



# **Public Meeting Pack**

**8<sup>th</sup> February 2024**



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 8 February 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  
02/02/2024

## **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 11th January 2024
6. Finance
  - a) To approve the Accounting Statements for period ending 31st January 2024
  - b) To approve the Schedule of Payments
  - c) To approve the bank reconciliation for 31st January 2024
7. Reports from External bodies:-
  - a) Lincolnshire Police
  - b) West Lindsey District Council
  - bi) To receive feedback from CTC meeting with WLDC Chief Executive
  - c) Lincolnshire County Council
  - ci) List of major roadwork improvements scheduled for 2024
  - cii). Response from Road safety Partnership re caistor Bypass
  - ciii) Resident issue with parking on Plough Hill
  - d) Community Groups
  - di) To discuss the possibility of holding the Classic Car show this year and agree next steps
  - 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 - To receive the draft minutes from the Estates committee meeting and note any decisions
  - bi) Agreement to setting up a working group to sort out the play areas
  - bii) Approval for revised cost of pressure washer - £950
  - c) Economic Development & Market Working Group
  - ci) To discuss the project proposal document for market barriers and agree next steps
  - d) 2-4 Market Place Working group - To agree what format this group should continue in
  - di) Request for a letter of continued support for 2-4 Market Place
  - e) Sports Group Licences Working Group - Update
  - ei) To review the letter received from the cricket club
9. Clerks Report & Parish Matters
- a) To receive an update on .gov.uk email addresses and approve the Email policy
  - b) Review Tracking Report
  - c) To review the policy on recording, filming, photographing and broadcasting meetings and to resolve whether the Town Council will record its meetings
  - d) To agree what to do about the moles on council land
10. Correspondence Received - review and agree any action
- a) Email from resident about the state of the bus shelter and Southdale
  - b) Trees overhanging residential property from Sports Field
  - c) Lions request for a market stall for charity walking event
  - d) To decide whether to subscribe to the LALC training scheme for 24/25
11. GDPR Compliance - to review and approve the following documents
- a) Data protection policy
  - b) Subject access request procedure
  - c) Data breach policy and procedure
  - d) Records retention policy
  - e) GDPR privacy policy
  - f) GDPR security compliance checklists for councillors
12. To note any planning decisions
- a) Application: 147531. Granted time limit plus conditions  
Proposal: Planning application to erect 1no. single storey dwelling. Land to rear of, 132, North Kelsey Road
  - b) Application: 147586. Granted time limit plus conditions  
Proposal: Listed building consent - internal alterations. 8, South Street
  - c) Application: 147666. Granted time limit plus conditions  
Proposal: Variation of condition 2 of 145947 granted 23.3.2023 - amend dwelling design. Plot 3 - Mill Grange, Horncastle Road
13. To review the planning applications received and agree a response
- a) APPLICATION REFERENCE: 147801  
PROPOSAL: Planning application for first floor extension and other alteration.  
LOCATION: 1 Mill Lane Caistor
  - b) APPLICATION REFERENCE: 147794  
PROPOSAL: Planning application to replace boundary wall with close board fencing  
LOCATION: 12, Hadrian Way, Caistor
14. Date of next meeting



## Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 11 January 2024

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson,  
Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark, Cllr H. Priestly, District Cllr O. Bierley,  
In Attendance: Michelle Moss,  
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: 2622**  
Apologies received from Cllrs Milner, Morris, Lyus and Hughes.  
RESOLVED to accept the apologies and reasons given.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2623**  
None requested.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2624**  
Andy Storer from Age UK attended the meeting to advise that their new charity shop is opening soon in Caistor and provide information about the charity.
- 4. Chairmans Report - Ref: 2625**  
Cllr Wright noted that he had attended the Lincs Cares Christmas lunch for the elderly, that it was an excellent event, well attended and very well organised.
- 5. To approve the draft minutes of 14th December 2023 - Ref: 2626**  
RESOLVED that the draft minutes of the meetings held on 14th December 2023 be approved as a true record of the meeting and signed by the Chair.  
Proposed: Cllr A. Somerscales Seconder: Cllr A. Clark 1 abstained
- 6. Finance - Ref: 2627**
  - a) To approve the Accounting Statements for period ending 31/12/2023 - Ref: 2628**  
The accounting statements had been circulated to councillors prior to the meeting.  
RESOLVED to approve the accounting statements for the period ending 31st December 2023 as a true record  
Proposed: Cllr J. Cox Seconder: Cllr A. Clark All in favour
  - b) To review and accept the bank reconciliation for 31st December 2023 - Ref: 2629**  
The bank statements and bank reconciliation had been circulated to councillors prior to the meeting.  
RESOLVED to approve the bank reconciliation for the period ending 31st December 2023 as a true record.  
Proposed: Cllr J. Bowman Seconder: Cllr J. Cox All in favour
  - c) To approve the Schedule of Payments - Ref: 2630**  
The schedule of payments had been circulated to councillors prior to the meeting. It was noted that the expenses claim for delivering and erecting the tree was for the team from Timmins who came with cherry pickers and gave their time and use of equipment for free, a service which otherwise would cost a lot of money. It was paid for out of the mayors allowance.  
RESOLVED to approve the schedule of payments which totalled £11168.07  
Proposed: Cllr A. Clark Seconder: Cllr J. Bowman All in favour
- 7. Reports from External bodies:- - Ref: 2631**
  - a) Lincolnshire Police - Ref: 2632**  
It was noted that Lincolnshire police had sent a crime report which was published as part of the meeting pack.
  - b) West Lindsey District Council. - Ref: 2633**

Signature: .....



District Cllr Bierley's report had been circulated to councillors prior to the meeting. Cllr Bierley noted that he was disappointed by the devolution deal and there is ongoing lobbying. WLDC were congratulated for their award for waste.

It was noted that a resident had raised the issue of waste at the magistrates car park. Cllr Bierley noted that the Director of Corporate affairs at WLDC is aware of the issue, but noted that he will raise it once again. It was noted that the market stall holders leave their waste there and should be asked to take it away with them rather than contributing to the problem.

**c) Lincolnshire County Council - Ref: 2634**

Cllr Smiths noted that: LCC are looking at increased funding for jetting and flood management next financial year; he has asked highways to look at issues on Fix My Street which have been outstanding for some time;

**ci) Overview of the Greater Lincolnshire devolution proposal and potential impacts - Ref: 2635**

Cllr Smith noted that: the devolution consultation is open online and the Market Rasen meeting is on 27th January; the role of the mayor will be as closely controlled as legislation allows and the office will be as lean as possible; the mayor will not be permitted to also be a county cllr as a safeguard; Plough Hill is due to be resurfaced this financial year (later clarified as Horsemarket).

Issues were raised about the state of the road and footpaths on Southdale and cllrs asked for urgent action.

**d) Community Groups - Ref: 2636**

Lincolnshire Cares noted that the Christmas lunch had gone really well and thanked the councillors who attended, and the Market Rasen Mail for the good write up.

Caistor Goes had designed and sent out Christmas cards, their AGM is in Feb and their first event in March.

**e) Town Hall Management Committee - Ref: 2637**

The report from the meeting in October noted that hall windows had been painted, the external shed moved gutters cleaned, flat roof replaced and damaged roof repaired, rotten floor joists replaced.

**8. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2638**

**a) Personnel and Finance Committee - Ref: 2639**

None

**b) Estates Committee - Ref: 2640**

It was noted that: the next meeting was on 23rd January.

**bi) Summary of moderate risk items from play area inspection 7.12.23 - Ref: 2641**

It was noted that the report contained no high risk alerts this year and 8 moderate risk issues. Whilst it reported improvements since last year, there are still many low level risks which need to be addressed or are likely to escalate over the coming months/year. It was also noted that: one of the issues is the amount of algae and moss on the equipment and surfaces, particularly the wooden play equipment which is a slip hazard and needs dealing with urgently; the proposed solution is to pressure wash the equipment and surfaces, but CTC do not own a pressure washer at the moment; there is money set aside in next years budget to purchase a petrol pressure washer to be used for this type of task. Caistor in Bloom offered CTC use of their bowser to help resolve the issue.

RESOLVED to move money from earmarked reserves or to overspend by up to £700 to purchase a petrol pressure washer this financial year rather than wait until April.

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

**c) Economic Development & Market Working Group - Ref: 2642**

No meeting had been held.

Cllr Bowman had added a project proposal document to the councillor portal today for consideration and decision. The clerk noted that this did not give councillors sufficient time to consider the content. Cllr Bowman asked council agreement for removable posts and chains to be purchased to block off part of the car park for the Saturday market. Cllrs noted that there are already cones in the lock up which could be used for this, and it was not clear if/where Cllr Bowman was suggesting a road closure or whether LCC permission would need to be sought. It was agreed that Cllr Bowman would complete a diagram showing where the proposed posts

Signature: .....



would go, attach it to the project proposal document and send it to the clerk for circulation and consideration.

**d) Sports group licences - update and next steps - Ref: 2643**

Cllr Davey declared an interest in the lease agreement with the Sports and Social club and left the meeting for that part of the discussion.

It was noted that: the leases/licences and letters for the tennis club, bowls and running club are drafted and ready to send; the football, walking football and cricket club licences include the provision of welfare facilities, but CTC have leased the club house to CS&SC and at the moment there is not a clause in the CS&SC lease making provision for this. The next steps are for a meeting with CS&SC to agree a clause in their lease agreement to reflect the current arrangements where welfare facilities are offered to clubs, then to finalise the licences and letters for the clubs and send. The aim is to get the letters and licences/leases sent by the end of January 2024.

**9. Clerks Report & Parish Matters - Ref: 2644**

**a) To review how market waste is disposed of and any next steps - Ref: 2645**

Cllrs helped to clear out the rubbish at the magistrates car park and noted that some of the rubbish looks like market trader waste. The new bins provided in Mill Lane are locked and are not provided for market traders waste. Following a lengthy discussion it was RESOLVED that market traders should be asked to take their market waste home with them and that Cllrs Bowman and Wright would speak to the market stall holders to request this.

Proposed: Cllr J. Wright Seconder: Cllr A. Clark 1 against

**b) Discussion on whether LCC or CTC own the market place and next steps - Ref: 2646**

It was noted that following the onsite meeting to discuss the 2-4 Market Place build, LCC are now questioning CTC claim on ownership of the Market Place. LCC have asked their legal team to investigate, but have not been able to conclusively prove who owns it. The clerk is unable to find legal or historical records proving ownership of the Market Place or Cornhill.

RESOLVED to pay for a land registry search for Market Place and Cornhill.

Proposed: Cllr J. Wright Seconder: Cllr A. Clark All in favour

**c) Update on the SLA with WLDC for street cleaning and next steps - Ref: 2647**

The clerk had shared a report outlining discussions with WLDC Waste team. It was noted that: CTC were paid for 3 hours to cleanse the market place area (outlined on the map) twice a week; the Estates Operative empties bins, sweeps and litter picks the area 3 times a week; WLDC have said they are extremely unlikely to increase the level of funding by any more than an inflationary rise; CTC could hand back the duties to WLDC.

RESOLVED to leave the agreement in place.

Proposed: Cllr J. Wright Seconder: Cllr A. Somerscales All in favour

**d) Southdale update on alternative storage arrangements and next steps - Ref: 2648**

It was noted that: before Christmas the clerk and some councillors looked at what was stored in the lock ups on Sports field, fire station and Southdale and completed a list of what is the responsibility of CTC; the fire station needs a good clear out; the football club have sole use of a large lock up which is used to store their goal posts and a mower; the sports field lock up could do with a clear out to determine how much space is available. Cllr Davey offered use of storage space at his farm.

RESOLVED at the Estates meeting on 23rd Jan, to organise a time/date for a group of councillors to clear out, take to the tip and/or redistribute the equipment stored at Southdale, Old Fire Station, Lock up at the sports field.

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

**e) Review Tracking Report - Ref: 2649**

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

**f) Policy Review: Scheme of Delegation Policy(19674) - Ref: 2650**

RESOLVED to accept and approve the amended scheme of delegation policy.

Signature: .....



Proposed: Cllr A. Clark Seconder: Cllr J. Bowman All in favour

**g) Review of Caistor Town Council priorities for meeting with Chief Exec of WLDC - Ref: 2651**

It was noted that Cllr Wright and the clerk have been invited to share CTC priorities with the Chief Exec of WLDC on 2nd Feb 2024. Councillors were invited to share comments/views on priorities with the clerk by 31st Jan.

**10. Correspondence Received - Ref: 2652**

**a) Email regarding surfacing work to Caistor Footpath - Ref: 2653**

Noted.

**b) Request to use Caistor Cricket grounds for Lincolnshire youth cricket events - Ref: 2654**

RESOLVED to agree to allow use of the grounds.

Proposed: Cllr J. Wright Seconder: Cllr A. Clark All in favour

**c) Review the request from Lincs County Cricket club to use the cricket field for a girls competition 30th April 2024 - Ref: 2655**

RESOLVED to allow use of the cricket grounds

Proposed: Cllr J. Wright Seconder: Cllr A. Clark All in favour

**11. To note any planning decisions - Ref: 2656**

**a) Application Number: 147464; Land adj "Woodlands", North Kelsey Road  
Decision: Refused**

**Proposal: Outline planning application to erect 1no. detached dwelling  
- Ref: 2657**

Noted

**12. To review the planning applications received and agree a response - Ref: 2658**

**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 - Ref: 2659**

Following a discussion it was RESOLVED that the council have no objections and should reply with no comment.

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

**13. Date of next meeting - 8th Feb 2024 - Ref: 2660**

Noted.

Meeting closed at 8.42pm

Signature: .....



## Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/01/2024

### Explanation of Variances

<b>Grants</b>			
Actual Total: 6000.00	Budget: 0.00	Variation: 6000.00	/ 100
Grant from WLDC for town hall roof			
<b>VAT Reclaimable</b>			
Actual Total: 3601.08	Budget: 0.00	Variation: -3601.08	/ 100
No budget provision for reclaimed VAT			
<b>Salaries</b>			
Actual Total: 29340.98	Budget: 29319.96	Variation: -21.02	/ .07
KH employee from 1.6.23/ Bonny employee from 19th Sept			
<b>PAYE &amp; NI</b>			
Actual Total: 11701.22	Budget: 2400.00	Variation: -9301.22	/ 387.65
KH employee from 1.6.23/ Bonny employee from 19th Sept			
<b>Allotments</b>			
Actual Total: 1595.00	Budget: 249.96	Variation: -1345.04	/ 538.1
Allotment steps			
<b>Miscellaneous Income</b>			
Actual Total: 4727.25	Budget: 150.00	Variation: -4577.25	/ 3051.5
2115 refund of property tax LCC and bank interest			
<b>Water Allotments</b>			
Actual Total: 140.34	Budget: 75.00	Variation: -65.34	/ 87.12
Increase in use and ppu			
<b>Play Park Refurbishment</b>			
Actual Total: 2318.93	Budget: 999.96	Variation: -1318.97	/ 131.9
Essential repairs and accompanied inspection			
<b>Caistor Sports &amp; Social Club</b>			
Actual Total: 6495.00	Budget: 999.96	Variation: -5495.04	/ 549.53
Cost of boiler repair/replacement and windows			
<b>Town Hall</b>			
Actual Total: 12114.00	Budget: 6000.00	Variation: -6114.00	/ 101.9
Roof and floor repairs			



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024  
Financial Period 01/04/2023 to 31/01/2024



End of year forecast also calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

## Explanation of Variances

### Equipment

Actual Total: 2092.44 Budget: 750.00 Variation: -1332.44 / 177.66  
£600 on PPE; hedge trimmer and harness

### CIL Income

Actual Total: 4455.52 Budget: 0.00 Variation: 4455.52 / 100  
No budget provision for CIL income

### Pension payments

Actual Total: 4061.80 Budget: 0.00 Variation: -4061.80 / 100  
No provision in budget for pension payments

	Actual YTD	Budget	Variance		EOY Forecast
			£	%	
<b>Income</b>					
<b>Income: General</b>	109886	109886	0	0	109886
100 Priccept	4680	3000	1680	56	4680
140 Cemetery Income	90	420	-330	-79	420
120 Allotment Income	2268	3000	-732	-24	2500
130 Market Rents	1802	2412	-610	-25	2412
150 Calisor Sports & Social Club	2371	2292	79	3	2371
160 WILDC Street Cleaning	1733	1623	110	7	1733
170 Grass Cutting	6000	0	6000	100	6000
180 Grants	3601	0	-3601	100	3600
350 VAT Reclaimable	4727	150	-4577	3052	5000
199 Miscellaneous Income	520	520	0	0	520
185 Town Hall	0	1000	-1000	-100	0
186 Magazine Advertising	4455	0	-4455	100	4455
187 CIL Income					
<b>Totals</b>	<b>142134</b>	<b>124303</b>	<b>1475</b>	<b>14</b>	<b>143578</b>

	Actual YTD	Budget	Variance		EOY Forecast
			£	%	
<b>Income</b>					
<b>Income: General</b>	142134	124303	1475	14	143578
<b>Income Totals</b>	<b>142134</b>	<b>124303</b>	<b>1475</b>	<b>14</b>	<b>143578</b>
<b>Expenditure</b>					
<b>Expense: General</b>	28241	28220	-21	0	38000
500 Salaries	11701	2400	-9301	388	14000
503 PAYE & NI	97	100	-3	100	100
501 Staff Travel & Benefits	3888	15000	11112	-74	4000
502 Contractors	0	100	100	-100	100
508 Other Staff Expenses	883	1000	107	-11	1000
520 General Office	326	720	394	-55	435
530 Hall Hire	3526	3560	-26	1	3526
540 Insurance	620	780	160	-21	620
550 Audit	236	535	299	-56	535
560 Subscriptions	130	390	260	-67	390
570 Training	190	0	-190	100	190
580 Election	126	350	224	-64	350
581 Mayor Allowance	255	500	245	-49	500
555 Professional Fees	200	500	300	-60	2500
556 Legal Fees	7229	7400	171	-2	7229
590 Amenity Cut	0	0	0	100	0
581 Public Rights of Way	3321	3000	-321	11	3321
592 Parks	4000	4000	0	0	4000
593 Sportsground	5354	4500	-854	19	5500
594 Cemeteries/Church	1595	250	-1345	538	1600
595 Allotments	0	250	250	-100	250
610 Market	0	0	0	100	0
598 Community Orchard	1894	2450	556	-23	2450
750 Cemetery records management	494	1500	1006	-67	1000
650 Community Events	730	930	200	-22	850
521 Telephone & Broadband	298	260	-38	14	400
700 Electricity - Market Place LN7 6TU	385	600	205	-34	550
701 Electricity - South Street Park	0	150	150	-100	0
702 Electricity - Market Place LN7 6TL	340	600	260	-43	500
703 Electricity - Sports Ground	780	780	0	0	800
800 Church trees	143	300	157	-52	300
720 Water: Sports Ground					

# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024  
Financial Period 01/04/2023 to 31/01/2024

End of year forecast info.  
Expended based on actual year  
to date averaged over 10  
months manually adjusted  
where appropriate.



Code	Description	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 Reurbishment	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	600	600	-100	500
601	Equipment	2082	750	-1332	178	2100
588	Market Place	612	1000	388	-39	1000
603	Gritting & Snow Clearance	0	450	450	-100	450
766	CCTV	0	1500	1500	-100	0
789	Contingency	0	0	0	100	0
600	Grants & Donations	13028	15000	1974	-13	13500
761	Project: Town Hall Car Park Makeover	0	500	500	-100	500
762	Neighbourhood Review	0	0	0	100	0
783	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	4062	0	-4062	100	5000
652	Grants & Donations	900	0	-900	0	900
<b>Expenses: General Totals</b>		<b>127313</b>	<b>117390</b>	<b>-9923</b>	<b>8</b>	<b>146752</b>
<b>Expenditure Totals</b>		<b>127313</b>	<b>117390</b>	<b>-9923</b>	<b>8</b>	<b>146752</b>

# Budget Report - Income

Current Financial Year Ending 31/03/2024  
Financial Period 01/04/2023 to 31/01/2024



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		
<b>Income: General</b>										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	1960	1050	500	4680	1680	56.00
Allotment Income	825	350	420	45	0	15	30	90	-330	-78.57
Market Rents	2837	1000	3000	355	786	949	179	2288	-732	-24.39
Caistor Sports & Social Club	1563	312	2412	577	525	525	175	1802	-610	-25.29
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	0	150	2818	1502	482	145	4727	-4577	-?
Town Hall	0	0	520	0	520	0	0	520	0	0.01
Magazine Advertising	0	0	1000	0	0	0	0	0	-1000	-?
CIL Income	0	0	0	1555	0	2800	0	4456	4456	100.00
<b>Income: General Total</b>			<b>124303</b>	<b>120953</b>	<b>6519</b>	<b>13634</b>	<b>1028</b>	<b>142134</b>	<b>1475</b>	<b>14</b>
<b>Total</b>			<b>124303</b>	<b>120953</b>	<b>6519</b>	<b>13634</b>	<b>1028</b>	<b>142134</b>	<b>1475</b>	<b>14</b>



# Schedule of Payments



Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
08/01/2024	1376	LTL Landscaping	Fencing and play area repair materials (labour not charged)	18.80	112.80 <input type="checkbox"/> <input type="checkbox"/>
09/01/2024	1377	Caistor Town Hall	Hire of meeting room 14.12	0.00	22.00 <input type="checkbox"/> <input type="checkbox"/>
10/01/2024	1378	Caistor & District Lions Club	Christmas tree collection	0.00	250.00 <input type="checkbox"/> <input type="checkbox"/>
10/01/2024	1379	Viking	Whiteboards, ink and paper	25.10	150.60 <input type="checkbox"/> <input type="checkbox"/>
15/01/2024	1385	Andy Hopkins (Audit services)	Interim internal audit	0.00	150.00 <input type="checkbox"/> <input type="checkbox"/>
16/01/2024	1386	E-Quip (Rasen) Ltd	20kg post mix	1.40	8.39 <input type="checkbox"/> <input type="checkbox"/>
22/01/2024	1387	Green bins for Church/CTC	Bank Payment: Cemeteries/Church	0.00	176.00 <input type="checkbox"/> <input type="checkbox"/>
18/01/2024	1388	Postage - Cemetery maps	Bank Payment: Cemeteries/Church	0.00	2.70 <input type="checkbox"/> <input type="checkbox"/>
24/01/2024	1389	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60 <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1390	BT	Bank Payment: Telephone & Broadband	8.83	52.98 <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1391	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED] <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1392	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED] <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1393	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED] <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1394	HMRC	Bank Payment: PAYE & NI	0.00	1220.74 <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1395	NEST	Bank Payment: Pension payments	0.00	434.84 <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1396	Lincolnshire Association of Local	LALC/NALC subscription	0.00	603.18 <input type="checkbox"/> <input type="checkbox"/>
25/01/2024	1397	EDGE IT Systems	Epitaph Classic Set up and annual fee	128.70	772.20 <input type="checkbox"/> <input type="checkbox"/>
30/01/2024	1398	Three	Bank Payment: Telephone & Broadband	3.00	18.00 <input type="checkbox"/> <input type="checkbox"/>
30/01/2024	1399	West Lindsey District Council	Bank Payment: Green bins	0.00	308.00 <input type="checkbox"/> <input type="checkbox"/>
01/02/2024	1400	S R Thompson	Mole catching in Cemetery and Playing field	0.00	280.00 <input type="checkbox"/> <input type="checkbox"/>
01/02/2024	1401	[REDACTED]		0.00	[REDACTED] <input type="checkbox"/> <input type="checkbox"/>
<b>TOTAL:</b>					<b>7928.73</b>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



## Bank Reconciliation

Balances as per bank statements as at 01/02/2024

Natwest Current Account	10102.26	113722.10
Natwest Business Reserve Account	103119.84	
Equals Card	500.00	

Date	Invoice Ref	Type	Description	Credit	Debit
There are no unrepresented payments or receipts					
			UnPresented Receipts & Payments		
<b>Opening Balances As At 01/04/2023</b> Opening Balance Bank 1    2527.74 Opening Balance Bank 2   101463.68 Opening Balance Bank 3       0.00 Opening Balance Bank 4       0.00  <div style="text-align: right;"><b>103991.42</b></div>			<b>Receipts in current year</b> 142134.21	<b>Nett balance as at 01/02/2024</b> 113722.10	
			<b>Payments in current year</b> 127313.00	<b>Cash Book Closing Balance</b> 113722.10	
			<b>VAT Outstanding</b> 5090.53		
			<b>Unallocated Cash</b> Sales Purchase		
				<b>General Reserves</b>	50000.00
				<b>Earmarked Reserves</b>	
			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	
			Town Hall	0.00	2022 balance from ER    1943.00
			Fire Station	0.00	
			Cornhill Resurfacing	1500.00	
			Tree Maint - Sports	2000.00	Cash Reserves             4959.10
			Tree Maint - Parks	1500.00	

	Jan-24	Jan-23	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 Feb-23 to Jan-24	Rolling 12 Month Period from Feb-22 to Jan-23	Rolling 12 Month Volume Change	Rolling 12 Month % Change
All Other Occurrences	0	0	0	16	-	16	0	16	-
<b>Arson &amp; Criminal Damage</b>	<b>0</b>	<b>12</b>	<b>788</b>	<b>-725</b>	<b>-92.0%</b>	<b>63</b>	<b>115</b>	<b>-52</b>	<b>-45.2%</b>
Burglary	0	5	642	-513	-95.5%	29	52	-23	-44.2%
Crimes Against Society	0	2	138	-119	-91.5%	11	19	1	16.0%
Drug Offences	0	0	113	-111	-98.2%	2	0	2	-
Possessions of Weapons	0	0	45	-43	-95.6%	2	2	0	0.0%
Public Order	0	1	396	-351	-90.0%	35	49	-5	-12.5%
Robbery	0	0	17	-17	-100.0%	0	0	0	-
Sexual Offences	0	3	301	-284	-94.4%	17	20	-3	-15.0%
Theft Offences	0	4	1,056	-1,004	-95.6%	46	44	2	4.5%
VATP	0	21	2,145	-1,948	-90.8%	197	202	-5	-2.5%
Vehicle Offences	0	1	331	-316	-95.5%	15	26	-11	-42.3%

## Highways planned major work for 2024

Richard Fenwick – We discussed doing a large patch on the whole junction of South Dale with the main road through (also called South Dale). But we hadn't had plans to resurface all of South Dale in the upcoming financial year. It's definitely not near the top scoring roads for resurfacing across Lincolnshire in it's current state but there are potholes in the junction and a few on the main road and side road, these works to patch them are already planned.

We did discuss Horsemarket when we walked up and Cllr Davies said it needed looking at, this was the one I checked and was already in the programme.

Here's the list of big schemes for Caistor for this coming year:

FPB Number	Job Number	Street Name	Town/Village	Scheme Type	Status	Year	Start Date
3402139	3005290	GRIMSBY ROAD NAVIGATION	CAISTOR	Surface Treatment Prep	Job Committed	2023/2024	26/01/24
3400012	44107847	LANE	CAISTOR	Carriageway Surfacing	Job Raised	2024/2025	29/07/24
3400013	44104918	HORSEMARKET	CAISTOR	Carriageway Surfacing	Job Raised	2024/2025	02/08/24
3400014	44109228	HERSEY ROAD	CAISTOR	Carriageway Surfacing	Job Raised	2024/2025	29/04/24
3401118	44119604	MILLFIELDS RAWLINSON	CAISTOR	Carriageway Surfacing	Accepted	2024/2025	
3401155	44120828	AVENUE	CAISTOR	Carriageway Surface Dressing	Job Raised	2024/2025	01/04/24
3401156	44120829	RISEDALE WESTWOLD	CAISTOR	Carriageway Surface Dressing	Job Raised	2024/2025	01/04/24
3401157	44120830	ROAD	CAISTOR	Carriageway Surface Dressing	Job Raised	2024/2025	01/04/24
3402002	44121246	GRIMSBY ROAD	CAISTOR	Footway Siding	Job Committed	2024/2025	15/12/23
3402066	44120587	GRIMSBY ROAD	CAISTOR	Carriageway Surface Dressing	Job Raised	2024/2025	01/04/24
4557225	44120170	BRIGG ROAD	CAISTOR	Drainage - Minor Schemes	Job Raised	2024/2025	22/07/24

Fri, 19 Jan, 09:04 (3 days ago)

to caistortc@outlook.com

Good morning,

I have been asked by Rob Hook to reply to you with the results of the Archer survey, which I installed on the A46, Caistor bypass. Rob is the Enforcement Delivery manager and has seen the full report and made the LRSP enforcement decisions.

The calibrated technical data recording equipment was located on a lamp post adjacent to South Street slipway, which commenced on the 5<sup>th</sup> October 2023 and continued for a full seven-day period.

Analysis of the speed data showed that the average speed of vehicles was 47.7 mph in a 60 mph limit. The speed data showed evidence that some vehicles were exceeding the speed limit at a speed that would make the drivers liable to action or prosecution by the Police.

I have researched the collisions involving personal injury for the last 3-year period up to a data date of 31/08/2023 and there have been 13 recorded collisions, none of the speeds were speed related.

***Highways engineers within the Road Safety Partnership have assessed the area and inform me that consideration is being given to reduce the speed limit and asses for other engineering solutions.***

The Government is committed to ensuring that the process for deploying speed cameras is transparent and that cameras are only used at locations where they can make a demonstrable reduction in speed related casualties. The only form of speed enforcement that the LRSP can carry out is with the use of speed cameras; however, the site selection process has to comply with the criteria set out by the Department for Transport. This criterion includes locations where there is a history of speed related injury collisions supported by evidence of a high degree of non-compliance with the speed limit. In that respect Lincolnshire Police through the Road Safety Partnership adheres to the site selection criteria set out by the Department for Transport to ensure that the process is completely transparent and that cameras are only used as a casualty reduction measure.

***The results of the survey together with an analysis of the collision data show that the criteria required for either fixed or mobile speed camera enforcement is not met.***

Speed cameras are only one part of Lincolnshire Police Speed Enforcement Strategy and the details of the surveys have been shared with the Neighbourhood Policing Team and the Roads Policing Unit for them to undertake enforcement when resourcing allows of which we have no control over.

The 85%ile refers to the 85th percentile speed at or below which 85 percent of the drivers will drive with open roads and favourable conditions. The assumption underlying the 85th percentile speed is that most drivers will operate their vehicle at speeds they perceive to be safe.

The 'SAW' refers to those drivers that would fall within the option of receiving a Speed Awareness Course instead of prosecution.

Kind regards

**Simon Hart**

Data Collection Analyst

Lincolnshire Road Safety Partnership



On 27/01/2024 12:40, wrote:

Good Evening,

We spoke the other day in Caistor park about the issue of parking around Caistor. Following this conversation I wanted to send you an email so that these problems may be brought to the attention of the council at the next meeting.

Caistor is fortunate enough to have many shops, cafes, pubs, schools, clubs and societies which are very important for the community. However, this has meant that parking around Caistor is extremely limited and sometimes impossible for residents. We have lived on Plough hill for around 12 years and have seen first hand how this issue has increased. Sometimes, as a resident, I may have to drive around streets near to my home a few times before finding a parking spot.

From what I can see, the parking problems have arisen from time limits placed on parking areas. For example, you can only park your vehicle for a maximum of 2 hours in the market place. Similarly, town hall parking is limited too. This means that people from the community who need to park in Caistor during the day time (such as students and business owners) are having to park down residential roads; roads used for parking by Caistor community residents who do not have allocated parking spots.

I am asking that the council review these issues, and try to create some kind of contingency plan to help with the day-to-day parking difficulties which are only getting worse each day.

Many Thanks,

Sent from my iPad





**Minutes of the Caistor Town Council Estates Committee held at 7:00pm  
at the Arts & Heritage Centre on 23 January 2024**

Present: Cllr J. Wright, Cllr M. Galligan, Cllr S. Hodson (Chair),  
In Attendance: Michelle Moss, Cllr L. Milner, Cllr A. Clark, Kim Hodson,  
Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given - Ref: 2661**  
Apologies received from Cllrs Davey and Richardson  
Cllr Hodson was voted to Chair the meeting in the absence of Cllr Davey.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2662**  
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2663**  
None
- 4. To approve the draft minutes of the Estates Committee meeting on 24.10.2023 - Ref: 2664**  
RESOLVED that the draft minutes of the meeting held on 24th October 2023 be approved as a true record of the meeting and signed by the Chair.  
Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour
- 5. Allotments - Ref: 2665**
  - a) To review the fees charged for the allotments and agree any changes or action - Ref: 2666**  
It was noted that the current rate for all plots is £30.  
RESOLVED to keep the rent at the same level for 24/25.  
Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour
  - b) Plot 6 surrendered - Review and agree action - Ref: 2667**  
It was noted that: the tenant for plot 6 has decided that the plot is too large for him to manage and he would like to surrender half of the plot; the plot can easily be divided in half as there is a grassed path which runs across the plot; the current tenant would like to retain the half furthest from the gate.  
RESOLVED to split the plot into 6a and 6b with the current tenant taking plot 6b and 6a being let to the next person on the waiting list.  
Proposed: Cllr M. Galligan Seconder: Cllr J. Wright All in favour
  - c) Plot 14 surrendered - Review and agree action - Ref: 2668**  
It was noted that: the tenant for plot 14 has surrendered the plot; the tenant had started work on the plot and cleared most of it so it is in a good enough state to relet without any additional work.  
RESOLVED to let it to the next person on the waiting list.  
Proposed: Cllr M. Galligan Seconder: Cllr J. Wright All in favour
  - d) Review request from plot holder to review and reinstate paths - Ref: 2669**  
It was noted that: the main paths between the plots are uneven in places; the levels are different across the entire allotment site leading to some uneven ground.  
RESOLVED that Cllr Hodson would take a look at the paths and report back to the estates committee possible ways to improve the paths.  
Proposed: Cllr S. Hodson Seconder: Cllr J. Wright All in favour
- 6. Play areas - Ref: 2670**
  - a) To review the Play Inspection report and agree any action - Ref: 2671**  
It was noted that: whilst there were no high risk areas reported, there are 8 areas reported as moderate risk

Signature: .....



which need addressing as soon as possible, including replacement chains/shackles, rotting timber on the wooden equipment; there are also many lower level issues reported such as missing caps, graffiti, moss/algae, soft pour shrinking, subsiding and breaking up; the inspector suggested that some of the wooden equipment had a remaining life span iro 1-3 years; Kim Hodson had sprayed most of the play areas with algae removal and would start to clear the algae and moss next week; it is also on the agenda to purchase a power washer to help remove the moss/algae.

RESOLVED

a. to purchase the replacement parts necessary to address the moderate issues as budget permits, early in the new financial year;

b. to form a working group to address the longer term issues with the play areas including polling residents for their views and fundraising to replace some of the worn equipment. Working group members agreed as Cllrs Hodson, Galligan, Wright, Milner and Clark (to be approved at the next Full council meeting).

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

**b) To consider the need for play inspection software, consider the quotes and agree next steps - Ref: 2672**

It was noted that: the inspections are currently completed using paper checklists which is out dated and difficult to assess trends/analyse data; several companies offer software solutions for play equipment inspection and maintenance; 3 quotes had been sought including one from Edge IT who provide the cemetery management software program; Edge IT will provide the tablet (which can also be used for memorial management), inspection program on an annual contract (£177.70pa), set up and training for a total of £653.20 (ex VAT).

RESOLVED to ask Edge IT to arrange a demo with a view to taking the service from April. Final decision to be made after the demo.

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

**c. To agree to purchase the petrol powered pressure washer to clear alage and moss from play areas (quotes to be shared by SD/SH) - Ref: 2673**

Quotes were shared for 4 petrol washers, light commercial. Consideration was given to suitability, portability, price, and after sales care. The most favourable washer was from Idro, but the price exceeded the allocated budget. It was noted that CIB have a petrol pressure washer in the fire station and have offered use of it if it is suitable, but there were questions over its condition. Cllr Galligan agreed to the use of CIB bowser, and agreed that he would be willing to transport the power washer and bowser to the parks for Kim to complete the jobs. RESOLVED to go back to Idro and try to negotiate the price and assess whether the one from CIB would be suitable before agreeing on a purchase.

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

**7. Grass Cutting - To review the quotes and agree next steps for 2024 contract - Ref: 2674**

It was noted that: 3 quotes had been received from contractors and summarised into a spreadsheet; last years contractor for the parks and amenity grass had done a great job and his quote came in within budget, but his quote included a statement about the perimeters of the parks requiring specialist equipment which he doesn't have; Kim has been strimming the perimeters over winter with a standard strimmer; last years contractor for the churchyards had completed a great job but had not submitted a quote; Kim has cut the cemetery in previous years, but has time constraints which mean he has to cut it over several days/weeks resulting in a few complaints; it would be useful to free up some of Kims time so that he can give attention to some other necessary estates work; all quotes for the cemetery and churchyards have come in over budget and were significantly higher than last years contractor.

RESOLVED

a. to appoint Dyne Group to cut the parks and amenity grass for the 2024 season, but to ensure the park perimeters will be strimmmed as necessary;

b. to contact the contractor who completed the churchyards last year and ask if he is prepared to cut them again this year for a similar price;

c.to organise an additional meeting to agree a solution for the churchyard and cemetery cutting.

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

**8. To consider the service schedules for electrical feeder pillars and agree any action - Ref: 2675**

Signature: .....



It was noted that an electrical installation condition report is completed every 5 years for the electrical feeder pillars, but there is no interim schedule for checking; service schedule suggests interim maintenance/checks should be completed by the end user/qualified professional; there are currently no guidelines for end users and use is not currently supervised.

RESOLVED

- a. to get quotes for annual test, lubrication and visual inspection;
- b. to draft a policy for use of the feeder pillars.

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

**9. To review the requirement for annual PAT testing in office and any estates equipment and agree next steps - Ref: 2676**

It was noted that: there are several items in the council office which require PAT testing; estates do not use any electrical items; the town hall committee have their electrical items tested annually.

RESOLVED to approach the town hall committee and ask for the council office items to be included as part of the hall PAT testing.

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

**10. To agree the requirement, date and format of the next Councillor town walkabout - Ref: 2677**

It was agreed that a quarterly walk about would be useful, with an itinerary. It was agreed that Cllrs Hodson, Galligan and Wright would co-ordinate this with the next walkabout being planned for March.

**11. Update from EO on agreed list of Winter jobs and agree any additional jobs required - Ref: 2678**

Kim noted that he has made progress on the agreed list of jobs, including - bench repair completed; replacement bench installed at sports field; edging in the cemetery completed; vegetation cut back in Millfields beck; most play areas have been sprayed for algae and now need clearing; started cutting the brambles in cherry valley; progress is being made with the hedge at the cemetery, but clearing the cuttings is difficult; SH has agreed to clean the mowers.

It was noted that there is often broken glass at the play areas and agreed to add this as an agenda item for discussion at the next estates meeting.

Kim was asked to include cleaning up the signs/bins around the town to smarten up the appearance.

**12. Review the comments from the IA regarding Estates employee/RA's and agree any action - Ref: 2679**

It was noted that: the internal auditor had identified that risk assessments should be in place for all estates activities and that lone working practices should also be in place; the clerk has drafted and shared risk assessments for most of Kims jobs, but a RA is needed for knapsack spraying and will be needed for use of the pressure washer when it is purchased; Lone working was considered at a meeting in September; Kim has a first aid kit, including eye wash; he prefers to use his own phone rather than have a CTC phone; has sufficient contact numbers for clerk and councillors and does not feel he needs any additional support.

**13. Review and agree action and date to clear out Southdale, lock ups and fire station - Ref: 2680**

It was noted that: WLDC have asked for all council equipment to be removed from Southdale by end Feb; Cllrs Hodson, Wright Clark, the clerk and Rob Turner from Caistor Goes/Lions had been to the storage at Southdale, the lock up on sports field and the old fire station and assessed what was stored; at full council meeting on 11th Jan Estates committee were asked to organise clearing out the unwanted equipment and making best use of space available.

It was agreed to meet on Saturday 17th Feb at 9am to clear out unnecessary/unused/broken equipment from all 3 storage areas and to remove any items there is not room for to a secure outbuilding at Cllr Daveys farm until a longer term solution can be arranged. Rob Turner to be invited. Inventory list to be updated with what CTC equipment has been written off or relocated. Cllrs Hodson, Wright, Galligan, Clark and Milner agreed to attend.

**14. Date of next meeting - Ref: 2681**

Next meeting scheduled for 26th March 2024, but it was noted that an additional meeting may be required to finalise the grass cutting contract.

Meeting closed at 9:10pm

Signature: .....

# Project Proposal Document

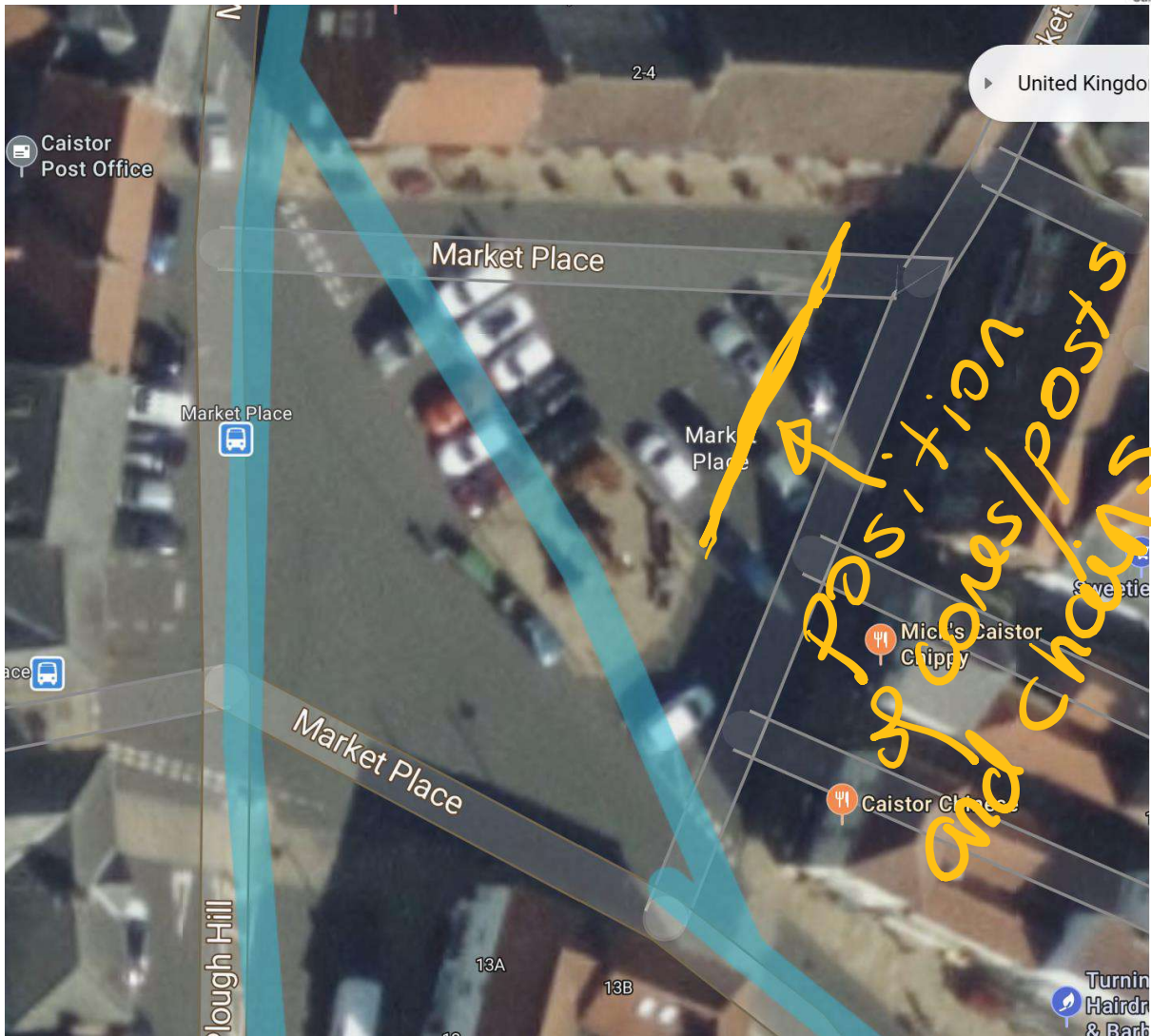


Project title	Barrier replacement in the market place
Proposed by	Jayne Bowman
Date	January 2024
<u>What the need/issue is</u>	
<p>The barriers used at the top of the market have been stolen.                  For the safety of both the public and stall holders, a barrier needs to be in place to make cars drivers aware that they can not drive through the market place during the official trading times.</p>	
<u>What is the proposed solution</u>	
<p>Two strings of 6 red and white posts with plastic red and white chains on hard rubber bases. See link: <a href="#">Chain Post For Convenient Barrier Safety   Barriers Direct   Barriers Direct.</a></p> <p>From discussion with the Fruit &amp; Veg stall, there is a willingness to move the posts and chains replacing the cones when they arrive in the morning. Furthermore, there is a willingness by the Fruit and Veg to put away the posts and chains when they leave the market, removing the problem expressed by Cllrs of unsightly cones left in the picturesque marketplace. One of the spaces used by the Fruit &amp; Veg could be gratis in recognition of this.                  Hence, the handyman would do nothing more than he has always done since taking on the task of putting out the signage on Friday evening, as directed by the previous clerk.</p>	
<u>What are the benefits to Caistor</u>	
<p>For the safety of both the public and stall holders, a barrier needs to be in place to make cars drivers aware that they cannot drive through the marketplace during the official trading times.                  The usual position of the cones is marked in yellow on the map below. This is where the posts and cones will also be positioned.</p>	
<u>Cost estimate</u>	
<p>£218.72 + VAT – safety chains and posts.                  £10.99 - 100 x 100 microns A3 laminating pouches                  £11.99 – 15m x 2cm wide white hook reel and loop reel of sticky backed Velcro</p>	
<u>Resource estimate</u>	
<p>Appropriately skilled volunteers from the town and our local community to resource and install.                  PAT testing transformer (if a transformer is needed).</p>	
Date of review	
Outcome of review	Support / Reject / Defer

# Project Proposal Document



Caistor Town Council



1. Billing Details | 2. Delivery Details | 3. Payment | 4. Thank you!

Billing Details [or Sign in with your account](#)

Title  First name  Last name

Company Name  Customer Type

Address 1 - Start typing your address to search

Address 2  Address 3

City  County

United Kingdom  Postcode

Contact Phone Number

Email

Please enter details required by your accounts department, if applicable:

Your co. card centre / purchase order ref. / site ref.

The email address of the person/department responsible for processing payment:

Accounts email address, if applicable:

order summary:

Chain Posts & Chain - Available as single post or full Kit. Internal or External use- Low Cost Solution	1	£109.36
Chain Posts & Chain - Available as single post or full Kit. Internal or External use- Low Cost Solution	1	£109.36
<b>All Products</b>		<b>£218.72</b>
VAT		£43.74
Delivery:		FREE *
<b>TOTAL PAYMENT DUE:</b>		<b>£262.46</b>

edit your order

Worldline | sdx Payment Services  
CERTIFIED TECHNOLOGY PARTNER

**From:** Caistor Community Trust <[canddctLtd@gmail.com](mailto:canddctLtd@gmail.com)>  
**Date:** 14 January 2024 at 15:32:29 GMT  
**To:** Jon Wright <[hcwrightjon@hotmail.com](mailto:hcwrightjon@hotmail.com)>  
**Subject:** CTC and 2-4 Market Place

Hi Jon

A belated happy new year to you. Following our December decision to revise the funding model for 2-4 Market Place, I am very pleased to say the Community Ownership Federation have accepted our Expression of Interest for a new higher grant application and we are currently preparing our bid.

Would it be possible to have a letter from Caistor Town Council summarising your support in principal for the project and why you see it as so important to the economic regeneration of the area.

If there is anything you need from us, please let me know.

Best regards

Neil Castle  
Chairman  
Caistor and District Community Trust

07974932335



## CAISTOR TOWN CC

Brigg Road, Caistor, Lincolnshire. LN7 6RX. Tel: 01472 851918

[www.caistor.play-cricket.com](http://www.caistor.play-cricket.com)

### SECRETARY

Mark Gowshall  
2 Glen Orchard  
Healing  
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DN41 7LW

07961 012187  
m.gowshall@btinternet.com

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07732 319469  
sean.woolley@hotmail.co.uk

### TREASURER

Liam Skipworth  
9 Lapwing Way  
Barton-upon-Humber  
DN18 5EL

07572 413301  
liam.skipworth@hotmail.co.uk

Dear Michelle,

*I write with reference to your recent communication regarding the council's intentions in relation to the granting of a 5-year License to the Cricket Club.*

*The proposed annual fee, which by the terms of the license is **not** fixed for the 5 years, represents a 4,700% increase on the current fee. This, given the sheer magnitude of the proposed increase, threatens the very existence of the club beyond 2024.*

*In advance of a meeting between the officials of the Cricket Club and the councillors on the working group, can you please help us understand what is driving this huge uplift.*

*As someone who has been heavily involved in Cricket Club matters (as a player, captain and club official) for 49 years, I, along with equally long serving members/new members are **not** averse to change but change that threatens the very existence of an organisation that has been in place for 130 years, is, by its very nature, a cause of huge concern.*

*I trust that you understand where the club management committee, as the elected guardians of Caistor Town Cricket members (past and present), are coming from and that, in the first instance, you share the information requested above. Once we have had a chance to digest the information requested, we will get back to you about organising a meeting with the councillors on the working group, to fully discuss the licence proposal.*

Yours sincerely,

Mark Gowshall





# EMAIL GUIDELINES

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## **Councillor and Staff email addresses**

Councillors and staff all have caistortowncouncil.gov.uk email addresses. These are issued via 'Stackmail CP' and can be accessed via - <https://www.stackmail.com/>

Councillors will be provided with log in details, the user name will typically be [cldr.n.name@caistortowbcouncil.gov.uk](mailto:cldr.n.name@caistortowbcouncil.gov.uk) and the password will be unique to this email address.

All councillors and staff must use the official town council email address when conducting council business.

Emails which are sent from a private address should be signed in a personal capacity, without the word 'councillor' attached to the name or sign off. They should not give the impression that they originate from the Town Council. This is in order to distinguish between communications sent in an official capacity, as a councillor, and those sent as a private individual.

Councillors and staff are reminded that e-mail messages transmitted on Town Council IT equipment are entered in the public domain on transmission.

Councillors using personal IT equipment to send e-mails on Council business are responsible for ensuring that their system has adequate internet security software installed and enabled.

E-mails sent on official Council business, from councillors or staff, should contain the approved council disclaimer statement (available from the Clerk). Councillors should be aware that e-mails sent on Council business may also be treated as in the public domain and subject to the Freedom of Information Act.

## **Guidelines for Caistor Town Council email use**

In general, Councillors and staff should not:

- send or forward private e-mails at work which they would not want a third party to read;
- send or forward chain mail, junk mail, cartoons, jokes or gossip either within or outside the council;
- contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to those who do not have a real need to receive them;
- agree to terms, enter into contractual commitments or make representations by e-mail unless appropriate authority has been obtained from the Clerk or from approved delegated authority from the Council or Committee. A name typed at the end of an e-mail is a signature in the same way as a name written in ink at the end of a letter;
- download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- send messages under an assumed name unless specifically authorised;
- send confidential messages via e-mail or the internet, or by other means of external communication which are known not to be secure.
- send a message without double checking that the recipient's address is correct

Councillors and staff who receive an e-mail which has been wrongly delivered should return it to the sender of the message. If the e-mail contains confidential information or inappropriate material (as described above) it should not be disclosed or used in any way.

### **Security**

Councillors and staff should exercise caution when opening e-mails from unknown external sources or where, for any reason an e-mail appears suspicious. On receipt of an e-mail containing a link to another address, the link should not be "clicked"; rather the full address as shown should be typed in manually (not copied and pasted) to the address bar of the web browser.

### **Mailbox Management**

Guidelines on how long emails should be kept for are vague and there are no definitive GDPR statutory retention periods, per se. The legislation states that a business should keep information for "no longer than is necessary."

Each mail box has a capacity of 2mb which should be sufficient for general use. Please monitor the size of your mail box and clear out unnecessary emails regularly.

Councillors and staff should consider whether it is necessary to blanket copy everyone into an email.

### **E-mail etiquette and content**

E-mail, including text messaging services, is a vital business tool but an informal means of communication and should be used with care. Councillors and staff should always consider if e-mail is the appropriate medium for a particular communication. Messages sent on the e-mail system should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals. Abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory messages must not be sent.

**Richard Fenwick**

10:46 (7  
minutes  
ago)

to me, Stephen, CllrT

Good morning,

I've attached a plan showing (very roughly) the extent of the public highway. You definitely couldn't measure from it on site, but this at least shows which areas are and aren't private.

The triangle in the Market Place is crude (these layers are imported from inherited data from old land registry and highways dedications) but I'd suspect it'll align with the parking area – the monument and parking bays are private, the road around the extents is public highway.

I have asked our Legal Services team to do all the relevant checks and get the most refined plans possible.

Kind regards,

Richard

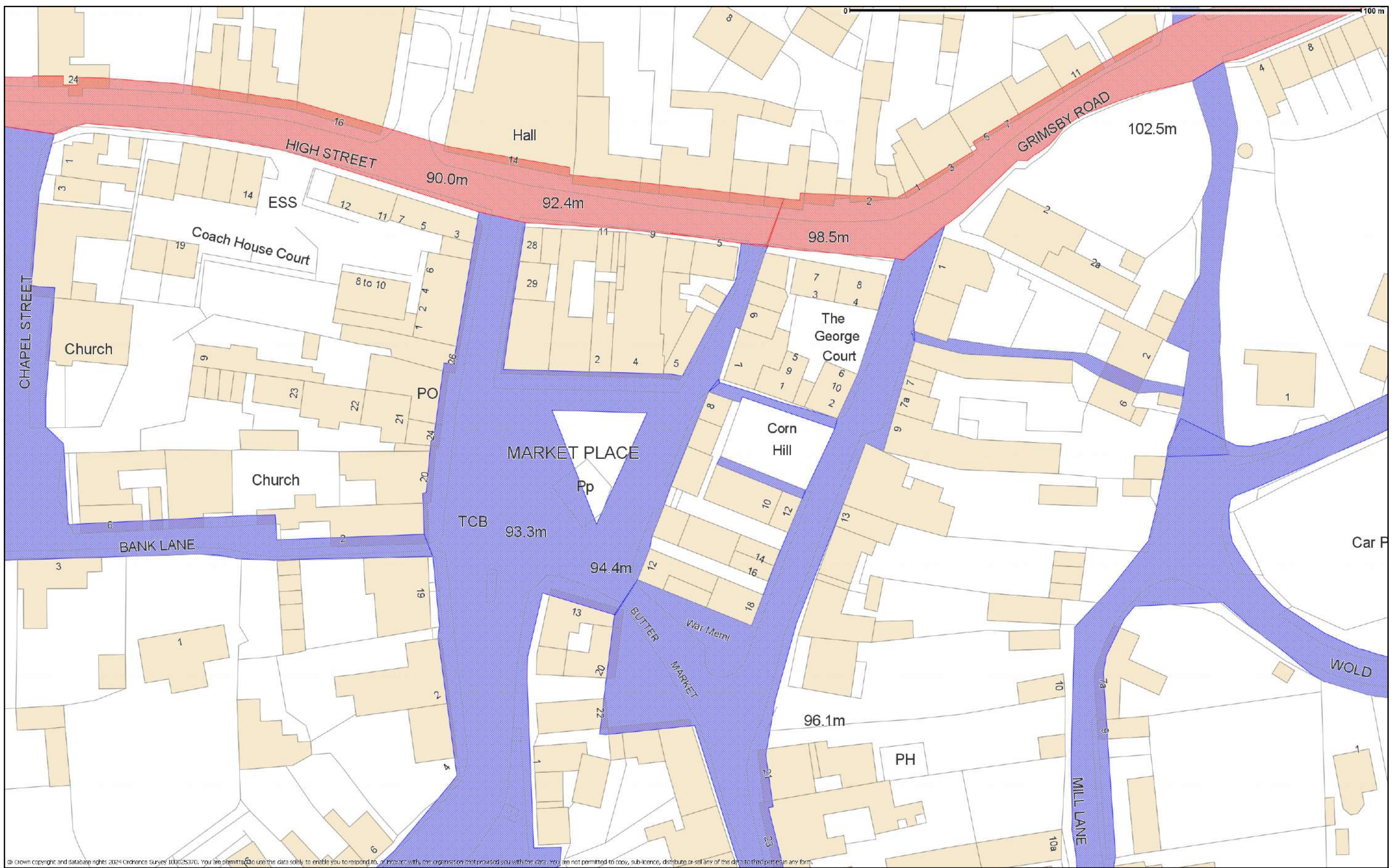
**Richard Fenwick**  
**Head of Highways Asset and Local Management Services**  
Lincolnshire County Council  
Lancaster House, Orchard Street, Lincoln LN1 1XX

**Phone:** 01522 782070

**Email:** [richard.fenwick@lincolnshire.gov.uk](mailto:richard.fenwick@lincolnshire.gov.uk)

**Teams:** [Chat with me](#)

**Website:** [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)



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Scale 1:714





# Public Tracking Report

<b>Sport Groups Licences</b>	<b>Ref:</b> 20580	<b>Created:</b> 08/07/2022
<b>Sort out email addresses for councillors</b>	<b>Ref:</b> 22100	<b>Created:</b> 11/04/2023
<b>Cemetery - Epitaph cemetery management and Pear mapping</b>	<b>Ref:</b> 24326	<b>Created:</b> 23/08/2023
<b>Find the deed for the market place/Land registry search</b>	<b>Ref:</b> 24361	<b>Created:</b> 05/12/2023
<b>Southdale - alternative storage arrangements</b>	<b>Ref:</b> 24365	<b>Created:</b> 12/12/2023



# RECORDING AT MEETINGS POLICY

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## **Policy on recording, filming, photographing and broadcasting meetings**

### **1. General**

Caistor Town Council is committed to good governance and to open and transparent decision making. The Council welcomes the attendance of the press and public at all of its meetings, whilst they are open to the public.

This policy provides guidance to the public and press on the use of mobile phones, social media (use of web-based technologies to share information and to interact with online communities, e.g. blogs, Twitter, Facebook, YouTube and SMS text messaging), filming, photographing, recording and broadcasting of Council meetings.

### **2. Who may attend Council meetings for the purpose of recording meetings?**

The press or public may attend any meeting of the Council or a Committee meeting whilst that meeting is in open session. They may record, film, photograph and broadcast the proceedings of any of these meetings.

The 'press' is widely defined and includes citizen journalists, bloggers, social commentators and film crews as well as more traditional print media. There is no requirement for accreditation.

### **3. Is permission required to attend a meeting for the purpose of recording proceedings?**

While no prior permission is required to film, record, photograph or broadcast a meeting in open session, it is advisable that any person wishing to do so notify the Town Clerk in advance so that reasonable facilities can be provided for them.

### **4. What facilities are available to the public and press under this policy?**

The Council will make reasonable facilities available to assist anyone wishing to record, film, photograph or broadcast proceedings of its meetings. This will include providing a table at each meeting for use by the press to assist with taking their reports and also a designated area for use by anyone wishing to record, film, photograph or broadcast proceedings.

The Council will not provide any additional kit or equipment to enable the recording, filming, photographing or broadcasting of proceedings. Nor will the Council facilitate additional internet access. If Wi-Fi is available in the meeting room the Council will not be liable for any disconnection, suspension, interruption or termination to the Wi-Fi service.

### **5. What can be recorded?**

Any meeting of the Council and Committee meeting may be recorded, filmed, photographed or broadcast, whilst these meetings are in public session only. However, any such activity, broadcast,

commentary or expression of views is subject to the UK legislation, including the laws of defamation, public order, data protection and human rights.

## **6. What may not be recorded?**

### **Meetings during which the presence of the press and public are excluded**

The public and the press must be excluded, by resolution, from a meeting, where the transaction of business on the agenda is likely to involve the disclosure of exempt information (listed under Exemptions under Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (access to information)(exempt information) (England) order 2006).

Where it is resolved to exclude the press and public then all rights to film, record, photograph or broadcast the meeting are rescinded and recording equipment used for the purpose of reporting the meeting must be removed from the meeting while the meeting is in closed session.

### **Members of the public attending the meeting who do not wish to be recorded**

Persons who film, photograph, record, or broadcast meetings are requested to only focus on Councillors, officers and the public who are directly involved in the conduct of the meeting.

Where a member of the public is permitted to address a meeting, the Chairman will ask each individual to give their express permission to being filmed, recorded, photographed or to appear in a broadcast. Where permission is refused, the Chairman will instruct that any recording, filming, photographing cease with immediate effect, whilst the person is addressing the meeting. Failure to comply with this instruction will be deemed to constitute disruptive behaviour which may result in expulsion from the meeting, under the Council's Standing Order 10.

### **Protection of vulnerable people**

If the Chairman determines that it has not been possible to obtain informed consent from a person with known learning disabilities or mental health issues, or parental consent for a young person speaking, then any recording of these individuals is not allowed.

### **Use of mobile devices and oral commentary**

To minimise disruption to others attending the meeting, all attendees must ensure that their phone or other mobile devices are set to silent mode during the meeting.

Whilst written report or written commentary is permitted during a meeting, no oral commentary or oral reporting is permitted, as this could be disrupted to the proceedings of the meeting.

## **7. Exclusion from a meeting on the grounds of disruptive or intrusive behaviour**

As far as possible, every effort will be made by the Council to ensure that the public and press are able to exercise their rights to film etc. However, should this activity become overly intrusive or disruptive, to the point where it is considered to interfere with the proceedings or the conduct of business, or the decision making process, then the Chairman will warn the person to desist. If the instruction is not respected, the person will be asked to leave the meeting.

Examples of disruptive behaviour include:

- moving to areas outside the designated area within the public gallery without the Chairman's permission

- generating excessive noise in making a recording or during the setting up or re-siting of equipment during a meeting
- intrusive lighting or use of flash photography
- attempting to address the meeting without permission or asking for statements to be repeated for the purpose of recording
- seeking to record, film, photograph or broadcast members of the public against their wishes

This list is not exhaustive

#### **8. Claims or liabilities**

Any person or organisation choosing to film, photograph, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from their activities. By choosing to film, photograph, record or broadcast proceedings the person accepts that they are required to indemnify the Council, its Members and officers in relation to any such claims or liabilities

#### **9. Deemed acceptance of this policy's requirements**

Any person or organisation choosing to film, photograph, record or broadcast any meetings of the Council is deemed to have accepted the requirements of this policy, whether they have read the policy or not.



17 Jan 2024, 15:07 (5 days ago)

to clerk.caistortc@gmail.com

Dear Michelle & TC

Might I raise the above subjects to be discussed at next TC meeting?

The bus shelter as noted has been vandalised and is in a shocking condition and requires immediate attention.

Southdale continues to be a bone of contention for all Road users and in parts is very dangerous. I have also reported to FixMyStreet so any leverage with LCC Highways would be much appreciated before a vehicle is badly damaged.

As Cllrs may be aware, public places and amenities are a priority when BKV judges visit. However this is not the main reason for the requirement to keep these places in a good condition, a pride in our area should be paramount.

Residents deserve than this.. I am not sure if the Town Walkabout is still in situ but if not, might be resurrected.

I would appreciate being updated on any information on the matters aforementioned.

Thank you.

Regards

Sarah Howden

10:33 (3  
hours ago)

to me

Morning Michelle

I refer to previous emails regarding the trees in the sports field.

We have a tree surgeon engaged to prune just one tree which is overhanging our shed, patio and greenhouse that causes the most mess. They have asked if possible to have access to the field with their shredder - he has assured us that the vehicles will not go near the football pitch but around the edge. This work is going to be carried as soon as possible- date to be confirmed.

Also we are erecting a new fence to replace the conifer hedge which is dying and this will be placed just inside the boundary line of the hedge (2 bushes alongside the fence that are inline with hedge further down the field ). It will not be in line with the existing fence as this was erected some 2/3 feet inside the boundary line due to placement of back fence already in existence when we moved in. This work will be carried out this summer as soon as we can make the arrangements.

If you or the council have any question please contact either my self or John - numbers below.

If we hear nothing back in next couple weeks will shall be proceeding as detailed above.

Kind regards

Sarah and John Howden  
Sarah 07917 164727  
John 07810 773596

Sent from my iPad

On 5 Jun 2023, at 10:21, Caistor Town Council <[clerk.caistortc@gmail.com](mailto:clerk.caistortc@gmail.com)> wrote:

Hi Sarah,

Many thanks.

I've had a look online to see if the trees have TPO's - they don't seem to have and so as I understand it, you are legally allowed to cut back the branches overhanging your property, up to your boundary. I'm sure you will already have read up on this, but here is some advice from RHS regarding trees overhanging into neighbouring properties. [Trees and the law / RHS Gardening](#).

I've checked our records as the last survey of the trees was completed in March 2022. There were no recommendations from the report regarding the trees adjacent to your property. I can only apologise that no one got back in touch with you at the time to give you an update.

Kind regards  
Michelle

**Date:** 28 May 2023 at 17:04:54 BST  
**To:** [caistortc@gmail.com](mailto:caistortc@gmail.com)  
**Subject: Re: Tree Complaint**

FAO Caistor Town Council

I am following up from my previous emails to the council with regards to the trees alongside our property in the Sports field.

With regards to Emails sent last year I never did get a reply as promised with regards to the proposed work to these trees. ??

A year on the trees are taller and there is more overhang to our property ( the fence isn't the boundary line, the 2 bushes standing a further 2 feet behind and in line with the hedge adjacent to the path are the boundary line. Currently the sap and flowers from the trees are creating an extremely sticky mess all over our patios, windows, greenhouse, cars and shoes which is then walked into the house.

Since some trees were removed several years ago they have now started to grow from the stumps that remain and resemble bushes now, some trees are also growing from the bottom of the trunks. We have pigeons nesting in the trees, crows are also using them as a gathering place and we have seen Rooks around them (they will soon start nesting in them I am sure) and the amount of bird droppings not only covering our garden but also the house and in the field must surely be a health hazard to us all.

We are getting extremely frustrated with the lack of any contact from the council and we would really appreciate it if the council **will respond** with an answer with regards to the pruning of these trees especially the ones that are considerably overhanging our property.

Awaiting your prompt reply

**Sarah & John Howden**

## Market Stall Request

17 Jan 2024, 14:05  
(19 hours ago)

**Ryan Farrow** <[ryanfarrow7@icloud.com](mailto:ryanfarrow7@icloud.com)>

to me

Good afternoon

I am contacting you on behalf of Caistor & District Lions, we require a pitch on the Saturday market on Saturday 11th of May, I am undertaking a 12 hour charity walk to raise money for the Lions! The stall would have a collection bucket on which Steve Gaughan is going to get us a street collection permit, we would also be raising awareness of what the lions do!

This will be a community event with various members of the community joining me for a lap or two and local sports clubs and organisations!

May is national walking month also.

I hope this is something the council will support?

I look forward to hearing from you.

Kind regards

Ryan Farrow



# LINCOLNSHIRE ASSOCIATION OF LOCAL COUNCILS



Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincoln LN2 3QR

Tel: 01673 866596

Email: [katrina.evans@lalc.co.uk](mailto:katrina.evans@lalc.co.uk) / [andrew.everard@lalc.co.uk](mailto:andrew.everard@lalc.co.uk)

[lindsey.westman@lalc.co.uk](mailto:lindsey.westman@lalc.co.uk) / [elaine.atkin@lalc.co.uk](mailto:elaine.atkin@lalc.co.uk)

**From 1st April 2024, LALC's new training structure will be as follows:**

**ATS Members** – councils that **do** subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

**CORE TRAINING:** will be included in the ATS 1<sup>st</sup> April 24 – 31<sup>st</sup> March 2025

**Refreshments** - light refreshments e.g. tea/coffee are provided, Member Councils will be invoiced £12.50 per delegate to cover lunch costs for full day events.

**NON-CORE TRAINING:** will be charged at £30 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments), £72.50 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £60 if held remotely.

**ATS Non-Members** – councils that **do not** subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

\* £30(+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments)

\* £72.50 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £60 if held remotely.

**Please note that this Training Scheme does not cover the training package for the Certificate in Local Council Administration (CiLCA). Interested candidates should contact the office for further details of CiLCA training and mentoring costs.**

**Bookings** - should be made **via the Clerk using the online booking form located on the LALC website Training Tab.**

Those wishing to pay for their own training may do so by contacting the office to discuss further.

**These charges are in addition to the yearly Annual Membership fees and do not form part of the LALC Subscription Charges.**

## SCHEDULE OF FEES

\_\_\_\_\_ Parish/Town Council wishes to subscribe to the LALC Annual Training Scheme for **April 2024/March 2025**.

Payment in respect of this Council is enclosed\*/will be forwarded in April 2024\* (\*Delete as applicable)

..... (Signed) ..... (Date)

Band	Amount (£)	Please tick
Council with up to 250 electorate 100.00 + £20 VAT	120.00	
Council with up to 500 electorate 110.00 + £22 VAT	132.00	
Council with up to 1000 electorate 125.00 + £25 VAT	150.00	
Council with up to 2500 electorate 150.00 + £30 VAT	180.00	
Council with up to 5000 electorate 165.00 + £33 VAT	198.00	
Council with up to 7500 electorate 175.00 + £35 VAT	210.00	
Council with up to 10,000 electorate 185.00 + £37 VAT	222.00	
Council with above 10,000 electorate 195.00 + £39 VAT	234.00	

- Cheques should be made payable to **LALC** and sent to: Mrs L Westman, Finance/Admin.Officer, LALC, **Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincoln LN2 3QR.**
- BACs payment may be made to: Lincolnshire Association of Local Councils, The Co-operative Bank, Sort Code 08-92-99, Account No. 65279999 (*please indicate clearly which Town or Parish payment is from - thank you*)
- Please complete all bookings via the online form on the new website – Booking form



Caistor Town Council

# DATA PROTECTION POLICY

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This policy should be read in conjunction with the GDPR – Data Privacy Policy

## Introduction

The Town Council holds and processes information about employees, Councillors, residents and customers, and other data subjects for administrative and commercial purposes. When handling such information, the Town Council, and all staff or others who process or use any personal information, must comply with the Principles which are set out in the General Data Protection regulations and the Data Protection Act 1998 (the Act). In summary these state that personal data shall:

- be processed fairly and lawfully;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose;
- be adequate, relevant and not excessive for the purpose;
- be accurate and up-to-date;
- not be kept for longer than necessary for the purpose;
- be processed in accordance with the data subject's rights;
- be kept safe from unauthorised processing, and accidental loss, damage or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

## Definitions

Staff, Councillors, residents and customers and other data subjects may include past, present and potential members of those groups.

Other data subjects and third parties may include contractors, suppliers, contacts, referees, friends or family members.

Processing refers to any action involving personal information, including holding, obtaining, recording, using or storing.

## Notification of Data Held

The Town Council shall notify all staff and Councillors, residents and customers and other relevant data subjects of the types of data held and processed by the Town Council concerning them, and the reasons for which it is processed. The information which is currently held by the Town Council and the purposes for which it is processed are set out in the Appendix 1 to this Policy. When processing for a new or different purpose is introduced the individuals affected by that change will be informed and the Appendix 1 will be amended.

## Staff Responsibilities

All staff shall:

- ensure that all personal information which they provide to the Town Council in connection with their employment is accurate and up-to-date;
- inform the Town Council of any changes to information, for example, changes of address;
- check the information which the Town Council shall make available from time to time, in written or automated form, and inform the Town Council of any errors or, where appropriate, follow procedures for up-dating entries on computer forms.

**Note: The Town Council shall not be held responsible for errors of which it has not been informed.**

When staff hold or process information about Councillors, residents and customers, colleagues or other data subjects (for example, Councillors, residents and customers' course work, pastoral files, references to other academic institutions, or details of personal circumstances), they should comply with Data Protection principles.

Staff shall ensure that:

- all personal information is kept securely;
- personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party.

Unauthorised disclosure may be a disciplinary matter, and may be considered gross misconduct in some cases.

When members of staff supervise Councillors, residents and customers doing work which involves the processing of personal information, they must ensure that those Councillors, residents and customers are aware of the Data Protection Principles, in particular, the requirement to obtain the data subject's consent where appropriate.

## **Councillor and other Data Subject's Responsibilities**

All Councillors, residents and customers shall:

- ensure that all personal information which they provide to the Town Council is accurate and up-to-date;
- inform the Town Council of any changes to that information, for example, changes of address;
- check the information which the Town Council shall make available from time to time, and inform the Town Council of any errors or, where appropriate, follow procedures for updating entries on computer forms.

**NOTE: The Town Council shall not be held responsible for errors of which it has not been informed.**

## **Rights to Access Information**

Staff, Councillors, residents and customers and other data subjects in the Town Council have the right to access any personal data that is being kept about them either on computer or in structured and accessible files. Any person may exercise this right by submitting a request in writing to the Town Clerk. This process is called a subject access request.

The Town Council will make a charge of £10 for each Subject Access Request under the Act.

The Town Council aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing by the Town Clerk to the data subject making the request.

## **Subject Consent**

In some cases, such as the handling of sensitive information or the processing of customer data, the Town Council is entitled to process personal data only with the consent of the individual. Agreement to the Town Council processing some specified classes of personal data is by agreement with the customer, and a condition of employment for staff. (See Appendix 1)

## **Sensitive Information**

The Town Council may process sensitive information about a person's health, disabilities, criminal convictions, race or ethnic origin, or trade union membership. For example, some jobs or courses will bring the applicants into contact with children, including young people between the ages of 16 and 18, and the Town Council has a duty under the Children Act 1989 and other enactments to ensure that members of staff are suitable for the job. The Town Council may also require such information for the administration of the sick pay policy, the absence policy or the equal opportunities policy.

The Town Council also asks staff for information about particular health needs, such as allergies to particular forms of medication, or conditions such as asthma or diabetes. The Town Council will



only use such information to protect the health and safety of the individual, for example, in the event of a medical emergency.

## **The Data Processor and the Designated Data Processor**

The Town Council (as a Corporate Body) is the data processor under the Act, and is ultimately responsible for implementation. Information and advice about the holding and processing of personal information is available from the Clerk to the Council.

## **Retention of Data**

The Town Council will keep different types of information for differing lengths of time, depending on legal and operational requirements.

## **Compliance**

Compliance with the Act is the responsibility of all Councillors and members of staff. Any deliberate or reckless breach of this Policy may lead to disciplinary and, where appropriate, legal proceedings. Any questions or concerns about the interpretation or operation of this policy must be taken up with the Town Clerk.

Any individual, who considers that the policy has not been followed in respect of the processing of personal data about him or herself, must raise the matter with the Data Processor. If the matter is not resolved it should be referred to the staff grievance or complaints procedure.

If the matter cannot be resolved then a complaint can be raised with the Information Commissioners Office.

Telephone - 0303 123 1113

Email - [casework@ico.org.uk](mailto:casework@ico.org.uk)

Address - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Town Council Information Processing

The Town Council processes data, including personal data, for the following purposes:

- Staff, Agent and Contractor Administration
- Advertising, Marketing and Public Relations (*no personal data is processed for this purpose*)
- Accounts & Records
- Staff Support Services
- Research
- Other Commercial Services
- Publication of the Town Council magazines or newsletters
- Crime Prevention and Prosecution of Offenders
- Contractual Purposes



# SUBJECT ACCESS REQUEST PROCEDURE

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This procedure is to be followed when an individual contacts Caistor Town Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
  - a) The request must be in writing (letter, email, social media or fax).
  - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
  - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
  - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
  - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
  - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.

Examples of exemptions are:

- References you have given
- Publicly available information
- Crime and taxation
- Management information (restructuring/redundancies)
- Negotiations with the requestor
- Regulatory activities (planning enforcement, noise nuisance)
- Legal advice and proceedings
- Personal data of third parties

5. Are you able to disclose all the information?

- a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum the following information:
    - a) the purposes of the processing;
    - b) the categories of personal data concerned;
    - c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
    - d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
    - e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
    - f) the right to lodge a complaint with the Information Commissioners Office ("ICO");
    - g) if the data has not been collected from the data subject: the source of such data;
    - h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.



# DATA BREACH POLICY & PROCEDURE

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GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Caistor Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

## **Consequences of a personal data breach**

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

## **Caistor Town Council’s duty to report a breach**

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Caistor Town Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Caistor Town Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Caistor Town Council must provide the individual with (ii)-(iv) above.

Caistor Town Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

### **Data processors duty to inform Caistor Town Council**

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Caistor Town Council without undue delay. It is then Caistor Town Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

### **Records of data breaches**

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

### **Record of Data Breaches**

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>



# RECORD RETENTION POLICY

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Caistor Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

## **Scope**

This policy applies to all records created, received or maintained by Caistor Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Caistor Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Caistor Town Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

## **Responsibilities**

Caistor Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Caistor Town Council's records management guidelines.

## **Retention Schedule**

The retention schedule refers to record series regardless of the media in which they are stored.

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management

Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Finance</b>		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	6 years	Audit
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

Record retention policy

Adopted: TBC

Last reviewed: DDMMYYYY Next Review Date : Feb YYYY





Caistor Town Council

# GDPR – PRIVACY POLICY

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This policy has been issued by the Town Council in order to comply with the requirements of the General Data Protection Regulations (GDPR) which came into force in May 2018.

## Your Personal Data – What Is it ?

“Personal Data” is any information about a living individual, which allows them to be identified from that data (for example a name, photograph, videos, email address or postal address). Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual. The processing of data is governed by legislation to personal data which applies in the United Kingdom including the General Data Protection Regulations (the ‘GDPR’) and other local legislation relating to personal data and rights such as the Human Rights Act.

## Council Information

This privacy policy is provided to you by Caistor Town Council which is the data processor for your data.

The Council’s address is: Town Council  
Caistor Town Council  
Town Hall  
14 High Street  
Caistor  
LN7 6TX

We will always respect the privacy of individuals who browse our website and leave contact details with us. Please read our privacy policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use (“process”) that data.

Caistor Town Council does not track your activity as an individual.

## The Council will process some or all of the following personal data where necessary to perform its tasks:-

- Titles, names, aliases, photographs
- Contact details such as telephone numbers, addresses and email addresses

## **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

## **We use your personal data for some or all of the following purposes:-**

To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

- To confirm your identity to provide some services;
- To contact you by post, email and telephone;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.

## **What is the legal basis for processing your personal data ?**

The Council has always required a legal basis to processing personal data. The General Data Protection Regulations include five lawful basis for local Councils. It is possible for more than one to apply at the same time. The five basis are:-

**Compliance with legal obligations:** The Council is a Town Council and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This privacy policy sets out your rights and the Council's obligations to you in detail.

**Contractual Necessity:** We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

**Consent:** Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your consent to that use.

**Vital Interest:** It is possible to process personal information to protect an individual without their consent e.g. in a life or death situation where emergency contact information is needed.

**Public Interest:** When the Town Council is acting in the public interest , personal data may be processed if it is necessary to undertake the tasks.

### **Sharing your personal data:-**

The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the Council may share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we may need to share your data with some or all of the following (but only when necessary):

- West Lindsey District Council
- Lincolnshire County Council
- Contractors (such as contracted cleaning company)

We may need to share your personal data we hold with them so that they can carry out their responsibilities to Caistor Town Council. If we work together for a joint purpose that involves your personal data we are joint data controllers. This means those involved are all responsible to you for how we process your data. If there is no joint purpose then each data controller is independent and is individually responsible to you.

### **How long do we keep your personal data ?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of eight years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for a personal injury claim or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:-

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to be informed – e.g. through this policy. The right to access personal data we hold on you. At any time you can request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them. There is no charge for the first request.

The right to correct and update the personal data we hold on you – If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.

The right to have your personal data deleted – If you feel we should no longer be using it or are using it unlawfully. When we receive your request we will then either confirm that it has been deleted or explain why it cannot be deleted e.g. because we need it to comply with a legal obligation.

The right to object to processing of your personal data or to restrict it to certain purposes only – You can request us to stop processing your data or ask to restrict what we do with it. When we receive your request we will let you know if we are able to comply or if we have a legal obligation to continue.

The right to data portability – You can request that we transfer data to another controller. Where this is feasible we will do this within one month of receiving your request.

The right to withdraw your consent – To the processing at any time for any processing of data to which consent was obtained. Please use the contact details below to do this.

The right to lodge a complaint – with the Information Commissioner's Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email to [casework@ico.org.uk](mailto:casework@ico.org.uk) or by post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **Use of cookies**

Our website uses cookies to ensure it runs correctly. They are not used for tracking purposes but just to hold site information for the duration of your browsing session. We do not use any third party, tracking, advertising cookies.

## **Transfer of data abroad**

Our website is accessible from overseas so on occasion some personal data (for example in a Town magazine) may be accessed from overseas.

## **Further Processing**

If we wish to use your data for a new purpose not covered by this privacy policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek prior consent to the new processing.

## **Changes to this policy**

We keep this Privacy Policy under regular review and we will place any updates on the Town Council website.

## **Contact Details**

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

Data Processor  
Caistor Town Council  
Town Hall  
14 High Street  
Caistor  
LN7 6TX



## GDPR SECURITY COMPLIANCE CHECKLIST

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All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office.

	Yes/No
Computer is password protected	
Email is password protected	
Mobile devices are password protected	
Flash drives are password protected	
External hard drives are password protected	
Cloud access is password protected	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the council has access to your council information	

Date compliance will be achieved if you have not answered "No" to any of the above:

Councillor name: \_\_\_\_\_

Councillor signature: \_\_\_\_\_

Date: \_\_\_\_\_



Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire DN21 2NA  
Telephone 01427 676676  
Web [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

Clerk to Caistor Town Council  
14 High Street  
Caistor  
Market Rasen  
LN7 6TX

Your contact for this matter is:

Richard Green  
[richard.green@west-lindsey.gov.uk](mailto:richard.green@west-lindsey.gov.uk)  
01427 676654

17 January 2024

Dear Sir/Madam

**APPLICATION REFERENCE NO: 147801**

**PROPOSAL: Planning application for first floor extension and other alteration.**

**LOCATION: 1 Mill Lane Caistor Market Rasen LN7 6UA**

**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](http://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

Richard Green

On behalf of West Lindsey District Council

If you require this letter in another format e.g. large print, please contact Customer Services on 01427 676676, by email [customer.services@west-lindsey.gov.uk](mailto:customer.services@west-lindsey.gov.uk) or by asking any of the Customer Services staff.

If you want to know more about how we use your data, what your rights are and how to contact us if you have any concerns, please read our privacy notice: [www.west-lindsey.gov.uk/planning-privacy](http://www.west-lindsey.gov.uk/planning-privacy)

#### Planning Services Feedback

We value your opinion on our service, as your comments will help us to make improvements. Please visit our website where you may either make your comments online or download our feedback form to fill in and post back: [www.west-lindsey.gov.uk/planning](http://www.west-lindsey.gov.uk/planning)



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

17 January 2024

Application Ref No. : 147801

Location : 1 Mill Lane Caistor Market Rasen LN7 6UA

Proposal : Planning application for first floor extension and other alteration.

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.



Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire DN21 2NA  
Telephone 01427 676676  
Web [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

Clerk to Caistor Town Council  
14 High Street  
Caistor  
Market Rasen  
LN7 6TX

Your contact for this matter is:

James Newton  
[james.newton@west-lindsey.gov.uk](mailto:james.newton@west-lindsey.gov.uk)

16 January 2024

Dear Sir/Madam

**APPLICATION REFERENCE NO: 147794**

**PROPOSAL: Planning application to replace boundary wall with close board fencing.**

**LOCATION: 12 Hadrian Way Caistor Market Rasen**

**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](http://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

James Newton  
On behalf of West Lindsey District Council

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If you want to know more about how we use your data, what your rights are and how to contact us if you have any concerns, please read our privacy notice: [www.west-lindsey.gov.uk/planning-privacy](http://www.west-lindsey.gov.uk/planning-privacy)

#### Planning Services Feedback

We value your opinion on our service, as your comments will help us to make improvements. Please visit our website where you may either make your comments online or download our feedback form to fill in and post back: [www.west-lindsey.gov.uk/planning](http://www.west-lindsey.gov.uk/planning)

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

16 January 2024

Application Ref No. : 147794

Location : 12 Hadrian Way Caistor Market Rasen

Proposal : Planning application to replace boundary wall with close board fencing.

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.