



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 February 2024

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

In Attendance: Michelle Moss,
Members of public present: 6

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2800

Cllr Morris sent apologies noting he would arrive late.
Both District councillors and County councillor had sent apologies.

2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2801

Cllr Lyus noted interest in 10c and the christmas tree removal payment as part of the Lions; Cllrs Davey, Richardson and Galligan also noted interests in 10c; Cllr Bowman noted interest in 8d.

3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2802

One resident shared their concern regarding the rent increases for the sports groups outlined in minutes from December, in particular the significant increases for the cricket and football clubs. It was noted that the working group have meetings arranged with the cricket club and football club over the next couple of weeks to discuss the increases in more detail.

4. Chairmans Report - Ref: 2803

Cllr Wright noted that he and the clerk had met with WLDC Chairman and Chief Executive to discuss organisational priorities - WLDC shared their priorities as including: Scampton, green waste, community engagement, enforcement, sport and leisure, levelling up proposal for Gainsborough including £18m for cinema and heritage building, climate and environment. CTC shared priorities as including - play areas, property maintenance and refurbishment, environmental management, parking, waste management.

5. To approve the draft minutes of 11th January 2024 - Ref: 2804

RESOLVED that the draft minutes from the meeting of 11th January be approved as a true record of the meeting and signed by the chair.

Proposed: Cllr A. Clark Seconder: Cllr A. Somerscales All in favour

6. Finance - Ref: 2805

a) To approve the Accounting Statements for period ending 31st January 2024 - Ref: 2806

The accounting statements had been circulated to councillors prior to the meeting,
RESOLVED to approve the accounting statements for the period ending 31st January 2024 as a true record.

Proposed: Cllr A. Clark Seconder: Cllr A. Somerscales All in favour

b) To approve the Schedule of Payments - Ref: 2807

The schedule of payments had been circulated to councillors prior to the meeting,
RESOLVED to approve the schedule of payments totalling £7928.73.

Proposed: Cllr A. Clark Seconder: Cllr L. Milner 2 abstained

c) To approve the bank reconciliation for 31st January 2024 - Ref: 2808

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 Jan 2024, as a true record.

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

7. Reports from External bodies:- - Ref: 2809

Signature:



a) Lincolnshire Police - Ref: 2810

It was noted that Lincolnshire police had sent a summary crime report which was circulated with the meeting pack.

b) West Lindsey District Council - Ref: 2811

Unfortunately there was no report from WLDC and none of the ward councillors were in attendance.

bi) To receive feedback from CTC meeting with WLDC Chief Executive - Ref: 2812

It was noted that this had been covered as part of the Chairmans report.

c) Lincolnshire County Council - Ref: 2813

It was noted that Cllr Smith would like to complete another walkabout with Caistor councillors and agreed to ask Cllr Smith for some times date with a view to arranging.

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

ci) List of major roadwork improvements scheduled for 2024 - Ref: 2814

The list of major roadworks had been circulated to councillors prior to the meeting. It was noted that whilst several potholes have been repaired in South Dale, there is no resurfacing planned there. Horsemarket is one of the carrigeway resurfacing works LCC have planned this year.

cii). Response from Road safety Partnership re caistor Bypass - Ref: 2815

It was noted that the results of the survey completed by Road Safety Partnership indicated that the criteria for either a fixed or mobile speed camera is not met for A46 Caistor bypass and that over a 3 year period, none of the 13 recorded collisions have been speed related. Cllrs disputed this, noting there had been more than 13 accidents and it was agreed that Cllr Davey would put an email together to send in response.

ciii) Resident issue with parking on Plough Hill - Ref: 2816

It was noted that parking all around the town is an issue and likely to get worse over the next few years. It was agreed to add an item to the agenda for March meeting to specifically discuss parking issues and what possible action the town council can take.

d) Community Groups - Ref: 2817

The Chair asked that in future, community group complete reports for circulation with the agenda pack.

Caistor Goes noted the date of their AGM.

The community cinema noted the next film would be The Great Escaper on 17th Feb.

di) To discuss the possibility of holding the Classic Car show this year and agree next steps - Ref: 2818

This was not discussed and will be deferred to March meeting.

e) Town Hall Management Committee - Ref: 2819

It was noted that the town hall committee will hold a meeting this week and that minutes will be circulated. The lights, sound and electrics have been updated.

8. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2820

a) Personnel and Finance Committee - Ref: 2821

No meeting held.

b) Estates Committee - To receive the draft minutes from the Estates committee meeting and note any decisions - Ref: 2822

It was noted that 2 meetings had been held, 23rd Jan and 6th Feb. The grass cutting contracts had been agreed - Dyne Group for the amenity grass and parks, and Tudor for the 2 churchyards. Due to budget constraints, Kim Hodson will be cutting the cemetery and will stop street clensing duties on Wednesdays to enable him to spend an entire day at the cemetery and cut most of it in one day. Kim will alternate this with other estates work every other Wednesday. The pressure washer has now been fixed and will start to be used to clear moss/algae from parks equipment and surfaces. The 'storage' clear up will be held on 17th Feb in time for the 29th Feb deadline to have vacated Southdale. Several estates committee members and the clerk had attended a play inspections software demo and it had been provisionally agreed to purchase the software by the Estates committee

Signature:



bi) Agreement to setting up a working group to sort out the play areas - Ref: 2823

It was noted that the estates committee would like council approval to set up a working group to sort out the play areas. This will involve community engagement, fund raising and sourcing etc. RESOLVED to set up a Play Area Improvement working group and that Cllrs Milner, Hodson, Galligan Davey and Bowman will form the working group.

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

bii) Approval for revised cost of pressure washer - £950 - Ref: 2824

It was noted that CIB had donated a suitable pressure washer to CTC. The pressure washer had been unused for several years, and was found to have an issues with low pressure. This has now been fixed and CTC will not need to buy another.

c) Economic Development & Market Working Group - Ref: 2825

No meeting held.

Cllr Morris' arrival was noted.

ci) To discuss the project proposal document for market barriers and agree next steps - Ref: 2826

The project proposal document had been shared with councillors prior to the meeting. Following a site meeting with the contractors for 2-4 Market Place, it was questioned whether the equipment would be required given the length of the closure; the requirement for PAT testing was an error.

RESOLVED to purchase the proposed posts and chains.

Proposed: Cllr J. Bowman Seconder: Cllr L. Milner Majority vote

d) 2-4 Market Place Working group - To agree what format this group should continue in - Ref: 2827

Cllr Bowman left the room.

It was noted that Cllr Davey and the clerk had met with the contractor for 2-4 Market Place to understand the impact on the town centre of the development. The logistics layout was shared with councillors and will be formally circulated, the development is planned for 77-80 weeks. It was noted that there is likely to be ongoing need for dialogue between CTC and the developer as the project will have a huge impact on the town.

RESOLVED to continue the working group with the same membership.

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

di) Request for a letter of continued support for 2-4 Market Place - Ref: 2828

It was noted that CDCT had asked CTC for a letter of continued support to help with their bid for a higher grant application. It was agreed to ask for CDCT to continue to include CTC in discussions going forward.

RESOLVED to write a letter of continued support.

Proposed: Cllr J. Wright Seconder: Cllr P. Morris All in favour

e) Sports Group Licences Working Group - Update - Ref: 2829

It was noted that all letter, licences and leases have been sent out to the sports groups. The lease amendment with CIC has been agreed and the revised cost discussed. The licence for the food market in the park has not yet been sent as the licence is not due for renewal until June.

Meetings with the Cricket club and the Football club have been arranged for 19th Feb and 13th Feb respectively.

ei) To review the letter received from the cricket club - Ref: 2830

The letter was noted and it was agreed that the points raised would be discussed at the meeting on 19th Feb.

9. Clerks Report & Parish Matters - Ref: 2831

a) To receive an update on .gov.uk email addresses and approve the Email policy - Ref: 2832

It was noted that all councillors had now been sent their email addresses and passwords and they should now start to be used for council business; the email policy had been circulated with the meeting pack.

RESOLVED to approve the email policy.

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

b) Review Tracking Report - Ref: 2833

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It was noted that the land registry search for the market place has shown the land as unregistered. LCC have agreed to engage their legal team to resolve the issue of ownership of the Market Place and Cornhill.

c) To review the policy on recording, filming, photographing and broadcasting meetings and to resolve whether the Town Council will record its meetings - Ref: 2834

It was agreed to investigate the costs for recording equipment and defer the issue to a future meeting.

d) To agree what to do about the moles on council land - Ref: 2835

It was noted that the current mole control contractor is not available for several months possibly longer, but regular mole maintenance is needed.

It was agreed to defer the management of moles to the estates committee and to add it to the next estates agenda.

10. Correspondence Received - review and agree any action - Ref: 2836

a) Email from resident about the state of the bus shelter and Southdale - Ref: 2837

It was noted that: whilst the bus shelter is not a CTC asset, but a LCC asset, unless CTC take action it will not be maintained. Cllr Galligan already has paint and brushes to sort out the graffiti and advised he would organise a team of volunteers to repaint the bus shelter as soon as possible.

Regarding the potholes on South Dale, LCC have advised that they are filling some this week, but it does not fit the criteria for resurfacing currently. All councillors and residents are urged to continue to report road issues to LCC via Fix My Street.

b) Trees overhanging residential property from Sports Field - Ref: 2838

Residents had asked for permission for contractors to access the sports field with a shredder to permit them to undertake work on an overhanging tree from the sports field. A new fence is also being erected along the actual boundary line which is 2-3 ft closer to the sports field than their current hedge line.

RESOLVED to permit the resident access to complete the works.

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

c) Lions request for a market stall for charity walking event - Ref: 2839

The request had been circulated to councillors prior to the meeting. A market stall application had also been completed.

RESOLVED to give the resident a charity market stall on 11th May.

Proposed: Cllr L. Milner Seconder: Cllr J. Wright 5 Abstained

d) To decide whether to subscribe to the LALC training scheme for 24/25 - Ref: 2840

RESOLVED to subscribe to the LALC training scheme for 24/25.

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

11. GDPR Compliance - to review and approve the following documents - Ref: 2841

a) Data protection policy - Ref: 2842

RESOLVED to approve

Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

b) Subject access request procedure - Ref: 2843

RESOLVED to approve

Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

c) Data breach policy and procedure - Ref: 2844

RESOLVED to approve

Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

d) Records retention policy - Ref: 2845

RESOLVED to approve

Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

Signature:



- e) **GDPR privacy policy - Ref: 2846**
RESOLVED to approve
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour
- f) **GDPR security compliance checklists for councillors - Ref: 2847**
RESOLVED to approve
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

12. To note any planning decisions - Ref: 2848

- 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 - Ref: 2849
Noted.
- b) **Application: 147586. Granted time limit plus conditions**
Proposal: Listed building consent - internal alterations. 8, South Street - Ref: 2850
Noted.
- 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 - Ref: 2851
Noted.

13. To review the planning applications received and agree a response - Ref: 2852

- a) **APPLICATION REFERENCE: 147801**
PROPOSAL: Planning application for first floor extension and other alteration.
LOCATION: 1 Mill Lane Caistor - Ref: 2853
No issues or objections raised.
- b) **APPLICATION REFERENCE: 147794**
PROPOSAL: Planning application to replace boundary wall with close board fencing
LOCATION: 12, Hadrian Way, Caistor - Ref: 2854
No issues or objections raised.

14. Date of next meeting - Ref: 2855
14th March 2024

Meeting closed at 8:05pm

Signature: