

CAISTOR TOWN COUNCIL

Minutes of the meeting of Caistor Town Council, held on Thursday, 14th November 2019, in the Council Chamber, Caistor Town Hall, North Street, Caistor LN76QU.

Town Council Meeting Minutes

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

In attendance: Cllr A Lawrence, J Hanrahan (Town Clerk) and two members of the press and public.

1. **Apologies for absence & reasons given:** S Critten, S Duprat & C Mackenzie.
2. **Declarations of interest:** None declared.
3. **To confirm and sign the minutes of the meeting held on 10th October 2019:** Were proposed and seconded, by Cllrs A Clark and M Sizer respectively, and were **resolved** to be agreed.
4. **Chairman's Report:** Cllr J Wright, the Town Mayor, advised that he had had a quiet month with only two Civic Engagements;
 - a. Saturday 2nd November, lighting the annual Caistor Lions bonfire at South Street Park
 - b. Sunday 10th November, attending the Remembrance Day service at the parish Church laying a wreath on behalf of the Town Council at the Cenotaph in remembrance of Caistor's fallen heroes.
5. **Minutes from Committees:**

The minutes from the Town Council's Economic and Finance Committees were received by the Council, with the precept actions to be considered further under item 7a.
6. **Reports from External Bodies:**
 - a) **Police:** PCSO Dawn Cowling's had circulated her report in advance which was noted.
 - b) **Lincolnshire County:** Cllr Tony Turner was unable to attend so no report given however, the Town Clerk confirmed that all issues raised at the last meeting had been formally reported.
 - c) **West Lindsey District:** Cllrs Angela Lawrence & Owen Bierley had circulated a written report. Cllr Lawrence advised that anyone could nominate folk for community awards not just the Town Council.
7. **Town Clerk's Report:** on ongoing matters.
 1. **South Street Park:**

Members noted that the site of the Caistor Lions bonfire has been cleared of debris and swept with a magnet to remove any nails etc. The ground has also been scattered with grass seed. It was noted that the repair and replacement of the Lincolnshire post and rail fencing had commenced. Members were also advised that the potential for the Millennium Garden to be refurbished is being investigated and quotes awaited from local contractors.
 2. **Market Place:**

The Town Clerk advised that he had purchased a handheld pressure washer, to clean around the planters and to assist in the removal of algae. Members noted that whilst the Town and District Council clean the Market Place, the maintenance and safety of the footpaths is the responsibility of the County Council. It has been requested to be vigilant on this matter as there had been several falls.

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The County Council has agreed to the closure of the Market Place for the Christmas lights switch on event on Saturday 30th November. Arrangements for the erection of the Christmas Tree and Lights has been made by the consortium of voluntary groups in the town (Lions, Goes & CiB). The events will take place on 24th and 30th November. The Risk Assessment and Method Statement have been accepted by the County Council.

3. General Works:

- a. Hall Macadam have advised that the works to the Cemetery approach, to repair the drive and to provide parking spaces, originally scheduled for November have been delayed due to the weather. They are now expected to be carried out mid-December.
- b. The Roofing Company have investigated and repaired a leak in the Town Hall roof above the service corridor in the extension.
- c. Expressions of interest applications have been made for grants towards the Neighbourhood Plan Review (Locality), Tree Planting at South Street Park (Woodland Trust) and Sportsfield (Football Foundation).
- d. The tree at the Sportsfield kissing gate, on Varlow Road, has been trimmed but requires to be cut back further to hedge height due to a rotten trunk and dead branches. The tree in question is not covered by a TPO.
- e. North Kelsey Road (fence/shrubbery), Steve Penny advises that the planting of shrubs will need to wait to spring but the fence will be repaired shortly.

4. Christmas Market & Lights Event:

We currently have stalls booked at the Christmas market and lights switch on. Several others have declined or withdrawn due to personal circumstances. Several stall holders will attend in the morning, alongside our Saturday market attendees, and stay on for the switch on. The currently confirmed attendees are: Tony Butler (owls), Twinning (gifts), Grasby Scouts (popcorn), Sarah Carving (carved gifts), Steve Penny (wreaths & herbs) Bentley's (refreshments), Bottle & Carriage (gin+), Paul Verweij (koffee & dutch snacks) & Fleur's Kitchen (crepes). Estimates and ideas for the upgrading of the Christmas light decorations around the Market Place are being investigated for 2020.

5. Certificate in Local Council Administration (CILCA):

Members heard that the Town Clerk had attended the first of two training events at Lincolnshire Association of Local Councils (LALC) in Dunholme. This course requires Clerk's to produce a comprehensive portfolio of practical examples covering all aspects of the Clerk's role. The target date for submission of my portfolio is 19th December 2019 after which it will be assessed by an independent national panel. Successful completion will result in a significant increase in the Town Council's range of powers without recourse to s137 powers and its financial constraints.

6. Legal Issues

The Lease for CS&SC should be finally ready for signing by the end of this month. This will be a standard non-repairing and or insuring lease for a term of 25 years initially @ £52/annum as with the other clubs operating at the CS&SC.

It is proposed that the Club be responsible for the internal and operational matters and the Town Council for external repair and insurance. All sports club leases and licences fall in for renewal in 2022, but the new Cricket License is being extended to run until 2026.

The full registration of Town Council land and buildings, with Land Registry, is continuing with original copies of land ownership documents being tracked down and affidavits from prominent Caistor persons being sought as evidence.

The possible acquisition of the Cornhill parking area, and associated passages to the Market Place, is being investigated with the County and District Councils and Land Registry.

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The valuation report by Banks Long & Co, on 2 Horsemarket, the former Spar shop and adjoining premises, will be considered further in the confidential part of this agenda.

8. Finance:

- a) It was proposed and seconded by Cllrs Sizer & Galligan respectively and Resolved that the budget and precept for 2020-21 be agreed at £94,000 a 2.95% increase from last year. The precept represents the operational budget for the year with any other income contributing to the reserves.
- b) The Income and Expenditure report and bank statements were received and noted.
- c) It was proposed and seconded by Cllrs Sizer & Galligan respectively and Resolved to approve the schedule of Payments and Receipts for October/November 2019.

9. Correspondence:

Ms Christine Jeavons, a resident of Caistor, had requested the reinstatement of the waste bin, and the addition of a dog bin, which had been removed without notice by WLDC from Mill Lane, Caistor. It was Resolved to request WLDC to provide bins.

Caistor Grammar School - all weather surface: The Town Council had been asked to consider a request for assistance with this project. Cllrs S Davey & M Sizer declared an interest in this item and would withdraw if it were to be discussed. It was agreed that this matter be discussed further in the confidential section.

10. Parks Inspection Report: (Cllr A Clark). Cllr Clark reported that the facilities were generally in good repair. It was pointed out that signage and regulations at the parks are in need of refreshing as it had faded in part. **In South Street** There were missing bolt covers observed including one in the carousel, as referred to in the independent report. No issues were dangerous. Bins were empty and litter clear. In **Millfields**, there was moss growing on safety surfaces, due to the shade, which need to be cleaned. The signage at the park needs refreshing. In the **Sports Ground** there is another slat missing from the table, a bolt missing from the basket-ball hoop and mesh needs securing or removal. The Town Clerk agreed to investigate all matters raised.

11. Reports from meetings of external bodies and groups:

- a) **Caistor Goes:** No Report Available.
- b) **Caistor Cares:** Coffee mornings continue to be popular, next event is the Christmas party on 15th December.
- c) **Caistor Sports & Social Club:** Lease being prepared, no new issues of dog fouling.
- d) **Caistor GO2:** Matters will be discussed at Environment Committee and brought back in due course.
- e) **Town Hall Committee:** Cllr Hughes had received the agenda for their next meeting and a report will be made at the next meeting.

12. Confidential matters: It was proposed by Cllr A Somerscales & A Clark and duly Resolved that the Council move into closed session. Cllrs S Davey & M Sizer declared an interest in item a. and left the room.

Meeting closed at 19:53 (753pm)

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