



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 13 June 2024

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson,
Cllr A. Somerscales, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr T. Smith, Aimee Finlay,
Members of public present: 5

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3145**
Apologies received from Cllrs Cox and Hughes.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3146**
Cllr Clark noted an interest in agenda item 6; Cllrs Lyus, Davey, Morris and Galligan noted interests in agenda item 11; Cllr Bowman noted an interest in agenda item 10d.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3147**
None.
- 4. Chairmans Report - Ref: 3148**
The Chairman had attended the 80th Anniversary of D Day celebrations, noted how well it had been organised and thanked the Lions, Caistor Goes and all community groups involved in organising it.
- 5. To approve the draft minutes of 9th May 2024 - Ref: 3149**
RESOLVED that the draft minutes of the meeting held on 9th May 2024 be approved as a true record of the meeting and signed by the Chair.
1 abstained
- 6. To review the applications for co-option for the councillor vacancy and decide who to appoint - Ref: 3150**
Cllr Clark left the room.
Three applications had been received but one withdrew. Both applicants made representations at the meeting and then left for the council discussion and vote.
Following a discussion and vote, Aimee Finlay was co-opted onto the council. Following completion of the Declaration of acceptance of office, Cllr Finlay joined the meeting.
Cllr Clark returned to the meeting.
Majority vote
- 7. Revisit the election to committees - several councillors had volunteered for both committees and ideally should only be on one. - Ref: 3151**
Cllrs Cox, Bowman and Galligan had volunteered for both committees at the May meeting, but it had been stated that ideally each councillor should only be on one committee. Cllr Lyus volunteered to be on P&F and Cllr Somerscales volunteered to be on Estates committee. The final committee members are P&F - Cllrs Bowman, Cox, Galligan, Lyus and Milner; Estates - Cllrs Clare, Davey, Hodson, Somerscales, Wright (Honorary member) plus 1 vacancy
All in favour
- 8. Finance - Ref: 3152**
 - a) To approve the Accounting Statements for period ending 31st May 2024 - Ref: 3153**
The accounting statements had been circulated to all councillors prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 31st May 2024 as a true record
All in favour
 - b) To approve the Schedule of Payments - Ref: 3154**

Signature:



The schedule of payments had been circulated to all councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £12481.91
All in favour

c) Internal Audit and AGAR - Ref: 3155

ci) To receive the Annual Internal Audit report for 2023/24 - Ref: 3156

It was noted that the internal auditor had noted much improvement in the governance of the council and had passed the internal audit in all areas.
RESOLVED: to accept the year end internal audit report.
All in favour

cii) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2023/24 - Ref: 3157

All statements of the annual governance statement were read out and the council RESOLVED that it met the requirements in all areas and to approve the report.
All in favour

ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2023/24 - Ref: 3158

RESOLVED to approve the annual accounting statements for 23/24.
All in favour

civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2023/24 - Ref: 3159

Both reports had been circulated to the council prior to the meeting.
RESOLVED to accept the annual bank reconciliation and the explanation of variances for 23/24.
All in favour

d) To discuss and agree what the latest CIL payment from WLDC will be spent on - Ref: 3160

The payments were acknowledged, and agreed that a discussion about how the CIL payments will be allocated was deferred.

e) To resolve how to spend the £2000 SPF grant from WLDC (has to be for Caistor events which bring footfall to the town) - Ref: 3161

It was noted that the money from the shared prosperity fund must be allocated to events which bring footfall to the town. It was agreed to defer the discussion about how this money would be spent until later in the meeting.

9. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3162

a) Lincolnshire Police - Ref: 3163

It was noted that the summary of crime stats had been accompanied by a breakdown of motoring offences across the area for the month and that there had been 4 motoring offences in Caistor in May.

b) West Lindsey District Council. - Ref: 3164

Cllr Bierley was thanked for his report. No further comments were raised.

c) Lincolnshire County Council - Ref: 3165

Cllr Smith noted that most potholes by the park had been completed but a large one had been missed and would be chased up. Cllr Smith agreed to follow up with Highways on when South Dale road would be tackled.

d) Community Groups - Ref: 3166

Thanks were shared for those involved in the 80th DDay celebrations.
The next community cinema will be on 22nd June in the town hall.
Party in the park is planned for 13th July.
It was noted that one of the market signs had been stolen.

Signature:



e) Town Hall Management Committee - to appoint the town council representative to the committee - Ref: 3167

Cllr Hughes was appointed as the town hall representative.

All in favour

10. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3168

a) Personnel and Finance Committee - Ref: 3169

No meeting had been held. It was noted that the advert for the Deputy Clerk had been advertised.

b) Estates Committee - Ref: 3170

The minutes of the meeting held on 28th May and the Estates Chairmans report had been circulated prior to the meeting.

c) Sports group licences working group - Ref: 3171

It was noted that all sports groups have now signed the licence agreements; the football club have paid in full; the cricket club have paid for 3 months from April and will be invoiced on a monthly basis per agreement. A meeting had taken place with Lattitude International regarding the Street Food Licence, this included an overview of their costs and the possible future facilities which would support the market going forward. The working group recommendation from the meeting is to keep the licence fee at £52 to be reviewed annually. RESOLVED to accept the recommendation.

All in favour

d) 2-4 Market Place/ Build - Ref: 3172

Cllr Bowman noted that Messenger have started internally this week; the hoarding will go up next week; the shops and market traders are aware of the changes. Cllr Bowman left the room for further discussion. It was noted that CDCT have not been in touch with CTC with any updates; Messenger has been in touch with ACIS regarding use of Mill Lane car park. Cllr Bowman returned to the meeting.

11. To review the Lions request for £2000 funding for their events this year - Ref: 3173

Cllrs Lyus, Galligan, Davey and Morris left the meeting.

It was noted that the request for funding was to support the annual bonfire and fireworks display in the town and for the childrens entertainment.

Following a discussion it was RESOLVED to allocate the £2000 SPF grant from WLDC to the Lions to support the events.

Cllrs Lyus, Galligan, Davey and Morris rejoined the meeting

All in favour

12. Discuss the issue of Market Waste and how to deal with it - Ref: 3174

It was noted that: a lot of rubbish is being left at the magistrates car park attracting rats; the issue had been reported to WLDC environmental health; WLDC clear the mess up regularly when reported; the market traders have been taking their rubbish home so as not to contribute to the issue. It was agreed Cllrs Bowman and Milner would investigate the issue of market waste in more detail and report back to the council at a later date.

13. Clerks Report & Parish Matters - Ref: 3175

a) Policy Review: Complaints Procedure Policy(19686) - Ref: 3176

The complaints procedure had been circulated prior to the meeting. RESOLVED to accept the policy.

All in favour

b) Policy Review: Health & Safety Policy(19682) - Ref: 3177

The health and safety policy had been circulated prior to the meeting. RESOLVED to accept the policy.

All in favour

c) Policy Review: Grievance Policy(19684) - Ref: 3178

The Grievance policy had been circulated prior to the meeting. RESOLVED to accept the policy.

Signature:



All in favour

d) Approve non-payment policy - already approved by P&F - Ref: 3179

The non payment policy had been circulated prior to the meeting. RESOLVED to accept the policy.

All in favour

e) To receive the current response from Highways about Cornhill – 13th May 2024 - Ref: 3180

The response from LCC was noted. County Cllr Smith agreed to follow up with LCC.

f) Review Tracking Report - Ref: 3181

It was noted that: work was progressing to prepare for memorial inspections; quotes requested for tree survey; advert placed for Deputy Clerk recruitment; the final cemetery map has been approved and the software company are in the process of integrating it into the cemetery program; designs for the park signs have been drafted and quotes requested; the contractor has been appointed for Cenotaph railings and they have agreed that the work will be done before remembrance day; training has been completed for the play inspection software and work can now start on building the database; the pest controller has treated the rats in the town hall car park 4 times, but more treatments are needed - Cllr Davey holds the appropriate certificate and will take over the ongoing treatment to remove the rats and prevent their return; Jon Waterman has been appointed to replace the rotting sections on the wooden play equipment at the park - he has agreed to do this at an extremely favourable rate; the christmas lights grant has been accepted and purchase of the necessary parts is progressing.

14. Correspondence Received - Ref: 3182

a) To review the two requests to repurpose the Market Place notice board and agree a way forward - Ref: 3183

Requests were received from the Heritage group and from Arts and Heritage centre to use the notice board. RESOLVED to offer use of the notice board to both groups to share.

All in favour

15. To note any planning decisions - Ref: 3184

Cllr Morris left the meeting.

a) None received - Ref: 3185

16. To review the planning applications received and agree a response - Ref: 3186

a) 148299 | Planning application to upgrade existing paddock access, increased width and new tarmac crossover | Paddock Land North East of Whitegate Hill - Ref: 3187

No issues raised.

b) 148294 | Planning application for extensions & alterations to dwelling & relocation of vehicular access | Whitegate House 14 Whitegate Hill Caistor - Ref: 3188

No issues raised.

c) 148291 | Planning application for change of use application for redundant retail/office space to residential | Private Accomodation 17 South Street Caistor - Ref: 3189

No issues raised.

d) PL/0024/24 | County Matter Mineral Application | For the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland Land south of North Kelsey Road, Caistor - Ref: 3190

It was noted that access over kelsey Rd is impractical; no traffic impact study has been completed; the applicant is proposing to close public rights of way.

RESOLVED to strongly object to the application.

All in favour

17. Date of next meeting - Ref: 3191

11th July 2024

Signature:



Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 13 June 2024

Meeting closed at 8:15pm

Signature: