



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 rotten. 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.

Signature:



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.

Signature:



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

Signature:

Page