



**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

Signature:



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

Signature:



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

Signature: