



Public Meeting Pack

11th January 2024



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 11 January 2024 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
05/01/2024

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 14th December 2023
6. Finance
 - a) To approve the Accounting Statements for period ending 31/12/2023
 - b) To review and accept the bank reconciliation for 31st December 2023
 - c) To approve the Schedule of Payments
7. Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - ci) Overview of the Greater Lincolnshire devolution proposal and potential impacts
 - 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) Summary of moderate risk items from play area inspection 7.12.23
 - c) Economic Development & Market Working Group
 - d) Sports group licences - update and next steps



9. Clerks Report & Parish Matters
 - a) To review how market waste is disposed of and any next steps
 - b) Discussion on whether LCC or CTC own the market place and next steps
 - c) Update on the SLA with WLDC for street cleaning and next steps
 - d) Southdale update on alternative storage arrangements and next steps
 - e) Review Tracking Report
 - f) Policy Review: Scheme of Delegation Policy(19674)
 - g) Review of Caistor Town Council priorities for meeting with Chief Exec of WLDC
10. Correspondence Received
 - a) Email regarding surfacing work to Caistor Footpath
 - b) Request to use Caistor Cricket grounds for Lincolnshire youth cricket events
 - c) Review the request from Lincs County Cricket club to use the cricket field for a girls competition 30th April 2024
11. To note any planning decisions
 - a) Application Number: 147464; Land adj "Woodlands", North Kelsey Road
Decision: Refused
Proposal: Outline planning application to erect 1no. detached dwelling
12. To review the planning applications received and agree a response
 - a) APPLICATION: 147732
PROPOSAL: Application for erection of a garage to the rear of the property and associated external works
LOCATION: Hundon Walk House Canada Lane Caistor
13. Date of next meeting - 15th Feb 2024



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

Explanation of Variances

Grants

Actual Total: 6000.00 **Budget:** 0.00 **Variation:** 6000.00 / 100

Grant from WLDC for town hall roof

VAT Reclaimable

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

No budget provision for reclaimed VAT

Salaries

Actual Total: 25988.28 **Budget:** 29319.96 **Variation:** 3331.68 / -11.36

KH employee from 1.6.23/ Bonny employee from 19th Sept

PAYE & NI

Actual Total: 10480.48 **Budget:** 2400.00 **Variation:** -8080.48 / 336.69

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

Miscellaneous Income

Actual Total: 4582.72 **Budget:** 150.00 **Variation:** -4432.72 / 2955.15

2115 refund of property tax LCC and bank interest

Play Park Refurbishment

Actual Total: 2318.93 **Budget:** 999.96 **Variation:** -1318.97 / 131.9

Essential repairs and accompanied inspection

Caistor Sports & Social Club

Actual Total: 6495.00 **Budget:** 999.96 **Variation:** -5495.04 / 549.53

Cost of boiler repair/replacement and windows

Town Hall

Actual Total: 12114.00 **Budget:** 6000.00 **Variation:** -6114.00 / 101.9

Roof and floor repairs

Equipment

Actual Total: 2018.74 **Budget:** 750.00 **Variation:** -1268.74 / 169.17

£600 on PPE; hedge trimmer and harness

Explanation of Variances

CIL income

Actual Total: 4455.52 **Budget:** 0.00 **Variation:** 4455.52 / 100

No budget provision for CIL income

Pension payments

Actual Total: 3626.96 **Budget:** 0.00 **Variation:** -3626.96 / 100

No provision in budget for pension payments



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

End of year forecast auto calculated based on actual year to date averaged over 9 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	109886	109886	0	0	109886
140	Cemetery Income	4180	3000	1180	39	4180
120	Allotment Income	60	420	-360	-86	420
130	Market Rents	2090	3000	-910	-30	2500
150	Caistor Sports & Social Club	1627	2412	-785	-33	2412
160	WLDC Street Cleaning	2371	2292	79	3	2371
170	Grass Cutting	1733	1623	110	7	1733
180	Grants	6000	0	6000	100	6000
350	VAT Reclaimable	3601	0	-3601	100	3600
199	Miscellaneous Income	4583	150	-4433	2955	5000
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	1000	-1000	-100	0
187	CIL income	4456	0	4456	100	4456
	Income: General Totals	141106	124303	736	14	143078
	Income Totals	141106	124303	736	14	143078

Expenditure

Expense: General

500	Salaries	25988	29320	3332	-11	35000
503	PAYE & NI	10480	2400	-8080	337	14000
501	Staff Travel & Benefits	91	100	9	-9	100
502	Contractors	3888	15000	11112	-74	4000
509	Other Staff Expenses	0	100	100	-100	100
520	General Office	893	1000	107	-11	1000
530	Hall Hire	278	720	442	-61	600
540	Insurance	3526	3500	-26	1	3526
550	Audit	620	780	160	-21	820
560	Subscriptions	236	535	299	-56	535
570	Training	130	390	260	-67	390
580	Election	190	0	-190	100	190
581	Mayor Allowance	126	350	224	-64	350
555	Professional Fees	255	500	245	-49	500
556	Legal Fees	200	500	300	-60	2500
590	Amenity Cut	7229	7400	171	-2	7400
591	Public Rights of Way	0	0	0	100	0
592	Parks	2826	3000	174	-6	3000
593	Sportsground	4000	4000	-0	0	4000
594	Cemeteries/Church	4867	4500	-367	8	5500
595	Allotments	1595	250	-1345	538	2000
610	Market	0	250	250	-100	250
596	Community Orchard	0	0	0	100	0
750	Cemetery records management	1894	2450	556	-23	2450
650	Community Events	494	1500	1006	-67	1000
521	Telephone & Broadband	634	930	296	-32	850
700	Electricity - Market Place LN7 6TU	273	260	-13	5	400
701	Electricity - South Street Park	365	600	235	-39	550
702	Electricity - Market Place LN7 6TL	0	150	150	-100	0
703	Electricity - Sports Ground	292	600	309	-51	500
800	Church trees	780	780	0	0	800
720	Water: Sports Ground	143	300	157	-52	300



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

End of year forecast auto calculated based on actual year to date averaged over 9 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	55	50	-5	9	100
722	Water: Allotments	140	75	-65	87	200
765	Play Park Refurbishment	2319	1000	-1319	132	2800
597	Caistor Sports & Social Club	6495	1000	-5495	550	6600
522	Town Hall	12114	6000	-6114	102	12500
582	Civic	0	500	500	-100	500
601	Equipment	2019	750	-1269	169	2020
598	Market Place	612	1000	388	-39	1000
603	Gritting & Snow Clearance	0	450	450	-100	450
766	CCTV	0	1500	1500	-100	0
799	Contingency	0	0	0	100	0
600	Grants & Donations	13026	15000	1974	-13	15000
761	Project: Town Hall Car Park Makeover	0	500	500	-100	500
762	Neighbourplan Review	0	0	0	100	0
763	Office repair	2507	2500	-8	0	2507
767	Old fire station	2400	2400	0	0	2400
764	Kings coronation	2000	2000	0	0	2000
768	Office laptop	499	500	1	-0	499
504	Pension payments	3627	0	-3627	100	5000
652	Grants & Donations	900		-900		900
Expense: General Totals		121007	117390	-3617	3	147587
Expenditure Totals		121007	117390	-3617	3	147587



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

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	1050	0	4180	1180	39.33
Allotment Income	625	350	420	45	0	15	0	60	-360	-85.71
Market Rents	2837	1000	3000	355	786	949	0	2090	-910	-30.34
Caistor Sports & Social Club	1563	312	2412	577	525	525	0	1627	-785	-32.55
WLDC Street Cleaning	2808	1404	2292	1146	1225	0	0	2371	79	3.47
Grass Cutting	1545	0	1623	0	0	1733	0	1733	110	6.76
Grants	0	2665	0	0	0	6000	0	6000	6000	100.00
VAT Reclaimable	13935	0	0	3601	0	0	0	3601	-3601	100.00
Miscellaneous Income	3294		150	2618	1502	462	0	4583	-4433	?
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	2900	0	4456	4456	100.00
Income: General	Total		124303	120953	6519	13634	0	141106	736	14
	Total		124303	120953	6519	13634	0	141106	736	14



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

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	8732	10916	0	25988	3332	-11
PAYE & NI	628	2600	2400	2298	3457	4726	0	10480	-8080	337
Staff Travel & Benefits	0	0	100	8	68	14	0	91	9	-9
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	407	365	0	893	107	-11
Hall Hire	300	0	720	44	150	84	0	278	442	-61
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	236	0	236	299	-56
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	17	109	0	126	224	-64
Professional Fees	46	1000	500	95	0	160	0	255	245	-49
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	4500	929	1800	0	7229	171	-2
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	61	0	2826	174	-6
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	2508	0	4867	-367	8
Allotments	0	300	250	0	0	1595	0	1595	-1345	538
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	1395	0	1894	556	-23
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	235	0	634	296	-32
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	0	273	-13	5
Electricity - South Street Park	170	0	600	61	242	62	0	365	235	-39
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	73	0	292	309	-51
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	780	0	780	0	0
Water: Sports Ground	151	50	300	41	51	51	0	143	157	-52
Water: Cemetery	42	0	50	14	22	18	0	55	-5	9
Water: Allotments	0	0	75	16	63	61	0	140	-65	87
Play Park Refurbishment	0	500	1000	0	2171	148	0	2319	-1319	132
Caistor Sports & Social Club	2533	3500	1000	0	0	6495	0	6495	-5495	550
Town Hall	39	2500	6000	149	132	11833	0	12114	-6114	102
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	994	0	2019	-1269	169
Market Place	908	500	1000	0	0	612	0	612	388	-39
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	426	0	13026	1974	-13
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



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

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	£	%	
	Pension payments			0	755	1325	1547	0	3627	-3627	100
Grants & Donations				0	0	900	0	900	-900		
Expense: General Total			117390	41674	29120	50213	0	?	-3617	3	
Total			117390	41674	29120	50213	0	?	-3617	3	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

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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	8732	10916	0	25988	3332	-11
PAYE & NI	628	2600	2400	2298	3457	4726	0	10480	-8080	337
Staff Travel & Benefits	0	0	100	8	68	14	0	91	9	-9
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	407	365	0	893	107	-11
Hall Hire	300	0	720	44	150	84	0	278	442	-61
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	236	0	236	299	-56
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	17	109	0	126	224	-64
Professional Fees	46	1000	500	95	0	160	0	255	245	-49
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	4500	929	1800	0	7229	171	-2
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	61	0	2826	174	-6
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	2508	0	4867	-367	8
Allotments	0	300	250	0	0	1595	0	1595	-1345	538
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	1395	0	1894	556	-23
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	235	0	634	296	-32
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	0	273	-13	5
Electricity - South Street Park	170	0	600	61	242	62	0	365	235	-39
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	73	0	292	309	-51
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	780	0	780	0	0
Water: Sports Ground	151	50	300	41	51	51	0	143	157	-52
Water: Cemetery	42	0	50	14	22	18	0	55	-5	9
Water: Allotments	0	0	75	16	63	61	0	140	-65	87
Play Park Refurbishment	0	500	1000	0	2171	148	0	2319	-1319	132
Caistor Sports & Social Club	2533	3500	1000	0	0	6495	0	6495	-5495	550
Town Hall	39	2500	6000	149	132	11833	0	12114	-6114	102
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	994	0	2019	-1269	169
Market Place	908	500	1000	0	0	612	0	612	388	-39
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	426	0	13026	1974	-13
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



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/12/2023

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	£	%	
	Pension payments			0	755	1325	1547	0	3627	-3627	100
Grants & Donations				0	0	900	0	900	-900		
Expense: General Total			117390	41674	29120	50213	0	?	-3617	3	
Total			117390	41674	29120	50213	0	?	-3617	3	



Bank Reconciliation

Balances as per bank statements as at 03/01/2024

Natwest Current Account	5848.91	119121.55
Natwest Business Reserve Account	112975.31	
Equals Card	297.33	

Date	Invoice Ref	Type	Description	Credit	Debit
There are no unrepresented payments or receipts					
Opening Balances As At 01/04/2023				UnPresented Receipts & Payments	
Opening Balance Bank 1 2527.74				Nett balance as at 03/01/2024 119121.55	
Opening Balance Bank 2 101463.68				Cash Book Closing Balance 119121.55	
Opening Balance Bank 3 0.00					
Opening Balance Bank 4 0.00					
103991.42					
Receipts in current year 141106.18					
Payments in current year 121006.86					
VAT Outstanding 4969.19					
Unallocated Cash					
Sales					
Purchase					
General Reserves 50000.00					
Earmarked Reserves					
Subcontracting for		13750.00	Computer	0.00	
Elections (2022)		3850.00	Play area	4000.00	
Parks equipment		3000.00	Parking	1500.00	
South Street Park		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		2000.00	Church Ground Trees	720.00	
Sports and Social		5500.00	Handyman Equipment	2000.00	
Other buildings		1500.00	2022 balance from ER	1943.00	
Town Hall		0.00			
Fire Station		0.00			
Cornhill Resurfacing		1500.00			
Tree Maint - Sports		2000.00	Cash Reserves	10358.55	
Tree Maint - Parks		1500.00			



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
11/12/2023	1339	J Waterman Timber Services	Allotment - replacement steps	319.00	1914.00	<input type="checkbox"/>	<input type="checkbox"/>
12/12/2023	1340	Caistor Town Hall	Hire of hall November	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
14/12/2023	1341	Lee Wells Joinery	Supply materials and brace up boiler room floor Town Hall	0.00	275.00	<input type="checkbox"/>	<input type="checkbox"/>
14/12/2023	1342	Screwfix	Bank Payment: General Office	16.41	98.44	<input type="checkbox"/>	<input type="checkbox"/>
15/12/2023	1343	Cllr Alan Somerscales	Expenses claim for volunteers delivering and erecting tree	0.00	108.70	<input type="checkbox"/>	<input type="checkbox"/>
19/12/2023	1354	E-Quip (Rasen) Ltd	Estates hat and fleece	8.80	52.80	<input type="checkbox"/>	<input type="checkbox"/>
19/12/2023	1355	E-Quip (Rasen) Ltd	2 x 2" padlocks	3.94	23.64	<input type="checkbox"/>	<input type="checkbox"/>
19/12/2023	1356	Caistor Arts & Heritage Centre	Room hire 24.10 and 28.11	9.60	57.60	<input type="checkbox"/>	<input type="checkbox"/>
19/12/2023	1357	Cloud Next Ltd	.gov.uk domain purchase	22.00	132.00	<input type="checkbox"/>	<input type="checkbox"/>
19/12/2023	1358	Cloud Next Ltd	hosted site and email addresses	9.99	59.98	<input type="checkbox"/>	<input type="checkbox"/>
21/12/2023	1361	Play Inspection Company	Accompanied play area inspection x3	99.00	594.00	<input type="checkbox"/>	<input type="checkbox"/>
22/12/2023	1362	Bonny Smith	Bank Payment: Salaries			<input type="checkbox"/>	<input type="checkbox"/>
22/12/2023	1363	Kim Hodson	Bank Payment: Salaries			<input type="checkbox"/>	<input type="checkbox"/>
22/12/2023	1364	Michelle Moss	Bank Payment: Salaries			<input type="checkbox"/>	<input type="checkbox"/>
27/12/2023	1366	HMRC	Bank Payment: PAYE & NI	0.00	2363.56	<input type="checkbox"/>	<input type="checkbox"/>
27/12/2023	1367	NEST	Bank Payment: Pension payments	0.00	689.52	<input type="checkbox"/>	<input type="checkbox"/>
27/12/2023	1368	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
27/12/2023	1369	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>
15/12/2023	1370	Tool station	Bank Payment: Equipment	1.00	5.99	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2024	1371	Opus Energy	Bank Payment: Electricity - Sports Ground	2.33	48.94	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2024	1372	Opus Energy	Bank Payment: Electricity - South Street Park	1.43	30.00	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2024	1373	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	1.16	24.34	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2024	1374	Three	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
05/01/2024	1375	Kim Hodson	Mileage claim 20.12.23 - EQuip. Postcrete	0.00	5.60	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 11168.07

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Police report - Crime Stats Dec 2023

	Dec-23	Dec-22	Guideline Year (Jan-19 to Dec-19)	Guideline to Current Rolling 12 Month Volume Change	Guideline to Current Rolling 12 Month % Change	Rolling 12 Month Period from Jan-23 to Dec-23	Rolling 12 Month Period from Jan-22 to Dec-22	Rolling 12 Month Volume Change	Rolling 12 Month % Change
⊕ All Other Occurrences	1	0	0	16	-	16	0	16	-
⊕ Arson & Criminal Damage	1	17	788	-713	-90.5%	75	110	-35	-31.8%
⊕ Burglary	1	4	642	-608	-94.7%	34	51	-17	-33.3%
⊕ Crimes Against Society	0	1	130	-117	-90.0%	13	9	4	44.4%
⊕ Drug Offences	0	0	113	-111	-98.2%	2	1	1	100.0%
⊕ Possessions of Weapons	0	0	45	-43	-95.6%	2	2	0	0.0%
⊕ Public Order	4	1	306	-350	-90.7%	36	41	-5	-12.2%
⊕ Robbery	0	0	17	-17	-100.0%	0	0	0	-
⊕ Sexual Offences	1	1	301	-281	-93.4%	20	18	2	11.1%
⊕ Theft Offences	6	4	1,050	-1,000	-95.2%	50	42	8	19.0%
⊕ VATP	18	28	2,145	-1,027	-47.9%	218	202	16	7.9%
⊕ Vehicle Offences	2	1	331	-315	-95.2%	16	28	-12	-42.9%

Summary of moderate issues identified during accompanied Play Area inspection 7th December 2023

Millfields

! 12 Moderate Risk (Finding 8)			
Item:	Swings - 2 Bay 4 Seat (Flat)	Risk Level:	M - Moderate Risk
Manufacturer:	Wicksteed Playgrounds	Surface:	Wet Pour
			
Finding: The chain links are worn in excess of 40% and require renewing		Action: Replace worn chains	

Sports Ground

! 12 - Moderate Risk (Finding 2)			
Item:	Ancillary Items - Picnic Table	Risk Level:	M - Moderate Risk
Manufacturer:	Not Identified	Surface:	Concrete
			
Finding: There are projecting nail ends present		Action: Remove and provide more appropriate fixings if required	

! 12 - Moderate Risk (Finding 6)

Item:	Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat	Risk Level:	M - Moderate Risk
Manufacturer:	Not Identified	Surface:	Wet Pour



Finding: The chain links are worn in excess of 40% and require renewing

Action: Replace worn chains

! 12 - Moderate Risk (Finding 7)

Item:	Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat	Risk Level:	M - Moderate Risk
Manufacturer:	Not Identified	Surface:	Wet Pour



Finding: There is notable movement in the crossbar fixing points

Action: Ensure the affected components are checked and repaired as required

South St Park

! 12 - Moderate Risk (Finding 3)

Item: Activity Equipment - Bridge
Manufacturer: Adventure Playgrounds

Risk Level: M - Moderate Risk
Surface: Bonded Rubber Mulch



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

! 12 - Moderate Risk (Finding 4)

Item: Activity Equipment - Bridge
Manufacturer: Adventure Playgrounds

Risk Level: M - Moderate Risk
Surface: Bonded Rubber Mulch



Finding: The shackles are worn in excess of 40% and require renewing

Action: Replace worn shackles

! 12 - Moderate Risk (Finding 7)

Item: Swings - 2 Bay 4 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: The chain links are worn in excess of 40% and require renewing

Action: Replace worn chains

! 12 - Moderate Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playequip

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

EastStreetWorksTeam

14:51 (1
hour ago)

to me, EastStreetWorksTeam, hcwrightjon@hotmail.com, CllrT

Hi Michelle

Thanks for this.

As previously stated, we were under the impression the Town Council were being represented at the last meeting but appreciate your position. Agreed, a discussion on site with all parties in the new year sounds like a good way forward.

Before we arrange that, I would be grateful if you can address the following from my previous emails by way of response:

With regards to the ownership of the area, we have consulted with Lincolnshire Legal Services, who have been unable to determine from a land registry search that this area is registered to Caistor Town Council. To allow us to continue our investigations, I would be grateful if you can provide details/plans/records of the Town Council's ownership of this area. I am aware from previous records that the County Council has a Traffic Regulation Order in place in this area to enforce the parking bays and that the Town Council was consulted on this at the time. There is no record to indicate the Town Council undertake maintenance of the bays and the highway surface in this area. I would be grateful if you can confirm, does the Town Council believe it maintains the highway surface and is responsible for any defects which may arise in this area?

Many thanks

Ashley Behan

Street Works and Permitting Manager

Lincolnshire County Council

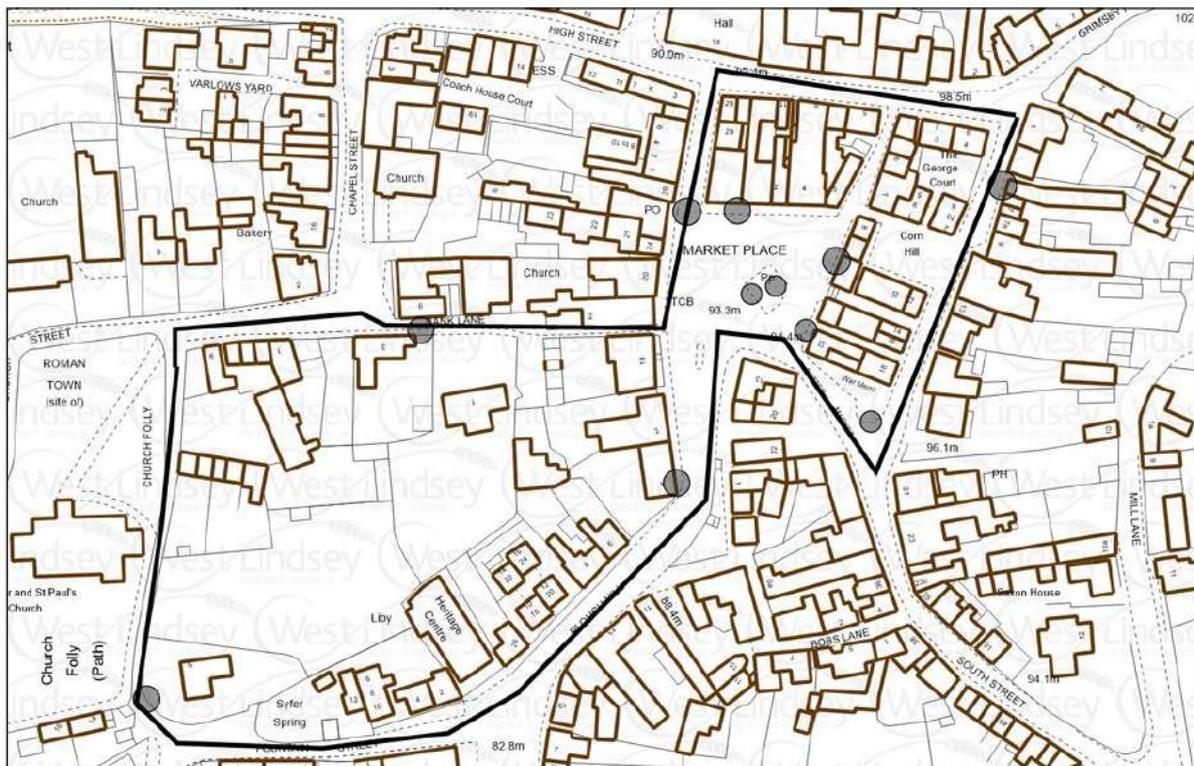
County Offices, Newland, Lincoln LN1 1YL

WLDC SLA for street cleaning – summary of discussion

- Agreement with WLDC is for the area in the map below to be cleaned (bins/sweeping/litter picking) to save WLDC operatives from having to come into the town centre and just being able to focus on the outlying area
- Original SLA was for 3 hours a week with the area in question taking 1.5 hrs to clean and empty bins and being done twice a week (not specified in current SLA)
- The original agreement (not in current SLA) was that Caistor would match the hours paid for a person to do the cleaning, so the person would have 3 hours from WLDC and 3 hours from CTC – 6 hrs in total
- There was no guidance provided on what the CTC hours needed to be spent on.
- Our handyman currently spends 10+ hours a week (approx.) doing street cleansing.
- WLDC have said they will not consider increasing the offer to CTC for this contact as they believe the area they are paying for should be able to be cleaned in 1.5 hrs twice week, totalling 3hrs.
- Many other villages who were offered this scheme have dropped out and WLDC have gone back to emptying, cleaning and sweeping, which they would have to do for Caistor, but they have said that the cleaning will only get done max of twice a week, and probably not to the standard we currently do it to. The impacts would possibly be more litter, bins overflowing more often.

Considerations:

- Has the area/tasks which Estates clean increased from the original agreement? If so, do CTC want this to continue?
- If WLDC complete the cleaning, our Estates operative would not be required to do it and could spend his time doing other handyman jobs.
- Could our handyman go back to doing the cleansing twice a week and free up a whole day for other estates work (e.g. cemetery, churchyard and cong grass), thereby reducing expenditure on more expensive contractors.



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Location	CTC equipment	On asset register	What to do with	Who responsible
Southdale	91 plastic chairs	No		
	8 Gazebos with covers	16 on asset register		
	16 plastic fold away tables	Yes		
	24 weights	Yes		
	2 ambi sphere 3m x 6m gazebos and sides (still boxed)	No		
	Christmas lights cables	No		
	Christmas decs	No		
	Nativity scene	No	Store at church going forward	Alan
	Books and ledgers - may not be CTC's	No		
Kelsey Rd Lock up	Trailer	Yes		
	Market stall covers/striped tarps	No		
	Market stall frames and wood tops	No		
	Small trolley	No		
	Reels	N/A	for christmas lights	
	Cones (some ate the running clubs)	No		
	Wheelbarrow	No		
	Generator	No		
	Banner feet	No		
	COSHH cabinet	Yes		
	Filing cabinet	No N/A		
	Steps	No		
Fire Station	Small trailer	Yes		
	Leaf blower	No	Written off in 2023	
	Mower	No		



Public Tracking Report

Sport Groups Licences	Ref: 20580	Created: 08/07/2022
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Cemetery Gates and Railings	Ref: 20701	Created: 16/08/2022
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WLDC street cleaning SLA	Ref: 21253	Created: 21/02/2023
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Sort out email addresses for councillors	Ref: 22100	Created: 11/04/2023
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Accompanied play area inspection	Ref: 24328	Created: 24/08/2023
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Southdale - alternative storage arrangements	Ref: 24365	Created: 12/12/2023
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Caistor Town Council

SCHEME OF DELEGATION POLICY

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Sub-committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

1 Responsible Financial Officer Duties & Powers

1.1 The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time, all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

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1.2 The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.

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1.3 The Responsible Financial Officer will have the power to release any financial related report or document to the Council or it's committees in discharge of the Responsible Financial Officer responsibilities

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2 Proper Officer Duties & Powers

2.1 The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer shall be the Proper Officer of the Council and as such is specifically authorised to:

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- b)a) Receive declarations of acceptance of office;
- e)b) To retain a copy of members declarations of interests and rReceive and record notices disclosing interests at meetings;
- d)c) Receive and retain plans and documents;
- e)d) Sign notices, agreements, licences or other documents on behalf of the Council;
- f)e) Receive copies of By-laws made by another local authority;
- g)f) Certify copies of By-laws made by the Council;
- h)g) Sign and issue summonses to attend meetings of the Council;
- i)h) Keep proper records for all Council Meeting;
- j)i) Notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections

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2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- a) The day to day administration of services, together with routine inspection and control.
- b) Day to day supervision, recruitment and control of all staff employed by the Council, save where the Grievance & Discipline Procedures take precedence.
- c) Authorisation of routine expenditure within the agreed budgets.
- d) Emergency or necessary expenditure up to £500 outside of the agreed budget.
- e) Where, and only where Council cannot make a valid comment within the time frame, the consideration, for consultation purposes, of minor planning applications in consultation with 2 Councillors, *(one of whom shall be the Chair or Vice Chair)*
- f) Dealing with all press and public relations on behalf of the Council as per the adopted Media Policy
- g) Power to act on own initiative to implement the Councils policies and objectives.

2.3 Council Assets & Emergency Expenditure

- a) In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, in accordance with the approved scheme of delegation and shall report to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- b) In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
- c) Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the council or committee.
- d) Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
- e) Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
- f) The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets)

2.4 Training for Officers & Members

- a) The Town Clerk has the power to identify own training needs and in consultation with the Chair of Health, Safety and Wellbeing to agree these.
- b) The Town Clerk is authorised to book training courses for themselves and council staff within the budget approved parameters or as directed by the Health, Safety and Wellbeing Committee.
- c) The Town Clerk is authorised to book training courses for members of the Council in accordance with the members training policy.

2.5 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3 Council

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3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- a) Setting the Budget & Precept;
- b) Borrowing money;
- c) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- d) Making, amending or revoking By-laws;
- e) Making of Orders under any Statutory powers;
- f) Matters of principle or policy.
- g) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
- h) Authorising the incurring of expenditure not provided within the approved budget;
- i) Any proposed new capital undertaking;
- j) Prosecution or defence in a court of law;
- k) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.
- l) Creation of Committees and membership therein;
- m) Consideration of eligibility to use the Power of Well Being;
- n) Confirming the appointment of the Town Clerk
- o) To adopt the schedule of meetings for the ensuing year.
- p) Declaring the eligibility of the General Power of Competence (to be confirmed by a resolution subject to satisfactory criteria met)
- q) Adopting and revising the council's code of conduct.
- r) Addressing any recommendations in any report from the internal or external auditors A
- s) Appointment or nominating Council representatives to outside bodies
- t) Agreement to take on any new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant committee.
- u) To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- v) To determine any matters referred to it by a Committee in accordance with Standing Orders.
- w) To determine matters which do not fall within the remit of any Committee

n)

3.2 Sections 102 & 103 Local Government Act 1972 allows for the discharge of the Council's functions by a Committee, a Sub-Committee or an Officer of the Authority.

3.3 Committees and Sub Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation where applicable and may only be exercised where sufficient budgetary provision exists or can be varied from which the approved budget of the Committee. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

3.4 Committees, unless the Council otherwise directs, may arrange to devolve any of its functions to one or more Sub-Committees or to Officers of the Council

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- 3.5 Committees shall appoint a Chairman and Vice-Chairman at their first meeting following the Annual Meeting of Council.
- 3.6 Committees shall meet within the timetable approved by the Council at its Annual Meeting.
- 3.7 The Minutes of the Committee Meetings shall be presented to the next meeting of Council for adoption.

3.8 In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

3.9 The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

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~~3.8~~10 Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under s1 Public Bodies (Admission to Meetings) Act 1960 only when the following confidential matters are to be discussed:

- a) Engagement, terms of service, conduct and dismissal of employees;
- b) Terms of tenders, proposals and counter-proposals in negotiation for contracts;
- c) Preparation for cases in legal proceedings; and
- d) Early stages of any dispute.

~~3.93.11~~ All members of the Council shall receive agendas and supporting papers of Council and all Committees by e-mail except where it is not appropriate. *(With the exception of Personnel, where only the members shall receive correspondence and pink papers will be handed out in person only and returned back to the Clerk).* Members not on a committee will be treated as if they were members of the public in meetings, but may remain through closed sessions at the Chair's discretion.

4 Urgent Matters

- 4.1 In the event of any matter arising **which requires an urgent decision** notwithstanding delegated powers granted by paragraph 2.2 above the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee *(if the matter involves expenditure not provided for in the annual budget)* and those Members so consulted together with the Town Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 4.2 Before exercising the delegated powers granted by paragraph 3.3 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

- 4.3 Before exercising the delegated powers granted by paragraph 3.3 above, the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair that a Special Meeting of the Council should be called.
- 4.4 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.
- 4.5 The Committee may refer specific matters to the Council for a final decision if it so wishes.

5 Committees

- 5.1 Committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Committee is formed by means of a Terms of Reference Policy adopted by Council.

6 Working Groups / Parties

- 6.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

Email regarding surfacing work to Caistor Footpath

From: Andrew Fletcher

Sent: Wednesday, December 20, 2023 2:25 PM

To: CllrT Smith <CllrT.Smith@lincolnshire.gov.uk>

Subject: Public Rights of Way Development Fund - Decision on projects to be taken forward

Dear Councillor Smith,

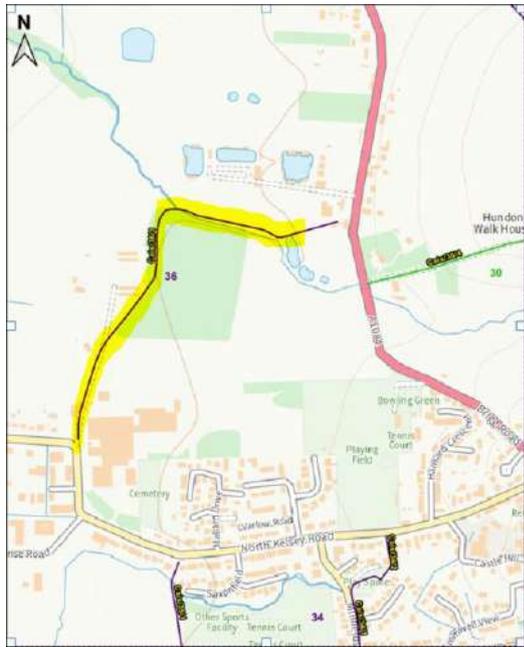
Thank you for your nomination for a project to be funded from the Public Rights of Way Development Fund. All the schemes that have been put forward for the fund have been presented to Councillor Martin Hill and Councillor Colin Davie and I am pleased to inform you that the scheme listed below has been selected to be undertaken. We are now starting to plan for all these schemes with a view to undertaking the works in the drier months next year.

The issue that you reported regarding the drainage along Brigg Road was not taken forward as part of this fund because this issue relates to the highway drainage along the A1084 and not along the public right of way. I will however make our highways team aware of this issue so that it can be considered for remediation works.

If you have any questions at all or would like to discuss this further please do not hesitate to contact me.

Caistor Public Footpath 36

Proposal	Resurfacing of the footpath				
Proposed by	Cllr Tom Smith Caistor Town Council				
The Issue	Or Public Footpath 36 provides a link between North Kelsey Road and Brigg Road. The path surface is boggy in the central section.				
Public Benefits	Surfacing works along the path would restore the path to full use and eliminate the standing water/boggy surface issues. The path now links to a larger residential development which has increased the recreational utility of the path.				
Key issues	The path has a permitted path at the eastern end to avoid existing blockage by development. The resolution for this is considered out of scope for this scheme.				
Estimate of costs	£12k inc. 20% contingency				
Overall Risk Assessment (after mitigation): LOW					
ID	Risk	Proposed Mitigation	A: Likelihood (1-4)	B: Project impact (1-4)	Total risk score (A x B)
1	Costs of implementation greater than anticipated	REDUCE: Ensure contingency included as part of initial budget. Seek adjustments to the scope of the scheme to reduce costs within budget	1	4	4



Thanks and Best Regards,

Andrew Fletcher MIPROW MAPM
Public Rights of Way and Access Manager
Lincolnshire County Council
County Offices, Newland, Lincoln LN1 1YL

Availability of Caistor Town CC Inbox

Justin Owen

11:50
(1 hour ago)

to clerk@caistortc.co.uk, me, caistortc@outlook.com, reginald, Alan

Good morning Michelle & Happy New Year to yourself.

I have been passed on your details by Reg Percival of Caistor Town Cricket Club.

In our continued drive to bring both new people into cricket & offer continued opportunities to more frequent players, I am looking to hold 3 events at the local cricket ground. to increase participation amongst our Primary aged children.

May 8th - Dynamos Skills Festival Y3/4 - 11:30 - 15:00

May 23rd - Dynamos School Qualifier Comp' Y5 - 09:00 - 15:00

June 6th - Dynamos School Qualifier Comp' Girls - 12:00 - 15:00

These events normally attract +100 children per event.

Could you let me know if the above dates would be available for us to facilitate the events please. All we would require is toilet accessibility.

Warm Regards

Justin Owen

Participation & Growth Manager

Lincolnshire Cricket Participation & Growth Team

Lincolnshire Cricket
justin.owen@lincscricket.co.uk

07554 432092 (m)

01522 528838
Lincolnshire Cricket, Ruston Sports & Social Club, Newark Road, Lincoln. LN6 8RN
www.lincscricket.co.uk

Twitter: @LincsCricket | Facebook: Lincolnshire County Cricket

Caistor Town CC - Hosting Girls School Competition

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



Katie Falkner

18 Dec 2023,
16:36 (16 hours
ago)

to me

Dear Michelle

I have been passed on your email by Caistor Town CC. This email is to ask permission to be able to host our Secondary Girls Cricket competition on Tuesday 30th April 2024.

The Cricket club have no objections to the ground being used for this event; however, we are seeking permission from the town council as well.

Thanks

Best wishes

Katie

Katie Falkner
Women and Girls Development Officer
Lincolnshire County Cricket Ltd

Lincolnshire Cricket, Ruston's Sports & Social Club, Newark Road, Lincoln. LN6 8RN

www.lincscricket.co.uk

Twitter: @LincsCricket | Facebook: Lincolnshire County Cricket



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:

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

2 January 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 147732

PROPOSAL: Planning application for erection of a garage to the rear of the property and associated external works

LOCATION: Hundon Walk House Canada Lane Caistor Market Rasen LN7 6RZ

APPLICATION TYPE: Householder Application

APPLICATION CATEGORY: Householder Development

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

Vicky Maplethorpe
On behalf of West Lindsey District Council

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

2 January 2024

Application Ref No. : 147732

Location : Hundon Walk House Canada Lane Caistor Market Rasen LN7
6RZ

Proposal : Planning application for erection of a garage to the rear of the
property and associated external works

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.