



**Minutes of the Caistor Town Council held at 6:45pm  
at the Caistor Town Hall on 14 November 2024**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,  
Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,  
In Attendance: Michelle Moss, District Cllr A. Lawrence,  
Members of public present: 4

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3481**  
Apologies received from Cllrs Lyus and Hughes. Cllr Priestly arrived late.
- 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: 3482**  
Cllrs noted the following interests: Cllrs Davey, Morris and Galligan - 6dii and 7dii; Cllr Bowman - 6di and 7di
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3483**  
A resident spoke of their objection to planning application WL2024/00875.  
  
Cllr Priestly arrived.
- 4. Chairmans Report - Ref: 3484**  
Cllr Wright noted that he had attended: the twinning event, which was a well run and enjoyable event; the Remembrance Parade and Service and had laid a wreath on behalf of CTC, also very well organised.
- 5. To approve the draft minutes of 31st October 2024 - Ref: 3485**  
RESOLVED that the draft minutes of the meeting held on 31st October 2024 be approved as a true record of the meeting and signed by the chair  
1 abstained
- 6. Finance - Ref: 3486**
  - a) To approve the Accounting Statements and bank reconciliation for period ending 31/10/2024 - Ref: 3487**  
The accounting statements and bank reconciliation for the period ending 31st October 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: 3488**  
The schedule of payments had been circulated to councillors prior to the meeting.  
RESOLVED to approve the schedule of payments totalling £23253.26  
All in favour
  - c) Consider the CIL income and decide what to allocate it to - Ref: 3489**  
It was noted an additional CIL payment had been received for £974.70 taking this years total to £2158.24. Suggestions for allocation included: the play area surfaces; grants; volunteers equipment. RESOLVED to allocate the payment to part fund the play surfaces replacement.  
1 against
  - d) To consider the grant applications received - Ref: 3490**  
It was noted that out of £7000 allocated for grants this year, £4678 had been allocated in April, leaving £2322 in this years budget.
  - di) Caistor Goes 80th D Day event - Ref: 3491**  
Cllr Bowman Left the room.  
It was noted that the grant was for the 80th Anniversary of VE Day.

Signature: .....



RESOLVED to grant £200 to Caistor Goes for the event.  
Cllr Bowman returned to the room after the vote.  
All in favour

**dii) Caistor Lions 2025 Bonfire Event - Ref: 3492**

Cllrs Morris, Davey and Galligan left the room.  
It was noted that whilst the grant is for a 2025 event, the Lions need to secure funding for the event in advance to ensure it can be held.  
RESOLVED to grant £2000 from this years allocation for the event.  
Cllrs Morris, Davey and Galligan returned to the room after the vote.  
All in favour

**diii) Caistor foodbank Christmas hampers - Ref: 3493**

It was noted that the foodbank support households outside the Caistor area, including Market Rasen.  
RESOLVED to allocate £250 for the Christmas hampers.  
All in favour

**div) Caistor Tennyson fertiliser spreader - Ref: 3494**

It was noted that: CTC had asked for meeting with the Tennyson Football club to discuss the maintenance of the grounds and the potential chaffer bug issues, but the club had not responded; the council has access to the equipment the club are proposing to buy with the grant money and could arrange for the club to use it; CTC had given the club access to the land at Orchard Bottom to use for training at no cost. RESOLVED to offer help to the club instead of a grant.  
All in favour

**7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3495**

**a) Lincolnshire Police - Ref: 3496**

Report had been circulated to Councillors in advance of the meeting.

**b) West Lindsey District Council. - Ref: 3497**

Report from Cllr Bierley was noted.

**c) Lincolnshire County Council - Ref: 3498**

Cllr Smith had sent apologies for the meeting.

**d) Community Groups - Ref: 3499**

Cinema - Nov 16th Swede Caroline; Dec 14th - About Time.  
Caistor Goes - Christmas light switch on planned for 1st December.  
Caistor Go2 - Shop/Repair Cafe/Clothes swap - struggling to find venue. EV chargers available for use with RFID card. Tree planting - trees established at SS Park and need little maintenance. Update on the fossil fuel campaign was provided.  
Coming soon in Caistor...  
Caistor Lion's Victorian Market – November 17th in the Town Hall, 10 – 2pm  
Church Christmas Fair – November 30th in the Town Hall, 10 – 12pm  
Christmas Market and Switch-On – December 1st in the Market Place, 2 – 5pm  
CATS Pantomime – December 4th- 11th in the Town Hall  
Christmas Tree Festival – December 13th – 14th, in the Parish Church  
Caistor Lion's Carol Concert with the Market Rasen Brass Band – December 18th in the Town Hall, 8pm  
Project Emily Christmas Party – December 21st in the Sports & Social Club  
Caistor Arts & Heritage start their busy Christmas season with:  
Late night shopping events- Nov 7th, 15th, 29th, Dec 20th  
Hand made Christmas from November 14th to December 22nd  
Music Night – December 13th  
Cookies with Santa – December 15th, 10am

Signature: .....



**di) Caistor Goes would like the Council’s permission to hold the annual event “Christmas Lights Switched On” - Ref: 3500**

RESOLVED to approve the request for the Christmas Light Switched On event. It was noted that appropriate Risk assessments and associated documents will need to be submitted.

Cllr Bowman abstained from the vote.

1 abstained

**dii) Consider the Lions proposal to remove the Christmas tree for free in exchange for old lights - Ref: 3501**

Cllrs Morris, Davey and Galligan left the room.

RESOLVED to gift the old lights to the Lions in exchange for removing and recycling the Christmas tree in January.

Cllrs Morris, Davey and Galligan returned to the room after the vote.

All in favour

**e) Town Hall Management Committee - Ref: 3502**

Noted.

**8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3503**

**a) Personnel and Finance Committee - Ref: 3504**

Next meeting scheduled for 26th November.

**b) Estates Committee - to receive the draft minutes of the meeting held 22nd October 2024 - Ref: 3505**

Draft minutes had been circulated prior to the meeting. No comments.

It was noted that Estates Committee plans to complete a report for Council and residents towards the end of the year, advising what repairs, improvements and maintenance have been completed over the last 18 months.

**bi) To receive the update on refurbishment of the toilet at the sports ground and agree to move £2000 from Ear Marked Reserves to this years budget for toilet refurbishment - Ref: 3506**

It was noted that the refurbishment is planned for the first half of December. Cllr Clark asked for volunteers to help paint the toilet once the refurbishment is underway.

RESOLVED to move the £2000 allocated in EMR to this years budget for the project.

All in favour

**bii) Consider the Estates Committee proposal to replace and repair the play surfaces at South St Park and Millfields as per the quotations from OLP and agree to move £5000 from EMR for play surfaces to this years budget - Ref: 3507**

It was noted that the proposals and quotes had been considered in detail at the last few estates committee meetings and the committee recommend getting the prioritised work completed by OLP as per the summary report.

RESOLVED to appoint OLP to completed the work as per the proposal and to move £6000 from EMR to this years budget to enable to work to take place throughout March and April.

All in favour

**c) 2-4 Market Place/ Build - Presentation from Cllr Bowman updating on 2-4 Market Place, phases and funding - Ref: 3508**

Cllr Bowman noted that: Phase 1 includes 2,3,and 4 Market Place, Community room, core and lift, court yard, archive/store and holiday lets 1&2. Phase 2 includes granary, craft spaces, 9 High St, holiday lets 3-5. All construction aspects of both phases to be completed and the pound removed from the market square November 2025; As with all builds some pleasant surprises and some surprising surprises; fund raising through expressions of interests for grants continues in preparation for Phase 2; there has been strong interest in the retail units; there is a 2-4 website.

Cllrs raised the following points: when will the shareholders and the council be given a detailed update on predicted progress against planned; the parking situation in the Market Place is challenging; Contractors are parking in spaces on the Market Place - please raise this as an issue



with Messenger; businesses and residents are concerned about the lack of information; the town council had asked for a presentation by Neil Castle or the project manager to provide detailed information to the council but Neil asked Jayne to do it and there is a lack of detail; given the disruption in the town caused by the build, the lack of transparency or proactive communication from CDCT is disappointing.

Jayne Bowman was asked to feed back that the council would still like Neil Castle or the project manager to attend a council meeting to present a more detailed update.

**9. To consider the councils responsibility for Health and safety and agree a plan of action - Ref: 3509**

It was noted that Cllrs Davey, Hodson and the clerk attended H&S training a few weeks ago. H&S is a legal requirement and every councillor is responsible, not just the clerk. Cllr Davey and the clerk have met with Worknest who are endorsed by NALC and LALC for H&S consultation services. Worknest are able to help the council meet all of our H&S obligations, including detailed risk assessments, advice on responsibilities/accountabilities, track our mandatory compliance, offer comprehensive training and become the competent person for H&S for CTC. The annual cost of £2000 includes comprehensive online training in year 1; year 2 and beyond, H&S training would be charged at £215 for access to all online training packages. It was noted that the 2025 budget includes an allocation of £4000 for H&S, but no allocation in this years budget. Worknest have suggested that could design a payment plan which would stagger payments so that we don't have to defer action until April 2025.

RESOLVED to appoint Worknest to become the competent person for CTC and work with them to become compliant.

All in favour

**10. Clerks Report & Parish Matters - Ref: 3510**

**a) Decide whether to register the sports ground with the land registry and allocate a budget - Ref: 3511**

Cllr Milner noted that the council can make a voluntary registration to the land registry but to do this a land valuation is needed as the fees are based on the value of the land. A valuation would also incur costs. RESOLVED that the council should progress the registration; Cllr Milner should get an estimate for land valuation and report back to council; any costs should be built into 25/26 budget.

1 abstained

**b) To agree what action to take to resolve the leak on the front of the town hall wall - Ref: 3512**

It was noted that local contractors had been approached for quotes, but had not yet been out to assess the work. A member of the town hall committee was present and advised that he has sourced a suitable brick for the repair, but also has identified another person who may be willing to repair it.

RESOLVED that the leak needs fixing; to chase the contractors but also look for alternatives; and if we are unable to get the brickwork done, the hole should at least be filled with mortar as a temporary fix.

All in favour

**c) Update on the ownership of Market Place and Cornhill - Ref: 3513**

Cllr Smith was not present at the meeting to provide an update, but the clerk advised that LCC have accepted the councils proposal to contribute £5000 towards the surface repairs at Cornhill and in response, have agreed to take responsibility of the land and maintain it as a LCC asset.

**d) To consider the council response to consultation on remote meetings and proxy voting - Ref: 3514**

It was noted that the Government have issued a consultation on remote meetings and proxy voting, a summary of the consultation had been circulated prior to the meeting. It was agreed that councillors should access the link to the consultation and respond individually rather than a full council response.

**e) To consider funding the 'Coming next in Caistor Leaflet' for 2025 - Ref: 3515**

It was noted that the remaining budget is £360; the cost of producing the leaflet is £450 for 4000 and Cllr Bowman stated that the cost is not negotiable.

RESOLVED to produce the leaflet at the stated cost and incur an overspend.

Proposed: Cllr J. Bowman Seconder: Cllr L. Milner 5 against

Signature: .....



**f) Review Tracking report - Ref: 3516**

The detailed tracking report had been circulated prior to the meeting. Cllr Somerscales and Rob Turner were thanked for the amount of time and effort that they had put into the Christmas lights project.

**11. Correspondence Received - Ref: 3517**

**a) Emails from several local business owners about better communication from the council - Ref: 3518**

It was noted that several business owners had been unhappy that Cllr Bowman had not consulted with them on her proposal to move the market during the Christmas period. It was noted that the proposal had not been presented to council. It was also noted that following their complaints, Cllr Bowman has now discussed the issues with them and agreed to relocate the market to the courtyard at the rear of Helz kitchen, subject to agreement with the stall holders. The butcher and fruit and veg stall will remain where they are. It was noted that the business owners have requested a focus group be formed to ensure wider consultation in future prior to decisions being made which may affect their trade.

Cllrs Clark and Bowman agreed to liaise with the business owners to form a focus and consultation group for proactive resolution of future issues.

**12. To note any planning decisions - Ref: 3519**

Cllr Morris left the meeting.

**a) WL/2024/00807 | Application Type - Dead or Dangerous Protected Tree | 5 day notice to fell one dead Elm tree within TPO Caistor No1 2004 | 4 EVERGREEN DRIVE, CAISTOR - Ref: 3520**

Noted.

**13. To review the planning applications received and agree a response - Ref: 3521**

**a) Full Planning Application WL/2024/00787 | PP/2024/00348 | To erect stable and storage building with associated fencing | PADDOCK LAND, NORTH EAST OF WHITEGATE HILL CAISTOR - Ref: 3522**

No objections.

**b) Change of Use WL/2024/00875 / PP/2024/00621 | Prior approval application for change of use of agricultural building to 1no. LAND SOUTH OF CANADA LANE CAISTOR - Ref: 3523**

It was noted that the land is not part of the designated development area for Caistor in the NHDP; previous applications for planning have been leading towards this change of use application; previous enforcement action did not take account of all historic applications; many residents have already made objections to this application.

RESOLVED to object to the application.

1 abstained

**c) Planning reference: PL/0024/24 | For the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland, marginal areas of rough long grass, water body embankments and surrounding new native woodlands, native sedges, rushes and reeds, including ancillary activities, associated infrastructure and new**

It was noted: when the land was purchased there were no houses around it, there are now houses on 3 sides; there are a lot of resident objections to the proposal; the footpath will be closed and not rerouted.

RESOLVED to object to the application.

Cllr Morris returned to the meeting after the vote.

**14. Date of next meeting - Ref: 3525**

December 12th.

**15. To resolve to move into closed session due to the confidential nature of the next agenda item. - Ref: 3526**

RESOLVED to move into closed session.

All in favour

**16. To resolve to implement the updated SCP pay scales for 24/25 and back date award to start of the year. - Ref: 3527**

Signature: .....



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at the Caistor Town Hall on 14 November 2024

RESOLVED to implement the updated pay scales for 2024/25 which took effect from 1st April 2024; pay current staff back pay asap; and pay leavers any monies owed if requested.

All in favour

Meeting closed at 8:30pm

Signature: .....