



## Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 11 September 2025

Present: Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr L. Milner, Cllr A. Clark (Chair), Cllr.N.Clark,  
Cllr P.Laverack,  
In Attendance: Michelle Moss, District Cllr A. Lawrence, County Cllr J. Bean,  
Members of public present: 1

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4343**  
Apologies received from Cllrs Wright, Hodson, Cox, Morris and Priestley. Apologies also received from District Councillor Bierley.
- 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: 4344**  
None.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4345**  
None.
- 4. Chairmans Report - Ref: 4346**  
It was noted that Cllr Jon Wright has purchased the replacement flags and will be putting them up shortly.
- 5. To approve the draft minutes of 14th August 2025 - Ref: 4347**  
It was noted that Cllr Laverack had been mentioned twice as attending - the minutes were noted to remove one entry. RESOLVED that the minutes of the meeting of 14th August be approved as a true record of the meeting.  
1 abstained
- 6. Finance - Ref: 4348**
  - a) To approve the Accounting Statements and bank reconciliation for period ending 31/08/2025 - Ref: 4349**  
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: 4350**  
The schedule of payments had been circulated to councillors prior to the meeting.  
RESOLVED to approve the schedule of payments totalling £20244.52  
All in favour
  - c) To approve the recommendation from P&F to take out the Gallageher insurance with inclusive property re-valuations - Ref: 4351**  
The final cost of the insurance, excluding the property valuations was £6399.09. RESOLVED to approve the recommendation from P&F to take out the annual insurance with Gallagher.  
All in favour
  - d) To consider and prioritise the project proposal documents for next year - Ref: 4352**  
It was noted that only 7 councillors were present for the meeting and this was not considered enough to vote on the priorities for next year. It was therefore RESOLVED to defer the discussion until October's meeting.  
All in favour
  - e) To consider the first draft Budget for 26/27 reviewed by P&F committee 26th August 2025 - Ref: 4353**  
The first draft budget had been circulated to councillors prior to the meeting. It was noted that it includes operational costs for 26/27, church and cem grass by contractors, resurfacing for play equipment sports field, damp resolution for town hall, grant funding of £7k, £5k for old fire station in reserves but does not include any

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of the projects yet to be prioritised. This first draft would result in 6.68% precept increase and £141417 precept. First draft budget was noted and agreed to review again in October following the prioritisation of the projects for 26/27.

**7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4354**

**a) Lincolnshire Police - Ref: 4355**

It was noted that the police report had been received today and would be shared with councillors.

**b) West Lindsey District Council. - Ref: 4356**

Cllr Bierley's report had been circulated prior to the meeting. Issues with litter the amount of litter in the town centre from overflowing bins was noted - this has been reported to WLDC several times.

**bi) To consider whether CTC still wish WLDC to progress the Wayfinding report if they can identify a suitable budget for it - Ref: 4357**

The wayfinding report had been circulated to councillors prior to the meeting. RESOLVED that the wayfinding project should go ahead if WLDC can find funding for it.

All in favour

**bii) To consider the current situation with CCTV at the sports ground and agree any action - Ref: 4358**

It was noted that there have been several more incidents of vandalism at the sports ground, all have been reported to WLDC to check the CCTV footage, but WLDC have noted that the CCTV footage did not pick up the incidents; CCTV footage has rarely been useful in the sports ground.

RESOLVED to request a meeting with Grant White (WLDC) to find out what the current state of the cameras is, to ask for access to the footage/control on where they point, and what can be done to improve the footage and CTC control. (Cllrs Clark, Davey and Bowman requested to be at the meeting and agreed to put a report/proposal together ahead of the meeting)

All in favour

**c) Lincolnshire County Council - Ref: 4359**

It was noted that the councillor walkabout had been very productive - CTC cllrs, Cllr Bean and Highways representatives had been in attendance. Priorities include: A46 footpath, trees at Ayscough Grove, gulleys and road maintenance at South Dale.

It was noted that: the consultation regarding the proposed restriction on South St and Mill Lane are going for public consultation from 17th September until 15th October; since Richard Fenwick has left Highways there has been some back pedalling from Highways on Cornhill, but Cllr Bean assured he will pursue this; re GPR survey for the cemetery - LCC do not have the equipment and the Professor given as an alternative contact had been un-contactable - Cllr Bean will provide alternative contact details; there is a public consultation in the Arts and Heritage centre on 19th Sept from 10-12 about the local government reorganisation.

**ci) Results of the Speed/Archer survey along North Kelsey Rd - Ref: 4360**

The surveys showed an average daily flow rate of 1925 and 0.2% showed speeds in excess of 30mph - LCC and the road safety partnership propose no action as a result of this survey.

**d) Community Groups - Ref: 4361**

The report from Community Cinema and Caistor Goes had been circulated to councillors prior to the meeting. Caistor Goes noted that they have been busy and held Proms and Party in the park recently. They extended thanks for CTC and WLDC for support and use of the space.

**e) Town Hall Management Committee - Ref: 4362**

Next meeting in October

**ei) To receive an update on the shutters for the town hall following the fire risk assessment - Ref: 4363**

It was noted that the fire risk assessor had advised that the proposed new shutters would not negatively impact the fire effectiveness of the kitchen area and it was therefore RESOLVED to give permission the town hall management executive to replace the shutters as per their proposal and quote from System shutters.

All in favour



**f) Caistor in Bloom - To receive an update on, and agree any further action for: the memorial in the churchyard and to request to vacate the old fire station - Ref: 4364**

Memorial - It was noted that the work to reset the memorial has now been completed by a suitably qualified memorial mason; the invoice for £475 plus VAT has been paid by Caistor Town Council; CTC have now reseeded the area and have coned off to allow time for the grass to grow. A proposal was made (by a councillor) that CIB should be asked to pay for the costs of the memorial mason to reset the memorial; following a lengthy discussion it was RESOLVED that the clerk write and ask CIB to pay the memorial masons charges of £475 (majority vote).

Old fire station - It was noted that Cllr Wright spoke with CIB and gave them the letter advising of the structural safety issues with the old fire station and asking CIB to move their equipment out of the building; CIB have not yet vacated the building. RESOLVED to write to CIB again, giving them 2 weeks to vacate the old fire station.

Majority vote

**g) CDCT - 2-4 Market Place - To consider letter sent and response - Ref: 4365**

Cllr Bowman left the room.

The letters sent to CDCT and received back from them were circulated as part of the meeting pack. It was noted that cllr Wright had also spoken with Neil castle about the issues raised by residents and local businesses. It was noted that the response from CDCT lacked any detail and did not answer the questions raised, updates are very vague; the build is affecting the town, parking is an increasing issue and businesses would like clarity, as would the town council; LCC gave CDCT permission for the compound until November 2025, CTC have not received any extension notice; the website is not kept up to date with accurate timings/costs and is only intermittently updated; there is no information about phase 2; there must be a detailed project plan for the build with projected dates, costs and a schedule of works; CDCT seem reluctant to share any accurate and detailed information with the town council, despite the town council having invested £10,000 in the project.

RESOLVED to ask Jane Bowman to provide a detailed update with full timescales, costs, a copy of the project plan, and a full schedule of the works.

Cllr Bowman returned to the room and was asked to provide the information for the next CTC meeting

All in favour

**8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4366**

**a) Personnel and Finance Committee - Ref: 4367**

**ai) To receive the draft minutes of the P&F committee meeting 26th August - Ref: 4368**

Draft minutes circulated prior to the meeting. No questions.

**b) Estates Committee - Ref: 4369**

The next Estates meeting is 16th November.

**c) Play area working group - Ref: 4370**

No meeting held.

**d) Health and Safety Working Group - Ref: 4371**

**dii) To receive the draft minutes of the HSWG meeting 2nd September 2025 - Ref: 4372**

The draft minutes were circulated prior to the meeting.

Cllr Davey noted that the group are working through the issues raised by the H&S risk assessment and will now also start to work through the issues raised as part of the Fire Risk Assessments for all CTC buildings. Positive progress is being made.

**diii) To receive the results of the asbestos surveys for council owned property and agree any next steps - Ref: 4373**

It was noted that the asbestos survey report has now been received and was circulated with the meeting pack.



There are only 2 areas where asbestos was detected - the roof of the cemetery lock up and the adhesive on the floor tiles in the basement at the town hall. The advice given is that there is an acceptable risk, but that neither area of asbestos should be disturbed.

**dliii) To received the fire risk assessment update for council owned property and agree any next steps - Ref: 4374**

It was noted that the FRA's have now been completed, and the reports are being compiled. Once received the HSWG will continue to prioritise the issues and work through them to resolution.

**div) To consider the quotes for the structural survey for the old fire station - Ref: 4375**

It was noted that despite Cllr Bowman contacting 6 structural engineers, only one has so far provided a quote. It was noted that getting a structural survey for the fire station is an urgent issue and Cllr Bowman agreed to follow up the other quotes. It was also noted that a historic report had been found from 2014 which made recommendations for action regarding the structure and the supports installed, but it is unclear whether the recommended actions were ever completed.

**dv) To consider the HSWG request to allocate an additional £1000 to this years H&S budget - Ref: 4376**

It was noted that: the 25/26 H&S budget of £4000 has already been spent and there will be continual additional costs to get on top of all of the issues; the HSWG would have like to ask for an additional £5000 budget to cover rectifying the ongoing issues, but currently £1150 is required for the structural survey for the old fire station. RESOLVED to allocate additional funds to the H&S budget to cover the cost of the structural survey for the old fire station.

All in favour

**9. Policy review - Lone worker policy - Approved by HSWG 2.9.25 - Ref: 4377**

It was noted that the Estates Operative has not yet had any input into the document. RESOLVED to defer the final approval of the Lone Worker policy until it has been agreed by staff.

All in favour

**10. Policy review - Equality and Diversity policy - Ref: 4378**

RESOLVED to approve the E&D policy with no changes.

All in favour

**11. To consider new policy proposal: Community facilities management policy - Ref: 4379**

RESOLVED to defer the discussion about the facilities management policy until more councillors are present to contribute.

All in favour

**12. Clerks Report & Parish Matters - Ref: 4380**

**a) Review Tracking Report - Ref: 4381**

The tracking report had been circulated to councillors in advance of the meeting. There is a lot going on, but some key updates include: the wooden play equipment has now been repaired; the burial records have now been scanned and we are just waiting for them to be returned to re-archive them; the market software integration is complete and we are ready to roll out the training; quotes for the repairs to the the vandalised skate park will be discussed at the estates meeting on 16th Sept; quotes are being sought for the damp issues at the town hall.

**b) To receive information from 'Your Lincolnshire' with a proposal for local government re-organisation - Ref: 4382**

It was noted that LCC have proposed 'Your Lincolnshire' to meet the local government reorganisation guidelines, one of 6 proposals produced for Lincolnshire. They have organised a drop in consultation for Caistor on 19th September 10-12 at the Arts and Heritage centre to provide more information on Your Lincolnshire proposal.

**13. To note any planning decisions - Ref: 4383**

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**a) None - Ref: 4384**

Noted.

**14. To review the planning applications received and agree a response - Ref: 4385**

**a) None - Ref: 4386**

Noted.

**15. Date of next meeting - 9th October 2025 (Methodist Centre) - Ref: 4387**

Noted.

Meeting closed at 8:48pm

Signature: .....