



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 25 March 2025

Present: Cllr J. Wright, Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark,
In Attendance: Michelle Moss, Cllr L. Milner, Mike Crookes,
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: 3799**
None.
2. **To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3800**
None declared.
3. **Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3801**
None.
4. **To approve the draft minutes of the Estates Committee meeting on 28/01/2025 - Ref: 3802**
The minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 28th Jan 2025 as a true record.
1 abstained
5. **To receive an update on the repairs to the Electric feeder pillars and consider any additional work required - Ref: 3803**
It was noted: all work to repair the electric feeder pillars has been completed; the inspection reports will be sent once the invoices are paid. It was noted that: Cllr Bowman had completed a project proposal document to ask for the pillar in South St Park to be modified to ensure it closes when in use; installing a blanking plate with holes cut in for the wires was discussed as a solution. RESOLVED that MC and Cllr Somerscales will take a look and come up with a plan to resolve this issue.
All in favour
6. **To review the financial regulations sections 10 - 13 and make recommendations for P&F for amendments - Ref: 3804**
It was noted that: the financial regulations will be updated in May based on NALC revised regulations. It was agreed to propose the following amendments to P&F for inclusion in the regulations: orders for work should be amended to 'a documented request'; the clerk should strive to obtain 3 estimates for purchases where the value is between £1000 and £5000; for contracts in excess of £5000 the clerk shall seek at least 3 fixed price quotes, if not successful within 60 days, the case shall be referred back to the council to make a decision; store and equipment should be amended to the clerk is responsible for care and custody.
7. **Play areas / Sports Ground - Ref: 3805**
 - a) **To review the play area repair requirements and agree next steps - Ref: 3806**
The current list of repairs required had been circulated to the committee prior to the meeting. It was noted that: the swing chains, hangers, shackles and bushes to repair the swings in Millfields and South St park had been ordered from OLP; MC has started to check the play areas for glass every day and implemented at least weekly checks of the play areas, removing debris, litter picking etc. RESOLVED that MC would install the replacement parts

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for the swings once the surface replacements have been completed and next steps will be reviewed at the next Estates meeting.

All in favour

b) To consider the repair/replacement of rotting support on junior multiplay at South St park - Ref: 3807

It was noted that Cllr Hodson had tried to get quotes for the work but had not received any response yet. Agreed that Clerk would contact Watermans and chase up response/quote.

c) To receive an update on the play area surface replacements - Ref: 3808

It was noted that the contractors arrived on site on 25th March and had started work, work is planned to finish by 4th April.

d) To consider the need to paint the welded joins at the Sports ground to protect them - Ref: 3809

It was agreed that MC would paint the joins to protect them, and advise the clerk what type of paint to purchase.

Cllr Wright apologised and left the meeting.

e) To consider work required to the trees overhanging play equipment (cut/ lift) - Ref: 3810

It was noted that the inspection report stated the trees overhanging the play equipment needed to be lifted/cut; many trees in South St Park have TPO's. RESOLVED that cllrs Hodson, Davey, Somerscales and MC would meet onsite at the parks to agree and document what work is needed, and pass the clerk to seek quotes. (Clerk to send tree plan to Cllrs).

All in favour

f) To consider the final quote for fencing at Cricket Ground - Ref: 3811

It was noted: that agreement had been reached at the last meeting to appoint Watermans to complete the work; several quotes had been received from Watermans for variations on the materials and work to be completed.

RESOLVED to accept the quote for hardwood posts on the short section, and handrail only for the section along the steps - total quote £3225 ex VAT.

All in favour

g) To consider Caistor Football ongoing use of Orchard Bottom - Ref: 3812

It was noted that at the meeting between CTC and CFC on Monday 24th March, the football club had stated that they will not be using Orchard bottom for the 25/26 season.

h) To consider the proposed improvement to the CS&SC wall from contractor - Ref: 3813

It was noted that the proposal from the contractor who fixed the wall was to secure the railings to it at 3 points along with metal rods secured through the wall, but the documented proposal and quote had not yet been received. Agreed to defer until next meeting.

8. Cemetery - Ref: 3814

a) To receive an update on the memorial management and safety inspection testing - Ref: 3815

It was noted that: the memorial safety testing at the cemetery had been completed; in total 43 headstones had tested unsafe; the deputy clerk is in the process of identifying and contacting the owners of the unsafe memorials to ask for them to be repaired; any memorials where owners cannot be identified will be made safe by estates per our memorial safety policy; the closed churchyards will be inspected over the next couple of winters.

b) To consider how to progress the project to tidy up the sides of the cemetery car park - Ref: 3816

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It was noted that: the project had been budgeted for in financial year 25/26; the proposal is to clear the areas either side of the cemetery car park, level the ground, geo-textile cover and bark mulch to give a low maintenance area; the first steps are to spray the sides over the next few months and clear the debris; MC does not yet hold his spraying certificates and needs to complete PA1 and get booked on PA6 course. RESOLVED that MC be booked on PA6, and then spray the areas (Cllr Hodson offered to spray the areas if MC is not trained in time).

All in favour

c) To consider the options for using the section of LHS of cemetery which is too small for full interments - Ref: 3817

It was noted that: there is a row of 21 grave plots on the 4th row of the left hand side of the cemetery which are too small for full interments; they could be used for family ashes plots of 2m x 1m which could accommodate up to 8 ashes interments. Agreed that the suggestion of family ashes plots for the section would be appropriate, but the charging structure for them should be agreed when the rest of the cemetery prices are next reviewed.

d) To review the proposed risk assessment for the cemetery and closed churchyards and agree any changes or action - Ref: 3818

It was noted that a draft RA had been completed, but it would need review by a qualified assessor. RESOLVED that Cllr Davey would review the risk assessment and make any suggested changes before sharing further with staff, contractors and users.

All in favour

e) To consider who will put the bins out at the cemetery - Ref: 3819

It was noted that Cllr Milner had been putting the bins out whilst the Estates position has been vacant, now it has been filled MC noted that he will start early on a Monday and put the bins out.

9. Allotments - Ref: 3820

a) To receive the allotment report and consider any action - Ref: 3821

The allotment report had been circulated prior to the meeting. It was noted that: all allotments are rented out; the first inspection of the season had been completed at the end of February; invoices had been issued and paid for the most part; the deputy clerk had attended allotment training which identified a notice board should be installed at the allotment site to include TC's allotment plan and risk assessment/safety briefings. It was agreed that the notice board should be proposed as a project for inclusion in next years budget.

b) To consider the draft allotment risk assessment and agree any action required to mitigate issues - Ref: 3822

It was noted that: the risk assessment had been drafted but was not comprehensive. RESOLVED that Cllr Davey and MC, as trained persons, should meet on site and complete a comprehensive risk assessment of the allotments for further review.

All in favour

10. Town Hall - Ref: 3823

a) To consider the action and next steps to resolve damp and mould in the town hall boiler room and behind the stage area - Ref: 3824

It was noted that: Cllr Cox had contacted at least 4 companies to try to get an independent assessment of the damp issues in the hall but had difficulty securing a quote; a company

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willing to do the assessment has now been identified offering 4 options as detailed in the meeting pack circulated to cllrs prior to the meeting.

RESOLVED to recommend to full council that we should appoint Damp Detectives and ask for a Tier 3 report to be completed at a cost of £550 ex VAT.

All in favour

b) To consider the requirement to repointing front sections of the town hall and agree next steps - Ref: 3825

It was agreed to defer this item until early Autumn.

11. Other buildings - None - Ref: 3826

None.

12. Grounds / Handyperson Update - Ref: 3827

It was noted that Mike Crookes had started as the new Handyperson on 18th March.

a) To receive an update on Winter servicing of Estates Equipment - Ref: 3828

MC has started to service the equipment and will finalise servicing over the next few weeks.

b) To receive feedback from new estates person - Ref: 3829

MC noted he had started play areas inspections, litter picking, servicing the equipment and raking the debris and spreading out the chippings left from the work completed around the town hall car park. MC has assessed the tools and materials required for the regular jobs and the one-off jobs he has been given to do and shared a list of requirements which included a trailer, tools, brushes, paint, bags, etc. RESOLVED that MC and Cllr Hodson would work together to prioritise the list of equipment, get on account at Equip or ask the clerk to arrange purchase.

All in favour

13. To consider the LCC volunteers scheme and potential projects we would like their help with - Ref: 3830

RESOLVED to ask for the volunteers to paint the new fence at the cricket grounds.

All in favour

Meeting closed at 9:00