



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 June 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan,
Cllr S. Hodson, Cllr J. Cox, Cllr L. Milner, Cllr P. Morris, Cllr A. Clark, District Cllr Bierley,
In Attendance: Michelle Moss, District Cllr Lawrence, District Cllr Bierley, Dianne Tuckett (Press),
Members of public present: 1

- 1. To receive apologies for absence & reasons given - Ref: 2042**
Apologies had been received from Cllrs Somerscales and Hughes for personal reasons.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2043**
None
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2044**
None
- 4. Chairmans Report - Ref: 2045**
Chair welcomed everyone to the meeting.
- 5. To approve the draft minutes and closed session draft minutes of 11th May 2023 - Ref: 2046**
RESOLVED that the draft minutes of the meeting held on 11th May 2023 be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour
- 6. To consider any applications for co-option onto the council - Ref: 2047**
The council had received 2 applications from qualifying residents for co-option - Angela Clark and Peter Morris. Following a brief discussion and a vote, it was RESOLVED to co-opt both candidates to the council. Angela Clark and Peter Morris completed declaration of acceptance of office forms and joined the town council for the remainder of the meeting.

Cllrs Galligan and Richardson arrived at 6:48pm.
Proposed: Cllr S. Davey Seconder: Cllr R. Lyus All in favour
- 7. Finance - Ref: 2048**
 - a) To approve the Accounting Statements for period ending 31st May 2023 - Ref: 2049**
The accounting statements had been circulated to all councillors prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 31.05.23 as a true record
Proposed: Cllr R. Lyus Seconder: Cllr P. Richardson 2 abstained
 - b) To approve the Schedule of Payments - Ref: 2050**
The schedule of payments had been circulated to all councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £22491.79
Proposed: Cllr M. Galligan Seconder: Cllr R. Lyus 2 abstained
 - c) To discuss and agree what the CIL payment from WLDC will be spent on this year - Ref: 2051**
It was noted that the play areas are in need of some maintenance and updating, and that there are some bins which require replacing.
RESOLVED to use the CIL funds to replacing/repairing play area equipment and damaged bins around the town.

Cllr Bowman arrived for the meeting at 6:58pm.

Signature:



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

d) Review options for a pre-payment card and agree next steps (22178) - Ref: 2052

It was noted that: the council had previously agreed to get a pre-payment card; the clerks report provided details of some comparisons; the possibility of a bank card for the current account was discounted due to the charges per transaction; the Equals Money card has low charges and the clerk has used it before at a previous council.

RESOLVED to apply for an Equals money card and allocate a balance of £500 to the card initially.

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

e) To review the options and agree to purchase the office laptop - Ref: 2053

The clerk had circulated a report showing a comparison of 3 laptops with very similar specifications. RESOLVED to purchase the Dell laptop which was slightly over budget at £532.50 plus VAT.

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

f. To agree to appoint an additional bank signatory - Ref: 2054

It was noted that there are currently 4 bank signatories and the council had previously agreed to 5. RESOLVED to appoint Cllr Wright as a bank signatory.

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

8. Reports from External bodies:- - Ref: 2055

a) Lincolnshire Police - Ref: 2056

Whilst no report had been received, it was noted that the police are cutting back their force and PCSO Dawn Cowling is being re-assigned to Gainsborough.

b) West Lindsey District Council. - Ref: 2057

District Councillor Beirley's report had been circulated to councillors prior to the meeting. District Councillor Bierley noted that applications to the district councils' suite of community grants we now being invited - Community Action fund, the Community Development fund and the Community Facilities fund.

c) Lincolnshire County Council - Ref: 2058

County Cllr Smith had sent his apologies for the meeting, but had noted that numerous jobs in the town had been completed including potholes on South Dale; the drains by the Grammar school have been reported; repair of the sign between Caistor and Rothwell has been chased; Cllr Smith had met with Richard Fenwick, Head of Highways Asset and Local Management Services, on 6th June and would provide a full report in due course.

d) Community Groups - Ref: 2059

It was noted that the Caistor and District beer festival is being held on 9th and 10th June; Caistor Goes Party in the Park is being held in July.

e) Town Hall Management Committee - Ref: 2060

None.

9. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2061

a) Personnel and Finance Committee (agree who the 5th committee member will be) - Ref: 2062

No meeting held.

RESOLVED to appoint Cllr Cox as the 5th member of the committee.

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

bi) Estates Committee - Receive the draft minutes from 31.5.23 - Ref: 2063

The draft minutes from the meeting held on 31st May had been circulated.

bii) Agree the budget for the PPE clothing and equipment - Ref: 2064

Signature:



It was noted that a list of PPE required by the estates operative for health and safety had been compiled and costs investigated.

RESOLVED to allocate £500 to purchase PPE and £200 to purchase a COSHH cabinet.

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

biii) To review and agree the proposed changes to the Estates TOR - Ref: 2065

It was noted that the Terms of Reference had been reviewed in the Estates committee meeting and a few minor changes recommended to the council.

RESOLVED to accept the amended terms of reference as presented.

Proposed: Cllr J. Wright Seconder: Cllr P. Richardson All in favour

c) Economic Development & Market Working Group - Ref: 2066

No meeting had been held, but it was noted that the Terms and Conditions and market application from were in their final review before bringing to council for approval. It was agreed to ask for £5million PLI except in exceptional circumstances to be determined by CTC when it could be reduced to £1million PLI.

c.i) Complaint about the market from potential stall holder - Ref: 2067

It was noted that the complaint from a potential stall holder had been resolved, but they had raised issues about the lack of regulations being enforced at the market. It was noted that Cllr Bowman is the only Councillor looking after the market and support was requested from other councillors. Cllrs Milner and Richardson offered to support Cllr Bowman with the market management.

10. Clerks Report & Parish Matters - Ref: 2068

a) Review Tracking Report - Ref: 2069

2-4 market Place - It was noted that Caistor and District Community Group had chased up the loan agreement for 2-4 market Place, but the solicitor has not yet been instructed as the PWL extension has not yet been granted. The clerk has chased the Dept of Levelling up at least once a week to progress the extension, but has been advised they are short staffed and the process is taking longer than usual.

Annual Play area inspections - It was noted that Cllr Hodson and the clerk had attended a playground inspection training course on 7th June which has raised some significant concerns about the state of the play areas, concerns which had also been raised in the inspection report completed in December 2022. Watermans had an issue with the part to repair the high risk item but had now received the correct part and would complete the fix on 12th June.

RESOLVED that Cllrs Davey and Hodson and the clerk would revisit the last play area inspection report, visually inspect the play areas to assess the level of risk and report back to the Estates committee and to full council with recommendations to minimise risk and exposure.

Town Hall roof and gutter - The clerk is in the process of arranging for contractors to inspect the leaks and gutter and provide quotes for repair.

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

b) To review and approve the updated risk log - Ref: 2070

The revised risk log had been circulated prior to the meeting. It was agreed that the unsafe memorials would be revised to amber until an inspection process has been undertaken.

RESOLVED to accept the revised risk log.

Proposed: Cllr J. Bowman Seconder: Cllr R. Lyus All in favour

c) To review and approve the updated Member Officer Protocol - Ref: 2071

The policy had been circulated to councillors prior to the meeting.

RESOLVED to adopt the policy and review in 2 years.

Proposed: Cllr R. Lyus Seconder: Cllr J. Bowman All in favour

d) To review and approve the updated Health and Safety policy - Ref: 2072

The policy had been circulated to councillors prior to the meeting.

RESOLVED to adopt the policy and review in 12 months.

Signature:



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

e) Review of the cricket club lease comments and agree next steps - Ref: 2073

It was noted that a response has been received from the cricket club and a meeting requested. RESOLVED that Cllr Wright and the Clerk would meet with the cricket club representatives to finalise the lease agreement.

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

11. Correspondence Received - Ref: 2074

a) Review the request from Age UK for a mobile information bus in Caistor and agree next steps - Ref: 2075

It was noted that the service may be useful to some Caistor residents and suggested that if the visit is on a Saturday the bus could be located on the market place or during the week, in the town hall car park. RESOLVED to allow Age UK outreach information bus to visit Caistor.

Proposed: Cllr J. Bowman Seconder: Cllr P. Richardson All in favour

12. To note any planning decisions - Ref: 2076

Cllr Morris left the room.

a) Application Number: 146422. 17, South Street. Request for confirmation of compliance with conditions. Decision: Condition discharged - Ref: 2077

Noted.

13. To review the planning applications received and agree a response - Ref: 2078

a) APPLICATION NO:146671

PROPOSAL: Approval of reserved matters to erect 7no. bungalows considering appearance, landscaping, layout and scale

LOCATION: Land to rear of 132 North Kelsey Road - Ref: 2079

It was noted that the bungalows look in proportion, they have met the pre-planning requirements. RESOLVED not to raise any objections to the application.

Cllr Morris returned to the meeting.

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

14. Date of next meeting - Ref: 2080

Noted that the date of the next meeting is 13th July starting at 6:45pm.

15. To resolve to move into closed session for the remainder of the meeting - Ref: 2081

RESOLVED to move into closed session and exclude press and public.

Press and public left the meeting

Proposed: Cllr J. Bowman Seconder: Cllr R. Lyus All in favour

16. To receive an update on the outstanding issues regarding the employment contracts and agree next steps - Ref: 2082

RESOLVED that the historic employment issues had been sufficiently investigated and no further action would be taken; appropriate PPE will be purchased; appropriate training or competence assessments would be provided and records maintained; and maintenance schedule and records would be kept for machinery.

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

Meeting closed at 8.07pm

Signature: