



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**

Signature:



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.

Signature:



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

Signature:



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

Signature: