

# **Public Meeting Pack**

10<sup>th</sup> July 2025



Caistor Town Council Town Hall 14 High Street Caistor LN7 6TX

You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 10 July 2025 commencing at 6:45pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss Clerk to the Council 03/07/2025

### AGENDA

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
- 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
- 3. Public Session (10 minutes, during which the meeting is suspended)
- 4. Chairmans Report
- 5. To approve the draft minutes of 12th June 2025
- 6. Finance
  - a) To approve the Accounting Statements and bank reconciliation for period ending 30th June 2025
  - b) To approve the Schedule of Payments
  - c) To consider the quotes for insurance valuations and agree how to proceed
- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):
  - a) Lincolnshire Police
  - b) West Lindsey District Council.
  - c) Lincolnshire County Council
  - ci) Update on the request for Cllr Bean to look into parking issues and proposed one way system in Caistor
  - cii) To consider a response to LCC reference their consultation on South St proposed waiting restrictions
  - d) Community Groups
  - e) Town Hall Management Committee
  - ei) To receive an update on the town hall replacement shutters
  - f) Caistor in Bloom Update
  - fi) To consider the town council position on Caistor Flowers for next year and agree next steps
  - g) CDCT 2-4 Market Place

Caistor Town Council 10/07/2025



8.

- To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
  - a) Personnel and Finance Committee
  - b) Estates Committee
  - bi) To agree to appoint an additional member of the estates committee and agree the appointment
  - c) Health and Safety Working Group
  - ci) To review the recommended action and appoint a contractor for a Fire safety risk assessment
  - cii) To review the recommended action and appoint a contractor for the asbestos survey
  - d) Play area working group
- 9. To consider signing up with one of the three EDGE IT partners to take auto payments for the market
- 10. To consider the damp survey report for the town hall and agree next steps
- 11. To determine whether the clock in the Market Place belongs to the town council, and whether to look into the costs involved in getting it fixed
- 12. To consider the councillor suggestion to paint a mural on the sports store lock up (HP)
- 13. Clerks Report & Parish Matters
  - a) To consider the request for use of South St Park for a travelling library
  - b) To consider purchasing a gift for the twin town exchange of gifts in October 25
  - c) To consider the Lions request to use South St Park for the Beer Festival in 2026 5th and 6th June
  - d) Review Tracking Report
- 14. Correspondence Received
  - a) To consider the email from Boots PLC regarding parking
- 15. To note any planning decisions None
- 16. To review the planning applications received and agree a response
  - a) To consider the councils position on the proposals for the solar project on former RAF Caistor, North Kelsey Rd and agree next steps
- 17. Date of next meeting



#### Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 12 June 2025

Present: Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr L. Milner,

Cllr A. Clark (Chair), Cllr P. Morris, Cllr H. Priestley, Cllr.N.Clark,

In Attendance: Michelle Moss, District Cllr A. Lawrence, County Cllr J.Bean, Councillor Sean Matthews, Leader of Lincolnshi Members of public present: 9

#### <u>1.</u> To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4039

Apologies received from Cllrs Wright, Cox and McKay. Apologies also received from District Cllr Bierley.

- <u>2.</u> 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: 4040 Cllr Somerscales declared an interest in 7f.
- <u>3.</u> Public Session (10 minutes, during which the meeting is suspended) - Ref: 4041 One member of the public raised an issue about parking on Mill Lane particularly when there are events on at South St Park and suggested there should be double yellow lines both sides of the road.

#### Chairmans Report - Ref: 4042 <u>4.</u>

Cllr Wright had sent apologies for the meeting but it was noted that he had felt priviledged to attend the 80th VE day event and light the beacon; he wished to thank the Lions for organising and hosting another successful beer festival; and wished to thank Michael Galligan, who has recently resigned from the council, for his hard work and dedication to the town during his 20+ years on the council.

#### <u>5.</u> To approve the draft minutes of 8th May 2025 - Ref: 4043

RESOLVED that the draft minutes of the meeting held on 8th May 2025 be approved as a true record of the meeting and signed by the chair.

1 abstained

#### 6. Finance - Ref: 4044

#### To approve the Accounting Statements and bank reconciliation for period ending 31/05/2025 - Ref: 4045 <u>a)</u>

The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting. It was noted that the 2 new accounts have been opened and £50k deposited in an instant access account with Unity Bank, and £65k deposited in a 40 day notice account with Charity Bank. RESOLVED to approve the accounting statements and bank reconciliation as a true record.

All in favour

#### b) To approve the Schedule of Payments - Ref: 4046

The schedule of payments had been circulated to councillors prior to the meeting. RESOLVED to approve the schedule of payments totalling £15027.81.

All in favour

#### <u>7.</u> <u>Reports from External bodies (no decisions may be made unless specific agenda item requests a</u> decision):- - Ref: 4047

- a) Lincolnshire Police Ref: 4048 No report received.
- <u>b)</u> West Lindsey District Council. - Ref: 4049 District Cllr Bierley's report had been circulated prior to the meeting. WLDC were thanked for the grant they provided to Caistor Goes.
- <u>c) Lincolnshire County Council Ref: 4050</u>

It was noted that County Cllr Bean is the newly elected county councillor for Caistor and surrounding area. Cllr

Signature: .....



Bean was present at the meeting and noted that he is in the role to support Caistor and the council. Councillors raised several issues: the footpaths, particularly the one parallel to the A46 is a trip hazard with crumbling tarmac; the number of accidents on Caistor Top is increasing, and LCC support was requested to help resolve.

#### d) Community Groups - Ref: 4051

The report from Caistor Cares had been circulated with the meeting pack. Reports from Caistor Cinema, Caistor Goes, Caistor GO2 we received after the pack was shared.

#### e) Town Hall Management Committee - Ref: 4052

It was noted that: the damp survey has been completed and the report should be received very soon; with regards to the shutters, CTC have been advised that we need a fire survey for the building to inform what type of shutters are appropriate - CTC are in the process of obtaining quotes for the FRA and will expediate this to try to meet CTH timelines.

#### 1) <u>Caistor in Bloom - Update and consider a response to residents complaints about lack of flowers - Ref:</u> 4053

It was noted that there have been a lot of comments on social media about the lack of flowers in the town and the council is bearing the brunt of the residents negative comments. Cllr Somerscales (declared an interest as a CIB executive and commenting as a CIB representative) noted that: many of the boxes in the market place were rotten; CIB felt that there had been a lot of resistance to the flowers on social media over the last few years and some resistance within the council to providing a sizable grant to CIB; health issues/personal commitments, the resistance and state of the planters contributed to CIB deciding that they would not plant flowers this year (Cllr Somerscales also noted that he had only been informed of this a few weeks ago); that when the barriers in the Market Place come down CIB will reconsider but will need to purchase sustainable plastic boxes which would come at a considerable cost.

Councillors noted: The town council has wholeheartedly supported CIB; there is confusion amongst residents who mistakenly believe CIB is part of the council; CIB had previously advised the council that they would not be asking for a grant from the council this year as they were scaling back their operations to focus on the town centre and the entrances to the town; CIB never advised the council that there would no be no flowers and the council have not been given the time to make alternative arrangements for the flowers; CTC are taking the brunt of the residents negative comments and CIB has not helped to explain the actual situation; any consideration for future planting in the town should be with the full involvement of the council.

It was agreed that several members of the council would try to arrange a meeting with Michael Galligan and the 2 other CIB executives to discuss working in partnership to resolve the issue and make a plan to work together in future years.

RESOLVED by a majority vote, to put a short statement on Facebook to explain the council's position. Majority vote

#### g) CDCT - 2-4 Market Place - Ref: 4054

The report from 2-4 Market Place group had been received after the pack was issued and had therefore not been shared in the public pack for the meeting.

It was noted: steady progress is being made; the roof over the granary is now weatherproof; rear windows are glazed; level floor installed; project timetable is being reviewed and additional funding being sought.

### 8. <u>To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4055</u>

- a) <u>Personnel and Finance Committee Ref: 4056</u> No meeting held.
- ai) <u>To consider appointment for the vacancy on P&F committee Ref: 4057</u> RESOLVED that Cllr Lyus be appointed to the Personnel and Finance Committee. All in favour

#### b) Estates Committee - Ref: 4058

The Estates committee Chairs report had been circulated prior to the meeting. Cllrs asked for a copy of the allotment map.



Cllr Bowman asked if the new handyman could be asked to put the market signs out on a Friday.

#### c) Play area working group - Ref: 4059

It was noted that this project has not moved forward and agreed that the appointed working group may kick off the project without the town clerk support.

#### <u>d)</u> <u>Health and Safety Working Group - Ref: 4060</u>

The group are working through the list of recommendations from Worknest. The fire risk assessments are a priority - we have received 2 quotes and are waiting for the third.

#### 9. To consider the Caistor Jubilee Orchard Yield Scheme (C.J.O.Y.S) Project Proposal - Ref: 4061

One of the project leads was present at the meeting and advised that the group would aim to plant new fruit tress, vegetables beds to grow food for the community and the food bank in Caistor. Several concerns were raised about historic vandalism. It was noted that the group would plan to erect stock fencing first. Councillors were generally supportive of the proposal but before anything is agreed a subset of the council should meet with the group to understand exactly what is being proposed and report back to the council at the next meeting. Cllrs A.Clark, Hodson, Milner and Bowman volunteered to meet with the project team (nothing to be agreed except by full council at a meeting).

Majority vote

#### <u>10.</u> <u>To consider the continued use of the town hall by Co-Op employees for over 4 hours - Ref: 4062</u>

It was noted that: Co-Op employees currently send the town clerk notice of their car registrations asking for them to be added to the list of those permitted to park in the town hall car park for more than 4 hours; the town council has no documented record of any historic agreement permitting Co-op employees to use the car park for more than 4 hours; many other residents and business employees also seem to park there for longer than the 4 hour limit; regular users of the hall often have to park along North St as there are no spaces in the town hall car park.

RESOLVED to write to all businesses identified and residents around the town hall to ask them to respect the 4 hour time limit and advise that if it continues to be abused we will have to look at enforcement of it. 1 abstained

#### 11. Clerks Report & Parish Matters - Ref: 4063

#### a) <u>To consider the Caistor Yarborough Academy request to use the cricket facilities 22nd May and 4th</u> <u>June (retrospective approval) - Ref: 4064</u>

It was noted that the request was received whilst the clerk was on holiday and the dates have already passed.

 <u>b)</u> To consider the Lincs Womens Cricket request to use the cricket pitch 31st August - Ref: 4065 RESOLVED to agree to the Lincs Womens Cricket request to use the cricket pitch providing agreement has been given by the Cricket Club. All in favour

#### <u>c)</u> <u>To consider and approve the Health and Safety policy and handbook - Ref: 4066</u>

RESOLVED to approve both documents subject to the inclusion of a statement requiring records to be kept about servicing and maintenance.

All in favour

#### <u>d)</u> <u>To review and approve the Member - Officer Protocol - Ref: 4067</u>

RESOLVED to approve the policy.

