



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 17 December 2024

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark,
In Attendance: Michelle Moss,
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: 3609**
Apologies accepted from Cllr Davey. Cllr Cox appointed as nominated substitute.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3610**
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3611**
None
- 4. To approve the draft minutes of the Estates Committee meeting on 22.10.2024 - Ref: 3612**
RESOLVED that the minutes of the meeting held on 22nd October 2024 are approved as a true record of the meeting and signed by the chair.
1 abstained
- 5. Play areas and sports ground - Ref: 3613**
 - a. Play area inspection - confirm date and attendance - Ref: 3614**
Noted that the inspection will take place 18th December, starting at South St Park. South St park is an accompanied inspection.
 - b. Consider the quotes for replacing the fencing at cricket ground - Ref: 3615**
It was noted that: one quote was for wooden fencing the entire length of the current fence, the gate post and handrail alongside the steps; the other quote was for the section in front of the grassed area only; it was not clear from the second quote exactly what materials would be used. It was agreed to revisit the second quote to clarify materials, ask for full length of current fence, gate post and steps so a proper comparison can be made. It was also agree to strive to obtain a third quote for the entire length of the fencing including the gate post and steps. Agreed to revisit this once the quotes have been received.
 - c. Consider what action to take re the rotten post on the Kelsway kissing gate(24456) - Ref: 3616**
It was noted that with the Estates person leaving next week, it would be necessary to pay a contractor to complete the work or wait until the new person is appointed. It was noted that the kissing gate no longer really serves a purpose as there are several gaps in the hedgeline which allow entrance to the grounds. RESOLVED to remove any remaining parts of the gate, back fill and make the ground safe.
All in favour
 - d. Update on play area surface replacement - Ref: 3617**
It was noted that the surface repairs and replacements are scheduled for March April time; that the council should notify residents and users in advance of the dates the works are taking place. RESOLVED to purchase signs to put up at the parks and to put a notice on facebook and website explaining what's happening and why in February/March time
All in favour
 - e. Update on sports ground toilet refurbishment - Ref: 3618**
The electrical and plumbing work has been completed, the walls painted; the hand drier and COSHH cabinet are being put up this week; the only remaining work will be the glossing and floor painting which will be done sometime over the next couple of weeks. RESOLVED that the clerk should write to the football club and advise

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them that no equipment is to be stored on the toilet and any found will be removed.

All in favour

f. Update on work completed at the sports and social club - Ref: 3619

It was noted that: the loft ladders have been replaced; the window and door lock work has been completed; the boiler serviced; the drain cover has been purchased, but it is a slightly different shape and will require some work to refit (Cllr Hodson will take this on); the wall repair has not yet been completed, but we have now received a quote - next agenda item.

g. Consider the quote for spot welding the sports ground play areas gate and CS&SC wall repair - Ref: 3620

A combined quote had been received for the wall repair and the spot welding of the gate at the childrens play areas on the sports field. It was noted that: it may be possible to remove the gate and get a much cheaper quote for welding rather than an onsite repair; cllrs would like to see the costs of the wall repair and gate repair separated; we have struggled to get anyone else to provide a quote for the wall or to commit to getting the repair done. RESOLVED to try to get the gate off and get another quote for it; if we can't remove the gate, to go ahead with the onsite repair of the gate and the wall quote received; if we can get the gate off get a revised quote from the contractor to just do the wall and go ahead with just the wall.

All in favour

6. Town Hall - Ref: 3621

a. Consider the damp patch in the main hall of the town hall and what action to take(24725) - Ref: 3622

It was noted that: the missing brick may be a point of failure on the external wall, but the brickwork and pointing around the missing brick is also damaged and needs some work. Several contractors have been asked for quotes, but no response or commitment from any of them; the damp problem will continue to get worse without a fix. Cllrs Cox, Hodson and Somerscales suggested that they would meet up to take a better look and see if they can plug the hole with cement as a temporary solution. They would aim to do this by 15th January, and take all necessary H&S precautions.

b. Consider the damp in town hall store room and what action to take - Ref: 3623

It was noted that the black patches of mould in the boiler room are getting worse on the external wall; there is only a very narrow gap between the TH wall and the neighbours garden wall and water gets trapped; lack of heating and ventilation may be an issue. It was agreed to contact the town hall committee to explain the council will be doing an inspection of our assets, including the town hall, ask what they think needs doing, do the inspection and then ask TH group for a meeting to discuss and agree a way forward. It was noted that with the passing on Cllr Hughes there is a vacancy for a representative from the council on the town hall group.

c. Town hall car park - hedges need trimming and bank needs replanting - Ref: 3624

It was noted that: the hedges along the left hand side are encroaching onto the parking spaces and will need cutting back; the soil from the bank on the right hand side is spilling over the sleepers onto the car park. RESOLVED to ask a contractor for a quote for cutting the hedges and to ask Caistor in Bloom to push the soil back onto the bank.

All in favour

7. Consider the quotes received for the tree works and agree next steps - Ref: 3625

It was noted that despite asking 5 tree contractors for quotes, only one had been received. RESOLVED to accept the quote from Lincolnshire tree services for the moderate risk items and diarise for a re-inspection in 5 years, per the report.

All in favour

8. Consider the grass cutting tenders for the cemetery, Church and Cong church and agree next steps - Ref: 3626

It was noted that despite asking for quotes from 5 contractors, and chasing several times, only one quote had been received; at the last CTC meeting Caistor in Bloom had volunteered to cut the church and congregational churchyards, and the council had accepted, so only the cemetery would need cutting. RESOLVED to accept the quote from Greystone/Charlie Gatton for the cemetery at £420 per cut.

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All in favour

9. Feeder pillars - consider the quotes for annual testing and other issues - Ref: 3627

It was noted that despite asking 5 electricians for quotes, showing 3 around, only 2 quotes had been received. RESOLVED to go ahead with TWB quote for £320 for all 4 inspections.

All in favour

10. Cemetery - Ref: 3628

It was noted that the meeting had been underway for 2 hours and everyone agreed to extend the meeting to finish the agenda items.

a. Consider getting a 'for cemetery users only' parking sign for the cemetery car park - Ref: 3629

RESOLVED to purchase a parking to cemetery users only sign.

All in favour

b. Update on memorial safety inspection - Ref: 3630

It was noted that the signs have been displayed on notice boards, facebook, website, at the cemetery, and the testing is planned to start in January; the testing is likely to be very time consuming.

11. Estates Resource - Ref: 3631

a. Agree a handover from Kim - Ref: 3632

It was noted that the council had not managed to fill the estates vacancy yet so the handover would be to the Clerk and any councillors who are interested. A walkabout to identify all work completed by Kim is planned for 18th December at 1pm and a review of all responsibilities. Friday 20th will be Kims last day and he will drop his equipment and keys off to the office then. It was noted that several councillors have volunteered to support the bin emptying and litter picking but no-one has agreed to be responsible for the work until the vacancy is filled. WLDC had been contacted and will try to increase support but they are also stretched and have limited manpower.

b. Consider and agree what should be included in an induction programme for new starter - Ref: 3633

Deferred.

c. Consider and agree the Winter jobs for Estates - Jan - March - Ref: 3634

It was noted that the work not completed this year would either have to be deferred until a new employee is found or would have to be completed by a contractor or by Cllrs. Cllr Hodson agreed to finish servicing the equipment; the cemetery path can be deferred; the Kissing gate has already been discussed; CIB will be asked to help with the bank at the TH car park; the trees at the parks will be included on next agenda to discuss action; Millfields bank will wait until a new employee is appointed.

Meeting closed at 21:25

Signature: