



Minutes of the Caistor Town Council Estates Committee held at 7.00 at the Caistor Town Hall on 2 July 2024

Present: Cllr J. Wright, Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr A. Clark,
In Attendance: Michelle Moss, Kim Hodson - Estates op,
Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given in accordance with LGA1972 s85(1) - Ref: 3192**
None
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3193**
None
- 3. Public participation - 10 minutes - items not on the agenda will be referred to a later meeting, if appropriate - Ref: 3194**
None
- 4. To approve the draft minutes of the Estates Committee meeting on 28.05.2024 - Ref: 3195**
RESOLVED that the minutes of the meeting held on 28th May 2024 be approved as a true record of the meeting and signed by the Chair.
1 abstained
- 5. Allotments - To receive an update on fencing repair and recent inspection and agree any action - Ref: 3196**
It was noted that the hedge is restricting access to repair the fence at the moment; that a fence and hedge are not both needed and it would be better to fill the gaps in the hedge rather than replace the fence; the inspection of the allotments was last done at the end of May, only 1 plot holder was written to.
RESOLVED to fill the gaps in the hedge rather than repair/replace the fence.
All in favour
- 6. Cemetery - to review progress made and next steps for memorial inspections testing - Ref: 3197**
Limited progress had been made due to the clerks workload.
- 7. Cemetery - To receive an update on the cemetery gate painting touch up - Ref: 3198**
It was noted that the contractor had completed the touch ups; 4 councillors had inspected the site; the bird poo is damaging the paintwork; vegetation behind the railings is also damaging. It was agreed that cleaning the railings once a year would be added to the Estates schedule; and that investigation should be completed to make the area behind the railings low maintenance, e.g tarram and wood chip. RESOLVED to sign the job off and pay the invoice; and RESOLVED to spray the weeds/ivy off behind the railings.
All in favour
- 8. Cemetery - To discuss the standard of contractor cutting at the cemetery, the cost and agree any next steps - Ref: 3199**
It was noted that 2 different contractors had cut the cemetery as cover for Kims holiday. Costs per cut were £324/£420. One contractor had done a good job. It was agreed that CTC main grass contractor (who had been unavailable to cover) should also be given the opportunity to cut the cemetery the next time Kim is unable to do it.
- 9. Cemetery - Request from resident for a memorial plaque larger than the permitted size - Ref: 3200**
It was noted that all the plaques in the GOR are 8 x 6" as per our regulations and councillors did not want to set a precedent and go against policy. RESOLVED not to permit a plaque larger than the regulations allow.
All in favour
- 10. Sports Ground - Review the Football request to use orchard bottom/Kelsway field, grass**

Signature:



cutting and for concrete pads for goal posts, and agree next steps - Ref: 3201

The football club had asked for use of the land at Orchard Bottom as a pitch to enable the main pitch to be rested, for concreted pads for goal posts and for the town council not to cut their pitches. 2 councillors had met with the football club to discuss the concrete pads and all parties had decided against it. RESOLVED that the football club may have use of Orchard bottom this year and that CTC grass contractor would be advised not to cut the marked out football pitches.

All in favour

11. Parks/Allotments signs - To review the quotes for signs and agree next steps - Ref: 3202

Two quotes had been received. It was agreed that the allotment sign should be smaller and should have 'welcome to' removed; the no dogs sign should be changed to allow assistance dogs. RESOLVED to follow up with GRS to make the suggested amendments and provide mock ups of the signs, and to clarify whether there is any additional cost for removing the existing posts.

All in favour

12. Parks - To receive an update on the play inspection software and agree next steps - Ref: 3203

The software is now in use and has been adapted to fit with our requirements. Training has been completed. A trial inspection was completed last week to test the equipment and iron out any issues. An inspection is planned for next week to finalise any adaptations required with the software or tablet, and then it will be fully operational.

13. Parks - To receive an update on the play area and gym equipment repairs - Ref: 3204

The gym equipment seats have been replaced, the wrong handles were sent, and revised ones on their way. Chain links in the swings on South St Park have all been replaced; Watermans has scheduled the repair to the wooden multi play equipment on South St Park; all missing fence caps have been replaced; the height of the flat swing in sports field has been adjusted.

14. Trees - To review the quotes for the tree survey and agree next steps - Ref: 3205

Three quotes had been received from tree survey companies. Quotes ranged from £1085 to £2000. All offered very similar service. RESOLVED to accept the quote from Watson Lindsey as they are best value and it is a local firm who has done work for CTC previously.

All in favour

15. Trees - To review resident request to fell tree bordering the sports ground and agree next steps - Ref: 3206

It was noted that the tree is covered in ivy, the resident is offering to pay for the cost of removing the tree, and it does not appear to be protected by a TPO. RESOLVED to allow the tree to be removed providing it is not covered by a TPO

All in favour

16. Christmas Lights - To receive an update on the Christmas lights project and agree next steps - Ref: 3207

It was noted that Cllr Somerscales has visited the supplier and agreed the requirements; the grant has been secured and a portion of it paid; Cllr Somerscales is happy to continue progressing the project. Next steps are to purchase the lights and decorations and agree a plan for installation.

17. Town Hall - To receive an update on the control of rats in the car park and agree any next steps - Ref: 3208

It was noted that the pest control company recommended by WLDC had visited sporadically, but not managed to get the problem under complete control. To save costs and achieve a more consistent approach it was agreed at the last CTC meeting that Cllr Davey would take over the control of rats as he has the relevant certification (copy supplied). Cllr Davey now has the bait box keys and will start to visit from next week.

18. Town Hall - To receive an update on any works to the town hall, including the kitchen, section of plastering in the meeting room - Ref: 3209

It was noted that the town hall committee were organising repair of the plaster in the meeting room, replacement of the kitchen shutters had stalled due to the existing one being fire retardant and the proposed

Signature:



ones not.

19. Estates Operative Update - To receive the update from Estates Operative and agree any other work required - Ref: 3210

It was noted that much of Kims time has been taken up with grass cutting, weed spraying and hedge trimming. Councillors had been circulated a report outlining this.

20. Date of next meeting - 27th August 2024 - Ref: 3211

Meeting closed at 8:45pm

Signature: