



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

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**Minutes of the Full Council Meeting held on Monday 7 September 2026 at 7.00pm at  
The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL.**

**In attendance:**

**Parish Councillors** – Kevin Wood (Chair), Jan Jarzembksi, Christopher Kirk, John Hemsworth, Robin Wilkinson, Sandy Griffiths, Lorna Cutler, Danny Godbolt, Alan Walker, Katie Batchelor, Nick Keable and Susan Wilkinson.

**Borough Councillors** – Jon Wedon

**County Councillors** – Glenn Hurren, Daniel McGrath

**Guests** – None

**Parishioners** – One

**Parish Clerk** – Karina Barker

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

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**1. To consider apologies for absence**

Apologies received from **Cllr David Bailey and Borough Councillors Gary Boyd and Penny Carpenter**. Council **noted** an update from Cllr Wood that he had spoken with Borough Councillor Brian Lawn outside the Council Hall the previous week. When asked about his non-attendance at Parish Council meetings over the past two years, Cllr Lawn advised that he is not obliged to attend.

**2. Declarations of interest not previously disclosed.**

**Cllr Batchelor** declared an interest in agenda items **6e and 12a**. Council **resolved** that Cllr Batchelor may remain in the meeting for the items but shall not participate in the discussion or vote. To **note** that Cllr Wood has 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. Council considered the appointment of a Vice Chair.** Cllrs Griffiths and Kirk each expressed an interest in the position. The vote was split 4-4, requiring the Chair to exercise a casting vote, through which **Cllr Kirk was appointed as Vice Chair.**

**4. To approve the minutes of the previous meeting held on 10.8.26**

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

**5. Public participation**

- a. Parishioner – light pollution from various houses on Roman Way. **Borough Cllr Jon Wedon will take forward with Environmental Services at Great Yarmouth Borough Council.**
- b. Borough/County Counillor Updates

- i. **Cllr Glenn Hurren** – reported that he had met with the Haven General Manager regarding traffic generated by the current check-in system. He advised that he had recommended the installation of signage in the village centre to encourage motorists to use an alternative route, although this suggestion had been met with negativity from parishioners. Cllr Hurren confirmed he will continue to pursue the matter, noting progress is currently slow. He further reported that his Norfolk Highways colleague has been on leave and training but is expected to provide an update on Norwich Road early this week.
- ii. **Cllr Daniel McGrath** – advised that he is still awaiting an official response from Norfolk County Council regarding the disposal of the former Independence Matters building and the potential opportunity for purchase. Following Council’s discussion at the previous meeting, he confirmed that a traffic study has been instructed to assess a potential crossing point on Yarmouth Road between the Council Hall and Tesco.

*Cllr Walker arrived: 19:21*

- iii. **Cllr Jon Wedon** – reported that he had been approached by the *Great Yarmouth Mercury* regarding the Parish Council’s 2025 vote of no confidence in Norfolk Highways. **The Clerk will share the original correspondence with Cllr Wedon to provide context on the Council’s position.** Cllr Wedon also noted Persimmon’s disappointment with Restore Leader Rupert Lowe’s recent online video filmed outside the Mulberry Park development, and confirmed that a meeting has been requested between the parties. He further advised that Local Government Reform has been scrapped for Norfolk.
- c. Council raised ongoing issues with potholes at the High Street bus stop and the non-operational EV car chargers in Beach Road car park. The Clerk confirmed that the pothole matter has been reported and forms part of an upcoming High Street resurfacing project. **Cllrs Hurren and McGrath will investigate the situation regarding the car chargers.**

## 6. Financial Matters

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

| PARISH COUNCIL PAYMENTS       | DESCRIPTION          | AMOUNT                    | VAT    | TOTAL  |
|-------------------------------|----------------------|---------------------------|--------|--------|
| Salary Payments               |                      |                           |        |        |
| Salaries                      | Salary Online        | Nil - paid previous month |        |        |
| HMRC                          | HMRC Direct Debit    | Nil                       |        |        |
| NEST                          | Pension Direct Debit | £77.11                    |        |        |
| Direct Debit Regular Payments |                      |                           |        |        |
| British Gas                   | Gas Direct Debit     | £54.20                    | £10.84 | £65.04 |

|                                                                                        |                                                                     |           |         |           |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------|---------|-----------|
| E-On Electricity                                                                       | Electricity Direct Debit                                            | £71.88    | £14.38  | £86.26    |
| 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                                                      | £10.59    |         |           |
| Unity Trust Accounts                                                                   | Service Charge                                                      | £7.15     |         |           |
| Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works |                                                                     |           |         |           |
| A&S Landscapes and Driveway (paid 10.08.2026)                                          | Deposit for Playground Fencing<br>Min Ref: FullCouncil/02.06.26/5/f | £3,641.63 | £728.33 | £4,369.96 |
| Invoices for Approval                                                                  |                                                                     |           |         |           |
| Adams Cleaning                                                                         | Public Toilets (invoice 21)                                         | £1,540.00 | £308.00 | £1,848.00 |
| Ashleigh Print                                                                         | Autumn Newsletter                                                   |           |         | £940.00   |
| Ashleigh Print                                                                         | Water Safety Leaflet                                                |           |         | £50.00    |
| Ashleigh Print                                                                         | Shop Caister Resources                                              | £175.00   | £23.00  | £198.00   |
| Ashleigh Print                                                                         | Harvest Trail Boards                                                | £63.00    | £12.60  | £75.60    |
| CartridgeSave                                                                          | Stationery                                                          | £242.73   | £48.55  | £291.28   |
| DL Gunton                                                                              | Window Cleaning                                                     |           |         | £25.00    |
| Heart2Heart                                                                            | Defibrillator Battery                                               |           |         | £280.00   |
| Laura’s Character Adventure                                                            | Character Hire (summer event)                                       |           |         | £30.00    |
| Norfolk Parish Training                                                                | Preparing for 2027 Elections                                        | £52.00    | £10.40  | £62.40    |
| Parish Online                                                                          | Website Hosting                                                     | £375.00   | £75.00  | £450.00   |
| PKF                                                                                    | Audit Fee                                                           | £630.00   | £126.00 | £756.00   |
| TradePoint                                                                             | Cleaning Materials                                                  | £35.36    | £7.09   | £42.45    |
| TradePoint                                                                             | Wood (summer event)                                                 | £60.30    | £12.07  | £72.37    |
| Viking                                                                                 | Stationery                                                          | £68.83    | £13.77  | £82.60    |
| PARISH COUNCIL INCOME                                                                  | DESCRIPTION                                                         | TOTAL     |         |           |
| Lettings                                                                               | Various Hall                                                        | £1,529.00 |         |           |
| Newsletter                                                                             | Advertising                                                         | £280.00   |         |           |
| Shop Caister                                                                           | Membership                                                          | £10.00    |         |           |
| GYBC                                                                                   | Polling Station Hire                                                | £450.00   |         |           |
| Lloyds Account                                                                         | Interest                                                            | £18.20    |         |           |
| 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                                               | Nil       |         |           |
| Funeral Directors                                                                      | Burials and Monuments                                               | £1,400.00 |         |           |
| Memorial Bench Project                                                                 | Business Sponsorship                                                | Nil       |         |           |
| Memorial Bench Project                                                                 | Private Purchase                                                    | £1,400.00 |         |           |

## Bank Balances as of 31.8.2026

|                                                          |             |                |
|----------------------------------------------------------|-------------|----------------|
| Lloyds - Treasurers Account                              | £13,550.21  |                |
| Lloyds - Instant Access Account                          | £36,532.60  |                |
| Lloyds Cemetery - Treasurers Account                     | £5,102.35   |                |
| Unity Trust Bank Account - Current                       | £75.35      |                |
| 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 August 2026.  
**Signed** by Chair.
- c. Council **received** and **noted** spend against budget to date.
- d. Council **considered** the renewal of it's insurance policy for 2026/27 and **resolved** to approve the quotation from Insurer B, Community Action Suffolk. **Clerk to complete the renewal and arrange payment of the premium.**
- e. Council **received** and **considered Paper 6: Electrical Installation Condition Report (EICR) – Renewal and Procurement Update**, including the statutory requirement for five-year testing, the procurement activity undertaken, and the quotations received. Council **resolved** to **approve** the quotation from Contractor B, Batchelor Electrical Services (£750.00 plus VAT). **The Clerk is authorised to arrange the works, confirm scheduling, and obtain the required certification.**
- f. Council **received** and **considered Paper 7: Cemetery Tree Works**, including the arboricultural assessment, quotations obtained, and the identified safety and maintenance requirements. Council **resolved** to **approve** Contractor B, Ian Brown Tree and Woodland Services (£1,500.00-£1,750.00) to undertake the specified works. **The Clerk is authorised to arrange the works, confirm scheduling, and ensure all required permissions and safety measures are in place.**
- g. Council **received** and **considered** the renewal fee proposal for website and email services from Parish Online. Council **resolved** to **approve** the annual renewal fee of £450. **The Clerk is authorised to arrange payment and confirm continuation of the service.**
- h. Council **received** and **considered Paper 8: Shop Caister Signage Quotations and Positioning**, including the proposed locations, preparatory works and procurement details. Council **resolved** to progress the purchase and installation of the signage, subject to confirmation from Planning as to whether permission is required. Council further suggested that the signage should include the Parish Office telephone number and a QR code linking to the Council's Facebook page. **The Clerk is authorised to seek**

the necessary planning advice and arrange the works once confirmation has been received.

- i. Council **noted** that it wished to **consider Paper 13** (agenda item 12(e)) prior to making a decision on **Paper 7a**.

Council **received** and **considered Paper 13: Lifeboat Memorial – Ownership and Management**, including the historical context, current stewardship position and proposed governance arrangements. Council **resolved** to **formally adopt** the Caister Lifeboat Memorial as a Parish Council asset, to add the memorial to the Asset Register and arrange immediate insurance cover. Council further agreed to undertake an initial condition assessment to establish a baseline for future maintenance planning. **The Clerk is authorised** to: (a) arrange a formal valuation of the Lifeboat Memorial to establish the insurance and asset-register baseline; (b) arrange an initial condition survey to provide a maintenance benchmark; (c) add the memorial to the Parish Council's Asset Register once the valuation has been received; (d) update the Council's insurance schedule accordingly; and (e) produce a formal maintenance and cost-sharing agreement between the Parish Council and CVLS, confirming CVLS's 50% contribution and setting out roles, responsibilities and governance provisions.

Council then **received** and **considered Paper 7a: Lifeboat Memorial Cleaning Quotations**, including the procurement position and the specialist heritage-appropriate methods proposed, and **resolved** to **approve** the quotation from Arthur Jary and Sons for cleaning the Lifeboat Memorial. **The Clerk is authorised** to arrange the works, confirm scheduling, and ensure all required insurance and method statements are in place.

#### 7. To consider all cemetery matters

As agreed at the Council Meeting of 1 June 2026, Exclusive Rights of Burial (ERB) are signed by delegated powers by the Burial Clerk and not the Chair of the Parish Council.

Council **received** the cemetery update from the Parish Clerk on behalf of the Burials Clerk as follows:

Interment 14.08.26 (burial)                      HAYLETT                      (re-opener)

**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 (which is estimated to be a further 16 burial or 28 ash graves), is: Burial Plots – **19** and Ashes Plots – **38**.

#### **Bench Project to date:**

Corporate sponsored bench – one (installed)

Private purchase bench – three (awaiting delivery – payments received)

Family plaques (on corporate bench) - none

## Other information:

The next full monument inspection is scheduled for 2030, 38 monuments were inspected on the annual review and five have been deemed to require work.

The project to audit all graves to the Pear System and burial records was delayed due to the level of cemetery work in August, and so has commenced in September.

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

- a. **06/26/0543/D (Land west of Jack Chase Way (Nova Scotia Farm) Caister Great Yarmouth)**: Reserved Matters application with full details of appearance, landscaping, layout and scale of development for 433 residential dwellings, with associated infrastructure, drainage basin, open space, and highways works, comprising Phases 2 and 3 of outline planning permission 06/19/0676/O (Development of up to 665 dwellings, local centre, land for primary school, health centre, highways works and open space). **Council remains opposed to this development. OBJECTION – OVER DEVELOPMENT / BUILDING ON FARM LAND**
- b. **06/26/0664/HH (6 Edinburgh Close Caister-on-sea NR30 5LU)**: Proposed single storey front extension. **NO COMMENTS/OBJECTIONS**
- c. **06/26/0674/VCF (67 Second Avenue Caister-on-sea NR30 5NW)**: Removal / Variation of condition 2 of PP 06/26/0325/H (Construction of single-storey side and rear extensions, and a replacement dormer to front roof slope). To allow for alterations to previously approved front and rear dormers. **OBJECTION – OVER DEVELOPMENT**

Clerk to **respond** accordingly.

9. Council **received** and **noted Paper 9: Safer Neighbourhood Meeting Notes 25.8.26 including crime statistics.**

*Cllr Godbolt left the meeting 20:05*

Council **noted** that requests for items to be raised at the December Safer Neighbourhood Meeting should be added to the November Parish Council agenda. **Clerk to progress.**

*Cllr Godbolt returned 20:08*

10. Council **discussed** the opportunity to raise funds for new play equipment through forthcoming community events. Whilst the Council remains committed to providing **free** and **low-budget** events for residents and visitors, Council **resolved** that where donations are collected, or pitch fees and similar charges are applied, this income will be **earmarked for new play equipment**. **The RFO will create an appropriate cost code to record and monitor this income.**  
**Cllr Wood to research potential new equipment for October's meeting.**

11. Council **noted** that Cllr Keable is having significant difficulty in obtaining any updates from Norfolk County Council on this project. **Cllr Glenn Hurren to pursue arrangement of a meeting with relevant parties from Norfolk County Council in Caister.**

## 12. Parish Office

- a. Council **received** and **considered Paper 10: Porch Rebuild Update**, including the revised structural quotation, electrical works, procurement compliance position and the

delegated-authority actions taken. Council **noted** that Contractor D was unable to provide a revised quotation within the required timeframe and that Contractor E, Broadland Building Services, was **instructed** under delegated authority. Council **resolved** to **approve** the revised structural contract sum of £25,391.35 and the additional electrical/CCTV/lighting works of £630.00 (Contractor A, Batchelor Electrical Services), giving a total project cost of £26,021.35. Council **confirmed** that the variations represent **necessary** and **non-material changes** that **do not alter** the previously agreed procurement position, and that re-tendering **would not** represent best value or be proportionate. **The Clerk is authorised to issue the revised purchase order and deposit invoice and progress the works accordingly.** Council **recorded** the procurement compliance position in the minutes for audit purposes, noting that selecting Electrical Contractor B would increase the total project cost to £26,831.35, an uplift of £810.00, without additional benefit.

- b. Council **received** and **considered Paper 11: Friendship Bench Relocation Proposal**, including the background, donor considerations, proposed location, signage specification, installation requirements and procurement position. Council **resolved** to **approve the relocation** of the existing bench from the Council Hall to the proposed site on the west side of Ormesby Road (grass area between the Caister in Bloom planters) and to repurpose the bench as the parish's new Friendship Bench. **Council authorised the Clerk to contact Tesco to confirm their support for the relocation and repurposing, and to enquire whether Tesco would like to contribute towards the project.** Council **approved** submission of the Highways Street Furniture Application and the signage cost of £408.00 (inc VAT). Council further **resolved** to **delegate** authority to the Clerk to procure installation works, enabling timely progression once Highways permission is granted. **The Clerk is authorised to arrange installation once permission is granted and procurement is completed. Council agreed that the asset register will be updated to reflect the bench's new location and designation.**
- c. Council **noted** that the vacancy notice expired with **no** call for election and that three vacancies are therefore available for co-option. Council further **noted** that one application has been received and a second is pending. It was **agreed** that the Clerk and Chair will meet with both candidates ahead of the October meeting, where the co-option applications will be formally considered. **The Clerk will arrange the meetings and include the co-option item on the October agenda.**
- d. Council **received** and **considered Paper 12: Parish Partnership Scheme 2027/28 – Options for Council Consideration**. Council **considered** the options set out in Section 4 and **resolved** to **engage** the Highways Engineer with the intention of submitting an application in the Parish Partnership Scheme bid for 2027/28, identifying four potential scheme types for development:
  - i. New bus shelter outside Doggers Plaice on Ormesby Road

- ii. Signage at either end of the pathway indicating both beach access and village centre route School Lane through to Manor Road/Beach)
- iii. Small footway repair near Grange Road junction on Norwich Road, though Council also noted this should be a Highways responsibility.
- iv. Signage for the coastal path running adjacent to Caister Academy from Haven to Eastern Avenue

Council **authorised** the Clerk to engage the Highway Engineer before 30 September 2026 to **obtain** feasibility advice and cost estimates, and to **prepare** the PPS application form for Council approval at the October/November meeting. Council **confirmed** that the Parish Council will provide the required 50% match funding for the selected scheme.

- e. Council **received** and **considered Paper 13: Lifeboat Memorial – Ownership and Management**, at point 6(i) above in connection with **Paper 7a: Lifeboat Memorial Cleaning Quotations**.
- f. Council **received** and **considered Paper 14: 2026 Summer Event Review**, noting the successful delivery of the event and the attendance of over 100 families. Council further **noted** the positive feedback received from visitors and businesses, and the benefit generated for local businesses through the Summer Trail. Council **agreed** to consider holding future summer events earlier in the school summer holidays and to include “Businesses Open as Usual” signage within future road closure plans where appropriate, **noting** that the traffic management company can supply these signs as part of future arrangements. Council **confirmed** its intention to continue involving local businesses in future community events and to continue seeking donated materials, community support and sponsorship opportunities. Council **agreed** that the lessons identified in the review will be used when planning future Parish Council community events.
- g. Council **noted** the declined invitation from the Deputy Leader, Cllr Hunter-Clarke, with attendance offered at the October meeting instead. Council further **noted** that no reply has been received to the follow-up invitation to date.
- h. Council **noted** that the invitation to Cllr Dickerson, Highways Lead, remains unanswered despite follow-up correspondence.
- i. Council **discussed** the responsibility and maintenance schedule for the walkway behind Caister Academy leading to Haven, as well as the route from Haven to Holt Road following the upcoming cessation of Great Yarmouth Green Gym Group. Clerk to **pursue** with Norfolk Highways as it is presumed to be a Public Right of Way with responsibility lying with Norfolk County Council. An additional option could be to consider a scheme such as Community Payback.

### 13. Chair update

- a. **Social media** – August was a record month for Social Media with 952,039 hits and 50,234 engagements

i. Top posts:

1. Bernard Matthews Lifeboat Return 74,360
2. Shop Caister – The Centurion 23,456
3. Shop Caister – Ellese Bakes 22,189
4. Shop Caister – Lazy Grazer 21,805
5. Seaside Summer Trail posts total 20,434
6. Other Shop Caister posts 39,300
7. Scarecrow Trail posts to date 28,400
8. Council’s opposition to Persimmon 18,900

- b. **Sensory garden** official opening was a huge success with lots of local groups utilising the facility.
- c. **Caister Community Harvest Celebration** – The scarecrow trail is taking off with many businesses and residents saying they will take part which is a real positive. The event kicks off with a Harvest Festival on 1 October with donations of fresh produce then being donated to residents via the Community Larder. The Scarecrow Trail will be available throughout the 1-4 October, with the Village Garage sales bringing the event to a close on Sunday 4 October (only).
- d. **Shop Caister** is building momentum well with 39 local businesses signed up. There are more businesses still to visit and some are enquiring direct about how they can join this initiative. The participating businesses now have their member handbooks and window stickers proudly on display and the social media reach for these local businesses is building daily. Thank you to Cllrs Cutler and Batchelor who, alongside the Chair, have been visiting these local businesses over the past number of weeks.

14. Agenda items for the next Full Council meeting:

- a. Forecast Christmas expenditure – Cllr C Kirk.

15. **Council agreed dates of next meetings**

- a. Finance Committee – 21 September, 7pm
- b. Full Council – 5 October, 7pm
- c. Personnel Committee – 2 November 6.30pm
- d. Full Council – 2 November, 7pm
- e. Finance Committee – 23 November, 7pm
- f. Full Council – 7 December, 7pm

16. **Closure of meeting 20:54**