



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 14 August 2025

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,
Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N. Clark, Cllr P. Laverack,
Cllr P. Laverack,

In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 7

1. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4262**
Apologies received from Cllr Bowman.
2. **To consider the applications for Co-option to fill the councillor vacancy - Ref: 4263**
Cllr Wright noted an interest and left the room. Cllr A. Clark chaired. The clerk noted that 2 councillors had asked for a ballot.
Following a majority vote Mr Paul Laverack was appointed to fill the vacancy. Mr Laverack completed the acceptance of office and joined the meeting.
Cllr Wright returned to the meeting and chaired.
Majority vote
3. **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: 4264**
None.
4. **Public Session (10 minutes, during which the meeting is suspended) - Ref: 4265**
None.
5. **Chairmans Report - Ref: 4266**
None.
6. **To approve the draft minutes of 10th July 2025 - Ref: 4267**
RESOLVED that the draft minutes of the meeting of 10th July 2025 be approved as a true record of the meeting.
7. **Finance - Ref: 4268**
 - a) **To approve the Accounting Statements and bank reconciliation for period ending 31/07/2025 - Ref: 4269**
The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statement and bank reconciliation as a true record.
All in favour
 - b) **To approve the Schedule of Payments - Ref: 4270**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £12917.66
All in favour
8. **Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4271**
 - a) **Lincolnshire Police - Ref: 4272**
It was noted that the report was for June and not report had been received yet for July.
 - b) **West Lindsey District Council. - Ref: 4273**
District Cllr Bierley's report had been circulated prior to the meeting. An issue was raised about the frontage of the new vape shop in the Market Place not being appropriate for a conservation area. Cllr Bierley took an

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action to report it to the conservation officer.

bi) To consider the issues with WLDC not emptying bins at the cemetery and south st park and what to do when there are events on. - Ref: 4274

It was noted that: the bins at the cemetery and South St Park are not all being emptied; when there are events on in the park the organisers do not organise rubbish collections and much of the rubbish is left in black bags by the bins; the black bags left by organisers are ripped open by vermin and always need to be rebagged; WLDC has said that crews have recently been reminded to stick to their waste policy which is to only empty one black, 1 purple lidded and 1 blue lidded per property; WLDC could provide a 360l bin for ££19.07 per month or 2 x 240l bins for £28.60 per month for each site.

RESOLVED 1. to pay for an additional 2 x 240l bins at the cemetery for £28.60 per month; 2. to pay for 2 additional 240l bins at South St Park for £28.50 per month; 3. to let the community groups using South St Park that they will need to organise removal of their own rubbish to help tackle the issue; 4. include an amendment in the food market licence next year when it is reviewed relating to removing their own rubbish.

All in favour

c) Lincolnshire County Council - Ref: 4275

Cllr Bean noted that: LCC assuming responsibility for Cornhill is definitely going ahead but no timelines yet; a roundabout at Caistor Top is still being pursued; the survey about the local government re-organisation is open for comments.

ci) LCC consultation for TRO for South St and Mill Lane - Ref: 4276

It was noted that LCC had proposed a revised layout as the previous proposal to change the waiting restrictions at South St park had received quite a lot of feedback. Councillors had received the revised layout proposals.

RESOLVED to suggest to LCC that they move the bus stop further up South St, nearer to the park gates.

All in favour

cii) LCC request to extend the 4 hour parking limit at the town hall car park for their wellbeing event - Ref: 4277

It was noted that the event is being held in the town hall, and will be an all day event.

RESOLVED that the 4 hour limit would be suspended for the event on 25th September.

All in favour

ciii) To consider issues for inclusion in the LCC/Cllr walkabout planned for 1st September - Ref: 4278

It was noted that there are several potholes on Bank Lane, broken gullies on the corner of Chapel Lane/Bank Lane, broken gullies on North Kelsey Rd. The councillors were asked to email the clerk with issues in prep for the walkabout.

d) Community Groups - Ref: 4279

No reports had been received from the community groups.

di) To retrospectively approve the community cinema use of South St Park on 6th Sept - Ref: 4280

RESOLVED to approve the community cinema use of South St Park on 6th Sept.

All in favour

dii) To retrospectively approve the revised date for the proms in the park to 7th Sept - Ref: 4281

RESOLVED to approve the revised date for proms in the park to 7th Sept.

