



## 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: .....



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 meeting; 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 iro £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**

Signature: .....



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 the member of public advising of the councils 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

Signature: .....

## **On-site at 2-4 Market Place | October 2025**

October brought with it some remarkable goings on at 2-4 Market Place. From uncovering a piece of Roman (we think) history to advancing our mechanical and electrical installations, the transformation of these historic buildings continues at pace on site!

### **A Roman discovery**

One of the most exciting moments this month came with the discovery of a well in the small courtyard, believed to be Roman in origin. This fascinating find adds yet another layer to the rich history of the site. In the short term, the well will be capped for safety, but longer-term plans are already being discussed to make it a feature of the courtyard space, celebrating the building's ancient heritage. The find is already being described as likely-to-be-significant and has attracted a flurry of interested from York.

### **Building services progress**

Plaster boarding, first-fix wiring and plumbing are now well underway throughout the building. Primarily the work is in the core of the building, but this will extend through the holiday lets above number 2 and number 3. This critical phase of the work will see modern utilities introduced to these historic structures, ensuring they're fit for 21st-century use while respecting their heritage character.

New utility connections have been contracted and scheduled, marking another important step towards completion. Meanwhile, the lift for the new core has been ordered, which will ensure accessibility throughout the building once installed.

### **Heritage and preservation**

In number 3, there are laths under the stairs that will be preserved and on permanent public view with a transparent screen.

### **Retail and residential spaces**

Work has commenced on the holiday let ceilings, bringing these spaces closer to completion. The team is making steady progress in transforming these areas into high-quality accommodation ready to welcome more visitors to the town.

An exciting development this month sees agents ready to start marketing the retail units. This signals a move into the next phase of the project – preparing to welcome businesses into the heart of 2-4 Market Place.

### **Governance and community investment**

In October, the board held its AGM, during which Duncan Cole retired from the board due to relocating away from the area. We thank Duncan for his valuable contributions to the project.

Following the AGM, Martha Woodward and Michael Galligan have been co-opted to the board, bringing fresh perspectives and expertise to guide the project forward.

We're also delighted to announce that the Community Share Offering has re-opened for both existing and new community investors. This provides an opportunity for even more people to become part of this transformative project and share in its future success.

### **Pigeon problems**

Pigeons are knocking over / blocking the solar panel that powers our time lapse camera interrupting video recording.

### **Set backs... and the way forward**

Those of you who took part in the hard hat tours will remember the “interesting” supporting wall of the granary that was, and clearly has been collapsing for an awful long time, certainly many decades at least! Structural Engineering have finalised the design of the supporting works that will be done to resolve this enormous problem. Messenger design team are working on how this will be transformed into their building works design so that there is no more delays from this. “That steel beam” and again you will know the one I mean from the tours, will need to be placed higher up the wall than initially intended. Downside, is the new roof on the bin store will be steeper as a result.

### **Looking ahead**

As we move towards the end of the year, the pace of work continues to build. The combination of heritage discoveries, technical progress, and community engagement demonstrates the unique nature of this project – one that honours the past while creating a vibrant future for Caistor.

All those working with and for the 2-4 Market Place are mindful of our neighbours, and the restricted parking our project causes in Caistor’s Market Place. We are working hard to stay within the timeframe of returning the market square back to being a car park on time, in the summer of 2026.

Keep following the updates on the 2-4 website, as we bring 2-4 Market Place back to life.