



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 9 May 2024

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

In Attendance: Michelle Moss, District Cllr O. Bierley, ,
Members of public present: 6

- 1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 2990**

Councillor Jon Wright put himself forward to be Chair of the council and was duly elected following a unanimous vote.

Proposed: Cllr P. Morris Seconder: Cllr S. Hodson All in favour
- 2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 2991**

Cllrs Bowman, Clark and Davey were proposed as Vice Chair. A secret voting ballot was requested. Following one round of voting Cllrs Bowman and Clark were taken forward for a second round of voting. Following an equal number of votes, Cllr Clark was elected by the Chairs casting vote.

Majority vote
- 3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2992**

Apologies received from Cllr Lyus.
- 4. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2993**

Cllr Davey noted an interest in 16b and 16c. Cllr Bowman noted an interest in 15d.
- 5. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2994**

One member of the public noted that a finger post sign had been found under the shrubbery at the town hall car park. As this had posed a trip hazard recently, the council agreed to move it to the lock up until it was assessed for condition and use.
- 6. Chairmans Report - Ref: 2995**

Cllr Wright noted that Cllr Bowman had organised the parking for the Grammar school open evening and it had gone smoothly.
- 7. To approve the draft minutes of 11th April 2024 - Ref: 2996**

RESOLVED that the draft minutes of the meeting held on 11th April 2024 be approved as a true record of the meeting and signed by the Chair.

Proposed: Cllr S. Davey Seconder: Cllr A. Clark 1 abstained
- 8. To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 2997**

It was noted that all councillors had received the most recent version of the WLDC code of conduct. RESOLVED to continue to abide by the code.

All in favour
- 9. To review and approve the Standing Order regulations - Ref: 2998**

It was noted that following a review at the Personnel and Finance meeting in April the committee had recommended to remove the wording in 3i requesting that councillors stand when addressing the council. It was also agreed to amend section 18d to reflect the changes recommended in the Financial regulations. RESOLVED to accept the financial regulations with the suggested changes.

Signature:



All in favour

10. To review and approve the proposed co-option policy - Ref: 2999

The clerk noted a couple of non-material errors to the document. RESOLVED to adopt the policy with the suggested amendments.

All in favour

11. Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year - Ref: 3000

It was noted that wherever possible councillors should not be elected to more than 1 committee.

Dates agreed as the 4th Tuesday of the month with Estates to be scheduled for Jan, March, May, June, Aug and October and P&F to be scheduled for April, July, Nov and Dec.

a) Election of members to the Personnel and Finance Committee - Ref: 3001

Cllrs Bowman, Milner, Davey, Galligan and Cox [put themselves forward for the committee.

All in favour

b) Election of members to the Estates Committee - Ref: 3002

Cllrs Clark, Davey, Bowman, Hodson and Cox put themselves forward for the committee.

c) Election of members to the Sports Group Licence working group - Ref: 3003

RESOLVED to appoint Cllrs Clark, Davey, Hodson and Milner to the working group.

All in favour

d) Election of members to the 2-4 Build Working group - Ref: 3004

RESOLVED to appoint Cllrs Galligan, Davey, Hodson and Milner to the working group.

All in favour

e) Election of members to the Play area review working group - Ref: 3005

RESOLVED to appoint Cllrs Bowman, Davey, Hodson and Milner to the working group.

All in favour

12. To approve the Terms of Reference for the committees - Ref: 3006

It was agreed to amend all committee terms of reference to include the option for members to appoint stand ins when they are going to be absent to avoid any meeting being inquorate.

All in favour

a) To approve the Terms of Reference for the Estates Committee - Ref: 3007

RESOLVED to approve the terms of reference subject to the inclusion of the stand in clause.

All in favour

b) To approve the Terms of Reference for the Personnel and Finance Committee - Ref: 3008

RESOLVED to approve the terms of reference subject to the inclusion of the stand in clause.

All in favour

13. Finance - Ref: 3009

a) To approve the Accounting Statements for period ending 30/04/2024 - Ref: 3010

The accounting statements had been circulated to all councillors prior to the meeting. RESOLVED to approve the accounting statements for the period ending 30.04.24 as a true record.

All in favour

b) To approve the Schedule of Payments - Ref: 3011

The schedule of payments had been circulated to all councillors prior to the meeting. RESOLVED to approve the schedule of payments which totalled £11172.96

All in favour

c) To note the bank reconciliation and statements for the period ending 30th April 2024 - Ref: 3012

Signature:



The bank reconciliation and bank statements had been circulated to councillors prior to the meeting.
RESOLVED to approve the bank reconciliation as a true record
All in favour

d) To review and approve the Financial Regulations - Ref: 3013

The financial regulations had been reviewed and updated at the finance meeting in April and circulated to all councillors in advance of the meeting. RESOLVED to approve the financial regulations.
All in favour

e) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders) - Ref: 3014

The list of pre-approved payments had been circulated to councillors in advance of the meeting. RESOLVED to approve the payments for the forthcoming year.
All in favour

f) To review the current inventory of land and other assets (as per Standing orders) - Ref: 3015

