



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 9 November 2023

Present: Cllr J. Wright, Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan,
Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris,
Cllr H. Priestly,

In Attendance: District Cllr A. Lawrence, Michelle Moss, Town Clerk,
Members of public present: 7

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2517**
Apologies had been received from Cllr Hughes and District Cllr Bierley.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2518**
Cllr Davey declared an interest in 8bii; Cllrs Galligan and Somerscales declared interests in 6d; Cllr Wright declared an interest in item 9a; Cllr Bowman declared an interest in 2-4 Market Place.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2519**
One member of the public thanked the council and clerk for the update on 2-4 and the PWL following last months meeting.
One member of the public thanked the councillors and clerk for their efforts this year, noting the councillors voluntary support for maintenance, events, local organisations throughout the town.
One member of the public (a member of Caistor in Bloom) noted their support for the council setting aside £10,000 from the precept to enable CIB to continue for another year.
One member of the public (a Director of Caistor and District Community Trust) noted that the trust are unable to proceed with the development of 2-4 until all the funding is in place and they are waiting for CTC to confirm the £750,000 loan.
- 4. Chairmans Report - Ref: 2520**
It was noted that the Mayor had attended and spoken at the Caistor and District Lions 43rd charter dinner. Cllr Wright noted the sad passing and expressed condolences for Peter Jackson, a dedicated Lion and councillor for many years.
- 5. To approve the draft minutes of 12th October 2023 - Ref: 2521**
RESOLVED that the draft minutes of the meetings held on 12th Oct 2023 be approved as a true record of the meetings and signed by the Chair.
Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales 1 abstained
- 6. Finance - Ref: 2522**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/10/2023 - Ref: 2523**
The accounting statements and bank reconciliation had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 31st October 2023 and bank reconciliation as a true record
Proposed: Cllr J. Bowman Seconder: Cllr L. Milner All in favour
 - b) To approve the Schedule of Payments - Ref: 2524**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £25291.32
Proposed: Cllr J. Bowman Seconder: Cllr A. Clark All in favour
 - c) To discuss and agree what the latest CIL payment from WLDC will be spent on this year - Ref: 2525**
It was noted that: an additional CIL payment of £2900.37 had been received, totalling £4455.52 this year; £860.32 had been allocated to essential play area repairs.

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RESOLVED to allocate the remaining CIL payment to repair of the boiler in the sports and social club.
Proposed: Cllr S. Hodson Seconder: Cllr J. Wright 1 abstained

d) To discuss the proposal to set aside £10,000 to Caistor in Bloom in next years budget and agree how to proceed - Ref: 2526

Cllrs Somerscales and Galligan left the room.

It was noted: over the last few years the funding allocated to CIB from the town council had increased and was £10,000 in 23/24, CIB are looking for the same level of support in 24/25; many compliments had been received from resident and vistors; there are a huge number of volunteers involved each year; Caistor is recognised for its efforts with the flowers; some residents feel CIB is becoming over the top with so many planters; the council has no control over the number of planters appearing or where they are located.

A proposal was made and seconded that the council should set aside the £10,000 for CIB.

An amendment was proposed and seconded that the council should reduce the amount set aside for CIB to £7000. The amendment was considered first and received 3 votes in favour.

The original proposal was then voted on. RESOLVED to set aside £10,000 for Caistor in Bloom from the 24/25 budget, but that the council should be able to influence/restrict the amount and position of any new planters.

Cllrs Somerscales and Galligan returned to the meeting.

Proposed: Cllr P. Morris Seconder: Cllr J. Wright Majority vote

e) To review the Caistor project proposals and draft budget recommendations from P&F Committee for 2024/25 - Ref: 2527

It was noted that: the budget proposals include all councillor project proposals received; the grass cutting assumes cemetery will be cut by the estates employee; key reserves are replenished eg town hall and play areas; no reserves earmarked for a new cemetery; Ear marked reserves for historic projects have been removed; funds set aside for CIB are separate from other grants; the budgets may change between now and December but WLDC have asked for a draft by 24th Nov; there are seperate budgets depending on whether CTC decides to go ahead with PWL or not; without PWL the calculated precept increase is 10.13%; with the PWL the calculated precept increase is 38%, based on building sufficient reserves to support the loan over 3 years; it may be possible to reduce the level of reserves initially set aside for PWL and build up over a longer time frame; there is not a lot of fat in the budget for any other projects next year.

It was agreed to accept the draft budgets for submission to WLDC and resolve whether the submission should include PWL once the discussion has been completed later in the meeting.

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

f) Ratify the decision to allocate £2000 grant to the Lions for the fireworks event - Ref: 2528

It was noted that: the Lions had contacted the clerk as they had omitted to submit a grant application for funding to support the fireworks event and without it the event would not be financially viable; councillors without a prejudicial interest had been contacted prior to the meeting to ask for views on whether or not to grant Lions £2000 to support the fireworks night and had agreed to support the event with £2000; since then the fireworks event had been cancelled due to poor weather; the Lions have asked the council to set the money aside whilst they pursue an insurance claim for the cancelled event; if the insurance co pays out they will not need the money.

RESOLVED to support the allocation of £2000 to the Lions, but to retain the funds pending a decision from the insurance company.

Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

7. Reports from External bodies:- - Ref: 2529

a) Lincolnshire Police - Ref: 2530

None.

b) West Lindsey District Council. - Ref: 2531

District Cllr Bierley's report had been circulated to councillors prior to the meeting. District Councillors were thanked for installing the bins on Riby Rd, and for working to keep Caistor looking great.

c) Lincolnshire County Council - Ref: 2532



County Cllr Smith was not present for the meeting.

ci) Review request from resident for a dropped curb in the centre of the Market Place to allow wheeled access and agree how to progress - Ref: 2533

RESOLVED to defer this until the next meeting when Cllr Smith is in attendance.

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

cii) Update on councillor walkabout with LCC Highways 23rd October - Ref: 2534

A report had been completed by Cllr Hodson and circulated to councillors prior to the meeting.

d) Community Groups - Ref: 2535

It was noted that the twin town visit had gone well and Cllr Lyus shared 3 pieces of artwork which had been presented to Caistor with the intention of being on display at 2-4 Market Place once it is completed.

e) Town Hall Management Committee - Meeting held 24th Oct - Ref: 2536

It was noted that Cllr Bowman had attended the meeting on behalf of the town council, and a brief report had been shared prior to the meeting.

8. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2537

a) Personnel and Finance Committee - Ref: 2538

The committee had met on 31st October.

ai) To receive the draft minutes from the meeting held 31st October (if available) - Ref: 2539

Noted.

b) Estates Committee - Ref: 2540

The Estates committee had met on 24th October.

bi) To received the draft minutes from the meeting held October 24th - Ref: 2541

Noted.

It was noted that the contractor appointed to complete the allotment steps had withdrawn and agreed that this should be discussed as part of the tracking report.

bii) To review the current position regarding the boiler at CS&SC, review the quotes for a replacement boiler and agree next steps - Ref: 2542

Cllr Davey left the room for this discussion.

It was noted that: despite the best efforts of the plumbers, the boiler was beyond repair; the bill for attempting to fix the boiler is currently £555, but a second plumber also helped with the efforts and there may be an invoice for his time; quotes had been received from 2 plumbers for a replacement boiler with increased power (40kW) which will better support the needs of the S&SC.

RESOLVED to replace the boiler and appoint the CS&SC preferred plumber to complete the work, quoted at £4680.

Cllr Davey returned to the meeting.

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

c) 2-4 Working Group - Ref: 2543

Cllr Bowman left the room.

Steve Critten, CDCT representative was permitted to answer councillor questions during this agenda item.

It was noted that: since the agenda had been sent, the solicitor had confirmed that Heritage lottery fund are happy to step back and allow CTC to have a sole first charge on the building; CDCT need a decision from CTC on the loan tonight as the contractor is due to start 4th December and there is a grave danger of losing the contractor and other funders if all funding is not in place this week; the process agreed by CTC previously was that once first charge is secured, a financial analysis/viability will be undertaken and finally a public consultation with the timeline indicating that the process should be complete in the early part of 2024; the council had received 2 quotes for financial review one at £3750 and the other for £10000; it was suggested that a decision in principle should be taken to go ahead with the loan with a caveat of acceptable financial review, but noted

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that this would create more of an expectation with CDCT that the loan is forthcoming and would commit the council, negating the benefit of a financial review and effectively making the outcome irrelevant; the public consultation is an important part of the process and just holding an extra ordinary meeting will not suffice in this case, it should be a public meeting.

RESOLVED to instruct Duncan and Topliss to undertake the financial review as a matter of urgency at a quoted cost of £3750; to plan a public meeting to share information regarding the loan and the impact to residents in parallel with the financial review; to hold a EGM of the town council immediately following the public meeting to make the decision to lend.

RESOLVED to submit the draft budget to WLDC including the provision for PWL.

Proposed: Cllr M. Galligan Seconder: Cllr P. Morris Majority vote

ci) Update from 2-4 working group on progress and decision on note for website/facebook - Ref: 2544

It was noted that: the since the note for website/facebook had been drafted CTC have secured sole first charge on the property.

RESOLVED to amend the proposed wording of the notes, recirculate and post the revised notes on facebook and website.

Cllr Bowman rejoined the meeting.

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

9. Clerks Report & Parish Matters - Ref: 2545

a) Cricket club lease - letter from Mark Gowshall/ Sports club licences - Ref: 2546

Cllr Wright left the room. Cllr Bowman chaired

It was RESOLVED to allow the meeting to extend past 2 hours to enable all business on the agenda to be transacted.

A report from CCC had been circulated prior to the meeting. A representative from CCC had hoped to attend the meeting but had instead sent a statement which was circulated to councillors immediately prior to the meeting.

It was noted that a review of all licences is due and being discussed as part of the next agenda item.

b) Renewal and review of licences for sports groups and street food market - Ref: 2547

It was noted that the licences used to be offered for 5 years, but had been granted annually over the last 2 years pending a review on how long to grant them for and at what cost. It was noted that funding for the cricket club from ECB requires their licence to be for at least 12 months from the date funding is agreed which is likely to be in Feb 2024, so ideally the licence will need to be in place by then and run to at least 12 months

RESOLVED to form a working group to undertake a thorough analysis of the licences and make proposals to full council for term and cost; Cllrs Clarke, Hodson, Davey and Morris to form a licence working group to bring recommendations to full council no later than Oct 2024; licence renewals to be on another 12 month basis at £52 pa if they expire before the proposal is presented to council.

Cllr Wright returned to the meeting and chaired the remainder of the meeting.

Proposed: Cllr A. Clark Seconder: Cllr P. Morris All in favour

c) Complaint from resident about the bin bags being left in Mill Lane car park for WLDC to collect - Ref: 2548

A resident had complained about CTC collecting rubbish from bins around town and leaving the bags for collection by WLDC at the ACIS land off Mill Lane, attracting rats and other vermin.

It was noted that Kim Hodson had worked with WLDC to find a solution, and that 2 large scale lidded bins were now in place for storing the bin bags emptied by Kim, these are to be emptied on Wednesday's by the bin wagons.

d) Review the request for signage by the town hall entrance - Ref: 2549

LCC early years group had made a request for a sign on the outside of the town hall to indicate the services

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they offer.

RESOLVED to allow the sign, but that it should be no more that size A4.

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

e) Review Tracking Report - Ref: 2550

It was noted that most items on the tracking report have been discussed as part of the meeting.

Allotment Steps - the appointed contractor has withdrawn from the contract. Cllr Hodson and Clerk met with another contractor on site earlier in the week, who has quoted for replacing the steps with a timber frame and non-slip decking timber treads, all treated wood, 6x4 frame, treads at least 30cm deep, removal of old steps and spoil - £1595 ex VAT.

RESOLVED to accept the quote from Watermans and ask the contractor to start as soon as possible.

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

f) To review and approve the Internal Control Policy - Ref: 2551

The policy had been circulated to councillors prior to the meeting.

RESOLVED to approve the policy and review in 12 months

Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

10. To note any planning decisions - Ref: 2552

a) Application Number: 147142 Granted time limit plus conditions

Planning application to erect a 2no. bay cricket net, outdoor training facility - Caistor Town Cricket Club - Ref: 2553

Noted.

b) Application Number: 147116 - Refused

Application to erect 1no. dwelling - resubmission of 120744 - Land adjacent, 39, North Kelsey Road, Caistor - Ref: 2554

Noted.

c) Application Number: 147116 - Refused

Application to erect 1no. dwelling - resubmission of 120744 - Land adjacent, 39, North Kelsey Road - Ref: 2555

Noted.

11. To review the planning applications received and agree a response - Ref: 2556

a) APPLICATION: 147464

PROPOSAL: Outline planning to erect 1no. detached dwelling - all matters reserved.

LOCATION: Land adj "Woodlands" North Kelsey Road - Ref: 2557

No objections or comments were raised regarding the application.

12. Date of next meeting - Ref: 2558

14th December 2023.

Meeting closed at 9:22

Signature: