



Minutes of the Caistor Town Council - Annual Council Meeting held at 7.00 pm at the Caistor Town Hall on 20 May 2021

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr A. Clark, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan,
Cllr S. Wright, Cllr M. Galligan, Cllr S. Duprat, Cllr J. Hughes, Cllr C. Mackenzie, Cllr C. Rudd, Cllr A. Somerscales
In Attendance: Carl Thomas, Cllr O. Bierley (WLDC), Cllr T. Smith (LCC),
Members of public present: 2

- 1 Apologies for absence & reasons given - Ref: 326**
Cllr Sizer
- 2 To receive declarations of interest - Ref: 327**
Cllr Clark & Cllr Hughes in item 22(e)
- 3 Election of Chairman for 2021/22 - Ref: 328**
One nomination was received being Cllr J. Wright.
Cllr J. Wright was duly elected as Chairman and Town Mayor for 2021/22
- 4 Election of Vice Chairman for 2021/22 - Ref: 329**
There were two nominations being Cllr A. Clark and Cllr S. Critten
Following a vote Cllr S. Critten received 7 votes and Cllr A. Clark received 6 votes,
Cllr S. Critten was duly elected Vice Chairman and Deputy Mayor for 2021/22.
- 5 Appointments to Finance Committee - Ref: 330**
Cllrs Bowman, Critten, Galligan, Gaughan, Sizer and Wright were duly appointed
- 6 Appointments to Employment & Personnel Committee - Ref: 331**
Cllrs Bowman, Clark, Critten, Davey, Duprat, Galligan were duly appointed
- 7 Appointments to Planning Committee - Ref: 332**
All councillors were appointed to the planning committee with Cllr Gaughan continuing as Chairman.
- 8 Appointments to Economic Development Committee - Ref: 333**
Cllrs Bowman, Galligan, Critten, Sizer, Wright were duly appointed
- 9 Appointments to Market Committee - Ref: 334**
Cllrs Bowman, Critten, Davey, Galligan, Gaughan were duly appointed
- 10 Appointment of Councillor(s) Responsible for Audit - Ref: 335**
Cllrs Bowman and Galligan were duly appointed
- 11 Appointment of Councillor(s) Responsible for Churchyards, Footpaths & Allotments - Ref: 336**
Cllr Somerscales was duly appointed
- 12 Appointment of Councillor(s) Responsible for Parks & Environment - Ref: 337**
Cllrs Bowman and Duprat were duly appointed
- 13 Appointment of Councillor(s) Responsible for Town Hall - Ref: 338**
Cllr Hughes was duly appointed
- 14 Appointment of Councillor(s) Responsible for Cemetery - Ref: 339**
Cllrs Rudd and Bowman were duly appointed
- 15 Public Session (15 minutes) - Ref: 340**
A member of the public referred to planning application 143002 questioning whether the public right of way will be affected and if there was in fact a public right of way there, Cllr S. Gaughan would look into this and refer back to the member of the public.

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A member of the public questioned the reporting system, Police activity and action against vandalism at the Sports Ground. It was agreed that the Clerk would contact West Lindsey District Council to address reports and actions taken together with the Police. There was a feeling that the Council is not receiving value for money which the Clerk would also address with WLDC.

16 Chairman's Report (2020/21 Chairman) - Ref: 341

Cllr J. Wright hadn't attended any civic functions because of the Covid pandemic.

17 To approve the draft minutes of the Council meeting held on 8th April 2021 - Ref: 342

It was resolved to approve the minutes as a true record.

Proposed: Cllr S. Critten Seconder: Cllr J. Wright All in favour

18 To approve the draft minutes of the Employment & Personnel Committee held on 29th April 2021 - Ref: 343

It was resolved to approve the minutes as a true record.

Proposed: Cllr S. Davey Seconder: Cllr A. Clark All in favour

19 To approve the draft minutes of the Extraordinary Council meeting held on 5th May 2021 - Ref: 344

It was resolved to approve the minutes as a true record.

Proposed: Cllr A. Clark Seconder: Cllr J. Bowman For: 12 Against: 0 Abstain: 1 Carried

20 Finance - Ref: 345

a) To approve the Accounting Statements for period ending 30/04/2021 - Ref: 346

It was resolved to approve the accounting statements as a true record.

Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

b) To approve the Schedule of Payments - Ref: 347

Cllr Bowman queried invoice as the invoice was higher than originally agreed. The Clerk would check and bring the matter back to Council if a further resolution was required,

It was resolved to approve the Schedule of Payments totalling £6134.24

Proposed: Cllr J. Bowman Seconder: Cllr S. Gaughan All in favour

c) To resolve to add Carl Thomas as bank signatory - Ref: 348

It was voted unanimously to add Carl Thomas together with Cllrs McKenzie, Clark and Gaughan as signatories on the bank mandate.

Proposed: Cllr J. Wright Seconder: Cllr S. Critten All in favour

21 Reports from External bodies:- - Ref: 349

a) Lincolnshire Police - Ref: 350

There was no report from Lincolnshire Police. The Clerk has plans to contact the Police with a view to seeking monthly reports.

b) West Lindsey District Council. - Ref: 351

Cllr Bierley had kindly circulated a report prior to the meeting which had been circulated to councillors.

c) Lincolnshire County Council - Ref: 352

Cllr Tom Smith Introduced himself as the new County Councillor for Lincolnshire County Council.

d) Lincolnshire Cares - Ref: 353

Cllr Clark had circulated a report prior to the meeting.

22 Reports from Committees - Ref: 354

a) Finance Committee - Ref: 355

Cllr Bowman confirmed that she was working with the new Clerk to handover the accounts which was going well.

The Clerk confirmed he had held a meeting with the Internal Auditor on 20th May and had received back the report and signed certificate. The full AGAR would be presented for approval at the next meeting ensuring that

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the documentation would be filed with the external Auditor well before the 30th June deadline.

b) Employment & Personnel Committee - Ref: 356

Cllr Davey confirmed the new Clerk had been in post since 20th April, had accomplished a significant amount of work and was receiving weekly reports on progress.

A revised contract of employment and work schedule for the Handyman had been circulated, It was resolved to approve the contract.

Proposer: Cllr S. Critten Seconder: Cllr S. Davey All in favour

The Clerk contract had been circulated. It was resolved to approve the contract

Proposer: Cllr J. Wright Seconder: Cllr S. Critten All in favour

c) Market Committee - Ref: 357

Cllr Bowman informed the meeting the the market was thriving and coming on very well. Work was still required in some areas including formalised opening hours.

Cllr Davey had circulated a Town Council risk assessment together with a stall holders risk assessment. It was resolved to approve these risk assessments.

Proposed: Cllr J. Wright Seconder: Cllr S. Critten All in favour

d) Economic Development Committee - Ref: 358

Cllr Critten advised that Covid had put alot of projects on hold with little having been accomplished.

A review of the Neighbourhood Plan was in hand and 2-4 market place needs public consultation which may take 2 to 2.5 yrs

Cllr Bowman asked about parking at Millfields and Cllr Critten advised it was with the land owners legal team.

e) Caistor Sports & Social Club - Ref: 359

Cllr Clark updated the meeting on the conversion to a CIC. Cllr Rudd was concerned at the amount of money being spent on CCTV with little reports especially with regards to recent anti social incidents. The Clerk agreed to contact both WLDC and the Police to improve reporting mechanisms.

i) Review of Lease and Comments Received

The Clerk confirmed that an email had been received from a licensee which would need considering prior to finalising the lease. It was agreed to convene the working group to discuss and advise on recommendations to full council at the next meeting.

ii) Installation of Hand Dryers

It was resolved to install hand dryers in the outside changing rooms which the CIC would pay for.

Proposer: J. Wright Seconder: Cllr J. Bowman All in favour

iii) Replace Concrete/Paint Steps Down To Cricket Green

It was resolved to replace the concrete between pavements and paint hazard lines

Proposer: J. Wright Seconder: Cllr S. Critten

iv) Door Replacement - It was resolved to replace the door at a cost of £690

Proposer: J. Wright Seconder: Cllr S. Critten All in favour

v) Firedoor Modifications - It was agreed to obtain quotes for modification.

vi) Loft Hatch Modifications - It was agreed to obtain quotes for modifications.

vii) Boiler Repair/Replacement - It was agreed to obtain quotes for repair/replacement

f) Health & Safety - Ref: 360

This matter had been dealt with under item 22 C

23 Clerks Report & Parish Matters - Ref: 361

a) To discuss and resolve as necessary following the Town Clerks Review of Council Procedures, Management and Policies - Ref: 362

The Clerk had circulated a report reviewing the procedures, management and policies. Following this report the Clerk went through the recommendations:-

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Members Interests

These required updating and the Clerk would send all councillors the existing form together with a blank form for updating.

Members interests forms were not available on the Caistor Town Council website and this would be corrected

Create A Sales Invoice System

This was now in place

Cemetery

The Clerk was concerned that burial records were not fully up to date. He was in the middle of creating a new cemetery plan and upon completion would then cross reference this to burial records and Exclusive Rights of Burials issued. The plan would then be cross checked by a physical visit to the cemetery.

Records would then be updated into a computerised system together with a manual record being maintained.

It was resolved to purchase a fire proof bag for cemetery records at a cost of £21.99.

Proposer: Cllr S.Davey Seconder: Cllr C. Critten All in favour

It was agreed to review cemetery rules and fees at a later meeting.

Allotments

It was agreed to review allotment rules and fees at a later meeting.

Computer Back Up

It was resolved to subscribe to Microsoft Office at a cost of £79.99 and to utilise the OneDrive backup system.

Proposer: Cllr S. Gaughan Seconder: Cllr S. Critten All in favour

Passwords

All passwords to access all computerised systems would be provided to the Chairman in a sealed envelope and updated every six months.

Website

The website required updating. The Clerk had met with The Forge to discuss developing the existing Love Caistor website. It was suggested to link a new Caistor Town Council website with this and to seek our own domain name.

The Clerk will bring this matter back to the June meeting.

Emails

The Clerk noted the all councillors are using private emails and this should be avoided. The Clerk would make a further recommendation at the June meeting.

Social Media

It was resolved to launch a Council Facebook page with administrators being the Clerk, Cllrs Davey, Bowman, Critten and Wright

Policies

It was resolved to:

Standing Orders: Amend page 4, para t to 3 minutes

Standing Orders: Amend page 6, para g to 5 minutes

Standing Orders: Amend page 11, para 6 d to 3

Standing Orders: Amend page 11, para 7 a to 3

Financial Regulations: Amend page 6 para 1.14 to full Council on all matters

Financial Regulations: Amend page 9 para 4.1 to full Council on all items over £500; Clerk and Chairman under delegated powers up to £500 only.

Financial Regulations: Amend page 6 para 4.5 to £1000.

Reserves Policy: Amend the general reserves to 50% of the precept.

Adopt all policies circulated.

Proposer: Cllr S. Critten Seconder: Cllr J. Wright All in favour

b) Review Tracking Report - Ref: 363

14931 - Play Areas

Clerk had obtained the November inspection reports and was reviewing with a view to obtaining quotes to bring play areas up to standard

14936 - Grass Cutting and 14937 - Handyman

Meetings had been held with the handyman to formalise the arrangements

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14938 - Land Ownership

The Clerk had obtained the progress report from the Councils solicitors and was working through the information in order to progress the matters with Land Registry.

14940 - Bank Details

The Clerk was awaiting confirmation from the bank of the mandate amendment and online bank access

14941 - VAT

The Internal Auditor had provided information indicating that there was a balance of around £1300 due back from HMRC. The Clerk would contact HMRC to try and obtain previous filings to work backwards and reclaim the additional funds due.

14942 - Payroll

The Clerk would be taking over the payroll shortly. Government Gateway access had been obtained.

14945 - Premises Licence

This had now been renewed.

14946 - Allotment Letters

Renewal invoices had now been sent out

14951 - Grit Bins / Waste Bins

Work was in hand to create maps of Town assets

14953 - Rural Market Town Group

This would be discussed at the next Market Committee Meeting

14954 - Market Committee

Instructions had been given to an electrician to undertake electric testing

The Clerk had made contact with LCC in respect of road closure permits

14957 - Metal Railings Nettleton Road/A46 Corroded

This had been reported to LCC and Cllr Smith was also investigating.

15531 - ICO registration Transfer

A request to transfer the ICO licence into the name of Caistor Town Council had been made.

15537 - Rat Home In South Street Park

The problem with rats had been discussed with Pest Control at WLDC and advice given. Clerk was awaiting quotes to address overgrown vegetation and letters would be sent to residents requesting that they do not dispose of waste over the fencing. Discussions would also take place with Caistor Yarborough School prior to any final plans being made

24 Correspondence Received - Ref: 364

a) Dog Fouling - Ref: 365

The matter was discussed and agreed to investigate dog warden training to include representatives of sports ground users; new and/or additional signage and for the matter to be monitored.

b) Road safety along Grimsby Road - Ref: 366

This matter was as a direct result of the unfortunate traffic accident to a local resident.

The Council extended their best wishes to the young resident and hoped he made a speedy recovery.

After a discussion any options available were limited as there were already measures in place which the majority adhered to. The possibility of a speed camera was discussed and this would be discussed between the Town Council, Lincolnshire County Council and the Speed Safety Partnership.

c) Caistor Goes - Ref: 367

It was resolved to donate £1010 to Caistor Goes to assist with the event training.

The Clerk would also discuss with them their insurance cover to ensure that theirs didn't cross over with the Councils.

Proposer: Cllr M. Calligan Seconder: Cllr S. Critten All in favour

d) Cornhill - Ref: 368

The Clerk confirmed he had spoken with the affected resident and arranging a meeting to progress this matter.

25 Next meeting will be Thursday 10th June 2021 at 7 pm - Ref: 369

Items for the agenda by 3rd June 2021

Signature:



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at the Caistor Town Hall on 20 May 2021

Meeting closed at 8.45 pm

Signature: