



## Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 24 October 2023

Present: Cllr J. Wright, Cllr S. Davey (Chair), Cllr P. Richardson, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,  
In Attendance: Michelle Moss, 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: 2484**  
None
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2485**  
Cllr Davey declared an interest in agenda item 6c.
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2486**  
None
- 4. To approve the draft minutes of the Estates Committee meeting on 26.09.2023 - Ref: 2487**  
RESOLVED that the draft minutes of the meeting held on 26th September 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. Allotments - Ref: 2488**
  - a. To agree the proposed plan for allotment plot 11 - Ref: 2489**  
It was noted that the tenants proposed plan for the allotment would make good use of the space available.  
RESOLVED to agree the plan, but they should be asked to use glass alternatives.  
Proposed: Cllr A. Somerscales Seconder: Cllr P. Richardson All in favour
  - b. To receive the allotment report and agree any action - Ref: 2490**  
It was noted: bind weed is encroaching on plots 3 and 4; the tenant from plot 6 who has been asked to leave has asked for an extension until December to harvest his crops; plot 11 has been let to a new tenant; plot 14 is still not being cultivated but the tenant has a temporary health issue; plot 13 has a rusty metal container on it which Cllr Richardson would like removed.  
RESOLVED:
    1. to take no action regarding the bind weed currently;
    2. to allow the tenant of plot 6 to keep the plot until the end of the year;
    3. to ask the tenant of plot 13 to paint or tidy up the container.Proposed: Cllr M. Galligan Seconder: Cllr S. Hodson All in favour
  - c. To receive an update on the allotment steps and agree any further action - Ref: 2491**  
It was noted that the overspend on the steps had been agreed by full council and the work is planned to start in November.
- 6. Buildings and other assets - Ref: 2492**
  - a. To receive an update on the town hall roof - Ref: 2493**  
It was noted that: the roofing contractor had completed the work in early October; the works had been completed to a high standard; but during the heavy recent rain, water had entered the building between the boiler room and kitchen; the contractors had been advised today and we are currently awaiting a response.
  - b. To receive an update on the town hall boiler room floor and agree any action - Ref: 2494**  
It was noted that 3 quotes had been received: Rustic Construction; LS Joinery; and Chris Hyde Joinery; the work proposed in the quotes was comparable.

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RESOLVED to accept the quote from LS Joinery.  
Proposed: Cllr J. Wright Seconder: Cllr S. Davey All in favour

**c. To receive an update on the CS&SC repairs and agree any further action - Ref: 2495**

Cllr Davey left the room. Cllr Hodson was appointed to chair.  
It was noted that: work to replace the window panes had been completed last week; full council had agreed the overspend on the boiler at the meeting in Oct; the fan, circuit board and wiring harness had all been replaced using approved refurbished parts; the plumbers report today had noted that they have had the boiler working and it now needs bleeding.  
RESOLVED to look to replace the boiler and allocate funds in next years budget for this.

Cllr Davey returned to the room and chaired the rest of the meeting.  
Proposed: Cllr S. Hodson Seconder: Cllr J. Wright All in favour

**d. Discuss WLDC response to the request to replace the broken bin on North Kelsey Rd and agree how to proceed - Ref: 2496**

It was noted that: the bin has already been removed by WLDC; additional bins has previously been installed along the road; and that it doesn't require replacing.

**e. To consider the benches and bins condition report and agree any action - Ref: 2497**

Cllr Galligan was thanked for putting the condition report together.  
RESOLVED that Cllr Galligan and MM would work together to prioritise the work required, and complete a project proposal document for inclusion in budget discussions for 24/25.  
Proposed: Cllr M. Galligan Seconder: Cllr J. Wright All in favour

**f. To review progress on the cemetery railings and agree any further action, including payment - Ref: 2498**

It was noted that: the railings have now all been primed, some finials painted and the top coating is in progress with an estimated day and half work remaining; the contractor had underestimated the job and had invested far more time in the work that he had priced for; CTC may look to compensate him for some of this additional time.  
RESOLVED that Cllrs Hodson, Wright and Galligan would check the work and agree what, if any additional amount should be proposed as a payment for the contractor.  
Proposed: Cllr S. Hodson Seconder: Cllr M. Galligan All in favour

**7. Play areas - Ref: 2499**

**a. To receive an update on any maintenance and repairs and agree any further action - Ref: 2500**

It was noted that: Cllr Hodson had now completed all the wet pour repairs and replaced the swings; all the key issues raised in the report had now all been completed/resolved. It was noted that the accompanied inspection was scheduled for 6th December and agreed that no further action was needed at this time.

**b. To agree regular maintenance to clean the moss and algae from surfaces/equipment - Ref: 2501**

It was noted that: the play area surfaces become slippery when covered in algae/moss; the current power washer is not up to the job; there are specific chemicals which can be used to remove algae, but it is likely to return quite quickly.  
RESOLVED to investigate the costs of an appropriate power washer for the job; the job would be added to Kims work schedule for Winter.  
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

**8. To consider grass cutting requirements for 2023-24 and agree timescales, budget and process - Ref: 2502**

It was noted that: the estimates for grass cutting were needed to feed into the budget discussions; the current contractor responsible for the church and chapel grass would not be tendering for next year and costs are likely to increase; the cost of a contractor cutting the cemetery needs to be understood in order to make a decision about whether Kim should continue to cut it; the cemetery/chapel/church contract should be a separate contract due to the distinctly different type of work; contractors should be asked to quote for 1,2 and 3 year tenders, 16 cuts each year.

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RESOLVED to contract several local contractors to ask for quotes for the grass cutting and the cemetery/church/chapel cuts for 1,2 and 3 year tenders and to discuss at the next Estates meeting.  
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

**9. To consider projects/maintenance/repairs and budget required for assets for 2024.25 - Ref: 2503**

It was noted that current proposals include: play area signage, boiler at CS&SC, play area improvements; new cemetery benches; benches and bins in Caistor.  
Cllrs Hodson and Davey noted the need for additional equipment for Estates and agreed to complete a project proposal document in time for the finance meeting.

**10. ICCM course for Memorial Inspection and management training - Ruskington 24th April 2024 - Ref: 2504**

It was noted that: CTC need to undertake memorial testing and those completing it need to be trained; the cost of training is £150 per person.

RESOLVED that Cllr Hodson and Michelle Moss would attend the training.

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

Meeting closed at 8.10pm

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