



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts and Heritage Centre on 31 May 2023

Present: Cllr J. Wright, Cllr S. Davey (Chair), Cllr P. Richardson, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,
In Attendance: Michelle Moss (Clerk),
Members of public present:

1. To elect a chairperson for the committee - Ref: 2024

Cllr Davey put himself forward to be Chair of the Estates Committee and was duly elected following a unanimous vote.

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

2. To receive apologies and note reasons for absence - Ref: 2025

None.

3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2026

None.

4. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2027

None.

5. To review the terms of reference and agree /prioritise the associated activities - Ref: 2028

It was noted that the churchyard and congregational church are not council assets, and as such are not insured by CTC, but there has been a historical 'assumed' responsibility for grass cutting and some other maintenance. Several changes were suggested to the TOR including: a general responsibility for inspections and resolving issues for the areas of responsibility; responsibility should only be for grass cutting at the churchyard and congregational churchyard as CTC is not the property owner; to include consultation with council staff and consider their views.

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

6. To review the skills/knowledge of councillors appointed to the committee and agree areas of lead responsibility - Ref: 2029

It was agreed to defer this agenda item and discuss as part of agenda item 8.

7. To review the current asset register and agree a process to update it - Ref: 2030

The clerk had updated the asset register and several additional points of clarification and agreement included: purchase price of CCTV cameras; gazebos and tables were donated so cost unknown; de-mountable poles are fixed; hand tools should be grouped together; CTC staff will finalise the location of all street furniture.

8. To agree action and an inspection process for: - Ref: 2031

a) The allotments - Ref: 2032

It was noted that: some of the allotments have been neglected by tenants; 2 tenants have recently been given eviction notices; a fair amount of work will be required to return the evicted plots to a good state of cultivation; the current T&C's need updating and making more robust to improve the care of the allotments. RESOLVED that: Cllr Richardson would be lead councillor responsible for the allotments and attend the inspections with the clerk; the current inspection process, monthly during growing season is adequate; Cllr Richardson would receive appropriate training.

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

b) The play areas - Ref: 2033

It was noted that the Clerk is attending a Play Area Inspection training course next week. RESOLVED that: Cllr Hodson and Cllr Davey would be lead councillors responsible for the play areas; Cllrs Hodson and Davey would receive appropriate training; a councillor remit for the play areas will be developed following the training next

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week.

Proposed: Cllr M. Galligan Seconder: Cllr J. Wright All in favour

c) The cemetery and memorials - Ref: 2034

It was noted that the cemetery burial records are in need of attention including memorial inspections and application process, digitisation of current paper records for interments and memorials, and availability of some plots. RESOLVED that: Cllr Wright would be the lead councillor responsible for the cemetery.

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

d) Street furniture - Ref: 2035

RESOLVED that: Cllr Galligan would be the lead councillor responsible for the street furniture.

Proposed: Cllr A. Somerscales Seconder: Cllr S. Hodson All in favour

e) Town Hall and other real estate - Ref: 2036

Due to the size and scale of responsibility it was RESOLVED that the Estates Committee would take joint responsibility for this rather than allocating it to one lead councillor.

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

11. To agree what PPE the Estates Operative(EO) requires and propose the budget to full council for agreement - Ref: 2037

A list of required PPE had been shared as part of the meeting pack. PPE required included: several types of gloves; boots; eye and ear defenders; visors; hi vis. It was also noted that CTC also has a responsibility to provide first aid kit, COSHH cabinet, eye wash station, hand wipes etc. It was also noted that CTC do not have chainsaws, so there is no need for the chainsaw specific PPE.

RESOLVED to ask full council for a budget of £500 for PPE and supporting kit.

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

12. To identify what certificates and training the Estates Operative will need as an employee of the council and propose a budget to full council for agreement - Ref: 2038

It was noted that: the EO had been using all the same equipment as a contractor and as such could be considered proficient by way of experience; the clerk has copies of EO's spraying certificates. RESOLVED that the EO will sign a certificate of competency listing all council machinery and advising that they are a competent user.

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

13. To consider the damp and leaks in the town hall roof and agree next steps - Ref: 2039

It was noted that there are several damp patches in the town hall which are increasing in size, several areas where roof tiles are missing and the guttering at the front needs attention. RESOLVED to ask several roofing contractors to take a look and provide quotes for the work involved.

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

14. To consider the complaint from resident about PROWs being overgrown and agree any action - Ref: 2040

It was noted that the PROWs are on a regular schedule of cutting and have all recently been cut. RESOLVED to respond to the resident advising the PROWs are cut on a schedule.

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

15. To consider the issues raised by a resident on Fountain St and agree any action - Ref: 2041

It was noted that: the overhanging trees which are dropping twigs and branches are in the church graveyard; the town council do not own the churchyard, and do not insure it as an asset; interments are still taking place in the churchyard and therefore it cannot be classed as a 'closed' churchyard and so is not the responsibility of the town council; the PCC is responsible for the churchyard, but the town council cut the grass and have previously paid for damage caused by trees to the residents roof and so there may be some assumed responsibility on behalf of the PCC.

With reference to the second part of the residents complaint - the water outside the property is from a natural

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spring, the council do not own the land over which the spring runs and therefore cannot take responsibility for it.

RESOLVED

- a. to advise the resident that the town council do not own the churchyard and are not responsible for trimming trees or for tree damage.
- b. advise the resident that the land outside her property is not owned by CTC and therefore CTC cannot make any modifications to it.
- c. to arrange to meet with the Rev to discuss the responsibility of the PCC.

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

Meeting closed at 8.45pm

Signature: