



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 10 October 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 J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr O. Bierley, County Cllr Smith,
Members of public present: 3

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3398**
Apologies received from Cllrs Morris, Finlay and Hughes.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 3399**
Cllrs noted interests in the following agenda items:
Cllr Bowman - 8c (for which she has a dispensation to stay for a discussion but not vote); Cllr Davey - 11a; Cllr Wright - 16b; Cllr Somerscales - 6g; Cllr Galligan - 6g
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3400**
Cllr Bowman read out a statement about the benefits to Caistor of Twinning, Caistor Goes and Caistor cinema, and how these organisations rely on grants from Caistor Town Council to function; she thought the grant budget for next year should not be cut and asked that if any of these organisations ask for a grant that they be paid in full.
- 4. Chairmans Report - Ref: 3401**
Cllr Wright noted: he had attended Guildhall for the Merchant Navy flag raising event; congratulations to Howard Priestley who has won the WLDC flag design competition; the improvement around town of the new CTC signage; Caistor fire station celebrates it's 50th year at Hersey Rd - many thanks to the fire service personnel and volunteers past and present for serving the town; thank you to all the volunteers contributing to Caistor in Bloom for the truly superb displays around town this year, the feedback has been tremendous, special thanks to Michael Galligan for his dedication and to Rodney Cooper who has spent many hours dilligently repainting the cast iron bins. Cllr Wright sent thoughts and prayers to Cllr Jacqui Hughes who is quite unwell.
- 5. To approve the draft minutes of 3rd September 2024 - Ref: 3402**
RESOLVED that the draft minutes of the meeting held on 3rd September 2024 be approved as a true record of the meeting and signed by the chair.
3 abstained
- 6. Finance - Ref: 3403**
 - a) To approve the Accounting Statements for period ending 30.09.2024 - Ref: 3404**
The accounting statements and bank reconciliation for the period ending 30th September 2024 had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and accept the bank reconciliation as a true record.
All in favour
 - b) To approve the Schedule of Payments - Ref: 3405**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £13672.82
All in favour
 - c) Receive the notice of closure of audit from external auditors - Ref: 3406**
It was noted that the external auditors had commented that the opening value for the assets had been incorrectly stated as the original value at close of 2023 rather than the figure it was revised to, otherwise the

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external auditors certified conclusion of the audit.

d) To consider the recommendation from P&F to move the £3000 allocated to Bins and Benches project to ear marked reserves - Ref: 3407

It was noted that the project has not yet been started and there is unlikely to be resource to complete the project in the remainder of this financial year.

RESOLVED to move £3000 into ear marked reserved for Bins and Benches project

All in favour

e) To agree the overspend on office equipment of up to £800 for office furniture for the new employee - Ref: 3408

It was noted that additional office furniture would be needed for the deputy clerk and to ensure secure storage of appropriate records. The current office spend is £686 against a budget of £1000. RESOLVED to agree an overspend for the purchase of necessary office equipment.

All in favour

f) To review the draft budget for 25/26, including project proposals and consider recommendations from P&F - Ref: 3409

It was noted that: the figures are based on current projections and may change; the initial draft of the 25/26 budget included all standard operating costs and proposals made by councillors including £34k of project proposals (including replacements of the play surfaces at the parks), a H&S allowance of £3k, £4k for memorial fixing, £5k for LCC Cornhill resurfacing, CIB donation of £10k, grants of £7k, £2k contingency, contracting out grass cutting of the cemetery and church of £13.5k; the resulting budget had been reviewed by P&F and was considered to be approx £40k over what was considered acceptable.

P&F proposals for reducing the budget/precept included spreading the play area surface replacements over 3 years, 24/25, 25/26, 26/27 with an allowance of £15,100 in 25/26 budget for sports field surfaces, ongoing repairs and the annual inspection; reducing the amount spent on grass cutting at the cemetery, church and cong chapel by £3000 - Estates to determine how the shortfall will be managed; reducing the events budget by 50% to £500; removing the contingency of £2000; reducing grants by 50% to £3500; reducing the donation to CIB to £5000; remove the grass roots project of £1000; removing the cemetery notice board project of £1800. It was noted that these revisions would result in a forecast precept of approx £137k, and forecast increase of £11/£12 per band D household.

It was noted that the draft budget forecast will be submitted to WLDC towards the end of November and the precept request by mid January.

Following a lengthy discussion it was RESOLVED to proceed with the P&F budget edit with a review in November and final review in January.

g) Caistor in bloom grant payment due - Ref: 3410

It was noted that this donation to Caistor in Bloom had been agreed by council when the budget was considered last year and funding built into the budget for this year. CIB have now asked for the funds to be transferred. RESOLVED to make the payment for £10k to CIB.

2 abstained

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3411

a) Lincolnshire Police - Ref: 3412

No report received.

b) West Lindsey District Council. - Ref: 3413

The report from Cllr O Bierley had been circulated prior to the meeting.

Cllrs raised several issues including: residents being unable to pay part way through the year for the green bin scheme and dog bins overflowing.

bi) Painting the town hall ramp railings - update requested - Ref: 3414

Cllr Bierley advised he will get an update on the issue.

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c) Lincolnshire County Council - Ref: 3415

It was noted that LCC had completed a repair at Cornhill, tried to clear the drains around the church with some success, the drains and pavements on the A1087 will be completed; Cllr Smith will ask for the sandbags and signs left on Plough Hill to be collected.

ci) Consider LCC response re Cornhill and agree next steps - Ref: 3416

County Cllr Smith noted that there is a possibility that LCC would take on the responsibility for Cornhill, but that it would need the owners to make it good beforehand; the current owners are unknown; LCC have conservatively estimated a repair cost of £20k and suggested that they may be willing to find some of the money for the repair providing the town council contribute; Cllr Smith suggested LCC would be looking for a contribution of at least £10k from CTC; if there is a change of policy or portfolio holder at LCC this opportunity may be missed. It was noted that next years budget makes a £5k allowance for Cornhill, but that this might not be enough for LCC to agree to take the works on.

RESOLVED to write to LCC to advise that the town council support the proposal for LCC to take on the responsibility of Cornhill and to get the repairs done, noting that CTC have allocated £5k in next years budget to progress this.

All in favour

cii) Consider LCC request for CTC view on signage at Whitegate and Mansgate Hill and agree a response - Ref: 3417

Councillors were generally of the view that there is not an issue with signage at Mansgate and Whitegate Hill and that the Clerk should reply advising this.

ciii) Notice from LCC of temporary closure to section of Viking Way for re-routing - Ref: 3418

Noted.

d) Community Groups - Ref: 3419

Cllr Bowman noted the market is now relatively settled and plans are in place for when the Christmas tree goes up in November; the next Community cinema film will be Swede Caroline at the town hall on Nov 16th; Caistor Goes reported a successful proms in the park event.

di) CTPWG minutes from meeting 5/8/24 and to report on the results from the survey - Ref: 3420

The report had been circulated prior to the meeting. It was noted that 546 residents had responded to the survey; 95% noted an issue with parking, 73% said it was all over Caistor; responses about a one way system through the Market Place were mixed with approx a third supporting, a third not supporting and a third noting considerations.

dii) CTPWG would like to ask the Council if they would consider swapping part the Orchard for the ASIS Mill Lane site. Proposed similar size section of the Orchard, next to Kelsway? - Ref: 3421

It was noted that ACIS had previously said they might consider a 'land swap' but have already spent many thousands on proposals for residential development in Mill Lane so there would be a big cost to it and so was unlikely to consider it at this stage. RESOLVED that it would not be viable to consider swapping land with ACIS.

All in favour

e) Town Hall Management Committee - Ref: 3422

No report.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3423

a) Personnel and Finance Committee - Ref: 3424

The draft minutes of the last P&F meeting had been circulated prior to the meeting.

b) Estates Committee - Ref: 3425

The Chair of the Estates committee had circulated a report prior to the meeting noting progress and issues.

c) 2-4 Market Place/ Build - Ref: 3426

The CDCT progress report had been circulated prior to the meeting. It was noted that the response from CDCT

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where CTC requested a representative from the group attend a meeting was that Cllr Bowman could provide the update. It was agreed that Cllr Bowman would put together a presentation for council at the next meeting.

9. To consider councillors motion to establish a formal working relationship between CTC and CIB - Ref: 3427

The proposed motion had been circulated to councillors prior to the meeting raising concerns that there is no formal working relationship between CIB and CTC and that the council should be doing more to manage the impact on the town centre, pedestrians, residents and visitors, not least from a health and safety perspective, where planters are placed etc.

It was noted that: LCC are responsible for ensuring the pavements are safe and not CTC; some councillors would like to have more say on where the planters go and how many of them there are; CIB will not be doing as many planters next year and are scaling back; CIB view a formal arrangement with the council as a form of control which they are not keen on and noted that they want to encourage volunteers and working together. It was noted that if CIB do not want a formal agreement with the council then the motion cannot progress. It was agreed that there should be a standing item on the full council agenda for CIB update in the same way there is for other community groups.

10. To consider a response to the Design Code consultation - Ref: 3428

It was noted that the closing date for a response is 22nd October and decided that there is insufficient time for the council to research and agree a response.

11. Clerks Report & Parish Matters - Ref: 3429

a) To consider the recent issues with Grammar using sports field as overflow car park and agree how to proceed - Ref: 3430

SD left the room.

It was noted that the football club had contacted the council on Thursday before the parking to note torrential rain was forecast and were concerned about cars damaging the pitches. The grammar school had been contacted and agreed that parking on the sports ground would be a last resort. Cllr Bowman had been organising the parking but had not been there on the Saturday to manage the parking and there had been some incidents and complaints when vehicles were allowed to park on the football pitches.

The grammar school do not provide any volunteers or support for parking on the sports field; LCC should be made aware of all events which are likely to impact on the highways; without CTC allowing cars to park on the sports field and the volunteers marshalling the parking, Caistor would be gridlocked. It was also noted that volunteers should be properly trained, RAMS should be completed and the organiser should be there to manage issues.

It was agreed to write to the grammar school noting the issues and advising that they need to let LCC know about any future events which will impact the highways, organise trained marshalls for events which require overflow parking and complete appropriate RAMS for any event for which they request use of CTC owned land. Cllr Davey returned to the room.

Cllr Wright noted that the meeting would go past 2 hours. RESOLVED that the meeting should continue - All in Favour.

b) Review Tracking Report - Ref: 3431

Noted: tree survey had been completed and will be reviewed at the next estates committee meeting; the memorial safety inspections will start over Winter, we are just waiting for Cllr Bowman to finish the mapping of the cong and church; the DC will start on 11th October; the railings at the cenotaph will be replaved in the next 2 weeks; Cllr Somerscales and Rob Turner are doing a great job with the Christmas lights project and the lights and decorations will be in place for the christmas switch on.

12. Correspondence Received - Ref: 3432

a) Request for more amenities for the youngsters/teenagers of Caistor - Ref: 3433

It was noted that the football and cricket pitches are licenced to CCC and Tennyson Tigers for use and the council putting up goals/nets on the land is prevented by the licence agreement.

b) Consider the resident request for benches outside town hall - Ref: 3434

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It was noted that there is no where outside the town hall for visitors to sit and agreed that Estates would investigate the costs and possibility of some seating - add to a future agenda.

c) Compliments from residents and visitors about Caistor in Bloom since the last meeting - Ref: 3435

It was noted that many more compliments have been received regarding the floral displays in Caistor and thanks offered to all of the CIB volunteers who work tirelessly to make Caistor beautiful.

d) Email from resident complaining about lack of NHS dentist and state of the pavements - Ref: 3436

It was noted that the lack of NHS dentist is an issue throughout Lincolnshire and not something the town council can influence. County Cllr Smith offered to respond to the resident complaint about overgrown gardens.

13. Policy review: Training and development policy - Ref: 3437

RESOLVED to approve the policy

All in favour

14. Policy review: Grant application policy - Ref: 3438

RESOLVED to approve the policy with the inclusion of the dates when grants will be discussed in the introduction.

All in favour

15. To note any planning decisions - Ref: 3439

a) None received - Ref: 3440

16. To review the planning applications received and agree a response - Ref: 3441

a) WL/2024/00704 | Full Planning | Change of use from C2 (residential institution) to C3 (dwellinghouse) | MIDDLEGATE LODGE HORNCastle ROAD CAISTOR - Ref: 3442

It was noted that the property used to be a dwelling and it is not actually in Caistor. RESOLVED - No comment

All in favour

b) LCC reference: PL/0056/24. Development: To increase the area previously approved under application reference 131058 for the importation, storage, screening, merchandising and distribution of primary and secondary aggregates. Location: Mansgate Chalk Quarry, Mansgate Hill, Nettleton - Ref: 3443

Cllr Wright left the room; Cllr Clark chaired the item.

It was noted that the permission is sought to vary the size of the area agreed previously. RESOLVED - No comment

Cllr Wright returned to the meeting and resumed the chair.

All in favour

17. Date of next meeting - Ref: 3444

14th November 2024.

18. To resolve to move into closed session and exclude public and press for the remainder of the meeting due to the confidential nature of the items (DPA 2018) - Ref: 3445

RESOLVED to move into closed session.

19. To consider the recommendation from P&F to adjust the Clerks pay point to reflect the SLCC/NALC recommended rate - Ref: 3446

RESOLVED to adjust the clerks pay point with effect from November.

All in favour

Meeting closed at 9:15pm

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