



**Public Agenda Pack**  
**Council Meeting**  
**Thursday 12<sup>th</sup> August 2021**



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 12 August 2021 commencing at 7.00 pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Carl Thomas

Town Clerk

06/08/2021

## **AGENDA**

- 1 Apologies for absence & reasons given
- 2 To receive declarations of interest
- 3 Public Session (10 minutes)
- 4 Chairmans Report
- 5 To approve the draft minutes of Council Meeting held on 08/07/21
- 6 To approve the draft minutes of Extraordinary Council Meeting held on 15/07/21
- 7 Finance
  - a) To approve the Accounting Statements for period ending 31/07/2021
  - b) To approve the Schedule of Payments
- 8 Reports from External bodies:-
  - a) Lincolnshire Police
  - b) West Lindsey District Council.
  - c) Lincolnshire County Council
  - d) Caistor Cares
  - e) Caistor Goes
- 9 Reports from Committee's
  - a) Finance Committee
  - b) Employment & Personnel Committee
  - c) Market Committee
  - d) Economic Development Committee
- 10 Clerks Report & Parish Matters
  - a) Co-Option to 3 vacancies



- b) Review of Allotment Tenancy Agreement
- c) Review of Allotment fees effective 1st April 2022
- d) Review of Cemetery Regulations
- e) Review of Cemetery Fees
- f) Permission for Caistor Community Group to use South Street Park on 11th September 2021 7 pm
- g) Permission for Caistor Proms to use South Street Park on 12th September 2021
- h) Highway Service - Volunteering Days(16482)
- i) 2-4 Market Place - Public Works Loan Board
- j) Review Tracking Report
- 11 Correspondence Received
  - a) MS - FOI Requests x 2
- 12 Date of next meeting 9th September 2021  
All items for the agenda 2nd September 2021
- 13 To resolve to go into closed session
- 14 To review and discuss legal matter



## Minutes of the Caistor Town Council held at 7.00 pm at the Caistor Town Hall on 8 July 2021

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan, Cllr M. Calligan,  
Cllr C. Rudd, Cllr A. Somerscales, Cllr M. Sizer,  
In Attendance: C. Thomas (Clerk), Cllr O. Bierley (WLDC), Cllr A. Lawrance (WLDC),  
Members of public present: 6

- 1 Apologies for absence & reasons given - Ref: 531**  
Cllr J. Hughes, Cllr C. MacKenzie, Cllr T Smith (LCC)
- 2 To receive declarations of interest - Ref: 532**  
Cllr S. Davey in item 11(e), Cllr M. Sizer in item 11(e)
- 3 Public Session (15 minutes) - Ref: 533**  
No questions were raised
- 4 Chairmans Report - Ref: 534**  
The Chairman hadn't attended any functions and suggested letters of thanks be sent to Cllr Duprat and Wright who have recently resigned.
- 5 To approve the draft minutes of Council Meeting held on 10/06/21 - Ref: 535**  
It was resolved to approve the minutes as a true record.  
Proposed: Cllr M. Sizer Seconder: Cllr J. Bowman All in favour
- 6 To approve the draft minutes of Council Meeting held on 10/06/21 Closed - Ref: 536**  
It was resolved to approve the minutes as a true record  
Proposed: Cllr A. Somerscales Seconder: Cllr S. Gaughan All in favour
- 7 Finance - Ref: 537**
  - a) To approve the Accounting Statements for period ending 30/06/21 - Ref: 538**  
It was resolved to approve the Accounting Statements dated 30th June 2021 as a true record  
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour
  - b) To approve the Schedule of Payments - Ref: 539**  
It was resolved to approve the Schedule of Payments totalling £6443.21  
Proposed: Cllr J. Wright Seconder: Cllr S. Critten All in favour
- 8 Reports from External bodies:- - Ref: 540**
  - a) Lincolnshire Police - Ref: 541**  
The Clerk confirmed a meeting was being held with the Police on 9th July.  
In April there had been 34 crimes being 10xasbo, 7xviolence, 5xcriminal damage and 11xother  
In May there had been 53 crimes being 12xasbo, 18xviolence/sexual, 7xburglary and 16xother
  - b) West Lindsey District Council. - Ref: 542**  
Cllr Bierley had distributed a report prior to the meeting.
  - c) Lincolnshire County Council - Ref: 543**  
No Councillor or report available.
  - a) Finance Committee - Ref: 545**  
No meetings had taken place
- 9 Reports from Committee's**
  - Proposed: Cllr J. Wright Seconder:
  - b) Employment & Personnel Committee - Ref: 546**

**These are draft minutes and have not been formally approved and adopted**



No meetings had taken place

**c) Market Committee - Ref: 547**

Cllr Bowman confirmed that the market was continuing to be vibrant with several new traders. Traders had been advised of grants available to cover market rents during the pandemic.

**d) Economic Development Committee - Ref: 548**

Cllr Critten advised that a meeting had been held to discuss a proposed Public Works Loan Board loan which would be brought before an Extraordinary Meeting shortly. The committee had also discussed potential ideas to access the Welcome Back grant funding.

**e) Caistor Cares - Ref: 549**

No reports available

**f) Caistor Goes - Ref: 550**

The AGM had been held and several events were planned.

**10 Clerks Report & Parish Matters - Ref: 1704**

**a) Car Parking At Mill Lane - Ref: 552**

The proposed licence had been circulated to Councillors and the Clerk outlined some concerns in respect of maintenance and health and safety risks.

It was resolved to sign the agreement and use Mill Lane for parking subject to assurances on expected maintenance by ACIS.

Proposed: Cllr A. Somerscales    Seconder: Cllr J. Bowman    For: 8 Against: 0 Abstain: 1

**b) Caistor Tennyson Tigers use of Sports Ground - Ref: 553**

A request had been received from Caistor Tennyson Tigers to re-align the pitch markings to create further pitches. No Councillor had any objections.

**c) Tree complaint - entrance to cemetery - Ref: 554**

The Clerk outlined a tree complaint at the entrance to the cemetery and was in the process of obtaining relevant quotes for work to be undertaken.

**d) Review Tracking Report - Ref: 555**

**14929 - Members Information**

The Clerk had requested updated members declarations of interest forms

**14930 - Cemetery**

The Clerk explained that the new plan was now complete and had started to computerise the register of burials. Headstones would then be numbered at the cemetery to enable easier identification of plots

**14940 - Bank details**

The Clerk was still awaiting online access to the bank.

**14941 - VAT**

HMRC had been written to requested previous copies of returns in order to work back a potential further re-claim.

**14943 - Website & Email**

The new domain name had been registered and The Clerk was testing emails hoping to avoid an email server. Work on the new website was progressing with the Forge.

**14949 - Caistor Sports & Social Club Lease**

The lease was with solicitors being finalised prior to signing.

**14955 - Land Registration: Cornhill**

The Clerk was obtaining prices for lining out and has sought assistance from WLDC whereby a grant may be

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available for resurfacing

**14957 - Metal Railings Nettleton Road/A46 Corroded/Falling To Bits**

Lincolnshire County Council had strongly advised against repairing ourselves. Since the conversation confirmation had been received that works had been scheduled but no date was available.

**15531 - ICO Registration**

Transfer to CTC was still awaited

**15537 - Rat Home in South Street Park**

Work had now been undertaken to disrupt the rats habitat and this would be maintained further.

**15557 - Damaged Railings on Horsemarket**

This had been reported to LCC for investigation and advice to ACIS for repair.

**15568 - CCTV at Sports Ground**

The Clerk outlined a meeting with WLDC whereby the CCTV operation and coverage was discussed. CCTV was not available to anybody other than the Police to comply with data protection/GDPR regulations and any incidents must be reported to Police on 101. CCTV operators would only direct Police whereby a clear criminal act was taken place and didn't necessarily respond to civil acts such as littering. Councillors didn't feel they were getting value for money.

**15569 - Hospital Chalice**

The Chaplain at Grimsby Hospital was happy to assist in returning the Chalice if we could obtain photographs so that it can be identified. the Clerk had been in contact with a resident to seek photographs.

**15592 - Brigg Road/North Street Trees**

Several likely dead trees which may present a safety risk had been identified and had been reported to LCC for further action.

**11 Correspondence Received - Ref: 556**

**a) AS - Request for a dog park - Ref: 557**

The Clerk read out a letter request dog park facilities.

After some discussion with concerns raised in respect of the location, health & safety and costings the matter would not be progressed at this stage.

**b) JB Queens Green Canopy - Ref: 558**

The Clerk outlined a proposal to plant a number of trees being co-ordinated by 1st Grasby Scouts

**c) Queens Jubilee Celebrations - Ref: 559**

The Clerk outlined a proposal to light beacons to mark the Queens Platinum Celebrations in 2022 and would update Councillors as more information was made available.

**d) CT - Maintenance of play areas and any plans to improve. - Ref: 560**

The Clerk had written to the resident explaining the maintenance and inspection program

**e) Caistor Grammer 11+ days parking - Ref: 561**

Caistor Grammer had requested use of the Sports Ground for parking in connection with 11+ exams. Caistor Tennyson couldn't confirm whether they would or would not be playing as the FA hadn't released fixtures. The general feeling was the the school was encouraged to use their own sports facility and Council would assist with marshalling cars.

**12 Date of next meeting: 12th August 2021 - Ref: 562**

All agenda items to be received by 5th August 2021



Minutes of the Caistor Town Council held at 7.00 pm  
at the Caistor Town Hall on 8 July 2021

Meeting closed at 8.10 pm

**These are draft minutes and have not been formally approved and adopted**



## Minutes of the Caistor Town Council (Extraordinary) held at 7.00 pm at the Caistor Town Hall on 15 July 2021

Present: Cllr S. Davey, Cllr J. Bowman, Cllr S. Gaughan, Cllr M. Calligan, Cllr J. Hughes, Cllr C. Rudd,  
Cllr A. Somerscales, Cllr M. Sizer,  
In Attendance: Carl Thomas (Clerk), Alison Berwick (CDCT), Neil Castle (CDCT),  
Members of public present: 0

- 1 To receive apologies and reasons for absence - Ref: 1017**  
Cllrs Wright, Critten, Mackenzie
- 2 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 1128**  
Cllrs Bowman, Hughes, Rudd, Somerscales, Sizer and Gaughan declared an interest in item 3  
The Clerk advised that the meeting was not quorate and dispensations would need to be applied for. The meeting would continue in a discussion format with a further meeting called to resolve any decisions.
- 3 To discuss Public Works Loan Board in respect of 2-4 Market Place project - Ref: 1173**  
Representatives from Caistor & District Community Trust gave a presentation and answered questions from Councillors.
- 4 To resolve to go into closed session - Ref: 1219**  
It was resolved to go into closed session in view of the confidential nature of the business to be discussed.  
Proposed: Cllr A. Somerscales Seconder: Cllr S. Davey All in favour
- 5 To discuss employment matters - Ref: 1300**  
The Clerks three month review was discussed and no issues arose.

Meeting closed at 9.10 pm





## **Accounting Statements**

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/07/2021



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/07/2021

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
<b>Income</b>					
<b>Income: General</b>					
Precept	0	93900	-93900	-100	93900
Cemetery Income	2770	3100	-330	-11	8310
Allotment Income	300	350	-50	-14	350
Market Rents	989	1000	-11	-1	2945
Caistor Sports & Social Club	163	312	-150	-48	650
WLDC Street Cleaning	0	1404	-1404	-100	1404
Grass Cutting	0	0	0	100	
Grants	0	2665	-2665	-100	2665
VAT Reclaimable	0	0	0	100	
	0	0	0	100	
Miscellaneous Income	360		-360		360
<b>Income: General Totals</b>	<b>4581</b>	<b>102731</b>	<b>-98870</b>	<b>-96</b>	<b>110584</b>
<b>Income Totals</b>	<b>4581</b>	<b>102731</b>	<b>-98870</b>	<b>-96</b>	<b>110584</b>

## Expenditure

### Expense: General

Salaries	5481	27800	22319	-80	15411
PAYE & NI	628	2600	1972	-76	3328
Staff Travel & Benefits	0	0	0	100	
Contractors	3804	11570	7767	-67	11570
Other Staff Expenses	49	0	-49	100	148
General Office	163	1000	837	-84	1000
Hall Hire	30	0	-30	100	
Insurance	0	3535	3535	-100	3535
Audit	360	850	490	-58	850
Subscriptions	35	500	465	-93	500
Training	0	500	500	-100	500
Election	0	0	0	100	
Mayor Allowance	0	0	0	100	
Professional Fees	11	1000	989	-99	1000
Legal Fees	4841	0	-4841	100	5500
Amenity Cut	919	4100	3181	-78	4100
Public Rights of Way	0	550	550	-100	550
Parks	330	3000	2670	-89	3000
Sportsground	682	3000	2318	-77	3000
Cemeteries/Church	265	2000	1735	-87	2000
Allotments	0	300	300	-100	300
Market	0	0	0	100	
Community Orchard	78	160	82	-51	160
Section 137	0	5000	5000	-100	5000
Community Dev	0	0	0	100	5000
Telephone & Broadband	224	900	676	-75	900
Electricity	188	50	-138	277	541
Electricity	0	0	0	100	
Electricity	0	0	0	100	
Electricity	0	0	0	100	
Gas	0	0	0	100	
Water: Sports Ground	24	50	26	-53	94
Water: Cemetery	0		0		
Water: Allotments	0		0		



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/07/2021

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Play Park Refurbishment	0	500	500	-100	500
Projects	0		0		
Caistor Sports & Social Club	2073	3500	1428	-41	3500
Town Hall	0	2500	2500	-100	2500
Civic	0	500	500	-100	500
Equipment	2174	500	-1674	335	2037
WLDC	0	1040	1040	-100	1040
Market Place	182	500	318	-64	500
Gritting & Snow Clearance	0	2500	2500	-100	2500
Community Development	0	5000	5000	-100	5000
CCTV	0	3000	3000	-100	3000
Contingency	0	1200	1200	-100	1200
Grants & Donations	2060		-2060		2060
Expense: General <b>Totals</b>	<b>24600</b>	<b>89205</b>	<b>64606</b>	<b>-72</b>	<b>92324</b>
<b>Expenditure Totals</b>	<b>24600</b>	<b>89205</b>	<b>64606</b>	<b>-72</b>	<b>92324</b>



# Bank Reconciliation

## Balances as per bank statements as at 07/08/2021

Natwest Current Account	84022.18	121951.61
Natwest Business Reserve Account	37929.43	

## Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
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**Nett balance as at 07/08/2021** **121951.61**

### General Reserves

#### Earmarked Reserves

CIL (Open plan 2340 + other)	5874.00
Elections (2022)	2050.00
Parks equipment	100.00
South Street Park Millenium	100.00
Market Place trading	500.00
Market Place layout	1000.00
Sports Field fencing	500.00
Sports and Social Club roof	1000.00
Sports and Socila Club	500.00
Youth Council	500.00
EMR ??	6250.00
Cash Reserves	12338.71

### Cash Book

Opening Balance Bank 1	106333.36	144261.54
Opening Balance Bank 2	37928.18	
Opening Balance Bank 3	0.00	
Opening Balance Bank 4	0.00	
Receipts in current year	4766.49	
Payments in current year	24656.52	
<b>Cash Book Closing Balance</b>		<b>121951.61</b>



# Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
29/06/2021	409	██████████	Bank Payment: Salaries - June 2021 M3	0.00	██████████ <input type="checkbox"/> <input type="checkbox"/>
30/06/2021	410	SIR Thompson	6 months mole control on sports field	0.00	560.00 <input type="checkbox"/> <input type="checkbox"/>
30/06/2021	411	Southdale Service Station	Oil	8.63	51.75 <input type="checkbox"/> <input type="checkbox"/>
26/07/2021	412	BT	Bank Payment: Broadband	7.40	44.39 <input type="checkbox"/> <input type="checkbox"/>
04/07/2021	414	Caistor Town Hall	Hire of Town Hall	0.00	40.00 <input type="checkbox"/> <input type="checkbox"/>
20/07/2021	415	██████████	Expense Claim	4.42	26.50 <input type="checkbox"/> <input type="checkbox"/>
05/07/2021	416	██████████	Bank Payment: Contractors	0.00	██████████ <input type="checkbox"/> <input type="checkbox"/>
14/07/2021	430	Vodafone	Bank Payment: Telephone & Broadband	3.63	██████████ <input type="checkbox"/> <input type="checkbox"/>
15/07/2021	431	██████████	Bank Payment: Salaries	0.00	██████████ <input type="checkbox"/> <input type="checkbox"/>
22/07/2021	432	Glendale Countryside Services	Parks	92.35	554.12 <input type="checkbox"/> <input type="checkbox"/>
22/07/2021	433	Glendale Countryside Services	Amenity Cut	119.66	717.94 <input type="checkbox"/> <input type="checkbox"/>
22/07/2021	434	Glendale Countryside Services	Amenity Cut	126.17	757.02 <input type="checkbox"/> <input type="checkbox"/>
17/07/2021	435	Tailored Highway Support	Training for Caistor Goes	210.00	1260.00 <input type="checkbox"/> <input type="checkbox"/>
22/07/2021	436	Bridge Mcfarland LLP	Interim invoice	0.00	418.20 <input type="checkbox"/> <input type="checkbox"/>
28/06/2021	437	Caistor Farm & Garden Machinery	Repairs to grass cutter	18.00	108.00 <input type="checkbox"/> <input type="checkbox"/>
01/06/2021	438	Caistor Farm & Garden Machinery	Repair to mower	11.57	71.43 <input type="checkbox"/> <input type="checkbox"/>
09/06/2021	439	Caistor Farm & Garden Machinery	Repairs to strimmer	3.78	22.70 <input type="checkbox"/> <input type="checkbox"/>
01/06/2021	440	Caistor Farm & Garden Machinery	New mower	91.67	550.00 <input type="checkbox"/> <input type="checkbox"/>
27/07/2021	441	Pul Sellars	Bank Payment: Supply & Fit New Front Door	150.00	900.00 <input type="checkbox"/> <input type="checkbox"/>
29/07/2021	447	██████████	Bank Payment: Salaries July 2021 M4	0.00	██████████ <input type="checkbox"/> <input type="checkbox"/>
02/08/2021	449	Opus Energy	Bank Payment: Electricity : Market Place	0.57	11.93 <input type="checkbox"/> <input type="checkbox"/>
02/08/2021	450	Opus Energy	Bank Payment: Electricity: Sports Ground	0.77	16.26 <input type="checkbox"/> <input type="checkbox"/>
02/08/2021	451	Opus Energy	Bank Payment: Electricity: South Street Park	0.81	17.04 <input type="checkbox"/> <input type="checkbox"/>
02/08/2021	452	Opus Energy	Bank Payment: Electricity: Market Place	0.56	11.79 <input type="checkbox"/> <input type="checkbox"/>
30/06/2021	453	HMRC	PAYE June 2021 M3	0.00	693.52 <input type="checkbox"/> <input type="checkbox"/>
31/07/2021	454	HMRC	PAYE July 2021 M4	0.00	404.71 <input type="checkbox"/> <input type="checkbox"/>
09/07/2021	455	Wilkin Chapman	Legal charges in respect of ██████████ (Contribution)	110.00	660.00 <input type="checkbox"/> <input type="checkbox"/>

**TOTAL: 12659.52**

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

# Report of District Councillor Owen Bierley to Caistor Town Council,

**12<sup>th</sup> August 2021**

(Prepared Wednesday, 4<sup>th</sup> August)

## Community

I'm delighted to advise that, to further assist residents, coronavirus testing kits are now available free for collection from Caistor Arts and Heritage Centre. These lateral flow tests are simple and straightforward to use but highly valuable in helping to minimise infection rates, especially as one in three people may have the virus but be asymptomatic. Results can be easily submitted on-line. We are also keen to begin a weekly pop up stall on Caistor market from Saturday, 14<sup>th</sup> August.

Our budget consultation opened on Monday, 2<sup>nd</sup> August and will remain available until 9.00 am on Monday, 27<sup>th</sup> September. We would like to offer you the opportunity to have your say on how you think the council should spend its budget for 2022 to 2023. Each year the Council must agree a balanced budget, this means that our income must match our expenditure. Over the past twelve years this has been getting more difficult as government funding has fallen significantly by around 38% whilst our costs and service demands continue to increase. We were already in a challenging position prior to the coronavirus pandemic, which has seen additional demand for services and significant reductions in our income streams. Our financial strategy therefore needs to focus on achieving long-term financial sustainability as government funding is withdrawn and our services become wholly funded through Council Tax and Business Rates. In achieving this we need to reduce expenditure, increase income and generate new income from investment. By visiting the webpage: <https://www.west-lindsey.gov.uk/budget2021> you will be able to view a leaflet giving more information on our budget and then be able to access the survey. I'm delighted to advise that we are now able to resume face-to-face consultation events and am hopeful that one of them will be at Caistor Market, though this currently remains subject to confirmation.

Weekly draws in the West Lindsey Lottery are now firmly established, with the scheme supporting voluntary organisations through the acquisition of an additional, regular and reliable form of income to supplement their existing, ongoing, sources of funding. Indeed 50 pence from each £1.00 ticket sold goes direct to the relevant, nominated, Good Cause. It runs entirely online and it is very good to see so many Caistor organisations making the most of the opportunity.

The Councillor Local Initiative Fund remains available for applications for relatively small amounts of money, reflecting a 'pot' of £4000.00 per member over the four-year term of the Council. Application forms and guidance notes are readily available to download from the website, however would anyone considering this fund contact either Angela or me first please?

Match-funding grants from £500.00 to £8000.00 are available from the District Council. This scheme can be used when making an application to an external funder where there is a requirement to demonstrate that other financial support has already been secured for the project. Please contact Matthew Snee, Community Engagement Officer, on 01427 675121 or [Matthew.Snee@west-lindsey.gov.uk](mailto:Matthew.Snee@west-lindsey.gov.uk) or either Angela or me for any further information.

It is particularly pleasing to report that, in the financial year 2020-2021, no fewer than ninety-one community-led projects were supported by awards from the Council's grant schemes (CLIF – 76 totalling £24,773.85 and MFG – 15 totalling £67,396.97). For every £1.00 invested from these funds £6.98 was matched or levered in to the benefit of West Lindsey organisations, equating to an overall sum of £643,931.05. This money has enabled many projects to be brought forward and delivered with all of their associated, long-term, quality of life, health and well being benefits.

**Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN**

**☎ 01469 560865 [owen@bierley.com](mailto:owen@bierley.com)**

Grant support and guidance remains available through the District Council for those businesses affected by the restrictions put in place in response to the coronavirus pandemic. Please visit <https://www.west-lindsey.gov.uk/businessgrants> for the very latest information. Interest in our West Lindsey Business Revival Grant Scheme has been very high, with the fund now fully subscribed and closed to further enquiries. A reserve list has been created whilst current applications are assessed for eligibility. Once this process is complete, if any funds remain or additional funds can be made available, those on the reserve list will be invited to apply. Meanwhile our 'Think Local' campaign remains available to support businesses in all sectors and of all sizes. This service is offered completely without charge and is easy to 'sign up' to using the form on our website. The District Council has also negotiated a special discounted subscription rate for the Federation of Small Businesses. More information about the range of benefits and services provided by the FSB can be found online at: <https://www.fsb.org.uk>

Grants of up to £5,000.00 are available to businesses through the District Council's Feasibility Fund, which is designed to assist with the professional fees and technical survey work associated with development and growth when seeking ways to expand and create new jobs. 50% match funding is required. For further information please visit our website, contact the Growth Team at the Guildhall or, alternatively, speak with any elected member.

### Environment

Although the increase in fly tipping experienced early in the coronavirus pandemic has now been reversed, please could members continue to assist the Operational Services team by remaining vigilant and reporting any suspicious activity, or new instances, they come across? We continue to work closely with our Lincolnshire Waste Partnership colleagues and others to find longer-term solutions to achieve a sustainable reduction in this and other forms of environmental crime. Meanwhile the amazing contribution of volunteer litter pickers and groups within communities, led by Caistor, is both recognised and acknowledged. Your efforts are absolutely invaluable!

### Planning

The Ministry of Housing, Communities and Local Government published a revised National Planning Policy Framework on Tuesday, 20<sup>th</sup> July. This important the new document is available from: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

A series of planning training events is underway that Town Council colleagues are most welcome to attend. The fourth will be on Wednesday, 29<sup>th</sup> September, entitled 'Heritage in Planning' and presented by Liz Mayle with Ian Marshman of Lincolnshire County Council. Each session will be held using Microsoft Teams, starting at 6.00 pm and will last for approximately ninety minutes. Subsequent confirmed dates are (Wednesdays) 24<sup>th</sup> November, 9<sup>th</sup> February and 23<sup>rd</sup> March 2022. Please reserve places as soon as possible by e-mail to [Ele.Snow@west-lindsey.gov.uk](mailto:Ele.Snow@west-lindsey.gov.uk) These opportunities are invariably most informative, but highly enjoyable too and it was really encouraging to see many of our communities represented at the three that have been held to date.

The first formal public consultation on the review of the Central Lincolnshire Local Plan closes at 23.59 on Tuesday, 24<sup>th</sup> August (Regulation 18). Additional, supporting, resources are available at: <https://centrallincs.inconsult.uk/CLLP.Draft.Local.Plan/consultationHome> Following this period a pre-submission plan will be prepared for a second public consultation period (Regulation 19) next Spring, before the document is finalised for its examination in public. There is a further, dedicated, link available specifically for Parish and Town Councils and Parish Meetings at: <https://www.n-kesteven.gov.uk/central-lincolnshire/local-plan-consultation-parish-information/>

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Caistor Town Council

# CAISTOR TOWN COUNCIL TENANCY AGREEMENT FOR ALLOTMENT HOLDERS

(Plots up to 40 poles or 0.101 hectares for domestic cultivation only)

This agreement made on the \_\_\_\_\_ between Caistor Town Council (herinafter called the Council) and xxxxx (herinafter called the tenant) of \_\_\_\_\_

by which it is agreed that:-

1. The Council shall let to the tenant for him/her to hold as tenant from year to year the allotment garden, as specified by the Council, this being part of the allotments provided by the Council at North Kelsey Road, Caistor.
2. The tenant shall pay a yearly rent in advance in April each year, which will be reviewed annually by the Council. The payment shall be due on the first day of April each year. Failure to pay the yearly rent by 1<sup>st</sup> May will mean that the holder will relinquish their allotment back to the Council with immediate effect.
3. The tenancy may be terminated by either party to this agreement, serving on the other not less than twelve months notice to quit, ~~expiring on or before the 6<sup>th</sup> day of April or on or after 28<sup>th</sup> day of September in any year.~~
4. ~~The tenant shall reside within the Parish of Caistor during the continuance of the tenancy.~~
5. No household shall have the tenancy of more than one allotment unless agreed by the Town Council.
6. The tenant during the tenancy shall carry out the following obligations:-
  - a. The allotment garden shall be kept in clean, decent and good condition and be properly cultivated.
  - b. Any rubbish, either wood, metal or other, must be removed by the tenant and properly disposed.
  - c. No nuisance or annoyance shall be caused by the tenant to any other tenants on any other part of the Council allotment site.
  - d. No livestock or poultry of any kind shall be kept upon the allotment garden.
  - e. Dogs are only permitted whilst on a leash and supervised by their owner.
  - f. The tenant shall not assign the tenancy or sub-let or part with the possession of any part of the allotment garden.
  - g. No trees of any description are to be grown or cultivated on any of the allotments.
  - h. The tenant shall not erect any building or other permanent structure on the allotment nor fence the garden without first obtaining the written consent of the Council.
  - i. Bonfires are only permitted if they are controlled and they must be in line with the details set down by West Lindsey District Council.
  - j. The tenant shall not, without first obtaining written consent of the Council, cut, lop or fell any tree growing on the allotments site.





Caistor Town Council

# CAISTOR TOWN COUNCIL TENANCY AGREEMENT FOR ALLOTMENT HOLDERS

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- k. The tenant shall cultivate the allotment garden for, and shall use it only for, the production of fruit, vegetables and flowers for domestic consumption by their family.
  - l. The tenant shall permit the inspection, at all reasonable times, of the allotment garden by representatives of the Town Council.
  - m. The tenant shall ~~pay~~ not obstruct or permit the obstruction of any paths on the allotments set out for the use of the tenants of the allotment gardens.
7. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the allotment garden.
  8. If the tenant shall have been in breach of any of the foregoing provisions of this agreement for a period of one month or longer, the Council may re-enter upon the allotment garden and the tenancy shall thereupon come to an end but without prejudice to any right of the Council to claim damages for such a breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
  9. On the termination of this tenancy, the tenant shall be entitled to receive such compensation as is provided for by the Allotments Acts 108 -1950 but if the tenant shall have paid or promised to pay any compensation by any incoming tenant of that allotment Garden the tenant shall before claiming any compensation from the Council, give it notice in writing of the matters in respect of which any compensation has been paid or promised.
  10. Any notice required by this Agreement to be given to the Council, shall be delivered or sent by post to the Town Clerk and any notice to be given to the tenant shall be treated as sufficiently served if left at or delivered by recorded delivery ~~oest~~ at the address at the head of this agreement.

Signed: .....

Landlord: Town Clerk, Caistor Town Council, 14 High Street, Caistor, Lincolnshire. LN76TX.

Tel: 07900340026 email: [Caistortc@outlook.com](mailto:Caistortc@outlook.com)

Tenant: .....



Caistor Town Council

# CEMETERY RULES & REGULATIONS

1<sup>ST</sup> APRIL 2020

Items in red are additional terms

~~Items with a strike through are suggested items to remove.~~

Highlights are for review

## INTRODUCTION

1. The purpose of approving a Cemetery Management policy is:-
  - a. To provide clear and unambiguous information to all users and visitors to the cemetery.
  - b. To set out appropriate rules and regulations for the effective implementation of health and safety requirements.
  - c. to always ensure a safe and aesthetically pleasing appearance of the cemetery, to all users.
  - d. To provide for the efficient use of burial space for the future.

## GENERAL INFORMATION

2. This information has been prepared in accordance with relevant legislation and recommended codes of conduct as prescribed and practiced by the National Professional Bodies, engaged in the management of cemeteries. The policy will be reviewed and updated periodically in accordance with such legislative changes as may be appropriate from time to time.
3. All aspects of this policy shall apply equally to all persons having appropriate business in the cemetery i.e.
  - Members and Staff of Caistor Town Council
  - Visitors
  - Bereaved Persons
  - Clergy
  - Funeral Directors and Staff
  - Monumental Masons and Staff
  - All contractors
4. The cemetery will be open for pedestrian access at all times, although the Council

reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety .

5. The dignity and calm of the cemetery must be respected at all times and dogs must be kept on a lead under proper control.
6. The Council will regularly maintain the cemetery grounds. Bins are provided for the use of visitors and all litter should be placed therein.
7. The Council reserves the right to remove any dead floral tributes after 4 weeks from being placed on the grave in order to accommodate appropriate grounds maintenance. Christmas tributes will be removed after the end of the following January. All floral tributes **must** be placed on the headstone base and not on surrounding grassed areas.
8. It should be noted that only Rights of Interment are granted and not ownership of the ground upon which a grave or cremated remains are situated.
9. The Council provides a water supply.
10. No trees, shrubs or flowers shall be planted in the cemetery. The Council reserves the right to prune or remove any planted material already existing if, in the opinion of the Council, it has become unsightly, overgrown or is deemed to have an adverse impact upon any grave space or interferes with the general maintenance.
11. As the burial authority the Council, as owner of the site, has a duty under health and safety regulations to do all that is reasonably practical to protect the health and safety of persons who enter the site.
12. To identify potential hazards and risks, a monthly informal site inspection will be conducted by the Council and any required action taken.
13. A copy of the statutory registers and records in relation to burials conducted at the cemetery shall be kept by the Council. The registers and records are open for



Caistor Town Council

# CEMETERY RULES & REGULATIONS

1<sup>ST</sup> APRIL 2020

inspection, by prior appointment with the Clerk to the Council. An administrative fee of £10 plus £5 for every additional hour, will apply. These fees will be reviewed periodically.

14. Burial plots are 2.7 mtrs (9') x 1.35 mtrs (4'6").
15. Cremation plots are 1.35 mtrs (4'6") x 1.35 mtrs (4' 6").
16. This policy is effective from 1<sup>st</sup> April 2020

## **INTERMENTS – FEES AND PAYMENTS**

17. The fees set out below apply where the person to be interred or in respect of whom the right is granted is (or immediately before death was) a resident of Caistor, or in the case of a still-born child, where a parent is a resident.
18. All standard fees for burial or interment of cremated remains, relate to persons who have a proven residency or connection with the Town over the previous 12 months.
19. All fees and charges must be paid in full to Caistor Town Council by the date of the interment.

## **EXCLUSIVE RIGHTS OF BURIAL**

20. If the interment is in a new grave and the bereaved family wish to reserve that grave for a future burial and/or place a memorial upon it, it is necessary to purchase an exclusive right to burial in that grave in accordance with the schedule of fees above.
21. For the exclusive right of burial in a new grave for one interment or suitable for two interments, the maximum period granted will be 99 years
22. For the exclusive right of burial of cremated remains only, in a full size grave, the maximum period granted will be for 99 years.
23. At the end of the said 10 years, or any extension thereof, the right to use the plot shall cease. Any interested person may,

before the expiry of the said period, give to the Clerk of the Parish Council at their offices, written notification that they wish to retain any memorial erected or placed on the plot. If, after the expiry of the grant or extension thereof, no notice is received by the Parish Council or written notice has been received but the memorial is not removed within one month from the expiry of the grant/ extension, at the expense of the person giving notice, the memorial will be removed by the Parish Council and disposed of in such a manner as the Parish Council shall choose. Proof of posting of the said notice shall not be deemed to be the proof of the receipt thereof by the Parish Council.

## **24. EXCLUSIVE RIGHTS OF BURIAL IN RESERVED SPACES**

- ~~25. The exclusive right of burial in a grave space may be purchased for a period of 10 years, at the initial cost of £300 or any other sum as the Council may determine periodically.~~
26. At the expiration of the 10 years, it will be necessary for the applicant to renew the permit for a further period of 10 years, for which an administration fee of £22 will be charged.
27. The reasons for renewal are:
  - a. to ensure that contact with the family is maintained.
  - b. to allow for re-use of the plot in the event of non-renewal.
28. Should the permit holder, or his executors, wish to relinquish the plot or transfer permission to another member of the family, due notice in writing must be sent to the Town Clerk. No fee will be payable.

## **INTERMENT ARRANGEMENTS**

29. A certificate from the Registrar of Births, Deaths & Marriages of the registration of death or in cases where a Coroner's inquest has been held the Coroner's Warrant, must be produced to the Town Clerk prior to the interment.



Caistor Town Council

# CEMETERY RULES & REGULATIONS

1<sup>ST</sup> APRIL 2020

30. In the case of a still born child a certificate in accordance with the Births and Deaths Registration Acts 1926 will be required.
31. No interment shall take place without the express permission of the Council. Requests for interment must be made at least three working days prior to the interment to the Town Clerk. **NB. Access to the cemetery to undertake work can only be gained via the clerk.**
32. The hours of interment shall generally be between 9.30am and 4.00pm, Monday to Friday. Interments will not normally take place at weekends or public holidays, although Saturday interments will be permitted in special circumstances.
33. The Town Council will consider sympathetically any reasonable application for interment outside normal hours, where such application ~~is made on religious grounds.~~
34. Burials must take place in the grave space allocated by the Town Clerk.
35. **The Town Council will not be responsible for the preparation of the graves. All excavations applicable thereto will be the responsibility of the Funeral Director. Graves must be left tidy after interment.**
36. **All graves shall be dug by hand. Mechanical diggers are not allowed in the cemetery.**
37. Interment of cremated remains will only be permitted in accordance with the following:
  - a. In a designated area of the Cemetery as directed by the Council
  - b. In existing family grave spaces where all interments have been completed.
38. **MONUMENTS, HEADSTONES AND INSCRIPTIONS**
38. No headstone shall be placed in the Cemetery and no additional inscription shall be made on any memorial without the permission of the Council. This should be done on application to the Town Clerk.
39. **Because of the need for settlement of the grave, headstones should not be erected for a minimum of six months after the date of burial.**
40. When seeking to erect a memorial, the Monumental Mason must complete a memorial application form which includes details of the purchaser. The named purchaser will be regarded as the owner of the memorial and any relevant change of detail should be notified to the Town Clerk in writing as soon as possible.
41. All fees and charges must be paid to the Town Clerk. Cheques should be made payable to Caistor Town Council.
42. Following the granting of erection, the Monumental Mason must give at least 3 working days notice prior to erection. This must be done on application to the Town Clerk.
43. It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of any memorial becoming dangerous or defective, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977, give notice to the owner requiring them to repair or remove the memorial.
44. The owner will be given a reasonable timescale to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Council, the owner has failed to repair or to remove the memorial or if the Council has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Council reserves the right to take appropriate action to make the Cemetery safe.

## **Dimensions & Specification:-**

Council recommends that:-



Caistor Town Council

# CEMETERY RULES & REGULATIONS

1<sup>ST</sup> APRIL 2020

Headstones should not exceed 5 feet in height and 9 inches in thickness  
Tablets should not exceed 7 feet by 3 feet  
Kerbstones or border stones should not exceed 12 inches in height  
Cremation tile should not exceed 8 inches by 6 inches

45. Anything other than the above, will be at Caistor Town Council's discretion.

## **INSURANCE**

46. The Council recommends that owners take out appropriate insurance in respect of all future maintenance of their memorials.



Caistor Town Council

# CEMETERY RULES & REGULATIONS

1<sup>ST</sup> APRIL 2020

Item	Resident of Caistor	Non-resident of Caistor
Exclusive Right of Burial	£310	£620
Second Burial	£125	£250
Administration fee to renew exclusive rights	£11	£22
Body of child stillborn or under 1 month	No charge	No charge
Body of child aged 1 month to 12 years	No charge	No charge
Body of person over 12 years	£185	£555
Cremated remains in grave where exclusive rights of burial granted	£185	£555
Permission for headstone including one inscription (with kerbstone)	£65	£195
Further inscriptions	£15	£15
Permission to erect vase or tile in lieu of headstone	£45	£45
Interment of ashes in Garden of Remembrance	£60	£180
Permission to install a tile on a burial plot	£15	£30

	Caistor		Immingham		Waltham		Goxhill		Wragby	
	Resident	Non Res	Resident	Non Res	Resident	Non Res	Resident	Non Res	Resident	Non Res
<b>Exclusive Right of Burial</b>	310	620	695	1390	500	1250	540	997	325	650
<b>Second Burial</b>	125	250					0	0	0	0
<b>Administration fee to renew EROB</b>	11	22								
<b>Body of child stillborn or under 1 month</b>	nil	nil								
<b>Body of child aged 1 month to 12 years</b>	nil	nil								
<b>Body of person over 12 years</b>	185	555	217	432	500	1250	0	0	100	200
<b>Cremated remains in grave where EROB granted</b>	185	555								
<b>Permission for kerbstone including one inscription</b>	65	195			80	200	120	120		
<b>Further inscriptions</b>	15	15			60	120	108	108		
<b>Permission to erect vase or tile in lieu of headstone</b>	45	45								
<b>EROB - Ashes</b>					300	750	252	578	225	450
<b>Interment of ashes in Garden of Remembrance</b>	60	180	237	475	260	650	0	0		
<b>Permission to install a tile on a burial plot</b>	15	30					60	60		



# Public Tracking Report

<b>Cemetery</b>	<b>Ref:</b> 14930	<b>Created:</b> 13/04/2021
<b>Bank Details</b>	<b>Ref:</b> 14940	<b>Created:</b> 13/04/2021
<b>VAT</b>	<b>Ref:</b> 14941	<b>Created:</b> 13/04/2021
<b>Website &amp; Email</b>	<b>Ref:</b> 14943	<b>Created:</b> 13/04/2021
<b>Caistor Sports &amp; Social Club Lease</b>	<b>Ref:</b> 14949	<b>Created:</b> 19/04/2021
<b>Market Committee</b>	<b>Ref:</b> 14954	<b>Created:</b> 19/04/2021
<b>Land Registration: Cornhill</b>	<b>Ref:</b> 14955	<b>Created:</b> 19/04/2021
<b>Metal Railings Nettleton Road/A46 corroded/falling to bits.</b>	<b>Ref:</b> 14957	<b>Created:</b> 19/04/2021
<b>Roads Safety - Grimsby Road, Caistor</b>	<b>Ref:</b> 15527	<b>Created:</b> 04/05/2021
<b>ICO Registration Transfer</b>	<b>Ref:</b> 15531	<b>Created:</b> 10/05/2021
<b>Damaged Railings on Horsemarket</b>	<b>Ref:</b> 15557	<b>Created:</b> 27/05/2021
<b>Car Parking at Mill Lane</b>	<b>Ref:</b> 15558	<b>Created:</b> 27/05/2021
<b>Land Registry : Town Hall and Car Park</b>	<b>Ref:</b> 15560	<b>Created:</b> 29/05/2021
<b>Land Registry - Market Place Car Park and Lion</b>	<b>Ref:</b> 15561	<b>Created:</b> 29/05/2021
<b>Land Registry - War Memorial</b>	<b>Ref:</b> 15562	<b>Created:</b> 29/05/2021
<b>Land Registry - Old Fire Station</b>	<b>Ref:</b> 15563	<b>Created:</b> 29/05/2021
<b>Land Registry - Cemetery</b>	<b>Ref:</b> 15564	<b>Created:</b> 29/05/2021
<b>CCTV at Sports Ground</b>	<b>Ref:</b> 15568	<b>Created:</b> 30/05/2021
<b>Tree Complaint at Cemetery</b>	<b>Ref:</b> 15578	<b>Created:</b> 08/06/2021
<b>Brigg Road/North Street Trees</b>	<b>Ref:</b> 15592	<b>Created:</b> 17/06/2021
<b>Welcome Back Fund</b>	<b>Ref:</b> 15627	<b>Created:</b> 11/07/2021
<b>Highway Service - Volunteering Days</b>	<b>Ref:</b> 16482	<b>Created:</b> 25/07/2021