



## Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 10 August 2023

Present: Cllr J. Wright (Chair), Cllr P. Richardson, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,  
Cllr A. Clark, Cllr P. Morris,

In Attendance: Michelle Moss, District Cllr Lawrence, District Cllr Bierley,

Members of public present: 2

- 1. To receive apologies for absence & reasons given - Ref: 2160**  
Apologies received from Cllrs Bownam, Milner, Cox and Davey, and from County Cllr Smith.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2161**  
None
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2162**  
None
- 4. Chairmans Report - Ref: 2163**  
Nothing to report.
- 5. Finance - Ref: 2164**
  - a) To approve the Accounting Statements and bank reconciliation for period ending 31/07/2023 - Ref: 2165**  
The accounting statements, bank reconciliation and bank statements had been circulated to all councillors prior to the meeting.  
RESOLVED to approve the accounting statements for the period ending 31.07.23 as a true record.  
Proposed: Cllr S. Hodson Seconder: Cllr R. Lyus 1 abstained
  - b) To approve the Schedule of Payments - Ref: 2166**  
The schedule of payments had been circulated to all councillors prior to the meeting.  
RESOLVED to approve the schedule of payments which totalled £12255.59  
Proposed: Cllr J. Wright Seconder: Cllr A. Clark All in favour
- 6. Reports from External bodies:- - Ref: 2167**
  - a) West Lindsey District Council. - Ref: 2168**  
District Councillor Bierley's report had been circulated to councillors prior to the meeting. Cllrs asked District Cllrs for confirmation of how much WLDC had pledged to the redevelopment of 2-4 Market Place.
  - b) Lincolnshire County Council - Ref: 2169**  
County Cllr Smith had sent apologies for the meeting, but had sent a report which was circulated prior to the meeting. It was noted that during a recent walk of the town with Cllr Clark, County Cllr Smith had reported numerous issues on Fix My Street; Canada Lane has a 2 phase program starting late summer this year. It was also noted that there are several gully covers along N.Kelsey Rd which are in a delapidated state and require urgent attention. Cllr Wright noted that he would report these on Fix My Street.
  - c) Lincolnshire Police - Ref: 2170**  
A short report from the policing team had been circulated prior to the meeting. It noted that: reports of ASB in the Plough Hill area of the town have been reported and the police are working with WLDC to resolve; there have been a number of rogue traders in the area recently and 6 have been removed from site by police.
  - d) Community Groups - Ref: 2171**  
It was noted that a member of Lincolnshire Cares will shortly celebrate her 105th birthday.  
RESOLVED that the Mayor would visit her and send flowers/card from the council for her birthday.  
Proposed: Cllr A. Clark Seconder: Cllr J. Wright All in favour

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**e) Town Hall Management Committee - Ref: 2172**

None.

**7. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2173**

**a) Personnel and Finance Committee - Ref: 2174**

**ai) To receive the draft minutes from the personnel and finance committee 25th July 2023 - Ref: 2175**

The draft minutes had been circulated prior to the meeting.

**aii) Review the proposal from P&F to reduce the number of meetings per year and not hold the August meeting - Ref: 2176**

It was noted that the proposal was made to try to alleviate the work load of the clerk; many councils do not hold August meetings as it is peak holiday season; that the council has a lot going on at the moment which needs to be discussed/progressed at a meeting.

RESOLVED to make a decision about the next August meeting nearer to next August.

**aiii) To consider the proposal by P&F to recruit an assistant to support the clerk and consider outsourcing some activities - Ref: 2177**

Following a short discussion it was agreed that this had been superseded by the proposal in agenda item 10 and therefore should be deferred for now.

**b) Estates Committee - Ref: 2178**

Noted that the next meeting is scheduled for 22nd August.

**c) Economic Development & Market Working Group - Ref: 2179**

None.

**8. To discuss having a mission statement and set of objectives for the town council and agree next steps - Ref: 2180**

Some examples of mission/objectives had been circulated prior to the meeting. Councillors generally agreed that rather than a mission and objectives, a newsletter might help engage residents and it was agreed not to pursue a mission/objectives at this time.

**9. To agree the process for proposing improvements and projects for 2024/25 and agree next steps (project proposal document) - Ref: 2181**

An example of a project proposal document had been circulated to councillors prior to the meeting, which included sections asking for a description of the issue, benefits to Caistor, costs. The information could then be used to help prioritise projects/improvements going forward.

RESOLVED to adopt the project proposal document for going forward.

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

**10. To consider the proposal for resolving the cemetery record issues including digitising the process and agree next steps (budget, resource etc) - Ref: 2182**

It was proposed to recruit a qualified resource on a 6-month fixed term contract to digitize the cemetery records using an industry standard cemetery management package - statutory registers, maps, accounts, letters and forms securely stored in a cloud-based, cemetery management solution, meeting the legal requirements and providing an accurate record and map of grave spaces, memorials, reserved, vacant and used plots.

RESOLVED to fully support the proposal and that the funding to support the project should be taken from the new cemetery earmarked reserves.

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

**11. To receive an update on 2-4 Market Place, the Public Works Board loan and agree any next steps - Ref: 2183**

It was noted that the solicitor had been contacted with a view to securing a first charge on the property and the PWLB had been contacted to advise that the public consultation had focused on the renovation benefits and not on the loan.

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**12. Clerks Report & Parish Matters - Ref: 2184**

**a) To review the anti social behaviour and other issues at the N.Kelsey Rd sports field car park and agree any action - Ref: 2185**

Several councillors had visited the car park to assess the situation following the reports from residents of the issues in the car park. It was noted that: there are two gate posts at the entrance of the car park which could be used to lock a chain across to deter access; the council does not have the resource to open/close the car park; the residents who complained suggested they might be willing to volunteer to open and close the car park at given hours.

RESOLVED:

- a. Cllrs Morris and Hodson would assess and progress chaining the entrance to the car park
- b. Clerk to contact the resident who complained with a view to putting in place a volunteer arrangement to open and close the car park at agreed times of 7am to 9pm
- c. Clerk to organise a sign for the chain and to the side of the entrance

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

**b) To review the issue with pigeon muck at the play areas and agree any action - Ref: 2186**

It was noted that all swing frames in the play areas now have cable ties as bird deterrents which are working.

**c) To review how to improve community engagement and better connect with residents when deciding on priorities - Ref: 2187**

It was noted that a regular newsletter would be helpful to keep residents up to date with what the council are doing and agreed that Cllr Morris would bring an example of a neighbouring parish council's newsletter to the next meeting to discuss and progress.

**d) To review the scheme of publication and agree and changes or next steps - Ref: 2188**

The scheme of publication had been updated and circulated to councillors prior to the meeting. RESOLVED to approve the scheme of publication and diarise for review in 2 years.

Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour

**e) To review the contractor signs which have been positioned around the town and agree any action - Ref: 2189**

Councillors noted that: the signs were very big; had not been discussed at a meeting prior to them being installed; there are other signs installed around the town without permission.

RESOLVED that the signs can remain in place until the end of this season but should be replaced with smaller signs if he is awarded the contract next year.

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

**f) Review Tracking Report - Ref: 2190**

The tracking report had been circulated to councillor prior to the meeting. Noted that: the painter had now started the railings; the pole for the trim trail repair and replacement slide will be delivered next Thursday; quotes for the town hall roof and gutter had now been received and are being discussed at the estates meeting on 22nd Aug; most moderate play areas risks have now been resolved with the exception of the wetpour damage which will be looked at once the schools are back in September.

**13. Correspondence Received - Ref: 2191**

**a) Speed limit reduction A46 between Nettleton and Caistor - Ref: 2192**

It was noted that there have been several accidents on the stretch of road in question; LCC highways are going to complete a survey of traffic and speed limits in the area which will provide data to enable informed decision making.

RESOLVED to contact Cllr Smith to ask what can be done about the speed limit on the road.

**b) Resident request for a builder to access back garden via South St Park with digger and materials - Ref: 2193**

It was noted that: the resident had asked the council for permission to allow builders to access the rear of her

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property via South St Park and to bring material, digger and vehicles across the park to enable her patio to be built; the same builder had dumped hedge and tree cuttings over her fence into the park.  
RESOLVED not to grant permission.

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

**14. To note any planning decisions - Ref: 2194**

Cllr Morris left the meeting at 8:00pm

**a) Application Number: 146500**

**Decision: Granted time limit plus conditions**

**Proposal: Planning application to erect 1no. dwelling.**

**Location: Plot 5 - Mill Grange, Horncaste Road, Caistor - Ref: 2195**

Noted.

**b) Application Number: 146620**

**Decision: Refused**

**Proposal: Planning application to erect 5no. residential log cabins**

**Location: Land at Top House Farm, 23, Grimsby Road, Caistor - Ref: 2196**

Noted.

**c) Application Number: 146704**

**Decision: Granted time limit plus conditions**

**Proposal: Planning application for conversion and extension of windmill site to form 1no. dwelling being variation of conditions 2, 9 & 10 of planning permission 144661 granted 10 June 2022 - increased**

Noted.

**d) Application Number: 146782**

**Decision: Granted time limit plus conditions**

**Proposal: Listed building consent for conversion and extension of windmill site to form 1no. dwelling being variation of conditions 2, 7 & 8 of Listed Building Consent 144662 granted 10 June 2022 -**

Noted.

**e) Application Number: 146957**

**Decision: No observation/objections**

**Proposal: County matters application for the phased extraction of sand and gravel with restoration to low-level acid grassland, lowland heath, gorse and woodland, including ancillary activities, associated**

Noted.

**15. To review the planning applications received and agree a response - Ref: 2200**

**a) Application Number: 146986**

**Proposal: Planning application to replace 4no. windows to front elevation.**

**Location: 1, Bobs Lane, Caistor, LN7 6UD - Ref: 2201**

RESOLVED that the council has no comments or objections to this application.

Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour

**b) Application Number: 147080**

**Proposal: Prior approval change of use from commercial, business and service to 1no. dwellinghouse.**

**Location: 12, South Street, Caistor, - Ref: 2202**

RESOLVED that the council has no comments or objections to this application.

Proposed: Cllr M. Galligan Seconder: Cllr P. Richardson All in favour

**16. Date of next meeting - Ref: 2203**

14th September 6:45pm

Meeting closed at 8:32pm

Signature: .....