



Public Agenda Pack
Council Meeting
Thursday 14th September 2023



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 14 September 2023 commencing at 6:45pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss
Clerk to the Council
07/09/2023

AGENDA

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 10th August 2023
6. Finance
 - a) To approve the Accounting Statements for period ending 31.08.2023
 - b) To approve the Schedule of Payments
 - c). To receive and agree the bank reconciliation for the period ending 31.8.23
7. Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
8. To receive reports from Committee's and working groups, and agree any associated action
 - a) Personnel and Finance Committee
 - b) Estates Committee
 - bi). To receive the draft minutes of the Estates Committee meeting held on 22nd August 2023
 - bii) To agree to accept the quote for the town hall roof, transfer £5000 from earmarked reserves to the working budget and proceed with the repair
 - biii) To agree to transfer £780 from earmarked reserves to working budget for the tree maintenance in the churchyard



- c) Economic Development & Market Working Group
- d) 2-4 Market Place and PWL update from working party
9. To discuss the completion of a CTC newsletter and agree next steps
10. Update on the resident complaint regarding closing the sports field car park at night and agree next steps
11. Cemetery Gates and Railings update and review of next steps
12. Clerks Report & Parish Matters
 - a) Review Tracking Report
 - b) Lone Worker Policy review and approval including risk assessments
 - c) Equality and Diversity policy review and approval
13. Correspondence Received
 - a) Caistor in Bloom Comments
14. To note any planning decisions
 - a) Application Number: 147080
Decision: Permitted Development
Proposal: Prior approval change of use from commercial, business and service to 1no. dwellinghouse.
Location: 12, South Street, Caistor
15. To review the planning applications received and agree a response
 - a) (No comment response by delegated powers) - LCC REFERENCE: PL/0064/23
DEVELOPMENT: FOR RETENTION OF A BUND
LOCATION: MANSGATE CHALK QUARRY, MANSGATE HILL, NETTLETON
 - b) FULL PLANNING REF NO: 147142
PROPOSAL: Planning application to erect a 2no. bay cricket net, outdoor training facility.
LOCATION: Caistor Town Cricket Club Brigg Road Caistor
 - c) FULL PLANNING REF NO: 147081
PROPOSAL: Change of use of land for storage of building materials and equipment
LOCATION: Land adjacent Enterprise Road Caistor
 - d) FULL PLANNING REF NO: 147196
PROPOSAL: Proposed new dwelling in support of the equestrian business at Caistor Equestrian Centre being variation of condition 7 of planning permission 128154 granted 7 March 2012 - occupancy condition
LOCATION: Caistor Equestrian Centre Moor Lane, Caistor
 - e) FULL PLANNING REF NO: 147116
PROPOSAL: Erect 1no. dwelling - resubmission of 120744
LOCATION: Land adjacent 39 North Kelsey Road Caistor
16. To note the planning appeal and agree if an additional response is required
APPLICATION REFERENCE NO: 146081
PROPOSAL: Planning application to erect summer house.
LOCATION: West Paradise Cottage Church Folly Caistor
PLANNING INSPECTORATE APPEAL REF: APP/N2535/D/23/3321940
APPEAL START DATE: 5 September 2023
17. Date of next meeting



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

Signature:



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 Secunder: 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 Secunder: 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.

Signature:



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



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:



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/07/2023 to 31/08/2023

Explanation of Variances

VAT Reclaimable

Actual Total: 3601.08 **Budget:** 0.00 **Variation:** -3601.08 / 100

No budget provision for reclaimed VAT

Salaries

Actual Total: 12027.94 **Budget:** 29319.96 **Variation:** 17292.02 / -58.98

KH employee from 1.6.23/ Bonny employee from 19th Sept

PAYE & NI

Actual Total: 4541.85 **Budget:** 2400.00 **Variation:** -2141.85 / 89.24

KH employee from 1.6.23/ Bonny employee from 19th Sept

Contractors

Actual Total: 3888.13 **Budget:** 15000.00 **Variation:** 11111.87 / -74.08

KH employee from 1.6.23

Electricity - South Street Park

Actual Total: 303.50 **Budget:** 600.00 **Variation:** 296.50 / -49.42

Cost to repair electrical fault

Miscellaneous Income

Actual Total: 2994.65 **Budget:** 150.00 **Variation:** -2844.65 / 1896.43

2115 refund of property tax LCC and bank interest

Gritting & Snow Clearance

Actual Total: 0.00 **Budget:** 450.00 **Variation:** 450.00 / -100

Budget reallocated except £450

Office repair

Actual Total: 2507.49 **Budget:** 2499.96 **Variation:** -7.53 / .3

Office damp fix - £2000 from reserves; £500 from gritting

Old fire station

Actual Total: 2400.00 **Budget:** 2400.00 **Variation:** 0.00 / 0

Wall repaired - £1500 moved from reserves; £900 from gritting

Kings coronation

Actual Total: 2000.00 **Budget:** 2000.04 **Variation:** 0.04 / 0

Money transferred from reserves

Explanation of Variances

CIL income

Actual Total: 1555.15 **Budget:** 0.00 **Variation:** 1555.15 / 100

No budget provision for CIL income

Pension payments

Actual Total: 1628.83 **Budget:** 0.00 **Variation:** -1628.83 / 100

No provision in budget for pension payments



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/07/2023 to 31/08/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	1960	0	0	3130	130	4.33
Allotment Income	625	350	420	45	0	0	0	45	-375	-89.29
Market Rents	2837	1000	3000	355	651	0	0	1006	-1994	-66.48
Caistor Sports & Social Club	1563	312	2412	577	525	0	0	1102	-1310	-54.31
WLDC Street Cleaning	2808	1404	2292	1146	0	0	0	1146	-1146	-50.00
Grass Cutting	1545	0	1623	0	0	0	0	0	-1623	?
Grants	0	2665	0	0	0	0	0	0	0	100.00
VAT Reclaimable	13935	0	0	3601	0	0	0	3601	-3601	100.00
Miscellaneous Income	3294		150	2618	376	0	0	2995	-2845	?
Town Hall			520	0	520	0	0	520	0	0.01
Magazine Advertising			1000	0	0	0	0	0	-1000	?
CIL income			0	1555	0	0	0	1555	1555	100.00
Income: General	Total		124303	120953	4032	0	0	124986	-12209	1
	Total		124303	120953	4032	0	0	124986	-12209	1



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/07/2023 to 31/08/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	19285	27800	29320	6340	5688	0	0	12028	17292	-59
PAYE & NI	628	2600	2400	2298	2244	0	0	4542	-2142	89
Staff Travel & Benefits	0	0	100	8	43	0	0	51	49	-49
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	314	0	0	435	565	-57
Hall Hire	300	0	720	44	0	0	0	44	676	-94
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	0	620	160	-21
Subscriptions	598	500	535	0	0	0	0	0	535	-100
Training	155	500	390	0	130	0	0	130	260	-67
Election	0	0	0	0	190	0	0	190	-190	100
Mayor Allowance	0	0	350	0	0	0	0	0	350	-100
Professional Fees	46	1000	500	95	0	0	0	95	405	-81
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	4500	900	0	0	5400	2000	-27
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	0	0	2765	235	-8
Sportsground	2302	3000	4000	900	400	0	0	1300	2700	-68
Cemeteries/Church	1395	2000	4500	1470	889	0	0	2359	2141	-48
Allotments	0	300	250	0	0	0	0	0	250	-100
Market	0	0	250	0	0	0	0	0	250	-100
Community Orchard	78	160	0	0	0	0	0	0	0	100
Cemetery records management	50	5000	2450	0	499	0	0	499	1951	-80
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	151	0	0	349	581	-63
Electricity - Market Place LN7 6TU	113	50	260	25	37	0	0	62	198	-76
Electricity - South Street Park	170	0	600	61	242	0	0	304	297	-49
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	0	0	219	381	-64
	0	0	0	0	0	0	0	0	0	100
Water: Sports Ground	151	50	300	41	51	0	0	92	208	-69
Water: Cemetery	42		50	14	22	0	0	36	14	-27
Water: Allotments	0		75	16	63	0	0	79	-4	6
Play Park Refurbishment	0	500	1000	0	2132	0	0	2132	-1132	113
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100
Town Hall	39	2500	6000	149	88	0	0	237	5763	-96
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	0	0	1025	-275	37
Market Place	908	500	1000	0	0	0	0	0	1000	-100
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100
CCTV	0	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	1200	0	0	0	0	0	0	0	100
Grants & Donations			15000	12600	0	0	0	12600	2400	-16
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100
Neighbourplan Review			0	0	0	0	0	0	0	100
Office repair			2500	2500	7	0	0	2507	-8	0
Old fire station			2400	2400	0	0	0	2400	0	0
Kings coronation			2000	2000	0	0	0	2000	0	0
Office laptop			500	0	499	0	0	499	1	-0



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/07/2023 to 31/08/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Expense: General Total			116610	41674	23063	0	0	64737	51873	-44
Total			116610	41674	23063	0	0	64737	51873	-44	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/07/2023 to 31/08/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	19285	27800	29320	6340	5688	0	0	12028	17292	-59
PAYE & NI	628	2600	2400	2298	2244	0	0	4542	-2142	89
Staff Travel & Benefits	0	0	100	8	43	0	0	51	49	-49
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	314	0	0	435	565	-57
Hall Hire	300	0	720	44	0	0	0	44	676	-94
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	0	620	160	-21
Subscriptions	598	500	535	0	0	0	0	0	535	-100
Training	155	500	390	0	130	0	0	130	260	-67
Election	0	0	0	0	190	0	0	190	-190	100
Mayor Allowance	0	0	350	0	0	0	0	0	350	-100
Professional Fees	46	1000	500	95	0	0	0	95	405	-81
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	4500	900	0	0	5400	2000	-27
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	0	0	2765	235	-8
Sportsground	2302	3000	4000	900	400	0	0	1300	2700	-68
Cemeteries/Church	1395	2000	4500	1470	889	0	0	2359	2141	-48
Allotments	0	300	250	0	0	0	0	0	250	-100
Market	0	0	250	0	0	0	0	0	250	-100
Community Orchard	78	160	0	0	0	0	0	0	0	100
Cemetery records management	50	5000	2450	0	499	0	0	499	1951	-80
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	151	0	0	349	581	-63
Electricity - Market Place LN7 6TU	113	50	260	25	37	0	0	62	198	-76
Electricity - South Street Park	170	0	600	61	242	0	0	304	297	-49
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	0	0	219	381	-64
	0	0	0	0	0	0	0	0	0	100
Water: Sports Ground	151	50	300	41	51	0	0	92	208	-69
Water: Cemetery	42		50	14	22	0	0	36	14	-27
Water: Allotments	0		75	16	63	0	0	79	-4	6
Play Park Refurbishment	0	500	1000	0	2132	0	0	2132	-1132	113
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100
Town Hall	39	2500	6000	149	88	0	0	237	5763	-96
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	0	0	1025	-275	37
Market Place	908	500	1000	0	0	0	0	0	1000	-100
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100
CCTV	0	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	1200	0	0	0	0	0	0	0	100
Grants & Donations			15000	12600	0	0	0	12600	2400	-16
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100
Neighbourplan Review			0	0	0	0	0	0	0	100
Office repair			2500	2500	7	0	0	2507	-8	0
Old fire station			2400	2400	0	0	0	2400	0	0
Kings coronation			2000	2000	0	0	0	2000	0	0
Office laptop			500	0	499	0	0	499	1	-0



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/07/2023 to 31/08/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Expense: General Total			116610	41674	23063	0	0	64737	51873	-44
Total			116610	41674	23063	0	0	64737	51873	-44	



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
10/08/2023	1160	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>
10/08/2023	1161	P D Electrical	Repair to electric supply at South St park	0.00	96.84	<input type="checkbox"/>	<input type="checkbox"/>
10/08/2023	1162	Jake Garden Care (Dyne Group)	Grass cutting visit 9 1.8.23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
10/08/2023	1163	Online Playgrounds	Part for play area - slide, pole, chains, caps	224.40	1346.40	<input type="checkbox"/>	<input type="checkbox"/>
15/08/2023	1178	E-Quip (Rasen) Ltd	Credit note for returned cable ties	58.69	352.15	<input type="checkbox"/>	<input type="checkbox"/>
16/08/2023	1179	Caistor Town Hall	Hire of hall 13th July	0.00	22.00	<input type="checkbox"/>	<input type="checkbox"/>
16/08/2023	1180	Countryside Pest Control Services	Wasp nest on Millfields	0.00	65.00	<input type="checkbox"/>	<input type="checkbox"/>
16/08/2023	1181	Online Playgrounds	Sales credit for return of swing chains	-25.40	-152.40	<input type="checkbox"/>	<input type="checkbox"/>
16/08/2023	1182	Moneysoft - Payroll	Bank Payment: General Office	16.40	98.40	<input type="checkbox"/>	<input type="checkbox"/>
23/08/2023	1183	Jake Garden Care (Dyne Group)	Grass cutting visit 10 15.8.23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]							
[REDACTED]							
25/08/2023	1186	HMRC	Bank Payment: PAYE & NI	0.00	1051.24	<input type="checkbox"/>	<input type="checkbox"/>
25/08/2023	1187	NEST	Bank Payment: Pension payments	0.00	419.02	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2023	1188	Wave	Bank Payment: Water: Sports Ground	0.00	51.00	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2023	1189	Wave	Bank Payment: Water: Allotments	0.00	62.87	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2023	1190	Wave	Bank Payment: Water: Cemetery	0.00	21.90	<input type="checkbox"/>	<input type="checkbox"/>
29/08/2023	1192	Viking	Stationery plus ink and keyboard/mouse	18.58	111.46	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]							
30/08/2023	1196	Dell technologies	Bank Payment: Cemetery records management	83.17	499.00	<input type="checkbox"/>	<input type="checkbox"/>
30/08/2023	1197	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
30/08/2023	1198	Three	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
25/08/2023	1199	UK Laptop Charger	Bank Payment: General Office	0.00	16.99	<input type="checkbox"/>	<input type="checkbox"/>
04/09/2023	1200	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.60	12.60	<input type="checkbox"/>	<input type="checkbox"/>
04/09/2023	1201	Opus Energy	Bank Payment: Electricity - South Street Park	1.50	31.50	<input type="checkbox"/>	<input type="checkbox"/>
04/09/2023	1202	Opus Energy	Bank Payment: Electricity - Sports Ground	1.66	34.95	<input type="checkbox"/>	<input type="checkbox"/>
05/09/2023	1203	Caistor Town Hall	Hire of hall 3.8.23 and 10.8.23	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]							
05/09/2023	1205	Jake Garden Care (Dyne Group)	Grass cutting - Visit 11 2.9.23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
05/09/2023	1210	Caistor Arts & Heritage Centre	Meeting room hire	13.32	80.00 <input type="checkbox"/> <input type="checkbox"/>
06/09/2023	1211	Caistor Arts & Heritage Centre	Arts and Heritage room hire Apr - Aug	16.65	100.00 <input type="checkbox"/> <input type="checkbox"/>
TOTAL:					10547.09

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Bank Reconciliation

Balances as per bank statements as at 01/09/2023

Natwest Current Account	10287.88	163127.12
Natwest Business Reserve Account	152339.24	
Equals Card	500.00	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit	
				Nett balance as at 01/09/2023	163152.32

<u>Cash Book</u>				
		Opening Balance Bank 1	2527.74	103991.42
Receipts in current year	124769.08	Opening Balance Bank 2	101463.68	
VAT to be claimed	3243.58	Opening Balance Bank 3	0.00	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	62364.60			
Cash Book Closing Balance				163152.32

General Reserves

50000.00

Farmarked Reserves

Subcontracting for grass,litter,bins etc	13750.00	Computer	0.00
Elections (2022)	3850.00	Play area improvements	4000.00
Parks equipment	3000.00	Parking	1500.00
South Street Park Millenium Garden	500.00	Water (South St)	2250.00
Market Place trading	500.00	Water at Market Place	2250.00
Market Place layout	1000.00	Cemetery	0.00
Sports Field fencing	1500.00	New Cemetery	6000.00
Sports ground toilet refurbishment	2000.00	Church Ground Trees	1500.00
Sports and Social Club Bldg Upgrade	5500.00	Handyman Equipment	2000.00
Other buildings	1500.00		
Town Hall	0.00	2022 balance from ER	1943.00
Fire Station	0.00		
Cornhill Resurfacing	1500.00		
Tree Maint - Sports Field	2000.00	Cash Reserves	53584.12
Tree Maint - Parks	1500.00		



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 22 August 2023

Present: Cllr S. Davey (Chair), Cllr P. Richardson, Cllr S. Hodson, Cllr A. Somerscales,
In Attendance: Cllr J. Bowman, Michelle Moss, Cllr A. Clark,
Members of public present: 2

- 1. To receive apologies and note reasons for absence - Ref: 2230**
Apologies received from Cllrs Wright and Galligan for business reasons.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2231**
Cllr Davey declared an interest in agenda item 9.
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2232**
A member of the public raised concerns regarding the steps to the allotment, noting that they are too steep, shallow and the side runners are rotton. The comments were noted and will be discussed as part of agenda item 7d.
- 4. To approve the draft minutes of the Estates Committee meeting on 4th July - Ref: 2233**
RESOLVED that the draft minutes of the meeting held on 4th July 2023 be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr P. Richardson Seconder: Cllr S. Hodson All in favour
- 5. To receive an update on the town hall roof, leaks and guttering and agree next steps - Ref: 2234**
It was noted that the large flat roof on the town hall has failed and is letting water in. Large amounts of water are trapped between existing flat roof covering and patch repairs, causing water to ingress walls and ceilings, mould and damp. Additionally, there are many missing and damaged slates across the pitched roof section which are allowing water in; several sections of the guttering are damaged, possibly where it has been used to climb on the roof; and the guttering is blocked in several places causing water to back up and flow into the building hallway and ventilation area during heavy rains.
Quotes had been received from 2 roofing contractors to resolve the issues, replace the flat roof section, repair or replace missing /damaged tiles, clear and repair guttering. In addition one of the quotes included a proposal for annual maintenance. The quotes were for between £11448 and £13850.
It was noted that: there may be the opportunity for match funding from WLDC to support the repairs under the Community Facilities Fund.
RESOLVED to recommend to full council that the contract for £11,448 is accepted; to ask full council for the £5000 in ear marked reserved for the town hall to be allocated to this years budget for the roof, alongside the £1000 already in this years budget; to apply to WLDC for match funding; to ask the Town Hall committee if they would be willing to contribute; but ultimately to pay for the full cost of the repairs if no other sources are available.
Proposed: Cllr S. Hodson Seconder: Cllr S. Davey All in favour
- 6. Play areas - Ref: 2235**
 - a. To receive an update on the play area repairs and agree next steps - Ref: 2236**
It was noted that: all high risk issues are now being addressed; the slide and pole have been delivered and are awaiting installation; the 'test' wet pour repair will be completed once the schools are back; the shackles on the swings have been replaced as necessary; the shackles on the bridge could do with replacing; the parks are now being inspected regularly; and the cable ties are doing their job to keep the birds off of the play equipment; and that the repairs to date have come in within the allocated budget of £2000.
Next steps are for the slide to be replaced, the wet pour test to be completed and the cross pole to be re-installed.

These are draft minutes and have not been formally approved and adopted



b. To consider the option of an accompanied play area inspection and agree next steps - Ref: 2237

It was noted that the additional cost for an accompanied visit to all three play areas is £135. The benefit is that we would know exactly what repairs are necessary to prioritise for the next year, and what we should be looking for.

RESOLVED to accept the quote from PI for an accompanied visit and schedule it for Dec/Jan time.

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

7. Allotments - Ref: 2238

a. To receive the most recent allotment report and agree any action - Ref: 2239

It was noted that all allotments are let except plot 11; following the recent inspection plot 2 was asked to pick up the fallen apples/fruit; very slow progress is being made with plot 6, the plot is large, appears too much for the current tenant and could be sub-divided; plot 11 has been strimmed; volunteers will help to get plot 14 fully usable over the autumn/winter.

RESOLVED that plot 6 had been given sufficient time bring the plot into a good state of cultivation and that the tenant should be given notice that it will either be sub divided or he will be given notice.

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

b. To consider appointing an allotment representative to liaise with CTC - Ref: 2240

RESOLVED to ask Cllr Milner and Cox to liaise with the plot holders to appoint an allotment representative to be the liaison between the plot holders and the council.

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

c. To receive any feedback from the allotment holders relating to the revised terms and conditions and proposals for plot 11 - Ref: 2241

No negative responses had been received about the terms and conditions. Four written responses and 2 verbal responses had been received regarding plot 11 - Two support a compost area, and four were against this and preferred to have the plot let.

RESOLVED that the plot would be let to the next person on the waiting list.

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

d. To discuss and agree any essential work or maintenance at the allotments - Ref: 2242

It was noted that the entrance steps to the allotments are steep, shallow, slippery when wet, and the wire which was originally laid to prevent slips had now become loose and a trip hazard.

RESOLVED to engage with 3/4 ground works companies to suggest a suitable alternative and give an idea of cost.

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

8. a. To consider the maintenance and repair work required in the cemetery and agree next steps - Ref: 2243

RESOLVED to defer this discussion until the next meeting.

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

b. To consider the resident request to trim grass and hedge around parents plot - Ref: 2244

RESOLVED to grant permission to the resident to tend to the area around their parents plot.

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

9. To consider the work required at the Sports and Social Club and consider next steps - Ref: 2245

Cllr Davey left the room for this discussion. Cllr Richardson took the Chair for this agenda item.

It was noted that: Cllrs Wright and Hodson and the clerk had met with representatives from CS&SC at the cricket pavilion to understand what maintenance and repairs are required and a summary had been circulated to the committee; CS&SC had been asked to confirm the priorities for the works but had not yet responded; the boiler is usually serviced in Nov/Dec; a quote had been received for the fire alarm system for £2500; the council does not have the budget this year to get all the works completed.

RESOLVED to initially get several quotes for the repair of the blown window units and assess the adjustments required to the doors and wait for the prioritised list from CS&SC.



Cllr Davey returned to the meeting and resumed the Chair.

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

10. To consider the quotes for tree maintenance at the church and agree next steps - Ref: 2246

It was noted that 2 quotes had been obtained for the work needed on the trees, one of the contractors had met the clerk and Cllr Hodson on site to assess the requirements, the other had not.

RESOLVED to accept the quote for £780+VAT and ask full council to move £780 from earmarked reserves to this years budget.

Proposed: Cllr A. Somerscales Seconder: Cllr P. Richardson All in favour

11. To consider grass cutting requirements for 2023-24 and agree timescales, budget and process - Ref: 2247

RESOLVED to defer this discussion until the next meeting.

12. To consider projects/maintenance/repairs and potential budget required for Caistor assets for 2024.25 - Ref: 2248

RESOLVED to defer this discussion until the next meeting

13. To review LCC request to update drainage records and agree any next steps - Ref: 2249

It was noted that LCC had asked CTC to review their map of gulleys and provide details of any which are not on the map. Cllr Bowman (who was in attendance) offered to do this and report back to LCC by 15th October.

14. To consider selling various pieces of un-used CTC owned equipment and agree process - Ref: 2250

It was noted that CTC has a scythe which is not being used and unlikely to be used in the near future. When purchased it cost £1400. Cllr Hodson offered to find a buyer for the scythe (at no cost) and the council would invoice the buyer for the agreed price.

RESOLVED that Cllr Hodson would find a buyer for the scythe

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

15. To review the recent issue with electrical feeder unit at South St Park and PME earthing system and agree next steps - Ref: 2251

It was noted that an emergency electrician was recently called out to an issue with the feeder pillar at South St park - the socket had burnt out and needed replacing, likely caused by plugging something in which draws more current than 13 amps. The electrician attended the meeting to share his views on several additional issues with the unit: the door doesn't stay shut when sockets are plugged in which could be dangerous when raining; standard 3-pin plugs are being used to plug into the unit and they should be using leads with waterproofing on them; the earth lead is connected into the box currently and if there is a fault on the transformer the bodies of the food vans plugged into the unit could become live - there is a very slim chance of this happening.

RESOLVED to arrange to meet the electrician on site to take a look at the issues an possible solutions and present the findings back to estates committee.

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

16. To resolve to move into closed session for the remainder of the meeting - Ref: 2252

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

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

17. To discuss operational requirements for estates and agree next steps - Ref: 2253

It was noted that this agenda item had been superseded by agenda item 18.

18. To receive feedback on the Estates Operative's performance - Ref: 2254

It was noted that the estates Operative has been in the role for nearly 3 months

RESOLVED that a performance review should be completed by the Chair of estates and Clerk.

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

Meeting closed at 9.00pm

These are draft minutes and have not been formally approved and adopted



Michelle Moss
Caistor Town Council
Caistor Town Hall
14 Caistor Highstreet
Caistor
LN76TX

QUOTE 1046
11 July 2023

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1:00 Hour	To carry out works as per survey plus additional works to include reduction of sycamore encroachment towards and over dwelling by upto 1.5m to suitable growth points and round into top and sides to retain shape, remove 2 lowest limbs that extend towards footpath resulting in leveling of the lower canopy and remove dead wood over footpath of the lime tree closest to the church. All arisings to be removed from site.	780.00	20%	780.00
			Net Total	780.00
			VAT	156.00
			GBP Total	£936.00

BRIGG & HUMBERSIDE ROOFING SERVICES LTD



WESTRUM LANE,
BRIGG,
NORTH LINCOLNSHIRE,
DN20 9EY
TELEPHONE: (01652) 653870
Director: K. Gammidge

F.A.O. Michelle Moss
Caistor Town Council
Town Hall
14 High Street
Caistor
Market Rasen
Lincs LN7 6TX

4TH August 2023

Quotation

On inspection of large flat roof area discussed we found that previous repairs had failed and large amounts of water was found to be trapped between existing flat roof covering and patch repairs causing water ingress to office and passage way walls/ceilings.

I have contacted our supplier who has advised that trying to repair this type of roof covering is usually unsuccessful and would recommend overlaying the existing roof covering with the recommended roof system below to give a full weather proof guaranteed system.

Take up all defective failed repair patches and fully dry existing surface, fully overboard using 11mm OSB3 smart ply sterling board fixing securely to existing deck, supply and fix new covering using EPDM Firestone rubber cover fully bonding to new deck using water based deck adhesive bonding 6" perimeter, wall upstands and skylight upstands using contact spray adhesive, grind out mortar joints to all wall abutments and fit steel Plasticoat wall trims fixing securely and sealing using silicone sealant, fit PVC upstand trims to fascia side fixing securely and fit PVC gutter trims to front gutter edge fixing securely using 50mm polytop fixings.

£9,750.00 + V.A.T.

20 year guarantee

Price includes all labour, materials and removal of all waste from site.

A handwritten signature in black ink, appearing to be 'K. Gammidge', is written over the bottom right portion of the text.

Lloyds Bank - Acc. Number: 02358531 - Sort Code: 30-97-44
Terms of Payment: 14 days - Card Payments Accepted
NEW TILED & FELT ROOFS - ROOF REPAIRS - SHEETING - GUTTERING
GENERAL PROPERTY MAINTENANCE
Company Registration No. 5417879 VAT Registration No. 129 6277 45

BRIGG & HUMBERSIDE ROOFING SERVICES LTD

WESTRUM LANE,
BRIGG,
NORTH LINCOLNSHIRE,
DN20 9EY
TELEPHONE: (01652) 653870
Director: K. Gammidge



F.A.O. Michelle Moss
Caistor Town Council
Town Hall
14 High Street
Caistor
Market Rasen
Lincs LN7 6TX

4TH August 2023

Quotation

Carry out repairs to all lower roof sections replacing all missing and damaged slates using reclaimed slates to match existing, clean all gutters of moss and debris and remove from site, repair two areas of damaged aluminium gutter including bending back to original position and fixing securely to fascia using 50mm screws. Coat both areas with anti-vandal paint to deter access to the roof, supply and fix lead flashing to west side gutter outlet discussed to run water more efficiently into hopper, clean all moss and debris from wall abutment fibreglass gully and remove from site.

£1,698.00 + V.A.T.

We would recommend that an annual clean of gutters and roof check be carried out to minimize any future problems at a cost of **£590.00 + V.A.T. per year.**

If the above cleaning/repair work require less time to complete then the work would be invoiced accordingly to time and materials used.

Prices include all labour, materials and removal of all waste from site.

A handwritten signature in black ink, appearing to be 'K. Gammidge', is written over a horizontal line.

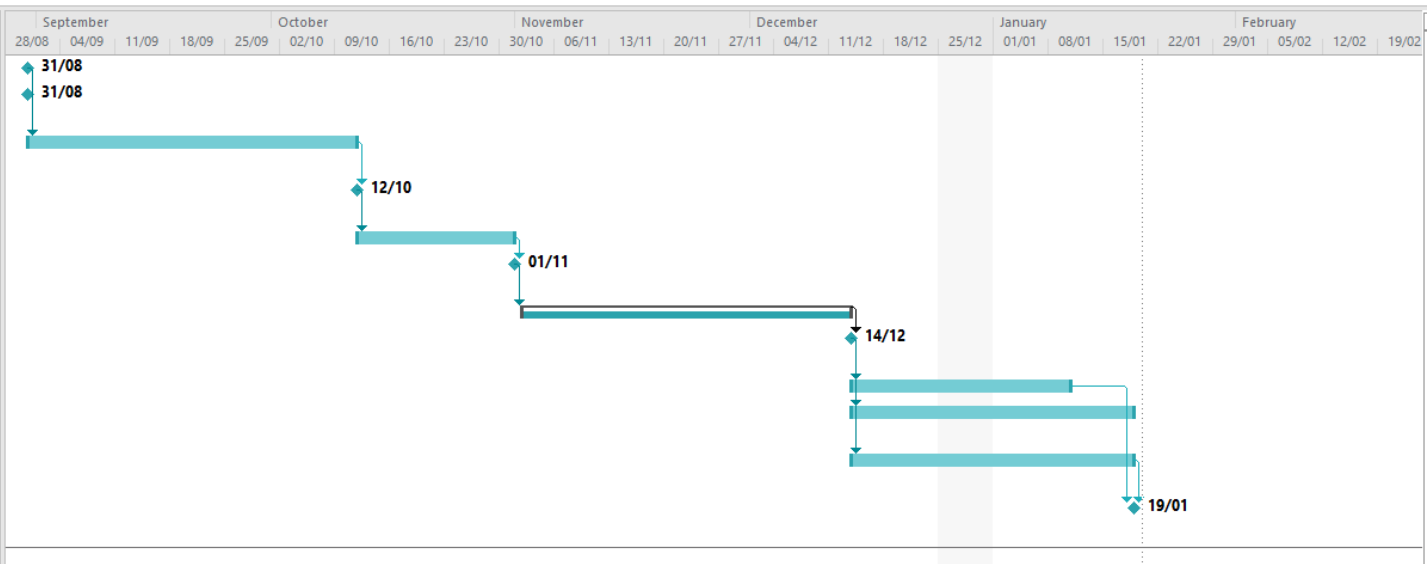
Lloyds Bank - Acc. Number: 02358531 - Sort Code: 30-97-44

Terms of Payment: 14 days - Card Payments Accepted

NEW TILED & FELT ROOFS - ROOF REPAIRS - SHEETING - GUTTERING
GENERAL PROPERTY MAINTENANCE

Company Registration No. 5417879 VAT Registration No. 129 6277 45

Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	★ Offer of loan from PWLB	0 days	Thu 31/08/23	Thu 31/08/23	
2	★ Requested documents received from CDCT	0 days	Thu 31/08/23	Thu 31/08/23	
3	★ Solicitor confirms CTC can secure legal charge	30 days	Thu 31/08/23	Wed 11/10/23	1
4	★ Council vote on outcome of legal charge	0 days	Thu 12/10/23	Thu 12/10/23	3
5	★ Complete Financial assessment	14 days	Thu 12/10/23	Tue 31/10/23	4
6	★ Council vote on financial review to progress to consultation	0 days	Wed 01/11/23	Wed 01/11/23	5
7	★ Public Consultation	30 days	Thu 02/11/23	Wed 13/12/23	6
13	★ Council vote on whether to draw down the loan	0 days	Thu 14/12/23	Thu 14/12/23	7
14	★ Request loan from DLUP	15 days	Thu 14/12/23	Wed 10/01/24	13
15	★ Solicitor Organises Legal charge on property	21 days	Thu 14/12/23	Thu 18/01/24	13
16	★ Solicitor Organises loan agreement	21 days	Thu 14/12/23	Thu 18/01/24	13
17	★ Grant loan to CDCT	0 days	Fri 19/01/24	Fri 19/01/24	14,16



WELCOME

Welcome to our third Parish Council Newsletter!

Since our last edition we have worked as members of the Community Association to host the very successful Coronation Party in the village hall and the adjoining school playing fields.



New benches have been purchased for the benefit of parishioners and visitors as they walk and enjoy our village open spaces and a picnic table also purchased for use in the playing fields. Work is moving forward with speed reminders and warnings. We have to work alongside the highways department



of Lincolnshire County Council regarding the placement and installation of active speed check and reminder signs on roads leading into the village of North Kelsey so this is taking longer than we had hoped, but the work is progressing. However, thirty mile an hour speed stickers have been distributed to place on the various refuse bins so as to be highly visible by the roadside on collection days. If you would like to get involved with this anti-speeding campaign, please contact our clerk.

The regular litter picks have moved ahead as scheduled and we welcome any and all help in this work to keep our whole parish tidy and attractive for all of us residents. (Please see the schedule of future pick events in this Newsletter.) We have also been addressing the issues raised in our "Meet the Council" free coffee mornings and there will be a full feed back on these in the coming weeks on our Facebook page.

And you will, I hope, have noted the new Logo and Header to this newsletter - we have adopted this branding to use on all of our communications.

We like it and hope you do too!

Looking forward, in November we will be raising the profile of our village Remembrance Day event held around the memorial in the village cemetery. Do you have any stories of people and families remembered on our village memorial? Or any other wartime memories that you can share? We would like to make a focus on Remembrance Day in our September/October edition and your memories would be very appropriate for this. Speak to a Councillor or email our clerk (details follow).

Finally, we would like to update our Facebook page with fresh pictures of the village and wider parish. If you have any such photos that you would like to share with a wider audience, please send them to our parish Clerk: clerk@northkelseyparishcouncil.gov.uk (Photos cannot have been published elsewhere, or include people or pets.)



Lincolnshire Rural Support Network

LRSN is Lincolnshire's listening ear – we understand and can relate to the problems faced by our farming and horticultural community, and we provide emotional and practical support at times of anxiety, stress and change. Our vision is that no one in Lincolnshire's agricultural and horticultural community should face difficulty alone.

What we offer:

- A confidential and sympathetic ear
- Emotional and practical support over the phone or face to face
- Practical solutions in partnership with a wide range of professionals
- A county-wide team of volunteers from a farming background
- Free and confidential helpline open 8am – 8pm every day of the year
- Health screening checks at Louth Cattle Market, Spalding Horticultural Auction, Melton Livestock Market and via our mobile clinic.

In the last financial year, we provided support to 216 families – an increase of 31% in new case volumes compared to the previous year. We have also seen a significant increase in business-related support, finance and debt issues and family and relationship support.

Stress and mental health related concerns continue to grow, and we have recorded a 229% increase in these cases across the last five years. We have found an increasing complexity in cases and are seeing a greater number of people who are at crisis point – last year we worked with 20 people who were at risk of suicide.

A client said recently: "If I'm honest, we would be in dire straits without the support of LRSN, one way or another we wouldn't be here."

If you know of someone who needs support, please pass on our helpline number, 0800 138 1710; it is open from 8am to 8pm every day of the year, or they can email us at helpline@lrsn.co.uk

For more information about LRSN, how you can donate, fundraise or volunteer for us, please visit our website, www.lrsn.co.uk

Coronation Party

The 7th May Coronation Party held at the Village Hall and School Playing Field was a great success with well over 500 adults and children attending. The weather held up well for the event so the School Playing Field activities attracted great interest from the young families of the village and wider parish. The village hall tables were well provisioned with all kinds of party food, with coffee, tea and soft drinks flowing freely, keeping the kitchen staff fully employed for



Playing Fields

We are prioritising work to enhance and develop this invaluable community resource. I am sure you will agree that the whole community would be very much the poorer without this extensive recreational space.

Unfortunately, the litter pick of 1st July by two of our Councillors identified serious concern about how this space is being abused, creating a serious threat to the health and safety of all users, particularly young children. Once again,



the Council identified deliberate damage and vandalism to the children's play area, fencing and gate. Most worrying, glass bottles had been smashed in the children's play area, and near the adjoining seating as pictured below. The litter pick team did what it could to pick up the glass but there is a worry that they may well have missed small shards of glass in the grass.



We all need to do what we can to ensure that space is not abused in the future. The Council will be installing high quality video cameras to identify culprits and we will be pursuing charges against anybody so identified. People prone to anti-social behaviour tend not to listen to any words from the solid majority of well behaved and well intentioned community members. However, we do hope you can spread the word that there will be serious consequences for those involved should this vandalism continue.

Village Hall

I am sure you will agree that the village hall is an invaluable community asset. Without it, there could be no community events like the Coronation Party when the whole community can come together to celebrate an event or simply have a good time together. Although the village hall is not the sole responsibility to the Parish Council - it has its own strong and committed management committee - we are very keen that we play our part in its work of maintenance, upkeep and community use.

The hall has used the major part of its reserves recently in repair work to serious damp rot in the kitchen and replacing the old and inefficient boiler to provide reliable heating and hot water. However, the management committee is keen to move forward with some much needed decoration to provide a warm and pleasing environment for all kinds of activities and events. Paying for a professional company to do this work is beyond their means, unfortunately. However, Crown Paints have generously responded to a plea for help with the provision of substantial quantities of paint! The hall is looking to tackle the work involved with the help of willing volunteers. Tower scaffolding will be essential. Are you able to help by loaning such for a few weeks. Or can you help provide a trailer to move scaffolding from Messingham where a Councillor has volunteered its use? Perhaps you have decorating expertise and would be prepared to give knowledgeable guidance on how best to tackle the project regarding preparation and execution?

Beyond improving the facility for general use, the hall committee is really eager to see the space used more regularly for a wider range of community events, activities, and clubs than presently exist. If you have ever thought of starting a club, activity group or society in any interest area, the hall will provide a first trial session free for your use so that you can test the waters without any outlay. Or perhaps you are aware of something going on further afield and would like to see if it could be replicated in North Kelsey? The hall will also advertise any such activities to ensure that the widest possible audience is aware of your venture.

One project we are embarking on is a Breakfast Club: to run on the third Thursday of the month, starting in September. A full cooked breakfast with limitless coffee or tea will be provided for a cost of £4 between 9-30 am and 11-30am. The cost is set to cover costs only as this is seen as being a social event for the parish, not a fund-raising event. If you want the socialising without food, then coffee or tea will be provided free of charge! (Although donations to help cover costs will always be gratefully received.)

W.I.

2nd Wednesday of each month at 7.15 pm in the North Kelsey Village Hall.

August 9 - Coach trip to Scarborough (£10 members & children / £15 non-members). The coach will leave the village green at 9 am. To book places please call Joyce on 01652 678549 or email joyce.park43@btinternet.com.

September 13 - 'Indian Curry Pot - Ayra'

October 11 - "Line Dancing & Harvest Auction"

North Kelsey Bowls Club

"Party in the Paddock" Saturday 19th August 3 - 7 pm. Live music from Steve Clayton, John Hart and Mikey Mols and his Gob Iron. Tickets £5 adults / £2 children (under 3s free). Burgers, Ice cream, Tea & coffee for sale. Bring your own chairs, food and drink if you wish. Contact Jean 07761 656311 or Steve 07961 352975.

Butchers Arms

August 10 - Lincolnshire Fryer (fish & chips) food truck serving from 5.30 pm.

August 26 - Live music from The North at 9 pm

August 29 - Darts knockout £2 entry with cash prizes from 7 pm

August 30 - Woodfired Pizza truck serving from 5.30 pm

The Community Association

Breakfast Club 3rd Thursday of every month from 9.30 to 11.30 am. Do come along and enjoy a full cooked breakfast (bacon, egg, sausage, tomatoes, beans and toast) all for £4. Tea and coffee will be free.

Breakfast Club dates will be 21 Sept, 19 Oct and 16 Nov.

If anyone in the village would like a lift to the Hall on any of the above dates please ring 01652 678549.



LITTER PICKING

Take pride in your village and join fellow councillors in our regular litter picks. Have fun, keep fit and keep the village looking tidy.

Picks, bags and gloves are provided - just bring yourself and your gloves should you have a favourite pair.

At the litter pick in July the team collected 3 full, large bags of rubbish from the playing field, Carr Road and Southfield Road areas.

Please join us on 5th August and/or 2nd September in this service to our community.

NORTH KELSEY PARISH COUNCIL LITTER PICKING SCHEDULE:				
DATE:	DAY:	TIME:	AREA:	STARTING POINT:
5 th of August 2023	Saturday	10am – 12md	North Kelsey Village eg. High Street, Occupation Lane, West St, South St, etc	North Kelsey Village Green
2 nd of September 2023	Saturday	10am – 12md	East Hall Rd, Ellmore Lane, Grange Lane,	Corner of East Hall Rd & Maidenwell Lane

The next Parish Council meeting will be held on Tuesday 8th August at 7 pm

Second Defibrillator

This was raised at the first Coffee Morning. The village pub is collaborating with the Parish Council to provide a second defibrillator for our community. The proposal came from The Butchers Arms. Their staff will be among a team of volunteers to undergo full training for the use and maintenance of this valuable equipment.



The current, single, defibrillator can be found at the village school. The Council will ensure that our defibrillators are fully shown on all relevant databases.

Who Does What ?

Births & Deaths
Car Parks & Enforcement
Child & Family Services
Education
Emergency Services
Family Support
Flood Risk Management
Highways
(roads, footpaths, cycleways, rights of way, street lights, potholes, drainage)
Leisure Services
Libraries
Planning (environment)
Public Safety
Social Care
Trading Standards
Transport (inc schools)



01522 552222

Lincolnshire County Council
County Offices
Newland
Lincoln

<https://fixmystreet.lincolnshire.gov.uk/>

Animal Safety & Welfare
Bins, waste & recycling
Building Control
Council Housing & Benefits
Car Parks & Enforcement
Council Tax
Environmental Health
Food & Hygiene
Growth & Regeneration
Licensing
Housing & homelessness
Leisure Services
Planning
Street Cleaning & Verges
Tourism



01427 676676

Lincolnshire County Council
Guildhall
Marshall's Yard
Gainsborough
DN21 2NA

<https://fixmystreet.lincolnshire.gov.uk/>



Playing Fields
Play Areas
Cemetery
Grass Cutting

CONTACT US



Clerk@northkelseyparishcouncil.gov.uk

Email is our preferred method of communication where you'll expect a prompt response.

0333 772 7355

Please note the Clerk is employed for 6 hours so there may be a delay in returning calls.

28 Allington Drive, Great Coates, Grimsby, DN37 9FF

Your Councillors

Chairman
Cllr Adrian Robinson

Vice Chairman
Cllr John Cundill

Councillors
Cllr Pam Bryan
Cllr Reg Hunt
Cllr Philip Jackson
Cllr Susan March
Cllr David Waite
Cllr Jan Waite
Cllr Mary Williams

Your Clerk to the Council

Carl Thomas

Your Ward Councillors

Lincolnshire County Council
Cllr Tom Smith
cllrt.smith@lincolnshire.gov.uk
07773 513411

West Lindsey District Council
Cllr Peter Morris
cllr.p.morris@west-lindsey.gov.uk
07946 322048

Agenda item: Closing the sports field car park

22nd Aug 13:15

Hi Michelle

Thank you for your reply.

I've spoken to my neighbours and as we see it obviously we understand the money situation and I didn't mean to come across as rude, My apologies for that.

I have spoken to my neighbours in length and we have agreed a gate would be a better option as the hooligans who hang around the car park would just saw a chain off.

We aren't saying we wouldn't lock and open it up it up but can the grammar school who predominantly park there during the day not take some responsibility also?

Perhaps opening it in the morning so the responsibility is shared.

Also a sign going up saying the car park closes at nine and any car in there after that time would be locked in? Perhaps mention it is being monitored by CCTV.

What are your thoughts on this?

Kind Regards

On Tue, 22 Aug 2023 at 13:03, Caistor Town Council <clerk.caistortc@gmail.com> wrote:

Hi Nick,

Many thanks for your response and for sharing your views, and we most definitely don't want anyone to feel threatened for volunteering.

Can I just check, are you saying that you and your neighbours do not want to be involved in opening/closing the car park at all, or that you don't want to get involved if it is only a chain which is being placed across the entrance?

When you say 'penny pinching', as a council we only have a limited budget. All of our town councillors are unpaid volunteers. Our income is just over £100,000 and for that Caistor town council has many responsibilities including the grass cutting throughout the town, verges and public rights of way, maintenance of the churchyards, cemetery, allotments, many trees, sports fields, 2 car parks, 3 play areas, maintenance of several buildings in town including the town hall, the cricket pavillion and the old fire station, grants to local voluntary organisations totalling £15,000 a year. We have to budget in advance for projects and as I'm sure you will appreciate, we haven't budgeted for any gates or other deterrents at the sports ground car park this year, or for any paid resource to open/close the area.

However, I will include this on the agenda again for September's meeting to see what the councillors thoughts are. If you have any other suggestions, please let me know.

Kind regards

Michelle

On Sun, 20 Aug 2023 at 18:32, Nick Parsons <nickparsons6@gmail.com> wrote:
Hi Michelle

I have spoken to my neighbours and residents and they are not happy that the responsibility of opening and closing the car park should be down to us.

They all see it as a council responsibility and with all the trouble that happened in Caistor Market Square Saturday night it isn't safe to do it, as a lot of these idiots who cause trouble in there at night carry weapons and myself and fellow neighbours don't fancy being stabbed or pummelled with a bass ball bat if they refuse to get out when the car park closes.

Also a chain won't work, it just seems that the council are penny pinching and not prepared to pay for a proper gate.

Please advise as to where we go from here?

Regards

Nick Parsons



Cemetery Railings Update 7.9.23

Current situation:

- Quote accepted for £1183 in March
- Work originally scheduled for June
- Due to contractors ill health and then the poor weather the job was started mid Aug
- Contractor underestimated the amount of work involved and underpriced the work
- Contractor then had health issues again, but assures me this is now resolved
- Most of the prep work has been done
- Contractor assured that he will get the job finished before end Sept
- Another contractor has been approached for a price to finish the job and quoted £5000 to finish it. He did advise that the original contractor was doing a good job with the grinding, rust and flaky paint removal.

Issues:

- Contractor is proving unreliable
- He has moved onto other scheduled jobs and is planning to work 'after hours' on the railings to get them done (4-7pm and Sat & Sun)
- Contractor communication is poor
- Cost to get it completed by another contractor is prohibitive
- The railings will deteriorate quickly if not at least primed before mid Autumn



Public Tracking Report

2-4 Market Place	Ref: 15589	Created: 22/06/2023
Cemetery Gates and Railings	Ref: 20701	Created: 16/08/2022
South Street park Trim trail repair	Ref: 22059	Created: 21/03/2023
Town Hall - leaking gutter and damp from leaking roof March/April 2023	Ref: 22063	Created: 22/03/2023
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Cemetery - Epitaph cemetery management and Pear mapping	Ref: 24326	Created: 23/08/2023
Accompanied play area inspection	Ref: 24328	Created: 24/08/2023
Allotment Steps	Ref: 24335	Created: 29/08/2023



Caistor Town Council

LONE WORKING POLICY

1. Introduction

The Town Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

2. Scope

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Town Council's employees.

3. Definition

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Town Council's employees including the Clerk, all of whom are required to carry out their duties for all or part of their working day working in isolation.

4. Aims

The aim of the policy is to,

- (a) Increase staff awareness of safety issues relating to lone working.
- (b) Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- (c) Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- (d) Ensure that appropriate support is available to staff who have to work alone.
- (e) Encourage full reporting and recording of all adverse incidents relating to lone working.
- (f) Take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

5. Responsibilities

5.1 Clerk to the Town Council

The Clerk on behalf of the Town Council is responsible for:-

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the Town Council regularly reviews the effectiveness of this policy.
- Ensuring that all staff are aware of the policy.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff are given appropriate information, instruction and training.
- Ensuring that appropriate support is given to staff involved in any incident.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

5.2 Employees

Employees are responsible for:-

- Taking reasonable care of themselves and others affected by their actions.
- Co-operating by following rules and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

6. Risk Assessment

Risk assessment is essential tool in the effective management of risk Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community.

Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed. This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form.

Risk assessments for site based lone workers will include:-

- Safe access and exit.
- Risk of violence.
- Safety of equipment for individual use.

- Channels of communication in an emergency.
- Site security.
- Security arrangements i.e. alarm systems
- If an employee has a medical condition are they able to work alone ?
- Level and adequacy of on/off site supervision.
- Does the workplace present a specific risk to the lone worker,
- Is there machinery involved in the work that one person cannot operate safely?
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- Is there a risk of violence and/or aggression?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency?

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

7. Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or 'unsafe' (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

8. Contacting / Involving Police

The Town Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Town Council throughout the process. Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

9. Support for Staff

Employees working for the Town Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

10. Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours

the Town Council Chair should be contacted. The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

11. Lone Working for the Clerk

Where the items above relate directly to the Clerk as a staff member the appropriate controls will be exercised by the Personnel Committee or, in emergency situations, by the Chair of the Personnel Committee

LONE WORKER RISK ASSESSMENT



Caistor Town Council

TOWN CLERK / OFFICE BASED STAFF

Issue	Existing Controls (or proposed controls in the case of a new activity)	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks
Safe access and exit	Security lighting to entrance of Council Building.	Yes	
Security of access	Door can be locked at times when the office is not open to the public.	Yes	
Risk of Violence	Low risk from members of public- Council mobile phone access for emergency use.	Yes	
Safety of equipment for individual use	PAT testing performed annually- ongoing visual assessment of safety.	Yes	
Channels of communication in an emergency.	CTC mobile phone, personal mobile phone and email- also residents in surrounding buildings.	Yes	
Level and adequacy of supervision.	Regular phone contact/ visits from councillors or chairman.	Yes	

HOME BASED STAFF

Issue	Existing Controls (or proposed controls in the case of a new activity)	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks
Safe access and exit	Well lit to entrance of home	Yes	
Security of access	Doors can be locked at all times - not open to the public.	Yes	
Risk of Violence	Low risk from members of public – Home addresses not supplied or advertised. Mobile phone access for emergency use.	Yes	
Safety of equipment for individual use	PAT testing performed annually on all council property- ongoing visual assessment of safety.	Yes	
Channels of communication in an emergency.	Personal mobile phone and email - also residents in surrounding buildings.	Yes	
Level and adequacy of supervision.	Regular phone contact/ visits from the Chairman.	Yes	

ESTATES BASED STAFF

Issue	Existing Controls (or proposed controls in the case of a new activity)	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks
Safe access and exit to council premises	Security lighting to entrance of Council Building. Street lighting and/or CCTV covering all other council owned buildings.	Yes	

Security of access	Front door can be locked at times when the office is not open to the public.	Yes	
Risk of Violence	Low risk from members of public – Personal mobile phone access for emergency use.	No	Council mobile phone to be supplied
Safety of equipment for individual use	PAT testing performed annually- ongoing visual assessment of safety. Regular pre-use checks completed on all equipment using checklist Appropriate PPE supplied Appropriate first aid kit and eye wash supplied Accident book supplied for recording of incidents All equipment can be handled by 1 person	Yes	
Channels of communication in an emergency.	Personal mobile phone and email- also residents in surrounding buildings. Phone to be carried at all times when off site.	No	Council mobile phone to be supplied
Level and adequacy of supervision.	Regular phone contact/ visits from the clerk.	Yes	
Dangerous chemicals	COSHH cabinet supplied Appropriate PPE, gloves and overalls supplied		



Caistor Town Council

EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will [provide training in/raise awareness of] equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will [provide training to/raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.]

This is a non-contractual procedure which will be reviewed from time to time.

Comments about Caistor's flowers

Aug / Sept 2023

Hi to all of you in Caistor town council.

I cycled with a friend through Caistor on Sunday 20th Aug and just wanted to say how impressed we were with the flower arrangements. We came through the market place from Nettleton and the flowers everywhere looked fabulous. Please tell all of the people concerned that they are doing a magnificent job. You and they should be proud of the show, it's by far the best we've seen all summer.

Best Regards

Dave H and Dave R.

Good Morning!

I would just like to say how much we enjoy seeing Caistor's beautiful displays of flowers. We have walked the Viking Way and Caistor was a highlight, a well kept and attractive town. R

I just want to congratulate Caistor on its wonderful flower basket display. We stopped off for a coffee break and had a long and fascinating conversation with a very convivial gentleman (we swapped Irish stories amongst other things) who said he looked after the flowers. What a fine job he has done. It is a credit to your town.

Best wishes

Richard

Good afternoon

I should like to take this opportunity to comment on the superb floral displays in baskets and planters about the town at this time of year. The energetic work undertaken by Mike Galligan and the team throughout the summer months especially - but also when bulbs are in season - is a credit to 'Caistor in Bloom' and serves to enhance the town's reputation. I know of nowhere else in the area that can boast of a feature of this kind, which draws admiration both from those who visit and those who are fortunate to reside here.

The community's appreciation is, I imagine, universal and the Town Council's support welcome.

Yours sincerely

MS

Dear Michelle

On a recent visit to Caistor I was so impressed with how picturesque the town looked that I wanted to write and compliment those concerned. The quality and quantity of the floral planting was absolutely stunning so please pass on my congratulations to all those involved in making Caistor look so pretty.

Regards

SN

Dear Sir, Madam,

As a visitor in Caistor last week, I must say I was amazed at the gorgeous display of flowers. All these flowers do brighten up your lovely market town and strolling through it was a real treat.

I am sure all the visitors, as well as all the inhabitants, feel the same.

Kind regards,

AMM

I decided to put pen to paper to say how much we enjoy living in Caistor ; we only moved in Caistor a year last April and cannot praise enough the wonderful display of beds, hanging baskets and troughs all around Caistor.

It really puts a smile on my face every time I walk through the town... I keep telling friends to come and look at it as it is truly splendid!

I love the community spirit and actually took part in helping plants some of the flowers; Michael is an amazing chap who wants everyone to benefit from the displays and who waters everything constantly ...

I look forward to seeing the renovation of the buildings on the market place as it will attract even



more people to our lovely Lincolnshire town..

Keep up the good work!

RF

Hi CTC, on a recent visit we sat at the Heritage Centre having a Coffee admiring the View of the Flowers ... I have advised several people to visit and take a look at the hard work that has gone into the display and the outcome from it... Brightening the Towns overall appearance.

Regards SC

Dear Sir or Madame

My name is GS and I would just like to let you know what a pleasure it was visiting Caistor this morning I've been a few times lately and the display of hanging baskets and flowers all over Caistor is absolutely fantastic it makes you feel so bright and happy and it's a lovely sight to see who ever takes care of them needs a medal it makes Caistor look so great and beautiful to see I've not seen anywhere else like it around the area .

I've been telling people about the flowers and hopefully they will visit and enjoy the view we sat at the Heritage centre admiring the view so please let the person or people know it's all worth while
kind regards

Gwen 

Most Saturdays we visit Caistor from Riby to go to the market which we love.

Every week we remark on how wonderful the flowers are and what joy it gives us. My mother who is 91 years old says it is the best flower display anywhere.

Please pass on our grateful thanks to Mike for making our Saturdays.

Kind Regards
Sally Peter and Jennifer

Dear Michelle,

My husband and I were visiting Caistor on Saturday and we were delighted to see such a beautiful display of flowers throughout the town.

I had the privilege of speaking to Mike Galligan who told me about his love of creating such wonderful displays.

The displays certainly brought a smile to our faces and I should think brings a smile to many more faces too.

The work Mike does to keep Caistor look so welcoming, bright and cheerful is to be highly commended.

He clearly enjoys it and he is proud to be able to serve his town in this way.

It makes a huge difference as you drive through a place as to whether you decide to stay a while or not.

My husband and I chose to stay in Caistor, enjoy the blooms, enjoy Mike's enthusiasm and enjoy some lunch at the Caistor Arts & Heritage Centre.

We hope he is able to continue to create more amazing displays and we sincerely hope he is given the due praise he deserves.

We are more than happy if you want to share our comments with him.

Thank you.

Kind regards

Good morning,

Myself and my family lived in Caistor in the 1980's. My father taught at CGS. I was a child chorister at St Peter & St Pauls. I have very fond memories of our time there. We now live in Cumbria.

My Mother and I came to stay last week, visiting friends. We enjoyed a lovely trip down memory lane taking in all our old haunts around the village.

We were delighted to see the fruits of a lot of effort displayed all around the village in the form of the Caistor in Bloom beautiful flowers.

What a great pleasure for residents & visitors as well as providing a fantastic pollination ground for bees & butterflies.

Please express our appreciation to all those involved in creating, maintaining & sustaining this wonderful display!

Kind regards,

Thank you for all the abundance of beautiful flowers this year adorning the streets and village square. It always looks well kept and highly maintained, though this year all the blooms of flower boxes, hanging baskets, railing planters and window boxes look absolutely spectacular.

Please pass on thanks to all involved, it brings more beauty to our life and outlook, at every moment. Raises the pride of residents of Caistor, in a healthy way.

Simply wonderful!

If one of the classical poets came to Caistor today, what words would be used to describe the appearance of our town, I wonder?

Colourful, rich, vivid, bright, vibrant, brilliant, picturesque, kaleidoscope, beautiful, radiant, stunning, exquisite, magnificent and many more.

The full glory of nature has been brought to our streets.

Thank you council for enhancing the appearance of our town in this way. You have brought pleasure to me and many others.



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire DN21 2NA
Telephone 01427 676676
Web www.west-lindsey.gov.uk

Clerk to Caistor Town Council
14 High Street
Caistor
Market Rasen
LN7 6TX

Your contact for this matter is:

Joanne Sizer
joanne.sizer@west-lindsey.gov.uk
01427 676640

4 September 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147116

PROPOSAL: Planning application to erect 1 no. dwelling - resubmission of 120744

LOCATION: Land adjacent 39 North Kelsey Road Caistor Market Rasen LN7 6QB

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - Dwellings

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

If you do not reply within 28 days of the date of this letter I will assume that your Council has no observations to make.

I would point out that, under the Local Government (Access to Information) Act 1985, any written observations received that are reported to the Planning Committee will become "background papers" to the report, and as such will be made available for public inspection in accordance with the Act.

Yours faithfully

Joanne Sizer
On behalf of West Lindsey District Council

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WEST LINDSEY DISTRICT COUNCIL
PLANNING APPLICATION – PARISH/TOWN COUNCIL OBSERVATIONS

4 September 2023

Application Ref No. : 147116

Location : Land adjacent 39 North Kelsey Road Caistor Market Rasen
LN7 6QB

Proposal : Planning application to erect 1no. dwelling - resubmission of
120744

My Council has no comments _____ (please tick)

OR

My Council has the following comments/objections to make on the proposal:

Signed Date

For Caistor Parish/Town Council

Please return form within 28 days of the date given in the heading, to the
Development Management & Local Plans Manager, West Lindsey District Council,
Guildhall, Marshall's Yard, Gainsborough, Lincs DN21 2NA.



Guildhall
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Gainsborough
Lincolnshire DN21 2NA
Telephone 01427 676676
Web www.west-lindsey.gov.uk

Clerk to Caistor Town Council
14 High Street
Caistor
Market Rasen
LN7 6TX

Your contact for this matter is:

Daniel Galpin
daniel.galpin@west-lindsey.gov.uk

29 August 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147142

PROPOSAL: Planning application to erect a 2no. bay cricket net, outdoor training facility.

LOCATION: Caistor Town Cricket Club Brigg Road Caistor Market Rasen LN7 6RX

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - all others

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

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Yours faithfully

Daniel Galpin
On behalf of West Lindsey District Council

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WEST LINDSEY DISTRICT COUNCIL
PLANNING APPLICATION – PARISH/TOWN COUNCIL OBSERVATIONS

29 August 2023

Application Ref No. : 147142

Location : Caistor Town Cricket Club Brigg Road Caistor Market Rasen
LN7 6RX

Proposal : Planning application to erect a 2no. bay cricket net, outdoor
training facility.

My Council has no comments _____ (please tick)

OR

My Council has the following comments/objections to make on the proposal:

Signed Date

For Caistor Parish/Town Council

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Telephone 01427 676676
Web www.west-lindsey.gov.uk

Clerk to Caistor Town Council
14 High Street
Caistor
Market Rasen
LN7 6TX

Your contact for this matter is:

Daniel Galpin
daniel.galpin@west-lindsey.gov.uk

31 August 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147081

PROPOSAL: Planning application for change of use of land for storage of building materials and equipment

LOCATION: Land adjacent Enterprise Road Caistor Market Rasen LN7 6QB

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - all others

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

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Yours faithfully

Daniel Galpin
On behalf of West Lindsey District Council

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WEST LINDSEY DISTRICT COUNCIL
PLANNING APPLICATION – PARISH/TOWN COUNCIL OBSERVATIONS

31 August 2023

Application Ref No. : 147081

Location : Land adjacent Enterprise Road Caistor Market Rasen LN7
6QB

Proposal : Planning application for change of use of land for storage of
building materials and equipment

My Council has no comments _____ (please tick)

OR

My Council has the following comments/objections to make on the proposal:

Signed Date

For Caistor Parish/Town Council

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Guildhall, Marshall's Yard, Gainsborough, Lincs DN21 2NA.



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Lincolnshire DN21 2NA
Telephone 01427 676676
Web www.west-lindsey.gov.uk

Clerk to Caistor Town Council
14 High Street
Caistor
Market Rasen
LN7 6TX

Your contact for this matter is:

Vicky Maplethorpe
vicky.maplethorpe@west-lindsey.gov.uk
01427 676663

4 September 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147196

PROPOSAL: Planning application for a proposed new dwelling in support of the equestrian business at Caistor Equestrian Centre being variation of condition 7 of planning permission 128154 granted 7 March 2012 - occupancy condition

LOCATION: Caistor Equestrian Centre Moor Lane Caistor Market Rasen LN7 6SD

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - Dwellings

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

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Yours faithfully

Vicky Maplethorpe
On behalf of West Lindsey District Council

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WEST LINDSEY DISTRICT COUNCIL
PLANNING APPLICATION – PARISH/TOWN COUNCIL OBSERVATIONS

4 September 2023

Application Ref No. : 147196

Location : Caistor Equestrian Centre Moor Lane Caistor Market Rasen
LN7 6SD

Proposal : Planning application for a proposed new dwelling in support of
the equestrian business at Caistor Equestrian Centre being
variation of condition 7 of planning permission 128154 granted
7 March 2012 - occupancy condition

My Council has no comments _____ (please tick)

OR

My Council has the following comments/objections to make on the proposal:

Signed Date

For Caistor Parish/Town Council

Please return form within 28 days of the date given in the heading, to the
Development Management & Local Plans Manager, West Lindsey District Council,
Guildhall, Marshall's Yard, Gainsborough, Lincs DN21 2NA.



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire DN21 2NA

Telephone 01427 676676
Web www.west-lindsey.gov.uk

Your contact for this matter is:

Clerk to Caistor Town Council
14 High Street
Caistor
Market Rasen
LN7 6TX

7 September 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 146081

PROPOSAL: Planning application to erect summer house.

LOCATION: West Paradise Cottage Church Folly Caistor Market Rasen LN7 6UG

PLANNING INSPECTORATE APPEAL REF: APP/N2535/D/23/3321940

APPEAL START DATE: 5 September 2023

I am writing to let you know that an appeal has been made to the Secretary of State against the refusal of planning permission by this Council for the proposal described above. The grounds of refusal are set out in the decision notice which is available to view on our website www.west-lindsey.gov.uk/planning

This appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

As this appeal is proceeding under the **Householder Appeals Service**, there is no opportunity for you to submit comments. However, we have forwarded copies of all representations made to us in relation to the application, before it was determined, on to the Planning Inspectorate and the appellant. The Inspector appointed by the Secretary of State will consider these representations when determining the appeal. If you wish to withdraw any representations you made on the application, you must make this request to the Planning Inspectorate by 4 weeks from the start date at the head of this letter. You can do this by emailing North2@planninginspectorate.gov.uk if you do not have access to the internet, you can write (quoting the appeal reference) to:

Room 3D, Eagle
Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN

The Planning Inspectorate will publish appeal documentation, including copies of representations received, on the Planning Portal website. Information provided in your representation will be published. This may include your name and address, but personal telephone numbers and email addresses and signatures of individuals will be removed. If you object to publication in this way, please contact the Planning Inspectorate.

The Planning Inspectorate aims to deal with appeals which follow the procedure described above within 8 weeks of the appeal starting date. The Planning Inspectorate will publish copies of appeal decisions on the Planning Portal website at <https://www.gov.uk/appeal-planning-inspectorate>

Documents relating to the appeal can be viewed via the following link
<https://planning.west-lindsey.gov.uk/planning/>

Yours faithfully

Richard Green
On behalf of West Lindsey District Council

If you require this letter in another format e.g. large print, please contact Customer Services on 01427 676676, by email customer.services@west-lindsey.gov.uk or by asking any of the Customer Services staff.

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