



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 10 April 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 L. Milner, Cllr A. Clark, Cllr H. Priestly, Cllr N. Clark,
Cllr D. McKay,

In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr Smith, Mark Stevenson-Bramley,
Members of public present: 5

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3831**
Apologies received from Cllr Morris for business reasons.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance with section 22 of the Localism Act 2011 - Ref: 3832**
Cllr Davey declared an interest in 9d and 11e; Cllr Bowman declared an interest in 9a; Cllrs Wright declared an interest in 9e and 6d; Cllr McKay declared an interest in 9e.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3833**
One member of the public spoke on behalf of Caistor Goes, summarising all the work that Caistor Goes does for Caistor.
One member of the public read out a statement out about perceived procurement/ procedural inconsistencies; he then caused a disturbance, was asked to leave, refused and the meeting was suspended whilst it was dealt with. Suspended 6.56pm; reopened 6.59pm
- 4. Chairmans Report - Ref: 3834**
Nothing to report.
- 5. To approve the draft minutes of 13th March 2025 - Ref: 3835**
RESOLVED that the draft minutes of the meeting of 13th March be approved as a true record of the meeting and signed by the Chair.
1 abstained
- 6. Finance - Ref: 3836**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/03/2025 - Ref: 3837**
The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and bank reconciliation as a true record.
All in favour
 - b) To approve the Schedule of Payments - Ref: 3838**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £9124.93
All in favour
 - c) Retrospectively agree to Move £13000 from play areas to reserves before end of March - Ref: 3839**
RESOLVED to approve the move of £13,000 from play areas to reserves.
All in favour
 - d) To consider the invoice for Apex services and agree whether the council should pay - Ref: 3840**
Cllr Wright left the meeting; Cllr Clark assumed the chair.
It was noted that Cllr Wright had engaged a contractor to spray the weeds in the town including curbs and pavements in June 2024 without following the correct protocols and the invoice had been forwarded to Cllr Wright as a personal liability. The invoice had only been forwarded to the RFO for payment in March. It was noted that Cllr Wright had offered to pay the invoice personally as he was aware he had breached CTC finance

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protocols.

RESOLVED that the town council would pay the invoice.

Cllr Wright re-joined the meeting and resumed the chair.

Majority vote

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3841

a) Lincolnshire Police - Ref: 3842

None received.

b) West Lindsey District Council. - Ref: 3843

District Cllr Bierley's report had been circulated prior to the meeting. Cllrs thanked Jim at WLDC for doing a great job with the bins; an issue was raised about the number of charity shops opening up in the town without consultation with the town council - District and County Cllrs noted that the town council will only be consulted where there is a planning requirement such as change of use.

c) Lincolnshire County Council - Ref: 3844

It was noted that the period of pre election has been invoked so Cllr Smith is unable to do/say anything at the moment which could be perceived as self promotion. It was noted that repair of the potholes around South St would be chased; there are some issues with the tarmac repair on Hersey Rd; LCC had done a good job around the doctors and repairing the wall by the White Hart.

ci) To consider LCC request to reseed verge where contractor had damaged - Ref: 3845

It was noted that: the contractors building the bungalows by the cemetery had damaged the verges around the site; Cllr Smith had been approached by a resident asking LCC to reinstate the verges; cllrs noted that LCC has responsibility for the verges and the contractors should be made to repair the damage they have caused. It was agreed that Cllr Wright would find out contacts for the contractors and both Cllr Wright and Cllr Smith would contact the contractors to ask for them to repair the damage.

d) Community Groups - Ref: 3846

It was noted the Caistor Goes Car event is on 4th May and the VE day event on 8th May.

di) To receive an update on an agreement with Caistor Goes to use the lock up - Ref: 3847

Cllr Bowman left the room.

It was noted that cllrs Milner and Davey had met with Rob Turner; Caistor Goes would like to continue to use the lock up at the sports ground to store equipment and have a documented agreement for future reference; some of the equipment stored is no longer used/needed and can be cleared out to make additional space for CTC Estates use. It was noted that whilst there doesn't need to be formal tennancy/lease agreement in place, there needs to be some documented agreement on how much space Caistor Goes may use, frequency for revisiting the agreement, key holders, insurance etc.

RESOLVED that Cllrs Davey, Wright, N.Clark and Somerscales would work with Rob Turner to clear out the lock up and agree what terms should go into the agreement (Cllr Davey to organise).

Cllr Bowman returned to the meeting.

All in favour

e) Town Hall Management Committee - Ref: 3848

No meeting.

f) Caistor in Bloom - Ref: 3849

Cllr Galligan noted that once the daffs have finished the planters will be moved; the team is ready to start the churchyards. Cllrs thanks Caistor in Bloom for the fantastic displays of spring flowers.

Cllr Gailligan left the room.

fi) To consider Caistor in Blooms request to use the council mower to cut the grass at the church and congregational churchyards - Ref: 3850

It was noted that: the volunteers cutting the churchyard grass are affiliated to Caistor in Bloom and are covered

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by their insurance; the point of contact is Mike Galligan; a grass cutting agreement has been drafted for signing; a risk assessment has been done; Mike Galligan will complete the safety briefings; the council will periodically check adherence to safety requirements; CIB have purchased a new strimmer from donated money. RESOLVED that the council will donate up to £1000 to Caistor in Bloom for the purchase of equipment; the council will pay reasonable costs for the materials used (bags, fuel, etc) and some costs towards refreshments for the volunteers (amount to be set out in agreement).

Cllr Galligan returned to the meeting.

2 abstained

g) CDCT - 2-4 Market Place - Ref: 3851

It was noted that there is high contractor activity at the moment and several contractors vans are parked in the Market Place; businesses have complained that they are losing business and trade is falling as a result; public perception is that the town council is at fault. LCC noted that is is not within a town councils remit to manage the parking issues and that LCC should be emailed with the issues to help resolve. It was agreed that Cllr Wright would speak to Neil Castle about the issue.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3852

a) Personnel and Finance Committee - Ref: 3853

Next meeting 22nd April.

b) Estates Committee - Ref: 3854

Draft minutes and report had been circulated prior to the meeting.

bi) To consider the retrospective request from the football club to install new goal sockets - Ref: 3855

Several Cllrs and the clerk had met with the football group - the goal sockets which were installed earlier in the year was on the agenda. It was noted that: permission had not been given for the sockets; the sockets sit proud of the ground and have been back filled with soil; the club have been asked to reposition the sockets flush with the ground.

RESOLVED to give the club retrospective approval for the sockets subject to them being re-installed correctly.

All in favour

bii) To consider the Town Hall committee request to install replacement rollers/shutters in the town hall kitchen - Ref: 3856

The town hall management committee have requested replacement shutters for the kitchen area in the town hall; the replacement shutters are fire retardant and electrically powered; the committee would be grateful for a contribution for the cost of the shutters from the council.

RESOLVED to support the request to replace the shutters and defer the decision about possible funding support until the Clerk has heard back from LALC about the VAT.

It was also noted that WLDC may have some funding available for the project.

All in favour

biii) To consider appointing a specialist to undertake a damp and mould survey in the town hall - Ref: 3857

It was noted that Cllr Cox had been trying for several months to get reputable quotes for a survey of the damp issues in the town hall; despite contacting many companies, only one company in the area meet the required criteria; their quote was discussed at the last Estates committee meeting who have recommended a tier 3 survey is completed at a cost of £550.

RESOLVED to appoint the Damp Detectives to complete a tier 3 survey.

All in favour

c) Play area working group - Ref: 3858

No meeting held

d) To receive an update report on progress with market compliance and agree any next steps - Ref: 3859

It was noted that most TC's, PLI and RA documentation has been received from stall holders now; the DC has

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engaged with stall holders regarding changes to the booking system; several IT solutions for managing the market have been considered; DC recommendation is to use EDGE IT Market package for all market related administration going forward - enabling stall holder on-boarding, POS user booking and payment, full transparency, reports, tracking etc. The solution is an add on to the current services used by EDGE IT and will cost iro £600 for set up costs and up to £157 per year (EDGE IT Director has verbally agreed to off-set an unused CTC licence of £134 against the cost).

Cllr Milner apologised and left the meeting before the resolution.

RESOLVED to purchase the EDGE IT market management package.

1 against; 1 abstained

e) Health and Safety Working Group - Ref: 3860

The clerk, Cllrs N.Clark and Davey met with Worknest H&S inspetor; Worknest have completed their H&S inspection - out of 180 areas, we passed 140; they will produce a report which will be circulated; the working group will need to meet to agree priorities and actions.

9. To consider the Grant applications - Ref: 3861

It was noted that the council budget for grants for the entire year is £5000. The cost of the submitted applications was circa £7000. Cllrs would need to prioritise which grants are supported.

Members of the public were asked to leave the meeting so that financial details of the applicants could be discussed freely.

Cllrs Wright, McKay, Bowman and Davey declared interests and left the meeting. Cllr A.Clark chaired.

The applications were discussed on their individual merits.

a) Application from Caistor Goes - Ref: 3862

A full application pack had been received with supporting statements. RESOLVED to grant Caistor Goes £2800 for costs associated with delivering events for the town.

All in favour

b) Application from Arts and Heritage Centre - Ref: 3863

It was noted that: there was no supporting documentation for the application, despite the application stating examples and bank statements were included.

RESOLVED not to award a grant for this project.

All in favour

c) Application from the church - Ref: 3864

It was noted that the service of the church clock used to be included in the town council budget, that there is money in the budget for the church/cemetery from which the service could be paid for.

RESOLVED not to offer a grant but to pay the invoice from the Church/cemetery budget.

All in favour

d) Application from Sports and social club - Ref: 3865

It was noted that the CS&SC have not applied to the council for permission to install new benches; they have a healthy bank balance.

RESOLVED not to award a grant for this project.

All in favour

e) Application from Caistor Crusaders - Ref: 3866

It was noted: the group were awarded £1000 grant last year for equipment.

RESOLVED to award the club £500 towards new training kit for the U12's and U13's with the proviso that the club include the town council logo on the kit as a 'sponsor'.

Cllrs Wright, McKay, Davey and Bowman returned to the meeting. Cllr Wright chaired the rest of the meeting. Council agreed to extend the meeting past 2 hours.

All in favour

10. To consider the draft vision statement and core values for Caistor Town Council and agree how to

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proceed - Ref: 3867

RESOLVED to adopt the first vision statement and the core values. (All were in favour of the vision and core values in principle but 3 councillor preferred the 2nd vision statement).

All in favour

11. Clerks Report & Parish Matters - Ref: 3868

a) To consider complaints received about the cars parked on the verges on Hersey Rd near the fire station - Ref: 3869

RESOLVED to defer the discussion about this until Cllr Morris is present.

All in favour

b) Policy Review: Abusive & Vexatious Policy - Ref: 3870

RESOLVED to adopt the revised policy.

All in favour

c) Policy Review: Communications Policy - Ref: 3871

RESOLVED to adopt the policy with the inclusion of a statement noting that any communications including on social media should not bring the council into disrepute.

All in favour

d) Review Tracking Report - Ref: 3872

Noted: Many issues on the tracking report have been discussed as agenda items; the cemetery safety inspections are complete - owners are trying to be identified for 43 failed memorials; CS&SC wall repair is completed; Play area surface replacements is complete; the replacement fencing at the cricket ground is being done 14th and 15th April; vegetation has been cleared from the sides of the cemetery car park ready for spraying; some estates committee have met with the clerk to agree which trees overhanging the play equipment need trimming.

e) Grammar school request to use cricket facilities - Ref: 3873

All the paper work has been received and the cricket club are aware of the request.

RESOLVED to support the request for use of the cricket facilities.

All in favour

12. Correspondence Received - Ref: 3874

a) To consider the request from Caistor Running Club to use South St Park for Caistor Sting 10k run event - Ref: 3875

RESOLVED to support the use of South St Park for the event.

All in favour

b) To consider a resident request for access via sports ground to pollard a tree in their garden - Ayscough Grove - Ref: 3876

RESOLVED to support the request for access via the park to pollard the tree, but the contractor must make good any damage and agree a date/time for the access.

All in favour

c) To consider the continued use of town hall car park in excess of 4 hours by Co-op employees - Ref: 3877

It was noted that there is no documented agreement for the employees to use the car park; the car park is sometimes full and CTC employees cannot get parked; a request was received from CDCT to allow contractors to park in the TH car park; the 4 hour time limit was introduced to prevent all day parking and ensure TH users could park. Agreed to defer the discussion until next month and have a full discussion about use of the town hall car park.

d) To receive an update on the Queens Jubilee Tree and Plaque (WLDC) - Ref: 3878

It was noted that District Cllr Lawrence still has the plaque but the tree was only a small whip, whereabouts unknown.



13. To note any planning decisions - Ref: 3879

a) None - Ref: 3880

None to note

14. To review the planning applications received and agree a response - Ref: 3881

a) WL/2025/00282 | Planning application for change of use from dwellinghouse (C3) to children's home (C2) | 12 SAXON WAY, CAISTOR - Ref: 3882

RESOLVED to not raise any objection to the change of use.

All in favour

15. Date of next meeting - 8th May 2025 - Ref: 3883

Noted.

Meeting closed at 9:15pm

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