



Public Agenda Pack
Council Meeting
Thursday 12th May 2022



You are hereby summoned to attend the meeting of Planning Committee which will be held on Thursday 12 May 2022 commencing at 6.45 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.

Planning applications may be viewed online at <https://planning.west-lindsey.gov.uk/planning/>

Carl Thomas

AGENDA

- 1 To receive apologies and reasons for absence
- 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
- 3 To approve the minutes of the Planning Committee Meeting held on 14th April 2022
- 4 To confirm planning decisions:-
 - a) Application Number 144675. Radley's Mill, Mill Grange, Caistor (Mr and Mrs Midgley).
Application for non-material amendment to planning application 137707 granted 27 July 2018 – addition of rooflights to east and west roof slopes. Granted without conditions.
 - b) Application Number 144762. Caistor Grammar School, Church Street, Caistor (Mrs Shona Buck).
Request for compliance with condition 5 of planning permission 144085 granted 1 February 2022. Condition discharged.
 - c) Application Number 144449. Radley's Mill, Whitegate Hill, Caistor (Mr John HazenSmith).
Request for confirmation of compliance with conditions 3-12 of planning permission 142875 granted 9 July 2021. Condition discharged.
 - d) Application Number 144513. Radley's Mill, Whitegate Hill, Caistor (Mr John HazenSmith).
Request for confirmation of compliance with conditions 3-8 of listed building consent 142876 granted 9 July 2021. Condition discharged.
 - e) To confirm any further planning decisions received.
- 5 To discuss planning applications:-



- a) Application Number 144661. Radleys Mill, Whitegate Hill, Caistor (Ms Teresa Wells).
Planning application for conversion and extension of windmill site to form 1no dwelling.
- b) Application Number 144662. Radleys Mill, Whitegate Hill, Caistor (Ms Teresa Wells).
Listed building consent for conversion and extension of windmill site to form 1no dwelling.
- c) Application Number 144780. Private Accommodation, 17 South Street, Caistor (Mr Sam Marriott). Planning application to remove 3m section of wall and form a new solid gateway.
- d) Application Number 144781. Private Accommodation, 17 South Street, Caistor (Mr Sam Marriott).
Listed building consent to remove 3m section of wall and form a new solid gateway.
- e) Application Number 144759. Rear of, 5 Mill Lane, Caistor (Mr Oliver Lawrence).
Planning application for 1no dwelling with detached garage
- f) Application Number 144440. Land adjacent to Nettleton House, Nettleton Road, Caistor (Mr Scott Olivant).
Planning application to erect a building for the purpose of agriculture and the keeping of horses, and for the use of land for the purposes of agriculture.
- g) To discuss any further planning applications received



Minutes of the Planning Committee held at 6.45 pm at the Caistor Town Hall on 14 April 2022

Present: Cllr S. Gaughan (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr J. Wright, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr J. Hughes, Cllr P. Haslam, Cllr A. Somerscales, Cllr J. Cox,

In Attendance: Carl Thomas,

Members of public present: 3

1 To receive apologies and reasons for absence - Ref: 1121

None

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: 1122

Cllr M. Galligan in item 5(b)

3 To approve the minutes of the Planning Committee Meeting held on 10th March 2022 - Ref: 1123

It was resolved to approve these as a true record

Proposed: Cllr S. Critten Seconded: Cllr J. Wright For: 11 Against: 0 Abstain: 2

4 To discuss planning applications:- - Ref: 1124

a) Application Number 144324. The Beeches, 44 Nettleton Road, Caistor LN7 6NJ (Mr and Mrs Hebdon). - Ref: 1125

Planning application for single side extension to form sun room, side extension with flat roof, larger terraced areas and other internal and external alterations including increasing the size of the windows to the master bedroom suite.

Granted time limit and conditions.

b) Application Number 144571. Caistor Grammar School, Caistor (Mrs Shona Buck). - Ref: 1126

Request for compliance with condition 2 of planning permission 144085 granted 1 February 2022.

Condition discharged.

c) Application Number 144379. 3 North Street, Caistor (Mr Neil and Mrs Ellen Knapton). - Ref: 1127

Request for confirmation of compliance with condition 2 of planning permission 144093 granted 26 January 2022.

Condition discharged.

d) Application Number 144513. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). - Ref: 1128

Request for confirmation of compliance with conditions 3-8 of listed building consent 142876 granted 9 July 2021.

Condition Discharge Partially.

e) Application Number 144449. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). - Ref: 1129

Request for confirmation of compliance with conditions 3-12 of planning permission 142875 granted 9 July 2021.

Condition Discharge Partially.

5 To confirm planning decisions:- - Ref: 1130

a) Application Number 144570. Land at North Kelsey Road, Caistor (Mr James Collins). - Ref: 1131

Request for confirmation of compliance with condition 10 of planning permission 136511 allowed on appeal 26 September 2018.

No objection provided the documents mentioned in email on 30 March 2022 from Senior Development Management Officer at WLDC to the applicant are produced

b) Application Number 144609. 115 Brigg Road, Caistor (Mr Walter Thompson). - Ref: 1132

Planning application to remove existing garage and erect double garage with games room.

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



No objections

c) Application Number 144644. The Mill (Plot 6), Whitegate Hill, Caistor (Mr L Togher). - Ref: 1133

Application for approval of reserved matters for Plot 6, considering appearance, landscaping, layout and scale, following outline permission 138304 granted 16 November 2018 for 5no dwellings – amendment to facing bricks.

No objections

d) Application Number 144672. The Mill, Whitegate Hill, Caistor (Greentech Homes Ltd). - Ref: 1134

Request for confirmation of compliance with condition 2 of 137707 granted 27 July 2018.

No objections

Cllr J.Hughes left the meeting at 1852

e) Application Number 144675. Radley's Mill, Mill Grange, Caistor (Mr and Mrs Midgley). - Ref: 1135

Application for non-material amendment to planning application 137707 granted 27 July 2018 – addition of rooflights to east and west roof slopes.

No objections

f) deleted - Ref: 1136

g) To discuss any further planning applications received. - Ref: 1137

No further applications received

Cllr J.Hughes re-joined the meeting at 1855.

Meeting closed at 6.55 pm



You are hereby summoned to attend the meeting of Annual Council Meeting which will be held on Thursday 12 May 2022 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.

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Carl Thomas
Town Clerk

AGENDA

- 1 Election of Chairman for the year 2022/23
- 2 Apologies for absence & reasons given
- 3 To receive declarations of interest
- 4 Public Session (10 minutes)
- 5 Election of Vice Chairman for the year 2022/23
- 6 Election of members to the Finance Committee
- 7 Election of members to the Employment & Personnel Committee
- 8 Election of members to the Economic Development & Market Committee
- 9 Subject to Item 8:
Election of members to the Economic Development Committee
- 10 Subject to Item 8:
Election of members to the Market Committee
- 11 Chairmans Report
- 12 To approve the draft minutes of Council Meeting held on 14/04/22
- 13 Finance
 - a) To approve the Accounting Statements for period ending 30/04/22
 - b) To approve the Schedule of Payments
 - c) To approve Internal Auditors report
 - d) To approve Annual Governance Statement
 - e) To approve Annual Accounting Statement
- 14 Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.



- c) Lincolnshire County Council
- d) Town Hall Management Committee
- e) Community Groups
- 15 Reports from Committee's
 - a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Market Committee
 - d) Economic Development Committee
- 16 Clerks Report & Parish Matters
 - a) Grant application: Caistor & District Lions
 - b) Grant application: Lincolnshire Cares
 - c) Grant application: Caistor in Bloom
 - d) Tree survey & recommendations
 - e) Approval of proposals and budget for Queens Platinum Jubilee Beacon Lighting event
 - f) Installation of new notice board
 - g) Review Tracking Report
- 17 Correspondence Received
 - a) Zurich Insurance - Playpark injury claim
- 18 Date of next meeting: 9th June 2022
- 19 To resolve to go into closed session in view of the confidential nature of matters to be discussed
- 20 To discuss National Pay Award for the Clerk.



Minutes of the Caistor Town Council held at 7.00 pm at the Caistor Town Hall on 14 April 2022

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr J. Hughes, Cllr P. Haslam, Cllr A. Somerscales, Cllr J. Cox,

In Attendance: Carl Thomas (Clerk), Cllr A. Lawrance (WLDC), Cllr T. Smith (LCC),

Members of public present: 5

1 Apologies for absence & reasons given - Ref: 1141

Cllr O. Bierley (WLDC)

2 To receive declarations of interest - Ref: 1142

Cllr Galligan and Cllr P. Richardson in item 9(e)

3 Public Session (10 minutes) - Ref: 1143

No questions were raised

4 Chairmans Report - Ref: 1144

The Chairman had attended one civic event being the Queens Platinum tree planting ceremony at Great Limber.

5 To approve the draft minutes of Council meeting held on 10th March 2022 - Ref: 1145

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

Proposed: Cllr J. Bowman Seconder: Cllr S. Gaughan For: 12 Against: 0 Abstain: 1

6 Finance - Ref: 1146

a) To approve the Accounting Statements for period ending 31/03/22 - Ref: 1147

The accounting statements had previously been circulated by the Clerk.

It was resolved to approve these as a true record.

Proposed: Cllr M. Galligan Seconder: Cllr S. Gaughan For: 12 Against: 0 Abstain: 1

b) To approve the Schedule of Payments - Ref: 1148

It was resolved to approve the Schedule of Payments totalling £9564.95

Proposed: Cllr S. Gaughan Seconder: Cllr J. Wright For: 12 Against: 0 Abstain: 1

7 Reports from External bodies:- - Ref: 1149

a) Lincolnshire Police - Ref: 1150

No report was available. The Clerk did confirm that he had spoken with PCSO Cowling who confirmed there was no issues of concern other than anti social behaviour which was being monitored and dealt with as appropriate.

b) West Lindsey District Council. - Ref: 1151

A report had previously been circulated to Councillors with no matters arising.

Cllr Lawrance confirmed that there was a tree and plaque in commemoration of the Queens Platinum Jubilee available to the Town Council.

An issue was raised by Cllr Bowman regarding waste from the Saturday Market and Cllr Lawrence would make enquiries to providing a bin.

c) Lincolnshire County Council - Ref: 1152

Cllr T. Smith confirmed he had conducted a walk through the town with the Clerk and from that various matters were being addressed with appropriate officers. This was primarily the pavement along Horsemarket and South Dale, road pot holes along South Dale, North Kelsey Road, Navigation Lane and Hersey Road, barrier issues at the A46/Nettleton Road junction.

d) Caistor Cares - Ref: 1153

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



The free coffee mornings would return to Drakes Court from 25th April.

e) Caistor Goes - Ref: 1154

All was going to plan for the Jubilee Tea in South Street Park

The Classic Car Show was scheduled for 1st May with over 30 cars expected.

8 Reports from Committee's - Ref: 1155

a) Finance Committee - Ref: 1156

Cllr Bowman had nothing to report but did thank The Clerk for his work in bringing the accounts into good order.

b) Employment & Personnel Committee - Ref: 1157

Cllr S. Davey had nothing to report.

c) Market Committee - Ref: 1158

Cllr J. Bowman confirmed the market continued to thrive with new stall holders.

d) Economic Development Committee - Ref: 1159

Cllr S. Critten had nothing to report

e) Town Hall Management Committee - Ref: 1160

Cllr J. Hughes confirmed the Town Hall Committee was working well with work to commence on a bar refurbishment shortly. 3 committee members were due to resign at the AGM scheduled for 18th May.

9 Clerks Report & Parish Matters - Ref: 1161

a) Policy Review: Financial Regulations - Ref: 1162

The Clerk had suggested amending para 4.1 to provide delegated committees authority to spend up to £500 without referring back to full Council.

It was resolved to adopt this amendment and the revised Financial Regulations.

Proposed: Cllr S. Hodson Seconder: Cllr M. Galligan For: 12 Against: 0 Abstain: 1

b) Policy Adoption: Terms of Reference - Economic Development Committee - Ref: 1163

It was resolved to adopt the Terms of Reference.

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

c) Proposed speed limit reduction along North Kelsey Road - Ref: 1164

The proposal was in consultation stage with Lincolnshire County Council and Councillors had no objections and actively supported the proposal.

d) Memorial bench on Sports Field nr Sports & Social Club. - Ref: 1165

Councillors were in agreement to allow a memorial bench to be located at The Sports Ground in memory of Scott Eastwood.

e) Painting of Railings - Ref: 1166

It was resolved to provide £200 to the Caistor in Bloom Group to help with the cost of painting railings throughout the Town.

Proposed: Cllr J. Wright Seconder: Cllr J. Hughes For: 10 Against: 1 Abstain: 0 (2 councillors declared an

f) Parking in Market Place - Ref: 1167

There continued to be a problem with parking in the Market Place on Saturday mornings which was having an impact on the Market. It was agreed for the Clerk to investigate the enforcement options, improved signage and liaise with Lincolnshire County Council Highways in respect of signage improvements.

It was resolved to spend £250 on planning permission if necessary.

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

g) Damage to property from tree - Ref: 1168

It was resolved to reimburse the property owner £220 following damage caused by tree damage.

Proposed: Cllr S. Gaughan Seconder: Cllr R. Lyus For: 11 Against: 2 Abstain: 0

h) Jubilee Beacon Event - Ref: 1169



The jubilee beacon lighting would take place on 2nd June at 9.15 pm. The beacon would be lit near ROCK Foundation.

i) Caistor Magazine - Ref: 1170

It was resolved to allocate £1245 from reserves to the Caistor Magazine. It was hopeful that this would be covered through advertising.

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

j) Cricket Club lease - Ref: 1171

It was agreed to form a Working Committee made up of Cllr S. Gaughan, Cllr S. Critten and Cllr J. Bowman to review and report to full Council in respect of the proposed lease.

k) CCTV at sports ground - Ref: 1172

It was resolved to pay the reduced invoice to WLDC together with £500 to take over the existing cameras. The Clerk would further investigate equipment and policies to manage the CCTV system in house.

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

l) Lions container at South Street Park - Ref: 1173

It was agreed to formally give permission to Caistor & District Lions to sight a container in South Street Park. Costs would also be investigated by the Clerk to locate a container there for the Town Council use.

m) Review Tracking Report - Ref: 1174

16482 - Highway Service - Volunteering Days

Work was planned to commence on 9th May with work expected to take 2-3 days to complete. 12 volunteers had offered to undertake the work.

It was resolved to allocate up to £350 for materials.

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

19679 - Policy Review: Risk Management / Register

19680 - Policy Review: Communications Policy

19681 - Policy Review: Abusive & Vexatious Policy

19682 - Policy Review: Health & Safety Policy

19683 - Policy Review: Community Engagement Policy

It was resolved to adopt all policies

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

10 Correspondence Received - Ref: 1175

None received

11 Date of next meeting 12th May 2022 (Annual Council Meeting) - Ref: 1176

All items for the agenda by 5th May 2022

Meeting closed at 8.15 pm



Accounting Statements

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	100000	100000	0	0	100000
140	Cemetery Income	250	3000	-2750	-92	
120	Allotment Income	0	420	-420	-100	
130	Market Rents	26	3000	-2974	-99	
150	Caistor Sports & Social Club	175	2412	-2237	-93	
160	WLDC Street Cleaning	0	1404	-1404	-100	
170	Grass Cutting	0	1545	-1545	-100	
180	Grants	0	0	0	100	
350	VAT Reclaimable	0	0	0	100	
375	Town Hall	0	0	0	100	
199	Miscellaneous Income	13	150	137	-91	
185	Town Hall	0	520	-520	-100	
186	Magazine Advertising	0	1000	-1000	-100	
	Income: General Totals	100464	113451	-12713	-11	100000
	Income Totals	100464	113451	-12713	-11	100000

Expenditure

Expense: General

500	Salaries	1356	14124	12768	-90
503	PAYE & NI	0	4598	4598	-100
501	Staff Travel & Benefits	0	100	100	-100
502	Contractors	0	15000	15000	-100
509	Other Staff Expenses	0	100	100	-100
520	General Office	0	840	840	-100
530	Hall Hire	0	480	480	-100
540	Insurance	0	3500	3500	-100
550	Audit	0	780	780	-100
560	Subscriptions	95	535	440	-82
570	Training	203	390	188	-48
580	Election	0	500	500	-100
581	Mayor Allowance	0	250	250	-100
555	Professional Fees	0	500	500	-100
556	Legal Fees	0	2500	2500	-100
590	Amenity Cut	0	5040	5040	-100
591	Public Rights of Way	0	0	0	100
592	Parks	0	2640	2640	-100
593	Sportsground	304	3760	3456	-92
594	Cemeteries/Church	2120	2000	-120	6
595	Allotments	0	250	250	-100
610	Market	0	250	250	-100
596	Community Orchard	0	0	0	100
750	Section 137	0	0	0	100
650	Community Dev	275	0	-275	100
521	Telephone & Broadband	61	555	494	-89
700	Electricity - Market Place LN7 6TU	13	200	187	-94
701	Electricity - South Street Park	18	300	282	-94
702	Electricity - Market Place LN7 6TL	0	150	150	-100
703	Electricity - Sports Ground	43	250	207	-83
710	Gas	0	0	0	100
720	Water: Sports Ground	0	250	250	-100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	0	50	50	-100	
722	Water: Allotments	0	75	75	-100	
765	Play Park Refurbishment	0	500	500	-100	
760	Projects	0		0		
597	Caistor Sports & Social Club	265	1500	1235	-82	
522	Town Hall	133	2000	1867	-93	
582	Civic	0		0		
601	Equipment	364	750	386	-51	
660	WLDC	0	0	0	100	
598	Market Place	250	250	-0	0	
603	Gritting & Snow Clearance	0	2500	2500	-100	
751	Community Development	0	0	0	100	
766	CCTV	1500	3000	1500	-50	
799	Contingency	0	383	383	-100	
652	Grants & Donations	0		0		
600	Grants & Donations	0	15000	15000	-100	
Expense: General Totals		6999	85850	78851	-92	
Expenditure Totals		6999	85850	78851	-92	



Bank Reconciliation

Balances as per bank statements as at 06/05/2022

Natwest Current Account	2879.22	186826.51
Natwest Business Reserve Account	183947.29	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
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Nett balance as at 06/05/2022 **186428.45**

General Reserves

Farmarked 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

Openina Balance Bank 1	1853.45	95787.70
Openina Balance Bank 2	93934.25	
Openina Balance Bank 3	0.00	
Openina Balance Bank 4	0.00	

Receipts in current	100701.79
VAT to be claimed	985.56
Unallocated cash	
Payments in current	9075.48

Cash Book Closing Balance **186428.45**



Outstanding Invoices

Report Date: 05/03/2022

	Total Outstanding	Current	31-60	61 - 90	90+
[REDACTED]	60.00		60.00		
[REDACTED]	30.00		30.00		
J. Marshall Funeral Directors	500.00			500.00	
J. Naylor (Funeral Directors) Limited	125.00	125.00			
[REDACTED]	30.00		30.00		
[REDACTED]	30.00		30.00		
	<hr/>				
	775.00	125.00	150.00	500.00	



Budget Report - Income

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

This report is based on Payment Date

Details	Year 2021/22		Financial Year Ending 31/03/2023					Variation		
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept			?	?	0	0	0	?	0	0.00
Cemetery Income			3000	250	0	0	0	250	-2750	-91.67
Allotment Income			420	0	0	0	0	0	-420	?
Market Rents			3000	37	0	0	0	37	-2963	-98.78
Caistor Sports & Social Club			2412	350	0	0	0	350	-2062	-85.49
WLDC Street Cleaning			1404	0	0	0	0	0	-1404	?
Grass Cutting			1545	0	0	0	0	0	-1545	?
Grants			0	0	0	0	0	0	0	100.00
VAT Reclaimable			0	0	0	0	0	0	0	100.00
Town Hall			0	0	0	0	0	0	0	100.00
Miscellaneous Income			150	65	0	0	0	65	85	-56.64
Town Hall			520	0	0	0	0	0	-520	?
Magazine Advertising			1000	0	0	0	0	0	-1000	?
Income: General Total			113451	?	0	0	0	?	-12579	-11
Total			113451	?	0	0	0	?	-12579	-11



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

This report is based on Payment Date

Details	Financial Year Ending 31/03/2023										
	Year 2021/22							Variation			
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General											
Salaries	14124		14124	1356	0	0	0	1356	12768	-90	
PAYE & NI	4598		4598	0	0	0	0	0	4598	-100	
Staff Travel & Benefits	100		100	0	0	0	0	0	100	-100	
Contractors	15000		15000	1664	0	0	0	1664	13336	-89	
Other Staff Expenses	100		100	0	0	0	0	0	100	-100	
General Office	840		840	0	0	0	0	0	840	-100	
Hall Hire	480		480	0	0	0	0	0	480	-100	
Insurance	3500		3500	0	0	0	0	0	3500	-100	
Audit	780		780	0	0	0	0	0	780	-100	
Subscriptions	535		535	95	0	0	0	95	440	-82	
Training	390		390	203	0	0	0	203	188	-48	
Election	500		500	0	0	0	0	0	500	-100	
Mayor Allowance	250		250	0	0	0	0	0	250	-100	
Professional Fees	500		500	0	0	0	0	0	500	-100	
Legal Fees	2500		2500	0	0	0	0	0	2500	-100	
Amenity Cut	5040		5040	0	0	0	0	0	5040	-100	
Public Rights of Way	0		0	0	0	0	0	0	0	100	
Parks	2640		2640	0	0	0	0	0	2640	-100	
Sportsground	3760		3760	304	0	0	0	304	3456	-92	
Cemeteries/Church	2000		2000	2120	0	0	0	2120	-120	6	
Allotments	250		250	0	0	0	0	0	250	-100	
Market	250		250	0	0	0	0	0	250	-100	
Community Orchard	0		0	0	0	0	0	0	0	100	
Section 137	0		0	0	0	0	0	0	0	100	
Community Dev	0		0	275	0	0	0	275	-275	100	
Telephone & Broadband	555		555	61	0	0	0	61	494	-89	
Electricity - Market Place LN7 6TU	200		200	25	0	0	0	25	175	-88	
Electricity - South Street Park	300		300	45	0	0	0	45	255	-85	
Electricity - Market Place LN7 6TL	150		150	0	0	0	0	0	150	-100	
Electricity - Sports Ground	250		250	80	0	0	0	80	170	-68	
Gas	0		0	0	0	0	0	0	0	100	
Water: Sports Ground	250		250	0	0	0	0	0	250	-100	
Water: Cemetery	50		50	0	0	0	0	0	50	-100	
Water: Allotments	75		75	0	0	0	0	0	75	-100	
Play Park Refurbishment	500		500	336	0	0	0	336	164	-33	
Projects	0		0	0	0	0	0	0	0		
Caistor Sports & Social Club	1500		1500	265	0	0	0	265	1235	-82	
Town Hall	2000		2000	133	0	0	0	133	1867	-93	
Civic	0		0	0	0	0	0	0	0		
Equipment	750		750	364	0	0	0	364	386	-51	
WLDC	0		0	0	0	0	0	0	0	100	
Market Place	250		250	250	0	0	0	250	-0	0	
Gritting & Snow Clearance	2500		2500	0	0	0	0	0	2500	-100	
Community Development	0		0	0	0	0	0	0	0	100	
CCTV	3000		3000	1500	0	0	0	1500	1500	-50	
Contingency	383		383	0	0	0	0	0	383	-100	
Grants & Donations	0		0	0	0	0	0	0	0		
Grants & Donations	15000		15000	0	0	0	0	0	15000	-100	
Expense: General Total			85850	9075	0	0	0	9075	76774	-89	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

This report is based on Payment Date

Details	Year 2021/22		Financial Year Ending 31/03/2023							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Total			85850	9075	0	0	0	9075	76774	-89



Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
01/04/2022	01/04/202	250	West Lindsey District Council	Bank Payment: Precept	?		?
24/03/2022	04/04/202	235	Caistor Sports & Social Club		175.00		175.00
05/04/2022	05/04/202	252	██████████	Bank Payment: Market Rents	5.25		5.25
11/04/2022	11/04/202	253	██████████	Bank Payment: Market Rents	5.25		5.25
13/04/2022	13/04/202	255	██████████	Bank Payment: Market Rents	5.25		5.25
13/04/2022	13/04/202	262	Nat West	Bank Payment: Miscellaneous Income	13.04		13.04
14/04/2022	14/04/202	256	Market Income	Bank Payment: Market Rents	5.25		5.25
06/04/2022	19/04/202	257	Co Op Funeralcare	Interment of Mr Wayne George Louis	125.00		125.00
23/04/2022	23/04/202	259	SM Bottles	Bank Payment: Market Rents	5.25		5.25
24/03/2022	27/04/202	234	Lincolnshire Co Op Funeral		125.00		125.00
	2						
					100464.29	0.00	100464.29



Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 30/04/2022

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
18/01/2022	15/04/202	626	Caistor Farm & Garden Machinery	Servicing of Stiga Tornado mower	310.97	62.19	373.16
07/03/2022	15/04/202	635	Caistor & District Lions Club	Removal of Christmas tree	250.00		250.00
09/03/2022	15/04/202	636	Wragby Parish Council	50% contribution to cemetery training	22.50		22.50
09/03/2022	15/04/202	637	Lincolnshire Association of Local	Burial Training: Cllr J. Bowman	45.00	9.00	54.00
09/03/2022	15/04/202	638	Lincolnshire Association of Local	Annual Training Scheme	135.00	27.00	162.00
03/03/2022	15/04/202	639	Liam Marchant Plumbing & Heating	Boiler service at CS&SC	65.00		65.00
02/03/2022	15/04/202	640	Caistor Town Hall	Tpwn Hall hire	65.00		65.00
28/02/2022	15/04/202	641	Southdale Service Station	Fuel	13.33	2.67	16.00
12/03/2022	15/04/202	645	West Lindsey District Council	CCTV 010421 to 310322	1500.00	300.00	1800.00
16/03/2022	15/04/202	650	Caistor & District Lions Club	Fitting of 6 benches throughout Caistor	275.00		275.00
02/02/2022	15/04/202	652	Caistor Farm & Garden Machinery	Polycut Fingers	9.46	1.89	11.35
15/03/2022	15/04/202	657	Pestcotek	Rabbit control shoot	199.00	39.80	238.80
25/03/2022	15/04/202	658	Watson Lindsey Arboriculture Limited	Tree survey	210.00		210.00
02/06/2021	15/04/202	663	24-7 Drains	CS&SC drain inspection and CCTV	200.00	40.00	240.00
31/03/2022	15/04/202	667	Alexander Hubbard	Tree works at cemetery	1795.00	359.00	2154.00
05/04/2022	15/04/202	669	I C C M	ICCM Subscription	95.00		95.00
04/04/2022	04/04/202	671	Opus Energy	Bank Payment: Electricity - Sports	42.77	2.14	44.91
04/04/2022	04/04/202	672	Opus Energy	Bank Payment: Electricity - Market	12.93	0.65	13.58
04/04/2022	04/04/202	673	Opus Energy	Bank Payment: Electricity - South Street	18.04	0.90	18.94
07/04/2022	08/04/202	675	Caistor Arts & Heritage Centre	Room hire	35.00	7.00	42.00
01/04/2022	08/04/202	676	Caistor Arts & Heritage Centre	Hall hire	40.00		40.00
31/03/2022	15/04/202	677	Southdale Service Station	Fuel	13.33	2.67	16.00
08/04/2022	08/04/202	678	Caistor Arts & Heritage Centre		-75.00	-7.00	-82.00
04/04/2022	15/04/202	679	Caistor Arts & Heritage Centre	Room hire	28.00	7.00	35.00
01/04/2022	15/04/202	680	Caistor Town Hall	Hal hire	40.00		40.00
14/03/2022	15/04/202	681	Caistor Farm & Garden Machinery	Easy Start & Fingers	16.71	3.34	20.05
12/04/2022	12/04/202	683	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
26/04/2022	26/04/202	700	BT	Bank Payment: Telephone & Broadband	56.33	11.27	67.60
18/04/2022	18/04/202	701	██████████	Bank Payment: Cemeteries/Church -	220.00	44.00	264.00
28/04/2022	28/04/202	704	██████████	Bank Payment: Salary Apr 22 M1	1355.72		1355.72
	2				6999.08	914.52	7913.60



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
14/03/2022	681	Caistor Farm & Garden Machinery	Easy Start & Fingers	3.34	20.05	<input type="checkbox"/>	<input type="checkbox"/>
12/04/2022	683	Tamar Telecom	Bank Payment: Telephone & Broadband	1.00	5.99	<input type="checkbox"/>	<input type="checkbox"/>
14/04/2022	684	Watson Lindsey Arboriculture Limited	Tree survey - South Street Park	0.00	168.75	<input type="checkbox"/>	<input type="checkbox"/>
06/04/2022	685	JPG Electrical	Electrical work at CS&SC	0.00	265.00	<input type="checkbox"/>	<input type="checkbox"/>
26/04/2022	700	BT	Bank Payment: Telephone & Broadband	11.27	67.60	<input type="checkbox"/>	<input type="checkbox"/>
18/04/2022	701	██████████	Bank Payment: Cemeteries/Church - repairs to roof	44.00	264.00	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2022	702	West Lindsey District Council	Business rates relief	0.00	-586.33	<input type="checkbox"/>	<input type="checkbox"/>
23/04/2022	703	Apex Services	Salt spreading (30/03, 31/03, 01/04)	150.00	900.00	<input type="checkbox"/>	<input type="checkbox"/>
28/04/2022	704	██████████	Bank Payment: Salary Apr 22 M1	0.00	1355.72	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2022	705	Opus Energy	Bank Payment: Electricity - Sports Ground	1.85	38.87	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2022	706	Opus Energy	Bank Payment: Electricity - South Street Park	1.37	28.69	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2022	707	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.60	12.57	<input type="checkbox"/>	<input type="checkbox"/>
04/05/2022	708	██████████	Bank Payment: Contractors Wages	0.00	1064.00	<input type="checkbox"/>	<input type="checkbox"/>
04/05/2022	709	██████████	Bank Payment: Contractors	0.00	600.00	<input type="checkbox"/>	<input type="checkbox"/>
02/05/2022	710	Caistor Town Hall	Town hall hire 14/04 and 29/04	0.00	30.00	<input type="checkbox"/>	<input type="checkbox"/>
06/05/2022	711	B&Q (paid via ██████████)	Bank Payment: Play Park Refurbishment	67.22	403.31	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:					4638.22		

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Caistor Town Council

Annual Governance and Accountability Internal Audit Report 21/22

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	<p>Meetings are being called correctly.</p> <p>All agendas and minutes have been uploaded onto the website.</p> <p>Minutes are signed off at the next meeting.</p> <p>A “meeting pack” has been developed for Councillors and the public to see on the website.</p>
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	All correctly accounted for and reported to Council at each meeting.
VAT	Where applicable correctly recorded and reclaimed for previous year.	<p>VAT is recorded appropriately.</p> <p>A large amount of VAT was reclaimed this year.</p>
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	<p>Sales invoices are recorded appropriately and reported to Council.</p> <p>Cemetery fees were reviewed in September.</p>
Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	Outstanding amounts are reported to Council and process in place to chase if required.
Receipts and Payments	That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made properly and properly recorded and	<p>A payment schedule is produced for each meeting and signed off.</p> <p>Comprehensive Financial reports are kept by the Clerk.</p> <p>These have the correct detail and are not ambiguous.</p>

	supported by paperwork trail.	
Staffing/Personnel	That staff have appropriate contracts and procedures are in place for personnel management.	There is a Personnel Committee, and staff have a written statement of particulars as required. The Clerk has day to day management of the other staff in post.
Payroll	That appropriate payroll system is in place and supporting information for pay rates/salary levels etc.	Payment is made in accordance with hours worked. This is authorised as part of the Payment Schedule and includes expenses and HMRC PAYE payments.
Governance	That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that they are reviewed at least annually.	The Clerk has introduced a a comprehensive suite of policies. New members undertake an induction when starting by the Clerk, who has produced a very useful handbook. I can only see a Terms of Reference for the Economic Development Committee, these need completing for all the other Committees. Committee minutes are approved by Council The Council has adopted the General Power of Competence. The Asset Register needs updating Insurance was discussed and renewed in September.
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	No petty cash.

Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	The budget was agreed in Dec 21, and the precept requested in Jan 22. Monitoring of the budget is done at every meeting.
Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	Bank balances are reported at each meeting. Reconciliations and finance reports are presented to the Council at each meeting.
Accountability	That Councillors sign cheque book stubs, initial and sign finance information presented and are presented with information to allow accountability.	The Council's risks have been reviewed. Payments are paid online by the Clerk following approval by the Council of the Schedule of Payments.
Audit	That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council and followed up with any appropriate actions.	Recommendations have been considered and there is evidence of actions taking place. The new Clerk has addressed a number of areas that needed improvement since his employment commenced.
Precept and grants	That precept level is officially set and communicated to local authority and correctly received.	The precept was agreed by Council in Jan 22 and sent to WLDC.
Section 137	That it is separately recorded and cap adhered to.	S137 is not applicable as the General Power of Competence was adopted part way through the year.
Other notes		

Recommendations:

- The Asset Register needs bringing up to date
- Terms of Reference needs producing for all Committees
- Further information could be added to the minutes on how decisions were made, e.g. when making a decision following a tendering process

General Overview:

Governance and compliance have improved a lot from the last audit.

The new Clerk has established a comprehensive set of finance reports that are reported to each meeting.

There is also a full suite of policies that are up to date and available to all Councillors.

The Council should continue to keep up this level of governance.

Andy Hopkins

Internal Auditor

April 2022

Annual Internal Audit Report 2021/22

CAISTOR TOWN COUNCIL

<https://caistor.pariah.lincolnshire.gov.uk/>

AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/4/2022 4/5/2022

ANDY HOPKINS

Signature of person who carried out the internal audit

Date

5/5/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CAISTOR TOWN COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://caistor.pariah.lincolnshire.gov.uk/>
ENTER AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

CAISTOR TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	78,244	47,255	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	93,900	96,955	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	30,406	33,621	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	39,451	19,913	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	115,844	62,161	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	47,255	95,757	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	47,255	95,757	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,416,461	1,416,461	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

12/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Bank Reconciliation

Balances as per bank statements as at 03/04/2022

Natwest Current Account	1853.20	95786.65
Natwest Business Reserve Account	93933.45	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
------	-------------	------	-------------	--------	-------

Nett balance as at 03/04/2022 **95756.90**

General Reserves

Farmarked 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

Openina Balance Bank 1	106333.36	144261.54
Openina Balance Bank 2	37928.18	
Openina Balance Bank 3	0.00	
Openina Balance Bank 4	0.00	
Receipts in current	33620.51	
VAT to be claimed	3564.50	
Unallocated cash		
Payments in current	78569.15	
Cash Book Closing Balance		95756.90

Explanation of variances – pro forma

Name of smaller authority: **Caistor Town Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	78,244	47,255				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	93,900	96,955	3,055	3.25%	NO		
3 Total Other Receipts	30,406	33,621	3,215	10.57%	NO		
4 Staff Costs	39,451	19,913	-19,538	49.52%	YES		Reduction in salaries and staff - 19538
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	115,844	62,161	-53,683	46.34%	YES		Sports Groudn expenses - 26884; Cemetery - 18643; Market Place -3632; Professional Fees - 665; Legal Fees - 3859
7 Balances Carried Forward	47,255	95,757			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	59,430	55,961				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,416,461	1,416,461	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Caistor Town Council**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ Monday 13th June 2022

and ending on Friday 22nd July 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: _____

Role: _____

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

SECTION ONE — PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

- 1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 This guide represents the proper practices in relation to accounts those smaller authorities need to follow in preparing their annual governance statement.
- 1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
- 1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Governance and Accountability Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer, 'Yes' or 'No'. This guide follows the order of Section 1 of the Annual Governance and Accountability Return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.
- 1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example, a reference in a set of formal minutes.
- 1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.
- 1.7 To assist practitioners, a Pro-forma Annual Governance and Accountability Return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1 — Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.8 Budgeting — The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking

corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.

- 1.9 Accounting records and supporting documents — All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. Section 150(6) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.
- 1.10 Bank reconciliation — Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.
- 1.11 Investments — Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.
- 1.12 Statement of accounts — The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.
- 1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.

Assertion 2 — Internal control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.14 Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- 1.15 Safe and Efficient Arrangements to Safeguard Public Money. Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.
 - 1.15.1 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).
 - 1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.
 - 1.15.3 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.
 - 1.15.4 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.
 - 1.15.5 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
 - 1.15.6 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.
- 1.16 Employment — The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
- 1.17 VAT — The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.

- 1.18 Fixed Assets and Equipment — The authority’s assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.
- 1.19 Loans and long-term liabilities — Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.
- 1.20 Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority’s preparation of its annual governance statement.
- 1.21 Supporting information on internal control can be found in Section 5.

Assertion 3 — Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.22 Acting within its powers — All authorities’ actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority’s powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.
- 1.23 General power of competence — An authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- 1.24 Regulations and proper practices — Procedures need to be in place to ensure that an authority’s compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.

- 1.25 Actions during the year — An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 4 — Exercise of public rights

We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year’s Annual Governance and Accountability Return:

- 1.27 Exercise of public rights. The authority provided for the exercise of public rights is set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority’s website or another website:
- Sections 1 and 2 of the Annual Governance and Accountability Return;
 - a declaration that the status of the statement of accounts is ‘unaudited’; and
 - a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.
- 1.28 External Auditor’s Review — A notice of the conclusion of the external auditor’s limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority’s website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.
- 1.29 A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days.
- 1.30 Supporting information on the exercise of public rights can be found in Section 5.

Assertion 5 — Risk management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1.31 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.33 Supporting information on risk management can be found in Section 5.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.34 Internal audit — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- 1.35 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.
- 1.36 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

- 1.37. To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.
- 1.38. Supporting information on reports from auditors can be found in Section 5.

Assertion 8 — Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.39. Significant events — The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.
- 1.40. Supporting information on significant events can be found in Section 5.

Assertion 9 — Trust Funds (local councils only)

Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

- 1.41. Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.30 below).
- 1.42. Supporting information on trust funds can be found in Section 5.

Approval process

- 1.43. The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole, in advance of the authority approving the accounting statements in Section 2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and a minute reference entered.



Trees

A tree survey was undertaken by Watson Lindsey Arboriculture at the end of March 2022.

The survey covered trees at the Sports Ground and Church Yard.

The full report is attached which details no work required other than:-

- Removal of Ivy on two trees at Sports Ground. Advice has been given and our handyman can undertake this work easily.
- Recommendation to remove deadwood on an Ivy tree (T3) in the Churchyard which is overhanging the footpath.

A further survey of all trees has been recommended in 30 months.

I also discussed the previous report undertaken on trees at South Street Park. This report conducted in June 2020 recommended work to a large number of trees. The surveyor had seen this report and didn't agree with some of the recommendations.

I therefore asked that he undertook a further survey and he has concluded that work is not required as specified based on risk and tree health.

Only one tree in South Street Park requires potential attention and work being T6. Any work would be extensive and he has suggested a further aerial survey is undertaken to assess the cavities as to whether the tree is dying back.

To undertake this aerial survey will cost £270.

Carl Thomas

19th April 2022



**WATSON
LINDSEY**
ARBORICULTURE

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Searby
Barnetby
DN38 6BG

Phone: 07779071638

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Arboricultural Liability Report

Site Address:

Caistor Sports and Social Club
Brigg Road
Caistor
LN7 6QG

St. Peter & St. Paul's Church
Church Street
Caistor
LN7 6UG

Issue Date:

25th March 2022

Report No:

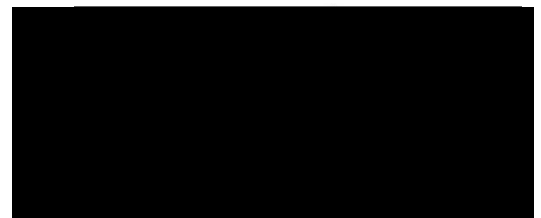
220323

Prepared For:

Mr Carl Thomas
Caistor Town Council
Town Hall, 14 High Street
LN7 6TX

Prepared By:

Daniel Kendall, TechArborA



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1. Introduction

1.1. Objective

- 1.1.1. This report is required to provide detailed, independent, arboricultural advice on the trees subject to survey in the context of safety and liability issues.
- 1.1.2. This report has been commissioned to assess the condition of the trees on site and the risks they pose to the property and individuals, as well as to make recommendations to mitigate risks of a significant level. Recommendations may also be made to help better define the nature of the risks posed, to prevent the development of future risks and to mitigate annoyance related issues.
- 1.1.3. The commissioning of this report and the undertaking of the risk related recommendations made demonstrates that the tree owner/manager has fulfilled their duty of care in regard to tree risk management.

1.2. Scope of the Report

- 1.2.1. The subject of the survey was all tree within the grounds of St. Peter & St. Paul's Church as well as a number standing along the south-western boundary of the sports field as show on the site plan in Appendix 4.
- 1.2.2. This report has been commissioned to consider safety and liability issues associated with above ground targets only. Such target includes people, property and infrastructure.
- 1.2.3. Our survey of the trees, the ground conditions and any relevant surrounding structures is of a preliminary nature. During this survey, all trees were inspected from ground level. Further investigation, such as climbed inspections, decay detection or soil/root analysis have not been undertaken but may be recommended where this is considered appropriate.

1.3. Survey Details

- 1.3.1. Measurements were obtained using clinometers, specialist tapes or electronic distometers. Where this was not possible, measurements were estimated to the best ability of the surveyor. We endeavour to provide accurate information and will always take measurements unless inhibited by restricted access or other mitigating circumstances.
- 1.3.2. During the survey a Trimble TDC100 has been used to capture northing and easting coordinates for each item of vegetation. As the stated accuracy of the device is 1-2 meters, tree positions should be considered indicative only. Trees that pose a direct and significant risk are located to an accuracy of 0.5m with measurements from existing site features.

2. Site Overview

- 2.1. The trees subject to survey at Caistor Sports and Social Club stand on the boundary between the sports field and an adjacent residential area. A small number of trees at the southern end of the survey area stand on the boundary between the sports field and North Kelsey Road.
- 2.2. From the information passed to us and from our observations during the survey elements that could reasonably be contemplated to be at potential risk from the trees on site include;
 - 2.2.1. Users of the public highway on North Kelsey Road

2.2.2. Persons visiting or working at the sport field

2.2.3. Persons living at or visiting the neighbouring residential premises

2.2.4. Building, property and infrastructure at the neighbouring residential premises

2.3. The site at St. Peter & St. Paul's houses a church surrounded by a churchyard. The site borders with highways and public footpaths on all sides, beyond these lay an educational facility to the northwest, and residential areas on all other sides.

2.4. From the information passed to us and from our observations during the survey elements that could reasonably be contemplated to be at potential risk due to the trees on site include;

2.4.1. Users of the highways and public footpaths bordering the site

2.4.2. Persons visiting or working at the site

2.4.3. Building, property and infrastructure at the site

2.4.4. People living at or visiting neighbouring premises

2.4.5. Building, property and infrastructure at neighbouring premises

3. Status of the Trees

3.1. A status investigation was made on 23rd March 2022 with West Lindsey District Council via their online planning portal.

3.1.1. In regard to Caistor Sports and Social Club we are informed that there are no Tree Preservation Orders (TPO) in force and that the site is not within a Conservation Area.

3.1.2. In regard to St. Peter & St. Paul's Church we are informed that there are no Tree Preservation Orders (TPO) in force. We are also informed that the site is within a Conservation Area. Such status offers protection to all woody plants with a stem diameter of 75mm and above when measured at 1.5m above ground level (exceptions apply). Prior to works being carried out on such trees, the local authority must be given at least six weeks' notice to allow them to consider whether the proposed works are appropriate. The removal of dead branches from a living tree is permitted without prior notice or consent.

3.1.3. As Tree Preservation Orders can be issued at short notice, we advise a further status investigation is carried out prior to any tree works. Conducting work without permission to a tree subject to a TPO is a criminal offence.

4. Survey Overview

4.1. The survey took place on the 22nd March 2022. The weather was fine and dry with light winds. During the survey the details of six individual trees and one group of trees were recorded. The tree population has undergone effective historical maintenance, as such only a modest number of minor works have been recommended.

4.2. Within this report two different types of recommendation have been specified. Recommendations marked as 'Core Recommendations' are required either to mitigate risks of an unacceptable level, to carry out further works to help better identify the risks posed, or to rectify significant threats to the condition of trees. These recommendations carry a timescale within which the work should be completed. Those

recommendations marked as 'Discretionary Recommendations' have been made either to mitigate very low risks that are already tolerable, or to carry out other non-risk related tree works. These have no work timescale and can be carried out purely at the site manager's discretion. The full details of recommendations can be found in the Survey Schedule in Appendix 1.

5. Discussion

- 5.1. A number of trees within group G1 are heavily ivy clad. In regard to two of these trees (see Appendix 5, image 1) the ivy is beginning to compete with the foliage compromising their health. As compromised health can result in a compromise to structural integrity in the longer-term, the ivy on these trees should be severed within 12 months.
 - 5.1.1. The remaining trees in group G1 are as yet unaffected by the ivy. Retaining the ivy cover on these trees will provide some continuity of habitat for nesting birds in the area. However, if such habitat is not a priority severing the ivy on these trees will prevent the need to return to do this work in the coming years.
 - 5.1.2. In regard to ivy severance, it is vital that care is taken not to damage tree bark during the operation as even relatively minor cuts made around the base of the tree can cause decline or death. Due to this, unless a suitably qualified and experience arborist is employed, ivy severance should be carried-out with care using only a hand saw and/or secateurs.
- 5.2. Trees T3 and T5 both have notable volumes on modest sized deadwood in their crowns, some of which overhangs adjacent footpaths. In both cases the risks posed are very low and broadly acceptable. If however the site manager wishes to further reduce these risks they may wish to have the deadwood removed as detailed in Appendix 1. These works are discretionary only and carry no timescale for completion.
- 5.3. In regard to reinspection intervals, for the most part the trees can be surveyed again in five years. There are however four trees (T1, T2, T4 & T6) that require more regular attention. All four trees have minor but notable defects that may in time pose significant risks and as such should be monitored. These trees should be re-surveyed in 2.5 years. In the interim periods, if there is an obvious decline in the condition of any tree, whether structurally (e.g. loss of larger limbs, appearance of cracks, root movement, fungi on or adjacent to the tree), or physiologically (e.g. unusual loss of foliage or development of deadwood), the owner should consult a suitably qualified arborist.

Appendix 1: Survey Schedule

Tree ID	Common Name	Height (m)	Maturity	Physiological Condition	Structural Condition	Comment	Recommendations	Next Survey (months)
G1	A Group					Group of eight cherry trees a number of which are heavily ivy clad. In two cases ivy is beginning to compete with foliage. N most tree with areas of necrotic bark and minor associated decay. QTRA for stem failure T5 S2 P3, <1000000.	<p>Core Recommendation: Sever ivy on two most heavily ivy clad trees as pictured in appendix 5. Complete within 1 year.</p> <p>Discretionary Recommendation: Sever ivy on other trees in group</p>	60
T1	Field Maple	10.5	Early-mature	Good	Good	Partially failed hazard beam at 3m to S. Failure historical with some reactive growth/wound wood present. Limb in good health. QTRA T3 S3 P4 <1/1000000.	<p>Core Recommendation: Survey at more regular interval.</p>	30
T2	Lime	16	Semi-mature	Good	Good	Bark included union of primary limb at 2.5m to E. Notable natural bracing in crown. QTRA for failure onto path T3 S2 P4 1/1000000.	<p>Core Recommendation: Survey at more regular interval.</p>	30
T3	Sycamore	16	Early-mature	Fair / Good	Good	Significant volume if minor to medium deadwood in crown some of which overhangs two adjacent footpaths. QTRA T3 S4 P2 1/500000.	<p>Discretionary Recommendation: Remove deadwood greater than 50mm diameter from over footpaths only.</p>	
T4	Lime	17.5	Semi-mature	Fair / Good	Good	Areas of necrotic bark at 2-5m to S. Resulting decay and die back may pose a risk to adjacent footpath in time.	<p>Core Recommendation: Survey at more regular interval.</p>	30
T5	Sycamore	21	Early-mature	Good	Good	Significant volume of minor to medium deadwood in crown some of which overhangs adjacent seldom frequented upper footpath to E. QTRA T4 S4 P2 1/<1000000.	<p>Discretionary Recommendation: Remove deadwood greater than 50mm diameter from over footpaths only.</p>	
T6	Lime	19	Early-mature	Good	Good	Bark included union between stems at 3.5m. Failure of N stem could impact church and/or footpath. QTRA T3 S1 P5 1/<1000000.	<p>Core Recommendation: Survey at more regular interval.</p>	30

Appendix 2: Glossary

Access facilitation pruning. One off tree pruning operation, the nature and effects of which are without significant adverse impact on tree physiology or amenity value, which is directly necessary to provide access for operations on site

Adaptive growth. In tree biomechanics, the process whereby the rate of wood formation in the cambial zone, as well as wood quality, responds to gravity and other forces acting on the cambium. This helps to maintain a uniform distribution of mechanical stress

Adaptive roots. The adaptive growth of existing roots; or the production of new roots in response to damage, decay or altered mechanical loading

Adventitious shoots. Shoots that develop other than from apical, axillary or dormant buds; see also 'epicormic'

Anchorage. The system whereby a tree is fixed within the soil, involving cohesion between roots and soil and the development of a branched system of roots which withstands wind and gravitational forces transmitted from the aerial parts of the tree

Arboricultural Method Statement. Methodology for the implementation of any aspect of development that is within the root protection area, or has the potential to result in loss of or damage to a tree to be retained

Arboriculturist. Person who has, through relevant education, training and experience, gained expertise in the field of trees in relation to construction
Architecture. In a tree, a term describing the pattern of branching of the crown or root system

Axil. The place where a bud is borne between a leaf and its parent shoot

Bacteria. Microscopic single-celled organisms, many species of which break down dead organic matter, and some of which cause diseases in other organisms

Bark. A term usually applied to all the tissues of a woody plant lying outside the vascular cambium, thus including the phloem, cortex and periderm; occasionally applied only to the periderm or the phellem

Basidiomycotina (Basidiomycetes). One of the major taxonomic groups of fungi; their spores are borne on microscopic peg-like structures (basidia), which in many types are in turn borne on or within conspicuous fruit bodies, such as brackets or toadstools. Most of the principal decay fungi in standing trees are basidiomycetes

Bolling. A term sometimes used to describe pollard heads

Bottle-butt. A broadening of the stem base and buttresses of a tree, in excess of normal and sometimes denoting a growth response to weakening in that region, especially due to decay involving selective delignification

Bracing. The use of rods or cables to restrain the movement between parts of a tree

Branch:

· **Primary.** A first order branch arising from a stem

· **Lateral.** A second order branch, subordinate to a primary branch or stem and bearing sub-lateral branches

· **Sub-lateral.** A third order branch, subordinate to a lateral or primary branch, or stem and usually bearing only twigs

Branch bark ridge. The raised arc of bark tissues that forms within the acute angle between a branch and its parent stem

Branch collar. A visible swelling formed at the base of a branch whose diameter growth has been disproportionately slow compared to that of the parent stem; a term sometimes applied also to the pattern of growth of the cells of the parent stem around the branch base

Brown-rot. A type of wood decay in which cellulose is degraded, while lignin is only modified

Compartmentalisation. The confinement of disease, decay or other dysfunction within an anatomically discrete region of plant tissue, due to passive and/or active defences operating at the boundaries of the affected region

Competent person. A person who has training and experience relevant to the matter being addressed and an understanding of the requirements of the particular task being approached.

Compression fork. An acute angled fork that is mechanically optimised for the growth pressure that two or more adjacent stems exert on each other

Compression strength. The ability of a material or structure to resist failure when subjected to compressive loading; measurable in trees with special drilling devices

Compressive loading. Mechanical loading which exerts a positive pressure; the opposite to tensile loading

Condition. An indication of the physiological condition of the tree. Where the term 'condition' is used in a report, it should not be taken as an indication of the stability of the tree

Construction. Site based operations with the potential to affect existing trees

Construction exclusion zone. Area based on the Root Protection Area from which access is prohibited for the duration of the project

Crown/Canopy. The main foliage bearing section of the tree

Crown lifting. The removal of limbs and small branches to a specified height above ground level

Crown thinning. The removal of a proportion of secondary branch growth throughout the crown to produce an even density of foliage around a well-balanced branch structure

Crown reduction/shaping. A specified reduction in crown size whilst preserving, as far as possible, the natural tree shape

Crown reduction/thinning. Reduction of the canopy volume by thinning to remove dominant branches whilst preserving, as far as possible the natural tree shape

Deadwood. Dead branch wood

Defect. In relation to tree hazards, any feature of a tree which detracts from the uniform distribution of mechanical stress, or which makes the tree mechanically unsuited to its environment

Delamination. The separation of wood layers along their length, visible as longitudinal splitting

Dieback. The death of parts of a woody plant, starting at shoot-tips or root-tips

Disease. A malfunction in or destruction of tissues within a living organism, usually excluding mechanical damage; in trees, usually caused by pathogenic micro-organisms

Distal. In the direction away from the main body of a tree or subject organism (cf. proximal)

Dominance. In trees, the tendency for a leading shoot to grow faster or more vigorously than the lateral shoots; also the tendency of a tree to maintain a taller crown than its neighbours

Dormant bud. An axial bud which does not develop into a shoot until after the formation of two or more annual wood increments; many such buds persist through the life of a tree and develop only if stimulated to do so

Dysfunction. In woody tissues, the loss of physiological function, especially water conduction, in sapwood

Buckling. An irreversible deformation of a structure subjected to a bending load

Buttress zone. The region at the base of a tree where the major lateral roots join the stem, with buttress-like formations on the upper side of the junctions

Cambium. Layer of dividing cells producing xylem (woody) tissue internally and phloem (bark) tissue externally

Canker. A persistent lesion formed by the death of bark and cambium due to colonisation by fungi or bacteria

Canopy species. Tree species that mature to form a closed woodland canopy

Cleaning out. The removal of dead, crossing, weak, and damaged branches, where this will not damage or spoil the overall appearance of the tree

Epicormic shoot. A shoot having developed from a dormant or adventitious bud and not having developed from a first year shoot

Excrescence. Any abnormal outgrowth on the surface of tree or other organism

Excurrent. In trees, a system of branching in which there is a well-defined central main stem, bearing branches which are limited in their length, diameter and secondary branching (cf. decurrent)

Fastigate. Having upright, often clustered branches

Felling licence. In the UK, a permit to fell trees in excess of a stipulated number of stems or volume of timber

Field layer. Herbs, ferns, grasses and sedges

Flush-cut. A pruning cut which removes part of the branch bark ridge and or branch-collar

Girdling root. A root which circles and constricts the stem or roots possibly causing death of phloem and/or cambial tissue

Ground layer. Mosses, ivy, lichens and fungi

Guying. A form of artificial support with cables for trees with a temporarily inadequate anchorage

Habit. The overall growth characteristics, shape of the tree and branch structure

Hazard beam. An upwardly curved part of a tree in which strong internal stresses may occur without being reduced by adaptive growth; prone to longitudinal splitting

Heartwood/false-heartwood. The dead central wood that has become dysfunctional as part of the aging processes and being distinct from the sapwood

Heave. A term mainly applicable to a shrinkable clay soil which expands due to re-wetting after the felling of a tree which was previously extracting moisture from the deeper layers; also the lifting of pavements and other structures by root diameter expansion; also the lifting of one side of a wind-rocked root-plate

High canopy tree species. Tree species having potential to contribute to the closed canopy of a mature woodland or forest

Incipient failure. In wood tissues, a mechanical failure which results only in deformation or cracking, and not in the fall or detachment of the affected part

Included bark (ingrown bark). Bark of adjacent parts of a tree (usually forks, acutely joined branches or basal flutes) which is in face-to-face contact

Increment borer. A hollow auger, which can be used for the extraction of wood cores for counting or measuring wood increments or for inspecting the condition of the wood

DBH (Diameter at Breast Height). Stem diameter measured at a height of 1.5 metres (UK) or the nearest measurable point. Where measurement at a height of 1.5 metres is not possible, another height may be specified

Deadwood. Branch or stem wood bearing no live tissues. Retention of deadwood provides valuable habitat for a wide range of species and seldom represents a threat to the health of the tree. Removal of deadwood can result in the ingress of decay to otherwise sound tissues and climbing operations to access deadwood can cause significant damage to a tree. Removal of deadwood is generally recommended only where it represents an unacceptable level of hazard

Engineer-designed hard surfacing. Hard surfacing constructed within the 'Root protection area' of a tree, which will be designed by a structural or geotechnical; engineer in collaboration with an arboriculturist as set out in clause 7.4 of British Standard BS5837:2012. The purpose being to minimise the effects of the construction on the health of the tree.

Occlusion. The process whereby a wound is progressively closed by the formation of new wood and bark around it

Pathogen. A micro-organism which causes disease in another organism

Photosynthesis. The process whereby plants use light energy to split hydrogen from water molecules, and combine it with carbon dioxide to form the molecular building blocks for synthesizing carbohydrates and other biochemical products

Phytotoxic. Toxic to plants

Pollarding. The removal of the tree canopy, back to the stem or primary branches, usually to a point just outside that of the previous cutting. Pollarding may involve the removal of the entire canopy in one operation, or may be phased over several years. The period of safe retention of trees having been pollarded varies with species and individuals. It is usually necessary to re-pollard on a regular basis, annually in the case of some species

Primary branch. A major branch, generally having a basal diameter greater than 0.25 x stem diameter

Primary root zone. The soil volume most likely to contain roots that are critical to the health and stability of the tree and normally defined by reference BS5837 (2012) Trees in Relation to design, demolition and construction

Probability. A statistical measure of the likelihood that a particular event might occur

Proximal. In the direction towards from the main body of a tree or other living organism (cf. distal)

Pruning. The removal or cutting back of twigs or branches, sometimes applied to twigs or small branches only, but often used to describe most activities involving the cutting of trees or shrubs

Radial. In the plane or direction of the radius of a circular object such as a tree stem

Rams-horn. In connection with wounds on trees, a roll of occluding tissues which has a spiral structure as seen in cross-section

Rays. Strips of radially elongated parenchyma cells within wood and bark. The functions of rays include food storage, radial translocation and contributing to the strength of wood

Reactive Growth/Reaction Wood. Production of woody tissue in response to altered mechanical loading; often in response to internal defect or decay and associated strength loss (cf. adaptive growth)

Removal of deadwood. Unless otherwise specified, this refers to the removal of all accessible dead, dying and diseased branchwood and broken snags

Removal of major deadwood. The removal of, dead, dying and diseased branchwood above a specified size

Infection. The establishment of a parasitic micro-organism in the tissues of a tree or other organism

Lever arm. A mechanical term denoting the length of the lever represented by a structure that is free to move at one end, such as a tree or an individual branch

Lignin. The hard, cement-like constituent of wood cells; deposition of lignin within the matrix of cellulose microfibrils in the cell wall is termed Lignification

Lions tailing. A term applied to a branch of a tree that has few if any side-branches except at its end, and is thus liable to snap due to endloading

Loading. A mechanical term describing the force acting on a structure from a particular source; e.g. the weight of the structure itself or wind pressure

Longitudinal. Along the length (of a stem, root or branch)

Lopping. A term often used to describe the removal of large branches from a tree, but also used to describe other forms of cutting

Microdrill. An electronic rotating steel probe, which when inserted into woody tissue provides a measure of tissue density

Minor deadwood. Deadwood of a diameter less than 25mm and or unlikely to cause significant harm or damage upon impact with a target beneath the tree

Mulch. Material laid down over the rooting area of a tree or other plant to help conserve moisture; a mulch may consist of organic matter or a sheet of plastic or other artificial material

Mycelium. The body of a fungus, consisting of branched filaments(hyphae)

Occluding tissues. A general term for the roll of wood, cambium and bark that forms around a wound on a woody plant (cf. woundwood)

Selective delignification. A kind of wood decay (white-rot) in which lignin is degraded faster than cellulose

Service. Any above- or below-ground structure or apparatus required for utility provision e.g. drainage, gas supplies, ground source heat pumps, CCTV and satellite communications

Shedding. In woody plants, the normal abscission, rotting off or sloughing of leaves, floral parts, twigs, fine roots and bark scales

Silviculture. The practice of controlling the establishment, growth, composition, health, and quality of forests to meet diverse needs and values

Silvicultural thinning. Removal of selected trees to favour the development of retained specimens to achieve a management objective

Simultaneous white-rot. A kind of wood decay in which lignin and cellulose are degraded at about the same rate

Snag. In woody plants, a portion of a cut or broken stem, branch or root which extends beyond any growing-point or dormant bud; a snag usually tends to die back to the nearest growing point

Soft-rot. A kind of wood decay in which a fungus degrades cellulose within the cell walls, without any general degradation of the wall as a whole

Spores. Propagules of fungi and many other life-forms; most spores are microscopic and dispersed in air or water

Shrub species. Woody perennial species forming the lowest level of woody plants in a woodland and not normally considered to be trees

Sporophore. The spore bearing structure of fungi

Sprouts. Adventitious shoot growth erupting from beneath the bark

Stem/s. Principle above-ground structural component(s) of a tree that supports its branches

Respacing. Selective removal of trees from a group or woodland to provide space and resources for the development of retained trees

Residual wall. The wall of non-decayed wood remaining following decay of internal stem, branch or root tissues

Rib. A ridge of wood that has usually developed because of locally increased mechanical loading. Often associated with internal cracking in the wood of the stem, branch or root.

Ring-barking (girdling). The removal of a ring of bark and phloem around the circumference of a stem or branch, normally resulting in an inability to transport photosynthetic assimilates below the area of damage. Almost inevitably results in the eventual death of the affected stem or branch above the damage

Ripewood. The older central wood of those tree species in which sapwood gradually ages without being converted to heartwood

Root-collar. The transitional area between the stem/s and roots

Root-collar examination. Excavation of surfacing and soils around the root-collar to assess the structural integrity of roots and/or stem

Root protection area (RPA). Layout design tool indicating a national minimum area around a tree deemed to contain sufficient roots and rooting volume to maintain the tree's viability and where the protection of the roots and soil structure is treated as a priority

Root zone. Area of soils containing absorptive roots of the tree/s described. The **Primary** root zone is that which we consider of primary importance to the physiological well-being of the tree

Sapwood. Living xylem tissues

Secondary branch. A branch, generally having a basal diameter of less than 0.25 x stem diameter

Tree Risk Assessment. An assessment and description of the risks and where appropriate the values associated with a tree or trees. The primary risk being considered is that from falling trees. Other risks, such as damage to infrastructure, interruption of service and building subsidence may also be considered

- Walkover – A general view of the tree population considered in the context of the adjacent land-use to identify trees that present significantly elevated risks
- Drive-by - A general view of the tree population from a moving vehicle and considered in the context of the adjacent land-use to identify trees that present significantly elevated risks
- Individual – the assessment of risks from a single tree considered in the context of the adjacent land-use to identify trees that present significantly elevated risks

Vascular wilt. A type of plant disease in which water-conducting cells become dysfunctional

Vessels. Water-conducting cells in plants, usually wide and long for hydraulic efficiency; generally not present in coniferous trees

Veteran tree. Tree that, by recognised criteria, shows features of biological, cultural or aesthetic value that are characteristic of, but not exclusive to, individuals surviving beyond the typical age range for the species concerned. These characteristics might typically include a large girth, signs of crown retrenchment and hollowing of the stem

Vigour. The expression of carbohydrate expenditure to growth (in trees)

Volunteer trees. Trees arising from natural colonisation rather than having been planted

White-rot. A range of kinds of wood decay in which lignin, usually together with cellulose and other wood constituents, is degraded

Wind exposure. The degree to which a tree or other object is exposed to wind, both in terms of duration and velocity

Stress. In plant physiology, a condition under which one or more physiological functions are not operating within their optimum range, for example due to lack of water, inadequate nutrition or extremes of temperature

Stress. In mechanics, the application of a force to an object

Stringy white-rot. The kind of wood decay produced by selective delignification

Storm. A layer of tissue which supports the fruit bodies of some types of fungi, mainly ascomycetes

Structural roots. Roots, generally having a diameter greater than ten millimetres, and contributing significantly to the structural support and stability of the tree

Structure. Manufactured object, such as a building, carriageway, path, wall, service run, and built or excavated earthwork

Subsidence. In relation to soil or structures resting in or on soil, a sinking due to shrinkage when certain types of clay soil dry out, sometimes due to extraction of moisture by tree roots

Subsidence. In relation to branches of trees, a term that can be used to describe a progressive downward bending due to increasing weight

Taper. In stems and branches, the degree of change in girth along a given length

Target canker. A kind of perennial canker, containing concentric rings of dead occluding tissues

Targets. In tree risk assessment (with slight misuse of normal meaning) persons or property or other things of value which might be harmed by mechanical failure of the tree or by objects falling from it

Topping. In arboriculture, the removal of the crown of a tree, or of a major proportion of it

Torsional stress. Mechanical stress applied by a twisting force

Tree Protection Plan. Scale drawing, informed by descriptive text where necessary, based upon the finalised proposals, showing trees for retention and illustrating the tree and landscape protection measures

Wind pressure. The force exerted by a wind on a particular object

Windthrow. The blowing over of a tree at its roots

Wound dressing. A general term for sealants and other materials used to cover wounds in the hope of protecting them against desiccation and infection; only of proven value against fresh wound parasites

Woundwood. Wood with atypical anatomical features, formed in the vicinity of a wound

Appendix 3: Guidelines & Limitations

Where trees are inspected for the purposes of risk management recommendations are not intended to eliminate all risk but to mitigate obvious risks of an unacceptable level. This approach is considered reasonable and proportionate when facilitating tree owners and managers in meeting their duty of care.

Recommendations made are based on the current site context and upon other usages brought to our attention prior to the survey. Site usage conditions taken into consideration are detailed in this report. Where these are thought to be inaccurate this must be brought to our attention at the soonest opportunity.

We advise that all trees are inspected with a regularity and level of detail appropriate to site usage. It is also recommended that trees are re-inspected following certain events. These include; severe weather events, significant changes in site usage, and changes that affect wind loading on trees (e.g. removal of neighbouring trees, erection/demolition of buildings).

Tree work recommendations must only be undertaken by suitably experienced and qualified contractors. Such service providers must hold appropriate public liability insurance and work to the British Standard BS 3998:2010 Tree work – Recommendations, or other industry best practice guidelines. During tree work operations any notable defects not identified in this report must be brought to our attention at the soonest opportunity.

Appendix 4: Site Plans



Appendix 5: Site Images



Image 1 – G1 (most heavily ivy clad trees marked in red)

Mr Carl Thomas
Town Hall, 14 High Street
Caistor
LN7 6TX

14th April 2022

Arboricultural Report - 220412 SouthStParkCaistor

Dear Carl,

Please find enclosed my findings and recommendations following the survey of the trees in South Street Park on 12th April 2022. As agreed, the scope of this report is to re-inspect certain trees highlighted in the report compiled by [REDACTED] in the summer 2020. The trees re-inspected were all those [REDACTED] marked with a 'Risk Rating', and any recommended for annual re-inspection. My review of these trees will consider potential risks of a significant level, and any vital action required to maintain or improve the condition of the trees. It is not within the scope of this report to verify whether the trees in question have protected status. Prior to works being carried out the status of the trees must be verified with any relevant procedures followed.

The details of the trees surveyed and the recommendations made can be found in the Survey Schedule below. For location information please see the plan in Mr Copes' report. All tree numbers in this report correlate with his.

In this instance two types of recommendation have been made. Those marked as 'Core Recommendations' are required to mitigate risks of an unacceptable level, to carry out further works to help better identify the risks posed or to mitigate serious threats to the condition of trees. These recommendations carry a timescale within which the work should be completed. Those recommendations marked as 'Discretionary Recommendations' have been made either to mitigate very low risks that are already tolerable, or to carry out other non-risk related tree works. These have no work timescale and can be carried out purely at the tree owner's discretion. The full details of my findings and recommendations can be found in the Survey Schedule at the foot of this document.

Notable risks to people, property or tree condition were identified for only two of the trees surveyed. The details of these trees are as follows;

T5 – Although currently posing no significant risk, the pulley attached to this tree may pose a risk in the medium to long-term. As such, the site manager may wish to have it removed. The works are discretionary only and have no timescales for completion.

T6 – The cavities in the main stem of this tree cannot be adequately assessed from the ground. As such, an aerial inspection should be arranged within 6 months.

In regard to reinspection intervals, for the most part the trees can be surveyed again in five years. There are however four trees (T1, T6, T9, T17) that require more regular attention due to their condition and/or location. These trees should be re-surveyed every 2.5 years. In the interim periods, if there is an obvious decline in the condition of any tree, whether structurally (e.g. loss of larger limbs, appearance of cracks, root movement, fungi on or adjacent to the tree), or physiologically (e.g. unusual loss of foliage or development of deadwood), the owner should consult a suitably qualified arborist.

We hope you find this report clear and easily understood. If there are any points that require clarification, please don't hesitate to contact us.

Your faithfully,

Daniel Kendall, TechArborA

Director, Watson Lindsey Arboriculture Ltd

Survey Schedule - 220412 SouthStParkCaistor

Tree ID	Tag No	Common Name	Physiological Condition	Structural Condition	Comment	Recommendations	Next Survey (months)
T1	901	Lime	Good	Good	Crown height over highway 4.5m (minor draping shoots) moderate sized primary limb at 5.2m, QTRA for impact on high sided vehicles <1000000 T3 SP P5. Minor deadwood in crown <50mm diameter.		30
T5	910	Beech	Good	Fair / Good	Significant historical but stable lean to NW. Large metal pulley at 5.5m, attachment rope in good condition and not occluding. Numerous tears out, broken stubs and modest decay points in crown. All threatening lightly frequented area of park. QTRA for limb failure <1000000 T5 S3 P4.	Discretionary Recommendation: Remove pulley to mitigate future potential issues.	60
T6	913	Sycamore	Fair / Good	Fair / Good	Two notable cavities on main stem at 8m, extent not assessable from ground. Two laterals extending over adjacent garden and dwelling, no notable faults, QTRA <1000000 T3 S2 P5.	Core Recommendation: Areal inspect cavities at 8m within 6 months.	30
T9	937	Beech	Fair / Good	Fair / Good	Basal decay at base to NW, W and SW. Decay probed and apparently relatively superficial. Slightly hollow soundings immediately adjacent to decay, decay seems reasonably well decompartmentalised. QTRA for basal failure into park, <1000000 T4 S1 P5. Heavy laterals, minor deadwood and modest decay points in crown, associated failures would impact lightly frequented area of park. Medium deadwood in crown centre at 15m over seldom frequented area, QTRA <1000000 T5 S3 P2.		30
T10	952	Beech	Good	Good	Single stemmed to full height with a well-balanced crown and a health shoot structure. Minor deadwood in crown over lightly frequented areas, QTRA <1000000 T5 S4 P2.		60
T11	962	Sycamore	Good	Good	Single stemmed to full height. Slightly suppressed to W by neighbouring tree. Otherwise, free from notable defects.		60
T12	963	Beech	Good	Good	Single stemmed to full height with a well-balanced crown and a health shoot structure. Large laterals overhanging adjacent garden QTRA <1000000 T3 S2 P5. Minor deadwood in crown.		60
T16	975	Sycamore	Fair / Good	Good	Possible boundary tree. Base obscured by hedge but no significant faults suspected. Heavy laterals over moderately frequented areas. Modest cavities with limited decay on lateral over park.		60
T17	976	Sycamore	Fair	Fair / Good	Base obscured by hedge but no significant faults suspected. Notable cavities on stem at 3m to W and E, inspected from ladder where decay found to be modest, reasonably well decompartmentalised and doesn't extend into main stem cylinder. Medium deadwood over very seldom frequented area of park, QTRA <1000000 T5 S4 P2.		30
T19	980	Sycamore	Good	Fair / Good	Minor bark lesions with no notable decay, most notable on modest limb extending towards road. QTRA <1000000 T3 S3 P5.		60



Public Tracking Report

Metal Railings Nettleton Road/A46 corroded/falling to bits.	Ref: 14957	Created: 19/04/2021
CCTV at Sports Ground	Ref: 15568	Created: 30/05/2021
Highway Service - Volunteering Days	Ref: 16482	Created: 25/07/2021
Nettleton Motors / Hersey Road	Ref: 17784	Created: 10/08/2021
Cricket Club Chafer Bugs	Ref: 18761	Created: 02/09/2021
Neighbourplan Steering Group - 14 May 22	Ref: 18950	Created: 15/09/2021
Bank Lane, Caistor Parking	Ref: 19114	Created: 01/11/2021
Disabled Bays in Market Place	Ref: 19151	Created: 27/11/2021
Pavement Crumbling on Horsemarket o/s ACIS flats	Ref: 19199	Created: 13/01/2022
Policy Review: Grievance Policy	Ref: 19684	Created: 20/02/2022
Cricket Club Lease	Ref: 19826	Created: 06/04/2022
Rabbits o Sports Ground	Ref: 20401	Created: 06/05/2022
Parking on North Kelsey Road alongside Grammar School	Ref: 20402	Created: 06/05/2022