



Minutes of the Caistor Town Council held at 7.00pm at the Caistor Town Hall on 13 April 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, 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: 4

Also present: County Cllr Smith; District Cllrs Bierley and Lawrence; 1 member of the press

1 To receive apologies for absence & reasons given - Ref: 1845

Apologies received from Cllr Bowman.

2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1846

None.

3 Public Session (10 minutes) - Ref: 1847

A representative from the cricket club noted that: the club is seeking to install a new practice facility and needs CTC permission as the land owner and to raise grant funding as outlined in agenda item 9a; the next step is to approach WLDC for planning permission; the current practice facility is below recommended ECB standards; the new facility would be repositioned per ECB recommendations and the current practice area will be re-grassed.

4 Chairmans Report - Ref: 1848

Cllr Wright noted that following confirmation of the persons nominated for election in May, WLDC had confirmed 11 seats are taken and 3 seats are vacant. Unfortunately Cllrs Gaughan and Critten are standing down as councillors. Cllr Wright commended both councillors for their tireless efforts supporting Caistor, congratulated them for their significant achievements and thanked them for their many years of service to the town, sentiments fully endorsed by the rest of the council.

5 To approve the draft minutes of 9th March 2023 - Ref: 1849

RESOLVED that the draft minutes of the meeting held on 9th March 2023 be approved as a true record of the meeting and signed by the Chair.

Proposed: Cllr P. Richardson Seconder: Cllr S. Critten 2 abstained

6 Finance - Ref: 1850

a) To approve the Accounting Statements for period ending 31st March 2023 - Ref: 1851

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

RESOLVED to approve the accounting statements for the period ending 31.03.23 as a true record.

Proposed: Cllr M. Galligan Seconder: Cllr S. Critten All in favour

b) To approve the Schedule of Payments - Ref: 1852

RESOLVED to approve the schedule of payments which totalled £8809.22

Proposed: Cllr P. Richardson Seconder: Cllr S. Gaughan All in favour

c) To approve the revised budget and earmarked reserved for 23/24 - Ref: 1853

The revisions to the budget had been circulated to all councillors prior to the meeting.

RESOLVED to approve the amendments to the budget and earmarked reserves for 2023/24 as detailed in the budget revision.

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

7 Reports from External bodies:- - Ref: 1854

a) Lincolnshire Police - Ref: 1855

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No report received.

b) West Lindsey District Council - Ref: 1856

District Cllrs Bierley's report had been circulated to councillors prior to the meeting. District Cllr Bierley noted that the Central Lincolnshire local plan has now been approved and takes effect immediately; fly tipping incidences are now back to pre pandemic levels but work is still being done to further reduce incidents; the new bin for Riby Rd is on order.

Cllrs thanked both District councillors for their hard work and efforts in supporting Caistor.

c) Lincolnshire County Council - Ref: 1857

County Cllr Smith noted that he had reported all issues raised at last months meeting; several more potholes have opened up on Navigation Lane since then and these will also be reported; the island crossing signs have been chased; the green gritting bin on N.Kelsey Rd is on order to be replaced; the flooding on Canada Lane is part of a larger scheme which is being programmed in, and Cllr Smith is attending a meeting on 18th April during which he will ask for more details of the programme.

Councillors also thanked County Cllr Smith for the support he provides to the town.

d) Community Groups - Ref: 1858

e) Town Hall Management Committee - Ref: 1859

No meeting held, nothing to report.

8 To receive reports from Committee's and working groups, and agree any associated action - Ref: 1860

a) Finance Committee - Ref: 1861

The council received the draft minutes from the Finance Committee meeting held on 16th March, and noted their agreement to the revised budget and earmarked reserves.

b) Employment & Personnel Committee - Ref: 1862

The council received the draft minutes of the Employment committee meeting held on 7th March.

c) Economic Development & Market Committee - Ref: 1863

It was noted that the next meeting will be 20th April.

d) Kings coronation working group - Ref: 1864

It was noted that: the last meeting had been held 22nd March; plans are progressing well; the events leaflet has been circulated on social media and in key locations. The clerk noted that: Cllr Bowman had incorrectly advised the working group that CTC had already made a grant to the Kings Coronation Working Group of £2000; the correct situation is that money had been earmarked in council reserves to support the coronation when this years budget was set; at their last meeting the finance committee had made a recommendation to full council to move the funds to this years budget; any spend against the budget still needs full council approval. The clerk suggested that at the next coronation meeting a list of proposed expenditure is compiled for approval by full council at the next full council meeting or an application for a grant is made to CTC by the key community group working on the project; once considered and authorised by full council the approved costs can be paid, or the grant awarded.

9 Clerks Report & Parish Matters - Ref: 1865

a) To review the request from the cricket club for permission for a new practice area and agree next steps (21330) - Ref: 1866

Concerns were raised that the new facility will block views of spectators; and that the revised lease is still outstanding.

RESOLVED to support the request to relocate the practice area.

Proposed: Cllr J. Wright Seconder: Cllr A. Somerscales 1 abstained

b) Confirmation that your original council officials who were present at the resolution to borrow are all in post. If this is not the case, a new resolution will need to be drafted and signed by the new appointees. - Ref: 1867

The original decision to borrow funds from PWLB to support the development of 2-4 Market Place, Caistor was

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passed by resolution of Caistor Town Council (CTC) at a meeting on 12th August 2021. This resolution did not commit the council to take the loan out, but just to apply for the loan of £750,000 for the sole purpose of supporting the development of 2-4 Market Place, Caistor. The lending offer from the Department for Levelling up, Housing and Communities (DLUHC), was given on 12th May 2022, approved for one year. The loan is still needed by the community group responsible for the redevelopment of 2-4 Market Place. At the town council meeting in March CTC resolved to seek legal advice to implement a loan agreement between CTC and Caistor and District Community Trust (CDCT), to secure a charge over the property, and undertake appropriate due diligence prior to making the loan to CDCT. An application to extend the time period on the DLUHC loan was made on 30th March 2023. If granted this extension will last for a further 12 months. One of the conditions of the loan extension is evidence that either the same members are in post now, who supported the original resolution, or evidence that a new resolution has been approved by the current members and officers in place on the council.

RESOLVED:

1. Caistor Town Council resolve that it remains supportive of the application to secure £750,000 PWL from the DLUHC to lend on to CDCT for the development of 2-4 Market Place.
2. The term applied for is 50 years
3. The loan will be repaid using the Equal Instalment Principle; the annual repayments will be based on the interest rate repayable at the time the loan is taken out, and are likely to be iro £28,000.
4. The resolution to apply to extend the loan offer period is still an 'in principle' resolution and does not bind CTC to accept or to draw down the loan.
5. The resolution to draw down on the loan will not be made until appropriate legal security is in place to protect CTC in the event that CDCT project for 2-4 Market Place fails.

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

c) To review the leaking gutter at the town hall and agree how to proceed - Ref: 1868

Cllr Critten agreed to take a look at the gutter to assess the issue and work required before contractors are contacted to provide quotes.

RESOLVED that contractors should be contacted to clean/repair the leaking gutter.

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

d) To review and agree any potential action to facilitate a speed reduction on B1225 between the Whitegate Hill turning and A46 - Ref: 1869

It was noted that there is a lot of fast moving traffic on this section of Caistor High St, many ignoring the speed limit, leading to a potentially dangerous situation.

RESOLVED to raise the issue of a speed reduction on this stretch of the road with County Cllr Smith.

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

e) To review and approve: Abusive & Vexatious Policy(19681) - Ref: 1870

Policy had been circulated to the council prior to the meeting.

RESOLVED to accept the updated policy and review in another 2 years.

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

f) To review and approve: Community Engagement Policy(19683) - Ref: 1871

Policy had been circulated to the council prior to the meeting.

RESOLVED to accept the updated policy and review in another 2 years.

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

g) To review and approve: Communications Policy(19680) - Ref: 1872

Policy had been circulated to the council prior to the meeting.

RESOLVED to accept the updated policy and review in another 2 years.

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

h) To review the proposal for a revised committee structure and agree any action - Ref: 1873

The clerk had circulated the proposal for a revised committee structure and proposed TOR's prior to the

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meeting. It was agreed that some minor changes should be made to ensure consistency across the TOR's and the documents re-circulated for approval.

RESOLVED to

- 1 - support the recommendations which the clerk had submitted prior to the meeting;
- 2 - implement an Estates Committee which meets 4 times every year; a personnel and finance committee which meets 4 times per year; and the Economic Development and market committee which will meet every 6 months and will be reviewed with a view to making a working group; to take effect from May 2023.
- 3 - The planning committee is excluded from the recommendations.
- 4 - approve the proposed terms of reference subject to the minor changes.

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

10 a) Review Tracking Report - Ref: 1874

The clerk had circulated the report prior to the meeting and noted that the wall at the old fire station has been completed; the office damp repair is planned to start 18th April and will take 2 weeks, during which time the clerk will work from home; work will start on the cemetery railings when the weather is warmer and less changeable.

11 Correspondence Received - Ref: 1875

a) South St Park - complaint about dog walkers (22072) - Ref: 1876

It was noted that several additional incidents of dogs in South St park have been reported; Cllr Critten and Hodson volunteered to monitor the situation; District Cllr Bierley will provide a reporting number where incidents can be reported to WLDC; the telephone number can be circulated on social media.

b) Anonymous letter asking for speed limit reduction A1084 - Ref: 1877

It was noted that the letter had been shared with County Cllr Smith who advised that LCC policy does not permit any action to be taken based on anonymous letters.

12 Date of next meeting - Ref: 1878

Annual meeting of the town council - 11th May 2023.

It was noted that the Annual Parish Meeting will be held on the same evening, starting at 6.15pm.

13 To resolve to move into closed session for the remainder of the meeting - Ref: 1879

RESOLVED to move into closed session for the remainder of the meeting.

All public, press, and external councillors left the meeting.

The council also asked for the Clerk to leave the meeting. Cllr Lyus was appointed to take notes.

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

14 To receive an update from the employment committee regarding the handyman role and agree appropriate action - Ref: 1880

The employment committee briefed councillors on the advice received from an employment specialist.

RESOLVED to

- 1 - appoint the handyman as an employee with a contract of employment and appropriate job description;
- 2 - pay the clerk for additional hours being worked;
- 3 - continue with the NEST pension.

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

Meeting closed at 20:30

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