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 – 2 NOVEMBER 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 2 November 2026 at 7.00pm. **Members of the public are welcome to attend.**

K L Barker

Karina Barker
Parish Clerk
27 October 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 5.10.26**
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. **Financial Matters**
    a. To approve bank accounts, current balances and income and expenditure for October 2026.
    b. To receive monthly bank reconciliations for October 2026.
    c. To receive spend against budget to date.
    d. To note receipt of second precept instalment totaling £71,450.00.
    e. To consider quotations for new stage curtains.
    f. To note cost for renewal of Music licence (PPR and PPS) totaling £1,101.96 inc VAT.
    g. To note award of two of the three grant applications made under the Love Your Market Town Programme.
    h. To note cost of two 14 foot (approx) Christmas trees from new local supplier at total of £187.50 inc delivery.
    i. To consider proposal for completion of cemetery tree works.
6. **To receive cemetery update**
7. **To receive and comment on planning applications received**
    a. **06/26/0734/HH (7 Jordan Road Caister-on-Sea, NR30 5LN):** Single storey rear extension to replace conservatory destroyed by fire.

8. **To consider proposal for review of bin distribution & emptying – Cllr S Pitt**
9. **To consider items to be raised at the next Safer Neighbourhood Meeting**
10. **Parish Office**
    a. To consider amendment to minute ref Full Council/7.9.26/6/d - Cllr C Kirk.
    b. To discuss event review for Caister's Community Harvest
    c. To consider Event Management Plans and Risk Assessments for:
        i. Remembrance Sunday Memorial Service.
        ii. Caister Remembers.
        iii. Merry Mistletoe Mini Market & Light Up Caister.
        iv. Gingerbread Decorating Workshops.
        v. Christmas Showcase.
    d. To review Electrical Installation Condition Report (EICR) for Council Hall and consider associated quotations for remedial works.
    e. To consider Council's internal auditor for 2026/27.
    f. To receive update on progress of Norwich Road reinstatement works.
    g. To note Hall Incident Investigation Note.
    h. To review and consider progression of Parish Partnership projects proposed.
    i. To receive update on Jack Chase Way project.
    j. To note public consultation in conjunction with Great Yarmouth Borough Councillor (GYBC) and Caister Parish Council is imminent for Diana Way play equipment.
    k. To note GYBC formally approved the Community Infrastructure Levy (CIL) Charging Schedule on 24 September 2026 to take effect from 1.2.2027. Planning applications determined from this date may be liable for CIL.
    l. To note Regulation 16 Consultation period for the Fleggburgh Neighbourhood Plan (Modification Proposal) and Ormesby St Margaret with Scratby Neighbourhood Plan.
    m. To note meeting arranged to view Old Independence Matters Site 4.11.26.
11. **Chair update**
    a. Social Media
    b. Remembrance Sunday Memorial
    c. Caister Remembers
    d. Merry Mistletoe Mini Market & Light Up Caister
12. **Agenda items for the next Full Council meeting**
13. **To agree dates of next meetings**
    a. Finance Committee – 23 November, 7pm
    b. Personnel Committee – 7 December, 6.30pm
    c. Full Council – 7 December, 7pm
    d. Full Council – 4 January, 7pm
    e. Finance Committee – 18 January, 7pm
14. **Closure of meeting**