



Minutes of the Caistor Town Council Estates Committee held at 7.00 at the Arts & Heritage Centre on 28 May 2024

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

- 1. To appoint the Chair of Estates Committee - Ref: 3053**
Cllr Hodson put himself forward to be Chair of the Estates Committee and was duly elected following a unanimous vote.
All in favour
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3054**
None received. There were only 3 members of the Estates Committee present plus Cllr Jon Wright who has voting rights in his capacity as Chair of the Council. 5 members were voted onto the committee but 2 stood down as they had also volunteered to be on P&F Committee and the council policy is to only be on one committee wherever possible. The remaining members will be elected at the next full council meeting.
- 3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3055**
Cllr Clark noted a personal interest in item 10. Cllr Davey noted an interest in item 12.
- 4. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3056**
None.
- 5. To approve the draft minutes of the Estates Committee meeting on 26.03.2024 - Ref: 3057**
RESOLVED that the minutes of the meeting held on 26th March 2024 be approved as a true record of the meeting and signed by the Chair.
All in favour
- 6. Allotments - Ref: 3058**
 - a) To receive an update on allotment numbering - Ref: 3059**
It was noted that Cllr Hodson had made pegs using oak posts, number discs and red tape for visibility and had installed them.
 - b) To consider what action to take at the entrance area to the allotments and agree next steps - Ref: 3060**
It was noted that the gate is not level, the area under the tap gets quite muddy and is contributing to the steps becoming muddy. It was agreed that Kim Hodson would brush the mud from the steps periodically to prevent a build up of mud, to monitor the issue and defer any further action.
 - c) To receive an update on allotment fencing repair - Ref: 3061**
Cllr Hodson had assessed the repair required and noted that he will work with Kim to repair it during the Summer.
 - d) To review complaint about structures and tree in allotments and decide on any action - Ref: 3062**
The committee noted the residents complaints, but noted that the shed is in good condition and not intrusive and that the trees had been planted many years ago and whilst the current T&C's ask plot holders not to plant trees, there is no requirement to cut down any existing trees.
- 7. Cemetery/Churchyards - Ref: 3063**
 - a) Review and set the fees for the cemetery - Ref: 3064**
It was noted that the current fees are comparable with nearby market towns. RESOLVED to keep fees at the same level until the next review and to include a fee for retrospective grant of permission for memorials of £250

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All in favour

b) Review and agree follow up action needed to finish painting Cemetery Gates and Railings - Ref: 3065

It was noted that the contractor who painted the railings had previously agreed to come back this year and touch up any areas which needed it, the council had previously agreed to pay him £350 to do this. It was noted that the railings need touching up and RESOLVED to contact the contractor to get him to do the work.

All in favour

c) Review the resident request for a temporary grave marker - Ref: 3066

RESOLVED to permit the temporary grave marker.

All in favour

d) Review the work required to implement memorial inspection testing and agree next steps - Ref: 3067

It was noted that Cllr Hodson and the Clerk had attended the memorial inspection training and there is a lot of work which needs to be completed before the memorials can be inspected including cemetery regulations, risk assessments, inspection policy, updating software, purchasing equipment. Progress is being made.

e) Several complaints received about grass cutting at the churchyard - Discuss and agree action - Ref: 3068

The contractor cutting the grass at the churchyard is new this year. The expectations were been discussed with him initially and prior to the latest cut. Whilst there has been some improvement, it is not quite at the standard expected. RESOLVED that Cllr Hodson will ask to meet him at the church the next time he cuts and talk him through the expectations.

All in favour

f) Grass cutting at cemetery - Consider contractor cost to cover for Estates Operative holiday w/c 10th June and decide whether to go ahead - Ref: 3069

It was noted that the cemetery grass is still looking long in places and despite freeing up one day a week for the estates operative to cut the cemetery, it is still being done in stages over several weeks. Kim noted that some of this is due to the weather constraints, but noted that he will get on top of it before his holiday. It was noted that the last contractor who cut it whilst Kim was away last time had missed several sections, the main grass contractor is having staffing issues and cannot cover. Cllr Hodson suggested approaching another contractor for a one off quote and will arrange a meeting with them. It was agreed the quote would be reviewed by email and retrospectively formally accepted at the next meeting.

8. Play Areas / Sports Ground - Ref: 3070

a) Review the quotes for repairing the gym equipment at the sports ground and agree whether to go ahead - Ref: 3071

It was noted that the replacement parts for the gym equipment totalled £628.65. There was some discussion on how much use the equipment got, and whether it was worth spending the money or removing the equipment. RESOLVED to purchase the replacement parts and that Cllrs Hosdon and Wright and Kim would fit, then to advise residents via social media.

Majority vote

b) Review the quotes for repairing South St Park Junior multiplay repair and agree whether to go ahead - Ref: 3072

Two quotes had been received, one from a partner company of the supplier and one from a local company. The local contractor (Watermans) had agreed to do the work for cost price, resulting in a much lower quote. RESOLVED to accept the quote from Watermans and to recognise their generosity with advertising at the park and/or on the equipment.

All in favour

c) Review the requirements for signs for the parks and allotments and decide how to proceed - Ref: 3073

It was noted that the signs at the parks are in need of updating and replacement; there is an opportunity to develop some uniformity of the signs and a brand recognition for council owned assets. RESOLVED to organise a specific meeting with the committee to visit the parks, consider the requirements and then

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discuss/agree the options for approval at a future committee meeting.

All in favour

d) Receive an update on replacement of rotten post on the Kelsway kissing gate - Ref: 3074

The parts have been purchased, and the replacement will be completed before the end of the year.

e) Review the Football request to use orchard bottom/Kelsway field and agree next steps - Ref: 3075

It was noted that: the use of this field falls outside the scope of the current licence agreement; the current pitches are not wearing well at the moment and need to be rested, but also need to be fertilised, overseeded and conditioned; Orchard Bottom has a mole issue which is currently being addressed; the land is not ideal for football, but the club had previously used it for practice. RESOLVED to permit the football club to use it this year until 31st March 2025 when the decision will be revisited, and on the conditions that use of it is covered by their insurance, and that they fertilise, overseed and condition the main pitches.

All in favour

f) Review the effectiveness of the mole control at the cemetery and orchard bottom and decide how to proceed - Ref: 3076

During the last inspection it was noted that there were many active moles at Orchard Bottom and that several molehills had been noted at the cemetery today. The interim mole catcher was responsive and set traps at Orchard bottom when advised, and had been contacted about the cemetery. RESOLVED to contact the usual mole catcher and ask him to resume work from July.

All in favour

g) Discuss possibilities for what to do with Orchard Bottom/ Kelsway Field - Ref: 3077

It was noted that the area is about 2 acres and has the potential to be used for many purposes if it is possible to create a vehicular access to it via Kelsway. It was agreed that this is something to start to investigate.

h) To receive an update on the play inspection software - Ref: 3078

The software has been uploaded, the tablet received and training completed on the tablet functionality. Training on use of the main software program is being completed on 13th June after which time we can personalise the program and start to use it.

i) To receive an update on the play area repairs completed - Ref: 3079

Repairs are ongoing. All high risk and most moderate issue repairs have been completed or will be scheduled following the meeting (junior multiplay, gym equipment) and the chain links for the swings have been purchased and will be fitted over the next few weeks. Kim noted that the algae treatment of the surfaces is working but needs a few more goes on some surfaces (no pressure washing has been done).

9 Trees and tree work - To review the requirement for a survey of trees which CTC is responsible for and agree next steps - church/sports/parks (include Millfields resident concerns) - Ref: 3080

It was noted that some trees has been surveyed in 2022, some in 2020. RESOLVED to get all the trees surveyed to understand where the priorities are and enable better planning for the tree work.

10. Review the quotes for the repaint of the cenotaph railings and railings on Lucys Lane and agree how to proceed - Ref: 3081

It was noted that the quote for the additional railing at Lucy's Lane was £300. RESOLVED to accept the quote for the cenotaph and Lucy's Lane from Caistor Car and Commercial.

All in favour

11. LCC volunteer scheme - To decide what, if any, jobs to ask for under the scheme - Ref: 3082

Suggestions for work under the volunteer scheme included: painting the park gates at South St Park; painting the play equipment at South St park sports field and Millfields, painting the railings on the ramp at the town hall, filling in the potholes on the car park at the sportsfield, cleaning play equipment and surfaces. It was noted that the volunteer work would need to be supervised. Agreed that the clerk would complete the request from for LCC volunteering.

12. To review the recommendation to replace the lift chain on the pump at CS&SC and agree next steps - Ref: 3083

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RESOLVED to replace the lift chain as per the recommendation and to accept the quote for £160 plus VAT from Lincs Loos.

All in favour

13. To review Estates Operative next holiday dates and cover required - Ref: 3084

Cover for cutting the cemetery was discussed earlier in the meeting. It was noted that Cllr Priestley had agreed to cover the bins and litter whilst Kim is on holiday and had accompanied Kim today so he knows what needs doing.

Meeting closed 9:15pm

Meeting closed at 9:15