrath**

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 6.7.26

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

4. Public participation

- a. No parishioners present. Cllr Sleet requested that Norfolk Highways be invited to September’s meeting to follow up on Council’s vote of no confidence lodged in 2025.

Clerk to Invite Norfolk Highways to September Meeting alongside the outstanding invitation to the Deputy Leader of Norfolk County Council.

- b. Cllr Hurren – Norwich Road – met with the Highways engineer last week raising various issues.
- c. Haven Queueing Traffic – meeting upcoming with Gary Villiers to discuss options.

- d. Following a request from Cllr Hemsworth, a Resilience Plan for Caister has been located dated March 2023. **Cllr Hurren to forward to Clerk.**

5. To receive minutes of the Finance Committee meeting held on 20.7.26

The minutes were **received** by Council.

- a. Council **received** and **considered** recommendations from the Finance Committee meeting:
- i. Council **resolved** to discuss the recommendation to investigate the requirement for a structural survey to be undertaken on the front porch of the Council Hall to ensure safety alongside agenda items 6e.
 - ii. Council considered and **approved** the recommended investment plan for maturing accounts and interest received. **RFO to implement.**

6. Financial Matters

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

PARISH COUNCIL PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Salary Payments				
Salaries	Salary Online Payment (July)	£4,228.24		
Salaries	Salary Online Payment (August)	£4228.24		
HMRC	HMRC Direct Debit	£3,682.04		
NEST	Pension Direct Debit	£77.11		
Direct Debit Regular Payments				
British Gas	Gas Direct Debit	£16.28	£4.07	£20.35
E-On Electricity	Electricity Direct Debit	£76.57	£15.31	£91.88
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
Wave	Water – Cemetery	£53.22	£10.65	£63.87
Wave	Water – Council Hall	£252.62	50.52	303.14
Lloyds Accounts	Service Charge	£6.62		
Unity Trust Accounts	Service Charge	£7.00		
Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works				
A&S Landscapes and Driveway (paid 06.07.2026)	Deposit for Playground Fencing Min Ref: FullCouncil/02.06.26/5/f	£3,333.33	£666.67	£4,000.00
Steel FX (paid 06.07.2026)	Outdoor Fitness Trail Repairs Min Ref: FullCouncil/06.10.25/6/e	£1,416.67	£283.33	£1,700.00

Playing Field Grant (paid 06.07.2026)	Annual Grant			£2,000.00
Caister in Bloom Grant (paid 06.07.2026)	Annual Grant			£240.00
Invoices for Approval				
Ace Drainage & Groundwork	Drain works to side of Council Hall	£150.00	£30.00	£180.00
Adams Cleaning	Public Toilets (invoice 19)	£715.00	£143.00	£858.00
Adams Cleaning	Public Toilets (invoice 20)	£1,265.00	£253.00	£1518.00
Ashleigh Print	Summer Trail Board	£63.00	£12.60	£75.60
Burgh Castle Nursery	Flowers for Council Hall			£90.00
Caloo	Playground Zip Wire Repair	£1,352.00	£270.40	£1,622.40
Cartridge Save	Printer Ink	£62.96	£12.59	£75.55
CRR Services	Refuse Collection			£25.00
DL Gunton	Window Cleaning (awaiting invoice)			£25.00
NBB Recycled Furniture	Memorial Bench	£517.50	£103.50	£621.00
Norfolk Parish Training	Councilor Training	£52.00	£10.40	£62.40
Norfolk Parish Training	Councilor Training	£32.00	£6.40	£38.40
Norfolk Parish Training	Burial Clerk Training	£96.00	£19.20	£115.20
ROSPA Play Safely	Annual Inspection	£250.00	£50.00	£300.00
Tree & Woodland Services	Works on Caister Road			£200.00
Expenses – Karina Barker	Road Closures			£95.48
Expenses – Karina Barker	Norfolk Day Flag	£16.66	£3.33	£19.99
Expenses – Karina Barker	Laptop Charger	£7.40	£1.48	£8.88
PARISH COUNCIL INCOME	DESCRIPTION	TOTAL		
Lettings	Various Hall	£2070.50		
Newsletter	Advertising	£180.00		
Shop Caister	Membership Fee	£260.00		
Lloyds Account	Interest	£20.75		
Unity Trust Accounts	Interest	£nil		
CEMETERY PAYMENTS	DESCRIPTION	AMOUNT	VAT	TOTAL
Direct Debit Regular Payments				
Lloyds	Service Charge	£4.25		
Invoices for Approval				
None				
CEMETERY INCOME	DESCRIPTION	TOTAL		

Private Parties	Burials and Monuments	£420.00
Funeral Directors	Burials and Monuments	£2,940.00
Memorial Bench Project	Business Sponsorship	£nil
Memorial Bench Project	Private Purchase	£750.00

Bank Balances as of 31.7.2026

Lloyds - Treasurers Account	£20,751.09	
Lloyds - Instant Access Account	£41,514.40	
Lloyds Cemetery - Treasurers Account	£2,666.601	
Unity Trust Bank Account - Current	£82.50	
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	£30,057.36	Instant access
Unity Trust Bank Account - General Reserve	£35,318.76	Instant access

- b. Council **received** and **approved** monthly bank reconciliations for July 2026.
Signed by Chair.
- c. Council **received** and **noted** spend against budget to date.
- d. Council **considered** the report and accompanying quotation regarding the proposed replacement of the wooden front porch with a steel structure. Following discussion, Council **resolved** that the proposal be set aside at this time.
- e. Council **considered** the report and the quotations received for repairing and making safe the front porch. It was **noted** that Contractors B and C had provided quotations only for minor repair works, whereas subsequent investigation by Contractor D confirmed that the required works constitute a significantly larger scope. Council further **noted** that neither Contractor C nor Contractor D is willing to quote on the expanded scope. Council requested that the **Clerk contact Contractor D to obtain: (i) a quotation for a new wooden porch of similar but economical design; (ii) a guarantee or indemnity in respect of his current quotation; and (iii) a price for complete removal of the existing porch. In addition, the Clerk will seek further quotations from other contractors based on the full scope identified by Contractor D, together with the additional requirements set out above.**
- f. Council **reviewed** and **noted** the anticipated costs in relation to asset maintenance for the upcoming year.
- g. Council **discussed** the proposed re allocation of budget underspend from Village Centre and Civic Celebrations and **resolved** to reduce each of the aforementioned budget areas by £500 and create a new line for Shop Caister to the amount of £1,000. Council noted this did not alter the overall budget. **RFO to implement.**

- h. Council **considered** the quotation received for a new cemetery railing alongside the new entrance to the Village Cemetery. Council noted that 2 other companies had been approached with neither returning a quotation and **resolved** to progress with the quotation from Steel-FX for the amount of £1,850 to include fabrication of the fencing and the addition of a handrail feature to accompany the sloped access. **Clerk to progress.**

7. To consider all cemetery matters

Council **noted** that there were **two** Exclusive Rights of Burial (ERB) Transactions for July 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 2.7.26 (burial)	BOWMAN	(re-opener)
Interment 14.7.26 (ashes)	HEWITT	(ERB 1548 – new grave, double interment)
Interment 15.7.26 (ashes)	THORNE	(re-opener)
Interment 16.7.26 (ashes)	O’NEILL	(ERB 1549 – new grave)
Interment 28.7.26 (burial)	ARCHER	(previously reserved grave)
Interment 31.7.26 (ashes)	BROOKS	(re-opener)

Two monuments have been approved this month and one disallowed.

The available space in the Village Cemetery, including planned interments and excluding the un-plotted ground nearest to the Lifeboat Memorial (which is estimated to be a further 16 burial or 28 ash graves), 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 this month (August). Additionally, the project to audit all graves to the Pear System and burial records has been delayed and will also commence this month (August).

Following the implementation of the Memorial bench and plaque scheme at July’s meeting, 4 benches have been purchased to date – one corporate sponsorship bench and three private purchase benches. The bench and plaque scheme will feature in the August edition of Caister Community Connect.

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

- 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. **NO COMMENTS/OBJECTIONS**
- 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. **NO COMMENTS/OBJECTIONS**

Clerk to respond accordingly.

9. Cllr Bailey led a discussion on the proposed establishment of an Infrastructure and Resources Working Group, intended to ensure that health, medical, education and utility services are fully considered alongside future housing development. Council **noted** the importance of capturing these wider infrastructure requirements in a structured way. **Cllr Bailey will prepare a proposed structure and Terms of Reference for the Working Group for Council's consideration at September's meeting.**
10. Council discussed the potential movement of the Boundary to include the new Nova Scotia Farm development. Cllr Kirk suggested there are various routes to making the request. **Clerk to investigate.**
11. Council **considered** the newly launched Shop Caister initiative and **resolved to approve** the submission of an Expression of Interest (EOI) to Norfolk County Council's *Love Your Market Town* programme, **delegating authority** to the Parish Clerk, in consultation with the Shop Caister Working Group, to prepare and submit the EOI by 31 August 2026. Council **noted** the alignment between LYMT and the Council's strategic aims for local business support and high street vitality. **Clerk to develop and submit alongside Shop Caister Working Group.**
12. **Parish Office**
 - a. Council **noted** receipt of the resignation from Cllr Andrew Robinson and thank him for his service to the Parish Council and the residents of Caister.
 - b. Council noted that two vacancies are currently held, both now available for co-option. These will be advertised in the upcoming edition of Caister Community Connect and on social media.
 - c. Council **reviewed** and **approved** the Investment Policy. **Clerk to progress.**
 - d. Council **reviewed** and **noted** the findings 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 and **authorised** the Clerk to obtain quotes for the required works to present to Council. **Clerk to progress.**
 - e. Council **reviewed** and **noted** the progress in relation to the Internal Audit recommendations with no further action required.
 - f. The Clerk expressed the requirement for volunteers to support Council's next event on Saturday 22 August 2026 - Summer Seaside Fun Trail. Councillors volunteering to support: Kevin Wood, Nick Keable, Jan Jarzembski, David Bailey, Alan Walker, Robin Wilkinson, Sue Wilkinson. Lorna Cutler, John Hemsworth and Daniel Godbolt.
 - g. Council **noted** Clerk's completion of the Introduction to the Certificate in Local Council Administration (CiLCA) course with the intention of initiating study for the CiLCA qualification in the Autumn.
13. **Chair update**
 - a. **Social media** – July was a record month for Social Media with 690,428 hits and 33,615 engagements

i. Top posts:

1. Turned down petrol station and drive thru edge of Caister 36,820
2. Shop Caister - Tubbys 31,200
3. Shop Caister- The Stack 28,614
4. Shop Caister - Centurion 19,923
5. Picture Caister High Street 14,567
6. Caister wildlife seal and deer 16,505
7. Refuse collection strike 13,860

- b. **Sensory garden** official opening is tomorrow (4 August). Although not a Parish Council project, it is a huge achievement and asset to our community and Councillors are encouraged to attend where possible.
- c. **Summer Seaside Fun Trail** - Due to take place on Saturday 22nd August. We requested volunteers at the last meeting but have not had much uptake. We anticipate a busy day and at the same are supporting local businesses via the trail – let the Clerk know times you are able to support.
- d. **Shop Caister** is proving a huge success even in these early days with 26 local businesses already signed up and more to come. There is a real enthusiasm from businesses throughout the village. Following tonight's meeting, we will look to produce handbooks and window stickers to those participating in the coming weeks. We have advertised 7 of these businesses so far on our social media gaining a total of 90,000 hits. The plan is to advertise all participating businesses over the coming months along with participation in other exciting events including the Scarecrow Trail and Light Up Caister. Thank you to the Councillors supporting this, we would welcome more to help.

14. **No** agenda items for the next Full Council meeting.

15. **Council agreed 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
- f. Finance Committee – 23 November, 7pm
- g. Full Council – 7 December, 7pm

16. **Closure of meeting 20:26**