



# **Public Meeting Pack**

**14<sup>th</sup> August 2025**



## **Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 10 July 2025**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales,  
Cllr J. Cox, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N. Clark,  
In Attendance: Michelle Moss, District Cllr O. Bierley, County Cllr J. Bean,  
Members of public present: 2

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4162**  
Apologies had been received from Cllr Milner.  
District Cllr Angela Lawrence had also sent her apologies.
- 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 - Ref: 4163**  
Cllrs Davey and Lyus declared an interest in agenda items 13b and 13c.  
Cllr Bowman declared an interest in 13b.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4164**  
None
- 4. Chairmans Report - Ref: 4165**  
Cllr Wright noted that he had attended the Armed Forces flag raising event at WLDC.
- 5. To approve the draft minutes of 12th June 2025 - Ref: 4166**  
RESOLVED that the draft minutes of the meeting held on 12th June 2025 be approved as a true record of the meeting and signed by the chair.  
All in favour
- 6. Finance - Ref: 4167**  
Cllr Priestley arrived for the meeting.
  - a) To approve the Accounting Statements and bank reconciliation for period ending 30th June 2025 - Ref: 4168**  
The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting.  
RESOLVED to approve the accounting statements and bank reconciliation as a true record.  
All in favour
  - b) To approve the Schedule of Payments - Ref: 4169**  
The schedule of payments had been circulated to councillors prior to the meeting. Cllr Bowman asked for it to be minuted that she objected to spending council funds on flowers for the town hall.  
RESOLVED to approve the schedule of payments totalling £8754.12  
1 abstained
  - c) To consider the quotes for insurance valuations and agree how to proceed - Ref: 4170**  
It was noted that two quotes had been received for completing an insurance valuation of our assets - £3950 and £4995 (ex VAT); an insurance valuation has not been completed for some years; if the current insurance valuations are inaccurate, in the event of a disaster the payout may not be enough to cover the cost of the claim. It was also noted that the council has not budgeted for this cost in this years budget.  
RESOLVED to set aside monies in 2026/27 budget for an insurance valuation to be completed next year (PPD to be completed).  
All in favour
- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4171**

**These are draft minutes and have not been formally approved and adopted**



**a) Lincolnshire Police - Ref: 4172**

No report received.

**b) West Lindsey District Council. - Ref: 4173**

District Cllr Bierley's report had been circulated prior to the meeting. Cllr Bowman raised concerns that some of the bins are not being emptied, some do not have QR stickers on them to enable reporting - Chapel St and the bins in the sports ground by the skate park are examples. Cllr Davey noted that WLDC had done a great job painting the rail on the town hall ramp, but the fracture part way down had still not been fixed. Cllr Bierley agreed to raise these issues with the correct departments at WLDC. He also noted that the UKSPF grants have opened this week and that Ian Knowles (Chief Executive of WLDC) retired this week - Bill Cullen is acting CE until Paul Birkenshaw takes over as new CE.

**c) Lincolnshire County Council - Ref: 4174**

Cllr Bean noted that LCC are proceeding with the adoption of Cornhill; the trees at Ayscough Grove are to be lifted to 3.5m and the footpath will be cleared.

**ci) Update on the request for Cllr Bean to look into parking issues and proposed one way system in Caistor - Ref: 4175**

Cllr Bean received a response from Highways about the parking proposal for Caistor noting that they can't see the proposed scheme going ahead, and in any case, consultation with residents would be needed - he advised that he could meet with the parking group after the Summer break.

**cii) To consider a response to LCC reference their consultation on South St proposed waiting restrictions - Ref: 4176**

The proposal had been circulated to councillors prior to the meeting. Following a discussion it was agreed that the council has no objections to the proposal.

All in favour

**d) Community Groups - Ref: 4177**

Lincolnshire Cares noted their Summer party had been a success with 62 members attending and entertainment provided by group members; thanks were extended to the grammar school students who entertained the group at their coffee morning on 30th June.

Reports from other groups had been received too late to circulate in the meeting pack but had been shared with Councillors on receipt and included: the next community cinema screening - Bridget Jones Mad about the boy - on 26th July; Party in the park Sporty - 13th July; and Murder Mystery in the town hall 12th July.

**e) Town Hall Management Committee - Ref: 4178**

Notes from the town hall management committee group had been circulated prior to the meeting.

**ei) To receive an update on the town hall replacement shutters - Ref: 4179**

It was noted that the FRA was needed to inform the decision about the shutters. The FRA is being discussed later on the agenda.

**f) Caistor in Bloom - Update - Ref: 4180**

No specific update from Caistor in Bloom. It was noted that the council had reached out to CIB after June's CTC meeting, to discuss the lack of flowers in the town but CIB did not want to meet with representatives of the council.

The St Peters and St Pauls church warden had asked that the council to extend their (Church wardens) thanks to the volunteers looking after the church grounds and to note what a splendid job they are doing.

**fi) To consider the town council position on Caistor Flowers for next year and agree next steps - Ref: 4181**

Cllr Somerscales (also a member of CIB) noted that CIB are going to go ahead with flowers in the town centre next year and that CIB have secured funding for this without CTC support. Cllr Wright asked that CIB provide a plan/schedule for where/when the flowers will be going as there have been different narratives about this. It was noted that the council would like a good working relationship with CIB; residents (wrongly) think that the council has influence over CIB; LCC are the council who agree permits for the floral displays on paths, verges



and alongside roadways rather than the town council and Cllr Bean (LCC) noted that LCC will only be concerned about safety issues. RESOLVED that Cllr Wright would contact CIB again to ask for a meeting/discussion about plans the flowers for next year.

All in favour

**g) CDCT - 2-4 Market Place - Ref: 4182**

It was noted that the update from 2-4 CDCT was received on the afternoon of the day of this meeting, too late to include in the information pack but it had been circulated to cllrs on receipt - Cllr Bowman advised that this was to give the council the most up to date information. (Updates can be found on the 2-4 website).

**8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4183**

**a) Personnel and Finance Committee - Ref: 4184**

None - next meeting in August.

**b) Estates Committee - Ref: 4185**

Draft minutes were circulated with the meeting pack; the estates reports had been received too late to include in the meeting pack but had been circulated to councillors on receipt. It was noted that there is a lot going on in the Estates Committee.

**bi) To agree to appoint an additional member of the estates committee and agree the appointment - Ref: 4186**

RESOLVED to increase the number of councillors on estates to 6 plus the CTC Chair. Cllr Somerscales was appointed to join the committee with immediate effect.

All in favour

**c) Health and Safety Working Group - Ref: 4187**

It was noted that the group met on 1st July and progress is being made on the 42 H&S issues.

**ci) To review the recommended action and appoint a contractor for a Fire safety risk assessment - Ref: 4188**

It was noted that 3 quotes for the fire risk assessment of our property portfolio had been received and considered by the HSWG; the quotes ranged from £960 to £1465 (ex VAT); after due consideration the working group recommended that CTC accept the quote from Worknest and appoint them to complete the FRA this year. RESOLVED to accept the quote for the FRA from Worknest and appoint them to complete a FRA on the town council building portfolio asap.

All in favour

**cii) To review the recommended action and appoint a contractor for the asbestos survey - Ref: 4189**

It was noted that 3 quotes for the asbestos survey of the town hall and the CS&SC had been received and considered by the HSWG; the quotes ranged from £960 to £1230 (ex VAT); after due consideration the working group recommendation was for the council to accept the quote from Amber Asbestos and appoint them to complete the asbestos survey. RESOLVED to accept the quote from Amber Asbestos to complete the asbestos survey for town hall and CS&SC.

All in favour

**d) Play area working group - Ref: 4190**

It was noted that the group had met 8th July, Cllr Hodson had been appointed to Chair the working group; a site visit to the parks was completed and several exploratory actions are being completed.

**9. To consider signing up with one of the three EDGE IT partners to take auto payments for the market - Ref: 4191**

It was noted that the market solution with EDGE IT for taking direct payments needs integration with a payment card system; EDGE IT works with 3 providers, the comparison was circulated prior to the meeting; all payment providers make charges for use; the Stripe provider is the only one which will accept credit/debit cards, DD's, Apple/google pay, recurring payments and in person POS payment methods; the payments fees are 1.5% +20p per transaction. RESOLVED to proceed with the Stripe account to integrate with EDGE IT market system.

**These are draft minutes and have not been formally approved and adopted**



1 against; 1 abstained

**10. To consider the damp survey report for the town hall and agree next steps - Ref: 4192**

It was noted that the report includes multiple issues and solutions for resolving/minimising the damp issues at the town hall; many are complex and costly solutions; Estates Committee would ideally incorporate the action but already has a huge agenda; the town hall management group should really be involved in the discussions and solutions.

RESOLVED to form a Town Hall Damp Management working group with the sole objective of addressing some of the damp issues at the town hall; invite 2 representatives from the town hall management committee to join the group along with 3 councillors - Cllr Cox, Hodson and Davey; and that Cllr Cox would be Chair for the group.

All in favour

**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 - Ref: 4193**

It was agreed that the town hall clock on the old court house building belongs to the town council. It was noted that it has issues keeping time for various reasons and has not worked for some time; it is very heavy and few walls will hold the weight; an ideal place would be on the renovated 2-4 Market Place building. RESOLVED to add it to CTC asset register; Cllr Bowman to contact the clock maker/repairer who looks after the church clock for a repair quote; and Cllr Bowman to ask CTC about housing it on the renovated 2-4 Market Place building

All in favour

**12. To consider the councillor suggestion to paint a mural on the sports store lock up (HP) - Ref: 4194**

Cllr Priestley noted that the sports store building is drab and looks tired; the proposal for a mural on the building would cost in the region of £5000 but would be £0 cost to CTC as it is proposed to meet the cost by fund-raising, sponsorship or applying for local grants (CTC have no budget for it); local artists could be asked to paint it; Cllr Priestly advised that he would organise the project and raise the money for it.

RESOLVED to support the project in principle, for Cllr Priestly to progress it and report back to the council in August meeting.

All in favour

**13. Clerks Report & Parish Matters - Ref: 4195**

**a) To consider the request for use of South St Park for a travelling library - Ref: 4196**

It was noted that the proposal had been circulated to the council prior to the meeting in the pack; the proposal will include a double decker bus on the park. RESOLVED to grant permission for the event.

All in favour

**b) To consider purchasing a gift for the twin town exchange of gifts in October 25 - Ref: 4197**

Cllrs Davey and Lyus left the room.

It was noted that: the gift is presented every year on behalf of Caistor Town Council. RESOLVED to give the Twinning association £200 for the presentation gift.

All in favour

**c) To consider the Lions request to use South St Park for the Beer Festival in 2026 - 5th and 6th June - Ref: 4198**

It was noted that there are significant parking issues when South St Park is used for large events and suggested that Lions might consider the sports ground for future events rather than the park.

RESOLVED to grant permission for use of South St Park for the beer festival but ask if they have considered use of the sports ground.

Cllrs Davey and Lyus returned to the room after the resolution.

All in favour

**d) Review Tracking Report - Ref: 4199**

**These are draft minutes and have not been formally approved and adopted**



It was noted that there is a lot going on.

**14. Correspondence Received - Ref: 4200**

**a) To consider the email from Boots PLC regarding parking - Ref: 4201**

It was noted that the email from Boots had arrived in response to the council letters asking for the 4 hour time limit on the town hall to be respected. It was acknowledged that there is a parking issue, but if we grant dispensation for one we have to do it for all and are back where we started from; and noted that once 2-4 is completed the issue will improve. RESOLVED to not grant permission for Boots staff to park in the town hall for over 4 hours.

All in favour

**15. To note any planning decisions - None - Ref: 4202**

**16. To review the planning applications received and agree a response - Ref: 4203**

**a) To consider the councils position on the proposals for the solar project on former RAF Caistor, North Kelsey Rd and agree next steps - Ref: 4204**

Several councillors had attended the presentation by the solar providers. Comments included: land at the moment is grade 2 arable, food producing; the proposed wattage is 49.9MW, just within the level for it to be considered at district level, a tactic often used initially as it is seen as the easier approval route for solar farms prior to them being extended; the use of batteries to store excess electricity is unregulated; battery fires produce toxic fumes and run off. It was agreed by a majority vote that the council do not support the proposal.

RESOLVED that Cllr Priestly would collate responses from councillors to feedback on the proposal; Cllrs Priestley and Wright will represent CTC on a joint consultation/response group with other local parish councils.

Majority vote

**17. Date of next meeting - Ref: 4205**

14th August 2025.

Meeting closed at 8:30pm



## **Accounting Statements**

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

## Explanation of Variances

### Electricity - Market Place LN7 6TU

**Actual Total:** 185.73      **Budget:** 399.96      **Variation:** 214.23      / -53.56

Repair included in April

### Electricity - Market Place LN7 6TL

**Actual Total:** 339.03      **Budget:** 0.00      **Variation:** -339.03      / 100

Repair included in April

### Electricity - Sports Ground

**Actual Total:** 672.10      **Budget:** 1100.04      **Variation:** 427.94      / -38.9

Repairs included in April





# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
<b>Income</b>						
<b>Income: General</b>						
100	Precept	132558	132558	0	0	132558
140	Cemetery Income	4815	4000	815	20	8000
120	Allotment Income	90	450	-360	-80	450
130	Market Rents	910	2000	-1090	-55	2000
150	Sports ground	1184	4400	-3216	-73	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	0
199	Miscellaneous Income	612	2500	1888	-76	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 Totals		140168	150213	-6268	-7	155428
Income Totals		140168	150213	-6268	-7	155428
<b>Expenditure</b>						
<b>Expense: General</b>						
500	Salaries	17137	53000	35863	-68	47000
503	PAYE & NI	5681	15000	9319	-62	15000
501	Staff Travel & Benefits	65	250	185	-74	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	36	250	214	-86	250
520	General Office	347	1500	1153	-77	1500
530	Hall Hire	160	500	340	-68	500
540	Insurance	0	4000	4000	-100	4000
550	Audit	620	700	80	-11	620
560	Subscriptions	0	1000	1000	-100	1000
570	Training	470	2500	2030	-81	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	1858	4500	2642	-59	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	923	3200	2278	-71	3200
593	Sportsground	2890	8300	5411	-65	8300
594	Cemeteries/Church	4721	10500	5779	-55	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	512	1350	838	-62	1350
700	Electricity - Market Place LN7 6TU	186	400	214	-54	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	672	1100	428	-39	1600
800	Tree maintenance	250	1500	1250	-83	1500
720	Water: Sports Ground	37	400	363	-91	400
721	Water: Cemetery	20	100	80	-80	100
722	Water: Allotments	25	200	175	-88	200



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
765	Play Park Maint & Refurb	27101	28500	1399	-5	28500
597	Caistor Sports & Social Club	553	3000	2447	-82	3000
522	Town Hall	661	2500	1839	-74	2500
582	Civic	0	0	0	100	0
601	Equipment	3890	4500	610	-14	6500
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	1858	5000	3142	-63	5500
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	3195	4000	805	-20	5000
760	Projects	3225	6100	2875	-47	6100
Expense: General Totals		81559	174000	92441	-53	172510
Expenditure Totals		81559	174000	92441	-53	172510



# Bank Reconciliation

## Balances as per bank statements as at 01/08/2025

Natwest Current Account	10693.84	182426.33
Natwest Business Reserve Account	56231.27	
Equals Card	418.00	
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 01/08/2025				182426.33

## Cash Book

Receipts in current year	140168.47
VAT to be claimed	9628.94
Unallocated cash	0.00
Payments in current	81559.21

Opening Balance Bank 1	7264.03	133446.01
Opening Balance Bank 2	125702.97	
Opening Balance Bank 3	479.01	
Opening Balance Bank 4	0.00	

**Cash Book Closing Balance 182426.33**

## 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	6500.00	Budget remaining	71879.33
Tree Maint - Parks (combined above)	0.00		



# Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
Details	Year 2024/25		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Income: General										
Precept	124444	124444	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	4000	7740	4000	2805	2010	0	0	4815	815	20.38
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00
Market Rents	3000	2620	2000	695	215	0	0	910	-1090	-54.50
Sports ground	2464	4981	4400	849	335	0	0	1184	-3216	-73.09
WLDC Street Cleaning	2490	2091	0	0	0	0	0	0	0	100.00
Grass Cutting	1700	3708	1785	0	0	0	0	0	-1785	?
Grants	0	10619	1000	0	0	0	0	0	-1000	?
VAT Reclaimable	0	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	2000	2999	2500	551	60	0	0	612	1888	-75.54
Town Hall	520	520	520	0	0	0	0	0	-520	?
Magazine Advertising	0	0	0	0	0	0	0	0	0	100.00
CIL income	0	2158	1000	0	0	0	0	0	-1000	?
Income: General	Total		150213	137549	2620	0	0	140168	-6268	-7
Total			150213	137549	2620	0	0	140168	-6268	-7



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25								Variation	
Details	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	35000	42029	53000	13415	3722	0	0	17137	35863	-68
PAYE & NI	16000	13644	15000	4317	1364	0	0	5681	9319	-62
Staff Travel & Benefits	100	19	250	45	20	0	0	65	185	-74
Contractors	0	0	0	0	0	0	0	0	0	100
Other Staff Expenses	100	29	250	36	0	0	0	36	214	-86
General Office	1000	1612	1500	222	125	0	0	347	1153	-77
Hall Hire	500	427	500	110	50	0	0	160	340	-68
Insurance	3600	3669	4000	0	0	0	0	0	4000	-100
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	0	0	0	1000	-100
Training	500	1029	2500	315	155	0	0	470	2030	-81
Election	0	0	0	0	0	0	0	0	0	100
Mayor Allowance	350	52	350	10	0	0	0	10	340	-97
Professional Fees	500	47	250	175	0	0	0	175	75	-30
Legal Fees	500	0	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	4500	4500	4500	923	935	0	0	1858	2642	-59
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	0	0	0	923	2278	-71
Sportsground	10300	10828	8300	1879	1011	0	0	2890	5411	-65
Cemeteries/Church	6800	5088	10500	3871	850	0	0	4721	5779	-55
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	0	0	0	250	-100
Cemetery records management	280	613	650	0	0	0	0	0	650	-100
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	128	0	0	512	838	-62
Electricity - Market Place LN7 6TU	200	472	400	167	19	0	0	186	214	-54
Electricity - South Street Park	600	692	600	45	0	0	0	45	555	-93
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	127	0	0	672	428	-39
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	250	0	0	250	1250	-83
Water: Sports Ground	300	249	400	37	0	0	0	37	363	-91
Water: Cemetery	100	92	100	20	0	0	0	20	80	-80
Water: Allotments	150	141	200	25	0	0	0	25	175	-88
Play Park Maint & Refurb	4000	5618	28500	27089	12	0	0	27101	1399	-5
Caistor Sports & Social Club	3000	2687	3000	30	523	0	0	553	2447	-82
Town Hall	2500	1630	2500	661	0	0	0	661	1839	-74
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3088	802	0	0	3890	610	-14
Market Place	4000	3044	1000	600	0	0	0	600	400	-40
Gritting & Snow Clearance	450	0	300	0	0	0	0	0	300	-100
CCTV	1500	0	500	0	0	0	0	0	500	-100
Grants & Donations	7000	7218	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	525	0	0	1858	3142	-63
Grant to Caistor in Bloom	10000	10000	0	0	0	0	0	0	0	100
Christmas Lights project	2000	6848	0	0	0	0	0	0	0	100
Bins and Benches	0	0	0	0	0	0	0	0	0	100
WLDC		70		0	0	0	0	0	0	
Health and Safety			4000	1975	1220	0	0	3195	805	-20
Projects			6100	3225	0	0	0	3225	2875	-47



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

This report is based on Payment Date

Details	Year 2024/25		Financial Year Ending 31/03/2026							
	Budget	Actual	Budget	Q1	Q2	Q3	Actual	YTD	Variation	
				Actual	Actual	Actual			£	%
Expense: General Total			174000	69301	12258	0	0	81559	92441	-53
Total			174000	69301	12258	0	0	81559	92441	-53



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25								Variation	
Details	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	35000	42029	53000	13415	3722	0	0	17137	35863	-68
PAYE & NI	16000	13644	15000	4317	1364	0	0	5681	9319	-62
Staff Travel & Benefits	100	19	250	45	20	0	0	65	185	-74
Contractors	0	0	0	0	0	0	0	0	0	100
Other Staff Expenses	100	29	250	36	0	0	0	36	214	-86
General Office	1000	1612	1500	222	125	0	0	347	1153	-77
Hall Hire	500	427	500	110	50	0	0	160	340	-68
Insurance	3600	3669	4000	0	0	0	0	0	4000	-100
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	0	0	0	1000	-100
Training	500	1029	2500	315	155	0	0	470	2030	-81
Election	0	0	0	0	0	0	0	0	0	100
Mayor Allowance	350	52	350	10	0	0	0	10	340	-97
Professional Fees	500	47	250	175	0	0	0	175	75	-30
Legal Fees	500	0	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	4500	4500	4500	923	935	0	0	1858	2642	-59
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	0	0	0	923	2278	-71
Sportsground	10300	10828	8300	1879	1011	0	0	2890	5411	-65
Cemeteries/Church	6800	5088	10500	3871	850	0	0	4721	5779	-55
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	0	0	0	250	-100
Cemetery records management	280	613	650	0	0	0	0	0	650	-100
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	128	0	0	512	838	-62
Electricity - Market Place LN7 6TU	200	472	400	167	19	0	0	186	214	-54
Electricity - South Street Park	600	692	600	45	0	0	0	45	555	-93
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	127	0	0	672	428	-39
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	250	0	0	250	1250	-83
Water: Sports Ground	300	249	400	37	0	0	0	37	363	-91
Water: Cemetery	100	92	100	20	0	0	0	20	80	-80
Water: Allotments	150	141	200	25	0	0	0	25	175	-88
Play Park Maint & Refurb	4000	5618	28500	27089	12	0	0	27101	1399	-5
Caistor Sports & Social Club	3000	2687	3000	30	523	0	0	553	2447	-82
Town Hall	2500	1630	2500	661	0	0	0	661	1839	-74
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3088	802	0	0	3890	610	-14
Market Place	4000	3044	1000	600	0	0	0	600	400	-40
Gritting & Snow Clearance	450	0	300	0	0	0	0	0	300	-100
CCTV	1500	0	500	0	0	0	0	0	500	-100
Grants & Donations	7000	7218	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	525	0	0	1858	3142	-63
Grant to Caistor in Bloom	10000	10000	0	0	0	0	0	0	0	100
Christmas Lights project	2000	6848	0	0	0	0	0	0	0	100
Bins and Benches	0	0	0	0	0	0	0	0	0	100
WLDC		70		0	0	0	0	0	0	
Health and Safety			4000	1975	1220	0	0	3195	805	-20
Projects			6100	3225	0	0	0	3225	2875	-47



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/07/2025

This report is based on Payment Date

Details	Year 2024/25		Financial Year Ending 31/03/2026							
	Budget	Actual	Budget	Q1	Q2	Q3	Actual	YTD	Variation	
				Actual	Actual	Actual			£	%
Expense: General Total			174000	69301	12258	0	0	81559	92441	-53
Total			174000	69301	12258	0	0	81559	92441	-53





# 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	<input type="checkbox"/>	<input type="checkbox"/>
07/07/2025	2096	ICCM	Memorial management training - Mike Crookes	31.00	186.00	<input type="checkbox"/>	<input type="checkbox"/>
07/07/2025	2097	Greystone Services	Cemetery grass cutting - visit 6 and 7	168.00	1008.00	<input type="checkbox"/>	<input type="checkbox"/>
08/07/2025	2098	Caistor Town Hall	Hire of hall June	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
01/07/2025	2099	Microsoft subscription	Bank Payment: General Office	0.00	104.99	<input type="checkbox"/>	<input type="checkbox"/>
08/07/2025	2100	Defib4life	Bank Payment: Defib pads and charge	27.98	167.89	<input type="checkbox"/>	<input type="checkbox"/>
09/07/2025	2101	Yandles	Bank Payment: Replacement bench slats	12.54	75.28	<input type="checkbox"/>	<input type="checkbox"/>
14/07/2025	2107	Jake Garden Care (Dyne Group)	Grass cutting visit 6 - 7-11th July 2025	187.05	1122.30	<input type="checkbox"/>	<input type="checkbox"/>
15/07/2025	2108	Worknest	Fire risk assessment	192.00	1152.00	<input type="checkbox"/>	<input type="checkbox"/>
14/07/2025	2109	Liam Marchant Plumbing & Heating	Repairs to leak in toilets and changing room at CS&SC	0.00	230.00	<input type="checkbox"/>	<input type="checkbox"/>
17/07/2025	2110	Honey Brothers Ltd	Mobile safety signs	52.08	312.50	<input type="checkbox"/>	<input type="checkbox"/>
17/07/2025	2111	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.91	19.19	<input type="checkbox"/>	<input type="checkbox"/>
17/07/2025	2114	Toolstation self amalgamating tape	Bank Payment: Equipment	2.00	11.98	<input type="checkbox"/>	<input type="checkbox"/>
22/07/2025	2115	E-Quip (Rasen) Ltd	Materials to repair skate park ramp	21.28	127.67	<input type="checkbox"/>	<input type="checkbox"/>
22/07/2025	2116	E-Quip (Rasen) Ltd	Bolts and washers	0.50	3.02	<input type="checkbox"/>	<input type="checkbox"/>
22/07/2025	2117	E-Quip (Rasen) Ltd	Weed spray and minor parts for play equip repairs	8.79	52.69	<input type="checkbox"/>	<input type="checkbox"/>
23/07/2025	2118	PKF Littlejohn	External Audit 24.25	84.00	504.00	<input type="checkbox"/>	<input type="checkbox"/>
23/07/2025	2119	Mike Crookes	Mileage Claim - Equip for equipment x 3	0.00	19.95	<input type="checkbox"/>	<input type="checkbox"/>
24/07/2025	2120	Tamar telecom	Bank Payment: Telephone & Broadband	1.20	7.20	<input type="checkbox"/>	<input type="checkbox"/>
24/07/2025	2121	The plastic card factory	Bank Payment: General Office	3.40	20.39	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2025			Bank Payment: Salaries	0.00		<input type="checkbox"/>	<input type="checkbox"/>
25/07/2025			Bank Payment: Salaries	0.00		<input type="checkbox"/>	<input type="checkbox"/>
25/07/2025	2124	HMRC	Bank Payment: PAYE & NI	0.00	1364.04	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2025	2125	NEST	Bank Payment: Pension payments	0.00	524.97	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2025	2126	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/>	<input type="checkbox"/>
28/07/2025	2127	EDF	Bank Payment: Electricity - Sports Ground	6.02	126.51	<input type="checkbox"/>	<input type="checkbox"/>
30/07/2025	2128	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/>	<input type="checkbox"/>
29/07/2025	2129	Amazon - Protective helmet	Bank Payment: Equipment	6.60	39.63	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory
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Print Name
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Date
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Authorised Signatory
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Print Name
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Date
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Minute Ref
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# Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
30/07/2025	2130	Liam Marchant Plumbing & Heating	Supply and fit replacement valve to the main water cylinder	0.00	160.00	<input type="checkbox"/>	<input type="checkbox"/>
30/07/2025	2131	Amber Asbestos Services	Asbestos survey of all council owned buildings	0.00	960.00	<input type="checkbox"/>	<input type="checkbox"/>
31/07/2025	2140	S R Thompson (Mole Man)	Mole control	0.00	300.00	<input type="checkbox"/>	<input type="checkbox"/>
31/07/2025	2141	Genfair - Caistor memorial records	Bank Payment: Cemeteries/Church	0.00	10.00	<input type="checkbox"/>	<input type="checkbox"/>
04/08/2025	2142	C R Hansard Ltd	Fuel July 2025	2.49	14.92	<input type="checkbox"/>	<input type="checkbox"/>
05/08/2025	2143	Huws Gray	Plywood, timber and blade	14.40	86.42	<input type="checkbox"/>	<input type="checkbox"/>
05/08/2025	2144	Huws Gray	White paint, brushes, woodstain	53.07	318.42	<input type="checkbox"/>	<input type="checkbox"/>
05/08/2025	2145	Postage - Burial books for scanning	Bank Payment: Cemeteries/Church	0.00	19.55	<input type="checkbox"/>	<input type="checkbox"/>
					<b>TOTAL:</b>	<b>12917.66</b>	

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Good morning all

I wanted to take this opportunity to share with the parish councils a recent spate of garage burglaries, shed breaks and suspicious circumstances that have been reported to Lincolnshire Police.

We have put communications out on social media; however, we would also like to share with the parishes for distribution where possible.

We are encouraging residents to be vigilant and where possible consider our crime prevention advice (below) whilst we continue our enquiries.

Locally, we are conducting nighttime patrols in the areas affected and investigations are ongoing for reported lines of enquiry.

We are encouraging any information and incidents to be reported to collate a pattern of behaviour.

To report a non-urgent incident this can be done via 101 online: [Report a crime | Lincolnshire Police](#)

In an emergency or if a crime is in progress dial 999.

**We are advising communities not to approach individuals suspected of committing offences. The best and safest action communities can take is to contact the police immediately.**

We have added some crime prevention tips below, however, should parishes think it would be beneficial the Neighbourhood Policing Team could help organise a group crime prevention talk with our crime prevention department to support our communities further.

This has recently been done in a neighbouring area and was highly attended and we received positive feedback.

#### 'Think like a thief'

Take a look at your shed and consider how you would break in. Its worth having a good padlock on the door and no exposed screws. Pay attention to hinges as these are sometimes easily removable. If you have windows, then these could be vulnerable unless they're secured with wire mesh or grills. Keep them locked at all times.

#### Alarm It

Consider a battery-operated shed alarm. They look low key, but they respond to movement or door contact with an extremely loud alarm system.

#### Lock it, hide It or mark it

Don't give them the opportunity or the tools to commit a crime. Lock everything away security. Tools can be locked inside a locker ,box or secured with a chain.

Secure your bikes ,if you can, to the ground or a lockable stand. We recommend visiting 'SOLD SECURE' to search for ground anchors and other locks designed to fix to floors and walls.

#### Property Mark

Property mark your items and take photographs of them. Some tools can be painted with your name or postcode and forensic marking is also an option. This helps them to stay identifiable. We recommend that you register any item that has a serial number on [The National Property Register, for Phones, Gadgets, Bicycles & More...](#)

Further security advice can be sought via [Secured by Design - Sheds & Outbuildings](#)

The area has been added to our tasking so this should also see an increase in policing patrols during the hours of darkness.

	Jun-25
+ All Other Occurrences	
+ Arson & Criminal Damage	
+ Burglary	
+ Crimes Against Society	
+ Drug Offences	
+ Possessions of Weapons	
+ Public Order	
+ Robbery	
+ Sexual Offences	
+ Theft Offences	
+ VATP	
+ Vehicle Offences	

Tickets for June issued in West Lindsey:

OFFENCE DATETIME	NOTICE TYPE	CCCJS OFFENCE DESC	VEHICLE MAKE	VEHICLE RE
12/06/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	JEEP	J55PWK
25/06/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	APRILIA	YS68HNC



27/06/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	KIA	BN61ENX	B11 Roa ont Tom Lane
12/06/2025	Endorsable Notice	Drive a motor vehicle otherwise than in accordance with a licence - endorsable offence	TOYOTA	SL59YCG	LEA
02/06/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	FORD	YB60CJZ	BOB RAIN WAY
03/06/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	VOLVO	YA07GOX	TRIN
11/06/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	HONDA	SO05GOE	A46
12/06/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	AUDI	FV56XKA	SAX
01/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	YAMAHA	YR64YZT	WIL ROA
01/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	YAMAHA	CE19VFM	WIL ROA
01/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HARLEY DAVIDSON	GD66BYE	GAI ROA
08/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	DUCATI	AU71YNX	A63
09/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	FORD	MC05COW	A15
11/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	M14OUP	A15
17/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	CL05EGC	LIN
19/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	M8XOF	A15
22/06/2025	Non Endorsable Notice	Drive vehicle no front registration plate - registered after 30/09/38	SUZUKI	BW53EUR	A46
25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KAWASAKI	NT04ZZA	WIL ROA
25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HONDA	AR60CBR	WIL ROA
25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	MOTORCYCLE	PF22YNU	A63

25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	TRIUMPH	KU14BTF	A63
25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HARLEY DAVIDSON	GX67XFC	WA
	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HARLEY DAVIDSON	M31JDT	A63
25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HARLEY DAVIDSON	YP24ODE	WA
	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HARLEY DAVIDSON	FE73NZN	A63
25/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HARLEY DAVIDSON	SH22HWD	A63
29/06/2025	VDRS Notice	Drive a vehicle with registration mark obscured / indistinguishable	NISSAN	L31GTR	A15
29/06/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	SUBARU	T300MYG	A15
11/06/2025	Non Endorsable Notice	Use a motor vehicle on a road without a valid test certificate	HONDA	SO05GOE	A46
23/06/2025	Non Endorsable Notice	Use a motor vehicle on a road without a valid test certificate	VAUXHALL	NJ66AWA	WO AVE
26/06/2025	Endorsable Notice	Use a motor vehicle / trailer with tyre with any of the ply / cord exposed	FORD	FV57RLZ	LINC FRO RISE
05/06/2025	VDRS Notice	Use motor vehicle on a road when the glass was not maintained so as to afford the drivers unobscured vision	MERCEDES	DIG2918	A15
06/06/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	LAND ROVER	L20GSJ	B11 Cau
24/06/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	RENAULT	NA66UVN	A63 Way
28/06/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	APRILIA	EF19ZWM	A63 the Spri Roa
10/06/2025	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	RENAULT	YD19DZG	A15
21/06/2025	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	APRILIA	LF72ZHU	A46 Roa

23/06/2025	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	TESLA	MC74XNU	A46 Roa
	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	TOYOTA	R29HET	A15 the Railw Cros
26/06/2025	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	KIA	SL20LCF	A15
16/06/2025	Endorsable Notice	Overtake within controlled area of Zebra / Puffin pedestrian crossing	FORD	EN60FSA	A46 Lane
17/06/2025	VDRS Notice	Use a motor vehicle on a road fail to maintain lamps / reflectors / rear markings / devices in working order / clean	FORD	MW65OCJ	Rop
25/06/2025	Non Endorsable Notice	Use a vehicle on a road with an exhaust system / silencer not maintained in a good and efficient working order	KAWASAKI	NT04ZZA	WIL ROA
29/06/2025	Non Endorsable Notice	Use a motor vehicle on a road with silencer / exhaust system altered to increased the noise made	KTM	BX12ATK	A63
12/06/2025	Non Endorsable Notice	Use on a road a motor vehicle / trailer with a load which was insecure / in a position likely to cause danger	DAF	RK62WEW	A15
23/06/2025	Non Endorsable Notice	Use on a road a motor vehicle with a mascot / emblem / ornamental object in a position likely to cause injury	JAGUAR	JD06XJD	LINW
06/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	FORD	MF22ZJK	A15 GAI ROA
06/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	MAN	N400HUD	A15 GAI ROA
09/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	FORD	HY24EOJ	A15 Stre
11/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	AUDI	T5DBN	A15 Brid
17/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	KIA	RE18JWK	A46
20/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor	BMW	S25GLP	DEE

		vehicle on a road - endorsable offence			
27/06/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	RENAULT	YR62UFM	SCO
12/06/2025	Non Endorsable Notice	Ride in the front passenger seat of a motor vehicle being driven on a road whilst not wearing a seat belt	FORD	NV07EZG	A15
12/06/2025	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	AUDI	RO10VHY	ACA
01/06/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	VAUXHALL	VN58CZH	A11
01/06/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	PEUGEOT	GU70KXC	A11
01/06/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	LAND ROVER RANGE ROVER	LG20FPE	A11
09/06/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	FORD	NA06NNX	MID
11/06/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	FIAT	SL59WLD	HAC ROA
25/06/2025	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	FORD	LL18YLP	B12
25/06/2025	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	PEUGEOT	YM73JHK	B12
25/06/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	MERCEDES BENZ	FT18UBC	A63
26/06/2025	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	MERCEDES BENZ	D6TDY	A10
26/06/2025	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	MERCEDES BENZ	KD16LYG	TILL LAN

**Kind regards**

**Inspector 1144 Mike Head**

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## Gainsborough Police Station

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### Neighbourhood Policing



01427 816300  
07500920288



[Michael.head@lincs.pnn.police.uk](mailto:Michael.head@lincs.pnn.police.uk)



Gainsborough Police Station, Morton Road, Gainsborough, DN21 2SY



[www.lincs.police.uk](http://www.lincs.police.uk)

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

14<sup>th</sup> August 2025

(Prepared Tuesday, 5<sup>th</sup> August)

## 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 the new round of the Household Support Fund (HSF 7) opened for applications on Monday, 7<sup>th</sup> July. Disbursements to those most in need, for example, to help with food or utility costs, are being made by third sector partners on our behalf, either in the form of vouchers or food parcels, with no cash alternative. Experience gained in previous rounds has proven this method to be highly effective and efficient. The Lincolnshire Community Foundation is once again our lead partner, please visit their website at: <https://lincolnshirecf.co.uk> for the very latest information. This scheme, funded by the Department for Work and Pensions (DWP), will close either when it has been fully allocated or otherwise on Friday, 26<sup>th</sup> September 2025.

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 and around Caistor. This opportunity is offered completely without charge. Please see the list at: <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 Caistor has six Good Causes actively participating in the West Lindsey Lottery, with each of them continuing to benefit from significant 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 the chance to win a £2,000.00 Luxury Getaway (or to take that amount in cash) in the Super Draw on Saturday, 26<sup>th</sup> July. Additionally, the Referral Prize Draw enables existing supporters to recommend the lottery to family and friends and gives each party an entry into an exclusive monthly £200.00 draw for an Amazon Gift Card upon a sign up. For more information, for tickets, or to register as a new Good Cause, please visit our dedicated website at: <https://www.westlindseylottery.co.uk>

NB. 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

☎ 01469 560865    [owen@bierley.com](mailto:owen@bierley.com)

We continue 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 throughout the district. 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 other work we are undertaking, will help in identifying what support and opportunities are needed within communities to assist all residents lead healthy, active, lives. This consultation closes on Monday, 1<sup>st</sup> September; please help us to promote engagement in it!

Our annual budget consultation (for financial year 2026-2027) began on Monday, 4<sup>th</sup> August and this year we are running one on Local Government Reorganisation (LGR) in parallel with it. Each will run until Monday, 15<sup>th</sup> September, though we will have a stall on Caistor Market on Saturday, 9<sup>th</sup> August for those that prefer dialogue, discussion and engagement. LGR will see the ten existing Councils in Lincolnshire replaced by new, much larger, unitary authorities. Government's current intentions are for the new arrangements to be in place by 2028 at the latest. Please be aware that, over the coming weeks, other councils may also arrange public consultation events on their own LGR proposals, with some of those being held at venues in West Lindsey.

### Environment

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 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) and a detailed welcome pack in February or March next year in time for the start of the new service. Alternatives, for example bread bags, can also be used in place of the caddy liners if preferred. Please be assured that caddies are 'lockable' to obviate any concerns around 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. We propose to hold a community engagement event on Caistor Market in due course. May I also take this opportunity to confirm that the Council's Big Bin Hire service, designed to assist those householders having a clear-out or moving house, remains available? This offer, which has already been taken up by residents in our area, provides a choice of sizes (either 660 or 1100 litres) for a week, at a cost of £50.00 or £60.00 respectively. For reference, the capacity of a standard 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 quarter 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. An Enforcement Officer, together with a colleague from Customer Services, will be available in Caistor Arts and Heritage Centre, 28 Plough Hill, on the mornings of Monday 11<sup>th</sup> and Tuesday 12<sup>th</sup> August between 10.00 and midday. This 'Coffee Morning' initiative is part of a trial with a view to providing direct, in-person, access to specialist officers, thereby encouraging engagement with and within the wider West Lindsey community. You are more than welcome to speak to us!

**Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN**  
**☎ 01469 560865   owen@bierley.com**

## **Bins at the cemetery**

**From:** WL - Commercial Waste Solutions <[CommercialWasteSolutions@west-lindsey.gov.uk](mailto:CommercialWasteSolutions@west-lindsey.gov.uk)>

**Date:** 24 July 2025 at 10:37:38 BST

**To:** Estates <[estates@caistortowncouncil.gov.uk](mailto:estates@caistortowncouncil.gov.uk)>

**Subject: RE: Caistor Cemetery**

Dear Mike

Thank you for your email.

Our crews have recently been reminded to adhere to our waste policies, which is probably why this has just come to light.

We have waste policies in relation to wheeled bins and waste collections, (please see link below).

<https://www.west-lindsey.gov.uk/bins-waste-recycling/waste-services-charges-policies/waste-recycling-policies/waste-recycling-operational-policies-2024#policy-25-village-halls-and-similar-premises>

Every domestic property is limited to 1 x black, 1 x blue and 1 x purple-lidded bin (apart from extenuating circumstances, such as medical waste). Other premises such as Village Halls, Community Centres and places of worship are also only entitled to 1 of each bin type. For any waste in excess of the above allowance, you would need to join our commercial waste service, as this is from non-domestic premises.

The smallest size of black bin on our service is a 240 litre bin (the same as the blue bins). If you wanted two of these bins to be emptied on a fortnightly basis, then the monthly charge for this would be £28.60.

Alternatively, we can provide you with 1 x 360 litre bin at £19.07 per month (which is the same as two slim black bins (180's).

We would normally set up a monthly direct debit for these collections and if you wish to set this up, please could you follow the link below and quote debtor reference 101015.

[https://west-lindsey-self.achieveservice.com/service/Commercial\\_Waste\\_Service\\_Set\\_up\\_or\\_amend\\_a\\_Direct\\_Debit](https://west-lindsey-self.achieveservice.com/service/Commercial_Waste_Service_Set_up_or_amend_a_Direct_Debit)

If you could let me know which bins you would like I can then arrange a delivery and to bring back two of your smaller bins. I'm sorry that this isn't the news you were hoping to hear.

Kind regards

Elaine

Elaine Bilton

aste Policy & Commercial Waste Lead Officer

-----Original Message-----

From: Estates <[estates@caistortowncouncil.gov.uk](mailto:estates@caistortowncouncil.gov.uk)>

Sent: 24 July 2025 09:41

To: Elaine Bilton <[elaine.bilton@west-lindsey.gov.uk](mailto:elaine.bilton@west-lindsey.gov.uk)>

Cc: Michelle Moss <[clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)>

Subject: Caistor Cemetery

CAUTION:External email, think before you click!

Good Morning Elaine

I have been given your details by Simon Smoothy regarding an issue at Caistor cemetery. Presently we have 4 green waste bins which the town council pays for and 3 slim general waste (grey) bins which until recently had no issues. We have now been informed by your Collection Operatives that only one general waste (grey) bin is to be collected. Can you please offer an explanation and a solution to this problem

Kind Regards

Mike Crookes

Estates Team for Caistor Town Council

From my mobile 07917080250

**LCC request to extend the 4 hour parking limit at the town hall car park for their health and Wellness event 25<sup>th</sup> September.**

Hi Michelle,

Thank you for getting back to me about this.

Do you know if there is the possibility for parking to be extended for the event for that day?

Kind regards,

**Kate Cooper**

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**From:** [clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk) <[clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)>

**Sent:** 21 July 2025 09:44

**To:** Kate Cooper <[Kate.Cooper@lincolnshire.gov.uk](mailto:Kate.Cooper@lincolnshire.gov.uk)>

**Subject:** RE: Caistor Wellbeing Event

Hi,

We don't make charges for parking at the town hall, but parking is limited to 4 hours.

Kind regards

Michelle

\_\_\_\_\_

**From:** Kate Cooper <[Kate.Cooper@lincolnshire.gov.uk](mailto:Kate.Cooper@lincolnshire.gov.uk)>

**Sent:** 18 July 2025 10:54

**To:** [clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)

**Subject:** Caistor Wellbeing Event

Good morning,

We are organising a wellbeing event at Caistor Town Hall on Thursday, 25th September. The event will focus on serving the local community and will be attended by local organizations that provide wellbeing-related support and activities.

Could you kindly advise who I should contact regarding the possibility of waiving parking charges for all visitors on that day?

Kind regards,

Kate.

**Kate Cooper**

**Public Health Officer for Suicide Prevention, Self-Harm and Mental Health**

**Mental Health First Aider**

**Suicide First Aider**

Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL

**Response to complaints about noise**

**From:** >

**Sent:** 17 July 2025 09:00

**To:**

**Cc:**

**Subject:** Re:Feedback received from Residents - Caistor Goes Sporty (13th July)

Good morning Michelle,

Thank you for the kind words in support of the events, it was overall, a hugely successful day.

I am sorry though to hear that noise levels disturbed nearby residents, that's not acceptable at 8:45 on a Sunday morning.

This was well before the start of Caistor Goes Sporty event (at 12pm) and happened ahead of the warm up for the Sting.

With hindsight, I can see where much of the problem stems from. Arrival, Registration, race number collection, bag drop, race marshal hi-vis pickup and general meeting up with the rest of competitors was all taking place in a marquee behind the P A system.

The background noise level of almost 500 chattering people, mostly excited about the race, is really quite intense.

As this noisy crowd was mostly behind the PA they wouldn't hear the announcements clearly, or appreciate just how loud it was in front of them.

Again, with hindsight, an improvement could be to use more speakers, that sounds wrong I know but two speakers in the race HQ marquee behind the stage would make announcements much easier for the runners to hear without broadcasting it to the rest of the town.

Following the debrief of the running club and Caistor Goes, if a decision to run the two events together next year is made, I'd be happy to do what I can to ensure no nuisance is caused by excessive or untimely noise.

In relation to the upcoming "Proms in the Park", there is a change of date. Market Rasen Band became unavailable for 31st August (too many members on holiday) so asked to reschedule for Sunday 7th September, we hope this new date is acceptable to CTC.

This is a considerably smaller, afternoon event. I don't anticipate any problems with noise levels.

Please, offer our sincere apologies to the residents who made the complaint and to CTC who received them.

Caistor Goes Events Committee greatly appreciates the support of CTC and we look forward to working together on future projects that benefit our community.

Kind Regards,



Sent via BT Email App

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**From:** [clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)

**Sent:** Jul 16, 2025 at 12:03 PM

**To: Subject:** Feedback received from Residents - Caistor Goes Sporty (13th July)

Dear Caistor Goes Team,

I hope you're all well and enjoying a well-earned rest after the *Caistor Goes Sporty* event. Thank you again for all the hard work and energy you put into organising these community events – we really do appreciate the time and commitment it takes, especially as volunteers.

Following the event on Sunday 13th July, I've received some feedback from residents living near the park. While many people enjoyed the day and recognised the positive impact of the event, a few concerns were raised about the volume of the music and announcements which began early in the morning.

Some residents mentioned that loud music and microphone use began around 8:45 a.m., which they found a bit overwhelming for a Sunday morning. A few felt it was disruptive, particularly those with young children or elderly family members.

I completely understand the need for music, warm-ups, and creating a lively atmosphere, but I wonder if it might be possible in future to slightly adjust the start time for amplified sound, or just keep early-morning volume a little lower where possible. Residents have also suggested things like setting clearer noise timeframes or having stewards assist with overall sound and crowd management.

This feedback will be shared at the next Full Council meeting on **14th August**, and I'll let you know if anything further comes from that discussion. In the meantime, I just wanted to pass this along for your consideration as you plan future events—particularly the *Proms in the Park* on **31st August**.

Thanks again for all you do to bring the community together—it's really valued by so many in the town. If you'd like to chat further about any of this, I'd be happy to.

kind regards,  
Michelle



## Feedback from Residents – Caistor Goes Sporty (13th July)

Dear Clerk Michelle,

I am writing to you to raise our concerns over the excessive use of loud music that occurred in Caistor park on Sunday morning 13th July 2025 for the Sting and Caistor Goes Sporty event

The music started at 8.45am with incredibly loud almost deafening, heavy rock music (guns and roses and ac/dc ) being a Sunday morning - was this really necessary?

The compare shouting into the microphone, which must have been on maximum volume only exaggerated the situation.

The event was due to start at 9.30 with a 9 minute warm up, which we understand is the normal routine, before the runners were to leave the park to commence the run.

So why was this excessive loud noise necessary from 8.45 a.m?

The residents of Mill Lane and Wold View are all extremely unhappy with this situation, as I'm sure other residents in the vicinity are, many of them, said they felt they could not complain as nothing is ever done about it in the past One resident, a lady with 2 small children said it was shocking on a Sunday morning for such loud music to be playing which had caused the children distress.

May we stress that whilst no one wishes for any of the events to not take place, consideration should be given by the organisers to the local residents many of whom are elderly and not in the best of health. The mayor of the town witnessed the noise level first hand on Mill lane before he ran in the race. We could not hear ourselves speak or hear the tv, it was so loud.

In order to prevent this situation re occurring would it be possible for you as the council for the town to consider issuing Terms and conditions for all booking including the beer festival and other such events , which must be adhered to.

May we suggest that these might include :-

Limitations on the volume of music /microphones /speakers at these events which should be kept to an acceptable level.

Approved starting and finishing times to be clearly identified before an event takes place.

Music not be played during the setting up period prior to the events been staged. As this occurs sometimes all day.

NOTE - We do understand the need for sound checks etc to take place but not all day or staring early in the morning.

Organisers to provide adequate stewards to maintain good order in the vicinity of the park and as people leave.

All we are asking is for our concerns to be taken into consideration when events are planned and put together . Whilst the events do not take place every week when they do residents should be given due consideration.

We are not a minority ( as some may think ) but a majority in the area around the park. We may not be the majority ,whom come to the event and enjoy the day , but they do not have to endure the noise levels and the effect it has on our lives.

I have the names of the residents who have raised their concerns with me.

Thank you for your anticipated help and consideration.







## **CTC invite to Heritage open day tour of 2-4**

Good morning/afternoon,

As part of the marketing team working with 2-4 Market Place, Caistor - a heritage restoration project currently underway here in Caistor, working to transform a collection of 'at-risk' buildings into a multi-use community hub - I would love to invite you to an exclusive VIP experience we are hosting on September 13th.

Tying into this year's Heritage Open Days Festival, the 2-4 team is excited to be able to launch their hard hat tours of the restoration project, and we'd love you to be among the first to experience them. This will be the first time that 2-4 Market Place will open its doors since the project began.

The morning will combine a tour of the construction site to showcase the progress that has been made to date, as well as a talk with local historian Alan Dennis, where he'll share some of the incredible stories that connect 2-4 Market Place to Caistor's rich and surprising past. Expect tales of monarchs, reformers, and visionaries – from King Henry VIII to William Booth, all of whom add layers of depth to the importance of this regeneration project.

Proposed VIP event schedule:

- Arrive at 9am at Southdale Car Park (behind the doctors), the 2-4 team will meet you there to walk up to 2-4 and enjoy a mini tour of the town before a 9.45am start on-site.
- Arrival at 2-4 at 9.45am - Coffee and welcome from CDCT - Neil
- 10.15am - First official hard hat tour begins
- 11.15am - Post-tour talk with Alan Dennis
- 11:45 - round-up with CDTC about future plans - Neil

Once the morning comes to a close, and thanks to sponsorship from 1st Select, all VIPs will receive a £5 voucher to spend at participating local cafés, restaurants, and bakeries on the day (venues TBC), so you can discover more of what Caistor has to offer.

The Heritage Open Day Festival is about shining a light on local history, but also on what comes next. For us, 13 September marks the beginning of a new chapter at 2-4 Market Place – not only celebrating what these buildings once were, but opening the doors - literally - to what they're becoming for Caistor's future.

Please do let me know if you are able to attend, as places are extremely limited (in line with health and safety and our risk assessments).

Hope to speak soon,

Jo Allen

# TERMS OF REFERENCE

## PERSONNEL AND FINANCE COMMITTEE

### **Overview**

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year. The quorum will be 3 members
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 3 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Personnel and Finance Committee meetings, and any councillor will have the right to attend meetings of the Personnel and Finance Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. Any councillors not on the employment and Personnel and Finance Committee must leave if the committee resolves to enter closed session.
6. The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.
7. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
8. The Chairperson of the council will not be an ex officio member of the Personnel and Finance committee, but may be invited to attend and take part in the meeting, including voting, at the discretion of the Chairperson of the Personnel and Finance Committee.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

### **Responsibilities**

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

### **Staff and office management**

1. To be responsible for all staffing matters, including:
  - a) Recruitment and dismissal of Town Council staff as delegated by CTC
  - b) Line management of the Clerk \*
  - c) Organising annual appraisals and receiving appraisal feedback\*\*
  - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
  - e) Authorising the Clerk's annual leave
  - f) Dealing with grievance and disciplinary matters
  - g) Dealing with the training requirements of the Town Clerk\*\*\*
  - h) Determine pay and contractual conditions of employees and review/update these as necessary to comply with UK Employment Law as well as good practice, for recommendation to Full Council.

# TERMS OF REFERENCE

## PERSONNEL AND FINANCE COMMITTEE

- i) To promote and lead the continuous professional development and training of both staff and councillors.

\* Line management of other Town Council staff is delegated to the Clerk, i.e to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.

\*\* The annual appraisal of the Town Clerk will be conducted by the Town Council Chairperson and the Chairperson of the Personnel & Personnel and Finance Committee and reported on to the Committee

\*\*\* Training requirements to estates staff will be dealt with by the estates committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

### **Financial planning and monitoring**

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.
4. To monitor actual spend with budgeted spend under the various budget headings.
5. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
6. To appoint annually the internal auditor and review the internal audit system for the Town Council
7. To monitor the expenditure of the Mayor's / Chairperson's allowance.
8. To approve the Council's asset register and ensure that it is kept up to date.
9. To review the councils risk register and ensure appropriate steps are taken to mitigate or manage the key risks

### **Reviewing administrative functions and policies**

1. To review and recommend for approval by the Town Council, the Financial Regulations and Standing Orders
2. To review and then agree any necessary changes to all personnel related policies
3. To work with other Council committees and Working Groups in setting future objectives for the Council.
4. To propose to Council the introduction of new policies as may be thought desirable.

### **Other functions**

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.



# TERMS OF REFERENCE

## PERSONNEL AND FINANCE COMMITTEE

### **Delegated powers**

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.

The Chairperson shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairperson of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

### **Committee Budget**

The committee shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee or up to £2000 whichever is the lower. Additional expenditure must be authorised by Council.

## **Town Hall Damp Working Group**

Date of meeting – 28/07/2025 2:30pm

Invited – Cllr Cox, Cllr Davey, Cllr Hodson, Steve Gaughan, Rick Merrell, Michelle Moss

Agenda:

1. Expected outcomes are a list of prioritised jobs.
2. Expected resolution dates will become more apparent as we start to tackle the list.
3. Agree that all future works are carried out with the knowledge to both cthmc & ctc and recorded using the working group.
4. Agree responsibilities for works, ctc/cthmc or both?
5. Prioritise the following Issues based on observations in survey:
  - Damp & mould in boiler and timber floor issues - Observations 1-7
  - Void between buildings - observation 10
  - Clerks office mould - observation 11 (This can be tied in to all mould issues and need for adequate ventilation/dehumidification)
  - Removal of plant growth to upper walls - observation 13
  - Flashing required to seal wall on ramp - observation 16
  - Windows need sealing from outside - observation 17
  - Basement wall needs paint removing - observation 20
  - Waste pipe is cracked and leaking into sub strata - observation 21
  - Dehumidification of old building - observation 21 and also relates to observation 1-7 & 11
  - Also, the guttering and downpipes need properly inspecting, sealing & fixing securely.
6. Agree next steps and date of next meeting.

---

### **Notes of meeting:**

JC, RM, SG, MM present.

Report was reviewed and all areas with issues inspected.

### **The following observations/photos were agreed NFA required at this time:**

2, 3, 10 – Unable to do anything about these issues  
7 – Ensure drain is continued to be cleared out. Monitor.  
8 – no longer an issue;  
18,19, planters removed, no longer an issue, but external ground planters must not be replaced;  
23, no longer smells of damp – monitor  
24, 25 – Observations only

### **The remaining issues were grouped as follows:**

- A. Points of water ingress – observations/photos: 4, 9, 11, 12, 13, 14 (part),15, 16, 17



This included the issues with guttering and down pipes, gaps around the windows, missing flashing on the ramp, vegetation and water ingress on the front parapet.

- B. Plastic type paint covering the walls in the basement: 20.
- C. Sub floor issues in the boiler room: 5, 6.
- D. Cracked waste pipe: 21.
- E. Areas requiring a desiccant dehumidifier to remove the moisture and reduce the general, ongoing damp issues: 1, 22.

**Action Agreed:**

**It was agreed to get quotes for the resolution of points A-E.**

A – Quotes required to repair guttering and down pipe, fill/seal the windows on the co-op side, flashing along the ramp and seal the leak along the parapet. Suggested Brigg and Humber, Roofing Corporation and Wilkin Roofing. It was noted that CTC handyperson should spray the parapet a couple of times to remove the weeds/vegetation growing out of the parapet roof prior to any work. **MM assigned to this action.**

B – The paint needs to be removed/stripped along the hall side in the basement. Cllr Hodson was suggested as the best person to identify a suitable handyperson for this job and to get some quotes. **SH assigned to this action.**

C - Repair the bouncy section by the hearth and at the same time get a quote for checking the rest of the floor joists and supports and repairing as necessary. **MM assigned to this action.**

D – Organise a camera survey of the cracked pipe to identify where it goes, if it is still in use and how damaged the pipework is. **RM assigned to this action.**

E – It was noted that 2 systems would be required. One under that stage and one in the boiler room. **JC assigned to get quotes for desiccant dehumidifier systems.**

# Project Proposal Document



<b>Project title</b>	Cemetery – Ground penetrating Radar survey
<b>Proposed by</b>	Michelle Moss
<b>Date</b>	01/08/2025
<b><u>What the need/issue is</u></b>	<p>There is a large section of the cemetery which we are unable to use at the moment as it is believed the bodies from the old workhouse are buried there, but the exact location of the bodies is not known. We are running out of space in the cemetery and there is a large area we cannot use as we don't know whether there are already bodies there. There are other 'vacant plots' throughout the cemetery which cannot be used as it is unclear whether the plots are actually vacant or whether the historic paperwork is not accurate.</p> <p>We are nearing the point where cemetery plots can no longer be sold as we are unsure of the location of the old graves. There is potentially £70,000 - £100,000 of grave plots which cannot be used currently.</p>
<b><u>What is the proposed solution</u></b>	<p>The proposed solution is to contract a specialist company to complete a below surface survey of the areas in the cemetery which may have unmarked graves.</p> <p>Ground penetrating radar is a non-invasive/ non-destructive method of collecting imaging from below ground level and accurately plotting the location of the remains.</p>
<b><u>What are the benefits to Caistor</u></b>	<p>We will be able to continue to offer interments in the cemetery for the next couple of decades, potentially identifying several hundred plots which can be used. It is also possible that we identify that there are only a few dozen plots left. Either way, without the information we are fast nearing the point where we will need to close the cemetery if we do nothing.</p>
<b><u>Cost estimate</u></b>	<p>£1650 - £2650 (3 quotes received – see appendix)</p>
<b><u>Resource estimate</u></b>	<p>Small project sized.</p>
<b>Date of review</b>	
<b>Outcome of review</b>	Support / Reject / Defer



Seeing Beyond The Surface

Quotation Proposal

## Services provided –

- PAS128 Utility Mapping Surveys
- Ground Penetrating Radar Surveys (GPR)
- Towed GPR Surveys
- Route Feasibility Studies
- Ferro / Concrete Scanning
- Topographical Surveys
- C2 Desktop Utility Records Search Packs
- CCTV Drainage Surveys
- Jetting Services & Drainage Remedial Works
- Drainage Line and Level Surveys
- Measured Building Surveys
- 3D Modelling
- Ground Investigation Works
- Drone Surveys
- Point Cloud Production (3D Laser Scanning)
- Measured Façade & Cladding Surveys
- Reflected Ceiling Plans
- Right Of Light Surveys





Quote reference number – JC2127

Client – Caistor Town Council

Client contact – Michelle Moss

Date – 28/07/2025

Revision number – N/A

Revision date – N/A

Mapline House

14 Bull Lane

Rayleigh

Essex

SS6 8JG

[info@subvisionsurveys.co.uk](mailto:info@subvisionsurveys.co.uk)

01702 780777

**Proposal to cover the undertaking of a GPR Only Survey at Caistor Cemetery, N  
Kelsey Rd, Caistor, Market Rasen LN7 6QB**

Survey Area –



Appendix 1

Description – Area outlined in red

## Quotation:

Description	Cost (ex VAT)
GPR Only Survey with Data Post Processing – (DWG & PDF report formats)	£2650
Total (Ex VAT)	£2650

Please note, that lead in times vary daily, please get in touch regarding survey dates. Deliverables provided 5 – 10 working days after site completion.

This quotation is valid for 30 days.

Quotation provided in line with our terms and conditions along with noted limitations in Appendix 2 and 3.

Should you wish to instruct, please complete the quote acceptance form found on the last page of this document and return the whole document to us.

We hope to assist you on the project, if you have any questions regarding this quotation please contact the team below.

Example deliverables can be found here - [Example Drawings](#)

Yours sincerely,

Subvision Surveys Ltd Management Team

**John Charalambous**

Survey Manager - 07800 804324 – johnc@subvisionsurveys.co.uk

**Keith Calvin**

Operations Manager – 07703 299213 – keith.calvin@subvisionsurveys.co.uk

**Joe Jeffs**

General Manager – 07534 249050 – joe.jeffs@subvisionsurveys.co.uk

## Appendix 2 – Cautionary notes and survey limitations

### Survey Area

The Client is responsible for providing a clearly defined area of work, marked on a suitably scaled site plan or layout. Areas beyond the agreed scan locations will not be surveyed as they will not have been subject to our risk assessment or factored into our planning of timescales for the survey. We assume that sufficient permissions and access arrangements will be made by the Client in advance to facilitate our survey processes on site. Whilst information beyond the limits of the survey boundary may be provided to a client, Subvision Surveys Ltd shall only accept responsibility for survey information demonstrated to be wholly within the pre-agreed survey boundary and in accordance with our written terms and exclusions. Any data falling outside of the defined survey boundary should therefore be considered as complimentary data, not to be relied upon for design or construction works. Any additional survey scope must be authorised by management. The survey area provided will usually be compared to current google maps imagery, if the area is significantly different due to recent site changes, this should be made known to us. For example, newly installed road layout, vast vegetation or tree clearance, ongoing demolition etc.

### General

Day working shifts are typically conducted between the hours of 8am – 4pm. Slight variation in this is acceptable to meet site expectations however this must be agreed prior to the survey commencing. Where long travel distances are required, we may request a later starting time. Nighttime working / out of hours working is implemented out of the aforementioned hours and are subject to a 25% increase in cost.

Temporary spray paint may be used on site. By accepting this quotation, it is deemed the client agrees to the use of temporary marker spray. Should temporary spray not be suitable and a more temporary solution be required such as a chalk, further costs may apply as this slows the survey process. Where necessary, the client will be responsible for removal of any marks that need to be removed quicker than natural wear.

We have not allowed for any high-level access arrangements. Client provided arrangements will be subject to a pre use check by the operative.

We will endeavour to access all areas within our defined survey area to complete works during the time allowed for, if areas are not accessible and/or able to be surveyed fully these areas will be depicted on the survey deliverable. If areas cannot be completed within the timeframe given due to inaccessibility, return visits to complete the areas will be chargeable at an additional shift rate. No entry will be made to areas with known asbestos. If suspected, this will be noted on the drawing as inaccessible.

We have not allowed for any vegetation or materials clearance within our quotation.

Unless specified within our quotation line items, confined space entry has not been allowed for. Where it has been allowed for within the costs, only single stage entry is arranged unless stated otherwise. No entry will be made if deemed unsafe on site by confined space trained staff.

We have not allowed to have any gas monitoring equipment on site unless stated.

Handwashing facilities are made available to staff. Local services are to be used for toilet facilities unless other client provided services are made available.

We reserve the right for our staff to work in a safe environment. Should any areas be deemed unsafe during the survey we reserve the right to abort the survey and request security or other appropriate measures to make the area safe before continuing.

Where traffic management has been allowed for as a line item, this may be provided through a traffic management contractor where required and provided in line with The New Roads & Street works Act. If works are deemed to be required out of hours, traffic management costs will also increase.

Where coordinated drawings have been allowed for, use of total station and survey grade GPS will be utilised during the survey process. Equipment used will be determined by the surveyor. In areas where GPS positioning cannot be achieved, areas may be surveyed arbitrarily and not related to OS coordinates. If the client requires a survey to be produced in any other grid than OSGB15. Any specific line styles other than our standard or drawing numbering is to be made known prior to accepting this quotation. Further adjustment works may be chargeable.

### **GPR (Ground Penetrating Radar)**

Leica Steam DP will be utilised for MP survey requirements to data collect. Data will then be back office processed using IQMaps software for optimum results.

GPR is unable to identify the type of feature or services detected. There are some assumptions that can be made however these are not a certainty.

Maximum GPR penetration is dependent on the frequency of signal emitted and the ground conditions of each site. The penetration depth or quality of imagery cannot be determined before scans on each individual site are undertaken.

Cluttered ground conditions such as stony ground, tree roots and ground water make interpretation of GPR data more difficult. Surface water blocks GPR signal. Other materials such as metallic obstructions or heavy presence of rebar will block GPR signal.

Features usually require multiple detection locations to be positively identified using GPR.

GPR needs to pass over the top of a feature for it to be detected. Obstructions which prevent the area from being fully surveyed will create gaps in the data and therefore gaps in the deliverable.

Ground is required to be relatively even to be surveyed. Significant uneven surfaces that cause the antenna to not pass over the ground correctly will produce insufficient data. Thick vegetation cannot be surveyed or passed through; therefore, it is requested that vegetation and/or grass areas are cropped to ground level prior to the survey.

Due to the size of the GPR antenna, narrow / small areas may be difficult to scan effectively. GPR data is measured from a centre point within the antenna.

GPR depth readings are taken from the crown of the target.

### **Survey exclusions**

Any site inductions longer than 30 minutes or multiple site inductions.



Working at height requirements unless stated otherwise.

Installed control for client use. GPS installed control is for our survey purposes only unless specified.  
Control is not close traversed unless specified.

PTS trained staff – on rail projects we require TVP working.

Where internal surveys have been commissioned but full floor plan drawings have not been provided or requested, compartmented rooms will not be shown on drawings provided.

Coordinated drawings unless stated otherwise.

## Appendix 3 - Terms and conditions of business

In these terms and conditions, 'you' or 'your' is a reference to the person, firm or company that purchases the survey or associated services from 'us' which latter expression along with 'we' or 'our' is a reference to Subvision Surveys Ltd (company number: 08478564) whose registered office is situated at 15 Eastwood Road, Rayleigh, Essex SS6 7JD.

### Quotation acceptance

The quotation supplied by us will set out a survey or service that is proposed and given a cost for. It may also refer to any optional or additional items which you could consider including. If you wish to proceed, it is required that you sign and return the accompanying quotation acceptance page to signify your agreement to it and indicate which of the line items you wish to omit for the confirmation to proceed. Alternatively, a formal subcontract agreement provided to us is sufficient. This acceptance will then constitute your confirmation to purchase our services in accordance with these terms and conditions. We will acknowledge receipt at which point the contract between us shall come into existence and we will confirm a commencement date for the survey works thereafter. This quotation does not constitute an offer, we reserve the right to withdraw or amend the quotation prior to acceptance of the Client's order. Our terms and conditions remain applicable in addition to any other contract in place by our client. Any additional man hours required to undertake any variation of scope shall be charged for accordingly. The Client is responsible for guaranteeing the completeness and accuracy of it's order terms and any relevant specifications provided to us.

### Record Drawings

If Subvision Surveys Ltd do not supply the utility provider record drawings, it is the client's responsibility to have these in place and supply the drawings to us to complement our survey data. Surveys can be undertaken without the record drawings; however this may significantly limit the quality of data provided. Neither Subvision Surveys Ltd or their insurers accept responsibility for damage or injury resulting from a utility strike whilst undertaking the survey or by other taking subsequent works. Where plans are provided after the survey is complete, additional work required to add this information may be chargeable.

### Payment terms

We operate on 30 day payment terms for ongoing clients who have had a good payment record. We operate a pro forma invoice system for new clients or clients with poor trading/payment history. We reserve the right to withhold survey information until payments have cleared. We reserve the right to request staged payments for projects over 10 site days. All sums within this quotation are subject to VAT and other duties or taxes. In the event a party other than the company addressed on the quote will be paying for our services, this is to be made known at the point of instruction using the form provided. If services are not paid for by the third party, the company requesting the cost information shall be held liable for payment of services. Subvision Surveys Ltd shall be entitled to charge interest at 5% above the Bank of England base rate on outstanding payments from the date payment becomes due to the payment received date.

### Cancellation

Any cancellation made less than 48 business hours prior to the agreed survey date will incur a minimum abortive charge of 50% of the total order value. Any cancellation made within 24 business hours will incur an abortive charge amounting to 100% of the total order value. It is necessary for such notice to be given and for cancellation charges to be enforced for all clients as late changes have a significant impact on programming resulting in lost time and revenue. It is recommended that verbal cancellation is confirmed in writing.

### Force Majeure

Subvision Surveys Ltd shall not be liable to the client for any loss or damage which may be suffered by the Client as a direct or indirect result of the provision of the services by Subvision Surveys Ltd being prevented, hindered or delayed by reason of any force majeure circumstances. In this condition "force majeure circumstances" shall include any act of God, riot, strike, lock-out, currency restrictions, trade dispute or labour disturbances, accidental breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen, material or transport or other circumstances whatsoever outside the control of Subvision Surveys Ltd.

### Survey results

We endeavor to issue survey results within 10 working days of site completion, this may vary due to workload.

Survey results are only valid at the survey completion date, Subvision Surveys Ltd are not liable for any differences or changes made after completion of the survey. By using the survey deliverable, you are deemed to accept our terms and conditions.

If for any reason you are not satisfied that we have fulfilled our contract, you have 7 days from the date of deliverable issue to inform us in writing. After this date, we reserve the right to charge for mobilisation costs to return to site.

In the event of any service strike whilst referencing our survey, the client is to inform us within 24 hours and allow us to access the site for investigation under the same conditions as the strike took place within a reasonable timeframe.

All drawings should be viewed in conjunction with utility provider records.

The Client accepts that any markings, drawings or survey results are supplied for guidance purposes only.

### Disclaimer

Whilst every effort will be taken in the preparation of our drawings, original landmarks or site configuration may have been altered since the survey was undertaken. The user should make further enquiries and investigations to satisfy themselves as to the accuracy of the drawing and position of the apparatus. The exact positions of apparatus should be verified using suitable detection methods and safe digging practices in accordance with HSG47.

No representation is made by Subvision Surveys Ltd, it's agents or servants as to the accuracy, completeness, and sufficiency or otherwise our data and the position of the apparatus.

All apparatus shall be treated as live unless proved otherwise by the owner. It is the user's responsibility to ensure that the information on the location of apparatus is provided to all persons (direct or indirect) working in proximity to the apparatus.

### Limit of liability

Nothing in these terms and conditions shall limit or exclude our liability for: death or personal injury caused by our negligence, or the negligence of our employees, agents or subcontractors; fraud or fraudulent misrepresentation; or breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 or any other liability which cannot be limited or excluded by applicable law.

Subject to the above, we shall not be liable to you, whether in contract, tort (including negligence), for breach of statutory duty, or otherwise, arising under or in connection with this contract for –

loss of profits.

loss of sales or business.

loss of agreements or contracts.

loss of anticipated savings.

loss or use in corruption of software, data or information.

loss of or damage to goodwill.

any indirect or consequential loss, damage, or injury direct or indirect arising from any error, omission or deficiency in such survey results or any plans supplied by the client.

All conditions, warranties, representations expressed or implied by statute, common law or otherwise, in relation to the services are hereby excluded.

Furthermore, Subvision Surveys Ltd shall be under to liability to the Client for any loss, damage or injury direct or indirect resulting from defective equipment, faulty workmanship or otherwise howsoever arising under the contract and whether or not caused by the negligence of Subvision Surveys Ltd, it's servants or agents save that Subvision Surveys Ltd shall accept liability for the death or personal injury caused by the negligence of Subvision Surveys Ltd.

Our client will not be entitled to claim form Subvision Surveys Ltd any consequential loss including (but not limited to) loss of profits due to delayed survey completion or delivery of survey results.

The total of our liability to you whether in contract, tort (including negligence), breach of statutory duty or otherwise, arising under or in connection with this contract shall not exceed the limit of the sum insured under our professional indemnity insurance policy which is £5,000,000. The terms implied by section 365 of the Supply of Goods and Services Act 1982 are fully permitted by law, excluded from these terms and conditions and the contract formed hereunder.

You are always responsible for adopting a safe system of work when undertaking excavations or other intrusive works within the proximity of any buried plant or apparatus. Safe digging methods should always be adhered to

## Quote acceptance –

### To be returned before prior to any work commences

We/I accept the quotation and terms as set out within this proposal.

We/I agree your payment terms and terms and conditions with this document.

Client Contact Details (person completing form)	Accounts contact details / invoicing contact details (if different)
Contact Name:	Contact Name:
Company Name:	Company Name:
Company Registration No:	Company Registration No:
Address:	Address (where invoice to be sent):
Contact Number:	Contact Number:
Email:	Email:

Are any items quoted <b>not</b> required?

Date: .....

Purchase Order Number: .....

Signed: .....

By accepting this quotation, it is deemed that you agree to our standard terms and conditions, payment terms and acknowledge our cautionary notes / limitations.

For new clients a payment via proforma may be requested.

## 2025 – 2026 Insurances

In the name of Subvision Surveys Ltd and/or Sky Vision Surveys Ltd

Policy Type	Policy Number	Insurer	Expiry Date	Value
Employers Liability	HL CMB 7121885	AXA Insurance UK Plc	05/04/2026	£10m
Public & Products Liability	HL CMB 7121884	AXA Insurance UK Plc	05/04/2026	£5m (£10m combined)
Excess Public & Products Liability	UKCASR00819	Chubb European Group SE	05/04/2026	£5m (£10m combined)
Professional Indemnity	Hiscox Insurance Company Ltd	PL-PSC10003451734/01	05/04/2026	£5m
Airside Third Party Liability	Allianz Insurance Plc	AV2302769	05/04/2026	£20m

A copy of the full TWIMC letter issued by our insurance broker Howdens UK Brokers Limited is available upon request.

## 2025 – 2026 Accreditations



# Caister Graveyard Geophysical survey

## Technical and Commercial Proposal



Document Administration	
SEP Geophysical Ref:	G-25_968-1(00)
Prepared for:	<b>Michelle Moss</b> , clerk@caistortowncouncil.gov.uk
Prepared by:	<b>James Cotterill</b> , james.cotterill@sepgeophysical.com
Revision:	00
Date:	28/07/25

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***This proposal and the contents detailed herein are strictly intended for the recipient as set out on the cover page.***

***This proposal is commercial in confidence.***

## 1. Executive Summary

---

SEP Geophysical have been requested by Caister Town Council, to supply a technical and commercial proposal for undertaking a Ground Penetrating Radar (GPR) survey to map and locate any unmarked graves with a small section of the graveyard

## 2. Project Overview

---

The site is located at Caister Graveyard, north of North Kelsey Road. The survey area measures 50 x 20 m to the north east of the graveyard, comprising of grassland. There is evidence that historically, workers from the nearby workhouse were buried in this location. A non-intrusive survey has been requested to attempt to map unmarked graves/burials across the area of interest, shown in **Map 1**.



Map 1 – Survey Boundary



### 3. Survey Methodology

GPR methods provide a comprehensive dataset for mapping anomalous ground conditions and buried structures within the shallow subsurface. A multi-antenna approach is recommended with a dual frequency system mapping the top 1 - 2 metres, as well as a lower frequency system to investigate deeper features up to 3 - 5 metres depending on the ground conditions.

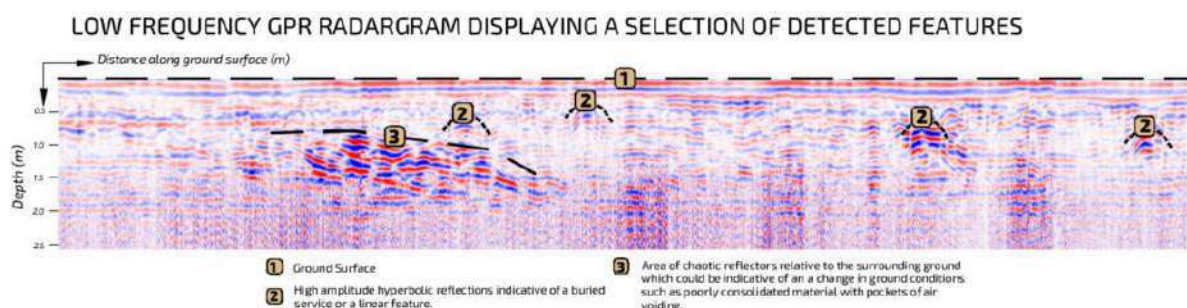
It is recommended that intrusive methods are carried out to verify the causative effect of anomalies and ground truth the results. Depth estimates from non-intrusive methods alone are generally within 15 – 20 %, when calibrated with cores this can be improved to 5 – 10%.

#### 3.1. Ground Penetrating Radar

The GPR system is an electromagnetic (EM) technique which consists of a transmitter and receiver attached to a console for data visualisation and recording. The transmitter emits electromagnetic waves which propagate through the subsurface at a velocity determined by the permittivity of the material. When encountering a material/object of contrasting dielectric properties the waves become scattered with some energy reflected to the receiver at the surface. The depth of this feature is then calculated by the two-way travel time and the velocity of the electromagnetic pulse through the material. Typical values for a material are used for this calculation to allow our depth estimates to be within 20%.

A change in ground conditions such as voiding, or poorly consolidated material due to the presence of historic graves should produce a change in electrical properties which is detectable by the GPR. Disturbed or poorly consolidated material is expected to produce areas of variable and high amplitude reflectors within the GPR radargram. If there is structures such as gravestone markers then these may also manifest of broad hyperbolic reflections.

**Figure 1** presents an example radargram which identified a series of anomalous features of interest.



**Figure 1 – Example GPR transect**

It should be appreciated that clay-rich soils can attenuate the GPR signal and limit the techniques penetration depth. Equally, the presence of tightly spaced reinforcement within a concrete slab can also limit the techniques detection capabilities.



### 3.2. Equipment & Deployment

For this survey we would deploy a Proceq GS8000 GPR, this is a continuous step wave frequency (CSFW) GPR unit. This collects a high and a low frequency component, providing a shallower high-resolution dataset and a secondary dataset for imaging deeper features. Typically, the GS8000 high frequency component's depth of penetration is between 0.7 – 1.5 mbgl and the lower frequency component can image to depths of 2.0 – 3.0 mbgl, dependent on the local ground conditions.

The GS8000 will be deployed in across parallel transects as access allows. Data would be collected over a 0.5 m – 1.0m spaced transects with the radar line path positioned using real time corrected GPS to allow for accurate location any recorded features.

Data will be recorded on site and post processed in specialist software. A drawing of identified features rectified to British National Grid (OSGB) will be produced along with the geophysical report as outlined below.

## 4. Deliverables

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An interpretive report of the survey will be issued. This will outline the survey methodologies and techniques employed over the site together with a comprehension of the results.

Deliverables proposed for the GPR investigation:

- Text report:
  - Survey Approach
  - Data processing steps
  - Results/Discussion
  - Conclusion.

Drawings in DWG & PDF format:

- Example radargrams in cross-section format (linear distance vs depth)
- Amplitude vs depth slices highlighting anomalies of significance.
- 2D plan view GPR anomaly map

Reports are generally available within 10 – 15 working days of completion of all site work.

## 5. Site Assumptions & Limitations

---

In order for SEP Geophysical to undertake these works it is assumed that;

- Access will be organised and granted through the client. Clear and unrestricted access is required to undertake the survey.
- If specialist competencies are required in order to work on site, the client is to make this known to SEP Geophysical prior to contractual agreement.
- The client will provide all topographical and buried utility surveys in DWG format of the site in order to overlay our results.
- It is assumed the client will provide all welfare facilities onsite. Where these are not available, public facilities off site will be used.

It should be appreciated that;

- It should be appreciated that clay rich material can attenuate the GPR signal and hence limit the depth of penetration.
- Our quotation does not cover revisits in order to cover areas which were inaccessible at the time of survey.
- It should be appreciated that areas of dense vegetation will not be surveyed.
- GPR is a remote sensing technique which record changes in electrical properties within the ground. If there is insufficient contrast between the features of interest and the surrounding ground, then it may not be possible to resolve the object of the survey. The inability to measure a change in physical response does not necessarily suggest the lack of a geophysical anomaly but rather it is suggestive there is not a measurable physical contrast which can be observed.

## 6. Availability & Duration

SEP Geophysical have an availability timeframe of 4 - 5 weeks at the time of writing this proposal. A formal purchase order is required in order to confirm any booking.

It is envisaged the investigation will be conducted over a single shift onsite.

## 7. Schedule of Prices

Item	Activity	Unit	Est. Qty	Rate	Total
<b>1.</b>	<b>Caister Graveyard</b>				
1.1	Mobilisation, Preparation & Equipment Transit	Sum	-	-	£ 100
1.2	Provision of GPR Survey Team & Equipment.	Day	1	£ 900	£ 900
1.3	Data Processing & Report/Drawing Production	Sum	-	-	£ 650
<b>Total (EX VAT):</b>					<b>£ 1,650</b>
<b>Proposed Invoice Milestones</b>					
100% on report delivery.					
<b>Qualifications</b>					
<b>Tender Administration</b> <ul style="list-style-type: none"> <li>This proposal is valid for <b>30</b> days.</li> <li>By accepting our proposal for the works, the qualifications shall be deemed to form part of any agreement that is reached between the parties in respect of such proposal, and this applies whether or not the same are expressly set out within the final agreement.</li> </ul> <b>Pricing</b> <ul style="list-style-type: none"> <li>All prices are in GBP and the pricing detailed herein excludes VAT at the current rate (VAT will be charged in addition, where applicable).</li> <li>Strictly 30 day payment terms for all invoices.</li> </ul> <b>Programming</b> <ul style="list-style-type: none"> <li>All work proposed is subject to availability.</li> </ul> <b>Terms and Conditions</b> <ul style="list-style-type: none"> <li>This proposal is based upon working to SEP standard terms and conditions</li> </ul>					

## 8. QHSE Management

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The SEP Group operates an Integrated Management System (IMS) to the Quality Standard BS EN ISO 9001:2015 and the Occupational Health and Safety Management System Specification ISO 45001: 2018 and ISO 14001:2015. The Quality sections of the IMS are verified by a recognised awarding body to the UKAS standard. This provides effective internal controls within the Company and external certification that our customers can recognise and rely on.

SEP Geophysical recognise that the maintenance of a safe place of work and safe working environment is paramount to the continual success of the Company and accordingly, we view our responsibilities for health and safety equally with our other organisational responsibilities. We require all our employees to equally accept their responsibilities as part of the development of a true safety culture. We equally stress that no work is important that it cannot be carried out safely. Personnel must cease work if they feel it is unsafe to be conducted and report it to their line manager immediately.

### **SEP Geophysical are committed to ensuring that:**

- Personnel at all levels understand that health and safety matters are a prime responsibility
- Resources are made available to implement the requirements of our Health & Safety Policy
- Good standards of training, instruction and guidance are provided and maintained.

We trust our submission will fulfil the requirements of the survey, should you have any questions regarding the content of this report please don't hesitate to contact the author.

Sincerely,



**James Cotterill** *BSc FGS*  
Principal Geophysicist  
SEP Geophysical

## SURVEY TERMS AND CONDITIONS

### Definitions in these Terms and Conditions

"Business Day" a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

"Claims" shall mean all demands, claims, proceedings, penalties, fines and liability (whether criminal or civil, in contract, tort or otherwise)

"Contract" the legal agreement between SEP and the Customer for the supply of Services in accordance with the Quotation and these conditions.

"Customer" means person, firm or body corporate to which the Quotation is addressed and for whose benefit the work is being carried out notwithstanding that the instruction to undertake the work may have been received from the Consulting Engineer, Architect or other Agent acting on his or their behalf.

"Losses" shall mean all losses including without limitation financial losses, damages, legal costs and other expenses of any nature whatsoever.

"Quotation" the document prepared by SEP which details the Services and the estimated costs for SEP to carry out the Services.

"SEP" means SEP Geophysical Ltd.

"Services" means the services supplied by SEP to the Customer as set out in the Quotation.

"Specification" the description or specification of the Services provided in writing by SEP to the Customer.

"Order" the Customer's order for Services as set out in the Customer's written acceptance of the Quotation.

### 1. Interpretation

1.1 A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes all subordinate legislation made under that statute or statutory provision.

1.2 Any words following the terms including, include, in particular, for example or any similar expression, shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

1.3 A reference to writing or written includes fax and email.

### 2. Basis of Contract

2.1 The terms and conditions contained in this Quotation shall represent the entire conditions applying to any contract subsequent to this Quotation and supersede and replace any prior written or oral agreements, representations, or understandings between the parties. The Customer shall be deemed to have accepted and agreed to these terms and conditions, which shall prevail over any other terms put forward by the Customer when the Order is placed and shall apply when any subsequent additional work by SEP is requested by the Customer. This offer is valid for acceptance as a whole and not in part(s) unless specifically and mutually agreed in writing.

2.2 The Order shall only be deemed to be accepted when SEP issues written acceptance of the Order at which point and on which date the Contract shall come into existence.

### 3. Quotation

3.1 Where the charges for Services are calculated on a time and material basis, SEP's Quotation will be in the form of a schedule of rates applicable to the works. Any estimated total value given is provided for guidance only and is based on assumed provisional quantities. The final value and time for completion will depend on the actual work undertaken.

3.2 Unless otherwise expressly stated, all Quotations submitted will remain open for a period of 60 days after which time if not previously accepted, SEP reserve the right to re-negotiate or withdraw the Quotation. All Quotations are subject to SEP obtaining written instruction to proceed and satisfaction that the Customer is capable of discharging their obligations under the payment provisions of these conditions.

3.3 The Quotation may be varied or added to as agreed by the parties from time to time, in writing. Any variation or addition to the Quotation should be clearly indicated (including any additional or different fees to be paid by the Customer).

#### **4. Supply of Services**

4.1 SEP shall supply the Services to the Customer in accordance with the Quotation in all material respects.

4.2 SEP warrants to the Customer that the Services will be provided using reasonable care and skill.

4.3 SEP shall use all reasonable endeavours to meet any performance dates specified in the Quotation, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services. Timescales given are to be a guide only and are based on the information the Customer has provided at the time of Quotation.

4.4 SEP reserves the right to amend the Specification if necessary to comply with any applicable law or regulatory requirement, or if the amendment will not materially affect the nature or quality of the Services, and SEP shall notify the Customer in any such event.

#### **5. Customer Obligations**

5.1 During the performance of the Services the Customer will co-operate with SEP as SEP reasonably requires; provide the information and documentation that SEP reasonably requires; make available to SEP such facilities as SEP reasonably require; and ensure that the Customer's staff and agents co-operate with and assist SEP.

5.2 The Services are performed in accordance with the scope as set out in the Quotation and are not to be used for any other purpose. SEP shall have no liability for the Customer using the Services for any other purpose than set out in the Quotation.

#### **6. General Payment Terms**

6.1 Unless SEP has agreed a credit account with the Customer, the Customer must pay for the Services in cleared funds prior to delivery of the Services.

6.2 If SEP has agreed a credit account with the Customer, unless otherwise stated in the Quotation, SEP may invoice the Customer at any time following delivery of the Services and the Customer must pay SEP's invoice in accordance with clause 6.3.

6.3 Payment without the deduction of discount or retention is required within 30 days end of the month unless otherwise stated.

6.4 Time for payment is of the essence. Overdue accounts will be subject to interest charges in accordance with the "Late Payment of Commercial Debts (Interest) Act 1998" i.e. statutory interest.

6.5 Interim applications for payment shall be submitted monthly as the work proceeds, valued by re-measurement against the unit rates included in the Quotation.

6.6 In the case where this Quotation is accepted on behalf of a third party, all responsibilities of payment under the terms herein remain with the party issuing the original instruction.

6.7 Payment, referenced to this Quotation, shall be made payable to "SEP Geophysical Ltd".

6.8 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time (VAT). Where any taxable supply for VAT purposes is made under the Contract by SEP to the Customer, the Customer shall, on receipt of a valid VAT invoice from SEP, pay to SEP such additional amounts in respect of VAT as are chargeable on the supply of Services at the same time as payment is due for the supply of the Services.

6.9 The Customer's Contract may be charged on either a time and material basis or by way of fixed fee. Details of these payment terms are set out in clauses 7 and 8 below.

#### **7. Payment Terms where the Services are provided on a Time and Material basis**

7.1 Unless expressly set out in the Quotation, the charges for the Services shall be calculated on a time and materials basis:

7.1.1 the charges shall be calculated in accordance with the SEP's daily fee rates, as set out in the Quotation; and

7.1.2 SEP shall be entitled to charge the Customer for any expenses reasonably incurred by the individuals whom SEP engages in connection with the Services including travelling expenses, hotel costs, subsistence and any associated expenses, and for the cost of services provided by third parties and required by SEP for the performance of the Services, and for the cost of any materials.

7.2 SEP shall invoice the Customer monthly.

7.3 The Customer shall pay each invoice submitted by SEP in accordance with clause 6.1.

7.4 If the Customer fails to make a payment due to SEP under the Contract by the due date, then, without limiting SEP's remedies under clause 13, the Customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause 7.4 will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%.

7.5 All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

#### **8. Payment Terms where the Services are Provided for a Fixed Fee**

8.1 The total price for the Services will be the amount set out in the Quotation.

8.2 Unless expressly stated in the Quotation, any fixed fee contained in the Quotation excludes VAT, which SEP will add to their invoices at the appropriate rate.

#### **9. Liability**

9.1 The total liability of SEP to the Customer whether in contract, tort, negligence, breach of statutory duty or otherwise and in terms of type, quantity and duration is limited to, and defined within the Quotation. No other obligations including, but not limited to, bond, warranty, or guarantee are to be implied into the Contract.

9.2 Under no circumstances shall SEP be liable to the Customer for any indirect or consequential loss suffered by the Customer or other party relying on the information included in the report or other records prepared by SEP.

9.3 The Customer shall indemnify and hold harmless SEP from and against all Claims and Losses arising from loss, damage, liability, injury to SEP, its employees and third parties, infringement of third party intellectual property, or third party losses by reason of or arising out of any information supplied to the Customer by SEP, its employees or consultants, or supplied to SEP by the Customer within or without the scope of this Contract.

## **10. Confidentiality & Intellectual Property**

10.1 Reports/drawings documents, any information imparted orally in confidence and any other documents or records provided by SEP are private and confidential between the Customer and SEP and they may not be used or relied upon by any other party. The Customer shall inform its officers, employees and agents of its obligations under the provisions of this clause and ensure that these parties meet the obligations. The report is written in the context of the original purpose stated and it may not be used in a different context.

10.2 Title in the reports and all data generated under the Contract between SEP and the Customer shall remain vested in SEP until the Customer has discharged all its obligations under the payment provisions of these conditions, whereupon the benefit shall be solely for the Customer. SEP assuming neither obligations, nor any assignments to any third parties.

10.3 Notwithstanding condition 6.3 above, copyright and all intellectual property rights in the drawings and reports etc prepared by SEP for the Customer shall remain vested in SEP and shall not be reproduced, published or adapted without SEP consent.

## **11. Data Protection**

11.1 It is not envisaged that either party acts as a data processor for the other in their performance of their obligations under the Contract.

11.2 Where SEP processes any personal data of the Customer, its employees, officers, agents or sub-contractors it shall do so in accordance with its Privacy Notice (available at <https://www.sepsurvey.com/about-us/policies/>) as amended by SEP from time to time at its absolute discretion.

## **12. Marketing**

12.1 The Customer acknowledges that SEP may use the survey undertaken on behalf of the Customer as part of the Services, as an example of their work for marketing purposes, provided that SEP will not pass on any confidential information of the Customer. [If the Customer does not consent to this, they must notify SEP in writing.]

## **13. Force Majeure**

13.1 Neither Party shall have any liability under or be deemed to be in breach of this Contract for any delays or failures in performance of this Contract which result from circumstances beyond the reasonable control of that party. The party affected by such circumstances shall promptly notify the other party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than 6 months, either party may terminate this Contract by written notice to the other party.

## **14. Termination**

14.1 Without affecting any other right or remedy available to it, either party may terminate the Contract by giving the other party one month's written notice.

14.2 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:

14.2.1 the other party commits a material breach of any term of the Contract and (if such a breach is remediable) fails to remedy that breach within 10 days of that party being notified in writing to do so;

14.2.2 the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business;

14.2.3 the other party suspends, or threatens to suspend, or cease or threatens to cease to carry on all or a substantial part of its business; or

14.2.4 the other party's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy.

14.3 Without affect any other right or remedy available to it, SEP may terminate the Contract with immediate effect by giving written notice to the Customer if the Customer fails to pay any amount due under the Contract on the due date for payment.

14.4 On termination of a Contract charged on a time and material basis, the Customer shall pay for SEP's services provided up to the date of termination, and for all expenditure falling due for payment after the date of termination from commitments reasonably and necessarily incurred by SEP for the performance of the Services prior to the date of termination.

14.5 On termination of a Contract charged by way of fixed fee, the Customer shall be liable to pay the full fee despite the Services not being complete.

## **15. Assignment**

15.1 Subject to the following sentence, neither party may assign, delegate, sub-contract, mortgage, charge or otherwise transfer any or all of its rights and obligations under this Contract without the prior written agreement of the other party. A party may, however, assign



and transfer all its rights and obligations under this Contract to any person to which it transfers all of its business, provided that the assignee undertakes in writing to the other party to be bound by the obligations of the assignor under this Contract.

15.2 For the purposes of the Contract (Rights of Third Parties) Act 1999 and notwithstanding any other provisions of this Contract this Contract is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

**16. Notices**

16.1 Any notice to be given under this Contract shall be in writing and shall be sent by first class mail or air mail, or by facsimile or e-mail (confirmed by first class mail or air mail), to the address of the relevant party as confirmed in the relevant Quotation or such other address as that party may from time to time notify to the other party.

**17. Governing Law**

The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by, and construed in accordance with the law of England and Wales.

**18. Jurisdiction**

Each Party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

## GPR Survey – Unmarked Graves

**31<sup>st</sup> July 2025**

### Customer details

Michelle Moss

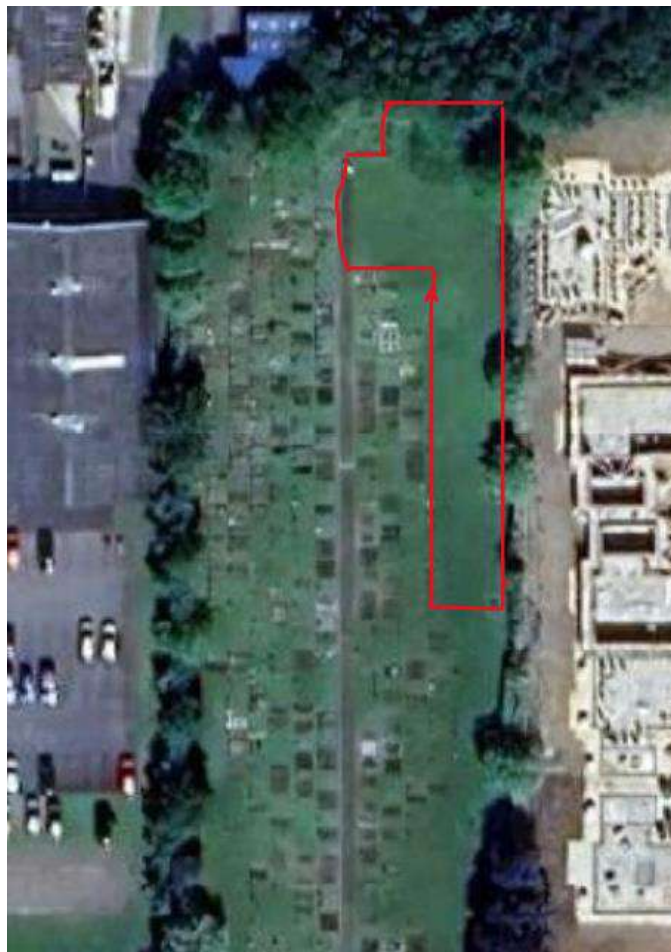
Quote number 21122

### Summary

Quotation to perform a survey using Ground Penetrating Radar (GPR) to identify any unmarked graves at Caistor Cemetery, N Kelsey Rd, Caistor, Market Rasen LN7 6QB.

### Location and survey boundary

The survey will be performed as highlighted in the images below. It should be noted that the survey area should be as clear of obstructions if possible.



### Survey Procedure

The survey would be performed by covering the survey area with a medium frequency GPR, analysing the data directly on site and spraying the positions of any unmarked graves on the ground. Any findings will be recorded using a GPS and the data will be saved and returned to our offices.

### Deliverables

Saved data will be processed to reproduce a drawing and report. Any unmarked graves will be highlighted on the drawing and given a grading to categorise how visible and confident we are of their presence.

### Requirements

**We will require unrestricted access to the surfaces to be scanned, with any long grass or vegetation cut down to ground level and removed prior to our arrival.**

It is preferable if there are not significant other works taking place on site at the same time as the survey. If other works are going to be taking place, please do inform us so that we can ensure they do not impede the survey process or impact on the health and safety of KB GPR staff.

### Restrictions / Limitations

GPR collects data about the material directly beneath it and has no capacity to 'look sideways', in the case of obstructions the GPR will scan up to, and on the other side of the obstruction, but the area beneath it and immediately around it (from the edge of the obstruction to the centre of the GPR) will be missed.

GPR is designed to be in direct contact with the surface being surveyed. If the GPR needs to be raised to pass over obstructions, it can reduce the performance of the GPR or block the signal if there is a significant air gap. It can also reduce the performance if an uneven surface forces the GPR to be raised or slip across the surface.

GPR performance varies depending on the material being surveyed. All GPR surveys are subject to our disclaimer, please see our website for the full text.

### Price

The survey will take place over 1no. of day shifts.

Site work & reporting: £1,495.00 +VAT.

Travel, Accommodation: £542.60 +VAT

### Availability and lead time

Our typical lead time is 5-10 days from the date of instruction.

### Issue of results

Results are issued approximately 10 days after the site visit.

### Payment terms

Invoice issued after delivery of results, payment within 30 days from date of invoice.

# Terms and Conditions

## Standard Conditions for All Surveys

1. KB GPR Surveys (hereafter referred to as KB) will perform a geophysical survey utilising advanced equipment to detect subsurface features and conditions within the survey boundary, as defined in our quotation.
2. The survey objectives are defined in the quotation, objectives may not be modified or added without approval from a manager.
3. KB staff must perform all site works in accordance with an authorised Work Package Plan (WPP), or Method Statement and Risk Assessment (RAMS).
4. The survey boundary is defined within the quotation and the WPP/RAMS.
5. KB will not extend the survey beyond the boundary or definition within the quotation and WPP. Areas outside of this boundary will not have been subject to our Risk Assessment or factored into our planning for implications on timescale and cost.
6. Additional survey scope must be authorised by management to include risk assessment, impact on timescales and price, and may be subject to a new or revised purchase order.
7. Each area will be comprehensively surveyed in accordance with the methodology and equipment specified in the quotation and WPP/RAMS, deemed most appropriate to meet the survey objectives.
8. KB requires complete unobstructed access to all areas within the survey boundary. No responsibility is accepted for areas missed due to lack of access.
9. Under typical circumstances only flat, accessible, unvegetated surfaces can be surveyed using geophysical techniques.
10. All prices and shifts durations are based on a standard 8 hour working shift. KB staff are not obliged to work additional hours without prior approval of their management.
  - a. KB standard working hours are as follows:
    - i. Day shift: 0800 – 1600
    - ii. Night shift: 2100 – 0500 (night shifts will be subject to an additional charge)
  - b. KB staff are not obliged to remain on site after completion of the specified works, even in the event of shift hours remaining.
  - c. KB staff do not work on Saturdays, Sundays or Bank Holidays (requests to work on these days, if agreed, will be subject to additional charges).
11. A minimum of 48 hour's notice is required to cancel a shift otherwise that shift will be charged.
12. KB allows for a maximum of 2 hours for site induction.
13. It will be sometimes necessary to break the survey into different sections to be completed on different shifts, if this requires special arrangements then this should be discussed and agreed with KB prior to works commencing.
14. Geophysical surveying will obstruct the area being surveyed until the survey is complete. If working on a site, the customer is responsible to ensure a safe working environment for the duration of the survey. This may mean closing the area to other operations.
15. When necessary, the customer is responsible for providing Traffic Management (TM). If KB should provide TM, KB should be informed in advance and this will result in additional costs.
16. All Welfare and Permits required are to be provided by the customer.
17. If necessary, provision for additional First Aid must be provided by the customer.
18. KB staff reserve the right to leave site without notice at any time if their health and safety is not adequately protected. KB staff only will determine that their health and safety is at risk.
  - a. Delays caused by health and safety issues will be chargeable at the full rate.
19. Start date to be agreed on receipt of purchase order.
20. Deliverables are defined in the quotation, results are usually issued in the following formats:
  - a. CAD drawing (pdf and/or dwg format)
  - b. Survey report (pdf format)
  - c. Site markings
21. Unless specified otherwise deliverables will be issued within 15 working days after completion of the site work.
22. Survey data is archived for a minimum of 12 months after delivery of the results.
23. Timescales are quoted on condition that full access is provided at the agreed times, however KB is not responsible for delays caused by the customer or adverse weather conditions. Delays which result in additional shifts on site will incur charges.
24. KB does not accept charge back of additional costs incurred by the customer in the event of delays attributable to us.
25. An invoice will be raised immediately on delivery of the results.
26. Large projects will be invoiced monthly with the balance on completion.
27. Payment terms are strictly 30 days from invoice date.
28. Unless specified otherwise, all quotations are valid for 90 days from the date of issue.

## Generic Disclaimer for All Surveys

29. Geophysical investigation methods are subject to variations in performance due to factors outside of KB control.
  - a. KB operates industry leading geophysical equipment, coupled with highly trained staff working in accordance with industry recommended methodologies and practices to achieve the best results possible from a survey, however results cannot be guaranteed.
  - b. Geophysical data is subject to user interpretation. KB staff are highly trained and deliverables are subject to internal quality control. However, results cannot be guaranteed.
30. All surveys are subject to our disclaimer:

# Terms and Conditions

- a. Survey results are provided based on KB best interpretation of geophysical data collected on site, however, all results should be considered as for information purposes only and verified using intrusive techniques before being acted upon. KB does not accept any responsibility or liability for damages, costs, delays or any other negative impact, resulting from the use of our survey results.
- 31. Please see our website for the full disclaimer text.
  - a. Acceptance of results implies full acceptance of our disclaimer.

## Utility Survey Terms and Conditions

- 32. All utility surveys require STATS searches before they commence. These can be provided by the customer or commissioned by KB.
  - a. KB provision of STATS searches will incur an additional charge
- 33. Utilities will be traced individually as per the STATS records, unreported services will be detected by walking a grid using EM in power and radio, and by using GPR, but detection cannot be guaranteed.
- 34. Full unobstructed access is required to the entire survey area; manhole covers will be lifted and services clamped but no manholes will be accessed.
  - b. Broken or jammed manholes will not be forced.
  - c. Obstructions may lead to missed
  - d. Private property will not be accessed.
- 35. Drainage will be indicated on drawings but will not be accessed, where possible drainage will be traced from the surface.
- 36. BT covers will not be lifted, where possible telecoms will be traced using inductive methods. BT provide a tracing service and should be contacted directly to lift their own covers and trace their cables themselves.
- 37. Service connections of gas and water to properties are usually undetectable due to the small diameter plastic pipes which cannot be detected by GPR and cannot be electromagnetically induced.
- 38. Both GPR and EML are subject to variations in performance depending on local site conditions beyond the operator's control. Whilst every effort will be made to detect all services 100% detection cannot be guaranteed.
- 39. All depths are indicative.

## Limitations of Electromagnetic Location (EML)

- 40. Power and radio offer variable performance depending on the load the cable is under and the status of the LW communications signal which is occasionally turned off for maintenance.
- 41. Non-metallic services including plastic gas and water pipes, clay and concrete drains and sewers, which cannot hold an electromagnetic signal, cannot be detected using EML.
- 42. In some cases electromagnetic fields can suffer distortion causing services to be indicated at the incorrect location.
- 43. Out of commission cables with no earth, high voltage cables which cannot be induced and pot ends, may be undetectable by electromagnetic methods, but all reasonable techniques will be employed.
- 44. Electromagnetic locators can only detect metallic services, non-metallic services cannot be traced.
- 45. Inability to access a service and induce a signal may make that service impossible to detect using EML.

## Limitations of Ground Penetrating Radar (GPR)

- 46. GPR is unable to identify features or services detected.
- 47. Maximum GPR penetration is dependent on the frequency of the GPR used and the local ground conditions, it can vary from less than 1m to several meters but cannot be guaranteed in advance.
- 48. GPR can detect features with a diameter a minimum of 10% of the depth (i.e. services 0.1m diameter buried 1m deep). This rule is an indicative guideline only.
- 49. Features should usually be detected multiple times to make a positive location using GPR.
- 50. Cluttered ground conditions such as many rocks and tree roots will make interpretation of GPR data more difficult.
- 51. GPR needs to pass across the top of a feature for it to be detected. Obstructions which prevent the area from being surveyed completely and create gaps in the coverage will create gaps in the deliverable.
- 52. Thick vegetation cannot be surveyed using GPR, where possible grass areas should be cropped.
- 53. Due to the size of the antenna, narrow areas may be difficult to scan effectively using GPR.

## Full Disclaimer

- 54. KB guarantees to perform a professional survey using high performance equipment and trained personal in accordance with best industry practice and guidelines.
- 55. However due to the inherent limitations of geophysical investigation techniques and the interpretive nature of the results we cannot guarantee 100% detection or accuracy.
- 56. KB does not accept any responsibility or liability for losses or damages of any kind, resulting from undetected, misinterpreted or misrepresented features or utilities.
- 57. Further KB does not accept any responsibility or liability for losses or damages of any kind resulting from decisions or actions based on information provided by KB. The client bears the ultimate responsibility for confirming the precise nature and location of features or utilities by commissioning the digging of trial holes to verify our results.
- 58. The objectives and scope of all our surveys are clearly discussed with the customer and defined prior to work commencing.

## Terms and Conditions

59. Work cannot commence until the customer has agreed to these terms.
60. By commissioning KB GPR Surveys to conduct a survey and accepting the results you are agreeing to these terms. By using the results you are deemed to have accepted them.
61. For information about the capabilities and limitations of our equipment, as well as training material, equipment tests and case studies. Please refer to our website.

# Project Proposal Document



Caistor Town Council

<b>Project title</b>	Caistor Jubilee Orchard Yield Scheme C.J.O.Y.S
<b>Proposed by</b>	Nigel Corser
<b>Date</b>	28.04.2025
<u>What the need/issue is</u>	
Food stability in uncertain times.	
<u>What is the proposed solution</u>	
Rework the Jubilee Orchard so that it provides nutrient rich organic fruit, vegetables and herbs for the local community.	
<u>What are the benefits to Caistor</u>	
<p>Spreading of knowledge to enable people to grow their own food.</p> <p>Initially a small amount of food produced and stored in case of emergency hopefully growing over time as more people get involved and realise the health benefits of 'real' food.</p> <p>Promoting mental health and well-being through contact with/working in nature.</p> <p>Provide a quiet, safe space to meet friends and for reflection.</p>	
<u>Cost estimate</u>	
<p>Initial costs;</p> <p>Stock Fence 50m = £60.60 (Moles)</p> <p>Compost 18 bags = £90.</p>	
<u>Resource estimate</u>	
<p>A source of water nearby for watering plants needs to be discussed.</p> <p>I.e using the tap at the Cricket Pavilion or obtaining the use of a bowser.</p>	
<b>Date of review</b>	
<b>Outcome of review</b>	Support / Reject / Defer





A Greater Lincolnshire for All

# Town and Parish Council Meeting

**Local Government  
Reorganisation in Greater  
Lincolnshire**

**6.30pm 28 July – virtual**

# Welcome

- Introductions
- Purpose and format of the event
- Please place questions in the chat, they will be answered at the end



# AGENDA

## Agenda for Town and Parish Council Meeting

01

Welcome

02

Background

03

Government criteria

04

The Proposal - Greater  
Lincolnshire for all

05

Our Pledges

06

Area Governance  
Overview & Functions

07

What happens  
elsewhere

08

Key Questions



# Background

21 areas in England are currently going through local government reorganisation or 'LGR' – these are 2-tier areas with district and county councils.

The Government has invited all 10 councils in Greater Lincolnshire to submit proposals for the future of local government. The Government has made clear that proposals must set out plans that cover the whole of Greater Lincolnshire.

Government has stressed the timeline is fixed - proposals need to be submitted by 28 November 2025.

The Government will then assess proposals received and will carry out a formal consultation in early 2026 on options selected before any changes are introduced. New councils would start operating from 2028.



# Government Criteria

## **A single tier of local government**

Will the proposed structure relate to a sensible economic area that enables a reduced number of councils across the whole of Greater Lincolnshire to work better together on large scale projects, help increase housing supply and meet local needs?

## **The right size to achieve efficiencies, improve capacity and withstand financial shocks**

As a guiding principle, Government want to aim for a population of 500,000 or more. Will the proposed structure enable efficiencies to be identified?

## **Provision of high quality and sustainable local services**

Will the proposed structure provide high quality services? Will it avoid the unnecessary fragmentation of services, particularly for important services to residents such as social care and homelessness? Will the proposed structure provide better value for money?

## **Supports local identity, community engagement and empowerment**

Does the proposed structure enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment? Does the proposed structure make sense for local communities and what makes them special? How will the proposed structure strengthen community involvement and ensure local voices are heard and considered in decision-making processes?



# The Proposal – A Greater Lincolnshire for All

With ten councils currently delivering local services, the system is too complex, costly, inefficient and confusing.

The Greater Lincolnshire for All proposal creates two new unitary councils – Northern Lincolnshire and Southern Lincolnshire – to replace the current structure:

- **Northern Lincolnshire** - covering Lincoln, North Lincolnshire, North East Lincolnshire, and West Lindsey
- **Southern Lincolnshire** - covering Boston, East Lindsey, South Holland, North Kesteven, and South Kesteven



**Northern Lincolnshire**  
**Population 531,000**

**Southern Lincolnshire**  
**Population 574,000**





# The Benefits – A Greater Lincolnshire for All

- Creates two new councils with similar population and economic size, ensuring fairness between the north and south
- Meets the Government criteria, including creating long-term financially sustainable structures
- Simplifies local government and delivers better services and value for money e.g. single point of contact for all council services in an area
- The model enables stronger local accountability, smarter use of public money, and consistent, high-quality services joined up with NHS, police
- Better able to attract new investment, jobs and additional funding and powers from central government
- Strong local area governance with enhanced role for town and parishes



# Guiding Principles - our 10 Pledges

1. Continuity of services as local government changes in Greater Lincolnshire
2. A commitment to all residents to keep them informed
3. Protecting frontline staff working across the area
4. Better value for money with savings directed to frontline services
5. Accessible council services for all, delivered through council hubs across the area
6. A single telephone number and website to access ALL council services in your part of the county
7. Improved services for vulnerable residents including housing, adults' and children's services
8. Improved services for all children and young people, including education, training, jobs and transport
9. Greater local decision-making including for all town and parish councils and enhanced area based governance
10. Closer relationships with all partners including the NHS, police, fire and rescue and the voluntary sector to deliver better services



# Area Governance Overview

- Committed to developing enhanced model of local area governance
- In a unitary model, it is important that decision-making remains close to communities and reflects their needs and aspirations
- Done well, area governance strengthens trust, enables early intervention, supports partnership working, and helps tailor services to local context
- Provides a route for local political leadership and civic participation to thrive within a new unitary council.
- Can ensure that the benefits of strategic reform—such as efficiency, simplification and resilience—are matched by strong local voice and accountability
- Reviewing models from other areas that have moved to unitary government
- Discussions with LALC and NALC
- Recognise the clear role for town and parish councils that could be further strengthened



# Opportunities with Enhanced Area Governance

- **Planning and Licensing:** Area committees may determine local planning applications, licensing decisions and rights of way matters.
- **Community Grants and Priorities:** Delegated budgets for community-led projects, participatory budgeting or small grants.
- **Local Oversight and Scrutiny:** Area forums provide a mechanism for performance reporting and public questioning of service leads.
- **Cross-Sector Partnership:** Bringing together police, NHS, VCS and town/parish councils to coordinate local delivery.
- **Community Engagement:** Providing visible, regular spaces for public involvement and democratic dialogue.
- **Facilitating Devolution:** Supporting town/parish councils and local organisations to take on services or assets.



# What happens elsewhere?

- **Buckinghamshire** established 19 Community Boards with delegated budgets and partnership forums.
- **Somerset** implemented 20 Local Community Networks as Cabinet committees to drive place-based action.
- **North Yorkshire** created six Area Committees for decisions, and 25 Community Networks for engagement.
- **Wiltshire** has 18 Area Boards operating as formal committees with grant allocation and partner participation.
- **Cornwall** established 19 Community Network Panels based on towns and rural catchments.
- **Durham** created 14 Area Action Partnerships with wide participation and devolved funding.



# Key Questions

- What is the appetite for an enhanced role for town and parish councils in a new model of area governance?
- What could this look like in terms of new or additional functions and responsibilities?
- What are some of the barriers or challenges that would need to be overcome to allow this to happen?
- Are there particular issues that we should be aware of – assets/finances?
- Are there models across Greater Lincolnshire that are already working well that could be replicated elsewhere?
- We have over 600 town and parish councils across Greater Lincolnshire varying greatly in size, capacity and resources – how can we ensure that all areas are able to take advantage of enhanced area governance?
- What additional or further support would town and parish councils like to see from any new unitary councils?



# Thank you for your input

For further information and to take part in the online survey:  
[www.greaterlincolnshireforall.org](http://www.greaterlincolnshireforall.org)

To send further comments or insight:  
[hello@greaterlincolnshireforall.org](mailto:hello@greaterlincolnshireforall.org)







# Public Tracking Report

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

# CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Caistor Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Caistor Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (*The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act*)

## Classes of information

- Who we are and what we do
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
- Current written protocols for delivering our functions and responsibilities.
- Lists and registers
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

## The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.

## **CAISTOR TOWN COUNCIL – PUBLICATION SCHEME**

- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on their website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

### **Charges and fees**

Charges may be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Requests for information should be made to the Parish Clerk by email [clerk.caistortc@gmail.com](mailto:clerk.caistortc@gmail.com) or in writing by post to Caistor Town Council, Michelle Moss, Town Clerk, Caistor Town Hall, 14 High St, Caistor, Lincs, LN7 6TX

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### Charges

You can use our website to obtain information for no charge by us.

If there is something missing that we can still provide online we will update the website so you can access it.

Some documents and information can only be provided in electronic format but not on the website. We may have to purchase a storage device, packaging and post it to you (if applicable) so there may be costs incurred which you will be advised about to decide if you wish to proceed.

If we can only provide information or documents to you in a hard copy format we will advise you of the expected costs before we can provide the information. Typical photocopying/printing costs are estimated to be 10p per A4 sheet per side for black and white, 20p per A4 sheet per side for colour copies. A3 copying and printing is not available. Postage and packaging (if applicable) will also be charged at cost.

Information to be published	How the information can be obtained
<b>Class1 – Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  This will be current information only	Website and/or Hard Copy
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Parish Clerk and email for Council members	Website/Hard Copy
<b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Website/ Hard Copy
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard Copy
Precept	Website/Hard Copy
Borrowing Approval letter	Hard Copy (if applicable)
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Website/Hard Copy
List of current contracts awarded and value of contract	Website/Hard Copy
Members' allowances and expenses	Currently none claimed

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website and/or Hard Copy
Parish Plan (if available)(current and previous year as a minimum)	Website/Hard Copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website and/or Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy
Agendas of meetings (as above)	Website/Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	These are shown on East Lindsey District Council website.
Bye-Laws	Hard copy
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website/Hard Copy
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority</li> <li>• Code of Conduct</li> </ul>	Website/Hard Copy Website/Hard Copy Website/Hard copy Website/Hard Copy
Policies and procedures for the provision of services and about the employment of staff:	

## CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

<ul style="list-style-type: none"> <li>Internal policies relating to the delivery of services</li> <li>Equality and diversity policy</li> <li>Health and safety policy</li> <li>Recruitment policies (including current vacancies)</li> <li>Policies and procedures for handling requests for information</li> <li>Complaint procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copy Hard Copy Hard Copy Hard Copy  Website/Hard Copy  Website/Hard Copy
Data protection policies	Website/Hard Copy
<b>Class 6 – Lists and Registers</b>	Hard copy
Currently maintained lists and registers only	Some information may only be available by Inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	The Register is held by West Lindsey District Council and entries for Parish Councillors are shown on the website.
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	Hard copy
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by Inspection
Any other Additional Information	Upon request by hard copy if available

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet black & white; 20p per A4 sheet colour	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

## CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

Freedom of Information Request	An additional charge may be made if the cost to the Town Council for retrieval and collation is unreasonable.	
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### COMPLAINTS PROCEDURE

The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information is not available you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the parish council's website or the Clerk.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.

## Resident Concerns regarding Cornhill/South St

-----Original Message-----

From:

Sent: 29 July 2025 18:16

To: clerk@caistortowncouncil.gov.uk

Subject: Re: Cornhill parking layout

Thank you for replying. The parking scheme was introduced without any consultation with me or any prior notice of the change. As I predicted at the time, my property has been frequently and continually damaged by commercial vehicles attempting to deal with the no entry along South Street. The Town Clerk (Carl Thomas) responded to my early concerns with a view that the revised parking layout would not be a contributory factor to any damage caused to my property at 12 South Street. I assumed at the time that this was the view of the Town Council. The introduction of the new layout appeared to have been orchestrated by the owner of Drakes Drum (10 South Street) and the Caistor Town Clerk, although this is my assumption and may not be the case. The new scheme was mentioned in the Council meeting minutes 12 August 2021

14955 - Cornhill

It was resolved to line this area with parking spaces and a loading bay at a cost of £495.

Proposer: J. Wright Secunder: Cllr A. Somerscales All in favour

Whoever designed or approved the revised layout (all in favour) clearly made a major mistake and the mistake needs to be rectified. I am becoming increasingly concerned about the cumulative effect of the building being struck several times a month over the past four years and have arranged to have a building structural survey. Usually I only find out about the incidents when I recover pieces of the building structure from the pavement, however on 18th July I witnessed a Fedex delivery vehicle cut through his vehicle side with the RSJ that holds up the building. The cover to the RSJ has been struck at least twenty times and I have now been forced to leave it exposed. Larger HGVs tend to reverse into the corner of the building when attempting to extricate their vehicle from the one way system. Google street view prior to the layout change shows that this damage has been caused since the new arrangement.

The chunks out of the corner are in close proximity and obviously mirror the height of a protruding or strengthened part of a HGV. When I am at the property, I witness perhaps 6 vehicles a day that ignore the no entry sign, possibly because they cannot see a way to turn around. The protruding step at 13 South Street adds to the issue. The dropped kerb at the corner of Cornhill is an invitation to cut corners (over the pavement) with drivers unaware there is a building corner above them. I could continue with my observations but I think the the information I have provided is sufficient.

Regards

[REDACTED]

On 2025-07-28 18:32, clerk@caistortowncouncil.gov.uk wrote:

[REDACTED]

Many thanks for your email.

We don't use reference numbers for our letters - if you can give me a little more information I may be able to locate your letter.

Kind regards

Michelle

-----Original Message-----

From>

Sent: 26 July 2025 21:15



To: [clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)

Subject: Cornhill parking layout

Town Clerk

I left a message on your mobile number listed by Caistor Town Council but now understand that this was an incorrect communication channel. Could you let me have the reference number for my letter to Caistor Town Council regarding the Cornhill parking arrangements that were, I believe, arranged between James Collins and the then Caistor Town Clerk.

Regards

A solid black rectangular box used to redact the sender's name and signature.

17/7/25

RE: CAR PARKING

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To Whom it may concern:

I have lived here in this cottage for 23 years and have always been given permission to use the Town Hall car park. My disability vehicle is a silver Vauxhall Meriva VF55SWU. I am classed as clinically extremely vulnerable and have two types of asthma and chronic arthritis. I rely on this car very much and have had to use it as an emergency vehicle on occasion, therefore I need it immediately to hand, not several streets away.

Written somewhere in my deeds is the fact that I live in a terrace and that the car park is available for me to use. Surely 'Grandfather rights' come into play also?

I would appreciate very much and do appreciate the use of the car park.

Thanking you in anticipation,

Yours sincerely,

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