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 – 5 OCTOBER 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 5 October 2026 at 7.00pm. **Members of the public are welcome to attend.**

K L Barker

Karina Barker
Parish Clerk
29 September 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 7.9.26**
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 21.9.26**
    a. To receive and consider recommendations from the Finance Committee meeting:
        i. Council to mark the action log as complete following the internal audit.
        ii. Council to convene the New Build Working Group to progress proposals in line with forward budget planning.
        iii. Council to consider the Earmarked Funds to be re-invested as per Paper 4.
        iv. Council to accept the quote to complete the monument repair work at the cemetery and progress the works.
        v. Council to accept the proposed budget timeline.
        vi. Council to consider appointing an additional member to the Finance Committee.
6. **Financial Matters**
    a. To approve bank accounts, current balances and income and expenditure for September 2026.
    b. To receive monthly bank reconciliations for September 2026.
    c. To receive spend against budget to date.
    d. To consider processes for obtaining best–value comparable quotes - Cllr C Kirk.

e. To consider installation and associated costs of a new bin on Holt Road/Greenhill Avenue – Cllr K Batchelor.
f. To consider proposal to purchase old Independence Matters/School building on High Street, Caister.
g. To consider quote for Community Safety Accreditation Scheme Marshalls to facilitate road closures for Remembrance Sunday event.
h. To consider the fee associated with planning permission in relation to proposed Shop Caister signage on Ormesby Road and Norwich Road bus shelters.
i. To note report from contractor carrying out cemetery tree works and associated proposal.
j. To consider cost of refreshing the stage curtain pelmet.
k. To note receipt of EICR report and associated quotations for remedial works.
l. To consider Christmas expenditure – Cllr C Kirk

7. **To receive cemetery update**
8. **To receive and comment on planning applications received**
    a. **06/25/0661/PAE (10 Gilbert Road, Caister-on-Sea NR30 5LW):** Pre-Application Enquiry: Proposed construction of a double garage positioned on the front driveway, as well as construction of a front boundary wall at a height of approximately 5 feet
    b. **06/26/0638/TRE (9 Ambrose Road, Caister-on-Sea NR30 5DA):** Works to trees protected by Tree Preservation Order (No.15 1993 - G3) - T1 (Willow) - Pollard the tree to the knuckle to remove the small number of long branches at risk of snapping in high wind and create a larger number of smaller branches.
    c. **06/26/0664/HH (6 Edinburgh Close, Caister-on-Sea NR30 5LU):** Proposed single storey front extension. Development Management Committee Invitation.
9. **To discuss proposed improvements to the central reservation on Yarmouth Road between the roundabout and Tesco** – Cllr C Kirk.
10. **To discuss the proposed installation of a noticeboard on Ormesby Road** – Cllr C Kirk.
11. **To consider requesting Great Yarmouth Borough Council commence a Community Governance Review for inclusion of the Nova Scotia Farm development within the Caister-on-Sea boundary.**
12. **To consider the verbal proposal of police officer allocation for Caister, received from the Police and Crime Commissioner** - Cllr K Wood.
13. **To discuss potential new play equipment options for play area at King George V Field** - Cllr K Wood.
14. **Parish Office**
    a. To note and review the conclusion of Audit and associated actions.
    b. To note commencement of porch rebuild as Monday 5 October 2026 with electrical works to be carried out on 2 October 2026.

c. To discuss and provide comment on preliminary consultation regarding a proposed Traffic Regulation Order (TRO) on Jack Chase Way.
d. To note ongoing investigations regarding the number 4 bus service currently not in service.
e. To note receipt of signed street furniture application in relation to Ormesby Road friendship bench installation.
f. To note completion of turf installation within play area following initial pause due to extremely dry weather.
g. To note submission of 3 grant applications for Love Your Market Town with outcomes anticipated by 12 October.
h. To note submission of grant application to Norfolk Community Foundation in relation to a community cycling event proposed to be held in Easter half term and summer holiday 2027.
i. To review draft agreement in relation to lifeboat memorial.
j. To receive Norwich Road update from Persimmon.

15. **To consider co-option applications (2)**
16. **Chair update**
    a. Social Media
    b. Community Harvest Celebration
    c. Remembrance Sunday Service
    d. Caister Remembers – Community Service and Exhibition
    e. Shop Caister
    f. Christmas Events
17. **Agenda items for the next Full Council meeting**
18. **To agree dates of next meetings**
    a. Personnel Committee – 2 November, 6.30pm
    b. Full Council – 2 November, 7pm
    c. Finance Committee – 23 November, 7pm
    d. Full Council – 7 December, 7pm
19. **Closure of meeting**