



**Minutes of the Caistor Town Council held at 6:45pm  
at the Caistor Town Hall on 13 February 2025**

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 A. Clark, Cllr.N.Clark,  
In Attendance: Michelle Moss, District Cllr A. Lawrence, Mark Stevenson-Bramley,  
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: 3701**  
Apologies received from Cllrs Milner, Morris and Priestley.  
District Councillor Bierley and County Councillor Smith had also offered apologies for the meeting.
- 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: 3702**  
None.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3703**  
One resident read out a positioning statement regarding his complaints which had been scheduled for consideration in the closed session at the end of the agenda. The clerk explained the complaints process and noted that the resident had been invited to the closed session to support his complaint.  
The resident left the meeting after the public forum and did not stay for the closed session.
- 4. Chairmans Report - Ref: 3704**  
Nothing to report.
- 5. To approve the draft minutes of 9th January 2025 - Ref: 3705**  
RESOLVED that the minutes of the meeting held on 9th January 2025 be approved as a true record of the meeting and signed by the Chair.  
1 abstained
- 6. Finance - Ref: 3706**
  - a) To approve the Accounting Statements for period ending 31/01/2025 - Ref: 3707**  
The accounting statements and bank statements had been circulated to councillors prior to the meeting.  
RESOLVED to approve the accounting statements as a true record.  
All in favour
  - b) To approve the Schedule of Payments - Ref: 3708**  
The schedule of payments had been circulated to councillors prior to the meeting.  
RESOLVED to approve the schedule of payments totalling £7319.89  
All in favour
  - c) To decide who to appoint as the internal auditor for 24/25 review - Ref: 3709**  
RESOLVED to appoint Andy Hopkins as internal auditor for the 24/25 review.  
All in favour
  - d) To consider if any of the unspent budget provision for projects/non-operational expenditure for 24/25 needs moving to earmarked reserves - Ref: 3710**  
It was noted that: the estates equipment budget had not been spent but the equipment is still needed; the civic service budget had not been spent, no budget had been set aside for a civic service next year; the play park resurfacing will start in March and the budget will be spent in this financial year.  
RESOLVED to move £3500 from Equipment budget to Ear Marked reserves and £3000 from the Civic service budget to Ear Marked Reserves.  
All in favour

Signature: .....



- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3711**
- a) Lincolnshire Police - Ref: 3712**  
The police report from 20th Jan had been circulated to councillors prior to the meeting.
- b) West Lindsey District Council. - Ref: 3713**  
The WLDC report from District Cllr Own Bierley had been circulated to councillors prior to the meeting. Comment was raised about the removal of the large wheeled bins from Mill Lane. It was noted that the bins had only been placed there in the last year to store rubbish collected from CTC bin emptying around the town - this had been in response to complaints that leaving the bags in a pile was attracting vermin. The wheeled bins had been kept locked and have now been removed as the task for bin emptying has been handed back to WLDC.  
It was noted that there are a number of bins around the town which are in bad shape and a request made to WLDC to repair them.
- c) Lincolnshire County Council - Ref: 3714**  
No representative present.
- d) Community Groups - Ref: 3715**  
The Caistor Cares report had been circulated to councillors prior to the meeting noting a successful Christmas party last year, and plans for summer party and Christmas party this year, June and December respectively - thanks were extended to Systematic for print and website support and to all the volunteers who support Caistor Cares; Cllr Bowman gave a verbal update confirming the events which Caistor Goes has planned for the coming year, including the Classic Car, D-Day, Proms and Christmas lights switch on - volunteers were thanked for their hard work and WLDC/CTC thanked for their support.
- e) Town Hall Management Committee - Ref: 3716**  
Meeting scheduled 18th Feb - Cllr Cox will be attending.  
Rick Merrall was thanked for an excellent job on the Mayoral board.
- f) Caistor in Bloom - Ref: 3717**  
It was noted that all the bulbs are in; the dead flowers in baskets would be cleared over the next couple of weeks. The council thanked Cllr Somerscales for clearing away the mud overspilling from the bank in the town hall car park.
- g) CDCT - 2-4 Market Place/ Build - Ref: 3718**  
Cllr Bowman gave an update which included: early works and demolition have uncovered the poor condition of the building but all issues are now believed to be known; the scaffolding is up; Asbestos has been uncovered; shop fronts have been constructed off site and will be installed; good progress is being made on the windows; many tiles cannot be re-used from the roof; more work than anticipated is required on the chimney; costs are under review and an increased grant has been requested from the Heritage Lottery fund; a new website is now live; many photos on facebook; once all demolition is completed hard hat tours will be started; there will be a presentation in the town hall in March by CDCT; P1 is now anticipated to be complete in Feb 2026.
- 8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3719**
- a) Personnel and Finance Committee - Ref: 3720**  
No meeting held. Next meeting scheduled for 22nd April.
- b) Estates Committee - Ref: 3721**  
The Estates Committee Chairs report and draft minutes from the meeting held on 28th Jan had been circulated prior to the meeting.
- bi) To consider the number of councillors on the Estates committee and agree additional membership if appropriate - Ref: 3722**  
It was noted that currently the committee only has 4 out of 5 members. RESOLVED to appoint Cllr Cox as the 5th member of the Estates committee with immediate effect.

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All in favour

**bii) To consider the proposed grass cutting agreement from Highways and agree whether to continue with this delegated responsibility - Ref: 3723**

RESOLVED that CTC should continue with delegated responsibility for the grass cutting and sign the LCC agreement.

All in favour

**biii) To consider and agree the inflationary uplift for the second year of the grass cutting agreement with Dyne Group - Ref: 3724**

RESOLVED to propose a 2.5% inflationary uplift to the grass cutting agreement with Dyne Group for this second year.

All in favour

**c) Play areas working group - Ref: 3725**

No meeting had been held.

**d) To consider forming a Health and Safety working group to review recommendations and support implementation proposals from Worknest - Ref: 3726**

It was noted that the initial handbook proposal and policy from Worknest are each 80+ page documents and that councillors should be involved in reviewing/agreeing them rather than it being the sole responsibility of the clerk. RESOLVED to form a working group and that Cllrs Davey, N.Clark, Bowman and Wright would be members.

All in favour

**9. To receive an update from the councillor inspection of assets Councillor walkabout 23rd Jan 25 and consider any action required - Ref: 3727**

The report had been circulated to councillors prior to the meeting. It was noted that: the recommendations include an independent damp inspection at the town hall - Cllr Cox has contacted several companies and has found a company willing to complete such a report and is waiting for a quote; the old fire station needs a structural survey; the parks need some tree work to reduce the overhang to the play equipment and could do with regular council driven clean ups.

RESOLVED to ask the inspection company if they can add the structural report for the old fire station to their damp report for the town hall.

All in favour

**10. To consider the current issues with the market and the proposed solution including approval of a market policy - Ref: 3728**

It was noted that there are some issues with the current process adopted to run the market. Cllrs Bowman and Milner currently manage the process, but there is a lack of transparency, no auditable trail for payments, no booking system which RFO can use to reconcile rents received and a lack of consistency in rents being charged to stall holders. The proposed policy has been completed in consultation with LALC/NALC and WLDC and will implement a booking form, a payment policy, weekly record of attendance, and an on-boarding process for new stall holders.

RESOLVED to adopt the market policy and for the deputy clerk to work with all involved to implement.

2 abstained

**11. To consider the proposed electrical feeder pillars policy, controls and user guide and agree next steps - Ref: 3729**

It was noted that following the inspection of the feeder pillars the electricians have raised concerns that there is no formal policy in place to manage access to the electric pillars, no user agreements in place, and no control of who is using and when, breaching governing legislation.

The policy seeks to resolve these issues and implement a series of control measures to ensure future adherence to legislation and give back control to CTC.

RESOLVED to adopt the policy and for the deputy clerk to work with community groups and users to implement.

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All in favour

**12. To consider what to do about lack of room for October meeting - Ref: 3730**

It was noted that the budget is usually discussed in October so the meeting needs to be held. RESOLVED to approach the Methodist Church for use of their room.

All in favour

**13. Policy Review: Social Media Policy(19678) - Ref: 3731**

The policy had been circulated prior to the meeting with changes highlighted. RESOLVED to approve the policy and schedule a review for 2 years.

All in favour

**14. Clerks Report & Parish Matters - Ref: 3732**

**a) Respond to Lincs Cricket request to use cricket pitch(24910) - Ref: 3733**

RESOLVED to approve Lincolnshire Cricket request to use the cricket ground on 14th May for a girls cricket event, subject to agreement by CCC.

All in favour

**b) To consider the date and format of this year's APM - Ref: 3734**

It was noted that in the past the APM has been held on the same evening as the AMTC except last year when a separate meeting had been held to help address the parking issue. RESOLVED that the APM should be held on the same evening as the Annual Town Council meeting in May and the agenda should include a Chairmans report from the council, a proposal for a CTC mission statement and committees and any community group updates. (Cllrs Cox and Wright to draft a mission statement and circulate to councillors for review and comment)

All in favour

**c) To consider digitally scanning the Caistor burial records which are held at Lincolnshire archives - Ref: 3735**

It was noted that Lincolnshire Archives would like the burial records and EROB records back but we still refer to them for burial/ownership information. Several cost estimates had been obtained to digitally scan the historic records and the cost is likely to be iro £500. RESOLVED to get the burial and EROB records digitally scanned before sending back to Lincolnshire Archives.

All in favour

**d) To note the tennis club licence agreement expires on 31st March 2025 and agree action - Ref: 3736**

It was noted that all other sports licences were for 5 years and expire in 2029, the tennis club asked for a 1 year licence. A revised licence has been drafted to expire in March 2029 and it is currently being considered by the tennis club.

**e) Review Tracking Report - Ref: 3737**

The report had been circulated to all councillors prior to the meeting. It's contents were noted.

**15. Correspondence Received - Ref: 3738**

**a) Resident complaint received - to be dealt with in closed session - Ref: 3739**

A closed session had been added to end of the agenda to consider the complaint in line with the town council complaints policy.

**16. To note any planning decisions - None received - Ref: 3740**

None

**17. To review the planning applications received and agree a response - None received - Ref: 3741**

None

**18. Date of next meeting (13th March 2025) - Ref: 3742**

Noted.

**19.**

Signature: .....



**To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion - Ref: 3743**

RESOLVED to move into closed session for the remainder of the meeting.

All in favour

**20. To consider the complaint received from resident about an overhanging tree - Ref: 3744**

The complainant had not stayed for the meeting but his complaint, supporting documents/video and positioning statement (shared with Estates Committee 28th Jan) had been circulated prior to the meeting. The complainant had read out a further positioning statement during the public forum of this meeting.

Following full consideration the council agreed a response to the complaint and RESOLVED that Cllr Wright, Chair, would respond to the complaint.

All in favour

**21. To receive an update on the recruitment for an estates person and agree any next steps - Ref: 3745**

It was noted that interviews have been scheduled for next week.

Meeting closed at 8:45pm

Signature: .....