



Public Meeting Pack

11th April 2024



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 11 April 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
07/04/2024

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 - including to note the resignation of Cllr Richardson
5. To approve the draft minutes of 14th March 2024
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31.03.2024
 - b) To approve the Schedule of Payments
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
 - a) Personnel and Finance Committee
 - b) Estates Committee
 - b) To agree the councillor appointment to the Estates committee following the resignation of Cllr Richardson
 - bii) To discuss and agree cover for estates operative holiday
 - c) Economic Development & Market Working Group
 - d) 2-4 Market Place/ Build



- e) Sports Group Licences - due to the sensitive nature of the issues being discussed there will be a closed session discussion later in the meeting
9. Community Grants - to review the merits of each application and agree what, if any, grant
 - a) Caistor Crusaders
 - b) Caistor Goes
 - c) Caistor Twinning Association
 - d) St Peters and St Pauls Church
 - e) Caistor Heritage Trust
 - f) Moot Hall
 - g) Womens Cricket Club
10. Clerks Report & Parish Matters
 - a) Update on rats in the town hall car park and action being taken
 - b) To review the updated risk register
 - c) Review Tracking Report
11. Correspondence Received
 - a) Wheelie Bins on highway Caistor market place - resident complaint
 - b) Two emails from residents regarding the cost of the sports group licences
12. To note any planning decisions
 - a) 147732 | Planning application for erection of a garage to the rear of the property and associated external works; Hundon Walk House, Canada Lane | Granted.
 - b) 147794 | Planning application to replace boundary wall with close board fencing | 12, Hadrian Way | Refused
 - c) 147801 | Planning application for first floor extension and other alterations | 1, Mill Lane | Granted
13. To review the planning applications received and agree a response
 - a) 147859 | Listed Building Consent | To remove any loose Keim breathable paint and apply a traditional Bitumen finish to the entirety of the facing brickwork, parapet and reveals of the structure. | Radley's Mill, Mill Grange, Horncastle Road, Caistor - Responded using delegated powers - No objections
 - b) 148033 | Full Planning Application | To erect 1no. dwelling with private drive and garden being variation of conditions 7 and 8 of planning permission 141727 granted 1 December 2020 - amendments to house sign and changes to materials | Land adj, 15, Grimsby Road, Caistor
 - c) 148058 | Planning application | To raise the roof height to create first floor accommodation including two storey extension, single storey front garage extension, removal of detached garage/store and other internal alterations | 86 North Street Caistor
 - d) 148100 | Listed building consent | For works to stables including replacement window frames, stable doors & frames, dual pitch roof, and repairs to concrete floor and lay to falls. | Fonaby House Farm Brigg Road Fonaby
 - e) 148064 | Planning application | For works to stables including replacement window frames, stable doors & frames, dual pitch roof, and repairs to concrete floor and lay to falls | Fonaby House Farm Brigg Road Fonaby
14. Date of next meeting
15. To resolve to move into closed session
16. To review the responses from the Cricket and Football Clubs regarding the licences and agree how to proceed



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 14 March 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. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr O. Bierley,
Members of public present: 4

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2856**
Apologies received from Cllrs Somerscales and Hughes - Reasons accepted.
Apologies also received from District Cllr Lawrence.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2857**
Councillors noted the following non pecuniary interests: Cllr Davey 12b and 12c; Cllr Lyus 12c; Cllr Bowman 7d; Cllr Morris 12c; Cllr Galligan 12c; Cllr Richardson 12c; Cllr Wright 8e (just for the cricket club).
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2858**
One member of the public raised concerns about parking in Caistor, lack of disabled parking and lack of priority for resident parking. Cllr Smith noted that LCC are currently engaged in looking at additional advisory spaces for disabled parking. It was noted that there is an agenda item regarding parking on tonight's meeting.
- 4. Chairmans Report - Ref: 2859**
Cllr Wright noted that he had opened the new vets in the Market Place, and had extended best wishes to the newly opened YM Bakery on behalf of CTC.
- 5. To approve the draft minutes of 8th February 2024 - Ref: 2860**
RESOLVED that the draft minutes from the meeting of 8th February be approved as a true record of the meeting and signed by the chair.
Proposed: Cllr A. Clark Seconder: Cllr J. Bowman All in favour
- 6. Finance - Ref: 2861**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 29/02/2024 - Ref: 2862**
The accounting statements, bank reconciliation and bank statements had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and bank reconciliation for the period ending 29th February 2024 as a true record.
Proposed: Cllr J. Wright Seconder: Cllr P. Morris All in favour
 - b) To approve the Schedule of Payments - Ref: 2863**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £7022.01
Proposed: Cllr J. Bowman Seconder: Cllr L. Milner All in favour
- 7. Updates from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 2864**
 - a) Lincolnshire Police - Ref: 2865**
No report or crime summary had been received.
 - b) West Lindsey District Council. - Ref: 2866**
The WLDC report from District Cllr Bierley had been circulated prior to the meeting. Cllr Bierley noted: Age UK shop opened in Caistor this week; from 1st March major planing developments will be required to show they are increasing bio diversity, which may lead to increase of tree planting.

Signature:



c) Lincolnshire County Council - Ref: 2867

County Cllr Smith noted that LCC had increased their portion of the council tax bill by the maximum permitted but had allocated an additional £4m for flooding/drainage and an additional £2m into highways; devolution vote is progressing to the next stage; those responsible for overgrown trees will be sent letters by LCC and if no response is received LCC will undertake the required work and bill the responsible party.

d) Community Groups - Ref: 2868

di) Caistor Goes request permission to use South St Park for Street Party 13th July and Proms 1st Sept - Ref: 2869

RESOLVED to agree to use of South St Park for both requested dates.

Proposed: Cllr M. Galligan Seconder: Cllr P. Richardson All in favour

di) To discuss the possibility of holding the Classic Car show this year and agree next steps - Ref: 2870

It was noted the event is planned for 5th May; the road closure agreements are all in place; 2-4 build may mean the space up to the cenotaph is used; there is no stage or music planned; nearer to the time, if it looks like it is going to become problematic with the 2-4 Market Place build, Caistor Goes, the organisers of the event are prepared to cancel.

Proposed: Cllr L. Milner Seconder: Cllr M. Galligan All in favour

e) Town Hall Management Committee - Minutes of meeting 20th Feb 2024 submitted - Ref: 2871

No questions/comments.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 2872

a) Personnel and Finance Committee (No meeting held) - Ref: 2873

No meeting held.

b) Estates Committee (To receive the draft minutes of the meeting held 6th Feb) - Ref: 2874

No comments raised.

c) Economic Development & Market Working Group (No meeting held) - Discuss the request for additional market signage and agree next steps - Ref: 2875

Councillors who look after the market thanked the council for the posts and chains which had been well received. They also asked for council agreement to purchase some replacement signage noting the market place is closed for parking whilst the market is on, after the original signage has gone missing.

RESOLVED to get quotes/mock ups from Equip for replacement signs for agreement by full council.

Proposed: Cllr S. Hodson Seconder: Cllr R. Lyus All in favour

d) 2-4 Market Place - Build (No meeting held) - Ref: 2876

It was noted that a meeting is scheduled for 21st March.

e) Sports Group Licences - Update and decision on revised licences following discussions with sports groups - Ref: 2877

It was noted that: Discussions had taken place with most sports clubs and/or agreements progressed with the football club, walking football club, running club; the bowling club have a meeting next week to discuss the lease; many emails have been sent to the tennis club but there has been a limited response with tennis club claiming not to have received many of the emails and a meeting had been arranged but the tennis representative did not turn up.

Cllr Wright left the room and Cllr Bowman assumed chairmanship of the meeting.

Regarding the cricket club, it was noted that: the report from the working group and the CCC response had been circulated prior to the meeting; in summary, at the meeting with CCC, the working group had suggested proposing to CTC that the licence agreement be reduced from £2500pa to £900pa, but after the meeting CCC had made a counter proposal of £300pa.

Following a lengthy discussion it was RESOLVED to reduce the revised annual licence charge for the cricket club from £2500 to £900pa and that the clerk should now issue invoices to the sports groups.

Cllr Wright returned to the room and resumed chairmanship of the meeting.

Signature:



Proposed: Cllr J. Cox Seconder: Cllr R. Lyus Majority vote

9. Discuss the car parking issues throughout Caistor and agree any action - Ref: 2878

It was noted that: the parking issues in the town are getting worse; there have been some requests for resident permit parking and more disabled parking bays; the loss of parking spaces in the market place due to 2-4 build will increase parking distress.

Following a lengthy discussion it was RESOLVED to make parking an agenda item for open discussion at the Annual Town Meeting to gather residents views and thoughts about how it could be improved.

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

10. Review the progress made with digitising the cemetery records and agree a 4 month extension of the cemetery clerks contract until end July 2024 - Ref: 2879

The report from the cemetery clerk had been circulated prior to the meeting and noted that the work is progressing quicker since now most of the cemetery records have been located but an issue with the graves being renumbered at some point in the past is proving challenging. RESOLVED to extend the contract with the cemetery clerk until the end of July 2024.

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

11. Clerks Report & Parish Matters - Ref: 2880

a) Review Tracking Report - Ref: 2881

The tracking report had been circulated prior to the meeting and it was noted that all items had either been completed or discussed as separate agenda items. The clerk thanked councillors for their support in clearing out and reorganising the council equipment kept in the lock ups and Southdale.

b) To review the policy and proposed costs for recording, filming, photographing and broadcasting meetings and to resolve whether the Town Council will record its meetings - Ref: 2882

RESOLVED not to record council meetings nor to purchase recording equipment

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

c) To agree the date and format for the Annual Town Meeting - Ref: 2883

As discussed earlier in the meeting, it was agreed that parking should be the main focus of the meeting, alongside the usual chairmans report and other group reports. The proposed dates were given as either 16th or 23rd May, starting at 6pm. Clerk to check room availability and confirm.

d) Place Marque - Caistor wayfinding report - Ref: 2884

It was noted: that Place Marque had done a good job of putting together the report and proposals; any project to implement the findings would be led and funded by WLDC with input from CTC plus other interested parties.

12. Correspondence Received - Ref: 2885

a) LCC - Electric Charger locations and sustainable infrastructure - agree a response - Ref: 2886

It was agreed that councillors would consider possible locations and make any suggestions to the clerk by 19th March, and agreed to add it to the agenda for the annual town meeting to poll resident views.

b) Grammar School request for support for 11+ dates - Ref: 2887

The dates were noted and the council agreed to the grammar school request to support the 11+ dates. Cllr Bowman noted that she would co-ordinate councillor support.

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

c) To discuss and agree the use of South St Park for the Lions fireworks this year - Ref: 2888

RESOLVED to agree to the request.

Proposed: Cllr J. Wright Seconder: Cllr J. Bowman 4 Abstained

13. To note any planning decisions - Ref: 2889

a) 147732 - Granted. Planning application for erection of a garage to the rear of the property and

Signature:



associated external works. Hundon Walk House, Canada Lane, Caistor - Ref: 2890

Noted.

14. To review the planning applications received and agree a response - None received - Ref: 2891

None received.

15. Date of next meeting - Ref: 2892

11th April 2024.

16. To resolve to move into closed session for the remainder of the meeting - Ref: 2893

RESOLVED to move into closed session for the remainder of the meeting.

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

17. Councillor discussion about WLDC Code of Conduct and Disclosure of Interests - Ref: 2894

One of the councillors read out a personal statement to share their comments about recent code of conduct issues.

Meeting closed at 8:40pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

Explanation of Variances

Grants

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

Grant from WLDC for town hall roof

VAT Reclaimable

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

No budget provision for reclaimed VAT

Salaries

Actual Total: 36062.43 **Budget:** 29319.96 **Variation:** -6742.47 / 23

KH employee from 1.6.23/ Bonny employee from 19th Sept

PAYE & NI

Actual Total: 14208.14 **Budget:** 2400.00 **Variation:** -11808.14 / 492.01

KH employee from 1.6.23/ Bonny employee from 19th Sept

Subscriptions

Actual Total: 839.18 **Budget:** 535.00 **Variation:** -304.18 / 56.86

LALC paid in advance for 24/25

Election

Actual Total: 190.38 **Budget:** 0.00 **Variation:** -190.38 / 100

No provision in budget for election

Legal Fees

Actual Total: 900.00 **Budget:** 500.00 **Variation:** -400.00 / 80

Cost of 2-4 legal fees

Cemeteries/Church

Actual Total: 5633.86 **Budget:** 4500.00 **Variation:** -1133.86 / 25.2

Cemetery railings

Allotments

Actual Total: 1595.00 **Budget:** 249.96 **Variation:** -1345.04 / 538.1

Allotment steps

Electricity - Market Place LN7 6TU

Actual Total: 383.99 **Budget:** 260.04 **Variation:** -123.95 / 47.67

Meter read for 1st time in 4 years

Explanation of Variances

Miscellaneous Income

Actual Total: 4960.89 **Budget:** 150.00 **Variation:** -4810.89 / 3207.26

2115 refund of property tax LCC and bank interest

Water: Cemetery

Actual Total: 72.96 **Budget:** 50.04 **Variation:** -22.92 / 45.8

Increase in water costs

Water: Allotments

Actual Total: 158.68 **Budget:** 75.00 **Variation:** -83.68 / 111.57

Increase in use and ppu

Play Park Refurbishment

Actual Total: 2412.93 **Budget:** 999.96 **Variation:** -1412.97 / 141.3

Essential repairs and accompanied inspection

Caistor Sports & Social Club

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

Cost of boiler repair/replacement and windows

Town Hall

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

Roof and floor repairs. Grant received from WLDC to off set

Equipment

Actual Total: 2115.18 **Budget:** 750.00 **Variation:** -1365.18 / 182.02

£600 on PPE; hedge trimmer and harness. Scythe sold to off set

CIL income

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

No budget provision for CIL income

Pension payments

Actual Total: 4961.98 **Budget:** 0.00 **Variation:** -4961.98 / 100

No provision in budget for pension payments



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	109886	109886	0	0	109886
140	Cemetery Income	7200	3000	4200	140	7200
120	Allotment Income	450	420	30	7	450
130	Market Rents	2735	3000	-265	-9	2735
150	Caistor Sports & Social Club	2404	2412	-8	-0	2404
160	WLDC Street Cleaning	3597	2292	1305	57	3597
170	Grass Cutting	1733	1623	110	7	1733
180	Grants	6000	0	6000	100	6000
350	VAT Reclaimable	3601	0	-3601	100	3600
199	Miscellaneous Income	4961	150	-4811	3207	4961
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	1000	-1000	-100	0
187	CIL income	4456	0	4456	100	4456
	Income: General Totals	147542	124303	6415	19	147542
	Income Totals	147542	124303	6415	19	147542

Expenditure

Expense: General

500	Salaries	36062	29320	-6742	23	36062
503	PAYE & NI	14208	2400	-11808	492	14208
501	Staff Travel & Benefits	126	100	-26	26	126
502	Contractors	3888	15000	11112	-74	3888
509	Other Staff Expenses	0	100	100	-100	0
520	General Office	1061	1000	-61	6	1061
530	Hall Hire	394	720	326	-45	394
540	Insurance	3526	3500	-26	1	3526
550	Audit	770	780	10	-1	770
560	Subscriptions	839	535	-304	57	839
570	Training	310	390	80	-21	310
580	Election	190	0	-190	100	190
581	Mayor Allowance	126	350	224	-64	126
555	Professional Fees	290	500	210	-42	290
556	Legal Fees	900	500	-400	80	900
590	Amenity Cut	7229	7400	171	-2	7229
591	Public Rights of Way	0	0	0	100	0
592	Parks	3321	3000	-321	11	3321
593	Sportsground	4000	4000	-0	0	4000
594	Cemeteries/Church	5634	4500	-1134	25	5634
595	Allotments	1595	250	-1345	538	1595
610	Market	284	250	-34	14	284
596	Community Orchard	0	0	0	100	0
750	Cemetery records management	2538	2450	-87	4	2538
650	Community Events	494	1500	1006	-67	494
521	Telephone & Broadband	867	930	63	-7	867
700	Electricity - Market Place LN7 6TU	384	260	-124	48	384
701	Electricity - South Street Park	444	600	156	-26	444
702	Electricity - Market Place LN7 6TL	0	150	150	-100	0
703	Electricity - Sports Ground	472	600	128	-21	472
800	Church trees	780	780	0	0	780
720	Water: Sports Ground	194	300	106	-35	194



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	73	50	-23	46	73
722	Water: Allotments	159	75	-84	112	159
765	Play Park Refurbishment	2413	1000	-1413	141	2413
597	Caistor Sports & Social Club	6495	1000	-5495	550	6495
522	Town Hall	12114	6000	-6114	102	12114
582	Civic	0	500	500	-100	0
601	Equipment	2115	750	-1365	182	2115
598	Market Place	862	1000	138	-14	862
603	Gritting & Snow Clearance	0	450	450	-100	0
766	CCTV	0	1500	1500	-100	0
799	Contingency	0	0	0	100	0
600	Grants & Donations	13926	15000	1074	-7	13926
761	Project: Town Hall Car Park Makeover	0	500	500	-100	0
762	Neighbourplan Review	0	0	0	100	0
763	Office repair	2507	2500	-8	0	2507
767	Old fire station	2400	2400	0	0	2400
764	Kings coronation	2000	2000	0	0	2000
768	Office laptop	499	500	1	-0	499
504	Pension payments	4962	0	-4962	100	4962
652	Grants & Donations	0	0	0		0
Expense: General Totals		141451	117390	-24061	21	141451
Expenditure Totals		141451	117390	-24061	21	141451



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

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	£	%
Income: General										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	1960	1050	3020	7200	4200	140.00
Allotment Income	625	350	420	45	0	15	390	450	30	7.14
Market Rents	2837	1000	3000	355	786	949	645	2735	-265	-8.83
Caistor Sports & Social Club	1563	312	2412	577	525	525	777	2404	-8	-0.33
WLDC Street Cleaning	2808	1404	2292	1146	1225	0	1225	3597	1305	56.93
Grass Cutting	1545	0	1623	0	0	1733	0	1733	110	6.76
Grants	0	2665	0	0	0	6000	0	6000	6000	100.00
VAT Reclaimable	13935	0	0	3601	0	0	0	3601	-3601	100.00
Miscellaneous Income	3294		150	2618	1502	462	378	4961	-4811	?
Town Hall			520	0	520	0	0	520	0	0.01
Magazine Advertising			1000	0	0	0	0	0	-1000	?
CIL income			0	1555	0	2900	0	4456	4456	100.00
Income: General	Total		124303	120953	6519	13634	6436	147542	6415	19
	Total		124303	120953	6519	13634	6436	147542	6415	19



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

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	£	%
Expense: General										
Salaries	19285	27800	29320	6340	8732	10916	10074	36062	-6742	23
PAYE & NI	628	2600	2400	2298	3457	4726	3728	14208	-11808	492
Staff Travel & Benefits	0	0	100	8	68	14	35	126	-26	26
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	407	365	168	1061	-61	6
Hall Hire	300	0	720	44	150	84	116	394	326	-45
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	150	770	10	-1
Subscriptions	598	500	535	0	0	236	603	839	-304	57
Training	155	500	390	0	130	0	180	310	80	-21
Election	0	0	0	0	190	0	0	190	-190	100
Mayor Allowance	0	0	350	0	17	109	0	126	224	-64
Professional Fees	46	1000	500	95	0	160	35	290	210	-42
Legal Fees	5824	0	500	200	0	0	700	900	-400	80
Amenity Cut	2758	4100	7400	4500	929	1800	0	7229	171	-2
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	61	495	3321	-321	11
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	2508	767	5634	-1134	25
Allotments	0	300	250	0	0	1595	0	1595	-1345	538
Market	0	0	250	0	0	0	284	284	-34	14
Community Orchard	78	160	0	0	0	0	0	0	0	100
Cemetery records management	50	5000	2450	0	499	1395	644	2538	-87	4
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	235	233	867	63	-7
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	111	384	-124	48
Electricity - South Street Park	170	0	600	61	242	62	79	444	156	-26
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	73	181	472	128	-21
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	780	0	780	0	0
Water: Sports Ground	151	50	300	41	51	51	51	194	106	-35
Water: Cemetery	42	0	50	14	22	18	18	73	-23	46
Water: Allotments	0	0	75	16	63	61	18	159	-84	112
Play Park Refurbishment	0	500	1000	0	2171	148	94	2413	-1413	141
Caistor Sports & Social Club	2533	3500	1000	0	0	6495	0	6495	-5495	550
Town Hall	39	2500	6000	149	132	11833	0	12114	-6114	102
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	994	96	2115	-1365	182
Market Place	908	500	1000	0	0	612	250	862	138	-14
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100
CCTV	0	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	1200	0	0	0	0	0	0	0	100
Grants & Donations			15000	12600	0	1326	0	13926	1074	-7
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100
Neighbourplan Review			0	0	0	0	0	0	0	100
Office repair			2500	2500	7	0	0	2507	-8	0
Old fire station			2400	2400	0	0	0	2400	0	0
Kings coronation			2000	2000	0	0	0	2000	0	0



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

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	£	%	
	Pension payments			0	755	1325	1547	1335	4962	-4962	100
Grants & Donations				0	0	0	0	0	0		
Expense: General Total			117390	41674	29120	50213	20445	?	-24061	21	
Total			117390	41674	29120	50213	20445	?	-24061	21	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

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	£	%
Expense: General										
Salaries	19285	27800	29320	6340	8732	10916	10074	36062	-6742	23
PAYE & NI	628	2600	2400	2298	3457	4726	3728	14208	-11808	492
Staff Travel & Benefits	0	0	100	8	68	14	35	126	-26	26
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	407	365	168	1061	-61	6
Hall Hire	300	0	720	44	150	84	116	394	326	-45
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	150	770	10	-1
Subscriptions	598	500	535	0	0	236	603	839	-304	57
Training	155	500	390	0	130	0	180	310	80	-21
Election	0	0	0	0	190	0	0	190	-190	100
Mayor Allowance	0	0	350	0	17	109	0	126	224	-64
Professional Fees	46	1000	500	95	0	160	35	290	210	-42
Legal Fees	5824	0	500	200	0	0	700	900	-400	80
Amenity Cut	2758	4100	7400	4500	929	1800	0	7229	171	-2
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	61	495	3321	-321	11
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	2508	767	5634	-1134	25
Allotments	0	300	250	0	0	1595	0	1595	-1345	538
Market	0	0	250	0	0	0	284	284	-34	14
Community Orchard	78	160	0	0	0	0	0	0	0	100
Cemetery records management	50	5000	2450	0	499	1395	644	2538	-87	4
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	235	233	867	63	-7
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	111	384	-124	48
Electricity - South Street Park	170	0	600	61	242	62	79	444	156	-26
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	73	181	472	128	-21
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	780	0	780	0	0
Water: Sports Ground	151	50	300	41	51	51	51	194	106	-35
Water: Cemetery	42	0	50	14	22	18	18	73	-23	46
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CCTV	0	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	1200	0	0	0	0	0	0	0	100
Grants & Donations			15000	12600	0	1326	0	13926	1074	-7
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100
Neighbourplan Review			0	0	0	0	0	0	0	100
Office repair			2500	2500	7	0	0	2507	-8	0
Old fire station			2400	2400	0	0	0	2400	0	0
Kings coronation			2000	2000	0	0	0	2000	0	0



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/03/2024

This report is based on Payment Date

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Grants & Donations				0	0	0	0	0	0		
Expense: General Total			117390	41674	29120	50213	20445	?	-24061	21	
Total			117390	41674	29120	50213	20445	?	-24061	21	



Bank Reconciliation

Balances as per bank statements as at 01/04/2024

Natwest Current Account	6095.41	109938.94
Natwest Business Reserve Account	103353.48	
Equals Card	490.05	

Date	Invoice Ref	Type	Description	Credit	Debit
There are no unpresented payments or receipts					
Opening Balances As At 01/04/2023			Receipts in current year		
Opening Balance Bank 1		2527.74		147542.09	
Opening Balance Bank 2		101463.68			
Opening Balance Bank 3		0.00			
Opening Balance Bank 4		0.00			
103991.42			Payments in current year		
				141451.41	
			VAT Outstanding		
				143.16	
			Unallocated Cash		
				Sales	
				Purchase	
				UnPresented Receipts & Payments	
				Nett balance as at 01/04/2024	109938.94
				Cash Book Closing Balance	109938.94
				General Reserves	
					50000.00
				Earmarked Reserves	
				Subcontracting for	13750.00
				Elections (2022)	3850.00
				Parks equipment	3000.00
				South Street Park	500.00
				Market Place trading	500.00
				Market Place layout	1000.00
				Sports Field fencing	1500.00
				Sports ground toilet	2000.00
				Sports and Social	5500.00
				Other buildings	1500.00
				Town Hall	0.00
				Fire Station	0.00
				Comhill Resurfacing	1500.00
				Tree Maint - Sports	2000.00
				Tree Maint - Parks	1500.00
				Computer	0.00
				Play area	4000.00
				Parking	1500.00
				Water (South St)	2250.00
				Water at Market Place	2250.00
				Cemetery	0.00
				New Cemetery	6000.00
				Church Ground Trees	720.00
				Handyman Equipment	2000.00
				2022 balance from ER	1943.00
				Cash Reserves	1175.94



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment			
14/03/2024	1438	Caistor Town Hall	Hire of hall 8/2/24 and 19/2/24	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>	
19/03/2024	1446	Caistor Farm & Garden Machinery	Service parts for ride on mower	10.54	63.22	<input type="checkbox"/>	<input type="checkbox"/>	
19/03/2024	1447	Caistor Arts & Heritage Centre	Room hire 28.02.2024	0.00	12.00	<input type="checkbox"/>	<input type="checkbox"/>	
19/03/2024	1448	Lincolnshire Association of Local	Play areas inspection course and exam - S. Hodson	13.00	188.00	<input type="checkbox"/>	<input type="checkbox"/>	
20/03/2024	1449	Tudor Ground Maintenance	1st Cut - Churchyards	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>	
21/03/2024	1450	E-Quip (Rasen) Ltd	OKO puncture sealant	4.76	28.56	<input type="checkbox"/>	<input type="checkbox"/>	
21/03/2024	1451	E-Quip (Rasen) Ltd	8MM D Shackle	1.98	11.88	<input type="checkbox"/>	<input type="checkbox"/>	
25/03/2024	1452	Jake Garden Care (Dyne Group)	Grass cutting visit 1	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>	
26/03/2024	1453	Caistor Farm & Garden Machinery				<input type="checkbox"/>	<input type="checkbox"/>	
25/03/2024	1454	[REDACTED]	[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>	
25/03/2024	1455	[REDACTED]	[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>	
25/03/2024	1456	[REDACTED]	[REDACTED]			<input type="checkbox"/>	<input type="checkbox"/>	
25/03/2024	1457	HMRC	Bank Payment: PAYE & NI	0.00	1214.79	<input type="checkbox"/>	<input type="checkbox"/>	
26/03/2024	1458	NEST	Bank Payment: Pension payments	0.00	439.75	<input type="checkbox"/>	<input type="checkbox"/>	
25/03/2024	1459	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>	
26/03/2024	1460	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>	
28/03/2024	1461		Bank Payment: Information Commissioners Office -DAP fee	0.00	35.00	<input type="checkbox"/>	<input type="checkbox"/>	
28/03/2024	1462	Captain Tolley	Bank Payment: Perspex repair glue	1.66	9.95	<input type="checkbox"/>	<input type="checkbox"/>	
					TOTAL:	6770.78		

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Report of District Councillor Owen Bierley to Caistor Town Council,

11th April 2024

(Prepared Wednesday, 3rd April)

Community

Age UK Lindsey's new shop opened on Tuesday, 12th March, with an official opening being planned. Offering easy access to all, it has ample parking available too. Donations of pre-loved goods are always welcomed, but a principal advantage of a base in Caistor will be in providing a convenient point of contact for local people. Age UK Lindsey is an independent charity, founded in 1991, based in Horncastle and serving East and West Lindsey and North Lincolnshire. Last year alone our Information & Advice Officers identified and recovered an annualised £1.2m of previously unclaimed entitlements for older people, also helping strengthen the local economy!


I'm pleased to advise that the Council has secured funding to enable households in West Lindsey on a low income and living in the least energy efficient homes to apply for a grant to help keep their homes warm and to improve their quality of life. This is through the Home Upgrade Grant scheme (HUG2) enabled by the Department for Energy Security and Net Zero. Grants can be used to help cover the cost of a wide range of retrofit measures including roof, cavity and external wall insulation, or low-carbon heating solutions such as ground and air source heat pumps. We are working in partnership with energy experts Yorkshire Energy Services (YES) to deliver this. To be eligible households must meet each of the following criteria: have a household income of less than £31,000.00 a year, be off the gas grid (meaning the property isn't connected and doesn't have access to a mains gas supply) and have an Energy Performance Certificate between D & G. Depending on the property's EPC rating homeowners can apply for from £8,000.00 to £38,000.00 to make the upgrades needed to their properties. To apply residents should either email: projects@yesenergysolutions.co.uk or ring them on 03309 126199. The scheme is open to people living in private or social rented accommodation too, but in those circumstances there is a requirement for the landlord to contribute at least a third or a half of the total cost respectively. [https://www.yesenergysolutions.co.uk/home-upgrade-grant\(hug\)/introduction-to-HUG2](https://www.yesenergysolutions.co.uk/home-upgrade-grant(hug)/introduction-to-HUG2)

An election for a Police and Crime Commissioner for Lincolnshire is to be held on Thursday, 2nd May, when the Polling Station, in the Town Hall, will be open from 7.00 am to 10.00 pm. Electors will be required to present an accepted form of photo ID to be issued with a ballot paper, but anyone without can apply for a free Voter Authority Certificate up to 5.00 pm on Wednesday, 24th April using: <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> The last PCC elections were held in 2021, a year later than scheduled as a result of the coronavirus pandemic.

Please be aware that all of the Rural England Prosperity Fund and the UK Shared Prosperity Fund money used to create the Council's flagship Business and Community grant schemes has already been allocated and accordingly both are now closed for further applications. Whilst high demand was always anticipated, it is fair to say the interest and response far exceeded all expectations. Having said that I'm absolutely delighted not only by the diversity, number and value of the projects that secured awards from the three community funds, but also that Caistor organisations were once again notably successful! Huge congratulations and thanks are due to all of those involved in the delivery of these significant and sustainable investments in the future of the town!

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects, was relaunched last June on precisely the same terms as before. Each member has an allocation of £4,000.00 for the four-year term of the Council, which ends in 2027. Please would anyone considering applying to this contact either Angela or me in the first instance to help ensure the process runs smoothly?

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

 01469 560865 owen@bierley.com

The Council publishes a highly valuable, monthly, Business E-Brief, the link to subscribe is: <https://www.west-lindsey.gov.uk/business-services-support/business-support-advice/business-e-brief>
Related to this, residents are invited to sign up to receive a digital copy of West Lindsey News using: <https://public.govdelivery.com/accounts/UKWESTLINDSEY/subscriber/new?preferences=true>

Over one hundred and fifty businesses are now part of West Lindsey's Think Local campaign, including eleven in Caistor. This opportunity is offered completely without charge. To view the list of participants visit: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local>

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> NB. The link includes a comprehensive but easy to complete on-line Event Submission Form and again this service is offered free of charge. As such it is a useful means of promoting one-off or regular dates in the community calendar to a wider audience throughout West Lindsey, potentially also helping to increase visitor numbers.

Good causes registered with the West Lindsey Lottery are presently on track to share in £20,404.80 of additional and much needed income this year. Caistor, with around 2.7% of the population of the District, currently has seven registered Good Causes benefiting from a combined 6.88% share of the lottery income. Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with promotional 'add-ons' offered too. For example, supporters currently have the chance to win an iPhone 15 Pro Titanium (with the option to take that amount in cash) in the Super Draw on Saturday, 30th March. The ongoing Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends giving each party an entry into an exclusive monthly £200.00 Amazon draw upon any new 'sign up'. For more information, to register as a Good Cause, or to purchase tickets please visit our dedicated lottery website, the link for which is: <https://www.westlindseylottery.co.uk>

NB. Huge congratulations go to a Keelby Village Hall supporter who matched all six numbers in the draw on Saturday, 23rd March and won the jackpot, the first such success in West Lindsey!

This year's West Lindsey Churches Festival will be on Saturday 11th and Sunday 12th May in our area and on the following weekend for those parishes to the west. Caistor is well represented with St Peter & St Paul's Church open from 10.00 - 4.00 on the Saturday and from 12.00 - 4.00 on the Sunday, with the Methodist Church open from 10.00 - 4.00 on the Saturday. Further information, including a downloadable brochure, is available from: <https://www.churchesfestival.info>

Please note that the Lincolnshire Wolds AONB has had a change of name and henceforth will be known as the Lincolnshire Wolds National Landscape, an Area of Outstanding Natural Beauty.

Environment

The Council's highly regarded and popular green bin service remains open for subscriptions for the 2024 gardening season with the first collection in our area completed on Monday, 25th March.

Each of our dog bins and litterbins will shortly have asset number stickers attached to them. These will feature a unique QR code enabling residents with mobile phones to immediately report full or damaged bins for attention by the team, with a confirmatory message advising the action taken (and thanks) relayed back in response. This initiative, alongside the ability to raise issues through the 'Report It' facility on our website, will further assist in improving the Council's effectiveness and efficiency in promoting environmental protection as well as street cleanliness.

The Council is to introduce, initially on a trial basis, the option for householders to hire a large-capacity wheeled bin for a week to assist them in the disposal of items from, for example, a house clearance or other major sort-out. A choice of two bin sizes will be offered and the scheme is to be known as the Big Bin Clear Out service. Further details will be made available in due course.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

☎ 01469 560865 owen@bierley.com



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 26 March 2024

Present: Cllr S. Davey (Chair), Cllr P. Richardson, Cllr S. Hodson,
In Attendance: Michelle Moss, Cllr A. Clark,
Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2895**
Apologies received from Cllrs Somerscales and Wright.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2896**
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2897**
None
- 4. To approve the draft minutes of the Estates Committee meeting on 06/02/2024 - Ref: 2898**
RESOLVED that the minutes of the meeting held on 6th Feb 24 be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour
- 5. Allotments - Ref: 2899**
 - a. Allotment numbering - Discuss and agree a method of numbering the plots for identification - Ref: 2900**
Several suggestions for numbering were considered including short posts placed in the front left of each plot with a numbered tag.
RESOLVED to purchase short posts and numbered tags.
Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour
 - b. Allotment footpaths - Decide what if any action can be taken to reinstate the footpaths - Ref: 2901**
It was noted that the levels of the footpaths in the allotments are all different and would be difficult and cost prohibitive to resolve.
 - c. Allotment fencing repair - Assess damage to the allotment fence and agree action if necessary - Ref: 2902**
It was noted that 4 or 5 sections of the fencing are rotting and collapsing. RESOLVED that Cllr Hodson will work with Estates Operative to replace the rotten section of fencing.
Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour
 - d. Allotment plot 6 - Tenant questioning why he has given up half his plot and is still paying the same - Ref: 2903**
RESOLVED to halve the cost of the plot for the current tenant as a goodwill gesture and write to advise that next year it will increase to the full amount.
Proposed: Cllr P. Richardson Seconder: Cllr S. Hodson All in favour
- 6. Play areas / Sports ground - Ref: 2904**
 - a. To review progress made against the play area annual inspection report and agree next steps - Ref: 2905**
It was noted that: the bench in the sportsground has been replaced; the steps on the adventure playground bridge at South St Park have been replaced and the shackles replaced; the clerk and Cllr Hodson will measure up the chains which need replacing and order them plus the replacement swing seat, and some of the other ancillary items which have been reported as an issue by the inspector. It was agreed to get quotes for replacing

These are draft minutes and have not been formally approved and adopted



the timber on the junior multiplay at South St. It was noted that the play surfaces have been treated for algae and the pressure washer has not yet been used.

b. Millfield damaged fencing - Assess damage to the fence and agree action if necessary - Ref: 2906

It was noted that this stretch of fencing does not belong to the council and is the responsibility of the resident(s) to replace.

c. Rotting wood on equipment at south park - Review and decide what action to take - Ref: 2907

It was noted that this was raised as a moderate issue on the PI report, Cllr Hodson has already completed a small repair. RESOLVED to get a quote to repair/replace the set of steps.

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

d. Broken glass in play areas - Review and decide what action to take - Ref: 2908

It was noted that the estates operative will always clear up any broken glass at the play areas when he sees it. It was agreed to monitor the situation and revisit it if it gets worse.

e. Play area inspection software update and decide whether to purchase - Ref: 2909

It was noted that: Cllrs Hodson and Davey and the Clerk attended a demo session for the play inspection software from Edge IT; the program will ensure detailed records are being kept and make it easier to manage the inspection process; the cost for setting up and for 1 tablet is £653.20. RESOLVED to purchase the EDGE IT software and package for play area inspections as quoted.

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

f. Review the Tennyson football request to cut Orchard bottom for their use and decide how to proceed - Ref: 2910

It was noted that the field referred to as Orchard bottom is not fit for playing football on, the councils insurance cover does not cover the use of this land for the purpose requested and it is not part of the area currently licenced to the football club. RESOLVED to refuse the request that the club cut the area to use for playing/training.

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

g. Review the revised quote for mole control at the play areas and cemetery and agree what action to take - Ref: 2911

It was noted that: the quote for mole control are costly; moles are more active on certain months, but not quite as active during the summer. RESOLVED to ask for mole control to be undertaken at the cemetery, the area adjacent to the community orchard and playing fields for two months and revisit it during the summer.

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

7. Cemetery - Ref: 2912

a. Review the issue of sinking graves and decide what action to take (Plot for Waterman is an example) - Ref: 2913

It was noted that the council are responsible for topping up sinking graves. RESOLVED that Estates Operative will top up the graves with soil from the pile of earth at the bottom of the cemetery and reseed if necessary.

Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour

b. To agree to progress the project to purchase additional bench(es) for the cemetery - Ref: 2914

It was agreed to defer a discussion about this project until the Autumn.

8. Assets / Equipment / Buildings - Ref: 2915

a. Review and update the asset register - Ref: 2916

It was noted that: the market signs have been stolen and should be removed; it is not clear whether WLDC or CTC own the CCTV cameras at the sports field and this should be checked; the score hut should not be on our asset register or insurance; there are numerous dog bins and litter bins which are on the register but belong to WLDC. RESOLVED to amend and update the asset register to reflect ownership and current assets.

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

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b. Ratify the decision to sell the small trailer - Ref: 2917

RESOLVED to sell the small trailer.

Proposed: Cllr S. Davey Seconder: Cllr P. Richardson All in favour

c. Cracked notice board - review cost to repair and agree action - Ref: 2918

It was noted that the cost for a replacement sheet of perspex was quoted by the supplier at £180 plus VAT. RESOLVED that the council should try to repair the crack initially and if this does not work then quotes should be sought from local window companies.

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

d. To discuss the quotes for the cenotaph railings and agree next steps - Ref: 2919

It was noted that: the quote from the local firm is significantly cheaper but does not include the posts being stripped and repainted on site, and they are not proposing to powder coat like the other quote; the section by Lucy's lane is also in need of repainting. It was agreed that Cllr Davey will contact Colin Rust to ask for the quote to be amended to include the cost of the posts and a separate cost for the section on Lucy's Lane.

e. Agree to spend funds to repair to ride on blades - Ref: 2920

It was agreed that the ride on needs new blades and bosses but that the local quote for the blades, bosses and labour is £153.83. This was considered too high and it was agreed to purchase the blades and bosses and that Cllr Hodson and Estates Operative would fit them.

f. Review the request to repair the plaster in arts room in Town Hall and agree next steps(request from Rick Merrell) - Ref: 2921

It was agreed to get a quote from several local plasterers to undertake the repair.

g. Decide whether to sell the stiga pedestrian mower which is no longer used by estates - Ref: 2922

RESOLVED to sell the unused mower.

Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour

9. Discuss cutting rights of way and decide whether and on what terms this should continue - Ref: 2923

It was noted that LCC currently contract the PROW and amenity grass cutting to CTC, but the amount paid by LCC does not cover the cost of the grass cutting. Estates currently cut the PROWs and the contractor currently cuts the amenity grass. It was agreed that Cllr Hodson and Estates operative would work together to cut the PROWs throughout the growing season, and to defer a discussion about the code of practice to a later meeting due to time constraints.

10. a. Estates Operative Update - Ref: 2924

It was noted that Kim has completed the following tasks:

Treated the play surfaces with moss killer; cleared out the cemetery lock up; cleaned the steps at the town hall; put the labels on the green bins; cleaned up the street art on the lamp post; cleaned around the bin areas at the cemetery; cleared the guttering at the sports; cut the hedge at the cemetery; cut the brambles at NKR; defeathering of trees at South St and clearing away; oiled the locks on gates and buildings belonging to CTC; installed a bin at the cut through; cleaned the steps at the Market Sq; and started weed spraying/control in the town.

b. Cover for KH holiday 8-13th May and 3rd to 14th June - Ref: 2925

It was noted that: Kim also has holiday booked for 12th July and 28th April to 1st May; that the bins need putting out on a Sunday and collecting in on a Monday, and the bins at the parks and in the town centre need emptying on a Monday and Friday; the market signs need putting out on a Friday evening. MM noted that WLDC have advised they cant help with the dates, but will ask again. It was agreed to raise the issue for full council to come to a resolution about at the meeting on 11th April.

Meeting closed at 9:00pm

These are draft minutes and have not been formally approved and adopted



Notes/Actions for informal working group meeting 21st March 2024

2-4 Market Place - Build

Councillors present - JW, MG, SH, AC, SD and LM

MM (Clerk)

- Not received any update on funding for 2-4 so not sure of current position/timescales –
Action – Speak with Neil Castle for an update and report back to this group (JW)
- Assuming the build is going ahead the impact on the Saturday market needs to be assessed and a contingency plan organised for Saturdays markets and looking ahead to the christmas market. There may also be regular events which are impacted. Caistor Goes are going ahead with the vintage car day, but have a contingency in place; the lions have cancelled the bike event; Caistor running group have cancelled the Sting this year.
Action – Arrange a meeting with the councillors who look after the market to review the impact on the market, the logistics and a contingency plan (LM)
- Assuming the build is still going ahead, there may be issues with parking. Southdale does not fall under the town councils responsibility and CTC cannot authorise parking there – this would be WLDC. There may be a possibility of additional parking at Mill Lane.
Action – Find out the short term plans ACIS have with Mill Lane (SH)
Action – Arrange a meeting with Messenger to discuss the parking possibility in Mill Lane and to ensure there is adequate signage for additional contractor parking (MM)
- There will be parking issues with more than half the spaces in the Market Place taken up with Messengers site compound. This is compounded by the grammar school utilising parking in the town centre.
Action – Write a letter to the grammar school explaining the parking issues 2-4 build will cause and asking them to ensure teachers and students double up on driving or park as far out as possible including their own car park site on Navigation Lane (SD)
- CTC need to be proactive in communications with local shops and businesses
Action - Draw up a standard letter for shops and businesses in town (MM).
Action - Working group members to deliver and collect feedback a week or so later (ALL)

Rats in TH car park – March 2024

Morning Michelle,

Thank you for getting back in touch so promptly, as discussed, we have received complaints of rats on the car park rear of the Townhall, as explained I have undertaken a land registry which show some of the car park is owned by yourselves, whilst the other is unregistered. I have attached the following maps: -

Map 1 - is registered to yourselves.

Map 1 - shows where the problem is around vermin on your land – there was also noted some eaten bread around the waste bin.

Map 3 – shows the area unregistered. The vermin infestation is on the embankment.

As advised, I believe the rats are due to residents feeding the birds on the car park, but I have been advised this has since ceased due to the presence of rats.

I would be grateful, if you can please confirm if you are the owners of the whole of the car park, and, if so, if you can please advise, the pest control company you intend to engage to undertake the necessary works to remedy the problem as soon as possible.

I have also written to several residential properties within the area offering advice and guidance on this matter and asking them to check their gardens, and take the appropriate action where necessary, as discussed with you.

If, you are not the owners of the unregistered land, then I will be serving notice, under the Prevention by Damage by Pest Act (PDPA) 1949, so that works in default, can be undertaken and a charge to the land be applied, it would however be helpful, if you are engaging a pest control company to undertake works on your behalf, that the same company is used for any works we undertake. The Council uses Elite Pest Management Ltd (EPM).

I can also assure you that with the information I have been provided with I will speak to the resident around feeding the birds, and the powers the Council have in this regard. Once the problem with rats have been resolved, the area will be monitored for residents feeding the birds in this area.

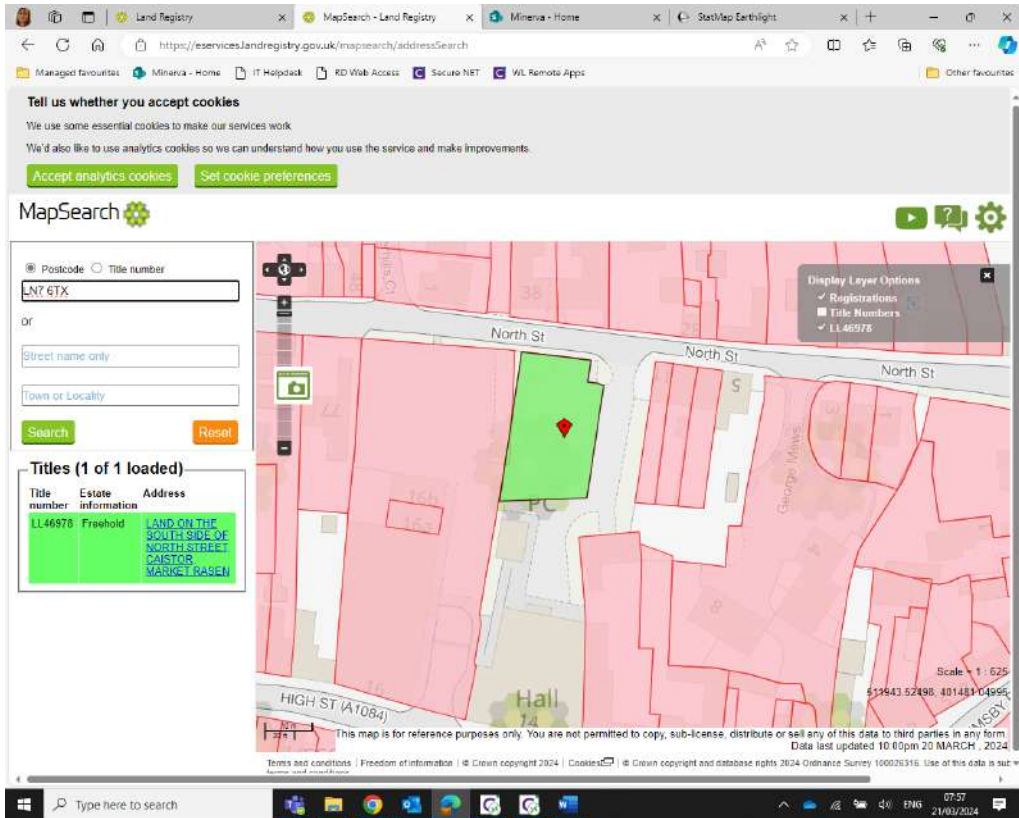
I intend to visit site on Tuesday 26th March, and I will now be on leave until Monday 25th March.

Once again thank you for your assistance on this matter.

Kind regards

Mrs S Gamble MSc (Environmental Health) MCIEH/REnvH
Senior Environmental Health Practitioner

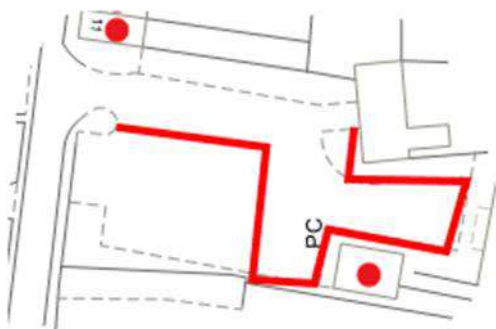
Map 1.



Map 2



Map 3



Rats in the town hall car park

It was good to meet with you today. As per our discussions please find below costs of Pest Management services to eradicate current pest issue in the Town Council Car Park.

Before the commencement of any works, I would recommend cutting back all overgrown bindweeds and ground covering ivy. This will expose any rat burrows and a more accurate level of pest infestation can be concluded. However, I suspect the current pest issue can be eradicated with a burrow baiting program over a period of 2-3 weeks.

Pest Management Treatment:

- 🗑️ On receiving written confirmation of our services, EPM will provide the necessary RAMS via email before commencing the treatment.
- 🗑️ 1 x technician to attend site and any bait exposed burrows and cover with a wire mesh or bricks/rocks to prevent rodents escaping. (This is to protect the surrounding environment). All areas of the car park will be treated to include around the seating area. Install temporary rodent monitors where required and secure them using wires or stakes.
- 🗑️ A further 3 x visits will be carried out to re-bait where required and remove any dead rodents.
- 🗑️ Rats can be quite persistent and may continue to burrow down in different areas of the site, therefore, during the fourth visit to site, a review will take place to identify if eradication has been established or recognize the need for further visits. This will be discussed with the Town Council before continuing with any further works.

The cost to carry out the above would be **£350 + VAT**. Please note, if further visits are required the cost would be an additional **£75 + VAT** per visit.

The cost of a Bait station designed to look like a rock for discreet baiting programs would be **£25 + VAT** per unit. These could be used for long term monitoring and baiting programs.



If you would like to proceed with above program, or would like to purchase rodnet monitors, please reply to this email with a copy to our admin (cc'd), and I will endeavour to schedule in at the earliest opportunity.

Kind regards

Mick Kilburn
Managing Director
07957 485071



Unit 112. Mercury House
Willoughton Drive
Foxby Lane, Gainsborough



CAISTOR TOWN COUNCIL RISK MANAGEMENT

Adopted by Caistor Town Council on 14th April 2022

Last reviewed – April 2024. Next review due April 2025

Risk Status Indications

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status. The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

- *As applicable, either*

This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

or

This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

Aim ¹	Risk ²	Method used to Minimise Risk ³	Person(s) Responsible ⁴	Status ⁵ ● ● ●
1. To ensure compliance with Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	<p>a. Lack of knowledge of regulations and codes leading to actions by the council outside its powers.</p> <p>b. Absence of Standing Orders or standing orders not followed</p> <p>c. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.</p> <p>d. Payments made without prior approval and adequate control.</p> <p>e. VAT not properly accounted for, resulting in over-claims and demands from HMRC.</p> <p>f. Data protection regulations not properly followed</p>	<p>Ensure that all Councillors have copies of or access to relevant Acts Members provided with the Code of Conduct, Financial Regulations and Standing Orders, and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.</p> <p>Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Financial Regulations are complied with on all purchases.</p> <p>Ensure all payments are approved in accordance with the Financial Regulations and properly recorded.</p> <p>Ensure appropriate publications held and that RFO has a good knowledge of regulations.</p> <p>DP policy in place and regularly reviewed by council. Staff to undertake DPA training and training made available to councillors. Out of date information is confidentially disposed of annually. No information is kept unnecessarily. Registration with ICO for support</p>	<p>Chair Clerk / RFO All councillors LALC</p> <p>Chair Clerk</p> <p>Chair Clerk/RFO</p> <p>Clerk/ RFO</p> <p>RFO</p> <p>Councillors and Staff</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
2. To identify and regularly review the Council's priorities and risks.	<p>a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.</p> <p>b. Steps not taken to combat risks</p> <p>c. No risk analysis carried out.</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training if necessary.</p> <p>Add risk assessment to agenda at least annually, reviewing particular items, and results against those items. Allocate actions to Councillors as well as Clerk/RFO and follow up at meetings</p> <p>As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p>	<p>Clerk/RFO All Councillors</p> <p>Chair All Councillors Clerk/RFO</p> <p>All Councillors Clerk/RFO</p>	<p>●</p> <p>●</p> <p>●</p>

	d. An inadequate complement of councillors to manage the business of the council	Ensure all councillor vacancies are filled promptly. All councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.	All Councillors Clerk	●
3. To influence others, such as Lincolnshire County Council, East Lindsey District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Maintain good working relationships with officers from outside organisations, respect the work they do. Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●
	b. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	All Councillors Clerk	●
	c. Lack of confidence of Town Councillors.	Experienced councillors and Clerk/RFO to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	All Councillors Clerk	●
	d. Lack of effective lines of communication with parishioners	Take every opportunity to publicise the role of the town council using notice boards, website, Facebook and Annual Town meeting. Use key issues to raise the profile.	All Councillors Clerk	●

4. To ensure that all councillors and staff are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs. Social media policy in place. Libel and slander insurance in place. ⁶ Experienced councillors and Clerk/RFO to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●
	b. Public or staff prosecution c. Risk or damage to third party property, or injury to members of the public d. Damage to council assets e. Loss due to dishonest or fraudulent acts by employees or Councillors	Review risk assessment by including on agenda at least annually. Clerk/RFO reviews insurance cover to ensure it is adequate and contacts insurance company when the Council carries out a new activity to ensure that the cover is adequate Council consider the insurance requirements at the renewal date, and review all the quotes before making decision Council reviews the insurance cover annually	Chair Clerk/RFO All councillors	●

	<p>f. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.</p> <p>g. Staff and councillors bringing the council into disrepute</p>	<p>Insurance is arranged with a local government specialist company and includes Employers Liability Cover⁷, Public Liability Cover⁸, and covers loss or damage to appropriate assets⁹. References to be sought for all employees. Fidelity guarantee insurance¹⁰ in place.</p> <p>All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date. Declarations of interest on every agenda.</p> <p>Councillors understand and be offered training on the Code of Conduct. A professional approach is undertaken on all Town Council matters. Member officer protocol in place and reviewed regularly to ensure understanding</p>	<p>Clerk All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p> <p>●</p>
<p>5. To keep appropriate accounting records up-to-date throughout the financial year. To maintain secure banking facilities.</p>	<p>a. Lack of knowledge of accounting requirements</p> <p>b. Inaccuracies in recording amounts and totals in accounting records</p> <p>c. Internal controls not in place or not operated, leading to out of date accounting records, missed or delayed payments, unpaid invoices, or loss through theft or dishonesty.</p> <p>d. RFO taken ill or leaves without replacement</p>	<p>Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. RFO to be suitable qualified or attend appropriate training</p> <p>Bank reconciliations to be presented for review least every quarter and compared to bank statements. Internal audit to be carried out annually.</p> <p>Only nominated signatories, the Clerk and the RFO have access to the Council's bank accounts. Standing orders and DD's are kept to a minimum and are pre-authorized by council at the annual meeting. Internet banking used as practical. Payments are authorised by two councillors. Schedule of payments and bank reconciliation are presented for approval each month at the scheduled full council meeting. Pre payment card is used for purchases where no account is held. Where cash receipts are unavoidable, the cash is kept securely until it is passed to the Clerk/RFO to and/or banked.</p> <p>The bank signatories have access to the Council's bank accounts and are able to access bank statements through the on-line banking facility.</p>	<p>All Councillors Clerk/RFO</p> <p>All Councillors RFO Internal Auditor</p> <p>Clerk/RFO All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>6. To ensure that payments made from Council funds and</p>	<p>a. Lack of knowledge of wishes of residents.</p>	<p>Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them.</p>	<p>All Councillors</p>	<p>●</p>

<p>the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p>	<p>b. Use of funds or assts not giving value for money.</p> <p>c. Fund raising not properly controlled or not in accordance with regulations.</p> <p>d. Perceived lack of transparency regarding council finances and activities</p> <p>Charges (e.g. for leases, cemetery & allotment) are inadequate or excessive</p>	<p>Item on the Annual Town Meeting agenda for the public to suggest items for the following year's budget.</p> <p>Effective budget planning processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.</p> <p>All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.</p> <p>Advertisement of Exercise of Electors rights carried out correctly per audit regulations All meetings open to the public with the exception of items of a sensitive nature (salaries, contract discussions etc). Publication of financial information on website per transparency code</p> <p>Comparisons made with other local councils. Internal audit checks.</p>	<p>Clerk</p> <p>Clerk/ RFO All Councillors</p> <p>All Councillors Clerk</p> <p>All Councillors Clerk RFO</p> <p>Clek/RFO</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; reserves are appropriate and adequate; financial records are maintained.</p>	<p>a. Lack of knowledge of or commitment to budgetary process, and of financial regulations.</p> <p>b. Inadequate consideration of requirements for annual precept.</p> <p>c. Reserves too low or too high</p>	<p>Ensure financial regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO & the Clerk. Involve all councillors in budgetary process, not solely the Clerk/RFO. Encourage all councillors to actively participate in meetings when the budget is being discussed.</p> <p>Comparison against the previous year's actual income/expenditure, and this year's projected, to ensure that all items are included Town Council approves the annual budget and sets the precept at the December Council meeting Clerk/RFO aware of the deadline for the submission of the precept and ensure that the precept is received on time.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reported to Council on a quarterly basis. The general reserve (not earmarked) to be at least 50% typical annual income or as otherwise advised by the RFO / Internal auditor.</p>	<p>All Councillors RFO Clerk</p> <p>All Councillors Chair</p> <p>All Councillors RFO Clerk</p>	<p>●</p> <p>●</p> <p>●</p>

	d. Lack of funds to meet financial commitments	The general reserve (not earmarked) not to exceed 1x typical annual income or as otherwise advised by the RFO / Internal auditor. Actual spend compared to planned spend at least quarterly Proposed projects planned for when calculating the precept required Maintain appropriate levels of reserves	All Councillors RFO Clerk	●
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail and meet the AGAR requirements.	a. Lack of knowledge of Council regulations and procedures.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.	Clerk/RFO All Councillors	●
	b. Late or non- submission of annual accounts.	Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to councillors at meetings.	Clerk/RFO Internal auditor All Councillors	●
	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO. RFO to be suitably qualified or attend appropriate training Internal audit checks.	Clerk/RFO Internal auditor All Councillors	●
	d. Inadequate audit trail from records to final accounts.	As at 10c above.	Clerk/RFO Internal auditor All Councillors	●
	e. External audit not completed accurately or within timescales	RFO to follow JPGA regulations when completing AGAR and follow external auditor guidelines for completion and submission dates.	Clerk/RFO	●
	f. Exercise of public rights not completed correctly	See 10e above		●
11. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation. Ensure payments are adequately monitored.	a. Inappropriate rate of pay to employees, wrong hours paid, wrong rate of pay applied or NI/Tax incorrectly applied.	Ensure employee regulations are available and understood by Clerk and RFO. The Town Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by BACS. The payroll is administered using accredited payroll software. All Tax and NI payments are submitted in the Inland Revenue in accordance with the Real Time Information (RTI) protocols. Internal audit checks.	RFO/Clerk Personnel & Finance Committee Internal audit	●

<p>12. To identify, value, and maintain all the assets of the Town Council, and ensure that asset register is complete, accurate and properly maintained.</p>	<p>a. Lack of knowledge of assets of Town Council.</p> <p>b. Assets lost or misappropriated</p> <p>c. Asset register not established or inadequately maintained.</p> <p>d. Lack of adequate programme of maintenance/regular safety checks for street furniture</p>	<p>Ascertain and record all significant assets for which the Town council is responsible. Create and maintain a permanent asset register.</p> <p>Regular monitoring of location and use of assets by councillors and any issues reported immediately to Clerk Adequate insurance provision in place to cover assets</p> <p>Create asset register in accordance with Audit Commission requirements. Review register at least annually</p> <p>Regular checks by the Clerk/Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works where appropriate.</p>	<p>RFO/Clerk Councillors</p> <p>Clerk/RFO</p> <p>Clerk/ RFO Councillors</p> <p>Clerk Councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>13. To minimise the risk of injury damage or liability on all buildings, land, property, equipment and street furniture which the council is responsible for.</p> <p>Buildings: Town Hall</p> <p>Land: Cemetery Allotments Millfield Park South St Park Sports ground</p> <p>Street Furniture: Town council owned litter bins, grit bins, signs, benches, notice boards etc</p> <p>Council owned equipment:</p>	<p>a. Lack of information on council owned properties, buildings and equipment</p> <p>b. Damage, equipment failure, potential injury due to lack of knowledge of safety requirements</p> <p>c. Lack of adequate programme of maintenance/regular safety checks</p> <p>d. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.</p> <p>e. Theft from premises due to inadequate security measures</p>	<p>Include in asset register all properties for which the Town Council is responsible. Lease agreements in place with all organisations leasing council owned property</p> <p>Ensure that all current legislation and advice is held by the Clerk Place subject as item on Estates Management Committee meetings at regular intervals. Equipment to be inspected before use, any issues reported to the clerk, equipment serviced regularly and at least annually</p> <p>Regular checks by the Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works</p> <p>Regular property checks by Councillors and Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.</p> <p>Regular checks by the Officers and Councillors.</p>		<p>●</p> <p>●</p> <p>●</p> <p>●</p>

Mowers, strimmers, tools, market equipment,	f. Criminal damage to buildings and property owned by town council g. Damage caused by wear and tear to council owned buildings and property	Regular checks by the Officers and Councillors. Use of CCTV where appropriate Regular reviews of property and maintenance schedules implemented. Work carried out on property in a timely manner to minimise costs and further damage.		● ●
14. To comply with legislation regarding the health and safety as appropriate for all council activities	a. Lack of knowledge of applicable legislation	Clerk/RFO to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings. Training to be attended as appropriate.	Councillors /Clerk	●
	b. Injury or death due to poorly maintained equipment/assets	Maintain a register of assets and complete at least annual test for health and safety. Where issue are identified, employ a suitable qualified contractor to repair or remove Maintain appropriate level of public liability and employers liability insurance	Councillors/Clerk	●
15. To carry out adequate safety checks on the children's play areas operated by the Council.	a. An inadequate programme of safety inspections and maintenance (or vandalism) results in an accident and/or an award of damages.	Regular safety inspections by Estates operative/other officers or councillors backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once identified. Ongoing maintenance. Professional specification and installation of equipment. An ongoing programme of equipment replacement as necessary.	Councillors Clerk Estates Operative	●
	b. The lack of or an inadequate programme of maintenance of the immediate surrounding area allows the persistence of a safety hazard (e.g. trip hazard, sharp object, faulty gate)	Regular checks by the Estates operative, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works. Purchase of electronic play area software management program.	Councillors Clerk Estates Operative	●
16. To ensure business continuity in the event of a disaster, or loss of Clerk/RFC	a. Loss, fire or theft of council records (paper)	All paper documents to be stored in a lockable cabinet. Historic documents archived. Back up copies of Deeds and TPO's to be stored electronically. Cemetery records held in a fire proof facility	Clerk	●
	b. Loss or theft of council records (electronic)	Electronic records are stored on the Caistor TC one drive. Council laptop to be encrypted. Anti-virus software in place	Clerk	●
	c. Loss of clerks office due to fire/flood or other disaster	Business interruption insurance in place ¹¹ All paper files and records are kept in secure locked cabinet at the Clerk/RFO's home.	Clerk	●

	<p>d. Council not being able to continue its business due to unexpected or tragic loss of Clerk/RFO</p> <p>e. Clerk/RFO give notice to leave</p>	<p>Council maintains at least 3 cheque signatories. Protocol in place for short term/long term illness or sudden loss of clerk/RFO</p> <p>Undertake regular reviews and annual appraisal with Clerk/RFO to identify and issues Ensure Clerk/RFO have all necessary tools to effectively complete the role expected of them. Notice period of at least 3 months (after probationary period) to allow time to recruit</p>	<p>RFO Clerk Councillors</p> <p>Council</p>	<p>●</p> <p>●</p>
<p>17. To maintain accurate and up to date cemetery burial and memorial records. To ensure the safety of all memorials.</p>	<p>a. Loss of, incorrect or lack of burial records</p> <p>b. Unsafe memorials</p>	<p>Records kept in fire proof bag and electronic back up. Records updated within 24 hours of an interment All interments must give 7 days' notice. Clerk checks plans against computer records upon receipt of interment request. Clerk re-checks plan 48 hrs prior to interment to mark grave. Grave marked with spray paint including the plot number. Photo of marked grave sent to funeral director Clerk endeavours to make himself available on day of interment and checks grave on the morning. Clerk checks grave after interment.</p> <p>Memorial safety inspection testing completed for each memorial in line with current legislation. Policy in place and adhered to for handling unsafe memorials. Those undertaking safety checks have received the relevant training.</p>	<p>Clerk</p> <p>Council/Clerk</p>	<p>●</p> <p>●</p>

BUSINESS CONTINUITY PLAN

It's vital important that in the sudden incapacity of the Clerk that business can continue without hinderance. In addition, it's important that any new Clerk should be able to step into the role and take over pretty much instantly.

This document is a summary of the Business Continuity Plan and a folder will be made available, easily accessible, within the Clerk's Office at The Town Hall to enable anybody to quickly assume the role. The Council Handbook should also be referred to.

This document should be reviewed on a regular basis and forms part of the Risk Management / Register.

Administration

Paper files are kept for the following: -

- Minutes
- Sales & purchase invoices
- Deeds / Assets
- Annual audit paperwork
- Register of Interests
- Acceptance of Office Declarations
- Dispensations

In addition, the above paper files and all other documentation is stored electronically in a real time triple backup system.:-

- Clerks Laptop Computer (real time)
- Microsoft OneDrive cloud system (real time)
- Secure Portable Hard Drive (real time)

In the event of the Clerks immediate inability to work: -

- Laptop is always fully up to date and available in the Councils office at The Town Hall.
- Any Councillor can access the cloud directory on OneDrive using the log in provided to the Chairman.

Agenda, minutes and tracking information are administered using a computerised system. This system is available on the Councils one drive and the councillor portal accessed via the website.

Accounts

The Councils accounts is administered using a computerised system called CouncilMate written by the previous Clerk. This system can be access via the cloud system or council's laptop or dongle. A user guide is available.

The data can easily be exported into a spreadsheet so anybody could access on a spreadsheet if preferred.

In the event of the Clerks immediate inability to work: -

- CouncilMate can be accessed from the cloud or laptop computer.
- The spreadsheet can be accessed on the cloud system or laptop computer.

Banking

There are presently five signatories on the account: -

- Michelle Moss
- Jayne Bowman
- Jacqui Hughes
- Ron Lyus

At present the following have access to online banking: -

- Michelle Moss
- Jayne Bowman

In the event of the Clerks immediate inability to work: -

- Either could access online banking.

Website Administration

The clerk has access to the website administration console.

In the event of the Clerks immediate inability to work: -

- Anybody can access the administration console using the username/password provided to the Chairman.
- Alternatively contact Lincolnshire County Council for advice. Alison Hickie, Information Officer
T: 01522 553406 alison.hickie@lincolnshire.gov.uk

Facebook

There are multiple administrators of the Caistor Town Council Facebook page.

- Michelle Moss
- Chairman of the Council
- Vice Chairman of the Council

Email

The Council's email is clerk.caistortc@gmail.com.

The Council's email is caistortc@outlook.com. Emails here are forwarded to clerk.caistortc@gmail.com

In the event of the Clerks immediate inability to work: -

- Anybody can access the email system by using the log in and password provided to the Chairman.

Notice Boards

A Notice board key is stored in the key cabinet in the Clerk's office at The Town Hall.

Letterbox

A Letterbox key is stored in the key cabinet in the Clerk's office at The Town Hall.

Defibrillators

The Council maintain one defibrillator at the Caistor Sports & Social Club. The code to access the box has been provided to the Chairman

Monthly Safety Checks

Visual and tests are completed monthly as follows: -

Defib	Every 3 months.
Notice Boards	Secure and no damage
Play Areas	Risk assessments undertaken (within Risk Assessment folder)
Cemetery	Risk assessments undertaken (within Risk Assessment folder)
Allotments	Risk assessments undertaken (within Risk Assessment folder)

Cemetery

All cemetery records are stored within the Clerk's Office at The Town Hall.

A computerised system is operated together with a manual backup.

There is also a Cemetery Procedure Manual within the Councillors Handbook.

Allotments

Up to date allotment records are held both electronically and manually.

¹ The aim is what a good outcome/status should look like.

² The risks are the consequential actions of the aim being incorrectly managed

³ The method used to mitigate the risk lists the steps which are being taken to ensure the risk does not happen, or if it does, to minimise the impact.

⁴ The Council is ultimately responsible for the management of risk, but activities may be delegated to individuals to manage on a day to day basis

⁵ The status allows the council to determine whether additional action is required to mitigate, minimise or transfer the risk. A risk transfer mechanism would be, for example, to ensure adequate insurance cover is in place.

⁶ Libel and slander insurance covers the council's legal liability to pay compensation for verbal or written comments made by employees or councillors whilst carrying out their duties, which a member of the public considers incorrect, damaging or results in financial loss.

⁷ Employers Liability cover is compulsory if the council has employees, and covers the council for illness or injury claims by employees sustained whilst conducting council business

⁸ Public liability cover protects the council if someone suffers an injury or damage to their property which happens on land or assets which the council is responsible for

⁹ Property insurance provided replacement or reinstatement cover for council assets including street furniture, computer equipment and other equipment owned by the council. An asset register should list assets, and should record the cost, but insurance cover should record and cover the replacement value.

¹⁰ Fidelity guarantee insurance protects the council against loss due to fraud or dishonesty of staff, councillors or volunteers.

¹¹ Business interruption insurance covers the cost of alternative premises if the council office is unavailable due to fire or flood. It also covers loss of revenue, but this is less applicable to Asterby and Goulceby Parish Council.



Public Tracking Report

Sport Groups Licences - send out invoices	Ref: 20580	Created: 08/07/2022
Cemetery - Epitaph cemetery management and Pear mapping	Ref: 24326	Created: 23/08/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
Rats in the town hall car park	Ref: 24426	Created: 26/03/2024

Bins on highway Caistor market place

From: [REDACTED]

Sent: Friday, March 1, 2024 4:47 PM

To: clerk@caistortowncouncil.gov.uk

Subject: Bins on highway Caistor market place.

Dear Town Clerk – I would like to know the Councils attitude towards wheelie bins being left on the pavement (Highways) in the Marketplace area and in front of listed buildings.

My understanding of the WLDC refuse policy is that bins cannot be left on the highway(pavement) except on collection day – and certainly not on a permanent basis. If you do not have a yard or curtilage for the bins then the householder is given refuse sacks for refuse and recycling.

I am aware that this is a WLDC policy issue and have been following the above guidelines ever since they were introduced (sack collection/dumpster in the Old Court yard).

However, just recently 5 or 6 bins have appeared in front of (The Old Sessions House) on the pavement behind the Caistor in Bloom railing boxes. This means that tourists and visitors to Caistor will have to walk past stinking bins in summer and residents in the The Old sessions House/Landside have a view of a row of stinking bins out of their front window. The Old Sessions house is the oldest building in Caistor and is grade 2 listed and I would argue that overflowing wheelie bins directly in front of it affects the setting of a listed building. I cannot see that allowing everybody who feels like parking their bins permanently on the pavement/highway is going to do much for the appearance of Caistor Market Place and future tourism.

I have spoken on 3 or 4 occasions to the “customer care team “ at WLDC over the past 2 weeks and they initially said they would write to the apparent transgressors but they have failed to do so as of today. I chased them up today and apparently the “policy decision maker/ manager for refuse collection” is going to call me no doubt to try and convince me that is now WLDC policy to leave your bin on the pavement permanently, especially in front of someone else’s property , Listed or not.

I Look forward to your comments on this matter in due course.

Yours Faithfully [REDACTED]

Hi

Please can you explain why the kids football teams license is rising from £55 to £700! That's over 1200% increase in fees. an increase such as this will cause a lot of teams to afford not to be able to carry on. There are dozens and dozens from the local community that play for these teams and by raising fees this much you will effectively be stopping those children from being able to access sports. I can't imagine the mental health and wellbeing effect it will have on these children and their parents. Freedom of information I think you should publish why fees are going up this much. I eagerly await your response as a very concerned citizen of Caistor.

Thanks

[REDACTED]

Caistor

Correspondence from residents regarding Sports Licences

Hi

Please can you explain why the kids football teams license is rising from £55 to £700! That's over 1200% increase in fees. an increase such as this will cause a lot of teams to afford not to be able to carry on. There are dozens and dozens from the local community that play for these teams and by raising fees this much you will effectively be stopping those children from being able to access sports. I can't imagine the mental health and wellbeing effect it will have on these children and their parents. Freedom of information I think you should publish why fees are going up this much. I eagerly await your response as a very concerned citizen of Caistor.

Thanks

[REDACTED]

Caistor

Good Morning

I am writing to voice my disappointment in hearing that the licence fees, especially for the Cricket and Tennyson football teams. Whilst I understand that a £55 per annum licence is very cheap, at 1172.73% increase for Tennyson and 4445.45% increase for Cricket appears to be somewhat excessive. This is compounded by the fact that both clubs provide meaningful activity for the children of Caistor and the surrounding areas.

I can not speak for the number of children involved in the cricket club, but as I have been involved as a voluntary coach with the football club for close to 10 years I am aware that there are 88 children associated with the club via the FA, with additional children training with the teams and either not old enough to be registered with a team or choosing not to play in matches. The volunteers provide structured coaching sessions for the children, enabling social and psychological development, alongside physical and tactical/technical development, in line with the FA four corners model. The minimum meaningful activity that each child has access to through Tennyson Tigers Football Club is 2 hours per week, with some age groups having access to more due to increased match lengths or additional training sessions. Is there another voluntary group within Caistor that provides this much activity to the children of Caistor?

The volunteers of the club give up their own time, and often money, to attend courses, plan and deliver training sessions, coach matches, set up prior to sessions/matches and maintain the pitches. All of this without support, financial or otherwise, from the local council.

From the Council Town Council meeting minutes, 14th December 2023, 8e, I note that there have been a number of increases in costs for sports group licences. The

increases in costs seem somewhat disproportionate to the lack of exclusivity that each club has.

- The bowls club have an area that is for their sole use, including a club house and their fee has been increased to £100. I also believe that access to the bowling green is locked/fenced off?
- The tennis club had their fee increased to £100. I haven't seen the tennis court area used for activities other than tennis.
- Wolds Wanderers Football Club has only had their costs increased to £200. The pitches they use are maintained by the volunteers of Tennyson Tigers Football Club
- The running club have had their fees frozen.
- I have excluded the licence increases for both the food market and sports and social club as both of these provide a somewhat different experience for the Caistor community and are not run exclusively by volunteers. I do however note that the Cricket Clubs licence fee is the same as the sports and social club.

With the exception of the wicket, both the cricket pitch and football pitch are free to access for the people of Caistor, with dog walkers, runners and children playing games all having access to the pitches all year round (obviously excluding when matches are taking place).

All the above clubs have limited youth involvement, especially not to the levels of Cricket and Tennyson Football clubs.

I also note from the Council Town Council meeting minutes, 14th December 2023, 8d that the running club have property stored, at albeit West Lindsay District Council property, and that council property, the lock up at the sports field, is to be used for storage. Given this information I am assuming the increase in licence fees for the Cricket and Tennyson Football Clubs are not related to the storage of equipment.

Given that childhood obesity in the UK is at close to 25% [Obesity | Nuffield Trust](#) my view is that councils should be offering both financial and physical support to voluntary groups that promote physical activity for children, rather than increasing the fees that they charge.

In the minutes there is reference made to the state of the field. As I am sure you are aware there has been excessive rainfall since October 2023, including flooding in parts of Lincolnshire. I am not sure if any of the Town Council have visited any community football pitches outside of Caistor, I however have. Other community pitches have been made unplayable by the excessive rainfall, and rather than criticising the club the club should be praised for keeping the pitch in a playable state. There is some wear around the goal mouth and edge of the penalty area. This is very much linked to the fact that due to limited space for pitches a 9 a side pitch is marked out inside of an 11 a side pitch. There are therefore many more matches being played on an area that isn't ideal. The have club attempted to

combat this a number of times by making pitches on the Kelsway field. Unfortunately, due to moles and Cockchafer grub and no external physical or financial support this was not able to be maintained. I am also aware that both the Cricket and Tennyson Football Clubs have spent club funds on preventing/repairing damage caused by Cockchafer grubs.

Can I please ask that the following information is made available:

- Which clubs have a lease, and which clubs have a licence?
- Was the contribution to the community, specifically children, a consideration when proposing the fee increases?
- Wolds Wanderers are for the over 55's and the average age of lawn bowls players are 50-55. I ask if age of participants was a consideration in applying the fee increase?
- Does any of the working party or the Town council have a vested interest in any of the clubs that have a lease/licence?
- Why do clubs with exclusivity of access to facilities (the bowling club) have a minimal increase in comparison to clubs with facilities that are accessible to the local community?

Kind Regards



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire DN21 2NA
Telephone 01427 676676
Web www.west-lindsey.gov.uk

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

Your contact for this matter is:

Richard Green
richard.green@west-lindsey.gov.uk
01427 676654

11 March 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 147859

PROPOSAL: Listed building consent to remove any loose Keim breathable paint and apply a traditional Bitumen finish to the entirety of the facing brickwork, parapet and reveals of the structure.

LOCATION: Radley's Mill, Mill Grange Horncastle Road Caistor Market Rasen LN7 6JG

APPLICATION TYPE: Listed Building Consent

APPLICATION CATEGORY: Householder Development

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

If you do not reply within 28 days of the date of this letter I will assume that your Council has no observations to make.

I would point out that, under the Local Government (Access to Information) Act 1985, any written observations received that are reported to the Planning Committee will become "background papers" to the report, and as such will be made available for public inspection in accordance with the Act.

Yours faithfully

Richard Green
On behalf of West Lindsey District Council

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

11 March 2024

Application Ref No. : 147859

Location : Radley's Mill, Mill Grange Horncastle Road Caistor Market
Rasen LN7 6JG

Proposal : Listed building consent to remove any loose Keim breathable
paint and apply a traditional Bitumen finish to the entirety of
the facing brickwork, parapet and reveals of the structure.

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.



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Gainsborough
Lincolnshire DN21 2NA
Telephone 01427 676676
Web www.west-lindsey.gov.uk

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

Your contact for this matter is:

George Backovic
george.backovic@west-lindsey.gov.uk
01427 676662

13 March 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148033

PROPOSAL: Planning application to erect 1no. dwelling with private drive and garden being variation of conditions 7 and 8 of planning permission 141727 granted 1 December 2020 - amendments to house sign and changes to materials.

LOCATION: Land adj 15 Grimsby Road Caistor Market Rasen LN7 6QY

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY:

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

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Yours faithfully

George Backovic
On behalf of West Lindsey District Council

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

13 March 2024

Application Ref No. : 148033

Location : Land adj 15 Grimsby Road Caistor Market Rasen LN7 6QY

Proposal : Planning application to erect 1no. dwelling with private drive and garden being variation of conditions 7 and 8 of planning permission 141727 granted 1 December 2020 - amendments to house sign and changes to materials.

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

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

Your contact for this matter is:

Joanne Sizer
joanne.sizer@west-lindsey.gov.uk
01427 676640

25 March 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148058

PROPOSAL: Planning application to raise the roof height to create first floor accommodation including two storey extension, single storey front garage extension, removal of detached garage/store and other internal alterations.

LOCATION: 86 North Street Caistor Market Rasen LN7 6QU

APPLICATION TYPE: Householder Application

APPLICATION CATEGORY: Householder Development

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

If you do not reply within 28 days of the date of this letter I will assume that your Council has no observations to make.

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Yours faithfully

Joanne Sizer
On behalf of West Lindsey District Council

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

25 March 2024

Application Ref No. : 148058

Location : 86 North Street Caistor Market Rasen LN7 6QU

Proposal : Planning application to raise the roof height to create first floor accommodation including two storey extension, single storey front garage extension, removal of detached garage/store and other internal alterations.

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

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Clerk to Caistor Town Council
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Caistor
Market Rasen
LN7 6TX

Your contact for this matter is:

Richard Green
richard.green@west-lindsey.gov.uk
01427 676654

26 March 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148100

PROPOSAL: Listed building consent for works to stables including replacement window frames, stable doors & frames, dual pitch roof, and repairs to concrete floor and lay to falls.

LOCATION: Fonaby House Farm Brigg Road Fonaby Market Rasen LN7 6RU

APPLICATION TYPE: Listed Building Consent

APPLICATION CATEGORY: Listed Building - Alter/Extend

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

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Yours faithfully

Richard Green
On behalf of West Lindsey District Council

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

26 March 2024

Application Ref No. : 148100

Location : Fonaby House Farm Brigg Road Fonaby Market Rasen LN7
6RU

Proposal : Listed building consent for works to stables including
replacement window frames, stable doors & frames, dual pitch
roof, and repairs to concrete floor and lay to falls.

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

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Development Management & Local Plans Manager, West Lindsey District Council,
Guildhall, Marshall's Yard, Gainsborough, Lincs DN21 2NA.



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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
01427 676654

26 March 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148064

PROPOSAL: Planning application for works to stables including replacement window frames, stable doors & frames, dual pitch roof, and repairs to concrete floor and lay to falls

LOCATION: Fonaby House Farm Brigg Road Fonaby Market Rasen LN7 6RU

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - all others

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

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Yours faithfully

Richard Green
On behalf of West Lindsey District Council

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

26 March 2024

Application Ref No. : 148064

Location : Fonaby House Farm Brigg Road Fonaby Market Rasen LN7
6RU

Proposal : Planning application for works to stables including
replacement window frames, stable doors & frames, dual pitch
roof, and repairs to concrete floor and lay to falls

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

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Development Management & Local Plans Manager, West Lindsey District Council,
Guildhall, Marshall's Yard, Gainsborough, Lincs DN21 2NA.