

# CAISTOR TOWN COUNCIL

**Minutes of the meeting of Caistor Town Council, held on Thursday, 12<sup>th</sup> March 2020, commencing at 7pm in the Council Chamber, Caistor Town Hall, North Street, Caistor LN76QU.**

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

**In Attendance:** Cllr O Bierley, J Hanrahan (Town Clerk),

1. **Apologies:** Cllrs C Rudd, A Somerscales & A Lawrence
2. **To receive declarations of interest:** None
3. **To confirm and sign the minutes of the meeting held on 13<sup>th</sup> February 2020:** It was proposed and seconded by Cllrs C Mackenzie & A Clark respectively that the minutes be accepted as a true record provided all present are listed. **It was Resolved that the minutes be agreed.**
4. **Chairman's Report:** Cllr Jon Wright

Cllr J Wright advised that he had attended three events since the last meeting:

- a. 29<sup>th</sup> February. Caistor & District Lions' Charter Dinner, where they were thanked for their help, support and goodwill on behalf of the Citizens of Caistor.
- b. 8<sup>th</sup> March. Market Rasen Town Council's Civic Service
- c. 9<sup>th</sup> March. Commonwealth Flag raising at WLDC Guildhall Gainsborough.

Cllr J Bowman then presented the Town Council with a plaque from Sauvigne, our French twin town, in recognition of 30 years of twinning. Members agreed to reciprocate with a similar gift on their return visit to Caistor in October 2020.

5. **Reports from External Bodies:**
  - a) **Police:** PCSO Dawn Cowling. The Police report was noted, including the recovery of a bicycle which had been stolen from Antonious Close and the Caistor Mini Police looking after the zig zag lines outside school.
  - b) **Lincolnshire County:** Cllr Tony Turner. He had nothing to report but Cllr S Critten asked if the new housing development at the end of Navigation Lane had been adopted by the County Council? Town Clerk agreed to pursue the matter alongside Cllr A Turner.
  - c) **West Lindsey District:** Cllrs Angela Lawrence & Owen Bierley. Members received with thanks a comprehensive report.
6. **Town Clerk's Report:** on ongoing matters.

1. **Leases & Land Registry:**
  - I. **Caistor Town Cricket Club:** Lease terms have been agreed and lease issued for signature. This will enable them to obtain grants from funding bodies towards equipment. Whilst the main terms are agreed the Cricket Club are unhappy about the Landlord and Tenant Act provision which does not give them an automatic right of renewal. **Members agreed not to vary the Landlord and Tenant Act provision.**
  - II. **Caistor Sports & Social Club:** Lease terms have been issued to the Club for signature but there are still outstanding matters to be agreed. There is an extraordinary meeting of the Club on 23<sup>rd</sup> April to consider forming a Community Interest Company (CIC) and the lease.  
Affidavits in support of the Town Council's ownership have been received and are being collated for submission, with our copy deeds, for Land Registry's consideration.

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- III. **South Street Park:** members noted that Land Registry had confirmed the Town Council's ownership which had been duly recorded.
  - IV. **Cornhill:** Members welcomed the submission to Land Registry to claim the Cornhill for the Town Council. If successful it is proposed to re-tarmac and mark the area for long term public car parking.
2. **Grass Cutting Contract:** members noted that Glendale Countryside (North Greetwell) have agreed that their quotation for 2020 will be at last year's rate plus 3%, as requested by the Town Council. The Contract has accordingly been re-let based on two cuts per month (one at Orchard) from April to October 2020, subject to weather conditions. The Council pay in arrears and only for the cuts made.
  3. **Car Parking:**
    - a. **4hr Maximum Stay:** signage in the Town Hall car park for the has been erected. Daily observations have been undertaken (8:30am 12:30am and 3pm) revealing that the maximum occupancy has been 20 vehicles with a minimum of 5. One vehicle has been issued with a notice not to overstay in future. No excess charge tickets have been issued so far. Employees of businesses in the Market Place have renewed their request for a permit system to be agreed. **Members noted the lack of complaints and decided to review operations and not to issue permits at this time.**
    - b. **Cycle Racks:** A cycle rack for 6 cycles has been erected between the toilet block and the Town Hall in the car park and a second rack is soon to be installed outside the Arts & Heritage Centre on Plough Hill.
    - c. **Pod Point:** Had surveyed the Market Place and Town Hall Car parks for the provision on EV fast charge points. Both sites are feasible but given the conservation area status of the Market Place the works are probably too invasive. The Town Hall car park is capable of being serviced with power to accommodate up to 7 EV points. Only 4 would be advisable in the short term. The cost would be £21,098 and this would be eligible for Government grant support of up to £7,500 per charger provided local residents can use the points. **Members are agreed to support the Town Hall option and application for a Govt grant.**
    - d. **Mill Lane:** the current feasibility study has commenced. Whilst it is focussing on building a handful of starter family homes, it is envisaged that the residual part of the site could accommodate 20-30 long stay car park spaces. **Noted**
  4. **Parks, Cemetery & Allotments**
    - I. **South Street Park:**
      - i. The contract for the Tree works and survey has been awarded to Jason Melton, of Woodpecker Trees of Caistor. Works are due to commence imminently.
      - ii. The 105 Woodland Trust saplings arrived in Caistor on 9<sup>th</sup> March and volunteers were due to plant them, principally at the top / back of South Street Park.
      - iii. A resident had reported seeing rats in the Park behind Burnett's Yard. This has been reported to WLDC. She has also requested that the fence in this area be replaced. Members have previously decided not to replace it, as it was within an area of dense vegetation with little risk of trespass.
    - II. **Skate Park:** Young children have been digging to create a further skate park feature. Kim Hodson is looking at making a safe permanent obstacle for their enjoyment. Some offensive graffiti has been removed by Rick Marriott at no charge.
    - III. **Cemetery:** The contract for the Garden of Remembrance wall repair and shelf has been awarded to Paul Abraham of Advanced Brickwork from Brigg. **Works were due to commence on 9<sup>th</sup> March weather permitting.**

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- IV. **Cemetery & CS&SC:** James Hall of Hall Macadam has indicated that the resurfacing works at the Cemetery and part of the Sports Club car park are scheduled to be undertaken on Tuesday 17<sup>th</sup> March weather permitting.
- V. **Rents and CS&SC Fees:**
- i. **Allotment Rents: 20-21:** requests for payment of allotment rents (£25/plot) from our 10 tenants on 14 plots, have been issued. At this point only one of last year's tenants is not renewing. The waiting list therefore currently stands at 6 (4 Caistor residents and 2 from local villages).
  - ii. **Sports Club Fees:** (£52/year) have also been issued to each of the Sports Clubs for their leases / licences. Payment is required by 1<sup>st</sup> April 2020. Additionally, all sports club members must become Members of the Caistor Sport & Social Club which enables them to use its facilities.
5. **Christmas Lights:** Members noted that Lite, at the Council's request, had produced some options for enhancing the Christmas experience in the Market Place. They have produced a costed 3-year lease proposal with lighting options, which has been circulated. Members were invited to consider the way forward. If agreed, the scheme will need planning consent from WLDC and land-owners for fixings to buildings. **Members agreed to move this item into confidential to discuss commercially confidential costings.**
6. **Iron Work Arches:** Artistic Ironmongers have been invited via "my builder" and direct email to submit costed ideas for decorative arches across the footpaths between the Market Place and Cornhill / South Street. Additional fingerposts will be investigated reinforcing this linkage. The planning permission and the consent of adjoining landowners will also be required. **Members agreed to email the Town Clerk with ironmonger contacts.**
7. **Caistor in Bloom:** Town Mayor and Clerk accompanied Cllr M Galligan, Cliff Rust and Simon Smoothy, Cleansing Manager at WLDC, on an inspection of cleansing issues and unkemptness in the town. 25 issues were identified from weed removal and new planter locations to fence repainting. **Members welcomed the initiative and the Town Clerk to email all members the action list.**
8. **Market Place & Cornhill:** Officers from Lincolnshire County Council Highways met with the Town Clerk and Peter Banks (Chartered Surveyor) regarding its ownership & configuration. **Options will be drawn up for member consideration and further discussion with LCC.**
9. **Coronavirus:** It would be prudent to make some arrangements for the continued operation of the Town Council and its duties, should there be Government restrictions on movement and social interaction. Most of the Town Council's business, other than manual tasks, can be done electronically. We have a laptop computer and electronic access to our bank accounts for transactions. The Town Clerk could therefore work from home. Contractors will operate within Government guidance / restrictions, but Town Council meetings may have to be postponed and decisions taken via email exchanges. **It is agreed that the Town Clerk, in association with the Town Mayor, be delegated to take any decisions on the appropriate Coronavirus response. It was noted that various local voluntary groups were organising a central support network for local vulnerable people.**
10. **Economic Development Committee:** Members should note that, in consultation with the Chairman, the next meeting has been moved from 19<sup>th</sup> March to 7pm on 2<sup>nd</sup> April at the Arts & Heritage Centre. The meeting will include a presentation from Steve Kemp of

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Open Plan on the progress of the Caistor Neighbourhood Plan 1<sup>st</sup> review. **This was noted.**

## Item 7: Finance

### a. Cemetery Fees and Charges

Charges were increased above inflation in 2019 and it is **agreed that no further increase be made this year**, but charges be made consistent and clear as set out in the schedule:

Item	Caistor Parishioners (£)	Non-Caistor Parishioners (£)
Exclusive Right of Burial (including first burial)	£310	£620
Second burial (Body of person over 12 years)	£125	£250
Body of child stillborn – 12 years	NO CHARGE	NO CHARGE
Admin fee to renew exclusive rights	£11	£22
Interment of Ashes in Plot (Exclusive Right of Burial granted)	£60	£120
Interment of Ashes (Garden of Remembrance)	£60 + £45 for tile	£180 + £135 for tile
Permission for Headstone (including 1 <sup>st</sup> inscription) + kerbstone	£65 £130	£195 £390
Further Inscriptions	£15	£30
Permission to erect vase or tile (in lieu of headstone)	£45	£90
Permission to erect vase or tile (on a burial plot)	£15	£30

**Allotment Fees:** were increased above inflation in 2019 and it is suggested that no further increase be made this year. The current annual fee is £25 / plot. There are currently 10 plot holders on the 14 plots, with a further 7 on the waiting list.

No real progress has been made regarding an additional allotment area other than to rule out Millfield's Park and the small approach Road site at the Sports & Social Club. **This will be discussed further in close session.**

**Members noted all four reports, a)** schedule of Fees and Charges for 2020-21.  
b) Income and Expenditure Report and Bank Statements c) schedule of Payments and Receipts for February/March and the Asset Register. **They authorised payments as set out in the schedule.**

## Item 8: Correspondence

- a. **Town Hall Embankment:** Lauri Fox has for many years cared for the wild-flower and nature conservation area between her home on North Street and the car park. Recently a vehicle has reversed into the sleepers which retain the embankment and has dislodged them, making the embankment unstable. The original installation was carried out by Steve Penny. **Members noted that a price is being obtained to reinstate.**

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- b. **Caistor Fire Station:** run 2 charity car washes each year in aid of the Fire Fighters charity. Usually, these events are at the fire station itself. However, this year we are wondering if it would be possible to hold the event in the Market Place. This would give us better opportunity to raise more money for the charity and engage with the community. The date they plan to do the car wash is Saturday 28<sup>th</sup> March 10am – 2pm. They would need space to park the appliance, and then potentially up to 3 further spaces for the actual car washing if this is possible. They would prepare a risk assessment and send a copy as soon as they know if the event can take place. The clean up after the event would be carried out by the crew running the event, in the event that they receive a fire call there will still be enough people involved in the event our side to do the clean-up. **Members agreed unanimously to this initiative.**
- c. **Rural / Market Towns:** To date 76 local councils have agreed to join the RMT Group and they are waiting to hear back from many others. They estimate that the Group will exceed 85 authorities by the beginning of the new financial year in April. They hope to reach 120 members by the end of this year. Follow [this link to our website](#) which will provide you with the most up to date information on the Group, it includes a list of local Councils who have agreed to be involved. **Noted**
- d. **Calor:** For the fourth year in a row, Calor are re-opening their Rural Community Fund. A nationwide series of grants, totalling £85,000. On the **10<sup>th</sup> March 2020**, they are calling on local groups, charities and initiatives to enter to be in with a chance of receiving £1,000, £2,500 or even £5,000 grants. They have previously financed everything from essential equipment for search and rescue groups, to a comforting living space for elderly people with dementia. **Noted, Caistor Cares had already made an application.**
- e. **Dean Edgley** of Westwold Road, Caistor has written to seek the Town Council's support for improved safety barriers along the A46 following the recent Road Traffic Collision. He had addressed the Town Council on this matter in the public forum prior to the Council Meeting. **Members were unanimous in support of his request for reduced speed limits and better safety barriers.**
- f. **Peter Taylor (Twinning Association):** On their 2019 visit to Savige, they were presented with a tray to give to the Town Council to celebrate the 30th anniversary of twinning between the two towns. This year, it is the 30th visit and they are coming to us from Sat 24 Oct to Wed 28th Oct - so it will be another special occasion and we want to make it as memorable as they did for us. In France, the Council are more heavily involved with the twinning and the Twinning association would like to have the Town Council more involved for this visit if possible. **Members agreed to be more supportive and the Town Clerk would investigate options and report back to Town Council.**
9. **Parks Inspection Report:** Cllr S Duprat reported that whilst the Parks equipment was generally in good condition there are a few issues that need addressing:
- South Street Park:**
- Signs at the Parks are generally faded and could do with refreshing.
  - Fallen debris from trees has accumulated.
  - Some moss growing on safety surfaces.
  - Various fencing around the park needs removal or replacing.
  - Bonfire site still bare, needs more grass seed.
  - Equipment would benefit from a wash down.
- North Kelsey Road:**
- there a missing grips on equipment
  - safety surfaces potential trip hazards
  - Dog and litter bins need attention.

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- Fence to North Kelsey Road needs attention.

## **Millfield's:**

- Entrance warn needs reinstating
- Old graffiti needs removing
- Safety surfaces have moss covering and climbing frame has surface missing.

## 10. **Reports from meetings of external bodies and groups:**

- a) Caistor Goes: Cllr C Mackenzie reported that
- b) Caistor Cares: Cllr A Clark
- c) Caistor Sports & Social Club: Cllr A Clark
- d) Caistor & District Community Development: Cllr S Critten

## **Item 11: 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 the meeting.

### **a. New Allotments:**

The most likely site is at CS&SC, next to Kelsway (between the Cricket Field and Bottom Field). Alternatively, the Town Council may wish to buy a new site for the purpose. If so, the site off Teal Close would be most suitable. This has already been identified as a possible cemetery extension. **Members noted that allotment holders had until 1<sup>st</sup> April to renew when needs will be clearer.**

### **b. High Street Crossing:**

Members noted that Councillor S Duprat has been trying to get improvements to the Zebra Crossing and its approaches in the interest of public safety, and that the Town Clerk has contacted LCC again requesting that they refresh the Zebra Crossing with painting and lighting. **Members noted that this request is being considered.**

### **c. Agendas and Confidentiality:**

- i. Members have a tendency to go off agenda from time to time. This is not usually a problem but sometimes it can be as Members of the public are given advance notice of what is to be discussed at Council and have a right to be present if they so wish. If the discussion goes significantly off-agenda then we could be challenged legally.
- ii. If sensitive or confidential matters are raised in the public part the Town Council's reputation can be tarnished, when proceedings are reported in the press and media. Criticism of the Town Council should ideally be heard in private not in the public part of the meeting. **Members noted the report.**

- d. **Christmas Lights:** Members wished to consider this matter in more detail at a future meeting with all options costed against current figures.

Meeting Closed at 8:40pm (20:40 hrs)

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