All in favour

diii) To consider the feedback from Residents in relation to Caistor Goes Sporty (13th July) and agree any action - Ref: 4282

Cllr Laverack left the room.

The residents complaints were noted. Caistor Goes had been contacted and were very sympathetic to the complaints. Several councillors noted that the morning running event was far too loud and the noise started very early with loud music, compere and many runners. It was noted that: the running event should go back to the Market Place next year as the hoarding should have been removed by then and the noise is more contained there; the event should not start before 10am and the group should be asked to keep the noise at a reasonable

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level.

RESOLVED to write to the running group explaining the residents concerns and ask for any future events to preferably move back to the market place, or for the noise to be kept to a minimum before 10am and at a more reasonable level throughout the event.

Cllr Laverack returned to the room.

All in favour

e) Town Hall Management Committee - Ref: 4283

No meeting had been held.

ei) To consider the need for a formal agreement between the town hall management group and Caistor town council and how to progress - Ref: 4284

It was noted that: there is no documented agreement in place between the council and the group who manage the town hall; the issues with this include uncertainties on who is responsible for repairs, liability risks, lack of future certainty. RESOLVED that Cllr Cox and the Clerk would work with the town hall committee to progress an agreement based on current operations and present the draft agreement to council in due course.

Majority vote

f) Caistor in Bloom - To consider the recent damage in the Churchyard and agree next steps, including costs if available - Ref: 4285

It was noted that: Caistor in Bloom do a fantastic job but the agreement for the churchyards with the town council is for grass cutting only and CIB (or any other member of the public/group) must not undertake work, including digging and disturbing graves and headstones in the churchyard, without permission of the Church/Diocese and town council; the council decided not to report the matter to the police as CIB were working in the cemetery with good intentions; we are waiting for written quotes to repair the damage, but initial indications are that it will cost iro £500 - £1000 for a suitably qualified memorial mason to reset the memorial and make it safe.

Cllr N.Clark asked for his comment to be minuted: Caistor in Bloom should be invoiced for the repairs.

RESOLVED to 1 - formally write to CIB to advise that they must not undertake any work at the churchyards other than grass cutting (as per the agreement) without the express permission of the church and the town council - this includes digging, planting, resetting headstones, removing flowers/mementos from ashes plots; 2 - delegate authority to the clerk to spend up to allocate £1000 to pay memorial mason to rectify the damage.

1 abstained

g) CDCT - 2-4 Market Place - Ref: 4286

It was noted that businesses and residents have raised concerns about the lack of information regarding the revised timelines for the development and when the hoarding will be removed. Councillors raised concerns that the council is not receiving information about the build dates and that rumours are that the hoarding will now be in place until August 2026.

RESOLVED that Cllr Wright would call Neil Castle for an update and that the clerk would write to Neil Castle expressing concern of council and businesses about the lack of accurate information.

All in favour

9 To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4287

a) Personnel and Finance Committee - Ref: 4288

Next meeting on 26th August.

ai) To consider and agree the proposed changes to the P&F terms of reference - Ref: 4289

RESOLVED to accept the proposed changes to the P&F terms of reference.

All in favour

b) Estates Committee - Ref: 4290

The Estates report had been circulated to councillors prior to the meeting. No comments received.

bi) To consider the proposal from Estates committee to formally ask CIB to vacate the old fire station given

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that it is awaiting a structural engineers report - Ref: 4291

It was noted that: the Old Fire Station has a damaged roof and has an acrow in place across the entrance; the damage to the roof was thought to have been worsened by over tightening when the acrow was originally sited; there are no records of when the acrow was installed/last inspected; it has recently been raised as an issue following the external health and safety inspection and the council have been advised that it should not be used until a qualified inspector has certified it as safe to use; the space is currently being used by Caistor in Bloom to store equipment and materials; the councils insurance for the building may be compromised without a formal inspection; Cllr Bowman had been tasked with getting quotes for the inspection but has not yet progressed this. RESOLVED to formally ask Caistor in Bloom to vacate the old fire station per Estate Committee recommendation.

All in favour

c) Play area working group - Ref: 4292

No meeting scheduled yet.

d) Health and Safety Working Group - Ref: 4293

Next meeting scheduled for 2nd September.

It was noted that Cllr Priestly had resigned from the working group, so there is a vacancy.

e) Town Hall Damp working group - to receive the notes and recommendations from meeting and agree further action - Ref: 4294

The working group had met and assessed the damp report. The issues had been grouped and allocated for further investigation/quotes to repair: points of water ingress, paint issues, sub floor issues, cracked waste pipe, areas needing a dehumidifier. It was noted that money would need to be set aside for the repairs and/or grants applied for; current initial estimates are iro £10k - £15k but these could be much higher depending on the issues found.

10. To consider the PDD for the cemetery survey to ID where the workhouse bodies are buried and agree next steps - Ref: 4295

It was noted that: there is uncertainty whether workhouse burials took place in unmarked graves in Caistor cemetery; the burials are believed to have been in the top right hand side of the cemetery and as such it is not possible to offer any plots in the area for interments; the rest of the cemetery is full; there is a need to conclusively identify whether there are unmarked graves and their location; three quotes have been obtained for a ground penetrating survey of the area, the costs range from £1650 to £2650 ex VAT. Cllr Bean noted that LCC may have the equipment and expertise to do this for us with no charge and agreed to investigate. RESOLVED that the GPR survey should be completed, ideally at no cost by LCC but if this is not possible the council accept the quote for £1650.

All in favour

11. To consider the requirements for the Christmas tree for this year and agree next steps - Ref: 4296

It was noted that there is £500 in the budget for a Christmas tree. RESOLVED that Cllr Somerscales would organise the tree this year with the help of Cllr Wright.

All in favour

12. To receive an update on the community orchard project - Ref: 4297

It was noted that the group had sent an updated proposal and completed a Project Proposal Document. The clerk had circulated an assessment of the proposal including an action plan; the council needs to consider a licence or lease for that project; other considerations include liability insurance, risk assessments/health and safety, governance, precedence, exit plan, operational costs.

RESOLVED that Cllrs Hodson, A.Clark, Milner and Bowman would continue to work with the group to consider the issues and present a more complete proposal to the council.

All in favour

13. To receive and update on the Mural project and agree next steps - Ref: 4298

It was noted that the discussion would be deferred to the next meeting when more information may be

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available.

- 14. To consider the need for replacement flags in the town centre and agree next steps - Ref: 4299**
Cllr Wright noted that he had put up flags last year but they are looking tatty and now need replacing.
RESOLVED to replace the tatty flags, to purchase a mixture of Union flags and Lincolnshire flags, 1 yard, and allocate a budget of £150 to them (Cllr Wright to progress)
All in favour
- 15. To consider the need for a project prioritisation meeting to prioritise projects for next years budget - Ref: 4300**
RESOLVED to include the prioritisation of projects as part of the September meeting.
All in favour
- 16. Clerks Report & Parish Matters - Ref: 4301**
- a) To receive the presentation from A greater Lincolnshire for all - Ref: 4302**
It was noted that the Greater Lincolnshire for all proposal is just one option. The final solution has not been agreed upon.
- b) Review Tracking Report - Ref: 4303**
Noted.
- c) To consider the Scheme of publication - Ref: 4304**
RESOLVED to approve the scheme of publication and review in another 2 years.
All in favour
- 17. Correspondence Received - Ref: 4305**
- a) To consider resident Concerns regarding Cornhill/South St - Ref: 4306**
The residents concerns were considered and noted.
- b) To consider residents request to park their disability vehicle in the town hall car park for more than 4 hours at a time - Ref: 4307**
As the resident had mentioned that there is a clause in her deeds that permits her to use the car park, the council RESOLVED to ask the resident for the copy of her deeds to verify this information prior to making a decision.
All in favour
- c) Messenger request from a resident asking for the seat in the Market Place to be re-installed given that it would not block pedestrian access whilst 2-4 is being completed - Ref: 4308**
It was noted that the town council did not remove the bench. The bench is currently located at Cllr Davey's home. RESOLVED that the bench could be re-instated providing it does not obstruct the pedestrian access to the Market Place whilst 2-4 hoarding is up.
All in favour
- 18. To note any planning decisions - Ref: 4309**
- a) None received - Ref: 4310**
None.
- 19. To review the planning applications received and agree a response - Ref: 4311**
- a) WL/2025/00745 | Listed building consent for works to ceilings | 2-4 MARKET PLACE - Ref: 4312**
RESOLVED to support the application.
All in favour
- 20. Date of next meeting - 11/9/25 - Ref: 4313**
Noted.



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Meeting closed at 8:55pm

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