



Public Meeting Pack

11th December 2025



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 11 December 2025 commencing at 6:45pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss
Clerk to the Council
04/12/2025

AGENDA

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
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
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 13/11/2025
6. To resolve to exclude public and press under s100A(4) LGA 1972 for agenda items 7 and 8.
7. Response from Enforcement regarding The mini mart/Vape Shop in Market Place (Enforcement team request for closed session)
8. To consider the results of the ground penetrating survey of the cemetery and next steps
9. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 30/11/2025
 - b) To approve the Schedule of Payments
 - c) To consider the proposal for amending the grant funding process and budget allocation for grants (JC)
 - d) To review the draft budget and precept and suggest any changes
 - e) To approve moving £2400 from the bins and benches reserve to the current budget for the picnic benches project
 - f) To consider the updated Reserves policy
10. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - di) To consider the updated request from Community Cinema for a permanent screen in the town hall (Agreed in principle December 2024)



- e) CDCT - 2-4 Market Place
- 11. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
 - a) Personnel and Finance Committee
 - b) Estates Committee
 - c) Play area working group
 - d) Health and Safety Working Group
 - e) Town hall damp working group
- 12. To consider what, if any action to take regarding the equipment CIB bought with the council donated money (AC)
- 13. To consider amendments to the Market TC's to incorpore charity and community stalls (JB)
- 14. To consider the Caistor Town Council Stress Management Policy and Procedure
- 15. Clerks Report & Parish Matters
 - a) To consider the Lions request to use South St Park for Bonfire 5th to 9th November 2026
 - b) Review Tracking Report
- 16. Correspondence Received
 - a) Email from resident about superfast broadband in Caistor
 - b) Email from resident who fell at Cornhill
- 17.. To note any planning decisions
 - a) Permission Granted - WL/2025/00928 | For retrospective application for three new social sheds, toilet block and soil bund at Westmoor Farm Fishery, North Kelsey Road, Caistor
 - b) No observations - WL/2025/01121 | County matters application to vary conditions 4 (approved and supplementary plans) and 48 (landscaping/planting) of planning permission 141431 - PL/0088/25
- 18. To review the planning applications received and agree a response
 - a) WL/2025/01141 | Planning Application - Single and first floor extensions to rear, porch to front and attached multi car garage - resubmission of WL/2025/00412 | HEDGEROWS, CANADA LANE
 - b) WL/2025/01113 | Application for non-material amendment to planning permission 143279 granted 26 August 2021 - various changes to windows | 2 NAVIGATION LANE
- 19. Date of next meeting - 8th January 2026



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 13 November 2025

Present: Cllr S. Davey, Cllr J. Bowman, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Clark (Chair), Cllr P. Morris, Cllr N. Clark, Cllr P. Laverack,
In Attendance: Michelle Moss, District Cllr A. Lawrence, 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: 4545

Apologies received from Cllrs Lyus and Wright, and from District Councillor Bierley. (Cllr Priestley noted 27/11/25 that he had called Cllr Wright with apologies for the meeting).

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: 4546

Cllr Morris and Cllr Davey declared an interest in agenda item 9 and 11c.
Cllr Bowman declared an interest in agenda item 9 and 14a.

3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4547

A resident spoke at length about the planning meeting at LCC on 3rd November where LCC planning committee approved the application for the North Kelsey Rd Quarry. The resident has worked tirelessly to co-ordinate the efforts of the high number of residents who have objected to the planning application, including the town council. The resident identified several areas of anomaly in the decision making process by LCC which she has reported to the LCC monitoring officer. She also thanked County Cllrs Bean and Bunney, and Cllr Bowman for their support. The council thanked the resident for her efforts in relation to this planning application.

4. Chairmans Report - Ref: 4548

It was noted that Cllr Wright had asked for his thanks to be passed onto the Lions for the fantastic fireworks and bonfire event and for their invite to light the bonfire; he also attended the remembrance service and laid the wreath on behalf of the council - thanks were extended to the organisers and to Caistor Goes for arranging the road closures.

5. To approve the draft minutes of 9th October 2025 - Ref: 4549

RESOLVED that the draft minutes of the meeting of 9th October be approved as a true record of the meeting.

6. Finance - Ref: 4550

a) To approve the Accounting Statements, bank statements and bank reconciliation for period ending 31/10/2025 - Ref: 4551

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 rec as a true record.

b) To approve the Schedule of Payments - Ref: 4552

The schedule of payments had been circulated prior to the meeting.

RESOLVED to approve the schedule of payments totalling £15583.00.

c) To receive an update on CIL received this year and decide how to spend it. - Ref: 4553

It was noted that the CIL income so far this year totals £354.46. No decision was made on how to spend it and agreed to carry it forward for the time being.

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision): - Ref: 4554

a) Lincolnshire Police - Ref: 4555

Signature:

Page



It was noted that the PCC role will be abolished from 2028. Cllr Bowman noted the crime stats circulated were for September. It was also noted that: there were more reported drug crimes in Caistor in August than in Market Rasen; the number of police covering West Lindsey is very low.

b) West Lindsey District Council. - Ref: 4556

The report from District Cllr Bierley had been circulated prior to the meeting. No further questions were raised.

bi) To receive an update on the bins and progress made with WLDC to resolve - Ref: 4557

It was noted that following a complaint to WLDC and a very positive subsequent site meeting with the Waste manager, WLDC had agreed that the town centre bins will be emptied 3 times per week, and that it would be beneficial to replace some of the bins in the town centre with double bins or larger bins; WLDC have advised that they would be able to find some budget to do this; Replacement options considered per report circulated with the meeting pack.

RESOLVED to accept the proposal from WLDC to replace the town centre bins with larger bins and the proposed additional bins per the report; the selected style of bin has the larger/double opening.

Agreed to post an update on social media, and a report on the council website/notice board to advise residents of the decision.

All in favour

bii) To consider the proposal from WLDC with regard to the CCTV at the sports ground - Ref: 4558

It was noted that: the clerk and several councillors had met with WLDC to discuss upgrading the CCTV at the sports field; the proposal is summarised in the PPD circulated with the meeting pack; the current cameras are dated and cannot get 100% coverage, also their night vision is poor in low light and the current internet connection is slow and prevents real time monitoring; WLDC proposal includes: supply and installation of additional 4 cameras to give good, consistent coverage; supply and installation of PIR lighting across the 4 light sources from the lock up to the pavillion; maintenance of the CCTV cameras; monitoring via upgraded control room with 24 hour coverage; 3 year contract ; £500 upfront payment and £1000 per year for the 3 years.

RESOLVED to accept the proposal from WLDC to upgrade the CCTV at the sports ground, install the PIR and enter a 3 years SLA with WLDC for the CCTV monitoring, maintenance and support.

All in favour

c) Lincolnshire County Council - Ref: 4559

It was noted that the food waste bin service will be implemented wef next financial year; the Cornhill site meeting has been arranged for w/c 17th November. Cllr Bowman personally thanked Cllr Bean for speaking at the LCC planning meeting in objection to the NKR quarry.

d) Community Groups - Ref: 4560

It was noted that: Caistor Goes supported the Remembrance parade with the road closures and the music tributes; the twinning visit had gone well and gifts were exchanged - the council was presented with a calendar and 3 'cartoon' style information books. It was agreed to ask the library to house the books in the foreseeable future so residents have access to them; the Community Cinema is planning 2 events - a film for home-schooled children and a French Film which is a joint venture with the twinning group; the Victorian Fayre is this Sunday at the town hall; and the Christmas lights switch on is planned for 30th November.

e) CDCT - 2-4 Market Place - Ref: 4561

Cllr Bowman provided an indepth update of progress at 2-4 (this will be appended to the minutes). Cllr Bowman was asked to ensure that the businesses are communicated with directly to ensure they are aware of the progress and plans for 2-4, particularly when the hoarding is due to come down.

f) Caistor in Bloom - Ref: 4562

It was noted that the council has not heard anything from Caistor in Bloom. It was noted that CIB had stopped cutting the church grass, without letting us know, we eventually organised a contractor to cut the grass in the run up to Remembrance day - due to the length of the grass they had to come back twice; the day prior to the second planned cut CIB turned up to cut the grass again without letting us know. It was also noted that the flower boxes above some of the shops are full of weeds and unsightly - these are CIB's and they have been asked to take them down.



The clerk was asked to remove CIB agenda item from future agenda unless there is a specific decision or consideration required.

fi) To consider what to do with the contents left in the old fire station - Ref: 4563

It was noted that the cutting equipment has been removed from the old fire station, but there is quite a bit of other materials such as half empty paint tins, litter pickers and brushes remaining. RESOLVED that Cllr Morris will speak to CIB and ask them to clear it by 30th Nov 25 and anything left will be removed.

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: 4564

a) Personnel and Finance Committee - Ref: 4565

Meeting held 28th October. Draft minutes circulated with the meeting pack.

It was noted that P&F have approved the trial use of an AI assistant as an alternative to recruiting a deputy clerk. There was some discussion about which AI service provides the correct level of security to meet GDPR requirements. It was agreed that the clerk will research this in more depth and ensure the solution selected is as compliant as possible with UK data protection laws.

b) Estates Committee - Ref: 4566

Estates report circulated with the meeting pack, next meeting to be held 25th November.

c) Play area working group - Ref: 4567

No meeting held.

d) Health and Safety Working Group - Ref: 4568

Meeting held 4th November, draft minutes included in meeting pack. It was noted that good progress is being made; lone worker policy is included for review at the meeing; FRA has been completed for all council owned buildings and we are in the process of progressing requirements with town hall and CS&SC; Stress management policy and controls will be included in next agenda; spy holes have been installed in the office and main town hall doors; RA for the town hall is completed and CS&SC in progress.

di) To receive the Town hall risk assessment - Ref: 4569

The RA had been circulated prior to the meeting. Councillors accepted the RA and thanked Cllr Davey for his hard work and efforts completing it.

e) Town hall damp working group - Ref: 4570

It was noted that no meeting has been held. Some progress has been made with the damp solutions. Cllr Cox agreed to organise a follow up meeting.

9. To consider the draft terms and conditions for community and volunteer group use of South St Park and agree next steps - Ref: 4571

Cllrs Davey, Bowman and Morris left the room.

The proposal had been circulated in the meeting pack. It was agreed that the TC's were a good idea and RESOLVED to implement the TC's for volunteer and community use of South St Park with immediate effect. Cllrs Davey, Bowman and Morris returned to the room after the decision.

All in favour

10. To consider and approve the Lone worker policy and risk assessment - Ref: 4572

It was noted that the policy and RA were part of the requirements identified by the health and safety audit in April. RESOLVED to approve both the risk assessment and the policy for use.

All in favour

11. Clerks Report & Parish Matters - Ref: 4573

a) Market - To receive an update on the project to automate the market booking and payment system - Ref: 4574

It was noted that the project is nearing completion and we are entering the pilot phase. Due to the low numbers of stall holders expected over the Christmas period, while the tree is in place, the system will roll out fully in



January.

b) To consider the draft agreement between the town hall and CTC and agree next steps - Ref: 4575

It was noted that the agreement provides protection for CTC and town hall management group and that the management group have been involved in reviewing the draft documents.

RESOLVED to proceed with the agreement based on the draft proposal and present the final version to council prior to final sign off if there are any significant changes.

All in favour

c) To consider the Lions offer to remove the Christmas Tree in January for a £250 donation - Ref: 4576

Cllrs Davey, Bowman and Morris left the room.

RESOLVED to accept the Lions kind offer to remove the Christmas tree in January and to donate the suggested £250 to the Lions.

Cllrs Davey, Bowman and Morris returned to the room after the decision.

All in favour

d) Review Tracking Report - Ref: 4577

All progress was noted.

12.

Correspondence Received - Ref: 4578

a) Email from St Peters and St Pauls Church regarding the cost to repair the church clock - Ref: 4579

It was noted that the cost of repairing the clock face at the church is £9000, and unfortunately the council does not have any funding to help support this. Following a request for support, the clerk has researched potential grant funding opportunities and shared this with the Church representatives.

b) To note correspondence received from a resident requesting that the Council reconsider and rescind resolutions made in late 2023 and early 2024 concerning licence fees for sports groups using the Council's sports field.

Council to determine the process for considering the request. - Ref: 4580

RESOLVED to move this discussion into closed session.

All in favour

13.

To note any planning decisions - Ref: 4581

a) WL/2025/00951 | Confirmation of compliance with conditions 3(drainage) & 6(energy) of planning permission 147531 granted 12 January 2024 | Condition discharged. - Ref: 4582

Noted.

14.

To review the planning applications received and agree a response - Ref: 4583

a) WL/2025/01066 | Listed building consent to preserve 2no. existing lath and plaster ceilings by underdrawing the ceilings with 15mm wood wool board and a 6-8mm lime plaster finish | 2-4 MARKET PLACE - Ref: 4584

Cllrs Bowman left the room for the discussion, and returned after it had concluded.

Planning application noted. No objections.

b) WL/2025/01099 | Planning application for the erection of a timber feather board boundary fence and 2no. 5 bar gates | THE MILL BUNGALOW, WHITEGATE HILL - Ref: 4585

Planning application noted. No objections.

15.

To consider the planning objection lobbying letter to LCC planning committee PL/0024/24 or WL/2024/00401 - Ref: 4586

The letter had been circulated with the supporting documents prior to the meeting. It was noted that LCC had already made the decision and approved the application.

16.

To receive the confirmation from WLDC of receipt of CTC enforcement complaint reference: C/2025/00196 \ 10 Market Place (Mini Mart) - Ref: 4587



It was noted that the confirmation was dated 15th October and a response will be received within 20 working days. It was also noted that WLDC enforcement manager and case officer have completed a site visit in response to the complaint.

17. Date of next meeting - Ref: 4588

11th December

18. To resolve to exclude public and press under s100A(4) LGA 1972 for the remainder of the meeting - Ref: 4589

RESOLVED to exclude any press and public for the remainder of the meeting.

All in favour

19. To review the recommendation from ICCM regarding unauthorised and non compliant memorial work in the cemetery - Ref: 4590

Following a discussion it was RESOLVED to accept the proposal to allow the memorial mason to continue to do work in the cemetery providing all proposed conditions are met and they have PLI.

All in favour

12. b. To note correspondence received from a resident requesting that the Council reconsider and rescind resolutions made in late 2023 and early 2024 concerning licence fees for sports groups using the Council's sports field.

Council to determine the process for considering the request. - Ref: 4591

It was noted that the person corresponding is not a resident of Caistor. Following a discussion it was agreed that councillors are charged with looking after the council finances and properties; the correspondence has been given due consideration, considerable time has been spent on this and the same conclusion is reached each time which is that no further action will be taken by the council.

RESOLVED that the clerk should reply to the member of public advising of the council's decision not to take any further action and to note that no-one will respond to any further correspondence from the individual in relation to this matter.

All in favour

Meeting closed at 21:00pm



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

Explanation of Variances

Insurance

Actual Total: 6659.09 **Budget:** 3999.96 **Variation:** -2659.13 / 66.48

Includes asset valuations

Market

Actual Total: 353.02 **Budget:** 249.96 **Variation:** -103.06 / 41.23

255 for Edge/ 98 for signs

Cemetery records management

Actual Total: 1092.40 **Budget:** 650.04 **Variation:** -442.36 / 68.05

Incl IT costs for Market/parks/cem

Electricity - Market Place LN7 6TL

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

Repairs completed in April

Market Place

Actual Total: 1185.96 **Budget:** 999.96 **Variation:** -186.00 / 18.6

Retro weed spray in Jun 24 - £600



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

End of year forecast auto calculated based on actual year to date averaged over 8 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	Variance %	EOY Forecast
Income						
Income: General						
100	Precept	132558	132558	0	0	132558
140	Cemetery Income	8325	4000	4325	108	11000
120	Allotment Income	90	450	-360	-80	450
130	Market Rents	1667	2000	-333	-17	2000
150	Sports ground	2320	4400	-2080	-47	4400
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	3772	1785	1987	111	3770
180	Grants	0	1000	-1000	-100	1000
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	1815	2500	685	-27	2500
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	354	1000	-646	-65	1000
Income: General		Totals	151422	150213	2578	1 159198
Income		Totals	151422	150213	2578	1 159198

Expenditure

Expense: General

500	Salaries	32745	53000	20255	-38	47000
503	PAYE & NI	11621	15000	3379	-23	17000
501	Staff Travel & Benefits	131	250	119	-48	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	36	250	214	-86	100
520	General Office	701	1500	799	-53	1200
530	Hall Hire	350	500	150	-30	500
540	Insurance	6659	4000	-2659	66	8000
550	Audit	620	700	80	-11	620
560	Subscriptions	300	1000	700	-70	1000
570	Training	548	2500	1952	-78	800
580	Election	0	0	0	100	0
581	Mayor Allowance	60	350	290	-83	150
555	Professional Fees	175	250	75	-30	250
556	Legal Fees	0	500	500	-100	0
590	PROW and Amenity Cut	4439	4500	61	-1	4795
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	3203	3200	-3	0	3200
593	Sportsground	7944	8300	356	-4	8524
594	Cemeteries/Church	9216	10500	1284	-12	11350
595	Allotments	0	250	250	-100	250
610	Market	353	250	-103	41	350
750	Cemetery records management	1092	650	-442	68	1092
650	Community Events	0	500	500	-100	0
521	Telephone & Broadband	983	1350	367	-27	1350
700	Electricity - Market Place LN7 6TU	269	400	131	-33	550
701	Electricity - South Street Park	115	600	485	-81	500
702	Electricity - Market Place LN7 6TL	339	0	-339	100	340
703	Electricity - Sports Ground	862	1100	238	-22	1300
800	Tree maintenance	1335	1500	165	-11	1335
720	Water: Sports Ground	140	400	260	-65	300
721	Water: Cemetery	67	100	33	-33	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

End of year forecast auto calculated based on actual year to date averaged over 8 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	203	200	-3	1	250
765	Play Park Maint & Refurb	28577	30000	1423	-5	30000
597	Caistor Sports & Social Club	1803	3000	1197	-40	2000
522	Town Hall	1276	2500	1224	-49	2500
582	Civic	0	0	0	100	0
601	Equipment	4368	4500	132	-3	5500
598	Market Place	1186	1000	-186	19	1450
603	Gritting & Snow Clearance	0	300	300	-100	0
766	CCTV	0	500	500	-100	500
600	Grants & Donations	4990	5000	10	-0	4990
762	Neighbourplan Review	0	0	0	100	0
504	Pension payments	4073	5000	927	-19	6000
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	0	0
804	Health and Safety	5305	5150	-155	3	5300
760	Projects	3865	6100	2235	-37	4000
Expense: General		Totals	139947	176650	36703	-21 174696
Expenditure		Totals	139947	176650	36703	-21 174696



Bank Reconciliation

Balances as per bank statements as at 01/12/2025

Natwest Current Account	7783.40	141161.90
Natwest Business Reserve Account	16375.27	
Equals Card	860.07	
Charity Bank 40 day notice	65775.91	
Unity Trust Instant Access	50367.25	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
					Nett balance as at 01/12/2025

141161.90

Cash Book		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	151422.09	Openina Balance Bank 2	125702.97	
VAT to be claimed	3758.81	Openina Balance Bank 3	479.01	
Unallocated cash	0.00	Openina Balance Bank 4	0.00	
Payments in current	139947.39			
				Cash Book Closing Balance
				141161.90

General Reserves

60000.00

Earmarked Reserves

Elections	3850.00	Handyman Equipment	3000.00
Parks equipment	3500.00	Christmas Lights - steel wires	0.00
Sports Field fencing	1500.00	Bins and Benches (tfr 11.10.24)	3000.00
Sports ground toilet refurbishment	0.00	Civic Service	3000.00
Sports and Social Club Bldg Upgrade	5500.00	Memorial fixing	4000.00
Other buildings	350.00	Test 3	
Town Hall	5000.00	Test 2	
Fire Station	0.00	Test 1	
Cornhill Resurfacing	5000.00	Test 1	
Tree Maintenance	6500.00	Test 1	
Tree Maint - Parks (combined above)	0.00	Test 1	
Play area improvements	0.00	Test 1	
Cemetery	1000.00	Test 1	
New Cemetery	0.00	Test 1	35961.90
Church Ground Trees	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

This report is based on Payment Date

Details	Year 2024/25		Financial Year Ending 31/03/2026							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Income: General											
Precept	124444	124444	132558	132558	0	0	0	132558	0	0.00	
Cemetery Income	4000	7740	4000	2805	4960	560	0	8325	4325	108.13	
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00	
Market Rents	3000	2620	2000	695	573	399	0	1667	-333	-16.65	
Sports ground	2464	4981	4400	849	901	570	0	2320	-2080	-47.27	
WLDC Street Cleaning	2490	2091	0	0	0	0	0	0	0	100.00	
Grass Cutting	1700	3708	1785	0	0	3772	0	3772	1987	111.33	
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	824	942	49	0	1815	685	-27.38	
Town Hall	520	520	520	0	520	0	0	520	0	0.01	
Magazine Advertising	0	0	0	0	0	0	0	0	0	100.00	
CIL income	0	2158	1000	0	0	354	0	354	-646	-64.55	
Income: General	Total		150213	137821	7896	5705	0	151422	2578	1	
	Total		150213	137821	7896	5705	0	151422	2578	1	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

This report is based on Payment Date

Details	Financial Year Ending 31/03/2026									
	Year 2024/25		Q1		Q2		Q3		YTD	Variation
	Budget	Actual	Budget	Actual	Actual	Actual	Actual	£	%	
Expense: General										
Salaries	35000	42029	53000	13415	11851	7479	0	32745	20255	-38
PAYE & NI	16000	13644	15000	4317	4579	2724	0	11621	3379	-23
Staff Travel & Benefits	100	19	250	45	40	46	0	131	119	-48
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	353	127	0	701	799	-53
Hall Hire	500	427	500	110	75	165	0	350	150	-30
Insurance	3600	3669	4000	0	6399	260	0	6659	-2659	66
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	300	0	300	700	-70
Training	500	1029	2500	315	155	78	0	548	1952	-78
Election	0	0	0	0	0	0	0	0	0	100
Mayor Allowance	350	52	350	10	0	50	0	60	290	-83
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	1871	1646	0	4439	61	-1
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	967	1313	0	3203	-3	0
Sportsground	10300	10828	8300	1869	2681	3393	0	7944	356	-4
Cemeteries/Church	6800	5088	10500	3871	3025	2321	0	9216	1284	-12
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	353	0	353	-103	41
Cemetery records management	280	613	650	0	0	1092	0	1092	-442	68
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	384	214	0	983	367	-27
Electricity - Market Place LN7 6TU	200	472	400	167	59	43	0	269	131	-33
Electricity - South Street Park	600	692	600	45	27	43	0	115	485	-81
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	124	0	862	238	-22
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	1335	0	0	1335	165	-11
Water: Sports Ground	300	249	400	37	52	52	0	140	260	-65
Water: Cemetery	100	92	100	20	24	24	0	67	33	-33
Water: Allotments	150	141	200	25	142	36	0	203	-3	1
Play Park Maint & Refurb	4000	5618	30000	27089	12	1476	0	28577	1423	-5
Caistor Sports & Social Club	3000	2687	3000	30	683	1090	0	1803	1197	-40
Town Hall	2500	1630	2500	661	0	615	0	1276	1224	-49
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	102	0	4368	132	-3
Market Place	4000	3044	1000	600	44	542	0	1186	-186	19
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	1690	0	4990	10	-0
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	1694	1046	0	4073	927	-19
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			5150	1975	2180	1150	0	5305	-155	3



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

This report is based on Payment Date

Details	Financial Year Ending 31/03/2026									
	Year 2024/25		Budget	Actual	Q1		Q2		Q3	
	Budget	Actual			Actual	Actual	Actual	Actual	Actual	YTD
Expense: General Total			176650	69275	40439	30233	0	139947	36703	-21
Total			176650	69275	40439	30233	0	139947	36703	-21



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

This report is based on Payment Date

Details	Financial Year Ending 31/03/2026									
	Year 2024/25		Q1		Q2		Q3		YTD	Variation
	Budget	Actual	Budget	Actual	Actual	Actual	Actual	£	%	
Expense: General										
Salaries	35000	42029	53000	13415	11851	7479	0	32745	20255	-38
PAYE & NI	16000	13644	15000	4317	4579	2724	0	11621	3379	-23
Staff Travel & Benefits	100	19	250	45	40	46	0	131	119	-48
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	353	127	0	701	799	-53
Hall Hire	500	427	500	110	75	165	0	350	150	-30
Insurance	3600	3669	4000	0	6399	260	0	6659	-2659	66
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	300	0	300	700	-70
Training	500	1029	2500	315	155	78	0	548	1952	-78
Election	0	0	0	0	0	0	0	0	0	100
Mayor Allowance	350	52	350	10	0	50	0	60	290	-83
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	1871	1646	0	4439	61	-1
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	967	1313	0	3203	-3	0
Sportsground	10300	10828	8300	1869	2681	3393	0	7944	356	-4
Cemeteries/Church	6800	5088	10500	3871	3025	2321	0	9216	1284	-12
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	353	0	353	-103	41
Cemetery records management	280	613	650	0	0	1092	0	1092	-442	68
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	384	214	0	983	367	-27
Electricity - Market Place LN7 6TU	200	472	400	167	59	43	0	269	131	-33
Electricity - South Street Park	600	692	600	45	27	43	0	115	485	-81
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	124	0	862	238	-22
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	1335	0	0	1335	165	-11
Water: Sports Ground	300	249	400	37	52	52	0	140	260	-65
Water: Cemetery	100	92	100	20	24	24	0	67	33	-33
Water: Allotments	150	141	200	25	142	36	0	203	-3	1
Play Park Maint & Refurb	4000	5618	30000	27089	12	1476	0	28577	1423	-5
Caistor Sports & Social Club	3000	2687	3000	30	683	1090	0	1803	1197	-40
Town Hall	2500	1630	2500	661	0	615	0	1276	1224	-49
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	102	0	4368	132	-3
Market Place	4000	3044	1000	600	44	542	0	1186	-186	19
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	1690	0	4990	10	-0
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	1694	1046	0	4073	927	-19
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			5150	1975	2180	1150	0	5305	-155	3



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/11/2025

This report is based on Payment Date

Details	Financial Year Ending 31/03/2026										
	Year 2024/25		Budget	Actual	Q1		Q2		Q3		Variation
	Budget	Actual			Actual	Actual	Actual	Actual	Actual	Actual	£
Expense: General Total			176650	69275	40439	30233	0	139947	36703	-21	
Total			176650	69275	40439	30233	0	139947	36703	-21	



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"/>
10/11/2025	2279	Ben Legard Estate	22 ft Christmas Tree	0.00	470.00	<input type="checkbox"/> <input type="checkbox"/>
10/11/2025	2280	ICCM	Online training MM and SH GOR	36.00	216.00	<input type="checkbox"/> <input type="checkbox"/>
14/10/2025	2281	Cardinus Risk Management	Reinstatement cost lock up	26.00	156.00	<input type="checkbox"/> <input type="checkbox"/>
11/11/2025	2282	Cardinus Risk Management	Reinstatement valuation CS&SC	26.00	156.00	<input type="checkbox"/> <input type="checkbox"/>
21/10/2025	2283	E-Quip (Rasen) Ltd / Equip Global	Market signs x 6	28.80	172.80	<input type="checkbox"/> <input type="checkbox"/>
20/10/2025	2284	E-Quip (Rasen) Ltd / Equip Global	Seed/ epoxy/glue/battery/ring and plate/padlock	10.62	82.70	<input type="checkbox"/> <input type="checkbox"/>
07/10/2025	2285	E-Quip (Rasen) Ltd / Equip Global	Pick head and handle/ MOP disc	6.70	40.19	<input type="checkbox"/> <input type="checkbox"/>
11/11/2025	2286	Angela Clark	Royal legion poppy wreath	0.00	50.00	<input type="checkbox"/> <input type="checkbox"/>
11/11/2025	2287	Mike Crookes	Spy holes - office and front doors	0.00	8.97	<input type="checkbox"/> <input type="checkbox"/>
12/11/2025	2290	Jake Garden Care (Dyne Group)	Church maintenance <i>PARKS + AMENITY</i>	247.05	1482.30	<input type="checkbox"/> <input type="checkbox"/>
13/11/2025	2291	Caistor Farm & Garden Machinery	Pro line and gasket set	6.85	41.09	<input type="checkbox"/> <input type="checkbox"/>
17/11/2025	2308	Wave	Bank Payment: Water: Allotments	0.00	36.14	<input type="checkbox"/> <input type="checkbox"/>
17/11/2025	2309	Wave	Bank Payment: Water: Sports Ground	0.00	51.54	<input type="checkbox"/> <input type="checkbox"/>
17/11/2025	2310	Wave	Bank Payment: Water: Cemetery	0.00	23.53	<input type="checkbox"/> <input type="checkbox"/>
18/11/2025	2311	EDF	Bank Payment: Electricity - South Street Park	0.96	20.16	<input type="checkbox"/> <input type="checkbox"/>
18/11/2025	2312	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.85	17.82	<input type="checkbox"/> <input type="checkbox"/>
18/11/2025	2313	EDF	Bank Payment: Electricity - Sports Ground	2.50	52.53	<input type="checkbox"/> <input type="checkbox"/>
18/11/2025	2314	Capstone Engineers	Structural Survey - Old Fire Engine Shed	0.00	1150.00	<input type="checkbox"/> <input type="checkbox"/>
18/11/2025	2315	Cllr Alan Somerscales	Tie wraps for Christmas Tree	0.00	17.16	<input type="checkbox"/> <input type="checkbox"/>
20/11/2025	2317	Mike Crookes	Crete and mortar - Travis Perkins	0.00	35.30	<input type="checkbox"/> <input type="checkbox"/>
24/11/2025	2318	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20	<input type="checkbox"/> <input type="checkbox"/>
25/11/2025	2319	HMRC	Bank Payment: PAYE & NI	0.00	1375.26	<input type="checkbox"/> <input type="checkbox"/>
25/11/2025	2320	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/> <input type="checkbox"/>
25/11/2025	2321	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/> <input type="checkbox"/>
25/11/2025	2322	NEST	Bank Payment: Pension payments	0.00	526.25	<input type="checkbox"/> <input type="checkbox"/>
26/11/2025	2323	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/> <input type="checkbox"/>
01/12/2025	2330	WLDC bins	Bank Payment: Cemeteries/Church	0.00	57.20	<input type="checkbox"/> <input type="checkbox"/>
01/12/2025	2331	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/> <input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment	
02/12/2025	2332	Caistor Town Hall	Hire of Hall November 25	0.00	25.00	<input type="checkbox"/> <input type="checkbox"/>
02/12/2025	2333	Jake Garden Care (Dyne Group)	Visit 16 grass - amenity + PARCS.	187.05	1122.30	<input type="checkbox"/> <input type="checkbox"/>
02/12/2025	2334	Liam Marchant Plumbing & Heating	Boiler service and unblock mens urinal	0.00	120.00	<input type="checkbox"/> <input type="checkbox"/>
04/12/2025	2338	Burton and Dyson Solicitors	Copies of deeds	32.00	192.00	<input type="checkbox"/> <input type="checkbox"/>
03/12/2025	2339	NBB Recycled Furniture	6 x Picnic benches	480.00	2880.00	<input type="checkbox"/> <input type="checkbox"/>
02/12/2025	2340	Reclaim Heritage	Geophysical survey - Cemetery	0.00	2325.00	<input type="checkbox"/> <input type="checkbox"/>
TOTAL:						16784.94

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

9c. Motion: Review and Restructuring of Council Grant Funding

Motion proposed by Cllr. J.Cox

Proposal for the council to consider:

1. Amend the Council's annual grants process by replacing the current two rounds of grant applications with a single annual grant round to take place in the spring.
2. Reduce the total annual grants budget in order to help manage the rising precept, while still maintaining support for key community beneficiaries.
3. Reclassify Caistor Lions and Caistor Goes as fixed budgeted beneficiaries, recognising their consistent delivery of community-wide events and their longstanding history of receiving Council support.
4. Allocate fixed annual budget amounts of: £1,500 to Caistor Lions, and £2,000 to Caistor Goes, with these amounts to be reviewed by Council as required.
5. Set aside £1,500 for the single annual grant-funding round available to other community groups in the spring.

Note that these changes would result in a total potential grant-related outlay of £5,000 in the next financial year.

Rationale:

This restructuring aims to respond to concerns about the rising precept and ensures responsible financial management, while continuing to support community organisations that deliver significant and recurring benefits for Caistor residents.

Based on the revisions the proposed precept will be £143337, an increase of 8.13%.

This includes:

MS Business/PAT testing/AI

Revaluation of assets completed in 25/26 as part of insurance renewal

Cemetery and church grass to be cut by **contractors not volunteers**

PPD - Resurfacing of sports ground play area (£15000 in budget. Quotes between £13500 and £20000)

PPD - Damp resolution in Town hall of £12000 = could apply for a grant to pay for some of this

PDD - ashes section extension

BUT no other PPD included

£1000 included for CCTV for WLDC full support

Grants and donation of £7000

£5000 placed in reserves for Old Fire Station

BUT _ there may be additional action needed from FRA in Sept

BUT - there is no provision for cemetery expenditure other than for grass and budget assumes £6000 income

ASSUMES - CIB will not ask for a grant this year



Budget Forecast 2026/27

Forecast of Income

Category	YTD @ 03/12/25	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes	2026/27 Budget	2026/27 Budget Notes
Precept	132558	132558	132558		143337	
Cemetery	10475	4000	11000		6000	
Allotments	90	450	450		450	
Market Rents	1667	2000	2000		2000	
Sports Ground	2528	4400	3800		3800	
WLDC Street Cleaning	0	0	0		0	
Grass Cutting	3772	1785	3770		3770	
Grants	0	1000	0		1000	
Town Hall	520	520	520		520	
CIL Income	354	1000	1000		1000	
Miscellaneous Income	1816	2500	2500		2500	
	153780	150213	157598		164377	



Budget Forecast 2026/27

Forecast of Expenditure

	YTD w/ 03/12/22	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes	2026/27 Budget	2026/27 Budget Notes
Staff costs						
Salaries	32745	53000	47000		48000	
PAYE & NI	11621	15000	17000		15500	
Staff Travel & Benefits	131	250	250		250	
Pension payments	4073	5000	6000		5000	
Other Staff Expenses	36	250	100		250	
Training	548	2500	800		800	
General Office	701	1500	1200		1500	MS Business / Stationery/PAT testing
Telephone & Broadband	1025	1350	1350		1350	
Hall Hire	350	500	500		500	
Insurance	6659	4000	8000	incl valuation of assets	5000	
Audit	620	700	620		700	
Subscriptions	300	1000	1000		1000	
Professional fees	175	250	250		250	
Legal Fees	0	500	0		0	
Cemetery, Market and Parks records management	1092	650	1092		1100	Increase to Epitaph1
Civic	0	0	0		0	
Mayor Allowance	60	350	150		250	
Amenity and PROW grass	4439	4500	4795		4500	
Parks grass	3203	3200	3203		3200	
Sportsground	7944	8300	8524		8300	
Cemetery/Church	9274	10500	11350	include ground scan	13750	Cemetery £6k; Churches £6.5k; green bins £540; black bins £450; clock service £240
Allotments	0	250	250		250	£250 misc;
Market	353	250	353		250	
Tree work	1335	1500	1335		500	
Community Events	0	500	0		250	
Electricity-Market Place LN7 6TU	269	400	550		400	
Electricity-South Street Park	115	600	550		400	
Electricity-Market Place LN7 6TL	339	0	340		0	
Electricity-Sports Ground	862	1100	1300		1250	
Water-Sports Ground	140	400	250		400	
Water-Cemetery	67	100	100		100	
Water-Allotments	203	200	250		250	
Parks and Sports Ground Equip Maintenance	28576	30000	30000		18500	Resurfacing Sports ground £15000; inspection; ongoing repairs; black bins
Caistor Sports & Social Club	1803	3000	2000		2000	
Town Hall	1276	2500	2500		13000	Damp resolution £12000; gutters £500/FRA??/ Gas and electric safety insp??/
Works Vehicle	0	0	0		0	
Estates Equipment	4368	4500	5500		3500	
Gritting & Snow Clearance	0	300	0		100	
CCTV	0	500	500		1000	Assuming CTC support WLDC solution
Market Place	1186	1000	1450	Includes retrospective weed spray in Jun 24	1000	christmas tree/donation for lion clearance
Contingency	0	0	0		0	
Grants & Donations	4990	5000	4990		7000	
Grant to Caistor in Bloom	0	0	0		0	Remove??
Projects various (separate when approved)	3865	6100	3865		500	Ashes section extension;
Health and Safety	5305	5150	5305		4000	FRA £1k/Worknest £2k/action £1k
Bins and benches	0	0	2400	Moved from earmarked reserves	0	
	140048	176650	176972		165850	



Budget Forecast 2026/27

Reserves

Projected final balance as at 31/03/2026	108164
Less current reserves	102800
Final Projected Balance	5364

25/26 reserves:

General	60000	
**Need to aim for General reserves of 3-6 months operating costs.		
Earmarked	Election	3850
Earmarked	Park equipment and improvements	3500
Earmarked	Sports Field Fencing	1500
Earmarked	Sports and Social Club	5500
Earmarked	Other Buildings	350
Earmarked	Town Hall	5000
Earmarked	Fire Station	0
Earmarked	Tree maintenance	6500
Earmarked	Cornhill re-surfacing	5000
Earmarked	Water at South Street park	0
Earmarked	Cemetery	1000
Earmarked	Handyman Equipment	3000
Earmarked	Memorial Fixing	4000
Earmarked	Bins and benches project	600
Earmarked	Civic	3000
102800		

Suggested Movement in Funds

	+/-	Revised	**Target is between:
General Reserves (4 months min)	0.00	60000.00	55283.33 82925.00
Election	0	3850	
Park equipment and improvements	1500	5000	
Sports Field Fencing	0	1500	
Sports and Social Club	0	5500	
Other Buildings	1150	1500	
Town Hall	0	5000	
Fire Station	5000	5000	
Tree maintenance	0	6500	
Cornhill re-surfacing	0	5000	
Water at South Street park	0	0	
Cemetery	0	1000	
Handyman Equipment	0	3000	
Memorial fixing	0	4000	
Bins and benches project	0	600	
Civic	0	3000	
	7650	110450.0	
End of previous year surpless/deficit	-2286		

2025/27 Forecast Income 164377 based on precept of 143337

Increase in precept

2026/27 Forecast Expenditure 165850 REQUIRED PRECEPT 143337 8.13%

End of previous year surpless/deficit -2286.0

VAT outstanding 3759

BALANCE 0 Balance should be 0



Caistor Town Council

RESERVES POLICY

Caistor Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure. The Governance and Accountability for Smaller Authorities in England. A The Practitioners Guide March 2023-2025 section 5.30-32 advises all reserves should be reviewed and justified regularly (i.e. at least annually). It is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use and section 5.31 of the guide states it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

Formatted: Space After: 0 pt, Line spacing: single, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Types Of Reserves

Reserves can be categorised as earmarked or general.

Earmarked reserves must be held for genuine and identifiable purposes and projects, there is no upper or lower limit for EMR but they must only be held for genuine reasons (identifiable purposes) and their level should be subject to regular review and justification (at least annually and at budget setting). They and can be held for:

- Renewals – to plan and finance an effective programme of new facilities and services, replacement and planned property and land maintenance. These reserves are a mechanism to smooth expenditure so that a sensible programme can be achieved without the need to vary budgets.
- Carry forward of underspend – where some expenditure to projects cannot be spent in the budget year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General reserves of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

Earmarked Reserves

Reserves Policy

Adopted: 13th October 2022
Last reviewed 27/11/ 2024 Next review Nov 2025

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be given by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of general reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Current Level Of Reserves

Reserves Policy

Adopted: 13th October 2022
Last reviewed 27/11/ 2024 Next review Nov 2025

The level of financial reserves held by the council will be agreed by the council during the discussions held regarding the setting of the budget for the next financial year and year end accounting procedures.

The current level of general reserves to be held by the council is around 40% of the council's operating expenditure. NB Currently the general reserves held is around 3035% of expenditure on-in 24/25 and 25/26 and will be around 36% for 26/27.

Reserves Policy

Adopted: 13th October 2022
Last reviewed 27/11/ 2024 Next review Nov 2025

Report of District Councillor Owen Bierley to Caistor Town Council,

11th December 2025

(Prepared Saturday, 29th November)

Community

The District Council received new allocations from the Rural England Prosperity Fund and the UK Shared Prosperity Fund and these, together with supplements from our reserves, enabled us to reopen our highly successful Flagship Community Grant Scheme for a further year and on a broadly similar basis to before. However, demand proved to be exceptionally high necessitating the closure of each of the funds (Community Action Fund, Community Development Fund and the Community Facilities Fund) to new applications. I will, of course, share any updates in their status with colleagues, though up-to-date information is also published on the Grants and Funding pages of our website at: <https://www.west-lindsey.gov.uk/communities-safety/grants-funding>

We recently launched a Cultural Activity Survey to help map the existing infrastructure and 'offer' throughout West Lindsey. The results will help the team understand where they can support the cultural delivery that is already in place and where new initiatives might be most needed. The link to share your insight and thoughts is: <https://online1.surveymonkey.com/r/yjlf5r>

It is pleasing to report that West Lindsey District Council is the lead local authority in the Central and South Lincolnshire Consortium for the Warm Homes Local Grant, based on an award of funding from the Midlands Net Zero Hub. This government backed scheme seeks to support residents by addressing fuel poverty issues and reducing emissions in a measurable and sustainable way that also leads to improved mental and physical health by reducing cold-related illnesses and associated stress. Offers will be tailored to specific circumstances but, in general, interventions could include insulation, solar panels and air source heat pumps, with availability extending to those low income households that are either in owner occupation or privately rented and having an Energy Performance Certificate (EPC) rating between D and G. Importantly, these upgrades will be open to all fuel types i.e. coal, electricity, gas, liquid petroleum gas and oil. For further information and guidance please visit: <https://www.gov.uk/apply-warm-homes-local-grant>

Our enduringly popular and 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 making an application to this fund contact 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 fourteen in and around Caistor. This opportunity is offered without charge and the full list of participants is 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 absolutely delighted that Good Causes registered with the West Lindsey Lottery (including six actively participating organisations in the town) continue to benefit from significant and sustainable 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, existing (and potential new) supporters have the chance to win a £3,000.00 Xmas Cash Bonus in the next Super Draw on Saturday, 20th December. Alongside this

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

 01469 560865 owen@bierley.com

the Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw to win an Amazon Gift Card upon any sign up. For more information, to purchase tickets, or to register as a new Good Cause, please visit our dedicated website at: <https://www.westlindseylottery.co.uk> Tickets have a 1 in 56 chance of a prize and every pound raised generates 20p for the Community Fund!

The Department of Health and Social Care is seeking views (until Wednesday, 3rd December) to support policy development (and new legislation) on tobacco, vapes and nicotine products at: <https://www.gov.uk/government/calls-for-evidence/tobacco-and-vapes-evidence-to-support-legislation>

The Department for Culture, Media and Sport (DCMS) has announced that charity accounting thresholds are to be increased, with the aim of reducing costs and the administrative burden. At present the accounts of smaller organisations, such as those typically delivering on behalf of rural communities, must be independently examined and a Trustees' Annual Report submitted to the Charity Commission in any year in which their incoming resources are £25,000.00 or more. That amount is to be duly increased to £40,000.00, with the changes expected to come into effect on 30th September next year. NB. Grant funding receipts are accounted for as incoming resources.

The District Council's approach to the government's Local Government Reorganisation (LGR) proposals, as set out in the English Devolution White Paper that was announced on Monday, 16th December last year, continues to be one of 'supportive engagement', in which we seek to work with all partner authorities in order to fully understand the challenges and opportunities afforded to West Lindsey residents and businesses. North and North East Lincolnshire Councils (as established, existing unitary authorities) are effectively exempt from the process at this stage, however alternative arrangements for the future local government landscape in 'administrative' Lincolnshire were worked up by the County Council and the six other 'second tier' authorities for submission to the Ministry of Housing, Communities and Local Government by the deadline on Friday, 28th November. A statutory consultation period will follow during the spring and summer of next year, prior to a ministerial decision on future unitary council coverage throughout Greater Lincolnshire. On current timelines it is expected elections to the new shadow authority(ies) will take place in May 2027, with it (or them) then becoming operational on the vesting day of 1st April 2028. These changes represent the largest reform of local government since 1974, whilst appearing to be diametrically opposed not only to the principle of the devolution of power but also, here in Lincolnshire, to the progress made towards the reunification of our historic county.

Environment

Please be aware that the black bins that would have been collected on Monday, 22nd December will instead be emptied on Saturday, 20th December. This is the only alteration to the usual schedule throughout the forthcoming Christmas and New Year period. NB. Copies of our bin collection calendar and guide for 2026 are shortly to be delivered to every home in West Lindsey.

The Environment Act 2021 mandated the introduction of separate weekly food waste collections for all householders from 1st April 2026 and those in West Lindsey will each 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. Soft plastic alternatives (such as bread bags) can also be used in place of caddy liners, if preferred. Caddies are 'lockable' obviating any concerns around bird or rodent activity and as they are emptied on the usual collection date, they can be placed on top of a wheeled bin. Food waste collections are processed at Hemswell Cliff, where they are used to generate electricity, produce gas and to yield other valuable resources such as a nutrient rich biofertiliser, exemplifying a circular economy!

Community Cinema – Formal request for Screen in town hall (see original request on next page)

From: STEVE GAUGHAN
Sent: 04 December 2025 12:22
To: Caistor Town Clerk <clerk@caistortowncouncil.gov.uk>
Cc: jane anderson ; sally allison
Subject: CAISTOR COMMUNITY CINEMA - ELECTRIC SCREEN

Following on from the Council Meeting on 12 December 2024, when councillors agreed to support in principle the proposal for Caistor Community Cinema to fit a permanent screen in the Town Hall I can confirm that the group have now secured the funding (approximately £3,000). Your approval is now requested so the group can purchase the screen and the necessary fittings. If approved we would hope to complete the fitting in the early part of next year.

Kind regards

Steve Gaughan
Caistor Community Cinema



Michelle Moss
Town Clerk
Town Hall,
14 High Street,
Caistor, LN7 6TX

Sally Allison
Chair
Caistor Community Cinema
24th November 2024

Dear Michelle,

Caistor Community Cinema - screen replacement plan

In anticipation of a need to replace our current screen, we at Caistor Community Cinema have looked into the options available and have found what we think will be a suitable replacement for installation in the Town Hall. Though our current screen is perfectly serviceable, it is beginning to show signs of age. Replacing it will, of course, require a fund-raising project. This is on our agenda and, once it becomes viable, permission for installation will be sought. We do not expect this to happen for at least 12 months. In advance of that formal request, please find below the details of the screen we hope to purchase.

Please note the new screen would be a permanent fixture, as opposed to the portable one we currently use.

Supplier

UK manufacturer Just Projectors based in Bramley, Hampshire.

Screen details

Sapphire Electric Projector Screen. Wall or ceiling mounted. Remote control.

Price (23rd November 2024): £2,635.22 inc VAT. Delivery and, if needed, special installation products are extra.

Screen housing case: 5.28m wide, 0.23m high, 0.21m deep.

Screen dimensions: 4.88m wide x 3.66m high.

Power supply: standard plug-in domestic electricity supply 240v (energy saving technology with 'ultra low' power consumption).

Installation details.

In a stylish white casing, the screen will be discreetly bolt-mounted within the arch of the wall behind the stage curtains, above the decorative rail. When housed in its casing, the screen will not affect normal use of the stage and will not affect stage lighting or use of any of the curtains.

Should you have any questions or need further information, please do not hesitate to contact me via email at: sallyallison69@live.co.uk or on: 07999293413.

Yours sincerely,

Sally Allison,
Chair, Caistor Community Cinema

Estates committee update. December 2025

Since the last Council meeting there was an Estates committee meeting on 25th November.

Play equipment. Regular inspections continue as per monthly schedule. Annual inspection of equipment is scheduled for 12th December. WLDC is due to carry out the upgrade / improvements to CCTV equipment Friday 5th December.

Estates Operative. See attached Estates operative report for November.

Town Hall The fire risk assessment for the town hall has been carried out, the recommendations have been given to the town hall committee for consideration. Actions following the damp assessment report have been considered further, the installation of dehumidifier units and their running costs being one of the first priorities. (there has been no more progress with this)

The old Fire station Remaining items have now been cleared from the old firestation, which is empty. The lock has been changed.

Church Cemetery The formal process of memorial inspection at the church yard has been delayed due to unforeseen circumstances and is now due to start 11th December.

Cemetery Preliminary results from the GPR survey have been provided for the clerk / estates to review during our meeting. An informal meeting of estates is due to enable a recommendation to be made to full council.

Cornhill A very productive meeting was held with LCC highways, during which the scope of works, site management and timing were discussed. We await feedback from a contractor meeting which was due to take place the following day.

Bins WLDC are now emptying the bins in Caistor 3 times a week, this seems to be clearing the rubbish build up we have seen in previous weeks. New bins for the Market Place project is progressing well and it is anticipated the new bins will be in place early next year.

South street Park : New Picnic benches have been ordered to replace old / rotten ones in the park and provide extra seating.

.

Estates Operative Report Oct-Nov 2025

Completed/Progressing

1	Grit bins surveyed/serviced and report raised
2	Multiple graves levelled and seeded (ongoing)
3	Statutory ICCM notices made up and displayed at churches
4	30 grave requiring attention signs made up
5	2 x gravestones flipped and made good
6	Weed killed rows 2 and 3 in the cemetery
7	Trial fit grids on skate park edge
8	Fabbed and fitted Market signage
9	Weed killed town hall car park areas x 2
10	Workshop clear up with Councillors and Goes
11	Cleared Cemetery store
12	Various trips to Ming and Rasen tips
13	Move all Heras panels to new storage area at the Cemetery
14	Spent approximately 20 hours strimming and mowing churches
15	Cleared both Pigeon and Sypher springs
16	Erected flags with Councillors
17	Replaced damaged inspection cover town hall car park
18	Attended H&S meeting
19	Fitted spyholes in doors at town hall
20	Liaised with Bonfire Lions over clear up
21	Pollarded 60 metres hedge at the Cemetery to enable wider Ground Radar coverage
22	Clear Skatepark embankment of brambles etc.

Issues arising

1	Skatepark edge gridding
2	Ride on mower is unused and decaying, what to do?
3	Workshop Side door conversion to emergency door



CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

1. Times of the Market

Core trading times - Saturday 8.00am to 2.00pm

And such other times as the Council in their discretion resolve.

Traders agree to stand during the core hours of Caistor Market as set out above.

Any trader wanting to stay on the Market longer than the times stated they may do so provided they have the prior approval of the market officer but must be off the Market before 3.30pm

2. Application and registration for a licence to trade

All applications for a licence to trade must be made **using the dedicated market management software called EdgeIT Markets**. To register your account, click the link below to access the Trader Portal and set up your login details.

- **Portal Link: [Caistor Market trader registration](#)**
- **You'll receive an email from market@caistortowncouncil.gov.uk asking you to confirm your account by clicking the link in the email.**

Applicants need to declare the area of goods that they will be trading and notify the market officer of any changes to this.

All applicants will need to provide current insurance documents, a risk assessment and photo I.D.– before they can be granted a licence to trade.

Successful applicants will be awarded a licence to trade and the council will keep their relevant details and documents on file.

3. Regular/Casual Trader and allocation of pitches

Regular traders are traders who stand on Caistor Market most weeks and casual traders are those who stand on an irregular basis.

Regular traders will be allocated specific pitches in the market.

Pitches are allocated to casual traders on a first come first choice basis or by prior arrangement.

Should a regular stall holder be unable to attend, the Council would be grateful of prior notice (Wednesday before trading Saturday or earlier if possible) and reserves the right to approach a "similar" stall holder to fill the gap.

4. Market Place layout

The central trading area of the market square is demarcated.

Depending on the number of stalls booked, all or a section of this area will be designated for pitches, and the remainder clearly identified for car parking. Furthermore, the layout will strive to give all stall holders fair benefit of the market frontage and aim to ensure that that stalls are



Caistor Town Council

CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

not “hidden” by other stalls. Positioning of stall holders requiring electricity or other services will be looked upon sympathetically and allocated pitches that best satisfy their needs whilst maintaining the integrity of the market layout principle as outlined above.

Caistor Town Council reserve the right to alter the layout of the Market Place from time to time in order to accommodate any works or other activities.

Caistor Town Council reserve the right to permanently alter the layout of the market.

Advance notification of any changes will be communicated to regular traders giving at least 21 days notice **where possible**.

5. Rents and payment

~~The current pitch rent for a single and multiple pitches will be available from Caistor Town Council website.~~

Pitches should be booked and paid for ~~The pitch rent will be payable~~ by the Wednesday of the week trading **using the dedicated market management software called EdgeIT Markets by BACs** or on the day of the market by prior arrangement.

Where rents have not been paid on the day of the market the market officer reserves the right to refuse any future market trading.

6. Charity and Community Group Traders

a. Eligibility

Charity and community group stalls may be permitted to trade at Caistor Market free of charge, subject to approval by Caistor Town Council.

To qualify, the organisation must be:

- A registered charity, recognised non-profit organisation, or a voluntary/community group; and
- Operating for the benefit of the Caistor community or wider public good.

b. Purpose and Community Benefit

The stall must clearly demonstrate a community or charitable purpose, such as raising awareness, fundraising for local causes, providing community information, or promoting social wellbeing.

Commercial sales or activities undertaken for profit are not permitted unless the profits are demonstrably used to support community or charitable aims.

c. Application Process

Charity and community group applicants must complete the standard trader application form and provide proof of charitable or community status, together with details of the proposed stall activity.

Approval will be granted at the discretion of the Market Officer or Town Clerk.

d. Conditions of Operation

- All other market terms and conditions (including insurance, health and safety, and conduct requirements) apply.
- The Council reserves the right to decline or withdraw approval if the stall does not comply with these conditions or ceases to provide a clear community benefit.



CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

7. Market Stalls / tables

Traders should provide their own stalls /tables/ gazebos for use. The council has some available for hire - Traders must notify the market manager by Wednesday prior to the market of any additional table or gazebo requirements.

A single stall is defined as space 16ft x 4ft and equivalent to a single car parking bay. Taking into account the sloping nature of the market place, and in consultation with the market officer, some stalls may need to align themselves with the sloping surface rather than the parking space outline. It is recommended that stall holder have their own wedges to level their tables as needed.

A stall holder may purchase spaces in multiples of that outlined above, subject to availability.

Traders use their own stalls/tables/gazebo at their own risk and must ensure that their public liability arrangements incorporate and insure against claims arising from their use.

Traders may not install heating apparatus of any kind without prior arrangement and all equipment must comply with relevant health and safety inspection and testing.

8. Terms of trading

Traders agree to comply with any statutory law or bylaw relating to retail markets and sales there from and agree not to offer for sale illegal, prohibited or counterfeit goods, or to offer for sale any "legal highs".

Traders selling food must comply with the food hygiene legislation and food labelling regulations 2018.

Traders must also comply with the minimum age requirements as determined from time to time by Trading Standards on Age Restricted Sales.

Traders shall not offer for sale any goods, which by reason of size, smell, noise, condition or nature are, in the opinion of the market officer, objectionable or inappropriate. Any goods identified as objectionable or inappropriate shall be removed forthwith from the market by the Trader. Disciplinary action will be taken, for any Trader who doesn't comply, as detailed below.

A Trader must not bring onto the Market or display for sale any of the following items:

- Guns
- Ornamental weapons, including replica guns, swords and knives
- Combat knives, machetes and sharp bladed instruments
- Martial art weapons and other offensive weapons
- Air guns
- Catapults
- Cross Bows
- Tobacco
- Medicines, drugs or ancillary equipment
- "Legal highs"
- Alcoholic drinks, unless licence details are provided to the market officer



Caistor Town Council

CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

- Pet animals, or fish or livestock in contravention of the Pet Animals Act 1951 as amended by the Pet Animals Act 1983 or any statutory modification or re-enactment thereof from time to time in force
- Fireworks, inflammable substances, explosive or other substances or article likely to cause fire, explosion, damage. Excluding the contents of the fuel tank of any vehicle permitted to park in the Market
- Any product that is not the possession of the seller and that has been obtained by illegal means
- Items of a pornographic nature

Any trader selling items requiring a licence or certificate is responsible for obtaining such a licence or certificate at their own expense and is obliged to provide evidence of such immediately upon the request of the market officer.

Traders are not permitted to change the class of goods in which they trade without informing the Market Manager.

The licence to trade applies to the person named only and is non-transferable.

9. Electricity

Any stall holder wishing to access on-site electricity must obtain the approval of Caistor Town Council first.

All electrical equipment must be tested regularly by someone competent to carry out the test. Portable appliance testing (PAT) should be carried out on all portable appliances annually and six monthly for handheld devices in accordance with the IEE Code of Practice for in-service Inspection and testing of Electrical equipment. Certification to be provided to the Council.

External plugs and sockets must be waterproof and the circuit breakers must work effectively. Cables must not be a tripping hazard and should be protected from accidental damage.

Electrical power shall only be used for the purpose of lighting and the operation of electrical scales and tills, or other agreed services.

Fires and heaters of any description are not permitted.

Traders will be held liable for any damage to any electrical installation provided by the Council if it is shown that the damage was caused by your actions or neglect.

Traders may only run electric cables for lighting or other agreed services between your stall and other stalls or premises. Any electrical connections shall be easily detached and the detailed arrangements agreed with the Council. Electrical cables hung over the public highway will require a minimum clearance of 2.6m (8'6") from the footway surface and 5.6m (18'6") from the carriageway surface. Cables on the footway must not present a tripping hazard. Only equipment that has been authorised by the Council shall be connected to the Council's electrical supply.

Mobile electrical generators can only be used with the prior approval in writing from the Council. If the Council needs to have any appliance tested; a fee as set out in the Council's schedule of fees will be charged to the trader. Electrical boxes or pillars must be kept clean and clear of any debris or litter and kept shut / locked at all times whether or not in use.



CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

10. Refuse

Traders are responsible for the proper bagging, or boxing, and disposal of all refuse arising from their business. Refuse must be adequately contained at all times. At the end of trading a pitch must be left clear of any waste, refuge and litter.

Traders will maintain their pitches in a clean and tidy condition at all times.

Traders must ensure that they do not at any time cause obstruction to pedestrian and emergency vehicle routes.

11. Vehicle Access

No vehicle may be brought onto the Market between the hours of:- 8.00am and 2.00pm

Vehicle access is permitted only as follows:

Unloading: 6.30am to 8.00am Loading: 2.00pm to 3.00pm

a) The bringing of vehicles onto the Market outside of these times is an infringement of the existing Traffic Regulation Order and may result in action being taken by the Police and will also be dealt with under Regulation 14 below.

b) In adverse weather conditions, and at the discretion of the market officer, permission may be granted for vehicles to be brought onto the Market earlier than normal to load and leave.

12. Conduct

Traders admitted to the Market Place shall, at all times conduct themselves in a reasonable and sober manner, when dealing with, members of the public, other traders and officials of Caistor Town Council.

Any trader found causing offence, nuisance or injury to any member of the public, another trader or official of the council, or being under the influence of drink or drugs shall be dealt with in accordance with regulation 12 and in serious cases will have their licence to trade revoked without refund.

Traders agree to take reasonable steps to ensure the health and safety of themselves, their employees, and members of the public at all times whilst in attendance at Caistor market.

Traders shall comply with all reasonable and lawful requests made by council representatives.

13. Insurance

All traders are required and obliged to carry their own current public liability insurance to cover to a value of at least £5 million (or a minimum of £1+ million with prior agreement by CTC), and indemnify Caistor Town Council against all actions, claims and demands from any person or loss, damage, injury arising out of, or as a result of trading on Caistor Market.

The Council will not accept any responsibility whatsoever for any claims or liabilities originating from or attaching to any trader's operation in the Market Place.

Traders are required to produce their insurance cover to the market officer as part of the registration process. A copy of the insurance certificate will be retained by the council.

Traders are responsible for providing the market officer with details of Insurance Renewal Certificates.

No one may trade on the Market Place without a valid Insurance Certificate being lodged with the Council.



CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

14. Risk Assessments

All stall holders will be expected to undertake a risk assessment relating to their stall and attach a copy with the application. Sample risk assessments are available from the Market Manager.

15. Breach of Conduct and Disciplinary Process

The Council will monitor all traders' observance of all aspects of the Traders Regulations.

If in the opinion of the Town Clerk, or by a Resolution of The Full Town Council, an infringement has occurred they will implement the following disciplinary procedure.

I. The Market officer will write [letter to be sent by recorded delivery or email] to the Trader/s concerned outlining the details of the infringement. They will be summoned to attend a disciplinary panel, [date, time, location to be included in the letter] at which they will be invited to present their version of the situation.

II. The disciplinary panel will consist of the Town Clerk and two Councillors

III. The Trader/s have the right to be accompanied by a representative or friend.

IV. After all parties have had their say the Panel will consider the evidence in front of them and write a report for consideration by the Town Council at their next meeting. [For speed and expediency an extra-ordinary meeting will be called]. This report will include recommendations for any action required.

V. The Full Council will consider the report and determine the outcome, including any action that is to be taken.

VI. The decision of The Council will be conveyed to the trader/s by way of a Registered Letter within 7 days of the Council Meeting.

The normal course of disciplinary action will be:

i. On the first occasion the trader will be issued a verbal warning

ii. On the second occasion the trader will be given a formal written warning

iii. On the third occasion the trader will have their licence/registration to trade withdrawn.

All warnings, verbal and written, will be recorded in the Trader's file. All warnings will be removed after a period of 12 months from the date of issue.

Any serious breach of regulations that are deemed as Gross Misconduct will result in a temporary suspension from the market whilst the process considers if the case warrants the permanent removal of the trader's registration/license to trade.

16. Grievance Procedure and Complaints

Traders with a grievance should in the first instance speak to the other party to try and resolve their differences. If this is not successful the trader/s need to inform the market officer, of their grievance. This should be in writing and outline the nature of the grievance/complaint, including the date and time the grievance took place.

The market officer will acknowledge the receipt of the complaint and grievance by Letter [Registered if sent by post].



Caistor Town Council

CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

The market officer will then follow the procedure set down in the Councils' Grievance and Complaints procedure.



Caistor Town Council Stress Management Policy and Procedure (Version 0.2)

1. Introduction and Commitment

Caistor Town Council is committed to protecting the health, safety, and welfare of its councillors and staff. The Council recognizes that the nature of council business—Involving complex, sometimes divisive decisions, and community engagement—can be stressful and is therefore acknowledged as a health and safety issue. We aim to actively identify and reduce stressors where possible, fostering a culture of openness and support.

Definition of Stress

The Health and Safety Executive (HSE) defines stress as:

"The adverse reaction people have to excessive pressure or other types of demand placed on them."

It is important to distinguish this from pressure, which can be a positive state if managed correctly, but becomes detrimental to health when excessive.

2. Potential Causes and Control Measures

The Council uses the HSE's six key areas to identify and manage potential risks leading to stress.

HSE Standard	Potential Risks	Control Measures
Demands	High workload during peak periods (e.g., budget setting, planning consultations)	Clear role descriptions, Time management training, Prioritisation support
Control	Limited influence over council decisions or meeting agendas	Encourage participation in agenda setting, Provide autonomy in committee roles
Support	Lack of emotional or practical support from peers or staff	Formal Peer Mentoring scheme, Access to Clerk for guidance, Promote supportive culture
Relationships	Conflict between councillors or with the public	Strict Code of Conduct enforcement, Conflict resolution training, Safe reporting mechanisms
Role	Unclear expectations or overlapping responsibilities	Role induction and refresher sessions, Clear documentation of duties
Change	Uncertainty due to legislative updates or council restructuring	Timely communication of changes, Inclusion in decision-making, Change management briefings

3. Recognizing the Signs of Stress

All councillors and staff should be mindful of, and look out for, the signs of stress in themselves and others. Early intervention can significantly reduce the impact of pressure.

Team Signs of Stress:

- Arguments
- Higher councillor turnover

- More reports of stress
- More absence from meetings
- Decreased performance
- More complaints and grievances

Individual Behavioural and Emotional Changes:

Category	Signs
Behavioural	Attending fewer meetings, cancelling attendance last minute, being more twitchy or nervous, difficulty sleeping, change in eating habits, increased use of coping substances (smoking, drinking)
Emotional/Cognitive	Mood swings/being withdrawn, loss of motivation, commitment, and confidence, increased emotional reactions (tearful, sensitive, aggressive), feeling negative, indecisive, isolated, or unable to concentrate

4. Reporting and Support Procedure ("Talk to Us" Pathway)

If a councillor or staff member is experiencing signs of stress, it is vital to talk to someone as soon as possible.

A. Initial Contact

Individuals are encouraged to approach one of the designated contacts:

- The Mayor
- The Personnel Chair
- The Clerk

B. Confidentiality and Action

All discussions regarding stress and wellbeing are treated with the utmost confidentiality. Information will only be shared with others (e.g., Personnel Committee) on a need-to-know basis and with the individual's explicit consent, unless there is a professional duty of care (e.g., concern for immediate harm to self or others).

The designated contact will:

- **Listen and Document:** Listen non-judgmentally and document the concerns (with the individual's input).
- **Agree on Action:** Work with the individual to identify the primary stressor (using the HSE categories) and agree on practical steps, which may include:
 - **Workload Adjustment:** Reviewing current duties or committee roles.
 - **Formal Training:** Requesting specific training from the Clerk.
 - **External Referral:** Recommending contact with their General Practitioner (GP) or, for staff, suggesting an Employee Assistance Programme (EAP) or Occupational Health referral (where applicable).
- **Follow-up:** Schedule a follow-up check-in within one week to monitor the effectiveness of the agreed actions.

5. Responsibilities

Role	Responsibility
-------------	-----------------------

Clerk to the Council	Oversees implementation of this policy. Manages training requests. Acts as a confidential support contact.
Personnel Committee	Monitors wellbeing using the Councillor Wellbeing Survey. Monitors available training and reviews the training policy annually.
Mayor	Promotes a culture of openness and support. Acts as a confidential support contact.
Councillors	Engage with training, report concerns, and support one another. Play a part in creating a supportive council culture.

6. Training and Monitoring

Training Provision:

Caistor Town Council will ensure all elected members and staff are provided with access to appropriate training in the **recognition, management, and mitigation of workplace stress**.

Mandatory Reading:

All councillors are strongly recommended to download and read the Local Government Association's "Councillor's workbook on stress management and personal resilience". The workbook is freely available on this link: [A councillor's workbook on stress management and personal resilience | Local Government Association](https://www.local.gov.uk/councillors-workbook-on-stress-management-and-personal-resilience)

Further Training:

Further training (including time management, conflict resolution, or personal resilience) is reviewed is available to all councillors and staff upon request to the Clerk.

Monitoring and Review:

- **Councillor Wellbeing Survey (Appendix A):** Councillors and staff are encouraged to complete the confidential Wellbeing Survey annually. The Personnel Committee will use this anonymous data to monitor overall wellbeing trends and inform training needs.

External Resources:

- For more information:HSE Work-Related Stress: www.hse.gov.uk/stress

Support with Non-Work Stressors	Mental Health Support
Alcohol: Drinkline – 0300 123 1110	Anxiety UK – 08444 775 774
Bereavement: Cruse – 0844 477 9400	Mind Infoline – 0300 123 3393
Carers: Carers UK – 0808 808 7777	NHS 111 or NHS 24 (Scotland) – 111
Disability: DIAL – 01302 310 123	Rethink Mental Illness – 0300 5000 927
Domestic Violence: Women's Aid & Refuge – 0808 200 0247	SANEline – 0845 767 8000 (6–11pm)
Drugs: FRANK – 0800 77 66 00	Mental Health Foundation – https://www.mentalhealth.org.uk/
Equality: Equality Advisory Support Service – 0808 800 0082	Counselling directory - https://www.counselling-directory.org.uk/
Emotional Crisis: Samaritans – 116 123	Dealing with Depression -
Family: Family Lives – 0808 800 2222	https://www.mhm.org.uk/
Debt: National Debtline – 0808 808 4000	https://www.mind.org.uk/
Older People: Age UK – 0800 169 6565	
Housing: Shelter – 0808 800 4444	
Advice: Citizens Advice – [Website]	
Young People: Childline – 0800 1111	
Child Protection: NSPCC – 0808 800 5000	

Appendix A: Caistor Town Council — Stress Management and Wellbeing Assessment Questionnaire

Purpose

This confidential questionnaire helps identify sources of stress, wellbeing needs, and organisational pressures. It should be completed **periodically or following periods of high workload or change**. Responses are **anonymous**, unless the respondent wishes to be contacted for support.

Section 1: Workload and Demands

1. How manageable do you find your current workload or council responsibilities?
 Very manageable Manageable Occasionally overwhelming Often overwhelming
2. Do you feel you have enough time to meet your responsibilities effectively?
 Always Often Sometimes Rarely
3. How often do work pressures affect your personal life or health?
 Never Occasionally Frequently Almost always
4. What tasks or periods of the year cause the most pressure for you?
☛ *Open response:*

Section 2: Control and Decision-Making

5. How much control do you feel you have over how your work or duties are carried out?
 A great deal Some Limited None
6. Are you able to influence council meetings and decisions?
 Always Often Sometimes Rarely
7. Are your ideas and concerns listened to and taken seriously?
 Always Often Sometimes Rarely

Section 3: Support and Relationships

8. How supported do you feel by the other councillors and staff?
 Very supported Supported Occasionally unsupported Unsupported
9. How would you describe relationships among councillors and staff?
 Very positive Generally positive Mixed Occasionally difficult
10. Are you comfortable raising concerns or asking for help when stressed?
 Always Often Sometimes Rarely

Section 4: Role and Expectations

11. How clear are you about your responsibilities and decision-making limits?
 Very clear Mostly clear Somewhat unclear Very unclear
12. Do you receive sufficient induction, training, or guidance for your role?
 Always Often Sometimes Rarely
13. Are there any areas where you feel your role overlaps or conflicts with others?
☛ *Open response:*

Section 5: Change and Communication

14. How well are organisational or procedural changes communicated to you?
 Very well Adequately Poorly Not at all
15. Do you feel included in decisions that affect your work or council duties?
 Always Often Sometimes Rarely
16. How confident are you that concerns raised will be acted upon?
 Very confident Fairly confident Unsure Not confident

Section 6: Personal Wellbeing

17. In the past 3 months, how often have you felt stressed due to council responsibilities?
 Never Occasionally Frequently Almost always
18. How often do you experience any of the following? (Select all that apply)
 Difficulty sleeping Loss of motivation Mood swings Feeling isolated
 Physical tension or fatigue Irritability Other (please specify): _____
19. What strategies do you currently use to manage stress?
 *Open response:*
20. Would you like more training or support on managing stress and resilience?
 Yes No Maybe

Section 7: Suggestions and Improvement

21. What changes would most improve your wellbeing or ability to manage stress in your council role?
 *Open response:*
22. Are there particular times, projects, or processes that create unnecessary pressure?
 *Open response:*
23. Is there anything else you'd like to share about your experience or wellbeing?
 *Open response:*

Optional Demographic Information

(Used only for analysis to identify trends — not to identify individuals.)

- Role: Councillor Clerk/Staff
- Length of service: _____ years
- Committee(s) served: _____

Confidentiality Statement

Your responses are confidential and will be reviewed only by the Personnel Committee (or a nominated wellbeing officer). Data will be stored securely and processed in accordance with the **Data Protection Act 2018** and **UK GDPR**.

If you wish to discuss your responses confidentially, please contact the **Mayor, Personnel Chair, or Clerk**

South St Park Terms and Conditions for Volunteer and Community Group Use



General Agreement

This agreement sets out the terms and conditions for the casual use of **Caistor Town Council's South St Park** for community events and activities.

- Advance Notice:** Applications for use of the park must be submitted to Caistor Town Council **no less than 28 days** prior to the proposed date(s). The Council reserves the right to refuse applications submitted after this period.
- Council Discretion:** The Council reserves the right to cancel or suspend any booking if the park area is deemed unsuitable due to weather, ground conditions, safety concerns, or other operational reasons. The Council shall not be liable for any costs incurred by the user as a result of such cancellation.

Liability and Insurance

- Insurance Requirement:** It is a mandatory requirement for all groups or organisations using the facility to take out their own Public Liability Insurance to a recommended level of at least £5 million. Proof of valid insurance must be provided to the town clerk at least 14 days prior to the event.
- Risk Assessment:** The user must conduct a full risk assessment of their event and provide a copy of the assessment to the town clerk at least 14 days prior to the event. Users are expected to mitigate and manage all identified risks appropriately.
- Indemnity:** The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another, unless such death or injury has been caused by the proven negligence of the Council.
- Council Liability:** Caistor Town Council cannot accept any liability for loss, damage, or injury sustained by the user or any person participating in the event.
- Property Loss:** The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.

Event Management and Conduct

- Area Inspection:** It is the responsibility of the organising group/casual user to inspect the intended area of use to ensure it is suitable and safe prior to the commencement of the activity.
- First Aid:** The user is responsible for the provision of adequate first aid equipment and personnel for the duration of the event.
- Accident Reporting:** All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
- Equipment Use:** Use of any Council-owned equipment (e.g., barriers, power points, signage) must be approved in advance by the Town Clerk or designated officer, and used in accordance with any instructions provided.
- Conduct:** The user shall not permit anything to take place at or in the facility during the period of use which is unlawful, contrary to public decency, or in such way endangers any licence held in connection with the facility.
- Vehicle Access:** Vehicle access will only be permitted where essential and pre-approved. Any authorised vehicle movement must be supervised and limited to setup and takedown periods.
- Noise and Hours of Use:** Events must not create excessive noise or run beyond the hours agreed with the Council. The Council reserves the right to terminate any activity causing unreasonable disturbance. The council will provide time and noise conditions specific to each event.

South St Park Terms and Conditions for Volunteer and Community Group Use



Damage and Cleanliness

14. **Facility Care:** The park area and any associated facilities must be looked after by the user. No damage is acceptable.
15. **Reimbursement:** The user will reimburse Caistor Town Council for any expenditure incurred in making good any damage to the facility, and any areas where enhanced cleaning is required.
16. **Barring:** Any users or groups found to be abusing the facilities and/or Council staff will be barred from future use of the Council's facilities.
17. **Waste management:** The user is responsible for ensuring all waste and litter generated by the event are removed from the site immediately following the event.

Agreement to these Terms and Conditions:

Organisation/Group Name: Caistor and District Lions

Main Contact Name: Steve Gaughan (Secretary)

Signature (on behalf of Organisation/Group): *M S Gaughan*

Date: 27th November 2025

Dates and Times Required - (to be completed by the user) Please also include any noise considerations:

Set Up: 5-6 November 2026 Bonfire: 7 November 2026 Clean Up: 8-9 November 2026

The noise from the main fireworks display lasts approximately 10-15 minutes and finished by 8pm

Application to use agreed (on behalf of Caistor Town Council):

Name:

Signature:

Date:

Conditions:



Public Tracking Report

Create a lease agreement between the town hall and CTC	Ref: 21339	Created: 15/03/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
Find the title deeds of all council owned property and make electronic copy	Ref: 24449	Created: 22/04/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
Implement new Market Policy - plan and execute	Ref: 24993	Created: 17/02/2025
Progress an agreement with Caistor Goes to use the lock up.	Ref: 25102	Created: 17/03/2025
Purchase 365 business licences and new laptop up to £600	Ref: 25228	Created: 09/05/2025
Old Fire Station - H&S inspection action	Ref: 25452	Created: 18/06/2025
Cemetery survey to ID where the workhouse bodies are buried	Ref: 25531	Created: 23/07/2025
Contact WLDC about the bin issues	Ref: 25533	Created: 23/07/2025
2025 - CCTV at the sports ground	Ref: 25686	Created: 09/10/2025
Picnic benches for the parks 2025	Ref: 25888	Created: 27/11/2025

Email from resident about superfast broadband in Caistor

Good Evening

I am emailing to enquire if the Town Council has a plan for super fast fibre broadband for all the residents of Caistor. I live on Castle Hill and our broadband is only available via our telephone cable. Not only is it relatively slow compared to fibre connections but we experience issues with the trees in the Grammar School grounds which we believe are interfering with the cable. I work from home so need a reliable broadband. I am in communication with them again regarding the situation.

What is disappointing is that our 92 year old mum, who lives in Tealby has super fast broadband, while we struggle to get a consistent signal in a town.

I am hoping that the council has a plan to work with internet providers to ensure the provision of a network that will be fast and effective for living and working in 21st century.

I look forward to your response.

Kind regards

Email from resident who fell at Cornhill

Dear Mr xxx,

Thank you for taking the time to bring this to my attention. I'm very sorry to hear about your wife's fall and glad that her injuries were not too serious - I completely understand your concern about the risk these pavements could pose to others, particularly the elderly or less able.

Although the town council does not have responsibility for the pavements and roads, I will ensure your report is passed on to the **Lincolnshire County Council, Highways team**, who manage maintenance and safety for these areas, so they are aware and can assess or take any necessary action. If you would also like to report the issue, please do so via Fix My Street Lincolnshire – <https://fixmystreet.lincolnshire.gov.uk/> We have reported this issue to LCC previously.

The matter will also be added to the agenda for the next town council meeting, allowing town councillors to consider any further steps that might be taken.

Thank you again for making the council aware, and I hope your wife makes a swift recovery.

Kind regards,
Michelle

From: [REDACTED]
Sent: 27 November 2025 14:00
To: clerk@caistor town council.gov.uk
Subject: Pedestrian Accident - Caistor Market Place

Michelle – good afternoon,

I'd like to bring to your attention an accident that my wife suffered this morning on the sloping pavement leading from Ted's café to the Market Place.

The condition of the paving slabs (lichen) caused her to slip and fall over, injuring her hand and hip in the process, fortunately nothing too serious.

Luckily my wife is of an age / fitness whereby she was able to get herself up, brush herself down and continue on her way, this pavement is a hazard that could cause considerable injury to an elderly / less able person.

The hazards that the slabs have brought with them is well documented, particularly in icy conditions, I'm certainly not here to berate anybody but thought it prudent to make yourself / Council aware of this incident to hopefully save it from happening to somebody else.

Many thanks

Planning Permission

Name and address of applicant

S&R Fisheries
 West Moor Farm Fishery
 North Kelsey Road
 Caistor
 Market Rasen
 Lincolnshire
 LN7 6SF

Name and address of agent (if any)

Harwood
 3 Beer Cart Lane
 Canterbury
 Kent
 CT1 2NJ

Part I - Particulars of application

Date of application:
 16 May 2025

Application No.
 WL/2025/00928
 LCC Ref. No.
 PL/0044/25

Particulars and location of development:

For retrospective application for three new social sheds, toilet block and soil bund at Westmoor Farm Fishery, North Kelsey Road, Caistor

Part II - Particulars of decision

The Lincolnshire County Council hereby give notice in pursuance of the provisions of the Town and Country Planning Act 1990 that **permission has been granted** for the carrying out of the development referred to in Part I hereof in accordance with the application and plans submitted subject to the following Biodiversity Net Gain Condition and Schedule of Conditions.

Schedule of Conditions

1. The development hereby permitted shall be retained in accordance with the following documents and plans:

Documents (received 06 June 2025)

- Application Form

Date: 20 November 2025

N McBride

County Offices, Newland,
 Lincoln LN1 1YL

Head of Planning
 Lincolnshire County Council

1. There may be pre-development conditions attached to this notice and if these are not complied with before development commences then you may not have been deemed to have been granted planning consent.
2. This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, bylaw, order or regulation.

- Planning Summary

Drawings

- Location Plan (received 06 June 2025)
- Existing Site Plan (ref: HAR-LAN-XXXX-D-L-0001 Rev. P04) (received 06 June 2025)
- Structure Types (ref: HAR-LAN-XXXX-D-L-0003 Rev. P01) (received 06 June 2025)
- Proposed Site Plan (ref: HAR-LAN-XXXX-D-L-0001 Rev. P05) (received 13 November 2025)

Informative

Attention is drawn to:

(i) **Biodiversity Gain Information**

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition”) that development may not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority; and
- (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Lincolnshire County Council.

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These are listed below.

Based on the information available this permission is considered to be one which will not require the approval of a biodiversity gain plan before development is begun because one or more of the statutory exemptions or transitional arrangements in the list below is/are considered to apply.

- The planning permission relates to development to which section 73A of the Town and Country Planning Act 1990 (planning permission for development already carried out) applies.

Statutory exemptions and transitional arrangements in respect of the biodiversity gain condition

1. The application for planning permission was made before 12 February 2024.
2. The planning permission relates to development to which section 73A of the Town and Country Planning Act 1990 (planning permission for development already carried out) applies.

3. The planning permission was granted on an application made under section 73 of the Town and Country Planning Act 1990 and
 - (i) the original planning permission to which the section 73 planning permission relates* was granted before 12 February 2024; or
 - (ii) the application for the original planning permission* to which the section 73 planning permission relates was made before 12 February 2024.
4. The permission which has been granted is for development which is exempt being:
 - 4.1 Development which is not ‘major development’ (within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) where:
 - (i) the application for planning permission was made before 2 April 2024;
 - (ii) planning permission is granted which has effect before 2 April 2024; or
 - (iii) planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 where the original permission to which the section 73 permission relates* was exempt by virtue of (i) or (ii).
 - 4.2 Development below the de minimis threshold, meaning development which:
 - (i) does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2005); and
 - (ii) impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (as defined in the statutory metric).
 - 4.3 Development which is subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. A “householder application” means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.
 - 4.4 Development of a biodiversity gain site, meaning development which is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the Biodiversity Gain Planning condition which applies in relation to another development, (no account is to be taken of any facility for the public to

access or to use the site for educational or recreational purposes, if that access or use is permitted without the payment of a fee).

4.5 Self and Custom Build Development, meaning development which:

- (i) consists of no more than 9 dwellings;
- (ii) is carried out on a site which has an area no larger than 0.5 hectares; and
- (iii) consists exclusively of dwellings which are self-build or custom housebuilding (as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015).

4.6 Development forming part of, or ancillary to, the high speed railway transport network (High Speed 2) comprising connections between all or any of the places or parts of the transport network specified in section 1(2) of the High Speed Rail (Preparation) Act 2013.

* “original planning permission means the permission to which the section 73 planning permission relates” means a planning permission which is the first in a sequence of two or more planning permission, where the second and any subsequent planning permissions are section 73 planning permissions.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat.

The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

The effect of section 73(2D) of the Town and Country Planning Act 1990

If planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 (application to develop land without compliance with conditions previously attached) and a Biodiversity Gain Plan was approved in relation to the previous planning permission (“the earlier Biodiversity Gain Plan”) there are circumstances when the earlier Biodiversity Gain Plan is regarded as approved for the purpose of discharging the biodiversity gain condition subject to which the section 73 planning permission is granted.

Those circumstances are that the conditions subject to which the section 73 permission is granted:

- (i) do not affect the post-development value of the onsite habitat as specified in the earlier Biodiversity Gain Plan; and
- (ii) in the case of planning permission for a development where all or any part of the onsite habitat is irreplaceable, the conditions do not change the effect of the development on the biodiversity of that onsite habitat (including an arrangements made to compensate for any such effect) as specified in the earlier Biodiversity Gain Plan.

(ii) In dealing with this application the Mineral Planning Authority has worked with the applicant in a positive and proactive manner by processing the application efficiently so as to prevent any unnecessary delay. This approach ensures the application is handled in a positive way to foster the delivery of sustainable development which is consistent with the requirements of the National Planning Policy Framework and as required by Article 35(2) of the Town & Country Planning (Development Management Procedure)(England) Order 2015.

1. If the applicant is aggrieved by the decision of the local planning authority to refuse permission or approval for the proposed development, or to grant permission or approval subject to conditions, they may appeal to the Secretary of State in accordance with Section 78 of the Town and Country Planning Act 1990, within six months of receipt of this notice. (Appeals must be made either electronically via the Planning Portal at www.gov.uk/government/organisations/planning-inspectorate or by using a form which can be obtained by contacting the Customer Support Team on 0303 444 00 00). The Secretary of State has a power to allow a longer period for the giving notice of appeal but they will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving of a notice of appeal. The Secretary of State is not required to entertain an appeal if it appears to them that permission for the proposed development could not have been granted by the local planning authority, or could not have been so granted otherwise than subject to the conditions imposed by them, having regard to the statutory requirements, to the provisions of the development order, and to any directions given under the order. The Secretary of State does not in practice refuse to entertain appeals solely because the decision of the local planning authority was based on a direction given by them. Please note, only the applicant possesses the right of appeal.
2. Applicants that want a planning appeal to follow the Inquiry procedure should notify the local planning authority and the Planning Inspectorate at least 10 working days before submitting their planning appeal. Further information and a copy of the template notification form can be found here: <https://www.gov.uk/government/publications/notification-of-intention-to-submit-an-appeal>

The form should be emailed to Lincolnshire County Council at dev_planningenquiries@lincolnshire.gov.uk and the Planning Inspectorate at inquiryappeals@planninginspectorate.gov.uk

3. If permission to develop land is refused or granted subject to conditions, whether by the local planning authority or by the Secretary of State, and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by carrying out of any development which has been or would be permitted, they may serve on the council of the district in which the land is situated a purchase notice requiring that council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.
4. In certain circumstances, a claim may be made against the local planning authority for compensation, where permission is refused or granted subject to conditions by the Secretary of State on appeal or on a reference of the application to them. The circumstances in which such compensation is payable are set out in Section 114 of the Town and Country Planning Act 1990.