



**Minutes of the Caistor Town Council Estates Committee held at 7.00pm  
at the Arts & Heritage Centre on 28 January 2025**

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark,  
In Attendance: Cllr J. Bowman, Michelle Moss, Cllr.N.Clark,  
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: 3675**  
Apologies received from Cllr Davey; Cllr Cox had been appointed as substitute
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3676**  
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3677**  
One member of the public read out a 'positioning statement' relating to the tree on Millfields adjacent to his property.
- 4. To approve the draft minutes of the Estates Committee meeting on 17th December 2024 - Ref: 3678**  
RESOLVED that the minutes of the meeting held on 17th December 2024 are approved as a true record of the meeting and signed by the chair.  
All in favour
- 5. Play areas and sports ground - Ref: 3679**
  - a. To review the play area inspection reports and consider what action to take - Ref: 3680**  
It was noted that: whilst the inspector had pointed out many issues with the play areas, most were either low risk or very low risk, with only 2 reported as moderate risk; the rotten bench in South St Park needs removing; there are some bushes, swing chains and swing hangers which need replacing; some of the surfaces were reported as lifting/damaged and need replacing - these are being done in March/April; the overhanging trees were reported as needing to be lifted to 2m away from the equipment; painting equipment, removing algae and debris from the surfaces and removing graffiti were themes throughout the report - these are all things which should be done by the handyperson when they are recruited.  
RESOLVED that Cllr Hodson and the clerk should work out a list of replacement parts with costs and order the parts providing budget permits  
All in favour
  - b. To receive an update on quotes for replacement of fencing at cricket ground and agree next steps - Ref: 3681**  
It was noted: two like for like quotes have now been received for like for like replacement of the fencing; the posts on the steps do not need replacing, but the handrail does which should reduce the price of the quote. There was some discussion about the merits of using materials other than wood, but the committee concluded that like for like replacement is appropriate.  
RESOLVED to accept the quote from Watermans, to ask for the section up the steps to be removed from the quote, but to include replacement of the step handrail - and a reduction in the quote to reflect this. It was also agreed that Cllr Hodson would check with Watermans about painting/treating the wood.  
All in favour
  - c. To receive an update on the inspectors report regarding the rotting support on junior multiplay at South St park and agree next steps - Ref: 3682**  
It was noted that the inspectors report had identified that parts of the support timber have rotted at ground level on the junior multiplay and need replacing. RESOLVED that Cllr Hodson would speak to Jon Waterman and ask him for suggestions on how to resolve the issue.

Signature: .....



All in favour

**d. To receive an update on the rotten post on the Kelsway kissing gate - Ref: 3683**

The gate and post have both been removed and the ground made good. This action is now closed.

**e. To consider the correspondence from resident regarding the tree in Millfields overhanging Windsor Drive - Ref: 3684**

It was noted that: the resident had presented a 4 page 'positioning statement' during the public forum, but had left the meeting prior to this discussion; it had not been clear what action the resident wanted the council to take; the clerk had previously contacted the arborist who completed the tree survey in August who had confirmed via email that the tree in question was inspected, and poses a very low and acceptable risk - the resident was advised of this in 2 emails.

RESOLVED that the clerk will write to the resident and advise him again that the arborist has stated the tree in question was inspected and poses a very low and acceptable risk; on the basis of this professional/expert assessment, the council propose no further action; the resident may cut the overhanging branch at the boundary of his property, at his own expense.

All in favour

**f. To receive an update on the wall and welding at Sports ground - Ref: 3685**

It was noted that: the gate had been welded, and now needs painting; the welding on the MUGA and grind rail need checking; the wall cannot be repaired until the weather improves. It was agreed that Cllrs Hodson and Somerscales will paint the welds to protect the joins as necessary

**g. To consider the residents request to remove a self set sycamore at South St Park which has grown into their garden - Ref: 3686**

The self set had been inspected during the councillor asset inspection on 23rd January, it does not have a TPO. RESOLVED that the resident may remove the sapling.

All in favour

**h. To consider action required to cut back the trees in the play areas which overhang play equipment - Ref: 3687**

It was noted that the park inspector had recommended: lifting the canopy of the tree overhanging the play equipment in Millfields to ensure a minimum clearance of 2m; cutting back the foliage adjacent to the adventure trail in South St park; cutting back the foliage adjacent the flat swings in South St park. It was also noted that the trees encroach over the roundabout in South St park.

RESOLVED to contact several tree specialists to ask for itemised quotes for the tree work - Cllr Hodson and Clerk to accompany site visits.

All in favour

**6. Town Hall - Ref: 3688**

It was noted that the missing brick on High St side of the building has now been replaced. The town hall committee have identified another damp issue on the co-op side of the building, adjacent to the stage/changing room which will also need looking at. Cllr Cox is the new CTC/CTH liaison councillor and will be attending the meeting of CTH in Feb. It was agreed to include the stage side damp issue on the next estates agenda for consideration.

**a. To receive an update on cutting vegetation at town hall car park - Ref: 3689**

It was noted that the works have been scheduled for 16th February. The clerk will put up signs and has started putting notices on cars parked there. Cllr Cox volunteered to monitor the car park on Sat 15th and place cones as cars leave in prep for the works.

**b. To consider what action to take regarding damp and mould in the town hall boiler room - Ref: 3690**

It was agreed that Cllr Cox will identify suitably qualified, independent specialists to contact for a critical review of the damp issues in the town hall.

**7. Cemetery - Ref: 3691**

**a. To receive an update on the memorial inspection testing - Ref: 3692**



It was noted that: Cllr Hodson and the Clerk have started the headstone safety inspections; 147 inspections have been done and 17 issues were identified; most do not have EROB owners; the activity is very time consuming; the follow up letters and action needed when a memorial is identified as unsafe is also time consuming; issues with the software have now been resolved; the work continues.

**b. To review a residents request to purchase a full burial plot for interment of ashes - Ref: 3693**

It was noted that the resident would like a space for ashes interments in the burial section of the cemetery. It was agreed that once a grave is purchased it is not possible to monitor whether ashes or a body are interred into it, on this basis it was RESOLVED that the resident may purchase a full burial plot, and use for either a full burial or for ashes interments.

All in favour

**8. Allotments - Ref: 3694**

**a. To review and agree the fees for the allotments for 25/26 - Ref: 3695**

RESOLVED that the fees should remain unchanged for 25/26 at £30 per plot.

All in favour

**9. To consider the number of Garden Waste Green bins required for 2025 - Ref: 3696**

RESOLVED that the number of green bins required should remain as 4 for the cemetery, 3 for the church, 3 for the congregational, 1 for the town hall.

All in favour

**10. To consider the proposed electrical feeder pillars policy, controls and user guide and agree next steps - Ref: 3697**

It was noted that a policy had been drafted based on the recommendations agreed at full council in January's meeting. As the policy had not been circulated to the councillors prior to the meeting, it would be circulated, reviewed and included for approval on the next Estates agenda.

**11. To consider the request to drop the kerb and cut the hedge at 26 North Kelsey Rd - Ref: 3698**

(Item was moved up the agenda to accommodate the resident present)

The proposal from the resident had been circulated to the committee prior to the meeting.

RESOLVED to support the applicants proposal/submission to WLDC and LCC to drop the kerb outside their house and to permit the resident to reduce the hedge by 1m between their house and the sports field.

All in favour

**12. To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion - Ref: 3699**

RESOLVED to exclude public, press and cllrs not on the Estates committee for the remainder of the meeting.

All in favour

**13. To consider the training needs and induction requirements for the new Maintenance/Handyperson - Ref: 3700**

It was noted a suitable candidate for the vacancy has still not been identified and agreed that the requirements would be specific to the person recruited. Agreed to revisit this once a suitable person has been appointed.

Meeting closed at 21:10

Signature: .....