

CTC Town Council Minutes (virtual) 4th June 2020

Minutes of the virtual meeting of Caistor Town Council held on Thursday 4th June 2020.

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

Attendance: Cllr O Bierley, J Hanrahan (Town Clerk) and three members of the press and public.

Item 1. Apologies: Cllrs J Hughes, M Sizer, J Wright, S Wright & A Lawrence.

Item 2. Declarations of Interest: None received.

Item 3. Planning Report: by Cllr Steve Gaughan & Town Clerk. Members noted the report and considered the applications and recommendations. The Chairman invited the Council to vote on all the Recommendations en-block. Members unanimously agreed the recommendations:

- a. **141067.** 24 South Street Caistor. Request for confirmation of compliance with conditions 2, 3, 4 (part) and 5 of listed building consent 137945 granted 7 September 2019. Condition of planning permission. **No objection.**
- b. **141068.** 24 South Street Caistor. Request for confirmation of compliance with conditions 2, 3, 4 and 5 of planning permission 137944 granted 7 September 2019. Condition of planning permission. **No objection.**
- c. **140964.** 9 South Street Caistor. Planning application for conversion of redundant residential buildings to 2no dwellings. Demolition of outbuildings already approved by WLDC. Many benefits in having two residential properties close to the town centre. **No objection.**
- d. **141118:** 99A, Brigg Road, Caistor, Lincolnshire, LN7 6RX. Application for advertisement consent for an illuminated fascia sign 8.7m x 1.5m. Out of scale and character in the area. **Objection**

Item 4. Chairman's Report: In the absence of the Chairman there was no report.

Item 5. Notes of the meeting held on 25th March 2020. These notes were received.

Item 6. Reports from External Bodies. There were no reports submitted from Lincolnshire Police or County Council. Cllr O Bierley had submitted a report which some members did not appear to have received. Cllr M Galligan asked for an update on fly-tipping in the area. Cllr O Bierley began to summarise his report but was cut off by a sound fault at his end. **The Town Clerk agreed to resend the report.**

Item 7. Town Clerk's Report:

- a. **Planning issues: Members noted the Town Clerks update**
 - Planning enforcement have issued a stop notice to the farmer in respect of land off Enterprise Way and are in dialogue with ACIS in respect of the container at Westwold Road.
 - The WLDC Tree officer has been asked for their view on the tree that is proposed to be felled within Caistor Grammar School. The tree is not covered by a Tree Preservation Order and the School will consider representations at their next Governor's meeting.
 - WLDC have confirmed that the Mobile Advertising on Brigg Road is permissible to be parked on private land (it is deemed to be a vehicle).
- b. **Legal Matters:** Burton and Dyson have received the signed documents from our three Directors for the proposed Caistor Sports & social Club Community Interest Company and are processing its registration with Companies House. Upon registration an additional 3 Directors will be nominated from the CS&SC membership. The Management Committee will be formed as existing from two representatives from each Club section. **Members noted progress on the CIC.**

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- c. **CS&SC Expenditure:** Members have enquired about the Council's normal expenditure as landowner at CS&SC. This varies from year to year (2019-20 indicated) but will include expenditure on various matters including:
- **Clubhouse Repair & Maintenance:** Last year this included sewage pump repair and replacement works, electrical safety checks and repairs. This year will include car park and approach road works.
 - **Clubhouse Internal Repair:** This included the upgrade of cooker and TV connections and annual Portable Appliance Testing (PAT). This will be a CIC responsibility in future.
 - **Legal Fees:** Leases, Licences & CIC application. Renewals in future could be undertaken by the CIC, dependent on head lease terms reached with the Town Council.
 - **Fields Grass Cutting & General Maintenance:** Cricket and Football maintain their own square / pitches during their respective seasons. The Town Council however, maintain the surroundings and bottom field.
 - **Grants:** Section 137 grants are awarded to Youths and Sports groups, on application, using the sports field.
 - **Bowling Green & Tennis Courts:** These are maintained at their own cost by the Caistor Hillside Bowling Club & Lawn Tennis Club respectively under their Lease terms.
 - **Play Areas:** These are the responsibility of the Town Council and are inspected daily by our contractor and monthly by Town Councillors.
- Members noted the update.**
- d. **Town Hall Car Park:**
- a. **Overstayers:** During the lock-down it has been noted that some vehicles are parking for more than the permitted four hours, between 8am and 4pm. Vehicles are however, permitted to park for 4 hours from 4pm until 8am and overnight (20 hours in total). No enforcement has been undertaken during lockdown however, the car park has on average been less than 25% full and there has been no issue of overstayers preventing other users from finding a space. **As lockdown is relaxed and schools reopen Members agreed that enforcement should recommence in July 2020.**
 - b. **Toilets:** West Lindsey District Council have closed the public toilets in the car park during the lockdown. Access to the disabled persons toilet has been problematic due to a lock issue. This has been reported to WLDC. **It was noted** that Cllr O Bierley is negotiating to enable the disabled toilet to be opened at the car park. So far, the WLDC have insisted that all toilets remain closed due to Covid-19.
- e. **Parish Church Steps:** It was noted that the repair to the Churchyard steps (Cromwell View) has been delayed due to Jewson's delivering the wrong materials. The works, replacing the wooden steps with stone, are on site and should be complete by Monday 8th June. The works and materials are costing £1000 (net).
- f. **General Maintenance:** Kim Hodson our contractor has continued to work throughout the lockdown. His main areas of work have been bin emptying and keeping the Market Place neat and tidy. He has however, also maintained the PRow's, Churchyards and Cemetery. Additionally, he has undertaken weed and algae spraying, including the War Memorial and painted railings. On Saturdays he has marshalled the popular Food Market, to ensure social distancing. Members were grateful for his endeavours.
- g. **Allotment Update:** It was gratefully noted that several tenants have commented on how the new tenants have been working hard and have improved the look of the allotments. There has however, been a problem with the stop cock and tap but these appear to have been resolved by Kim and John Chapman following advice from Cllr Somerscales.

Item 8. Finance:

- a. Members noted and endorsed the schedule of Payments and Receipts for May 2020.
- b. It was noted that the Council's accounts were still with Cassell's, the internal auditor, for validation.

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Item 9. Correspondence:

- a. **Riby Road Trees:** a local resident has complained that the trees on Riby Road are diseased and dangerous. This has been reported to Cllr Turner & Lincolnshire Highways. The County has investigated the matter and are carrying out a further survey.
- b. **War Memorial:** Mrs Smith has requested that she be allowed to decorate the Memorial to commemorate for VJ day (Saturday 15-08-2020). She has previously done so annually. Members were content for her to continue to respectfully decorate the Memorial as in previous years,

Item 10. Parks Inspection:

- a. **Monthly Inspection:** Report by Cllr M Galligan. The Parks are considered to be in safe condition with no new damage. The fencing at South Street and North Kelsey Road still need some attention and the Ckerk advised that broken fences had been made safe and he was meeting Jon Waterman on site on Wednesday next.
- b. **Independent Annual Inspection:** We undertake an independent inspection each year around October time. Would Members wish the same company to carry out the inspection as previously (2018 & 2019) which was detailed and thorough. Members were content with this approach.

Item 11. Reports from External meetings:

- a. **Caistor Goes:** had cancelled its scheduled events but would review once the relaxing of lockdown for events known.
- b. **Caistor Cares:** reported that there had been no meetings but Members are being kept in touch with during this time.
- c. **CS&SC:** The Chairman now holds keys to all locked doors in the Club. The main door lock has been changed to a secure numbered system. Keys will be distributed by Chairman once lockdown is relaxed and the premises can reopen.
- d. **Covid Group:** The Group is continuing to provide a great service. IT has 66 volunteers who not only deliver groceries and prescriptions to the vulnerable but has a food bank based in the Town Hall and is helping with lunches at the primary school.
- e. **Caistor & District Development Trust:** is progressing the demolition of the depot and redevelopment of the Mill Lane site via ACIS. The new planning application for the actual site development will be submitted following this demolition. The Town Clerk asked that the Town Council be given notice to relocate their stock of grit stored there. The Project Manager is progressing the works on 2-4 Market Place.
- f. **Caistor Lions:** meet virtually, at the moment, and are keeping under review scheduled events at South Street Park pending HM Government advice.
- g. **Normal Meetings:** The Town Clerk was asked when he expected normal meetings to be held, but could only advise that no pronouncements by Government had been made other than six folk could meet outside provided they are socially distanced and wearing with masks.
- h. **Cllr Lewis Strange:** Members noted the passing of the local Councillor for the area and expressed their condolences.

Item 12. Motion to exclude the public. Not required.

Date of next Zoom Town Council meeting 7pm on Thursday 2nd July 2020.

Meeting Finished at 7:35pm (1935 hrs)