



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

1. 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. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4113

None.

3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4114

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.

5. To approve the draft minutes of the Estates Committee meeting on 25th March 2025 - Ref: 4116

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

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

Signature:



It was noted that: The contractor had advised against painting the fence white and that it should be treated with Sovereign wood treatment; the cost of the equipment for volunteers painting the fence was in the region of £260-£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

d) Consider the quotes received and progress lifting/cutting the trees in play areas overhanging play 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) Consider repairs required at the entrance to Millfields (raised as part of H&S inspection) - Ref: 4125

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.

8. Cemetery / Churchyards - Ref: 4126

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, possibly 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) Consider the progress and next steps for the project to tidy up the sides of the cemetery car park - Ref: 4128

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

Signature:



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 tenant should be asked to remove the tree.

Majority vote

10. 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) Consider the proposed roller shutters on town hall kitchen, identify any issues and agree how to 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.

c) Consider repair to fence at CTH car park - Ref: 4135

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

d) Receive an update on the rat bait stations in the town hall car park - Ref: 4136

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) Review the health and safety considerations for the old fire station and consider appropriate action - Ref: 4138

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 previously 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 equipment, 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 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

c) Consider the purchase of grass cutting safety signs (SD) - Ref: 4142

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

Signature: