



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 9 January 2025

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, 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, Mark Stevenson-Bramley,
Members of public present: 2

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3635**
Apologies received from Cllr Bowman, District Cllr Bierley and County Cllr Smith
- 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: 3636**
Cllr Clark noted an interest in agenda item 6.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3637**
None.
- 4. Chairmans Report - Ref: 3638**
Cllr Wright noted that he had attended the funeral of the late Councillor, Jacqui Hughes which was a fantastic service and a fitting tribute to Jacqui.
- 5. To approve the draft minutes of 12th December 2024 - Ref: 3639**
RESOLVED that the minutes of the meeting held on 12th December 2024 be approved as a true record of the meeting and signed by the Chair.
2 abstained
- 6. To review the applications for co-option for the councillor vacancy and decide who to appoint - Ref: 3640**
Cllr Clark left the room.
It was noted that only one application had been received by the stated deadline. Following a vote it was RESOLVED to appoint Neil Clark to fill the councillor vacancy.
Mr Clark completed the declaration of acceptance of office and joined the meeting.
Cllr A Clark rejoined the meeting.
1 against
- 7. Finance - Ref: 3641**
 - a) To approve the accounting statements and bank reconciliation of 31.12.2024 - Ref: 3642**
The accounting statements, bank reconciliation and bank statements 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: 3643**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £7924.51
All in favour
- 8. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3644**
 - a) Lincolnshire Police - Ref: 3645**
It was noted the report had been provided on 18th December and circulated to councillors.
 - b) West Lindsey District Council. - Ref: 3646**

Signature:



Cllr Bierley's report had been circulated to councillors prior to the meeting. No comments were raised.

c) Lincolnshire County Council - Ref: 3647

Cllr Smith had sent apologies for the meeting. It was noted that LCC had shared their budget proposal for 25/26 which included a proposed precept increase of 2.99%.

ci) To consider the LCC proposal -South Dale/Nettleton Rd - review of waiting restrictions - Caistor primary school - Ref: 3648

It was noted that LCC have proposed to remove the advisory markings and replace them with mandatory school keep clear markings and bus stand markings.

RESOLVED to support the proposal.

All in favour

d) Community Groups - Ref: 3649

None

e) Town Hall Management Committee - Ref: 3650

It was noted that the next committee meeting has been scheduled for 18th Feb.

ei) Vacancy - Town hall committee member to replace Jacqui Hughes - Ref: 3651

PROPOSED to appoint Cllr Cox as the town hall committee member.

All in favour

f) Caistor in Bloom - Ref: 3652

It was noted that the daffodil bulbs will be delivered in the next few weeks and bulb planting will then start. It was noted that CIB still require the use of the old fire station.

9. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3653

a) Personnel and Finance Committee - Ref: 3654

No meeting held.

b) Estates Committee (Draft minutes of 17th December 24 included in pack) - Ref: 3655

The draft minutes from the last meeting had been circulated. Cllr A.Clark noted the sports ground toilet refurbishment is almost complete and just needs a second coat of paint on the floor which will be completed 10th Jan. Cllrs A.Clark, Cox and N.Clark were thanked for all their hard work delivering on this project.

bi) To consider the work required to get the vegetation in the car park under control and the quote for the work - Ref: 3656

It was noted that the vegetation in the town hall car park is overgrown and starting to encroach on parking spaces in places. If the job is approved the contractor will need access to the parking spaces adjacent to the co-op will. The proposal is to complete the job at the weekend to minimise disruption.

RESOLVED to accept the quote from Dyne Group to complete the proposed work, including removing the plum tree in the corner.

All in favour

c) 2-4 Market Place/ Build - Ref: 3657

No update had been received. Councillors noted that the website, hoardings and facebook were not very informative; there are concerns that there is a lack of information for traders; Neil Castle has declined to attend a meeting to share information with the council despite the council being a share holder with £10k invested. RESOLVED that Cllr Wright will speak to Neil Castle and ask him (again) to attend a meeting with the council to provide a detailed update, forecast and answer questions.

All in favour

10. Clerks Report & Parish Matters - Ref: 3658

a) Policy Review: Dignity at Work Policy(19673) - Ref: 3659

Signature:



It was noted that the revised policy is the NALC/SLCC recommended policy and that it will fit with the Sexual Harassment policy being drafted by Cllrs Milner and Bowman.

RESOLVED to adopt the policy.

All in favour

b) To consider whether to rejoin the LALC annual training scheme - Ref: 3660

It was noted that the clerk, deputy clerk and several councillors have attended training provided under the LALC ATS.

RESOLVED to rejoin the ATS for the next financial year.

All in favour

c) Review Tracking Report - Ref: 3661

It was noted that: the headstone inspections will start next Tuesday (14th Jan); the recommended moderate level tree works from the arborist report have been completed this week; an electrical feeder user guide has been drafted for review; the estates committee decided not to replace the gate and post on the entrance to Kelsway field but to remove the stump and make the ground good; the town hall railings repaint has been scheduled by WLDC for January/Feb; Cllrs Hodson, N.Clark, Milner, Bowman, Wright and Priestley volunteered to attend the asset inspection/cllr walkabout.

d) To review the continued requirement for the play area project and agree the next steps (originally discussed Feb 24) - Ref: 3662

It was noted that the setting up of this project was originally agreed at council in Feb 24, but due to time constraints the clerk had been unable to start it. The project would now be taken forward by the Deputy Clerk supported by a working group made up of councillors.

RESOLVED that the project is still a priority and that Cllrs A.Clark, Milner, Davey, Hodson, Galligan and Priestley would be on the working group.

All in favour

e) Consider the operational issues for CTC in relation to events including risk assessments, use of resources/electric etc and consider the proposed solution (MSB) - Ref: 3663

It was noted that there are many community groups who do great work putting on events in the town which are supported by the town council; most of the events utilise town council equipment or facilities but there is currently no system of accountability with regard to these assets, no user logs, request logs, often no risk assessments provided to CTC and no proof of insurance/PLI evidenced by the groups. This includes use of the CTC electric feeder pillars where access is not monitored or controlled, many residents appear to have keys to the pillars and unrestricted access. This lack of control, accountability and governance is leaving the council exposed from a health and safety perspective, legal requirements are not being adhered to and invalidating our insurance. A policy for use and control of the electrical feeder pillars is proposed, for the requirements for organisations to submit risk assessments for any events which utilise CTC facilities or equipment, and users logs for events/organisations using CTC equipment or assets. This will be supported by the proposed Event Co-ordinator role which will sit with the deputy clerk.

RESOLVED to accept the proposal and support the deputy clerk to implement the controls.

All in favour

f) To consider the issues with bin emptying, litter picking and other immediate priority estates person jobs and agree how they will get done until a new resource is appointed - Ref: 3664

Cllr Hodson has been completing the bin emptying since Kim left at the end of December, and had circulated a report prior to the meeting outlining the many issues with the job. Issues included: broken bins, faulty locks, liquid leaking from the bags, dog waste being placed in the bins, bin bags not fitting correctly, bins stuffed with pizza boxes, household waste, cat litter, fly tipping, insufficient number of bins, bins too small. It was noted that there are many regulations around bins and employees; CTC are not equip to handle these sort of issues; we are expecting an employee to do this and use their own car for transporting the waste.

It was agreed that councillors would continue to empty the bins until either an employee is appointed or the job is handed back to WLDC. Cllrs Somerscales, Wright, N.Clark, Hodson and Galligan to plan a rota for the job.

g) To consider the issues with bins and the possibility of handing the function back to WLDC - Ref: 3665

Signature:



The points raised in agenda item 10f were noted in relation to the discussion for this agenda item. It was noted that: WLDC are the authority responsible for waste management; CTC have delegated authority from WLDC as outlined in an SLA; the agreement with WLDC is valid until 2027; WLDC pay CTC £2700 but the cost to CTC of the job is circa £5500.

RESOLVED to hand back the responsibility of bin emptying and litter picking the town centre to WLDC and start discussions with WLDC to achieve this.

Cllr Peter Morris abstained from voting on this resolution.

1 abstained

h) Health and safety compliance support - To agree 36 month agreement or 60 month with 36 month break clause - Ref: 3666

It was noted that there are no penalties for invoking the break clause on a 60 month contract after 36 months; the cost of the 60 month contract is £1975 per annum compared to £2300pa for the 36 month contract.

RESOLVED to proceed with the 60 month contract.

All in favour

11. Correspondence Received - Ref: 3667

a) Compliment letter from a market stall holder - Ref: 3668

A compliment letter had been received from a stall holder thanking Cllrs Milner and Bowman for their efforts ref the market.

b) Request from Lincs Cricket to use the cricket pitch and facilities - Ref: 3669

Lincolnshire cricket have asked for use of the cricket facilities for school children on 7th May and 6th June 2025. It was noted that a casual user T&C's was produced by the Sports licence working group last year as part of the licence discussions.

RESOLVED to allow use of the cricket pitches subject to their agreement to the terms and conditions which include seeking agreement from the cricket club.

All in favour

12. To note any planning decisions - None - Ref: 3670

None

13. To review the planning applications received and agree a response - None - Ref: 3671

None

14. Date of next meeting - 13th Feb 2025 - Ref: 3672

Noted.

15. To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion - Ref: 3673

RESOLVED to exclude members of the press, external authorities and public for the remainder of the meeting

All in favour

16. To receive an update on the Estates recruitment and to consider appointing an interview panel for the position with the responsibility to review CV's and conduct interviews for third round of recruitment - Ref: 3674

RESOLVED to appoint Cllr Hodson, A.Clark and Cox to review the CV's, interview and to make recommendation to full council on any appointment.

All in favour

Meeting closed at 8:20pm

Signature: