



**Minutes of the Caistor Town Council held at 7:00pm
at the Methodist Chapel on 9 October 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 L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr N. Clark, Cllr P. Laverack, Cllr P. Laverack,

In Attendance: Michelle Moss, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 8

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4431**
Apologies received from Cllr Priestley and District Cllr Lawrence.
- 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: 4432**
Cllrs Davey, Lyus and Morris declared interests in 9a.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4433**
One member of the public spoke to oppose the quarry on North Kelsey Rd. The objection was noted, but item not on agenda for consideration.
One member of the public asked for a councillor to attend the LCC planning meeting when it is considered there.
One member of the public raised an issue about the number of complaints being received by the owners of Mansgate Quarry.
- 4. Chairmans Report - Ref: 4434**
None.
- 5. To approve the draft minutes of 11th September 2025 and 25th September 2025 - Ref: 4435**
RESOLVED that the minutes of the meeting of 11th September be approved as a true record of the meeting (4 were not at the meeting and abstained)
RESOLVED that the minutes of the meeting of 25th September be approved as a true record of the meeting (6 were not at the meeting and abstained).
Majority vote
- 6. Finance - Ref: 4436**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 30/09/2025 - Ref: 4437**
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: 4438**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £15256.22.
All in favour
 - c) Review and prioritise the project proposal documents for 26/27 budget - Ref: 4439**
Following a lengthy discussion the following priorities were assigned to the projects:
Picnic tables - There is money in ear marked reserves for this project - Prioritised for delivery either this year of next.
Sports ground play surfaces repair and replacement £15000- Prioritised for delivery as a mandatory project for 2026/27.
Town Hall Damp resolution £12000- Prioritised for delivery as a mandatory project for 2026/27.

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Ashes section extension at the cemetery (without building the wall) £500 - Priority 1 for inclusion in 26/27.
Flowers and containers for the market place £3000 to £4500 (depending on solution)- Priority 2 for inclusion in 26/27.

Cemetery heal spoil removal and Notice board for the cemetery (£6000) - Joint priority 3 for 26/27.

Jubilee Orchard Scheme, Notice board for the allotments and Sports storage block community project did not receive enough votes to be considered for inclusion and are deferred.

It was noted that the projects actually included in the budget would depend on the actual funds available.

All in favour

d) To consider the draft Budget for 26/27 - Ref: 4440

The RFO had shared the second draft budget for 26/27 with councillors prior to the meeting. The draft included all standard operating costs for the council with a slight inflationary uplift on this year. Assumptions included: the cemetery and churchyard grass would be cut by contractors and not volunteers; the sports ground play areas resurfacing and the town hall damp resolution projects would be included; grants and donations budget increased from £5000 this year to £7000; £5000 set aside in EMR for the old fire station; CIB do not intend to ask for a grant; Insurance valuation of assets and ground penetration survey for cemetery are completed in 25/26.

The draft budget would result in a precept increase of 8% based on current predictions, an increase of just under £10 per annum for a band D property.

It was noted that other than the projects considered 'mandatory', none of the others have been included in the draft budget. The inclusion of any further projects will increase the precept further. It was also noted that the current figures are based on spend predictions for the remainder of this year which may change.

It was agreed to include the ashes section project (without building the wall) in the budget for 26/27. A lengthy discussion took place about the flowers and planters project and whether or not to include it. It was noted that: CIB have said they are unlikely to do any flowers again next year but have indicated that they would not be willing to sell or lease the flower containers back to the council; a group of volunteers should be identified prior to the council including the project in the budget; more sustainable plants should be sought if it is included. RESOLVED to agree the draft budget with the inclusion of the ashes section project, minus the wall and to defer the final decision on whether to include the planters and flowers project until more information is available, to be discussed and agreed no later than December 2025. (RFO to amend budget per discussion and re-circulate to council).

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4441

a) Lincolnshire Police - Ref: 4442

The crime stats for the area had been circulated to councillors prior to the meeting.

ai) To receive a summary of the presentation from the police titles Lincoln and West Lindsey Local Policing Overview - Ref: 4443

Cllr Bowman had attended the police forum and shared the West Lindsey policing overview. The presentation slides were shared prior to the meeting. It was noted that most of the information from the police is not Caistor specific, but Cllr Bowman had been given a link to share Caistor specific reported crimes - also circulated prior to the meeting. It was noted that the Caistor specific information was more relevant and the council agreed that Cllr Bowman would continue to circulate the Caistor specific information prior to future meetings <https://www.lincs.police.uk/area/your-area/lincolnshire/west-lindsey/caistor/about-us/crime-map> .

b) West Lindsey District Council. - Ref: 4444

It was noted that: the new Chief Officer started last week; insulation grants are available with a wide criteria; and Keelby are setting up a street food market based on Caistor.

Cllrs asked for an update on the progress being made with enforcement action on the mini market in the Market Place - Cllr Bierley noted that the conservation officer had not yet concluded any action. It was noted that this is on the agenda as a separate item for consideration.

Following a proposal by Cllr Wright it was RESOLVED to move agenda item 14 for consideration at this point in the meeting.

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14. To consider requesting WLDC take enforcement action against the vape shop/mini market 10 Market Place - Ref: 4472

It was noted that: a number of complaints have been received about the mini market/vape shop; the flashing lights and window wraparounds are not in keeping with a conservation area and listed building; County Cllr Bean noted that he had raised the issue with the Exec Committee at LCC and with trading standards; District Cllr Bierley has reported it to the conservation officer at WLDC.

RESOLVED to report the shop to WLDC enforcement for assessment/progression of enforcement action.

All in favour

bi) To consider the issues with town bins overflowing and /or not being emptied - Ref: 4445

It was noted that: several complaints have been received about the bins frequently overflowing, or not being emptied, particularly in the Market Place; it has been reported to the waste officer at WLDC on many occasions; the bins are either not big enough or are not being emptied often enough. Cllr Bierley agreed that he would raise this with the waste team on behalf of CTC.

c) Lincolnshire County Council - Ref: 4446

County Cllr Bean noted that: the Mill Lane parking consultation is due to finish on 15th October; following a change of staff at highways, the LCC adoption of Cornhill was in question but he has pursued it with the head of LCC and highways have once again agreed to progress it this year; he is still pursuing the blocked drains reported during the walkabout with Caistor Town Councillors; the vape shop has been reported to licencing and raised with trading standards.

ci) Update on Cornhill - Ref: 4447

Cllr Bean was thanked for his hard work in ensuring that Highways adoption of Cornhill will still go ahead this financial year.

d) Community Groups - Ref: 4448

The report from Caistor Cares had been included in the pack circulated prior to the meeting.
The next community cinema is 25th October - Penguin Lessons.

di) To consider implementing a policy for the use and storage of CTC equipment by community groups (Cllr Bowman) - Ref: 4449

The proposals had been circulated prior to the meeting. It was noted that some of the equipment had been purchased with the welcome back fund granted by WLDC after covid, but that it is owned and managed by Caistor Town Council. CTC do not charge for loaning the equipment to community groups. It was agreed that the proposal is a good idea but needs some more clarity on some areas. RESOLVED that Cllrs Bowman, Davey, Milner and Laverack would work together to finalise the proposals and present back to the council at a later date.

All in favour

e) Town Hall Management Committee - Ref: 4450

It was noted that the next update is 13th October.

f) Caistor in Bloom - Ref: 4451

It was noted that CIB still have equipment in the old fire station despite CTC having asked for it to be removed - Cllr Wright agreed to chase this up.

fi) To consider a Special Motion under Standing Order 7(a): To rescind the resolution passed by the Council on 11 September 2025 regarding reimbursement of £475 for memorial repair costs and to resolve instead that Caistor in Bloom shall not be required to reimburse the Council, and that the expenditure of £475 shall be met from Council funds. (Deferred from EOM 25th September 2025) - Ref:

It was noted that there were only 7 councillors present at the original discussion, and only 7 at the extraordinary meeting which was convened to consider the motion to rescind. It was noted that there is an agreement in place with CIB part of which notes that CIB is responsible for any losses; CIB do a super job in the community; CIB have been given a lot of funding from the council in the past; not asking CIB to pay for the damage caused is setting a precedent for future decisions; the council budget is very tight and this additional cost is a budget overspend; the CIB volunteer who caused the damage is actually a councillor (not present for this meeting);

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Following a vote, there was a split decision. The Chair used his casting vote for the decision.
RESOLVED not to ask CIB to repay the cost of repairing the damage at the churchyard.
Cllr Cox left the meeting.

Majority vote

g) CDCT - 2-4 Market Place - Ref: 4453

Cllr Bowman provided the following update (as a Director of CDCT) It was noted that very recently there have been 2 public events - the hard hat tours and the AGM; excellent progress is being made and good feedback received; LCC have given permission for the compound to be in place until November 2026; the website is now up to date; CDCT are in the process of applying for funding for phase 2 which will include the holiday lets; an ancient well has been discovered in the courtyard.

No written update had been received. Cllr Bowman agreed to circulate the documented update to cllrs and clerk.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4454

a) Personnel and Finance Committee - Ref: 4455

No meeting.

b) Estates Committee - Ref: 4456

The report had been circulated prior to the meeting - no comments.

bi) To receive the draft minutes from the estates committee meeting 16th September 2025 - Ref: 4457

Circulated prior to the meeting - no comments.

bii) To consider the recommendation from Estates on how to address the issue of trees planted in the cemetery - Ref: 4458

It was noted that a holly tree has been planted graveside on the left hand side of the cemetery and given the size, has been there for several years; there are newly planted shrubs (possibly leylandii) on the near left hand side of the cemetery by the hedge. The cemetery regulations prohibiting trees and shrubs have been in place for many years, due to the damage roots can do to memorials, long term maintenance and for fairness of trees and roots encroaching on other plots. Estates had made a recommendation to full council which was circulated prior to the meeting.

RESOLVED to accept the estates recommendation: a) the families are asked to remove the newly planted shrubs and if they get any bigger the council will need to remove them; b) the families are not permitted to plant anything else at the cemetery without the express permission of the Estates Committee; and c) to advise the family that the holly tree must not be permitted to get any bigger and if it does the council will remove it.

All in favour

c) Play area working group - Ref: 4459

No meeting held

d) Health and Safety Working Group - Ref: 4460

No meeting held

9. To consider the grant applications - Ref: 4461

At 9pm it was RESOLVED to extend the meeting past 2 hours (all in favour)

It was noted that the only application received had been from the Lions.

Cllrs Morris, Davey and Lyus left the room.

a) Application from Caistor Lions - Ref: 4462

During the discussion it was noted that Cllr Bowman also has an interest as Mr Bowman is Chair of the Lions - Cllr Bowman left the room.

The grant application asked for £2000 in support of 2026 bonfire and fireworks event; concerns were raised that the Lions make donations to other organisations which could be used to pay for the bonfire event rather than asking the town council for a grant for it; the Lions put on a fantastic event and only ask for donations rather than charging for entry; some attending the event do not make donations to the Lions; the remaining budget for

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grants this year is £1500.

RESOLVED to grant the Lions £1500 and advise them that that is all of CTC remaining budget for grants this year.

Cllrs returned to the meeting after the vote.

All in favour

10. To consider new policy proposal: Community facilities management policy - Ref: 4463

RESOLVED to adopt the Community Facilities Management Policy.

All in favour

11. Clerks Report & Parish Matters - Ref: 4464

a) To consider the final survey quote analysis and recommendation for ground penetrating radar surveys of the cemetery and appoint a contractor (additional information received) - Ref: 4465

It was noted that following a discussion with the contacts provided by County Cllr Bean and further investigation a specific type of radar should be used to detect subtle earth disturbances left by burials; a report and recommendation had been circulated prior to the meeting, recommending the use of a multi channel array radar; the companies who use the appropriate radars had quoted between £2325 and £2650; the best value quote would result in an overspend iro £820.

RESOLVED to accept the overspend for the cemetery budget; accept the quote from Reclaim Heritage and appoint them to complete the survey of the area on the cemetery where it is possible there are unmarked graves.

All in favour

b) Review Tracking Report - Ref: 4466

The report had been circulated prior to the meeting. No comments raised.

12. To note any planning decisions - Ref: 4467

Cllr Morris left the meeting.

a) WL/2025/00951 | Request for confirmation of compliance with conditions 3(drainage) & 6(energy) of planning permission 147531 granted 12 January 2024 | LAND TO REAR OF 132 NORTH KELSEY ROAD CAISTOR | Condition discharged. - Ref: 4468

Noted.

13. To review the planning applications received and agree a response - Ref: 4469

a) LCC Ref: PL/0044/25 | For Retrospective Application For Three New Social Sheds, Toilet Block And Soil Bund | WEST MOOR FARM FISHERY, NORTH KELSEY ROAD, CAISTOR - Ref: 4470

No comments raised.

b) WL/2025/00963 | Planning application for extension to existing industrial unit | UNIT 6A, ENTERPRISE ROAD, CAISTOR - Ref: 4471

No comments raised.

15. Date of next meeting - 13th November 2025 - Ref: 4473

Meeting closed at 9:20pm

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Report to CTC 2-4 market Place:

1, LCC gave CDCT permission for the compound until November 2025, CTC have not received any extension notice;

LCC emailed CTC, I think middle of May 2025?

“TTRO/TTR011957 – It will be necessary to impose a temporary restriction as detailed here; Organisation responsible for restriction: Messenger BCR Group. Reason for restriction: Refurbishment of property numbers 2 to 4 Market Place. Nature and location of the restriction: Market Place (10 bays between the Lion Monument island and property numbers 2 to 4. Period of the restriction 04/06/2025 to 31/07/2026.”

2. the website is not kept up to date with accurate timings/costs and is only intermittently updated;

The website, like the project, has burst into life and echo's the news and progress of this project.

3. there is no information about phase 2;

We are in the process of applying for funds for this part of the project. It will include number 9 Market Place plus a couple of holiday lets, and some of the fit for the additional workshops and storage of artifacts.

4. there must be a detailed project plan for the build with projected dates,

I think you will agree, Hard Hat tours revealed the massive progress achieved. First fix plumbing and electrics are underway, particularly above number 4, first floor. The community room internals have taken a pause, needing this to store insulation materials, PIRs and so on. The number 2 and 3 rooms have all the structures in place and mapping done for utilities main installation positions. Conservation looking at which parts of the walls and ceilings we need to keep, which can be cleaned and kept as is, and which we can cover over. The main courtyard, the part paved area now extends across the floor and is to all intents and purposes complete. Looking back to number 4, the fascia is up and the section under the new Georgian replacement windows looks good. Guttering along here to be finished on the end sections, especially where Mr Allan's property meets it. The planters that will support the north wall are filled. Number 9 has been mirror reversed and the new shop front specs and design underway. Number 15 entrance and stairs are not started, but how these will be configured is with the design team. The second courtyard has revealed some very challenging challenges. Segregation of the stairway to the holiday flats and the entrance lobby to the flats in progress

So, main courtyard is complete, top soil to be added to the planters. Shop front for No.9 progressing. Removal of the satellite dishes on the back of No.9 is not covered in the budget so we need to sort getting them removed.

Repairs to the wall at the back of the granary. Still can't establish what's going on underneath, but something is missing as the wall is still falling into whatever it is underneath. All the time Messenger are work and something comes to light, we have to get the conservation officer and others on site to look at it. The latest discovery comes from when some flag stones were moved in the second courtyard, a large, deep well was discovered, again which nobody knew about. The thoughts are that it is significantly older than the pump in the market place, and mostly likely Roman. Stone lower section and handmade brick upper, all beautifully made bricks and the whole well is in remarkably good condition. The base is thought to been a few thousand years old, the top a few hundred years old. The plan is to cap it with something that is temporary until we have raised funds to put a glass

illumination into it, to make a real feature of it. When we find something like this, we have to have archaeologist on site, watching every bucket of earth being moved. All adds cost and time to the project.

5. costs and a schedule of works;

Whole range of engineering works that needed to be done that were just not seen / found when original surveys done. Some because the areas of concern were not structurally sound enough to be investigated. As we have been able to complete more and more of the building, other previously inaccessible areas are now accessed and we have found other problems that we would not have expected. One example of this is voids beneath other voids, and a collapsing wall, that it was unsafe to look at before surrounding supporting works had been completed. Still plenty of challenges to keep the expanding costs within the project. New steels have been on site for a few weeks but still unable to put these in. The principle contractor controls the project, and work with the project managers to keep the project in line. The timeline for completion of the project is aimed at around June / July and it is in our interest to keep them to that deadline because the compound, infrastructure and associated costs is around £9k/wk.