



**Minutes of the Caistor Town Council Estates Committee held at 7.00pm  
at the Arts & Heritage Centre on 27 August 2024**

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr A. Clark,  
In Attendance: Michelle Moss, Cllr H. Priestly,  
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: 3296**  
Apologies received from Cllrs Wright and Davey
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3297**  
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3298**  
Cllr Somerscales noted that Jill Somerscales regularly cleans the swing seats at the parks and the older seats are more difficult to clean. He asked if anything could be done to replace the older seats.
- 4. To approve the draft minutes of the Estates Committee meeting on 2nd July 2024 - Ref: 3299**  
RESOLVED that the minutes of the meeting held on 2nd July 2024 be approved as a true record of the meeting and signed by the Chair.  
All in favour
- 5. Cemetery - Ref: 3300**
  - a) Review the Cemetery regulations and consider any changes - Ref: 3301**  
It was noted that the proposed regulations prohibited memorials with kerbs due to the additional time taken to care for the cemetery grass around kerb sets. The regulations are to be sent out with EROB purchases, memorial applications and interments. They should also be sent to all memorial masons, funeral directors and placed on the website and facebook.  
RESOLVED to approve the regulations with the change permitting kerbs in the burials section but noting that the fee for a memorial with kerbs should be increased significantly to allow for the additional work caused in looking after the cemetery around kerb sets.  
MM to include an agenda item at the next meeting to review the cemetery fees.  
It was also noted that a notice board would be very useful at the cemetery and should be added to a future agenda.  
All in favour
  - b) Review the cemetery risk assessment and consider any necessary action - Ref: 3302**  
It was noted that the risk assessment should include fuelling and transport of fuel.
  - c) Consider and adopt the memorial inspection policy - Ref: 3303**  
It was noted that the policy has been drafted in anticipation of the imminent inspections and that it may need to be reviewed once the inspections have been completed, but it was RESOLVED to adopt the policy.  
All in favour
  - d) Agree to purchase the equipment necessary for memorial inspections and to start the memorial inspection process - Ref: 3304**  
It was noted that: any notices placed around memorials expose burial authorities to potentially bad publicity, so the process has to be done as respectfully as possible; stakes with small notices would be better than banding memorials; professionally produced signs would be better than laminated signs; notices will need to go on facebook, press and website explaining the process and reasons for it. RESOLVED to get prices from eEquip to produce A4 notices to go on the cemetery railings advising of the inspections, and A5 notices advising of unsafe

Signature: .....



memorials to be staked next to any unsafe memorial.

All in favour

**e) Consider the proposal to clear/spray the edges of the car park and mulch to prevent weeds returning - Ref: 3305**

Cllr Hodson had completed a project proposal document for the work - clear, level, cover with geotextile and bark mulch the sides of the car park behind the railings. The cost was estimated at £800 plus labour and equipment.

RESOLVED to put the project forward for consideration in the budget for 25.26 and to keep spraying this year.

All in favour

**6. Play areas and parks - Ref: 3306**

**a) Review the updated play equipment repair list and consider which additional repairs should be completed this year - Ref: 3307**

It was noted: that the chain links on the swings at the sports field had been completed; the rotting timber on the wooden play equipment had been repaired; Cllr Davey needs chasing up re the solution to prevent movement in the cross bar fixing points on the swings at the sports ground; LCC volunteers were coming 18th September to pressure wash the play area surfaces - Cllrs Clark and Somerscales agreed to meet the representative for the pre meeting (9th Sept) and to ask if the algae on the equipment could be looked at at the same time; all the other moderate issues have been addressed and some of the lower risk issues.

**b) Consider the quotes for repairing the slide surface and agree next steps - Ref: 3308**

Responses had been received from 3 contractors, one of which was a quote and the other 2 estimates. The quote was only for a 25cm perimeter all around the surface. It was noted that: the sub base may also need repairing and the edging may not be up to current standards and also need replacing; 25cm would not be sufficient in places to repair the surface; the other 2 contractors had offered to complete site visits to firm up their quotes; the site visit with Online Playgrounds is booked for 17th September; RTC have not got back yet with a date for their site visit.

**c) Consider whether to request an accompanied inspection of play areas again this year - Ref: 3309**

It was noted that: an accompanied inspection was completed last year and proved very useful in understanding what repairs should be done and clarifying priorities; the cost was an additional £45 per site; an accompanied inspection at South St park would be useful to understand if and where there is any rot in the wooden equipment. RESOLVED to appoint Play Inspection Co again this year to inspect equipment at all 3 parks but ask for an accompanied inspection of just South St park.

All in favour

**d) Consider the final draft design/requirements of the asset signs and approval to GRS quote - Ref: 3310**

RESOLVED to go ahead with the final draft and quote for the signs.

All in favour

**7. Allotments - Ref: 3311**

**a) Consider organising and allotment rep meeting to visit allotments and assess action required to address the weeds/ivy/bindweed etc - Ref: 3312**

It was noted that Linda Milner is the allotment rep. RESOLVED to organise a meeting with her to discuss proposed action to remove the weeds/ivy/bindweed.

All in favour

**8. Assets and buildings - Ref: 3313**

**a) Consider and approve CS&SC repair work - wall, loft hatch, external drain cover and window glass replacement - Ref: 3314**

Wall - three contractors have been contacted but we have not yet had any quotes. One contractor didn't respond, one chose not to quote, the third has said he will quote but has not yet done a site visit.

Loft hatch - we have received a quote of £500 from Lee Wells to supply and fit the loft hatch. This was considered reasonable and RESOLVED to go ahead.

Signature: .....



Window glass - we have received a quote for £308 from Sunnyview for the glass. RESOLVED to go ahead.  
External drain cover - The size of cover is no longer in manufacture. The hole has been covered with a steel plate as a temporary measure. Cllr Hodson has been trying to source a reclaimed cover, estimated costs are £100- £150. RESOLVED that Cllr Hodson will continue to look for a reclaimed drain cover.

All in favour

**b) Consider the cracked drain outside the town hall and agree next steps - Ref: 3315**

It was noted that: the drain is a half round, concrete/clay pipe covered with metal drain along the length of it; the concrete is cracked in several places and the metal cover no longer fits correctly. RESOLVED that Cllr Hodson would take a look and propose suitable action at the next Estates Committee meeting.

All in favour

**c) Consider the usefulness of the speed indicator device and agree what to do about it - Ref: 3316**

It was noted that the device has not worked effectively for many years, the battery life is limited and the clerk does not have access to the accompanying software. RESOLVED to take the device down and inspect it with a view to selling it or otherwise disposing of it.

All in favour

**d) Review the resident complaint about the bins and consider any action - Ref: 3317**

It was noted that: the clerk had already replied advising the bins are the responsibility of WLDC, Caistor in Bloom have started to paint some of the bins in the Market Place. No further action was considered necessary.

**e) Consider the quote for replacement perspex for the cracked notice board and agree how to proceed - Ref: 3318**

A quote had been received from the notice board supplier for both panes; Sunnyview windows had advised they could not do the work. RESOLVED that Cllr Somerscales will speak to Rick Marriot and ask for his help in repairing or replacing the panes.

All in favour

**9. Consider the Project requirements of next financial year and completion of Project Proposal Documents - Ref: 3319**

It was noted that finances are likely to be stretched next year, so opportunity for projects may be limited. The projects considered priority are: a notice board for the cemetery; timber fence along the top perimeter of the cricket field; sides of the car park at the cemetery.

**10. Consider LCC offer of 1 tonne grit for the winter - Ref: 3320**

RESOLVED to accept the offer of grit from LCC and ask for it to be delivered to Mill Lane car park.

All in favour

**11. Receive the resignation of the Estates Operative, review role requirements and agree next steps - Ref: 3321**

It was noted that Kim Hodson will be retiring on 25th December 2025. The requirements of the Estates team were discussed at length.

RESOLVED to propose to full council:

- a. that two roles are created, one for the bins/litter and another for the maintenance of assets.
- b. that the cemetery grass cutting is contracted out to free up 20+hours twice a month.
- c. that CTC purchase/lease a company vehicle for use by the estates resources.

All in favour

Meeting closed at 9:10pm

Signature: .....