

CAISTOR TOWN COUNCIL

Minutes of a meeting of Caistor Town Council, held on Thursday, 13th June 2019 in the Council Chamber, Caistor Town Hall, North Street, Caistor LN76QU.

Present: Cllr J Wright (in the chair), J Bowman, A Clark, S Critten, S Davey, S Duprat, M Galligan, S Gaughan, J Hughes, C Mackenzie, C Rudd, A Somerscales & S Wright.

In attendance: Cllrs A Lawrence & A Turner, J Hanrahan (Town Clerk), and 7 members of the press and public.

1. **Apologies:** received from Cllrs M Sizer and O Bierley.
2. **Declarations of Interest:** None received.
3. **Minutes of the meeting held on 9th May 2019:** The minutes of the meeting were proposed and seconded by Cllrs Mackenzie and Critten respectively and agreed together with all the meeting's decisions, recommendations and actions.
4. **Chairman's Report:** The Chairman outlined his meetings since the last Council meeting:
5. **To receive minutes from Committees:**
 - a) Economic Development Committee (30/05/19): Minutes were received and noted.
 - b) Matters Arising for Action.
 - I. Members were not inclined to pursue Market Place pedestrianisation at this time.
 - II. Members agreed that part of the Town Hall car park be restricted to Town Hall users only.
 - III. Members agreed with the engagement of a local film maker (who has offered his services free of charge) to produce a short promotional piece and allocated (circa £200) towards costs.
 - IV. It was agreed that the Town Clerk investigate something more interesting in the Paper Shop window, like in the old coop.
 - V. It was agreed that the Town Clerk investigate grants for the Neighbourhood Plan Review.
 - VI. It was agreed that the Town Clerk investigate the costs of, and external funding for, secure cycle racks in the Market Place and Town Hall car park.
 - VII. It was agreed that the Town Clerk investigate the provision of electricity charging spaces at the Town Hall and Market Place car parks.

These actions were discussed in turn and subsequently proposed by Cllrs Critten and Bowman and the actions were agreed by Town Council.

6. **Reports from External Bodies:**
 - a) **Police Report:** The police report which had been previously circulated was noted. Members requested that the Town Clerk provide a synopsis of the local crime data from the police website for the next and subsequent meetings.
 - b) **LCC Report:** Cllr Turner gave a summary of the principle actions of the County Council related to Caistor. There was some discussion about the A1084 and A46 speed limits and need for restrictions at Grasby. Potholes on Grimsby Road still needed addressing.
 - c) **WLDC Report:** Cllr Bierley had circulated the WLDC report and Cllr Lawrence answered questions. Members noted that the Councillor's local fund was again available as was the Community Fund for larger projects.
7. **Town Clerk's Report** on ongoing matters:
 - a. **Caistor Classic Cars:** members noted that this year's event (third) was most successful with 40 vehicles present and well attended by residents and visitors, especially once the sun came out. Classic Car entrants were each presented with a commemorative badge. The Town Mayor selected the 1936 Bentley, 4.5 litre sports saloon, owned by Mr John Troughton as best in the show. Local businesswoman Gillian Austin, Bridal Reloved of South Street Caistor, took advantage of the event to publicise her new business with a photo shoot which attracted great interest. The Settlement's Courtyard Party took place at the same time giving the Market Place a positive vibe.

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- b. **Central Lincolnshire Local Plan (CLLP) Review: Issues & Options and Call for Sites:** Members noted that the current CLLP is being reviewed in response to changes to National Planning Policy. The first stage of this process is a consultation on the policies that are proposed to be changed for the revised Local Plan. Alongside this **Issues and Options** Consultation, there is also a **Call for Sites** where people are being asked to suggest sites that may be suitable for development, and a consultation on the proposed methodology for assessing potential housing site allocations. Consultations run for from **6 June to 18 July 2019**.
- c. **Town Council Election Costs:** Members noted that WLDC have indicated that the costs of the Town Council Elections held in May 2019 will not be able to be announced until July as a range of invoices are awaited. The cost to the Town Council will be a proportion of the costs of the District Council elections which used the same polling stations, polling cards and staff.
- d. **Cleansing & General Maintenance:** Members noted that the Contractor is carrying out his works diligently. His highest priority is to keep the Market Place and its environs neat & tidy and clear of litter. The cemetery is the next priority with the play parks the third. Beyond these priorities other tasks will be undertaken as necessary. A new shearer has been purchased which will help cutting grass between graves. Members should advise the Town Clerk if they require him to undertake other tasks. Members requested more detail on the range of jobs undertaken and the time taken.
- e. **Lincolnshire County Council (LCC):** Members noted that LCC wish to agree the location of the planters in and around the Market Place in Caistor. Whilst they currently have no issues with them, they have had some criticism for the lack of formal agreements in general recently, so it seems a sensible step. The County Council are now drawing up a "**Structures in the Highway Agreement**" with Caistor Town Council. It would formally recognise the established locations already in use which have no real issues.
- f. **Environment Committee:** Following the Town Council AGM, and presentation by GO2 at the Annual Town Meeting, some Members had suggested establishing an Environment Committee. This would include a remit to discuss any environmental issues or initiatives in the Town as well as overseeing the work of Councillors responsible for Parks, Allotments, Cemeteries and Public Rights of Way Committee Membership could be six Members, to include the Members responsible for the topic areas (Cllrs Bowman, Duprat, Rudd & Somerscales) as well as a further two Members. It was proposed and seconded, by Cllrs Bowman and Duprat respectively, that the Environment Committee be formed as outlined with the addition of Cllr Clarke, Critten and J Wright. **This was approved unanimously.**
- g. **Website:** Discussions have been held with Stuart Caine and Cllr Duprat, who administer the Love Caistor website, about incorporating the Caistor Town Council website within its platform. Members were advised to follow <http://www.lovecaistor.co.uk/caistor-town-council/> to view a mock-up of the proposed new site. Additionally, the promotion of the new Caistor area site would also benefit from some local publicity in the form of window stickers for businesses directing folk to it and incorporating an acknowledgement of Town Council funding support. **It was proposed and seconded by Cllrs J Wright and Bowman that the proposal be accepted and this was agreed unanimously.**
- h. **Lincolnshire County Council:** (Brigg to Caistor A1084, 40mph & 50mph speed limit - Order 20) propose to make an Order under their powers contained in the Road Traffic Regulation Act 1984, the effect of which will be to restrict the speed of vehicles to 50mph on the A1084 between Brigg and Caistor with 40mph introduced on the A1084 east of Brigg and north of Caistor. Objections to the proposals, together with the grounds on which they are made, must be made in writing to Lincolnshire County Council, by 26 June 2019. Members believed that this was a "fait a complie" and therefore, despite not being in agreement chose to raise no formal objections.

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- i. **Equipment Trailer:** Cllr Rudd had identified a small second-hand trailer which could be used by volunteers to transport grass cutting equipment to site. It is of a metal construction and in very good condition. The trailer dimensions are 1.00m x 1.60m (width / length). Cllr Rudd has already used it several times last year and believes it is ideal for the mower. **Cllr Somerscales and Bowman proposed and seconded that the trailer be purchased for £100, which was agreed unanimously.**
- j. **Play Inspection Ltd:** The inspections undertaken last year were thorough and clear in terms of actions needed. If we were to go ahead with their quote they would schedule the inspections for October 2019, to keep them in line with those of the previous year. **It was proposed and seconded by Cllrs Bowman and Mackenzie respectively that Play Inspection Ltd, who had quoted £300.00 (excl. VAT) carry out the annual independent inspections in 2019 of our 3 playparks, be appointed again this year. This was agreed unanimously.**
- k. **Footpath at CS&SC:** Member noted that there is a sum of £5k earmarked in our budget for a new footpath which would run from the North Kelsey Road car park to the Clubhouse, using existing hard surfaces behind the all-weather pitch and up the slope and past the tennis courts. The path would be tarmac (1.2m wide) with concrete edging. The is now estimated to cost circa £15k. When put out to competitive tender there may be a saving. **Members decided not to proceed at this time.**
- l. **Pam Challen:** has written asking for permission to train at CS&SC. She is a member of the CS&SC and a local cyclocross team (VC Veldrijden) who compete in the Lincolnshire League. Pam trains every day at home and road riding but on the 5th day she undertakes skills sets which comprise the techniques used in a race. Pam usually does skills sets first thing on a Saturday (7am) in winter. However, for the current series she would like to use it on a Tuesday evening after work at approximately 5pm. The CS&SC Committee would not wish the cyclocross training to interfere with other sports usage on the field and if approved they would like it to be a personal permission, and not a general consent, as cycling at CS&SC is otherwise prohibited. **It was proposed and seconded by Cllrs Critten and Bowman and unanimously agreed that a personal consent be granted to Pam Challen initially for 6 months, subject to her having PLI insurance. This was unanimously agreed.**
- m. **High Street Heritage Action Zones:** Historic England is inviting expressions of interest to a new High Streets Heritage Action Zones Scheme (HSHAZ). The scheme offers grants of up to £2million to deliver physical improvements and community activities to regenerate historic high streets or town centres. Town Council's can apply for this grant if they can demonstrate "their capacity to successfully deliver any scheme and that they have the relevant Local Authority (West Lindsey District council) as a partner." The Expression of Interest application deadline is on 12 July 2019. **It was proposed and seconded by Cllrs Somerscales and Hughes that an application be made. This was agreed.**
- n. **Cemetery Driveway and Parking:** The driveway approach to the Cemetery is potholed and breaking up and needs urgent attention. An estimate of costs has been obtained for its repair (£1.6k) and the addition of echelon parking for up to 6 vehicles (£12k) in the areas either side of the gates where the grass has been worn away through constant use. Neither of these matters are currently in the budget but could be afforded from reserves. Members acknowledged the need to repair the potholes but did not wish to proceed with parking areas as described. They would prefer a more environmentally sensitive approach such as a breathable mesh option. **The Town Clerk would investigate options.**
- o. **Cemetery Maintenance:** The beginning of summer is always a busy time for the maintenance of the grass at Council sites, especially the Cemetery where the narrowness of space between grave surrounds, vases and associated memorials make maintenance a time consuming and endless job. It would be helpful if the Town Council considered:
 - a. to limit new Plots in the Cemetery to a headstone, with space for vases, and prohibit further surrounds and planting on graves.
 - b. to restrict tributes, in the Garden of Remembrance, to the rear wall or at the fringes of the Garden.

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These measures would improve the overall appearance of the Cemetery and ease its maintenance. Whilst Members were not prepared to restrict surrounds at this time. **Cllr Somerscales and Bowman proposed and seconded respectively that tributes be restricted, in the Garden of Remembrance, to the rear wall or at the fringes of the Garden. This was agreed.**

- p. **Caistor Grammar School Open Day:** Cllr Stewart Davey declared a personal non-pecuniary interest in this item. The Town Clerk advised that this event had been advertised on social media, stating that the Council's sports field will be available for car parking. However, CGS had not informed us of this event which clashes with the Open Gardens and Caistor Parish Church events which will be attended by our volunteers. The Town Clerk has suggested that the School consider opening their playing field for car parking and run a shuttlebus for this event. The Alumni Association who were organising the event had apparently tried to contact the Town Council by email but this had not been received. It was agreed that the Council's bollards could be loaned to the group for them to administer traffic control at the event.
- q. **Rachel Axcel:** Members were advised that as previously agreed, Rachel wished to proceed with food based events at South Street Park on a monthly basis on Wednesday afternoons / evening. Profits to be donated to the Arts & Heritage Centre and Caistor & District Community Land Trust. **This was noted.**
- r. **Outdoor Cinema:** Cllr Critten requested permission in principle to the use South Street Park to host an outdoor cinema event. This was agreed in principle with further details to follow.
8. **Finance:**
- a) To receive the report of the Internal Auditor (2018-19) and to submit the Annual Governance & Accountability Return (AGAR): The Internal Auditor (Cassells) had not yet completed the Annual Governance & Accountability Return due to work pressures. Completion is expected by Monday 24th June. Submission to PKF Littlejohn our District Auditor is required by 1st July. The Chairman was subsequently delegated to sign off the return and report back to the Town Council in July.
 - b) To approve the schedule of Payments and Receipts for May 2019. **It was proposed and seconded by Cllrs Hughes and Galligan that the payments and receipts be approved which was duly agreed.**
9. **Correspondence:**
- a. **Sutton Estates:** The Open Farm Day on Sunday 9th June 2019 at Hall Farm, Stainton Le Vale LN8 6HP from 10am to 4pm was noted.
 - b. **VE Day 75:** is being organised to commemorate the 75th Anniversary of the end of WW II in Europe. **Members agreed to participate in marking the event.**
 - c. **Mr Carver** had made two complaints against the Town Council resulting in a multitude of email exchanges. He has been advised that if he wishes to pursue the issue, he should contact the Monitoring Officer at WLDC, with evidence to support his complaints. **Members were of the unanimous view that no further communication should be entered into on these matters.**
 - d. **Westgate House, Plough Hill:** Mike Berryman of Design and Innovate is requesting the Town Council's support for a grant funding application He has submitted this to Lincolnshire County Council, for the refurbishment of Westgate House, Caistor. **Members were in unanimous agreement to sending a letter of support as requested.**
 - e. **Mr Harrison:** has written stating that he would like to see a couple of quality bungalows on the former depot. On the question of the land being used as a car park, to supplement the existing parking for Caistor Town centre, he has less strength of feeling. He does not agree that Mill Lane become a one-way street. He also wished to know the arrangements in hand for the Fencing to be professionally replaced between his property and South Street Park. **Members should note that the Town Clerk and Cllr Critten have each replied clarifying the position with Mr Harrison on all points.**

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10. **Parks Inspection Report:** No report tabled due to Cllr Sizars absence. However, he will provide a report to the next meeting.
11. **Reports from meetings of external bodies and groups:**
 - **Caistor Goes:** Cllr Mackenzie advised that there would be a street party on 6th July in the market Place from 4pm-10pm with the Market Place closed to traffic and No. 53 buses diverted via Southdale from 1pm.
 - **Caistor Cares:** Cllr Clark announced that there were 88 residents at the last party in the Town Hall last Sunday. The Group continues to go from strength to strength and is overseeing the Kelsey sections establishment.
 - **CS&SC:**
 - Cllr Clark advised that she and the Town Clerk had met with Steve Thompson concerning mole and rabbit control at the Sports Ground and Cemetery. Additional works would be required to rectify these issues.
 - There is a light fitting required in the store and a new one above the pool table. The latter being the Club's responsibility.
 - The Bateman's sign raised some concern from Members as to why it was being proposed as the Club did not exclusively sell their products. The sign seemed to be out of proportion on the building and did not replicate club colours. Were the company making a payment to the Club or other benefit for the advert? Have WLDC confirmed that the sign does not need consent or is this merely someone's view?
 - It was proposed and seconded by Cllrs Gaughan and Critten that consent be withheld until these questions are answered.
 - **GO2:** Cllr Bowman advised that the group were seeking an outlet in Caistor and had considered the former Spar shop but the rental was too high. The former Paper Shop was still a possibility. The group were involving schools in their work. Environmental issues such as idling bus engines, safe bike space, recycling initiatives and electric vehicle charging points were on their agenda.
 - **Town Hall Management Committee:** Cllr Hughes provided a written report advising that the THEC were in the process of a cycle of representatives standing down. They held their AGM on 22nd May and have a healthy bank balance.
12. **Confidential matters:** To discuss & resolve whether to move into closed session. Should this resolution be passed, members of the public and press will be required to leave. There were no confidential matters.

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