



## Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Caistor Town Hall on 26 September 2023

Present: Cllr S. Davey (Chair), Cllr P. Richardson, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,  
In Attendance: Cllr A. Clark, Kim Hodson,  
Members of public present: 1

**1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2297**

Apologies received from Cllr Wright for personal reasons - reasons accepted

**2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2298**

Cllr Davey declared an interest in agenda item 6.

**3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2299**

A member of the public raised the issue of damp in the clerks office.

**4. To approve the draft minutes of the Estates Committee meeting on 22nd Aug 2023 - Ref: 2300**

RESOLVED that the draft minutes of the meeting held on 22nd August 2023 be approved as a true record of the meeting and signed by the Chair.

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

**5. To receive an update from Estates Operative on work completed and capacity - Ref: 2301**

Kim Hodson noted that in addition to his regular bins, litter picking and sweeping, he had also: put the post in for the watering cans at the cemetery, cleaned and oiled the good bench ready to move replace the rotten one which will be removed this week; cut the hedge in the cemetery; grass on the cut through from Navi Lane to N. Kelsey Rd; cut back the permissive on Brigg Rd; repaired some of the fencing on South St park; strimmed around the tennis courts; strimmed plot 11 at the allotments ready to let out. It was noted that Kim is on holiday next week and WLDC can't provide cover for the bin emptying. RESOLVED SH would put the green bins out at the cemetery on Sunday; to try to source volunteers or contractors to cover the bin emptying for next week.

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

**6. Caistor Sports and Social Club - Ref: 2302**

Cllr davey left the room. Cllr Hodson assumed Chair.

**a. To review the quotes for the replacement windows at the cricket pavilion and agree next steps - Ref: 2303**

It was noted that 3 large and 2 small double glazed units had blown in the bar area of the club; the planned budget for CS&SC for this year is up to £1000, but the lease brings in additional money and there is £5500 in earmarked reserves, but this was earmarked for a waste issue. Quotes had been received from 2 contractors. One included toughened glass and was slightly more expensive.

RESOLVED to accept the quote from Sunnyview Windows for £875 +VAT.

**b. To receive an update on the boiler and agree any next steps - Ref: 2304**

It was noted that the boiler at CS&SC had been damaged due to water ingress by the flue. Emergency plumbers has visited and established that the fan and possibly the circuit board are damaged. Estimate for this and work completed so far was £800. It was also noted that the current boiler at CS&SC is not powerful enough for the size of the building and there are heating issues. The cost of a replacement boiler is estimated iro £5 -10k. It was noted that there is no money in the budget this year to get the boiler replaced but CTC should allocate funds to get it replaced next year.

RESOLVED to get the boiler fixed and agree with full council to allocate funds to replace the boiler next

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financial year.

It was noted that the cost of the windows and boiler repair exceed the £1000 in this years budget and full council would need to approve the overspend.

Cllr Davey returned to the room and resumed as Chair.

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

**7. Allotments - Ref: 2305**

**a. To review the appointment of an allotment rep and agree any next steps - Ref: 2306**

It was noted that the allotment holders have proposed Linda Milner as their representative. No next steps were considered necessary at this stage.

**b. To review the proposed solutions and quotes for the allotment steps and agree next steps - Ref: 2307**

It was noted that: 4 contractors were approached to quote for the steps, only 2 agreed to quote; the contractors have suggested very different solutions; one solution is to construct a new formwork to shutter concrete staircase on site with total cost of £8206 +VAT; the other quote is to use concrete slabs to build the steps, total cost £2740.66; both quotes involved building steps 900mm wide, and 300m wide, creating a longer and shallower set of steps, moving the water tap if necessary.

It was noted that there is only £250 in the budget for the allotments this year.

RESOLVED to ask full council to accept an overspend to the budget for the allotment steps and if approved, accept the quote for £2740.

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

**8. Town Hall - Ref: 2308**

It was noted that the town hall management committee have invited CTC to attend their meetings. The next is 24th October. It was agreed that Cllrs Davey and Hodson will attend.

**a. To receive an update on the town hall roof and agree next steps - Ref: 2309**

It was noted that the grant application to WLDC for the roof repair had been successful and the contractor is looking to start in the second half of October - weather dependent.

**b. To consider the proposals for investigating and repairing the floor in the boiler room at the town hall and agree next steps - Ref: 2310**

It was noted that an initial investigation had been completed using a endoscopic camera; this resulted in a small section of the floor being cut away to create a larger area to asses the damage. The floor supports and joists have completely rotted away in the corner and the joist nearest the wall has also cracked part way along. We have received one quote for removing the floorboards and replacing the damaged decayed joists and supports.

RESOLVED to strive to get quotes from at least 2 other joiners to repair the damage.

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

**9. To receive an update on work completed/outstanding at the play areas and agree any next steps - Ref: 2311**

All of the critical issues on the play areas have now been repaired, with the exception of some worn shackles/bushes where the report is unclear and the wetpour repairs. Cllr Hodson noted that he will start the wetpour repairs over the next few weeks and monitor how effective they are. It was noted that the picnic bench in the sports field has been damaged further; and the see saw could do with a replacement seat the other end. RESOLVED to replace the damaged picnic bench at the sports field with one from South St park (Cllrs Somerscales, Hodson and Kim); and to purchase another replacement see saw seat.

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

**10. To consider the additional equipment required for estates and agree next steps - Ref: 2312**

It was noted that a long reach hedge trimmer and harness are needed; 4 quotes had been obtained; there is £658 left in the budget for equipment and the unused equipment sold for £900.

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RESOLVED to allocate a budget of £1000 to purchase the hedge trimmer and a harness for it; Cllr Hodson to source (locally if possible).

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

**11. To review progress made with the cemetery railings and agree how to proceed - Ref: 2313**

Noted that the original contractor has been making progress; he under estimated the work involved, and is trying to fit it in evenings and weekends; both sides of the railings are now coated in red oxide with the gates and front railings left to do; his plan is to finish the grinding and red oxide by 1st October and the painting by 8th October. Several other quotes have been obtained for finishing the job ranging from £3750 to £5000.

RESOLVED to let the original contractor finish the job.

Proposed: Cllr A. Somerscales Seconder: Cllr M. Galligan All in favour

**12. To consider grass cutting requirements for 2023-24 and agree timescales, budget and process - Ref: 2314**

Current costs for grass cutting were noted. It was also noted that the current contractor for Churchyard and congregational church does not want to quote next year; and that the cemetery is currently cut by estates operative but it is a long job and he has to fit it in around other mandatory daily tasks.

RESOLVED to contact several contractors and ask them to quote for the entire grass cutting contract.

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

**13. To consider projects/maintenance/repairs and potential budget required for Caistor assets for 2024.25 - Ref: 2315**

It was noted that there are many town council assets which will need maintenance or repair work in the next financial year and that the cost of these projects should help inform the budget requirements for next year.

RESOLVED that all members of the Estates committee would submit project outlines and estimated costs to the clerk by 6th October.

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

Meeting closed at 21:15pm

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