



Minutes of the Caistor Town Council held at 7.00 at the Caistor Town Hall on 9 February 2023

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 A. Somerscales, Cllr J. Cox,
In Attendance: Michelle Moss,
Members of public present: 5

1 To receive apologies for absence & accept reasons given - Ref: 1727

Apologies received from District Cllr Bierley

2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1728

Declarations of interest and requests for dispensation received from Cllrs Hughes, Critten, Gaughan, Somerscales, Wright, Bowman, Richardson and Lyus in relation to agenda item 9 - 2-4 Market Place. Dispensation granted for named councillors for 2 years.

3 Public Session (10 minutes) - Ref: 1729

A representative from 2-4 Market Place community group provided an overview of the project noting that: the property is being renovated and will be run under a community ownership model; the cost to renovate has been estimated at £2.4m; the value of the property once renovated has been estimated at £850k; funding pledges have been received from the Big Lottery, Dept of Levelling Up, share options, Caistor Town Council and several other smaller grant pledges; the property will be used for holiday lets, commercial and residential premises, depending on demand but as yet the businesses have not been identified; the lottery grant expires Dec 2023; companies tendering must be able to meet 12/23 deadline to have part of the building renovated and in use by then; plan is to complete units 2 & 4 as commercial shops, courtyard behind and community space upstairs by Dec 23 to meet the grant deadlines; the group paid £50k for the building; it is grade 2 listed; there are elements of risk but everyone wants to see it succeed; 12% inflation was built into the bids; grantees will jointly hold a charge in the property.

4 Chairmans Report - Ref: 1730

Cllr Wight noted the resignation of Paul Haslam from the council, and thanked him for all his work whilst a councillor.

5 To approve the draft minutes of 12th January 2023 - Ref: 1731

RESOLVED that the draft minutes of the meeting held on 12th January 2023 be approved as a true record of the meeting

Proposed: Cllr A. Somerscales Seconder: Cllr S. Gaughan 3 abstained

6 Finance - Ref: 1732

a) To approve the Accounting Statements for period ending 31.01.23 - Ref: 1733

The accounting statements had been circulated to all councillors prior to the meeting.

RESOLVED to approve the accounting statements for the period ending 31.01.23 as a true record.

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

b) To approve the Schedule of Payments - Ref: 1734

It was noted that the mole catcher was on an annual retainer and should be asked for a mole count.

RESOLVED to approve the schedule of payments which totalled £12642.73

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

7 Reports from External bodies:- - Ref: 1735

a) Lincolnshire Police - Ref: 1736

It was noted that the report from the police had no mention of the issues Caistor is facing relating to burnt out cars or the graffiti around the town, but the official report from the police is available online. It was agreed that

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Cllr Galligan would ask WLDC to support the graffiti clear up.

b) West Lindsey District Council. - Ref: 1737

Report circulated from District Cllr Bierley prior to the meeting.
Additional issues raised included fly tipping on Lansgate Hill; availability of grants for the Kings Coronation; additional bins for the market waste on market days; photo id required for elections.

c) Lincolnshire County Council - Ref: 1738

Issues raised included: broken signs on A46 at junction with Nettleham Rd; Brigg Rd flooding; removal of lit bollards at Navigation Lane; overgrown residential hedge at Mill Fields.

d) Community Groups - Ref: 1739

e) Town Hall Management Committee - Ref: 1740

It was noted that the town hall AGM will be held June 22nd at 7pm and they will be seeking a new treasurer.

8 Reports from Committee's and working groups - Ref: 1741

a) Economic Development & Market Committee - Ref: 1742

Minutes completed, circulated and included agreement to re-do events brochure.

b) Kings Coronation working group - Ref: 1743

Minutes distributed to group, awaiting feedback before circulating more fully.

9 Discuss and agree whether CTC should proceed with the Public Works Loan for 2-4 Market Place (to include a presentation from the group) - Ref: 1744

It was noted that: if CTC do not agree to draw down the loan, the project will fail; if tenders come back with quotes in excess of £2.4m the community group will need to raise additional funding; tender responses are expected by the end of March; the CTC PWLB loan has an expiry date of 12th May 2023 and it must be drawn down before then; CTC repayments will be iro £24000 pa for 50 years; specific public consultation was not conducted as it has been secured on the basis that the precept will not be affected; the project group propose to make the repayments for the loan to the council and repay the loan from the sale of the property if the project fails. It was also noted that CTC has not yet sought any independent legal advice to secure the loan repayments and a charge over the property. It was agreed that independent legal advice should be sought prior to the council agreeing to draw down the loan.

RESOLVED to defer the decision to allow time for a legal agreement to be drawn up and then hold an extra ordinary meeting specifically to discuss this again.

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

10 Clerks Report & Parish Matters - Ref: 1745

a) Review sports group licences which expire 31st March and agree fees for 2023 and beyond - Ref: 1746

It was noted that the cricket club licence was extended until 31/3/24 in October last year; all other licences expire on 31.3.23; all licences are currently set at £52.

RESOLVED to renew all licences for another 12 months at the same fee.

Proposed: Cllr S. Davey Seconder: Cllr R. Lyus All in favour

b) Review of Town Hall survey report and agree any associated action - Ref: 1747

It was noted that the report does not site any critical repairs; the hall would benefit from a prioritised maintenance programme.

RESOLVED that the town hall management committee should work with the Town Clerk and Cllrs Gaughan and Davey to identify a programme of works, to prioritise it, budget and plan for a scheme of maintenance and improvement for the town hall.

Proposed: Cllr A. Somerscales Seconder: Cllr J. Cox All in favour

c) To review the quotes to address the damp issue in the clerks office and agree how to proceed - Ref: 1748

Two quotes had been received. Both proposed to approach the issue in much the same way. One quote was

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for £3375 + VAT and the other for £2500 + VAT.
RESOLVED to accept the quote from J Boyer and son.
Clerk to work with Cllr Bowman to identify budget for the work.
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

d) Review grass cutting quotes for verges and parks and agree how to proceed - 2023/24(20973) - Ref: 1749

Four quotes had been received. All contractors had been given the maps and offered the opportunity to be taken around Caistor and shown the cutting areas.
Following a lengthy discussion it was agreed the the quality of the grass cutting was a significant factor and that the grass cutting contract should be awarded to a local company who would work with the town council to do a high quality job.
Having done a good job to improve the back of the churchyard it was RESOLVED to award the contract to Jake Garden Services; and RESOLVED that Cllrs Hodson and Gallighan would work with the contractor to ensure the grass cutting is done to the satisfaction of the town council.
Proposed: Cllr S. Hodson Seconder: Cllr S. Gaughan All in favour

e) Review the quotes received for the Cemetery Gates and Railings and agree how to proceed(20701) - Ref: 1750

It was noted that despite writing to several contractors, only two had chosen to submit quotes, and one of those was an estimate rather than a quote.
RESOLVED to defer the decision on the railings, ask for the estimate to be replaced with a quote, and represent to the council.
Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour

f) To review the CCTV quotes and associated costs and agree how to proceed - Ref: 1751

It was noted that 3 quotes had been received from specialist CCTV companies with the cost for replacing the recording equipment quoted between £478 and £2460 (excl VAT), but retaining the current cameras. Additional costs included between £100 and £150 per annum for maintenance and support. Additional costs involve a decommissioning cost charged by WLDC.
Following a lengthy discussion it was RESOLVED to defer any discussion about the CCTV for 12 months or pending further discussions with WLDC.
Proposed: Cllr S. Critten Seconder: Cllr S. Hodson All in favour

g) Resolve to continue membership of LALC annual training scheme for 23/24 - Ref: 1752

RESOLVED to continue membership of LALC annual training scheme for 2023/2024
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

h) Agree the date for the Annual Parish Meeting and agree agenda - Ref: 1753

RESOLVED to hold the Annual Parish Meeting 25th May. Agenda items to be agreed nearer to the time.
Proposed: Cllr J. Wright Seconder: Cllr S. Gaughan All in favour

i) To review the issues raised by LCC about CTC gritting and decide how to progress - Ref: 1754

It was noted that CTC had been contracting an external provider to undertake some road gritting around the town. LCC have now advised that to be able to continue CTC must meet a series of requirements set by LCC and agree to take legal responsibility for gritting including a commitment to grit the roads every time LCC grit, and bear the cost for this.
Following a lengthy discussion it was RESOLVED to stop gritting the roads.
Proposed: Cllr S. Hodson Seconder: Cllr J. Bowman All in favour

11 Review Tracking Report - Ref: 1755

The clerk had circulated the report prior to the meeting. No further comments raised.

12 Policy review - Ref: 1756

a) GDPR - Ref: 1757

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Policy had been circulated to the council prior to the meeting. RESOLVED to accept the updated policy and review in another 12 months.

Proposed: Cllr S. Gaughan Seconder: Cllr S. Hodson All in favour

b) Data protection - Ref: 1758

Policy had been circulated to the council prior to the meeting. RESOLVED to accept the updated policy and review in another 12 months.

Proposed: Cllr S. Gaughan Seconder: Cllr S. Hodson All in favour

c) Social Media Policy - Ref: 1759

Policy had been circulated to the council prior to the meeting. RESOLVED to accept the updated policy and review in another 12 months.

Proposed: Cllr S. Gaughan Seconder: Cllr S. Hodson All in favour

13 Correspondence Received - Ref: 1760

a) Request from pizza van about visiting Caistor - Ref: 1761

It was agreed to allow the pizza van to visit Caistor. The preferred time/day would be Saturday lunch time and definitely not a Wednesday. It was agreed that Cllr Bowman would work with the vendor to agree times/day and location.

b) WLDC MO - Councillors Confirmation of receipt of revised code - Ref: 1762

The clerk noted that all councillors had now submitted their acknowledgement of receipt of the revised code of conduct.

c) Caistor grammar exam dates(21193) (for information) - Ref: 1763

It was noted that the dates of the grammar school exams and open days where the football ground would be required for additional parking are:

The open evening on 10th May 2023 6-8pm; 11+ days are Saturday 23rd and Saturday 30th September 2023 in the morning; there is also a catch-up event on Tuesday 26th September 4:30-6:30pm.

It was also noted that the football committee had been notified.

14 Date of next meeting - Ref: 1764

9th March 2023, 7pm at the Town Hall

Meeting closed at 9.08pm

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