All in favour

#### e) Review Tracking Report - Ref: 4068

The report had been circulated prior to the meeting. County Cllr Bean agreed to follow up with Highways for an update on LCC adoption of Cornhill.

**12.** To note any planning decisions - None - Ref: 4069 None.



#### 13. To review the planning applications received and agree a response - Ref: 4070

a) <u>WL/2025/00412 | Planning application for single and two storey extensions to rear, and detached multi</u> <u>car garage following demolition of existing outbuildings | HEDGEROWS CANADA LANE, CAISTOR</u> (responded using delegated powers) - Ref: 4071

It was noted that the application is to extend and reorganise internal layout of the bungalow. New two storey multi-car garage for classic car collection and holiday van.

RESOLVED to note no objections to the application.

All in favour

#### b) WL/2025/00420 | Planning application for removal of roller shutter doors and installing replacement glazed doors | NETTLETON HOUSE, NETTLETON ROAD, CAISTOR - Ref: 4072

It was noted that the only external change is to remove the existing garage doors and replace with timber doors to match the adjacent coach house.

RESOLVED to note no objections to the application.

All in favour

## <u>C)</u> <u>WL/2025/00504 | Planning application for single storey front extension and erection of garden room | 7 SAXON WAY, CAISTOR - Ref: 4073</u>

It was noted that the existing outbuildings will be demolished and a garden room constructed along with a small single storey extension.

RESOLVED to note no objections to the application.

All in favour

#### <u>d)</u> <u>WL/2025/00452 | Planning application for a drop kerb | 26 NORTH KELSEY ROAD,</u> <u>CAISTOR - Ref: 4074</u>

RESOLVED to support the application.

All in favour

#### e) WL/2025/00553 | Planning application for alterations and extensions to existing bungalow | 86 NORTH STREET, CAISTOR - Ref: 4075

It was noted that the extension is proposed to the side and back, to remove a shed, incorporate the existing garage into the house and build a replacement garage.

RESOLVED to note no objections to the application.

All in favour

f) PL/0024/24 | Development: for the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland, marginal areas of rough long grass, water body embankments and surrounding new native woodlands, native sedges, rushes and reeds, including ancillary activities, associated infrastructure and new access from North Kelsey Road | Land

Several residents were present at the meeting in connection with this application - the Chair gave them permission to speak.

Residents noted the site would negatively impact on wildlife living there; public footpaths would be disrupted; 'ancillary buildings' could mean anything; there are potential health issues associated with the proposals such as increased risk of asthma.

Councillors noted: there are in excess of 100 comments objecting to the plans; there will a significant number of vehicle movements associated with moving that amount of gravel and sand; putting in an access road will cause a lot of disruption; since original permission was granted, residential housing has been built next to the site and it is no longer suitable for the continued extraction.

RESOLVED to object to the application and submit comments reflecting the discussion. All in favour

#### 14. Date of next meeting - 10th July - Ref: 4077



Noted.

<u>15.</u>	To resolve to move into closed session and exclude members of the public and press for the remainder of the meeting - Ref: 4078 RESOLVED to move into closed sessions. Residents and non-CTC cllrs left the meeting. All in favour
<u>16.</u>	To consider the response to the ICO about a FOI received in September - Ref: 4079 RESOLVED to send the full information requested in response to the FOI request. Majority vote
<u>17.</u>	To consider the implications and alternative arrangements relating to the staffing issue - Ref: 4080 It was noted that the Deputy Clerk had moved out of the area and agreed to accept his immediate resignation. RESOLVED that the Clerk should calculate any monies owing by either party and resolve any discrepancy in the June payroll run. RESOLVED not to fill the vacancy immediately and that it would be considered by P&F in 3-6 months.

All in favour

Meeting closed at 8:45pm



### **Accounting Statements**

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/06/2025

### **Explanation of Variances**

#### Electricity - Market Place LN7 6TU

Actual Total: 166.54	Budget: 399.96	Variation: 233.42	/-58.36
Repair included in April			
Electricity - Market Plac	<u>e LN7 6TL</u>		
Actual Total: 339.03	Budget: 0.00	Variation: -339.03	/ 100
Repair included in April			
	_		
Electricity - Sports Grou	und_		
Actual Total: 545.59	Budget: 1100.04	Variation: 554.45	/-50.4
Repairs included in April			

### Summary of Income & Expenditure



Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/06/2025

			Actual YTD	Budget	Variar £	nce %	EOY Forecast	End of year forecast auto calculated based on actual year to date averaged over 3 months manually adjusted where appropriate.
Inco	me							
Inco	ne: General							
100	Precept		132558	132558	0	0	132558	
140	Cemetery Income		2805	4000	-1195	-30	4000	
120	Allotment Income		90	450	-360	-80	450	
130	Market Rents		695	2000	-1305	-65	2000	
150	Sports ground		849	4400	-3551	-81	4400	
160	WLDC Street Cleaning		0	0	0	100	0	
170	Grass Cutting		0	1785	-1785	-100	3000	
180	Grants		0	1000	-1000	-100	1000	
350	VAT Reclaimable		0	0	0	100		
199	Miscellaneous Income		551	2500	1949	-78	2500	
185	Town Hall		0	520	-520	-100	520	
186	Magazine Advertising		0	0	0	100	0	
187	CIL income		0	1000	-1000	-100	1000	
	Income: General 1	Fotals	137549	150213	-8767	-8	151428	
	Income T	Fotals	137549	150213	-8767	-8	151428	
Expe	enditure							
Ехре	nse: General							
500	Salaries		13415	53000	39585	-75	47000	
503	PAYE & NI		4317	15000	10683	-71	15000	
501	Staff Travel & Benefits		45	250	205	-82	250	
502	Contractors		0	0	0	100	0	
509	Other Staff Expenses		36	250	214	-86	250	
520	General Office		222	1500	1278	-85	1500	
530	Hall Hire		110	500	390	-78	500	
540	Insurance		0	4000	4000	-100	4000	
550	Audit		200	700	500	-71	700	
560	Subscriptions		0	1000	1000	-100	1000	
570	Training		315	2500	2185	-87	2500	
580	Election		0	0	0	100	0	
581	Mayor Allowance		10	350	340	-97	350	
555	Professional Fees		175	250	75	-30	250	
556	Legal Fees		0	500	500	-100	500	
590	PROW and Amenity Cut		923	4500	3578	-80	4500	
591	Public Rights of Way		0	0	0	100	0	
592	Parks grass		923	3200	2278	-71	3200	
593	Sportsground		1879	8300	6421	-77	8300	
594	Cemeteries/Church		3839	10500	6661	-63	10500	
595	Allotments		0	250	250	-100	250	
610	Market		0	250	250	-100	250	
750	Cemetery records management		0	650	650	-100	650	
650	Community Events		0	500	500	-100	500	
521	Telephone & Broadband		384	1350	966	-72	1350	
700	Electricity - Market Place LN7 6TU		167	400	233	-58	650	
701	Electricity - South Street Park		45	600	555	-93	600	
702	Electricity - Market Place LN7 6TL		339	0	-339	100	340	
703	Electricity - Sports Ground		546	1100	554	-50	1600	
800	Tree maintenance		0	1500	1500	-100	1500	
720	Water: Sports Ground		37	400	363	-91	400	
721	Water: Cemetery		20	100	80	-80	100	

## Summary of Income & Expenditure

EOY

Variance



#### Current Financial Year Ending 31/03/2026

#### Financial Period 01/04/2025 to 30/06/2025

End of year forecast auto
calculated based on actual year
to date averaged over 3
months manually adjusted
where appropriate.

700					Budget	£	%	Forecast	where appropriate.
722	Water: Allotments			25	200	175	-88	200	
765	Play Park Maint & Refurb			27089	28500	1411	-5	28500	
597	Caistor Sports & Social Clul	D		30	3000	2970	-99	3000	
522	Town Hall			661	2500	1839	-74	2500	
582	Civic			0	0	0	100	0	
601	Equipment			3120	4500	1380	-31	4500	
598	Market Place			600	1000	400	-40	1000	
603	Gritting & Snow Clearance			0	300	300	-100	300	
766	CCTV			0	500	500	-100	500	
600	Grants & Donations			3300	5000	1700	-34	5000	
762	Neighbourplan Review			0	0	0	100	0	
504	Pension payments			1333	5000	3667	-73	5000	
801	Grant to Caistor in Bloom			0	0	0	100	0	
802	Christmas Lights project			0	0	0	100	0	
803	Bins and Benches			0	0	0	100	0	
660	WLDC			0		0		0	
804	Health and Safety			1975	4000	2025	-51	4000	
760	Projects			3225	6100	2875	-47	6100	
		Expense: General	Totals	69301	174000	104699	-60	169090	
		Expenditure	Totals	69301	174000	104699	-60	169090	

Actual

### **Bank Reconciliation**



#### Balances as per bank statements as at 01/07/2025

Natwest Current Account	11653.04	193193.02
Natwest Business Reserve Account	66171.10	
Equals Card	285.66	
Charity Bank 40 day notice	65000.00	
Unity Trust Instant Access	50083.22	

#### **Unrepresented Payments & Receipts**

Date	Invoice Ref Type	Description	Credit	Debit

	Nett balance as at 01/07/2025         Opening Balance Bank 1       7264.03         137548.55       Opening Balance Bank 2       125702.97         8761.51       Opening Balance Bank 3       479.01		191626.12	
Cash Book		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	137548.55	Opening Balance Bank 2	125702.97	
VAT to be claimed	8761.51	Opening Balance Bank 3	479.01	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	70606.93			

**Cash Book Closing Balance** 

191626.12

General Reserves	62697.00		
Earmarked Reserves			
Subcontracting for grass,litter,bins etc	0.00	Computer	0.00
Elections	3850.00	Play area improvements	0.00
Parks equipment	5000.00	Parking	0.00
South Street Park Millenium Garden	0.00	Water (South St)	0.00
Market Place trading	0.00	Water at Market Place	0.00
Market Place layout	0.00	Cemetery	1000.00
Sports Field fencing	1500.00	New Cemetery	0.00
Sports ground toilet refurbishment	0.00	Church Ground Trees	0.00
Sports and Social Club Bldg Upgrade	5500.00	Handyman Equipment	3000.00
Other buildings	1500.00	Christmas Lights - steel wires	0.00
Town Hall	5000.00	Bins and Benches (tfr 11.10.24)	3000.00
Fire Station	0.00	Civic Service	3000.00
Cornhill Resurfacing	5000.00	Memorial fixing	4000.00
Tree Maintenance Tree Maint - Parks (combined above)	6500.00 0.00	Budget remaining	82646.02



### **Budget Report - Income**

This report is based on Payment Date			Financia	al Year End	ing 31/03/2	2026		
		Q1	Q2	Q3	-		Va	riation
Details	Budget	Actual	Actual	Actual	Actual	YTD	£	%
Income: General								
Precept	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	4000	2805	0	0	0	2805	-1195	-29.87
Allotment Income	450	90	0	0	0	90	-360	-80.00
Market Rents	2000	695	0	0	0	695	-1305	-65.24
Sports ground	4400	849	0	0	0	849	-3551	-80.70
WLDC Street Cleaning	0	0	0	0	0	0	0	100.00
Grass Cutting	1785	0	0	0	0	0	-1785	0
Grants	1000	0	0	0	0	0	-1000	0
VAT Reclaimable	0	0	0	0	0	0	0	100.00
Miscellaneous Income	2500	551	0	0	0	551	1949	-77.95
Town Hall	520	0	0	0	0	0	-520	0
Magazine Advertising	0	0	0	0	0	0	0	100.00
CIL income	1000	0	0	0	0	0	-1000	0
Income: General Total	150213	137549	0	0	0	137549	-8767	-8
Total	150213	137549	0	0	0	137549	-8767	-8



his report is based on Payment Date		Financial Year Ending 31/03/2026								
		Q1	Q2	Q3				iation		
Details	Budget	Actual	Actual	Actual	Actual	YTD	£	%		
Expense: General										
Salaries	53000	13415	0	0	0	13415	39585	-7		
PAYE & NI	15000	4317	0	0	0	4317	10683	-7		
Staff Travel & Benefits	250	45	0	0	0	45	205	-8		
Contractors	0	0	0	0	0	0	0	10		
Other Staff Expenses	250	36	0	0	0	36	214	-		
General Office	1500	222	0	0	0	222	1278	-		
Hall Hire	500	110	0	0	0	110	390	-		
Insurance	4000	0	0	0	0	0	4000	-1		
Audit	700	200	0	0	0	200	500	-		
Subscriptions	1000	0	0	0	0	0	1000	-1		
Training	2500	315	0	0	0	315	2185	-		
Election	0	0	0	0	0	0	0	1		
Mayor Allowance	350	10	0	0	0	10	340	-		
Professional Fees	250	175	0	0	0	175	75	-		
Legal Fees	500	0	0	0	0	0	500	-1		
PROW and Amenity Cut	4500	923	0	0	0	923	3578			
Public Rights of Way	0	0	0	0	0	0	0	1		
Parks grass	3200	923	0	0	0	923	2278			
Sportsground	8300	1879	935	0	0	2814	5486			
Cemeteries/Church	10500	3839	0	0	0	3839	6661			
Allotments	250	0000	0	0	0	0	250	-		
Aarket	250	0	0	0	0		250	-		
	650	0	0	0	0	0	230 650	-		
Cemetery records management	500	0	0	0	0	0	500			
Community Events	1350	384				0		-^		
Felephone & Broadband			0	0	0	384	966			
Electricity - Market Place LN7 6TU	400	167	0	0	0	167	233			
Electricity - South Street Park	600	45	0	0	0	45	555			
Electricity - Market Place LN7 6TL	0	339	0	0	0	339	-339			
Electricity - Sports Ground	1100	546	0	0	0	546	554			
	0	0	0	0	0	0	0			
Free maintenance	1500	0	250	0	0	250	1250			
Vater: Sports Ground	400	37	0	0	0	37	363			
Nater: Cemetery	100	20	0	0	0	20	80			
Nater: Allotments	200	25	0	0	0	25	175			
Play Park Maint & Refurb	28500	27089	0	0	0	27089	1411			
Caistor Sports & Social Club	3000	30	0	0	0	30	2970			
Fown Hall	2500	661	0	0	0	661	1839			
Civic	0	0	0	0	0	0	0			
Equipment	4500	3120	121	0	0	3241	1259			
Market Place	1000	600	0	0	0	600	400			
Gritting & Snow Clearance	300	0	0	0	0	0	300	-'		
CCTV	500	0	0	0	0	0	500	-'		
Grants & Donations	5000	3300	0	0	0	3300	1700			
leighbourplan Review	0	0	0	0	0	0	0			
Pension payments	5000	1333	0	0	0	1333	3667			
Grant to Caistor in Bloom	0	0	0	0	0	0	0			
Christmas Lights project	0	0	0	0	0	0	0			
Bins and Benches	0	0	0	0	0	0	0			
WLDC		0	0	0	0	0	0			
Health and Safety	4000	1975	0	0	0	1975	2025			



This report is based on Payment Date		Financial Year Ending 31/03/2026							
Details	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Var £	iation %	
Expense: General Total	174000	69301	1306	0	0	70607		-59	
Total	174000	69301	1306	0	0	70607		-59	



Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/06/2025

#### This report is based on Payment Date

his report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024	/25	]	Q1	Q2	Q3			Vari	ation
Details	Budget	Actual	Budget	Actual	Actual	Actual	Actual	YTD	£	%
Expense: General										
Salaries	36062	29320	53000	13415	0	0	0	13415	39585	-75
PAYE & NI	14208	2400	15000	4317	0	0	0	4317	10683	-71
Staff Travel & Benefits	126	100	250	45	0	0	0	45	205	-82
Contractors	3888	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	250	36	0	0	0	36	214	-86
General Office	1061	1000	1500	222	0	0	0	222	1278	-85
Hall Hire	394	720	500	110	0	0	0	110	390	-78
Insurance	3526	3500	4000	0	0	0	0	0	4000	-100
Audit	770	780	700	200	0	0	0	200	500	-71
Subscriptions	839	353	1000	0	0	0	0	0	1000	-100
Training	310	390	2500	315	0	0	0	315	2185	-87
Election	190	0	0	0	0	0	0	0	0	100
Mayor Allowance	126	350	350	10	0	0	0	10	340	-97
Professional Fees	290	500	250	175	0	0	0	175	75	-30
Legal Fees	900	500	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	7229	5750	4500	923	0	0	0	923	3578	-80
Public Rights of Way	0	0	4300	0	0	0	0		0	100
Parks grass	3321	3000	3200	923	0	0	0	0	2278	-71
-	4000	4000	8300	1879	935	0	0	923	5486	-66
Sportsground Cemeteries/Church	4000 5634	2000		3839	935	0	0	2814	6661	-63
	1595	2000 250	10500	0		0		3839	250	-100
Allotments			250		0		0	0		
Market	284	250	250	0	0	0	0	0	250	-100
Cemetery records management	2538	2450	650	0	0	0	0	0	650	-100
Community Events	494	1500	500	0	0	0	0	0	500	-100
Telephone & Broadband	867	930	1350	384	0	0	0	384	966	-72
Electricity - Market Place LN7 6TU	384	260	400	167	0	0	0	167	233	-58
Electricity - South Street Park	444	600	600	45	0	0	0	45	555	-93
Electricity - Market Place LN7 6TL	0	150	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	472	600	1100	546	0	0	0	546	554	-50
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	780	780	1500	0	250	0	0	250	1250	-83
Water: Sports Ground	194	300	400	37	0	0	0	37	363	-91
Water: Cemetery	73	50	100	20	0	0	0	20	80	-80
Water: Allotments	159	75	200	25	0	0	0	25	175	-88
Play Park Maint & Refurb	2413	1000	28500	27089	0	0	0	27089	1411	-5
Caistor Sports & Social Club	6495	1000	3000	30	0	0	0	30	2970	-99
Town Hall	12114	6000	2500	661	0	0	0	661	1839	-74
Civic	0	500	0	0	0	0	0	0	0	100
Equipment	2115	750	4500	3120	121	0	0	3241	1259	-28
Market Place	862	1000	1000	600	0	0	0	600	400	-40
Gritting & Snow Clearance	0	450	300	0	0	0	0	0	300	-100
CCTV	0	1500	500	0	0	0	0	0	500	-100
Grants & Donations	13926	15000	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	4962	0	5000	1333	0	0	0	1333	3667	-73
Grant to Caistor in Bloom			0	0	0	0	0	0	0	100
Christmas Lights project			0	0	0	0	0	0	0	100
Bins and Benches			0	0	0	0	0	0	0	100
WLDC				0	0	0	0	0	0	
Health and Safety			4000	1975	0	0	0	1975	2025	-51



This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/2	25		Q1	Q2	Q3			Varia	tion
Details	Budget	Actual	Budget	Actual	Actual	Actual	Actual	YTD	£	%
Expense: General Total			174000	69301	1306	0	0	70607	?	-59
Total			174000	69301	1306	0	0	70607	?	-59

## **Schedule of Payments**



Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
01/04/2024	1568	DO NOT RECONCILE	Bank Payment: DO NOT RECONCILE	0.00	0.01
10/06/2025	2049	Mike Crookes	Purchase of steel plate for toilet wall	0.00	24.00
10/06/2025	2050	Cloud Next Ltd	Advanced hosting package	29.99	179.98
10/06/2025	2051	Caistor Town Hall	Hire of hall May	0.00	25.00
11/06/2025	2053	Lincolnshire Tree services	Brigg Rd tree cutting for lighting columns	50.00	300.00
11/06/2025	2055	Jake Garden Care (Dyne Group)	Grass cutting visit 5 11.6.25	187.05	1122.30
12/06/2025	2056	Caistor Farm & Garden Machinery	Sprayer, strim line and spark plug	24.10	144.60
12/06/2025	2057	Screwfix - Sikaflex for memorials	Bank Payment: Equipment	9.60	57.54
17/06/2025	2070	E-Quip (Rasen) Ltd	Spray suit, gloves and mask	8.80	52.75
19/06/2025	2071	EDF	Bank Payment: Electricity - Market Place LN7 6TU	10.28	10.79
20/06/2025	2072	Mike Crookes	Mike Crookes Mileage Claim - Equip and Walcott	0.00	44.80
20/06/2025	2074	EDF	Bank Payment: Electricity - Sports Ground	1.66	34.81
19/06/2025	2075	Toolstation	Bank Payment: Cemeteries/Church	12.63	75.80
24/06/2025	2076	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20
24/06/2025	2077	Michelle Moss	Reimbursement - flowers for cemetery planters	0.00	53.94
25/06/2025	2078		Bank Payment, Pension permitte	0.00	373.56
25/06/2025	2079	Conc Cronkes (1) C. Life P. C. Life	Bink Permer Setting	0.00	
25/06/2025	2080	nonella Mass	Bank Payment Selanne	0.00	2066.88
25/06/2025	2081	HMRC	Bank Payment: PAYE & NI	0.00	1293.50
25/06/2025	2082	RP Marriott	Bank Payment: Cemetery Income - refund of overpayment Taylor	0.00	100.00
26/06/2025	2083	Carr Lane Nurseries	Plants for cemetery	0.00	37.50
26/06/2025	2084	Neil Clark	Hanging baskets for the town hall	0.00	
26/06/2025	2088	вт	Bank Payment: Telephone & Broadband	13.12	
30/06/2025	2089	Three	Bank Payment: Telephone & Broadband	7.04	42.22
02/07/2025	2093	lan Moore Contracting	Manhole cover replacement at CS&SC	25.00	
04/07/2025	2094	Caistor Farm & Garden Machinery	Hedge Trimmer and Leaf blower	111.50	
04/07/2025		Caistor Farm & Garden Machinery	Lube and strim line	8.00	48.00
				5.00	

TOTAL: 8754.12

Authorised Signatory	Authorised Signatory	Minute R
Print Name	Print Name	
Date	Date	

Minute Ref

### Report of District Councillor Owen Bierley to Caistor Town Council,

10<sup>th</sup> July 2025 (Prepared Monday, 30<sup>th</sup> June)

#### Community

The District Council has received new allocations from the Rural England Prosperity Fund and the UK Shared Prosperity Fund and among key priorities for West Lindsey this has enabled us to reopen our highly successful Flagship Community Grant Scheme for a further year, on the same basis as before. Please visit the Grants and Funding pages on our website for full details of the various funds, together with the relevant Application Forms and Guidance Notes. In view of the anticipated high demand organisations are again asked to begin the process by completing an 'Expression of Interest' at: https://www.west-lindsey.gov.uk/communities-safety/grants-funding This will not only assist applicants, but also engage the support of Communities Team officers. Separately, the UKSPF award has enabled the extension of the Council's fully funded business support scheme that offers free one-to-one sessions with Clare Bailey 'The Retail Champion'.

It is pleasing to report that details of a further round of the Household Support Fund (HSF 7) are being finalised, ready for an anticipated opening date for applications of Tuesday, 1<sup>st</sup> July. Disbursements to those most in need, for example, in respect of food or utility costs, will be made by third sector partners on our behalf, either in the form of vouchers or food parcels, there will be no cash alternative. Experience gained in recent rounds has proven this arrangement to be highly effective and efficient. The Lincolnshire Community Foundation will again be our lead partner; please visit the LCF website at: https://lincolnshirecf.co.uk for the very latest information. This scheme, funded by the Department for Work and Pensions (DWP), will close by 31<sup>st</sup> March 2026.

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects remains open, with each member having an allocation of £4,000.00 for the four-year term of the Council. Please would anyone considering applying to this fund contact either Angela or me in the first instance?

The Council publishes a highly valuable, monthly, Business E-Brief and the link to subscribe is: https://www.west-lindsey.gov.uk/business-services-support/business-support-advice/business-e-brief Related to this, residents are invited to sign up to receive a digital copy of West Lindsey News using: https://public.govdelivery.com/accounts/UKWESTLINDSEY/subscriber/new?preferences=true

Almost one hundred and fifty businesses participate in West Lindsey's Think Local campaign, including eleven in Caistor. This service is offered completely without charge. To view the full list of participants visit: https://www.west-lindsey.gov.uk/my-services/my-community/think-local

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: https://www.west-lindsey.gov.uk/events This service, too, is offered free of charge.

I'm delighted that Good Causes registered with the West Lindsey Lottery, including six in Caistor, continue to benefit from significant and sustainable additional income from this opportunity. Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with monthly promotional 'add-ons' too. For example, supporters have a chance to win a £1,000.00 Sainsbury's eGift Card (with the option to take that amount in cash) in the next Super Draw, on Saturday, 26<sup>th</sup> July. Alongside this the Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw to win an Amazon Gift Card upon any sign up. For more information, to purchase tickets, or to register your own Good Cause, please visit our dedicated website at: <u>https://www.westlindseylottery.co.uk</u> Each ticket has a one in fifty chance of a prize and every pound raised for a Good Cause also generates twenty pence for the Community Fund! Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

**2** 01469 560865 owen@bierley.com

The District Council, in association with Locality, is pleased to offer a series of valuable on-line action workshops, including one on 'Writing Proposals for Funding', for which there is a choice of two sessions. For details, or to register to join, please visit: https://west-lindsey.eventbrite.com

It was great to see so many people from our area at the District Council's marguee at this year's Lincolnshire Show, which once again benefited from some outstandingly good seasonal weather!

The Council continues to seek the views of clubs, partner organisations and residents alike to help guide the development of our new Sport and Physical Activity programme, including priorities for future investment in West Lindsey. Specific surveys for each are available on our website at: https://www.west-lindsey.gov.uk/council-democracy/have-your-say/consultations/current-consultations Responses, together with the other work we are undertaking, will help in identifying what support and opportunities are needed within communities to help all residents lead healthy, active, lives.

#### Environment

Subscriptions to our highly popular green bin service are welcomed, with a charge of £46.00 per bin for collections in this calendar year. This non-statutory service is offered on a cost recovery basis, with the material being processed in Riby and subsequently used locally as a soil improver.

The Environment Act 2021 mandated the introduction of separate weekly food waste collections with effect from 1<sup>st</sup> April 2025 for commercial premises and from 1<sup>st</sup> April 2026 for households. Our food waste collection service for businesses is already available and those that do not currently subscribe to West Lindsey's commercial waste offer are warmly invited to do so, the team will be delighted to offer advice, guidance and support! Households will each receive a five-litre indoor caddy (approximately 20x20x25 centimetres) together with a supply of liners and a twenty-three litre outdoor caddy (approximately 30x40x38 centimetres) in time for the start of the new service. Further information will be provided in advance of and alongside their delivery. Please be assured that each caddy is 'lockable' to alleviate any concerns about birds or rodents. Food waste is taken to the anaerobic digestion facility at Hemswell Cliff where it is processed to generate electricity, produce gas, and to yield other resources such as a nutrient rich biofertiliser.

Operational Services Team officers attended the Lincolnshire Show to discuss the forthcoming Food Waste collection service with visitors and will also be available at the Keelby Summer Gala on Saturday, 12<sup>th</sup> July (together with a collection vehicle) to further promote awareness of this and other changes that will affect householders, including the potential use of RFID (Radio Frequency ID) devices in place of the yearly green bin stickers. May I also take this opportunity to confirm that the Council's Big Bin Hire service, designed to assist those having a clear-out or moving house remains available? This offer, which has been taken up by residents in our area, provides a choice of sizes (either 660 or 1100 litres) for one week, at a cost of £50.00 or £60.00 respectively. For ease of reference, the capacity of a standard household black bin is 180 litres.

A total of 451 fly-tipping incidents were reported in the district in the final quarter of 2024-25, an increase of 40% compared with the 320 reported in same guarter in 2023-24, with the most significant increases being in either single item or small to medium sized van loads. This closely reflects those within our area and the Enforcement Team is working with their Street Cleansing colleagues to identify those responsible for dumping items and material with a view to issuing fixed penalty notices as a deterrent wherever possible. Of the 451 incidents reported our Enforcement Team officers investigated 34, resulting in ten Fixed Penalty Notices being issued. Please don't hesitate to report any new fly-tips (or any suspicious activity) you see to the Council. This can most readily be done by using the 'Report It' facility on the home page of our website.

Finally, the Lincolnshire Wolds Countryside Service's Annual Review 2024-2025 is available to view at (or download from): <u>https://www.lincswolds.org.uk/our-work/annual-review</u> Thank you. Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN



Lincolnshire County Council Place Directorate Highways Services Minor Works & Traffic Team County Offices Newland Lincoln LN1 1YL

Ref: RH/ 319 - FAO Rachael Hayward Date: 17 June 2025 Tel: 01522 782070 Email: TRO@lincolnshire.gov.uk

Dear Sir / Madam

#### **RE: SOUTH STREET CAISTOR – PROPOSED WAITING RESTRICTIONS**

Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate and dangerous parking is occurring at the junction of South Street and Mill Lane, causing visibility and safety concerns for all road users. Vehicles are also parking preventing buses from pulling in with the correct alignment to kerbs, which hinders accessibility for all boarding and alighting passengers especially families with young children in buggies, people with disabilities, and customers in wheelchairs.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **15 July 2025**, I will assume that you have no objections to the proposal.

Yours Faithfully

M

For Programme Leader Minor Works & Traffic



A4

#### **Caistor Cares**

Lincolnshire Cares held there Summer party on the 22nd June at the Town hall.

It was attended by 62 members, a very enjoyable afternoon was had by all.

Entertainment this year was done by our members, including poem readings by 2 of our ladies. There was 3 sets of singers alot of talent in our group.

At our coffee morning 30th June we were entertained by students from the grammar school. Thank you to Briony McNeilly and Nick McCann for bringing them along

The feedback from our members was ,what a lovely bunch of students.

#### Caistor Town Hall Management Committee Minutes of AGM on Tuesday 10th June 2025

The meeting was chaired by Steve Gaughan who welcomed all those present and thanked them for attending.

**In Attendance:** Steve Gaughan, Mike Grant, Jacqui Morgan, Alan Crookes, Mike Broster, Rick Merrall, Pam Cluff, Chris Morgan, Michael Redfearn, David King, Cllr Angela Clark

1. Apologies for absence: Ruth Smith, Cllr Jonathan Cox

2. Minutes of the last meeting: The minutes of the last AGM were signed as a true and accurate record. Proposed by M Broster, seconded by P Cluff.

#### 3. Matters arising: None

**4. Chairman's report:** Given by Steve Gaughan. A copy of the Chairmans's report is attached.

**5. Treasurer's report:** Given by Mike Grant. A copy of the Treasurer's report is attached.

#### 6. Election of Officers:

Chairman - Steve Gaughan. Proposed by Rick Merrall, seconded by Alan Crookes. Carried Vice Chairman - Mike Broster. Proposed by Rick Merrall, seconded by Alan Crookes. Carried Treasurer - Mike Grant. Proposed by Alan Crookes, seconded by David King. Carried Booking Secretary - Chris Morgan. Proposed by Pam Cluff, seconded by Alan Crookes. Carried Minutes Secretary - Jacqui Morgan. Proposed by Steve Gaughan, seconded by Pam Cluff. Carried

**Executive Committee Members:** Ruth Smith, Steve Gaughan, Alan Crookes, Mike Broster, Mike Grant, Chris Morgan, and Rick Merrall. Proposed en masse by David Redfearn and seconded by Pam Cluff

7. Any other business: David Redfearn confirmed his technical support will continue for the coming year.

The meeting concluded at 7.12pm

8. Date of next meeting: June 2026. Date to be confirmed.



#### Minutes of the Caistor Town Council Estates Committee held at 7:00 at the Arts & Heritage Centre on 17 June 2025

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr J. Cox, Cllr A. Clark, Cllr.N.Clark, In Attendance: Cllr J. Bowman, Cllr A. Somerscales, Michelle Moss, Mike Crookes, Members of public present: 0

- Image: Image: Image: To appoint the Chair of Estates Committee Ref: 4112

   RESOLVED to appoint Cllr Stephen Hodson as the Chair of Estates Committee.

   All in favour
- 2. <u>To resolve to accept apologies for absence and reasons given in accordance with Local Government</u> <u>Act 1972 s85(1) - Ref: 4113</u> None.
- 3. <u>To receive declarations of interest and requests for dispensations in relation to agenda items and to</u> <u>consider granting requests for dispensations - Ref: 4114</u> None declared.
- 4.
   Public participation 10 minutes during which time the meeting is suspended items raised which are not on the agenda will be referred to a later meeting, if appropriate Ref: 4115

   None.
- <u>To approve the draft minutes of the Estates Committee meeting on 25th March 2025 Ref: 4116</u>
   The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 25th March as a true record. (2 abstained as they were not at the last meeting)
   2 abstained

## 6. To review the grass contractors payment due to additional requirements (retrospective agreement) - Ref: 4117

It was noted that the contractor had included several additional areas FOC last year and had asked for a small increase this year to include another area identified as requiring cutting. RESOLVED to approve the increase in payment for the grass cutting contractor by the requested amount.

All in favour

#### 7. Play Areas/ Sports Ground - Ref: 4118

a) Review the play area repairs completed and consider the next requirements - Ref: 4119

It was noted that: the handyman had replaced all the hangers, bushes, chains identified as worn by the inspection report; regular checks are being made for glass and other issues; the surfaces are being swept clear of debris regularly; the vandalised seat on the arm curl has been fixed; the protruding concrete at the entrance to sports field has been removed.

RESOLVED that MM and MC would do the next inspection together to identify the next round of repairs. All in favour

#### b) Review the quotes received and consider the repair/replacement of rotting support on junior multiplay at South St park (24721) - Ref: 4120

Quotes had been received from a local contractor for the rotting supports and the balance beam on the adventure trail.

It was noted that the repairs would involve cutting out a section of the wetpour surface to dig out the existing posts and that this would need making good by CTC as soon as possible afterwards. It was agreed that the repair should be scheduled for early September to minimise any disruption over the summer.

RESOLVED to accept Watermans quote for 4 replacement posts on the junior multiplay and the balance beam. All in favour

<u>c)</u> <u>Receive an update on LCC volunteers painting the cricket fence white(25149) - Ref: 4121</u>



It was noted that: The contractor had advised against painting the fence white and that it should be treated with Soverign wood treatment; the cost of the equipment for volunteers painting the fence was in the region of  $\pounds$ 260- $\pounds$ 300; as this had not been budgeted for, it was agreed to cancel the scheduled work.

RESOLVED that CTC would spray or paint the fence with wood preserver either this year or next. All in favour

#### <u>d</u>) <u>Consider the quotes received and progress lifting/cutting the trees in play areas overhanging play</u> equipment (24953) - Ref: 4122

4 companies had been asked to quote, 3 companies visited with a view to quote, 2 quotes were received. It was noted that all SSP trees needing work have TPO's and the quotes include obtaining WLDC permission to cut; because of the TPO's the trees may not be cut back as far as CTC would like; all contractors were reluctant to fully remove the oak tree in Millfields and quoted to trim it over the play equipment rather than remove altogether.

RESOLVED to appoint Lincolnshire Tree Services to complete the work as per their quote and to ask them if CTC could have the chippings. (SH and MC to meet contractors on site when work is done). All in favour

#### e) Receive an update on football pitch goal sockets - Ref: 4123

It was noted the sockets had been removed. No more information had been received from the football club.

f) Consider repairs required to fix the pothole at the Kelsey Rd entrance to the sports field and other potholes on the car park (24722) - Ref: 4124

It was noted that the hole could be filled with hardcore and compacted down as an immediate solution. RESOLVED that Cllr Hodson and MC would source material and fill/compact the hole in the next 2 weeks. All in favour

#### g) <u>Consider repairs required at the entrance to Millfields (raised as part of H&S inspection) - Ref: 4125</u>

It was noted that the areas at the entrance to Millfields are eroding creating differing levels. RESOLVED that Cllr Hodson and MC would look at using and hardcore left from filling the pothole on the sports field car park to re-instate the entrance way to Millfields.

#### <u>8.</u> <u>Cemetery / Churchyards - Ref: 4126</u>

## a) Following the memorial inspections, consider the next steps to repair and make safe memorials where no owner has come forward to take responsibility - Ref: 4127

It was noted that the memorial inspecting had been done 3 months and 6 months ago; signs had been left on the memorials which failed the inspections; some signs had been removed, possible by the relatives, and the memorials not fixed; only a very small number had been repaired by the owners; CTC will now have to make the memorials safe and if the owners are subsequently identified, the costs will be charged back to the owners. RESOLVED that MM and MC will work together to repair/stake/lay-down/dig in as many of the memorials as possible and update Estates at the next meeting.

All in favour

## b) <u>Consider the progress and next steps for the project to tidy up the sides of the cemetery car park - Ref:</u> <u>4128</u>

It was noted that: the sides have been cleared and sprayed; the next steps are to purchase geo textile material to suppress future weeds and then to chip; some wood chips may be sourced from the tree cutting at the parks; the project has a budget allocation of £1000.

RESOLVED that MC and SH would get assess and price the materials needed, and progress the project. All in favour

#### 9. Allotments - Ref: 4129

#### a) Consider the H&S risk of trip hazards and falling at the allotments and agree action - Ref: 4130

It was noted that MC had installed a temporary solution using a pallet and posts, but there is still a small gap. Following a lengthy discussion it was RESOLVED that MC would utilise another pallet and post to fill the gap. All in favour



#### b) Update on allotment inspections - Ref: 4131

It was noted that the allotments are all being worked. The only issue identified was a pear tree which had been planted on plot 6a - TC's note that trees can only be planted with the permission of CTC. RESOLVED that the the tenant should be asked to remove the tree. Majority vote

#### <u>10.</u> Town Hall - Ref: 4132

#### a) Receive an update on town hall damp and agree next steps - Ref: 4133

It was noted that the damp report had only been received yesterday and had not yet been circulated to the committee. Item deferred to the next meeting.

#### b) <u>Consider the proposed roller shutters on town hall kitchen, identify any issues and agree how to</u> resolve - Ref: 4134

It was noted that: the current shutters are fire proof; the quote identified that the hatch access from the kitchen to the bar area would either need to be bricked up or the new shutters would need to be full length, at additional cost for the town hall management group. CTC H&S advisors noted that the fire inspection should be completed first to identify fire requirements for the hall and the solution agreed once the report had been completed. The fire inspection is being progressed as part of the H&SWG, quotes have been obtained and a recommendation for which company to appoint to complete the inspection will be put to CTC in the July meeting.

#### <u>c)</u> <u>Consider repair to fence at CTH car park - Ref: 4135</u>

It was noted that Co-op put the fence in originally when they developed the site next door; the work needed is greater than originally thought and cost of materials alone will be iro £700; the fence repair was not budgeted for in this years budget.

RESOLVED to write to the Co-op to ask them if they will repair the fence, and then reassess at the next Estates Committee meeting.

All in favour

#### <u>d)</u> <u>Receive an update on the rat bait stations in the town hall car park - Ref: 4136</u>

It was noted that the stations are still being checked and the rats appear to have gone as no bait is being taken.

#### 11. Other buildings/ Property - Ref: 4137

#### a) <u>Review the health and safety considerations for the old fire station and consider appropriate action -</u> <u>Ref: 4138</u>

It was noted that: the old fire station was reported on the H&S inspection report as a priority issue due to the acro support; the report noted the acro needs to be inspected by a qualified person regularly/annually; action is being progressed as part of the H&SWG. One of the councillors noted that the brickwork inside was damaged when the acro was situated and the contractor cranked it up to high, cracking the brick work; that LCC Highways have previously inspected the building because of its potential impact on the road; there are micrometers in situ at the back. CIB had breviously been using it but have now cleared it and no longer need it. RESOLVED to:

- 1 Ask Cllr Bowman to stop any investigation she is progressing as part of H&SWG
- 2 MM speak to highways to ask them to come and inspect it
- 3 Change the code on the padlock
- 4 MC adjust the hinges.

All in favour

#### 12. Grounds/Handyperson Update - Ref: 4139

MC shared a report outlining the work he has completed since April's meeting, including regular tasks such as strimming, spraying, pruning, sweeping, litter picking but also one off tasks like PA1 and PA6 training, H&S training, spraying RA, repairing toilet wall, gym equiment, replacement chains hangers and bushes at parks, safety barrier at the allotments, various signage; equipment servicing. Cllr Hodson noted that he will include this in his monthly report to CTC. It was noted that MC has only been in the job for 3 months. Councillors thanked Mike for his hard work.



#### a) Receive an update on work completed, in progress and planned - Ref: 4140

The update was discussed in the last agenda item. Work planned includes: the cemetery sides; the cemetery planters; the pothole at sports ground; Millfields entrance; CTC only car park space; repairing the broken benches at Sports Ground; memorial repairs.

#### b) Consider purchasing a a leaf blower and replacement for the broken hedge trimmer - Ref: 4141

It was noted that: the leaf blower is needed to clear debris off the play areas and to clear other areas more efficiently rather than sweeping which is time consuming and not as effective; the hedge trimmer is broken and non-economical to repair; a summary of quotes had been circulated prior to the meeting. RESOLVED to purchase leaf blower and hedge trimmer from Caistor Farm and Garden (quote for £557.50 ex VAT for both)

All in favour

#### <u>c)</u> <u>Consider the purchase of grass cutting safety signs (SD) - Ref: 4142</u>

Following a lengthy discussion it was agreed that the contractors need to supply their own signs, but as it is not part of the current contracts it would be included next year. It was noted that the signs are needed for CTC estates work. RESOLVED to purchase the safety signs per the quote, including the clip on plates for hedge cutting, grass cutting, and spraying

All in favour

Meeting closed at 9:00pm



#### Minutes of the Caistor Town Council Health and Safety Working Group held at 3:00pm at the Caistor Town Council office on 1 July 2025

Present: Cllr S. Davey (Chair), Cllr J. Bowman, Cllr J. Cox, Michelle Moss, Cllr H. Priestley, Cllr.N.Clark, In Attendance:

Members of public present: 0

1. Apologies for absence - Ref: 4143

None received - Cllr Bowman arrived late.

2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4144 None.

#### 3. High Priority Items - Ref: 4145

a) Update and next steps on fire risk assessments for CTC buildings - Ref: 4146

Three quotes had been received - Worknest, FRA Grayson and Rowan Fire Safety. Following due consideration it was agreed to recommend to full council to proceed with Worknest quote as it provided best value.

#### b) Update and next steps on asbestos management for CTC builldings - Ref: 4147

Three quotes had been received - PAC asbestos surveys; Amber Asbestos; Michael Burn Asbestos. Following due consideration it was agreed to recommend to full council to proceed with Amber Asbestos as it provided best value - the contractor had been recommended and is very experienced.

#### c) Update on the Old Fire Station structural issues - Ref: 4148

It was noted that during the Estates Committee meeting one of the councillors advised that LCC installed the acrow and not CTC. As a result Cllr Bowman had been asked to stop her efforts to get a contractor to look at it and Clerk was tasked with contacting LCC to find out what their responsibility is. The possibility that the building does not belong to CTC was discussed - it is possible that when CRDC was disbanded in 1972, the responsibility passed to either WLDC or to LCC. Agreed that MM would contact WLDC to investigate. Cllr Bowman re-assigned to the task to follow up with WLDC and LCC.

#### <u>d</u>) <u>Update and next steps for electrical wiring safety reports - Ref: 4149</u>

All 4 electrical points have now been inspected, remedial work completed and reports received. MM to follow up with Worknest to determine how frequently the inspections are required. If annually, this will need to be scheduled and budgeted for.

Cllr Bowman joined the meeting at 4pm.

#### 4. Update on other actions assigned for action - Ref: 4150

#### a) <u>Risk assessment for violence at work - Michelle Moss - Ref: 4151</u>

RA circulated prior to the meeting and agreed it is acceptable. Action completed - update Worknest portal.

b) DSE assessments - Michelle Moss - Ref: 4152

MM had assessed the workstations using the HSE recommended form and Worknest employer guide. It was noted that employees should take a break from DSE every hour; brighter lights are needed in the office; CTC offer free eyetests and £30 towards corrective eyewear for issues relating to DSE. Update portal - Action closed.

#### <u>c)</u> <u>Speed signs - Cllr Bowman - Ref: 4153</u>

It has been established that LCC are responsible for and own the speed signs. Update portal - action closed.

d) <u>Risk assessment for working near water - Cllr Clark - Ref: 4154</u>

Carried forward.



<u>5.</u>

#### e) Risk assessment for any new or expectant mothers - Cllr Davey - Ref: 4155

A thorough risk assessment had been completed and circulated prior to the meeting. Agreed that RA is suitable. Update portal - action closed.

#### D Workplace floors and traffic routes - Allotments - Michelle Moss - Ref: 4156

It was noted that the issue related to several factors - plot holders were using paths for equipment at the time of the inspection; the risk of falling between plot 11 and the school next door; the tenants creating fall hazards by levelling their plots. It was agreed that the site is uneven and the estates team will look at what action can be taken for the issue created by levelled plots. Mike Crookes has erected a barrier between the allotments and the school; MM has spoken to the tenants about leaving debris on the footpaths. Update portal - action closed.

#### g) <u>Millfields Park - Water signage - Michelle Moss - Ref: 4157</u>

Replacement hazard signs have been sited at Millfields warning of the deep water - Update portal - action closed.

#### h) Inventory of estates equipment location and serial number - Mike Crookes - Ref: 4158

Mike Crookes has completed the inventory and is keeping it up to date. Update portal - action closed

#### To review outstanding H&S recommendations and assign actions - Ref: 4159

FRA - still with SD Asbestos survey - still with NC Old fire station - Still with JB Risk assessment for working near water - carried forward for NC Contractor Management - Generate a list of preferred contractors - NC First Aid Kits - Take charge of kits and ensure up to date and fully stocked - MM (MM completed this last week) Grounds maintenance - noise and vibration (assessment of equipment) - SD Grounds maintenance - noise and vibration (ensure employees receive training on assessment) - SD Lone work - establish monitoring systems - JB Lone work - Complete a risk assessment - JB Lone work - Define which activities can be undertaken alone - JB Outside work near water - Complete a risk assessment for working near water (Parks and open spaces) - NC Stress management controls - Complete a RA in line with HSA recommendations - HP Stress management - Training for councillors in relation to the management of stress - HP Cleanliness and Waste - Town Hall - Damp and mould - JC

It was also noted that the pot hol has been filled in at the entrance to the Sports ground; the levels at the entrance to Millfields have been addressed and fixed; the protruding concrete step by the lock up has been fixed; the sports ground fencing has been replaced.

MM to update everything on Worknest portal and add HP.

#### 6. To agree any recommendations to full council - Ref: 4160

Agreed to recommend to full council to appoint Worknest to complete the FRA and Amber Asbestos to do the asbestos survey. Also agreed to recommend to full council that the town hall damp survey and associated action should be included on the CTC agenda for 10th July with a recommendation to form a working group including members of town hall group, to work through the issues.

### 7. <u>Time and date of next meeting - Ref: 4161</u>

2nd September 2025, 3pm.

Meeting closed at 4:45pm

## Payment Card Integration Fee Comparison – For taking market fees (and other payments)

#### **Q** Overview Comparison

Feature	Stripe	GoCardless	Opayo (formerly Sage Pay)
Best for	Online card payments & subscriptions	Direct Debits (recurring payments)	Card payments (online, in-store)
Setup time	Quick (self-service)	Quick (requires approval)	Medium (requires onboarding)
Ease of use	Very user-friendly	Easy, but more focused	Less intuitive, more enterprise
Customer support	24/7 chat/email	Email + phone support	Phone + email, business hours
Developer friendliness	Excellent APIs and docs	Good, but more limited	Less API-focused
Pricing transparency	Clear & public	Clear & public	Some complexity in pricing

### 🚍 Payment Methods Supported

	Stripe	GoCardless	Орауо
Credit/Debit Cards	Ves Yes	× No	Ves 🖌
Direct Debit (BACS)	🗹 (via integration)	Native support	× No
Apple/Google Pay	Ves Yes	X No	Ves
Recurring Payments	Subscriptions	Core focus	But limited
In-Person POS	✓ (Stripe Terminal /via integration)	× No	🗹 (via integration)

#### Pricing (as of 2024–2025)

<b>Fee Type</b>	Stripe	GoCardless	Орауо
Setup Fee	× None	X None	✓ £0–£25 (depends on partner/reseller)

Monthly Fee	X None	🗙 (Basic plan)	✓ £19–£45/month (includes transactions)
Card Transaction Fee (UK)	1.5% + 20p	× N/A	~1.5% + 10–20p (depends on card type)
Direct Debit Fee	🗹 (via 3rd party)	1% + 20p (capped at £4)	X Not supported
Payout Time	3–7 days (faster with Instant Payouts)	3–5 business days	3–5 business days

#### Pros and Cons

#### Stripe

Pros:

- Very flexible, supports many use cases
- Seamless online checkout
- Great documentation and API
- Wide integration options (Shopify, WooCommerce, etc.)

#### Cons:

- More expensive for small low-margin businesses
- May be overkill if you only want Direct Debit

#### GoCardless

Pros:

- Ideal for recurring payments (e.g., subscriptions, invoices)
- Low fees for Direct Debit
- Easy integration with accounting tools (Xero, QuickBooks)

#### Cons:

- Doesn't support card payments
- Settlement takes longer (3–5 days typical for Direct Debit)
- Not suitable for immediate/impulse purchases

#### Opayo

Pros:

- Trusted by traditional UK businesses
- Strong fraud protection tools
- Works well with physical card machines

#### Cons:

- Requires more setup/admin
- Less modern developer experience
- Monthly cost might not suit microbusinesses

#### Best Option: Stripe

#### Why Stripe is Best for a Saturday Market via EDGE IT:

- Supports in-person card payments via Stripe Terminal or compatible hardware
- Vertication of the second states of the second st
- 🔽 Instant, modern checkout and payout tools
- Vo monthly fees pay per transaction
- V Integrates directly with EDGE IT

#### Fees (UK Cards):

- **1.5% + 20p per transaction** (UK consumer cards)
- Payouts in **3–7 days** (or faster with Instant Payouts at extra cost)

#### Setup:

- Purchase compatible reader (e.g. BBPOS WisePOS E or WisePad 3)
- EDGE IT can help link Stripe to your back office for seamless reporting



Richard Bull AISSE, ACIEH, IICRC-WRT, DMCB, Tech.Dew Independent Damp and Mould Surveyor www.dampdetectives.co.uk <u>richard.bull@dampdetectives.co.uk</u> Damp Detectives Derbyshire

#### Damp Survey report notes on

Caister Town Hall, Caister, LN7 6QH

#### About the Surveyor.

Richard Bull is the damp and mould surveyor for the areas covering the main towns of Sheffield, Lincoln, Derby, Nottingham, Leicester, Peterborough and helps support the surrounding areas. He was awarded Professional membership of Associate with the Institute of Specialist Surveyors and Engineers, Associate with the Charted Institute for Environmental Health, a distinction in Water damage Restoration Technician by the IICRC, a distinction in Professional Mould Remediation level: grade 3 by accrediting body city and guilds, Level 3 Award for energy efficiency in older and traditional buildings, Level 3 Award DMCB by ABBE in Damp Mould and Condensation. He is also a member of the Society for protection of ancient buildings and has attended advanced damp training by Haart Edward Consultants, the Property Care Association and Malones Associates

#### 1. <u>About the Survey</u>

The survey was conducted and a methodical process was carried out utilising Fact's provided by the survey equipment used.

Hygrometers, moisture meters for wood/concrete/brick/stone, digital surface thermometers and an infrared camera may have been used to determine the presence and where practicably possible the cause of the issue(s) being surveyed.

The survey was non-destructive/invasive in general but may have involved the drilling of small 10mm holes to the external cavity or subfloor to gain vital information in order to confirm the readings and the external inspection was from ground level but may have used an aerial pole for photographs at height.



Photographs were taken, enlarged and examined before this summary report was compiled. We do not recommend contractors nor quote for any work, because we are totally unbiased and independent.

Limitations and restrictions:

Where fitted, fixtures and fittings, raised floors, soft furnishings and decorative finishes were present within the room in question which prevented full access to the building fabric being gained.

Access to the building fabric was gained through minimal invasive methods and primarily non-intrusive methods were adopted and limited peeling back of the carpet was carried out.

This survey did not cover areas where the building fabric was hidden within voids above the ceiling or below the raised floor or where opening up could not be readily undertaken unless with the use of a 10mm cavity camera. Neither was there any access gained to areas that were deemed unsafe to enter i.e. un-boarded and small subfloor spaces or

outside roof areas. Timbers were only inspected where again safe to do so.

#### 2. <u>About the report</u>:

The summary report was collated using observations and measurements taken on the survey date. It is unbiased and should be used as general guidance to understanding and undertaking any remedial works to solve damp and mould problems. It is not a guarantee, a warranty, or an inventory of every single defect. It does not contain any legal advice, and cannot be used as such.


Moisture meter equipment limitations:

The electrical moisture meters used were non-destructive and enabled scan readings to be taken

With no damage to decorative finishes. The electric method of measurement does not provide an actual percentage reading of the moisture content as readings vary from material to material and readings are recorded on a relative or arbitrary scale which when compared with control readings enables the pattern of moisture to be established.

If doubts exist concerning an electrical meter reading then only destructive testing involving drilling and sampling may be necessary, with the presence of moisture at depth in the wall being determined either by the gravimetric (oven drying) method or chemical (carbide meter) method both of which have the potential to breach and existing damp proofing plaster or membrane system and neither are offered in a non-destructive/invasive survey but if required can be arranged but there will be an additional cost in addition to this survey.



Customer	<b>Caister Town Hall</b>
	Caister,
	Market Rasen
	LN7 6QH

Date of survey	06 May 2025
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Date of report 15 Jun 2025

Weather Sunny

Brief	Areas of Dampness As Directed
Orientation	As viewed from the front of the property.



### 3 <u>History</u>

Damp detectives were asked to help identify the causes of dampness and fungal growth issues within the town hall. We were directed to different areas of concern and below are our findings





### 4 **Observations**





No	<u>Photo</u>	Comments
3.		The neighbour's property has a grassed and stoned area here which is butting up against this original wall and way above its internal floor height and any dpc which may be present
4.		When looking at the guttering there is a gap where rain water could escape and saturate the area below



No	<b><u>Photo</u></b>	Comments
5.		Inside the rear right room there is fungal growth to the timbers which are also rotten
6.		Looking within the subfloor void there is signs of woodworm activity and fungal growth







No	<b><u>Photo</u></b>	Comments
9.	<image/>	On the roof the area appears ok with no gaps currently
10.		Below the area is a void which would become saturated during heavy downpours and lead to penetrating damp and/or a cold wall



No	<u>Photo</u>	Comments
11.		The front elevation of the clerk's office and within the adjacent hallway there was dampness and mould growth to the walls
12.		There are several areas of salt efflorescence to the front elevation and vegetation











No	<b><u>Photo</u></b>	Comments
17.		There are also gaps to the above windows which would allow rainwater to ingress the building envelope
18.	<image/>	Within the changing room there is musty smell and dampness within these storage box seats



No	<u>Photo</u>	Comments
19.	<image/>	Externally the block backing was measure at 4" higher than the internal floor heights and a planter up against the wall
20.		Along this corridor the paint is peeling from the bricks as it was painted in plastic type paint but there is salt efflorescence, and high conductive readings present also



No	<u>Photo</u>	Comments
21.		The corridor houses a sewer drain and when inspecting the clay drain is broken, further cctv inspection required to the whole system
22.	<image/>	Under the stage the corridor wall is to the left and is retaining earth from the subfloor void of the stage. The walls need to maintain breathability, but this area would benefit from a desiccant dehumidifier system



No	<b><u>Photo</u></b>	Comments
23.		To the front left elevation under the staircase is the gas meter where the area is saturated and had a strong damp smell
24.	Incolnishing Co-oper Foodstore	Looking externally, it appears the pavement and road has been raised over the years since the original build date.



No	<b>Photo</b>	Comments
25.		The town clerk kindly provided some historic photos of the building which confirmed indeed the pavement and road was considerably lower previously with this 3rd much larger step now cut in half and mostly underground



### 5. Conclusion

From the findings during the survey and shown above the facts indicate the following conclusions.

- 5.1 There were high conductive readings to all areas tested and affected by dampness and mould growth
- 5.2 There was visible damp and/or fungal growth to all areas as directed
- 5.3 The rear right corner has rotting floorboards and fungal growth to the subfloor void with wood worm activity
- 5.4 The external hardstanding to the right rear and right elevation are above the internal floor heights
- 5.5 The neighbours ground butt's up to the original solid wall with no damp membrane evident/visible
- 5.6 There is a void between the front to middle of the right elevation and the neighbouring property
- 5.7 There is vegetation growing from the head of the wall above the clerk's office and entrance hallway
- 5.8 There are gaps from the roof line to gutter at the rear right corner
- 5.9 When asked about heating within the property it was suggested the heating is only used as and when
- 5.10 There is surface eruption and musty smells to the changing area of the stage, hallway and stairs
- 5.11 The is a modern wall butting up to the rear left elevation with no damp membrane evident or visible and not dressed to the original wall
- 5.12 There are gaps to the above left elevation window frames
- 5.13 There is a rainwater downpipe to the affected areas and external visible salts
- 5.14 The left and front hardstanding's are above the internal floor heights
- 5.15 The drainage system running along the corridor has cracks



5.16 The corridor walls are retaining soil and have been painted in a plastic type of paint

#### 6. Opinions

- 6.1 Rainwater is penetrating the buildings fabric causing the surface eruptions and subsequent fungal growth
- 6.2 I suspect the property is not being maintained to a stable level of heat and/or ventilation which is contributing to the internal humidity/fungal issues and cold walls
- 6.3 Rainwater is penetrating the rear right and right elevation due to significant raised external grounds
- 6.4 The condition of subfloor void to the rear right room is due to a lack of adequate ventilation and rainwater ingress
- 6.5 Rainwater escaping the roof line and previous roof conditions would have contributed (but had been made good prior to my arrival)
- 6.6 Vegetation growing into the building's fabric would subsequently allow rainwater to ingress via the roots and cause penetrating damp/leaks
- 6.7 The condition of left rear elevation window frames and the disabled ramp butting up to the original solid wall is causing penetrating damp to the changing area stairwell
- 6.8 The raised external hardstanding along the left and left front elevation is causing the internal dampness of these external walls
- 6.9 The inappropriate use of modern plastic paint to the original walls has entrapped moisture and causing it to peel
- 6.10 At all areas affected and with visible salts there are rainwater drains which I suspect leak



#### 7. Guidance

- 7.1 The only way you will stop the ingress where raised external grounds are concerned is to have them all lowered to at least 8" below your internal floor heights (for at least 2ft projection)
- 7.2 If the above is not achievable then the only way to manage the walls is for a full mesh membrane and recovery damp proofing system to be fitted but could cause damage to the original bricks in time during times of cold, freezing and wet weather conditions
- 7.3 To help minimise fungal growth to the walls try to maintain a stable level of heat and adequate ventilation (18'c is deemed minimum) if this is not possible then desiccant dehumidification would be required
- 7.4 Have all rainwater and the sewer drains cctv and made good as and where required
- 7.5 Adjust the roof line so all rainwater is collected by the gutter and drained off
- 7.6 Explore the subfloor void to the rear right corner and make good as required but would also require decontaminating from fungal growth and woodworm, it would be wise to install a desiccant dehumidification system in the void to maintain a dry environment
- 7.7 Remove vegetation from the walls and repoint in the appropriate materials as and where required
- 7.8 Have the gaps around window frames made good in the appropriate materials
- 7.9 Removing the disabled ramp and wall away from the solid walled building I suspect would not happen so at least dress the top of the wall with lead or a suitable sheet material with adequate overhang and upstand and then cut into the solid wall. This would then prevent ingress to the joint and stairs wall
- 7.10 Remove the paint from the walls and leave exposed or only use a suitable breathable type of paint



if you have any questions regarding this report, please email me at,

richard.bull@dampdetectives.co.uk

Richard bull AISSE, ACIEH, IICRC-WRT, DMCB, Tech.Dew

RR.II

### **Glossary of terms**

The following is an explanation of the terms if they have been used within the report:

Relative Humidity (RH) is the amount of moisture in a column of air as a percentage, of water that column of air can hold at that temperature and it is important to remember the air can hold more moisture the warmer it is and less as it cools.

Dew Point (Dt) is the temperature below which the moisture in a volume of humid air, at a given temperature, will condense into liquid form. The higher the dew point the wetter the air.

Mixing Ratio is the ratio of the mass of water vapor to the mass of dry air in a given volume measured as grams per kilogram.

Bridging is where damp tracks over a DPC usually via porous finishes or in the case of a cavity wall construction from the outer to the inner leaf usually via original build debris or mortar droppings.

Condensation is a symptom of the air not being able to hold the amount of moisture.

Breathability is the water vapour transmission /diffusion rate of a material. The more breathable the material the easier moisture can pass through/out of it.

Total Moisture equilibrium of wall is where moisture is evaporating off as fast as it is entering it from a damp source.

DPC is Damp Proof Course found in lower wall, originally bitumen, slate or similar but now polythene membrane. A DPC prevents moisture rising within the wall construction and a height 150mm is the accepted minimum height to protect against rising, low level lateral penetrating and rain splash. There are three main factors that affect the quantity of moisture absorbed by the wall and the height to which it rises 1.) The capacity of the wall material to absorb moisture 2.) The amount of moisture within the ground 3.) How quickly the moisture can evaporate – see total moisture equilibrium above. 1875 saw the introduction of the Public Health Act by which damp proof courses became more common place in new builds thereafter. That is not to say every property constructed after this time had one installed.



Older buildings, particularly those with solid stone or brick external walls, do not always have a DPC and whilst it is assumed that rising dampness is likely to be a problem in these types of properties there are many which do not suffer from rising damp symptom and a full investigation of the cause of dampness must be carried out to determine if rising or other forms of dampness is the cause.

DPM is the Damp Proof Membrane that is found under a concrete floor. In modern builds the DPM is connected to the DPC to achieve a complete seal against ground bearing damp.

Efflorescence is the white deposits on a wall that are mineral salts left on the surface of a building material when the water evaporates leaving behind the minerals held in the water.

Saturation of Concrete - 6% of concrete is made up of pores where water can pass. If our moisture meters read 6% then this means the material is saturated and cannot hold any more water. 3% is medium and 1% is low.

Saturation of Wood - 30% of wood is made up of pores where water can pass. If our moisture meters read 30% then this means the material is saturated and cannot hold any more water. 10 to 18% is medium and 0 to 12% is dry/normal. Above 20% is at risk of decay. Comparative scale for brick, plaster, roofing. A comparative scale is used for these building materials and these are as follows: -0 to 20% low / 20 to 50% medium / 50 to 80% High / 80% to 100% very high

Sympathetic building materials - with a traditionally built property of this age and style, it is important to at least consider the option of using the materials best suited to its original specification. At the time of its construction, materials such as lime renders, lime putty mortars and lime washes were often used, in that it offered better breathability and flexibility, these materials are rarely used by builders today. It is often more expensive to use the original materials and methods initially, but over an extended time, is shown to be more economically viable as it prevents the need for frequent repairs whereas modern materials become damaged by damp and microscopic movement in the house with ground heave and temperature. Traditional building and decorating products: There are additional unbiased guidance from different sources including SPAB Society for the Protection of Ancient Buildings. There are a number of providers of mineral paints (allowing the surface to breathe virtually unimpeded and can be tracked down online and include Keim, Beeck, Ty Mawr. Suppliers of Lime based mortars and renders are also available and also offer specific advice regarding their products and range as well as good contractors local to you).

Air brick vents are to provide ventilation to the area they are fitted and must be at least 75mm above a hard standing to prevent penetrating damp

# **Project Proposal Document**



		Caistor
Project title	Sports	storage block – community project
Proposed by	Howar	d Priestley
Date	02/07/2	2025
What the need/issue is	<u>}</u>	
		s project, but one that is very achievable. The issue is the storage and ports field. I propose the unit would benefit from a visual makeover.
What is the proposed s	solution	
from the 'Lincolnshire Co Community Grant Scher 'Community Foundation available. The plan is to	ommunity ne' Thes deadline lead a gro torage blo	n Council' to apply for grant funding from a community grants scheme Foundation', or the possibility of an application to the 'District Council e grants offer availability for up to £25000 for their borough's; the was 30th June 2025 and with a potential further round should funds b oup of budding, artists and volunteers of all ages, to take part in a bock; potentially designed and painted as a local group in the name of nodern 'Street Art'.
What are the benefits	to Caistor	[
having a more attractive members of the commur enthusiasts and anyone	building, hity comin willing to	e building does look rather tired. I see our community benefitting by visually improved at no financial cost to Caistor, also an opportunity o ig together. It could involve local designers and budding artist and have a go. It would essentially be sports themed (skate park, football, and by locals, open paint days could even be held with free
Cost estimate		
The high end product co	osts are b	een below:
Rawlins HYDRON PRO Base coat – white £1500 Colour coat – range of1 Final clear coat/graffiti pr Brushes – rollers - £500 Open days for refreshme	) ex.VAT 50 colours oof - £150	s £1500 ex.VAT 00 ex.VAT
Resource estimate		
listed prices are for one of quality of finish, for years the project and to have yet to be defined. But b	of the top to come. complete ottom-up	understanding the potential of community interest or involvement. The end dedicated suppliers on the UK market that provide sustainable . The scope of the work is really quite simple; its goals are to start ed the project by 31 December2025. An exact management plan is estimating: 5-10 people – 10-20 people, it should be achieved at sful in a grant application.
Date of review		
Outcome of review	N	Support / Reject / Defer

Request to Use SSP – Travelling library

Proposed dates are 28th July- 3rd August (any one of these days). We are fully flexible on which day it can be, but we'd need to know ASAP in order to pull together advertisements and circulate them around the local schools before they break up for maximum reach.

Subject: Event space at South Street Park

Hello,

My name is Amy Wilson, I am a local published children's author and performance story-teller from just down the road in Caistor.

As part of my book launch this summer, I have secured a collaboration with a company called "bus different", run by a lady who owns and runs a travelling library in the form of a rather large and spectacular double decker bus. Bus Different travels the country offering a book swap and free library service at festivals/events etc. I am writing to guage the possibility of utilising South Street Park for our collaboration event, a full day free open library with interactive story telling session, hosted by myself.

I have included in this email an information pack about my story time session, plus some information about Bus Different in the hopes you would allow us use of the space. This would be a fantastic event for families over the summer, with the added bonus that its entirely free. We would of course take full responsibility for leaving the space exactly as we found it.

Please do let me know at the earliest convenience if this would be possible, as South Street Park is our top choice. Should we be unsuccessful in securing this as our venue we will be able to look elsewhere.

Warm regards Amy Wilson

# Neurodivergent support

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IBRARY



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One

Day

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:{|

# Only! Double-decker bus library comes to Caistor

BRING A PICNIC

# STORY TIME INFORMATION PACK



# JULIA PECULIAR AND THE DAISY CHAIN DISASTER LAUNCH SUMMER 2025



# STORY TIME SESSIONS

My story-time sessions usually last an hour, and are structured as so:

- As people start to arrive, I take the name of each child and give them a name sticker so I can communicate with them personally throughout the session
- Once everyone who has booked on has arrived, I invite the children to sit and introduce myself, the book, and my special tin of stickers for good listening. We test our listening ears and everyone gets a sticker
- Using flashcards, I briefly introduce a few of the key characters of the book to encourage engagement and recognition before we read. The children will be invited to react in certain ways for certain characters.
- Each child picks a crocheted daisy from the bag to hold/fiddle with while we read with the promise of using them after the story for something rather exciting
- We settle down to read the story. Another sticker for everyone.
- When we've finished, we attempt the world record for longest (crocheted) daisy chain. Opportunity for hands on play with the daisies
- Once we've finished this, we spend around 15 minutes in a focused craft activity relevant to the story (this will be different for every venue, but will involve paper, glue, colouring, stickers etc)
- Our final activity of the session will be decorate your own plant pot and fill it with compost and mystery seeds to take home and grow.
- Each child is given a thankyou pack including a colouring competition to take away
- There are a few ways for attendees to engage with the story beyond the session, by entering the colouring competition or keeping me updated with their seeds on my facebook page

As parents will be attending the session with their children, no supervision or input from yourselves is needed.

I come prepared with cleaning tools to ensure no mess is left from the craft or planting.



"Julia Peculiar and the Daisy chain Disaster" is written entirely in rhyme and fully colour illustrated. These are some example pages from the book, and a small synopsis.

The story takes place in the enchanted (and mischievous!) garden of Julia's teapot cottage on a hot summers day. Julia decides to take a break from gardening to make a daisy chain instead. Before long she's off on another adventure, struggling to manage first a daisy chain kite, then a daisy chain puppy and finally a daisy chain spade without attracting the attention of her nosey neighbours. Eventually, she finds herself at the bottom of a rather large hole from which she can see no escape. Luckily, having let go of the naughty daisy chain, the magic is over and her team of trusty garden gnomes are on hand to fish her out of the hole and back to her gardening.





I began writing rhyming children's bedtime stories in 2021, when my daughter inspired my first title, Jack Lumber And The Lumberjacks, whist on a windy walk in the woods near our house. I'll forever remember that moment, the moment I knew I'd just been handed the title of my very first book. Something changed inside of me, and I simply *became* an author. Since that day I've written 8 rhyming stories, and have begun working on a trilogy of middle grade fiction based on The Julia Peculiar picture books.

My titles are:

Jack Lumber And The Lumberjacks Her Royal Highness of Very-Kindness Lucy Looper The Hula Hooper Katie Createy William Wishflower Julia Peculiar And The Daisy Chain Disaster Julia Peculiar And The Toadstool Tribulations Julia Peculiar And The Conker Catastrophe

The only thing I love more than writing books is performing them. Performance story-telling will be the core of every story-time session I am lucky enough to be booked for. I cant think of a better way to engage with your audience than this, and in my years spent running toddler groups and hosting general story time sessions, never once did I think I'd one day have my own books to perform. The honour is indescribable, children are our future and if I can help instil in them the magic of life, the beauty of nature and their own power to shape the world, then that's what I want to do with my time.

Thank you deeply for your consideration

Amy Wilson 07880 340009 amy.wilson1@mail.com



QR CODE LINK TO MY WEBSITE



Caistor Lions request to use SSP for Beer festival

From:

Sent: 01 July 2025 08:50

To: Michelle Moss (Town Clerk) <clerk@caistortowncouncil.gov.uk>

Cc:

Subject: USE OF SOUTH STREET PARK - BEER FESTIVAL 2026

Caistor and District Lions request use of South Street Park for the Beer Festival on 5 and 6 June 2026. In addition, use is requested from 1-4 June for setting up and 7 June for clearing up.

Kind regards

Steve Gaughan Secretary Caistor and District Lions Parking Issue - Boots

Sent: 03 July 2025 10:39 To: clerk@caistortowncouncil.gov.uk Subject: Caistor Parking

Good Morning

I am the Store Manager of Boots in the Market Place and I am just popping an email over regarding the letter we have received this morning regarding parking at the town hall. I understand Caistor has an issue with appropriate parking, but do you have any suggestions of where my staff can park in order for them to be able to come to work as some of us do commute from other towns? We provide a valuable and necessary service to this town and we are open from 9am to 17.30pm so need advice on where we can park for the full day

**Kind Regards** 

Emma Guy

Store Manager

**Boots Lincoln Caistor** 

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# Twelve Month Hill Solar Farm A proposed new 49.9MW solar farm near Caistor, Lincolnshire

## **European Energy**

We are proposing a solar project on Former RAF Caistor, Airfield Farm, North Kelsey Road, Caistor, LN7 6BF Once operational, the project would supply 14 781 homes<sup>1</sup> in West Lindsey. It is also predicted that the solar farm will save 11 015 Tonnes of CO<sub>2</sub> being released per year<sup>2</sup>.

## **Public Consultation**

We will be holding a public event to inform the community of our plans so far and to invite feedback.

Date: June 26th Venue: Caistor Town Hall Time: 2pm to 7pm



# Powering over 14,000 homes

## More information

You can find more information on the project and our plans on our website https://uk.europeanenergy.com/our-pro jects/twelve-month-hill/

### Have your say

We welcome your comments in person but if you are unable to attend the consultation, you can still have your say online, by email or by post. All comments will be taken into consideration during the design phase.

European Energy UK Ltd, 39 St. Vincent Place, Glasgow, G1 2ER

infouk@europeanenergy.com



Saving 11,000 Tonnes of CO<sub>2</sub>







## Why this site?

The Site has been carefully selected and designed during a detailed assessment process considering grid availability and solar irradiance, heritage, landscape and amenity, ecology and environmental designations, access and agricultural land quality.

West Lindsey District Council has committed to making the area as a whole carbon neutral by 2050 at the latest. Renewable energy developments like the Twelve Month Hill Solar Farm are a key part of addressing the Climate Emergency, as part of the delivery of an overall mix of new renewable energy generation projects across the Country.





Engena is a renewable energy consultancy with over 20 years and 1GW of experience in the renewable energy industry. Our core skills are initial project design, environmental impact assessment and project implementation. Engena has drawn on the experience of specialist consultants for the various environmental assessments undertaken for the Twelve Month Hill Solar Farm.

European Energy develops, finances, constructs and operates wind and solar farms as well as battery storage facilities and large-scale PtX plants. For the past 21 years, European Energy has been committed to being a leading player in the development of renewable energy. We are committed to working closely with local stakeholders, involving landowners, communities, and local businesses in the process.







### Community Consultation - Twelve Month Hill Solar Farm

Dear Resident,

We are writing to invite you to a public consultation event regarding our proposals for a new solar farm on former RAF Caistor, Airfield Farm, North Kelsey Road, Caistor. As part of our commitment to community engagement, we are holding a drop-in event to share information about the proposed project, answer your questions, and listen to your feedback.

**Date:** Thursday June 26<sup>th</sup> **Time:** 2pm to 7pm **Venue:** Caistor Town Hall, 14 High Street, Caistor, LN7 6TJ (for car park use LN7 6QU)

The proposed solar farm would generate clean, renewable energy and contribute to the UK's net-zero targets. We want to ensure the local community has an opportunity to view our plans and have their say before we submit a planning application.

We place great importance on fostering positive relationships within the community and we are committed to transparent communication and regular dialogue. If you're unable to attend the event but would still like to learn more or share your thoughts, you can visit our project website:

https://uk.europeanenergy.com/our-projects/twelve-month-hill/

or contact us directly.

We look forward to meeting you and hearing your views.

Kind regards,

Lisa Wilson Project Communications Manager liwi@europeanenergy.com +44 7508 817113

## **Public Tracking Report**



Memorial management and safety inspection testing	Ref:	21340	Created: 15/03/2023
Ownership of market place and Cornhill /Land registry search	Ref:	24361	Created: 05/12/2023
Repair/replacement of rotting support on junior multiplay at South St park	Ref:	24721	Created: 24/10/2024
Project to tidy up the sides of the cemetery car park	Ref:	24724	Created: 24/10/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref:	24868	Created: 20/12/2024
Trees in play areas overhanging play equipment cut/ lifted	Ref:	24953	Created: 29/01/2025
Implement new Market Policy - plan and execute	Ref:	24993	Created: 17/02/2025
Progress an agreement with Caistor Goes to use the lock up.	Ref:	25102	Created: 17/03/2025
Insurance renewal quotes 01/09/25	Ref:	25190	Created: 23/04/2025
Purchase 365 business licneces and new laptop up to £600	Ref:	25228	Created: 09/05/2025
Fire safety risk assessment	Ref:	25293	Created: 12/06/2025
Old Fire Station - H&S inspection action	Ref:	25452	Created: 18/06/2025
Asbestos surverys for property owned by CTC	Ref:	25482	Created: 03/07/2025