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the asset register has been reviewed by both Estates and P&F over the last year for accuracy. RESOLVED to accept the register as a true record of the council assets.
All in favour

g) To receive the updated risk register and business continuity plan - Ref: 3016

A copy of the current risk register had been circulated to councillors prior to the meeting. It was noted that the register has been reviewed by both Estates and P&F over the last year for accuracy and that the level of risk has reduced since last year. RESOLVED to accept the register as a true record of the council risk.
All in favour

14. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3017

a) Lincolnshire - to receive the policing plan - Ref: 3018

The policing plan was noted.

b) West Lindsey District Council. - Ref: 3019

The WLDC report had been circulated to councillors in advance of the meeting. Both councillors were thanked for their hard work for Caistor over the last 12 months. District Cllr Bierley noted that WLDC litter and dog bins will have stickers with QR codes placed on them to allow reporting of issues; several visitors to the town had commended how lovely the town is kept and praised the council for their work.
It was noted that WLDC had offered a grant of £2000 for the UKSPF which should be used to support local events - it was agreed to discuss the allocation of this money next month.

c) Lincolnshire County Council - Ref: 3020

County Cllr Smith noted that Highways had completed works on Hersey Rd/Millfields; the bollards at the top of Navigation Lane will soon be replaced; LCC have confirmed that they own and are responsible for the Market Place, but we need to fully understand the implications of this. Councillors again raised issues with Southdale and the road to the NHS building. It was noted that ACIS own most of the road leading to the health centre and are therefore responsible for it's upkeep rather than LCC. Councillors requested that both WLDC and LCC write to ACIS to request they repair the road, and that CTC follow up on this.

d) Community Groups - Ref: 3021

Wonka had been shown as the community cinema film and the new baffles work well.
The classic car show in the market place was well attended and went well.
The annual party in the park is planned for 13th July.
Lincs Cares Summer party is 16th June. If councillors are attending Cllr Clark needs to know by 9th June.

e) Town Hall Management Committee - Ref: 3022

Cllr Hughes noted that the appointment to the town hall committee had not been included on the agenda but



that she was happy to continue in this role. Cllr Hughes shared the TH committee reports. It was noted that the committee are on with upgrades to the kitchen.

15. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3023

a) Personnel and Finance Committee - to receive the draft minutes - Ref: 3024

The draft minutes had been circulated prior to the meeting. It was noted that the committee have recommended that the council look at recruiting a Deputy Clerk. The clerk is currently on a 25 hour p/w contract but the role has historically been full time and the requirements of the role have grown significantly. To be discussed in the closed session.

b) Estates Committee - Ref: 3025

It was noted that the Estates Operative is on holiday and WLDC are unable to provide cover for the bins. Cllrs Wright, Bowman and Hodson agreed to undertake the critical bin work. It was also noted that Cllr Hodson and the Clerk had attended a memorial safety inspection training course and that there is a lot of associated legislation and work which CTC, as the burial authority are responsible for undertaking.

c) Sports Group Licences working group - Update and agreement to proposed next steps - Ref: 3026

It was noted that: the a revised agreement had been sent to the football club after last months meeting and the football club have indicated that they are now ready to sign the agreement; the revised agreement and letter were sent to the cricket club after Aprils meeting, but no formal response had been received until Wednesday 8th May, when an email was received requesting a meeting; the clerk had been copied in on an email from the Chairman of CCC noting that the new cricket nets are due to be installed mid June; the clerk had also received a copy of a letter sent out by the chairman of CCC to all life members and Vice Presidents inaccurately stating that CTC have shown 'little desire to meet with CCC' despite CCC pressuring CTC to meet, and that the council will not answer their written questions or give them the opportunity to put their case to CTC. It was noted that these statements are untrue and unnecessarily inflammatory and that no-one from the club has been in touch to ask for a meeting until the letter received on 8th May, despite the council offer of a meeting once again in the letter sent on 18th April and Cllr Wright continuing to keep the dialogue going with some committee members on the club. It was agreed that an urgent meeting should be arranged and the 14th May proposed as the date which councillors on the working group can make.

RESOLVED to ask CCC to put the cricket net installation on hold as they currently do not have a valid licence to play on the area or to make changes to it and agree a date in the next week for an urgent meeting with the cricket club.

Proposed: Cllr J. Hughes Seconder: Cllr A. Clark 9 in favour; 3 against

d) 2-4 Market Place/ Build - Ref: 3027

Cllr Bowman provided a brief update and then left the room for the discussion.

It was noted that the current CDCT board had been re-elected at their AGM; the start date for the build is 16 -26th June; Cllrs Davey and Wright and the Clerk had met with Messenger who confirmed there will be a loss of 10 parking spaces in the Market Place, the contractors will not park in the Market Place but will use Mill Lane or other parking wherever possible, that there may be issues with getting the Christmas tree in please this year.

The clerk confirmed that ACIS currently own Mill Lane car park, but CTC have a licence to use it and planning permission for change of use of the front section was granted by WLDC in 2018, but the back section does not have planning for use as a car park. It was agreed that the clerk would contact Messenger to ask them to apply for change of use for the rear of the area to enable their contractors to park there.

Cllr Bowman returned to the room.

16. Clerks Report & Parish Matters - Ref: 3028

a) Update on ownership of the Market Place and Cornhill - Ref: 3029

It was noted that LCC have confirmed that they own and are responsible for the Market Place, but we need to fully understand the implications of this. LCC have identified that they own the outside section of Cornhill but cannot determine who owns the middle section, so Cornhill is still in dispute but it is likely that LCC, as the highways authority are also responsible for this area. Cllr Wright agreed that he would look into the legal, financial and practical implications of CTC taking on ownership of Cornhill.

Signature:



b) CS&SC water compliance issue following Anglian Water inspection - Update on action - Ref: 3030

It was noted that following an inspection of CS&SC by Anglian Water there was an enforceable fail. The clerk authorised work to resolve this issue. The work has now been completed and the invoice for the work totalled £320.

RESOLVED to retrospectively approve the repair.

All in favour

c) Drains / Pump issue at CS&SC - Update on action - Ref: 3031

It was noted that the sewer pump at CS&SC had started to fail, it only worked on manual setting. Finding a resolution for this has been urgent as the sewerage was overflowing into the car park. On authorisation of the Clerk and Chair, Cllr Davey organised Lincs Loos to take a look and quote for replacement/repair. The pump was assessed as repairable and a quote supplied totalling £470 which included servicing. RESOLVED to accept the quote from Lincs Loos and to have the system serviced at least annually.

All in favour

d) Review Tracking Report - Ref: 3032

Most issues had been discussed as part of the agenda. The clerk noted the play area inspection software and tablet had been ordered and a data file supplied to EDGE IT; the pest controller is in the process of dealing with the rats in the car park; grant applications from WLDC have been applied for including £4900 revenue grant for Caistor Goes and Christmas lights, £3750 for the cenotaph, £4150 for straining wires for Christmas lights.

17. Correspondence Received - Ref: 3033

a) Letter from Dyne Group asking for permission to erect signs - Ref: 3034

It was noted that the proposal is to cut the 'working in partnership' section off of the bottom, but that the signs would still be 1200 x 570mm. Councillors agreed that they are not entirely against some sort of sign but the proposed signs would still be too big, that they are not in keeping with the town and Dyne Group should be asked to remove the remaining posts and not re-erect these signs.

b) To review the request from Age UK to allow their mobile support bus to visit Caistor - Ref: 3035

Councillors agreed in principle to the bus but noted that additional information is needed to agree dates/times if the market place is being used. Cllrs asked for an update on whether the Co-op have given permission for the bus in their car park.

18. To note any planning decisions - Ref: 3036

Cllr Morris left the room.

a) 147859 | Granted | Listed building consent to apply a traditional Bitumen finish to the brickwork, parapet and reveals | Radley's Mill, Mill Grange, Horncastle Road, Caistor - Ref: 3037

Noted

19. To review the planning applications received and agree a response - Ref: 3038

a) PLANNING INSPECTORATE APPEAL REF: APP/N2535/W/24/3337002 | 146461 | Planning application to erect 1no. wind turbine | Land at Hillcrest Park Caistor | START DATE: 10 April 2024 - Ref: 3039

It was noted that the council had previously objected to this application but on second review felt that they could support it. It was agreed that Cllr Wright would write to the Planning Inspectorate to retract previous comments and write a support comment.

All in favour

b) 148154 | Planning application for first floor rear extension | 10 Lincoln Drive Caistor - Ref: 3040

No objection.

All in favour

c) 148181 | Outline planning application to erect 1no. dwelling with all matters reserved - resubmission to 147464 | Land adj "Woodlands" North Kelsey Road - Ref: 3041



No objection.

1 against

d) 148234 | Planning application for change of use from dwelling house (C3) to Children's Home (C2) | 28a Nettleton Road Caistor - Ref: 3042

No objection.

Cllr Morris returned to the room.

All in favour

20. To review the street naming request for the land to the rear of 132 N.Kelsey Rd - Ref: 3043

The council agreed that their preference is Shooters Close for the street name.

Clerk to provide feedback.

21. To agree the dates of this year's meetings and confirm date of next meeting - Ref: 3044

It was agreed that the meetings would continue to be held on 2nd Thursday of every month except September this year and then August thereafter.

Date of next meeting 13th June.

22. To resolve to move into closed session for the remainder of the meeting - Ref: 3045

RESOLVED to move into closed session for the remainder of the meeting and to exclude the press and public.

All in favour

23. To review the staffing proposal from Personnel and Finance Committee and decide whether to proceed - Ref: 3046

It was noted that the committee have recommended that the council look at recruiting a Deputy Clerk. The clerk is currently on a 25 hour p/w contract but the role has historically been full time and the requirements of the role have increased significantly. The clerk is currently working in excess of 25 hours each week and is not able to cover all the demands of the job in that time.

RESOLVED to recruit a deputy clerk to provide cover for the clerks absences, pick up some of the clerks current workload and to create some time to prioritise and deliver some additional improvement projects.

All in favour

Meeting closed at 8:40

Signature: