



Public Meeting Pack

8th January 2026



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 8 January 2026 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
02/01/2026

AGENDA

1. To receive 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 11th December 2025
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/12/2025
 - b) To approve the Schedule of Payments
 - c) To review the final budget for 26/27 and approve the precept request to WLDC
 - d) To consider moving £20,000 from Unity Trust Bank to Natwest to cover expenditure for the remainder of this financial year
 - e) To consider the insurance valuation reinstatement reports and agree whether to update the cover
7. 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
 - ci) To consider the Cornhill Consultation letter from LCC
 - cii) To consider the communication to residents for the Cornhill Resurfacing
 - d) Community Groups
 - di) Request from councillor to confirm planned dates for Christmas tree and Christmas market for 2026
 - e) CDCT - 2-4 Market Place
8. 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 - To receive the minutes of the meeting of 16th December which was inquorate
- ai) To receive the resignation of Cllr Lyus from the committee and agree a replacement
- b) Estates Committee - next meeting 27th Jan 2026
- c) Play area working group - To consider dissolving the group until the council has the resources to progress this
- d) Health and Safety Working Group
- e) Town hall damp working group
- f) North Kelsey Road Cemetery – To receive an update on the current situation and agree next steps including to appoint a small group of councillors to consult with the Town Clerk on historic burials, advise on requests to use reserved plots, and establish related protocols.

9. To consider the reserves policy (24677)

10. To consider the scheme of delegation policy (19674)

11. Clerks Report & Parish Matters

- a) Update on full fibre broadband for Caistor
- b) Review Tracking Report

12. Correspondence Received

- a) Complaint about Contractors parking in Market Place

13. To note any planning decisions

- a) Granted with conditions - WL/2025/01066 | 2-4 MARKET PLACE | 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.
- b) Granted with conditions - WL/2025/01121 | WEST MOOR FARM FISHERY, NORTH KELSEY RD | To vary conditions 4 and 48

14. To review the planning applications received and agree a response

- a) WL/2025/01228 | Planning application for the erection of a new sixth form modular building with associated external landscaping | CAISTOR YARBOROUGH ACADEMY, GRIMSBY ROAD

15. Date of next meeting - 12th February 2026



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

Present: Cllr S. Davey, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Clark (Chair), Cllr H. Priestley, Cllr N. Clark, Cllr P. Laverack,
In Attendance: Michelle Moss,
Members of public present: 1

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4670

Apologies received from Cllrs Wright, Morris and Bowman; and also from District Cllr Bierley and County Cllr Bean.

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: 4671

Cllrs Davey and Lyus declared an interest in agenda items 9c and 15a.

3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4672

One member of the public was present. He thanked the Chair, Councillors and clerk for their hard work which the silent majority of the town appreciate. He also thanked the council on behalf of the Lions for supporting their events, for grants and use of the parks.

4. Chairmans Report - Ref: 4673

Cllr Wright had sent a message noting he is unwell, but that he was proud to switch on the Christmas lights and thanked volunteers for making it such an enjoyable event.

5. To approve the draft minutes of 13/11/2025 - Ref: 4674

RESOLVED that the draft minutes of the meeting of 13th November be approved as a true record of the meeting.

1 abstained

6. To resolve to exclude public and press under s100A(4) LGA 1972 for agenda items 7 and 8. - Ref: 4675

Resolved to exclude the public and press for agenda items 7 and 8.

All in favour

7. Response from Enforcement regarding The mini mart/Vape Shop in Market Place (Enforcement team request for closed session) - Ref: 4676

It was noted that this was included as a closed session item at the request of the enforcement officer from WLDC. The update was noted and we await further updates in the early part of next year.

8. To consider the results of the ground penetrating survey of the cemetery and next steps - Ref: 4677

The Council received an update on recent Ground Penetrating Radar (GPR) work at North Kelsey Road Cemetery, which identified historic, unmarked burials across much of the right-hand side, including some reserved plots. Evidence of possible pauper/workhouse burials was also noted. The left-hand side, which includes recorded interments and reserved plots, has not been surveyed, so the presence of historic burials cannot be ruled out.

Key implications: Legal compliance - Disturbing human remains without authority is a criminal offence; further professional and legal advice is required before authorising any new burials; Impact on families - The situation affects new burial requests, reserved plots, and families wishing to inter relatives together; enquiries must be handled sensitively and consistently; Financial and operational - Additional GPR surveys, legal advice, cemetery management planning, and exploration of future burial options will incur unavoidable costs, which should be considered in the 2026–27 budget.

Council decisions requested: Acknowledge GPR findings and implications; Endorse a temporary pause on new burials and reservations; Approve a public statement on the situation; Authorise the Clerk (in consultation with relevant Chairs) to seek formal legal advice; Note financial implications and ensure inclusion in precept



discussions; Notify insurers of the issue.

The Council aims to act in a legally compliant, ethically responsible, and transparent manner while supporting affected families.

RESOLVED: that the cemetery is temporarily closed for all full burials and reservations for the foreseeable future as per the recommendation in the briefing note; that the Clerk:

- 1 - Issue a statement on social media/website/notice boards advising public of the situation
- 2 - Notify all funeral directors of the situation
- 3 - Contact our insurers to advise them of the situation
- 4 - Seek legal advice in conjunction with the Chair, Vice-Chair and Chair of Estates Committee

9. Finance - Ref: 4678

a) To approve the Accounting Statements and bank reconciliation for period ending 30/11/2025 - Ref: 4679

The accounting statements and bank reconciliation had been circulated to councillors prior to the meeting.

RESOLVED to approve the accounting statements and bank reconciliation as a true record.

All in favour

b) To approve the Schedule of Payments - Ref: 4680

The schedule of payments had been circulated to councillors ahead of the meeting. RESOLVED to approve the schedule of payments totalling £16784.94.

All in favour

c) To consider the proposal for amending the grant funding process and budget allocation for grants (JC) - Ref: 4681

RESOLVED that this agenda item should be considered in conjunction with agenda item 9d.

All in favour

d) To review the draft budget and precept and suggest any changes - Ref: 4682

It was noted that: the cemetery issue will have significant financial impacts on next years budget; the draft budget previously reviewed included £6k income from the cemetery which would now likely be £0; additional survey costs for the rest of the cemetery which are likely to be £5000; provision for legal fees needs to be made and initial estimates start at £10000; councillors wanted to keep the precept increase as low as possible for residents; the tax base has increased from the estimated; potential savings on the proposed budget include removing the £3k for the Civic service, removing £5k for repairs to the old fire station, removing £6k from the budget to repair the damp issues in the town hall and removing the £7k from the grants/donations fund. The resulting precept will be £143337 and increase of 8.13% from 25/26, but 5.65% increase to band D due to the increased tax base. P&F will take a final look at the budget at the committee meeting next week to ensure calculations are correct and the final approval for the precept will be given at the January meeting.

RESOLVED to adjust the draft budget to include the following changes: allocate £11k to legal costs; remove the Civic Service; remove the budgets for donations, the old fire station and reduce the funds available for the town hall damp resolution by £7k, remove the income from the cemetery, include £5k for a GPR survey for the rest of the cemetery.

RESOLVED to write to Lions and Caistor Goes to advise them of the decision not to offer grants on 26/27 and to make a public statement on facebook advising that there will be no funding available for grants in 26/27.

1 abstained

e) To approve moving £2400 from the bins and benches reserve to the current budget for the picnic benches project - Ref: 4683

Cllr Cox left the meeting.

f) To consider the updated Reserves policy - Ref: 4684

RESOLVED that P&F committee will consider the policy at the committee meeting next week.

All in favour



10. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4685

a) Lincolnshire Police - Ref: 4686

No report received.

b) West Lindsey District Council. - Ref: 4687

The report from District Cllr Bierley had been circulated prior to the meeting.

The clerk noted that the replacement bin project had progressed well. The bins have been ordered, the funding is in place and WLDC will complete the project in January 26.

c) Lincolnshire County Council - Ref: 4688

It was noted that the clerk and several councillors met with LCC at Cornhill to agree the adoption by LCC and resurfacing. The work is scheduled for Monday 16th February with road closures in place from tea time 15th Feb. CTC will put up heras panels across Cornhill to prevent parking on the area to be resurfaced and residents/visitors will not have access in and out of George Court. Notices will be placed on facebook, website, through doors of residents/businesses affected. The council agreed that the layout should remain as is and that the preference is for no time restrictions to be placed on parking as currently.

d) Community Groups - Ref: 4689

No updates received.

di) To consider the updated request from Community Cinema for a permanent screen in the town hall (Agreed in principle December 2024) - Ref: 4690

RESOLVED to approve the request for the permanently installed screen at the town hall.

All in favour

e) CDCT - 2-4 Market Place - Ref: 4691

No update received.

11. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4692

a) Personnel and Finance Committee - Ref: 4693

No meeting held.

b) Estates Committee - Ref: 4694

The draft minutes and Estates Chairs report had been circulated prior to the meeting.

c) Play area working group - Ref: 4695

No meeting held. A request was made to add an agenda item to the next meeting to dissolve this working group.

d) Health and Safety Working Group - Ref: 4696

Next meeting Feb 26.

e) Town hall damp working group - Ref: 4697

No meeting held.

12. To consider what, if any action to take regarding the equipment CIB bought with the council donated money (AC) - Ref: 4698

It was noted that: the council had gifted CIB £1000 to purchase mower and leaf blower to cut the grass at the churchyard; CIB had not fulfilled their contract with the council to complete grass cutting at the churchyard throughout the growing season; the current whereabouts of the machinery is not known; the donation for the equipment fell outside the usual grant process and was therefore not subject to a repayment clause.

13. To consider amendments to the Market TC's to incorporate charity and community stalls (JB) - Ref: 4699

RESOLVED to approve the amendment in the TC's for charity stalls to be exempt from paying the stall fee.

All in favour

Signature:

Page



14. To consider the Caistor Town Council Stress Management Policy and Procedure - Ref: 4700

It was requested that the policy and procedure go back to HSWG for further review.

15. Clerks Report & Parish Matters - Ref: 4701

a) To consider the Lions request to use South St Park for Bonfire 5th to 9th November 2026 - Ref: 4702

RESOLVED to grant the Lions permission to use South St Park for the bonfire 5th to 9th November and that Cllr Laverack will work with them to ensure sounds checks and noise levels are appropriate to the event.

All in favour

b) Review Tracking Report - Ref: 4703

It was noted that the town hall agreement had been finalised and signed by town hall management committee; title deeds for properties had now been located except the old fire station; the new market software is still not being used; CCTV upgrade is being completed at the sports ground; the picnic benches have been delivered and will be sited in the Spring.

16. Correspondence Received - Ref: 4704

a) Email from resident about superfast broadband in Caistor - Ref: 4705

Councillors noted that the town council has limited influence over broadband infrastructure and that Lincolnshire County Council may be better placed to provide guidance or support in working with service providers.

b) Email from resident who fell at Cornhill - Ref: 4706

It was noted that the clerk has already responded to the resident. The grit bin at the multi use centre is not the town councils and has been referred to LCC. The clerk noted that once LCC have provided the 1 ton winter grit bag, if LCC have still not filled the bin, we will put some grit in it for residents to use this Winter, but stressed that it is not the town councils responsibility to do this.

17. To note any planning decisions - Ref: 4707

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 - Ref: 4708

Noted.

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 - Ref: 4709

Noted.

18. To review the planning applications received and agree a response - Ref: 4710

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 - Ref: 4711

No observations.

b) WL/2025/01113 | Application for non-material amendment to planning permission 143279 granted 26 August 2021 - various changes to windows | 2 NAVIGATION LANE - Ref: 4712

No observations.

19. Date of next meeting - 8th January 2026 - Ref: 4713

Noted.

Meeting closed at 8:57pm



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/12/2025

Explanation of Variances

Insurance

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

Includes asset valuations

Market

Actual Total: 497.02 **Budget:** 249.96 **Variation:** -247.06 / 98.84

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 31/12/2025

End of year forecast auto calculated based on actual year to date averaged over 9 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	10475	4000	6475	162	10600
120	Allotment Income	90	450	-360	-80	450
130	Market Rents	1809	2000	-191	-10	2000
150	Sports ground	2603	4400	-1797	-41	3800
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	3772	1785	1987	111	3770
180	Grants	0	1000	-1000	-100	0
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	2093	2500	407	-16	2500
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	354	1000	-646	-65	500
Income: General		Totals	154274	150213	4875	3 156698
Income		Totals	154274	150213	4875	3 156698

Expenditure

Expense: General

500	Salaries	36459	53000	16541	-31	47000
503	PAYE & NI	12961	15000	2039	-14	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	1500
530	Hall Hire	375	500	125	-25	500
540	Insurance	6659	4000	-2659	66	8000
550	Audit	620	700	80	-11	620
560	Subscriptions	300	1000	700	-70	1000
570	Training	728	2500	1772	-71	1000
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	160	500	340	-68	160
590	PROW and Amenity Cut	4794	4500	-294	7	4795
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	3203	3200	-3	0	3203
593	Sportsground	8524	8300	-224	3	8524
594	Cemeteries/Church	11599	10500	-1099	10	11600
595	Allotments	0	250	250	-100	250
610	Market	497	250	-247	99	500
750	Cemetery records management	1092	650	-442	68	1092
650	Community Events	0	500	500	-100	0
521	Telephone & Broadband	1153	1350	197	-15	1350
700	Electricity - Market Place LN7 6TU	290	400	110	-28	550
701	Electricity - South Street Park	148	600	452	-75	400
702	Electricity - Market Place LN7 6TL	339	0	-339	100	340
703	Electricity - Sports Ground	932	1100	168	-15	1300
800	Tree maintenance	1335	1500	165	-11	1335
720	Water: Sports Ground	140	400	260	-65	250
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 31/12/2025

End of year forecast auto calculated based on actual year to date averaged over 9 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	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	1923	3000	1077	-36	2500
522	Town Hall	1276	2500	1224	-49	2500
582	Civic	0	0	0	100	0
601	Equipment	4637	4500	-137	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	4589	5000	411	-8	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	2400	2400	0	0	2400
660	WLDC	0		0		0
804	Health and Safety	5305	5150	-155	3	5305
760	Projects	3865	6100	2235	-37	3865
Expense: General		Totals	152429	179050	26621	-15 178379
Expenditure		Totals	152429	179050	26621	-15 178379



Bank Reconciliation

Balances as per bank statements as at 02/01/2026

Natwest Current Account	7194.40	130750.83
Natwest Business Reserve Account	6385.43	
Equals Card	750.27	
Charity Bank 40 day notice	65775.91	
Unity Trust Instant Access	50644.82	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
					Nett balance as at 02/01/2026

130750.83

Cash Book		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	154284.57	Openina Balance Bank 2	125702.97	
VAT to be claimed	4550.69	Openina Balance Bank 3	479.01	
Unallocated cash	0.00	Openina Balance Bank 4	0.00	
Payments in current	152429.06			
				Cash Book Closing Balance
				130750.83

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)	600.00
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	0	
Town Hall	5000.00	0	
Fire Station	0.00	0	
Cornhill Resurfacing	5000.00	0	
Tree Maintenance	6500.00	0	
Tree Maint - Parks (combined above)	0.00	0	
Play area improvements	0.00	0	
Cemetery	1000.00	0	
New Cemetery	0.00	0	27950.83
Church Ground Trees	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/12/2025

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	2710	0	10475	6475	161.88		
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00		
Market Rents	3000	2620	2000	695	573	541	0	1809	-191	-9.57		
Sports ground	2464	4981	4400	849	901	853	0	2603	-1797	-40.84		
WLDC Street Cleaning	2490	2091	0	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	0	100.00	
Miscellaneous Income	2000	2999	2500	824	942	327	10	2103	397	-15.87		
Town Hall	520	520	520	0	520	0	0	520	0	0.01		
Magazine Advertising	0	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	8557	10	154285	4865	3		
	Total		150213	137821	7896	8557	10	154285	4865	3		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/12/2025

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	11193	0	36459	16541	-31
PAYE & NI	16000	13644	15000	4317	4579	4065	0	12961	2039	-14
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	190	0	375	125	-25
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	258	0	728	1772	-71
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	160	0	160	340	-68
PROW and Amenity Cut	4500	4500	4500	923	1871	2001	0	4794	-294	7
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	3973	0	8524	-224	3
Cemeteries/Church	6800	5088	10500	3871	3025	4703	0	11599	-1099	10
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	497	0	497	-247	99
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	384	0	1153	197	-15
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	0	290	110	-28
Electricity - South Street Park	600	692	600	45	27	76	0	148	452	-75
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	194	0	932	168	-15
	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	1210	0	1923	1077	-36
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	371	0	4637	-137	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	1562	0	4589	411	-8
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	2400	0	0	2400	0	2400	0	0
WLDC		70		0	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 31/12/2025

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	YTD	£	%
Expense: General Total			179050	69275	40439	42715	0	152429	26621		-15
Total			179050	69275	40439	42715	0	152429	26621		-15



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/12/2025

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	11193	0	36459	16541	-31
PAYE & NI	16000	13644	15000	4317	4579	4065	0	12961	2039	-14
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	190	0	375	125	-25
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	258	0	728	1772	-71
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	160	0	160	340	-68
PROW and Amenity Cut	4500	4500	4500	923	1871	2001	0	4794	-294	7
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	3973	0	8524	-224	3
Cemeteries/Church	6800	5088	10500	3871	3025	4703	0	11599	-1099	10
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	497	0	497	-247	99
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	384	0	1153	197	-15
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	0	290	110	-28
Electricity - South Street Park	600	692	600	45	27	76	0	148	452	-75
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	194	0	932	168	-15
	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	1210	0	1923	1077	-36
Town Hall	2500	1630	2500	661	0	615	0	1276	1224	-49
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Equipment	1000	663	4500	3072	1195	371	0	4637	-137	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	1562	0	4589	411	-8
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	2400	0	0	2400	0	2400	0	0
WLDC		70		0	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 31/12/2025

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	YTD	£	%
Expense: General Total			179050	69275	40439	42715	0	152429	26621		-15
Total			179050	69275	40439	42715	0	152429	26621		-15



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"/>
08/12/2025	2341	Cardinus Risk Management	Re-instatement cost - Town Hall and Fire Station	160.00	960.00 <input type="checkbox"/> <input type="checkbox"/>
08/12/2025	2342	Huws Gray	Strap and sundries to repair lock up wall	7.38	44.27 <input type="checkbox"/> <input type="checkbox"/>
08/12/2025	2343	Huws Gray	Ground repair tiles - Sports ground	10.81	64.85 <input type="checkbox"/> <input type="checkbox"/>
04/12/2025	2345	Eurocell	Bank Payment: Equipment	12.87	77.22 <input type="checkbox"/> <input type="checkbox"/>
09/12/2025	2354	Your security sign	Bank Payment: Equipment	5.43	32.58 <input type="checkbox"/> <input type="checkbox"/>
16/12/2025	2355	E-Quip (Rasen) Ltd / Equip Global	Steel drain cover	6.30	37.80 <input type="checkbox"/> <input type="checkbox"/>
17/12/2025	2356	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.01	21.27 <input type="checkbox"/> <input type="checkbox"/>
17/12/2025	2357	EDF	Bank Payment: Electricity - South Street Park	1.60	33.56 <input type="checkbox"/> <input type="checkbox"/>
17/12/2025	2358	EDF	Bank Payment: Electricity - Sports Ground	3.34	70.14 <input type="checkbox"/> <input type="checkbox"/>
18/12/2025	2359	Mike Crookes	Generator fuel guage	3.86	23.16 <input type="checkbox"/> <input type="checkbox"/>
24/12/2025	2361	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED] <input type="checkbox"/> <input type="checkbox"/>
24/12/2025	2362	HMRC	Bank Payment: PAYE & NI	0.00	1340.39 <input type="checkbox"/> <input type="checkbox"/>
24/12/2025	2363	NEST	Bank Payment: Pension payments	0.00	516.83 <input type="checkbox"/> <input type="checkbox"/>
24/12/2025	2364	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20 <input type="checkbox"/> <input type="checkbox"/>
29/12/2025	2365	BT	Bank Payment: Telephone & Broadband	13.12	78.74 <input type="checkbox"/> <input type="checkbox"/>
24/12/2025	2366	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED] <input type="checkbox"/> <input type="checkbox"/>
30/12/2025	2367	Three	Bank Payment: Telephone & Broadband	7.04	42.22 <input type="checkbox"/> <input type="checkbox"/>
23/12/2025	2368	Play Inspection Company	Annual play inspection	89.70	538.20 <input type="checkbox"/> <input type="checkbox"/>

TOTAL: 7602.18

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Based on the revisions the proposed precept will be £143499, an increase of 8.25%.
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 £5000 = could apply for a grant to pay for the rest of costs
PDD - ashes section extension
BUT no other PPD included
£1000 included for CCTV for WLDC full support
Grants and donation of £0
£0 placed in reserves for Old Fire Station
Cemetery income reduced to £0; £11000 for legal costs related to the cemetery; £5000 for GPRS of the remaining cemetery
ASSUMES - CIB will not ask for a grant this year



Budget Forecast 2026/27

Forecast of Income

Category	YTD @ 02/01/26	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes
Precept	132558	132558	132558	
Cemetery	10475	4000	10600	
Allotments	90	450	450	
Market Rents	1809	2000	2000	
Sports Ground	2603	4400	3800	
WLDC Street Cleaning	0	0	0	
Grass Cutting	3772	1785	3770	
Grants	0	1000	0	
Town Hall	520	520	520	
CIL Income	354	1000	500	
Miscellaneous Income	2093	2500	2500	
	154274	150213	156698	

2026/27 Budget	2026/27 Budget Notes
143499	
0	
450	
2000	
3800	
0	
3770	
1000	
520	
1000	
2500	
158539	



Budget Forecast 2026/27

Forecast of Expenditure

	Category	YTD @ 02/01/26	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes	2026/27 Budget	2026/27 Budget Notes
Staff costs	Salaries	36459	53000	47000		48000	
	PAYE & NI	12961	15000	17000		15500	
	Staff Travel & Benefits	131	250	250		250	
	Pension payments	4589	5000	6000		5000	
	Other Staff Expenses	36	250	100		250	
Office/admin	Training	728	2500	1000		800	
	General Office	701	1500	1500		1500	MS Business / Stationery/PAT testing
	Telephone & Broadband	1153	1350	1350		1350	
	Hall Hire	375	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	160	500	160		11000	Potentially for the Cemetery costs
	Cemetery, Market and Parks records management	1092	650	1092		1100	Increase to Epitaph1
	Civic	0	0	0		0	
Estates	Mayor Allowance	60	350	150		250	
	Amenity and PROW grass	4794	4500	4795		4500	
	Parks grass	3203	3200	3203		3200	
	Sportsground	8524	8300	8524		8300	
	Cemetery/Church	11599	10500	11600	include ground scan	18750	Cemetery £6k; Churches £6.5k; green bins £540; black bins £450; clock service £240 ; £5K survey
	Allotments	0	250	250		250	£250 misc;
	Market	497	250	500		250	
	Tree work	1335	1500	1335		500	
	Community Events	0	500	0		250	
	Electricity-Market Place LN7 6TU	290	400	550		400	
	Electricity-South Street Park	148	600	400		400	
	Electricity-Market Place LN7 6TL	339	0	340		0	
	Electricity-Sports Ground	932	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	28577	30000	30000		18500	Resurfacing Sports ground £15000; inspection; ongoing repairs; black bins
	Caistor Sports & Social Club	1923	3000	2500		2000	
	Town Hall	1276	2500	2500		6000	Damp resolution £5000; gutters £500/FRA??/ Gas and electric safety insp??/
	Works Vehicle	0	0	0		0	
	Estates Equipment	4637	4500	5500		3500	
	Gritting & Snow Clearance	0	300	0		100	
Other/projects	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		0	
	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	2400	2400	2400	Moved from earmarked reserves	0	
		152429	176650	178379		167850	



Budget Forecast 2026/27

Reserves

Projected final balance as at 31/03/2026	107214
Less current reserves	102800
Final Projected Balance	4414

25/26 reserves:

General	60000	
**Need to aim for General reserves of 3-6 months operating costs.		
Earmarked	Election	3850
Earmarked	Park equipment and improve	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	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	55950.00
Election	0	3850	1500
Park equipment and improvements	1500	5000	1500
Sports Field Fencing	0	0	5500
Sports and Social Club	0	1150	1500
Other Buildings	1150	0	5000
Town Hall	0	0	0
Fire Station	0	0	6500
Tree maintenance	0	0	5000
Cornhill re-surfacing	0	0	1000
Cemetery	0	0	3000
Handyman Equipment	0	0	4000
Memorial fixing	0	0	600
Bins and benches project	0	-3000	0
Civic	-3000	0	-350
			102450.0
End of previous year surpless/deficit	4764		

2026/27 Forecast Income 158539 based on precept of 143499

Increase in precept

2026/27 Forecast Expenditure 167850 REQUIRED PRECEPT 143499 8.25%

End of previous year surpless/deficit 4764.0 Council tax increase

VAT outstanding 4547 6.36%

BALANCE 0 Balance should be 0

Parish Council Precept Calculator 2026/27

Please select your parish from the list below. Enter your estimated precept in the YELLOW box (line A). The council Tax charge is then calculated at F with the % change on the previous year

Parish Caistor

A Budget Requirement

B WLDC Contribution

C Council Tax Requirement (A-B)

D Tax Base (Band D equivalents) - Estimate 26/27

E Precept (Council Tax Charge) (C divided by D) £

F Council Tax Increase/Decrease (+/-)

For a 0% tax increase the Precept needs to be:

Select Parish using the dropdown arrow by clicking on cell B5

	2025/26	2026/27
A	132,558.00	143,499.00
B	100.00	100.00
C	132,458.00	143,399.00
D	1,039.39	1,058.00
E	127.44	135.54
F		6.36%
		134,929.63

Enter here

		Current Insured value	Reinstatement cost Nov 25	Over/Under insured
Town hall		£2,168,921.00	£2,096,305.00	
Town hall Toilets			£134,500.00	
Old Fire Station			£29,865.00	
	Sub total	£2,168,921.00	£2,126,170.00	£42,751.00
CS&SC		£1,235,442.00	£1,147,240.00	£88,202.00
Store and Toilet		£135,000.00	£193,410.00	-£58,410.00
	Total	£3,539,363.00	£3,466,820.00	£72,543.00

WLDC have confirmed they insure the toilets

Reinstatement Cost Assessment

Site / Development: Caistor Town Hall & Old Fire Station, 14 High Street, Caistor, Market Rasen, Lincolnshire, LN7 6TX

Client Name: Caistor Town Council

Survey Date: 13 Nov 2025



Details

Client name:	Caistor Town Council
Site / Development:	Caistor Town Hall & Old Fire Station 14 High Street Caistor Market Rasen, Lincolnshire LN7 6TX Town Hall, 14 High Street, Caistor, Market Rasen, Lincolnshire, LN7 6TX Old Fire station, Old Fire Station, Horsemarket, Caistor, Market Rasen, Lincolnshire, LN7 6UP
Survey Date:	13 Nov 2025
Report Date:	27 Nov 2025
Site Reference:	
Surveyor	Jordan Griffin
Next Review Date:	13 Nov 2026
Next Assessment Date:	13 Nov 2028

Contents

- > [Reinstatement Cost Assessment](#)
- > [General Comment](#)
- > [Frequently Asked Questions](#)

Survey Details

Property Description

2. General description of the property?

These properties are of brick & stone construction with sections of pitched & flat roofing.

3. Number of residential units?

0

4. Number of residential units - additional detail.

Not applicable.

5. Number of commercial units?

3

Details: We have assessed Caistor Town Hall, Public WC's located in the car park & the old fire station within the assessment.

6. What is the listed status of the property?

Unlisted.

7. Is the property purpose-built or a conversion?

Purpose-built.

8. What is the approximate date of construction?

Circa 1887.

9. What is the approximate date of construction - additional detail.

This date has been provided as an estimate only. The exact date of construction is unknown.

10. What is the height of the building[s] in storeys including ground level?

The properties are arranged over 2 storeys.



Old Fire Station



Caistor Town Hall



Caistor Town Hall



Caistor Town Hall



Communal WC's

11. What is the height of the building[s] in storeys including ground level - additional detail.

No further detail required.

12. How many basement levels are there in the building?

1

13. How many basement levels are there in the building - additional detail.

Other.

Details: Storage & changing area within the town hall.

Reinstatement Cost Assessment

14. What is the floor area in square metres?

670

15. What is the floor area in square metres - additional detail.

This figure is the approximate gross internal floor area.

Details: The provided figure is a reasonable representation of the overall square metrage for the properties.

16. What is the estimated build rate per square metre?

£3,064.00

17. What is the estimated build rate per square metre - additional detail.

Other.

Details: As we have shown a blended rate there will be a negligible difference in the calculation of the floor area times the build rate due to small decimal points.

18. What is the Building Cost Information Service (BCIS) regional variation?

102

19. What is the Building Cost Information Service (BCIS) regional variation - additional detail.

The BCIS regional variation shown has been used in our calculations, the benchmark index being 100.

20. Has VAT been added to the reinstatement cost?

No

Details: As per the clients instructions, VAT has been excluded from the assessment.

21. Has VAT been added to the reinstatement cost - additional detail.

Other.

Details: As per the clients instructions, VAT has been excluded from the assessment.

22. Where VAT has been added, what percentage of VAT has been applied?

0.00%

Details: As per the clients instructions, VAT has been excluded from the assessment.

23. What is the estimated reinstatement period for the property (months)?

36

24. What is the estimated reinstatement cost of the property?

£2,052,570.00

25. What is the estimated reinstatement cost including additions, such as, outbuildings, car parks and other peripheral features?

£2,260,670.00

26. What is the estimated reinstatement cost including additions, such as, outbuildings, car parks and other peripheral features - additional detail.

We have allowed for car parking areas and external work.

Details: Block Split:

Caistor Town Hall £2,096,305

Communal WC's £134,500

Old Fire Station £29,865

Existing Insurance Details

27. What is the existing declared value?

£2,168,921.00

28. What is the existing declared value - additional detail.

This is the existing declared value as provided by the client.

29. What is the difference between this reinstatement cost and the existing declared value (+/-)?

£91,749.00

30. What is the reinstatement cost as a percentage of the existing declared value?

104.00%

Construction Details

31. Is the property built using traditional methods of construction?

Yes.

Details: The properties are of traditional construction comprising: Brick & stone

32. What is the general construction of the walls?

Masonry.

33. What is the general construction of the floors?

Concrete and timber.

Details: This is based on a non-destructive inspection and is a presumption based on the type of property. If a definitive answer is needed then an elemental breakdown or intrusive survey will be required.

34. What is the general construction of the roof?

Part pitched and part flat.

35. Is any area of flat roof in excess of 10%?

No.

Details: No significant areas of flat roof were identified as part of the assessment.

Additional Information

36. Is the general state of repair satisfactory?

Yes.

Details: The property appears to be in a satisfactory state of repair.

37. Are there any communal facilities?

Yes.

Details: There are communal facilities. This refers to: Communal WC's.

38. Is there any scope for future site development?

No.

Details: Not reported.

39. Are there other buildings within 15 metres of this property?

Yes.

Details: There are other buildings within 15 metres of the properties.

40. Is there a jetty or mooring?

No.

Details: No items of this nature identified at the properties.

41. Is there any evidence of vandalism?

No.

Details: No evidence of vandalism identified at the properties.

42. Are there any further comments?

No.

Details: No further comment required.

About this Reinstatement Cost Assessment

1. Reinstatement cost assessment parameters

- 1.1** This assessment of reinstatement cost has been carried out in accordance with RICS current edition of The Reinstatement Cost Assessment of buildings and Code of Measuring Practice.
- 1.2** The reinstatement cost is calculated using the Gross Internal Area (GIA) of the property. The GIA has been calculated from a selection of methods including a desktop review of the property using digital mapping tools, site measurements recorded during an on-site inspection and drawings.
- 1.3** This reinstatement cost is our assessment of the cost of reconstructing the property at the date of the assessment. Unless otherwise stated, our reinstatement cost assessment has been prepared on the basis of a 'Day One reinstatement' figure commonly known in insurance contracts as the Declared Value. This means that our assessment of the reinstatement cost has been calculated assuming that a loss occurs at the date of our assessment. Allowances have therefore not been made for anticipated inflation during the insurance policy, planning, demolition or re-construction periods.
- 1.4** Our reinstatement cost has taken into consideration demolition, debris removal, temporary shoring and professional fees likely to be incurred in reconstruction.
- 1.5** The reinstatement cost is calculated on the basis of estimated building costs and may not, in all circumstances, reflect the lowest tender price available.
- 1.6** In estimating the cost of reinstatement, it has been assumed that the building and its use will be similar to those existing, and the rebuilding will be to the original design using similar materials and using techniques to a standard appropriate to the existing property, while complying in all aspects with current legislation and statutory requirements.
- 1.7** We have made no investigations into local or structure plans.
- 1.8** We have made allowance in our assessment for the reinstatement of, for example, external paving, services and the like, which are assumed will be damaged as a result of a fire or similar loss.
- 1.9** We have not included within our assessment allowances for tenant's fitting-out works, fixtures, fittings, or furnishings. However, in assessing the extent of the building structure, services, and fittings, we have made reasonable assumptions in respect of the inclusion of items that may have been installed by tenants but which, with reference to the lease and their degree of permanence and annexation to the structure, are now deemed to be of benefit to the owner. In the case of residential properties and in the absence of internal inspection, we make provision for fixtures and fittings of good quality in our assessment of the overall reinstatement cost of the property.
- 1.10** Our assessment is made on the basis of total loss or of such substantial damage that the entire property at the address noted in this report will require demolition and rebuilding. Where buildings meet one or more of the following criteria, we have used RICS guidelines to fully research and take account of all variables in arriving at a reinstatement cost.
 - 1.10.1** Properties with special/unusual design features
 - 1.10.2** Properties with significant defects or containing hazardous materials e.g. asbestos
 - 1.10.3** Properties in unusual locations and/or with unusual site features
 - 1.10.4** Historic or listed buildings
- 1.11** No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and costs of such cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.
- 1.12** This assessment does not include allowances for providing alternative accommodation from the date of damage to the date of re-occupation.
- 1.13** This assessment makes no allowance for loss of rent or other pecuniary loss that may arise from the destruction of the building.
- 1.14** No allowance has been made for; credits for salvaged materials; Water and sewerage infrastructure charges which are not applicable to one-for-one assessment.

1.15 Attention is drawn to the need to reassess the sum insured on a regular basis, with an annual adjustment to reflect inflationary effects, and a major review and reassessment every three years, or earlier should significant alterations be made to the insured property (in accordance with RICS professional standards and guidance, UK 'Reinstatement cost assessment of buildings')

2 Declaration

2.1 This report is provided for insurance reinstatement purposes only and does not contain any detailed advice concerning the condition of the property or possible defects therein.

2.2 The scope of this assessment is based upon an overview of the building and approximate evaluating methods. It is not intended to be a detailed tender document for individual quantities pricing for contractors. This level of detail would render this to be an extremely costly exercise beyond the parameters of this instruction for insurance valuation purposes.

2.3 It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the property.

Additional information

The additional information provided has been requested by the client and gathered during an on-site visit and/or by further enquiry (planning portals, lease information, managing agent referral etc.). It is based upon observations and enquiries made by our surveyor, which may require validation.

Important

This reinstatement cost assessment has been conducted to enable the property asset(s) shown above to be fully covered for insurance purposes. **PLEASE ENSURE THAT YOU IMMEDIATELY INFORM YOUR INSURANCE BROKER/INSURANCE COMPANY OF THE CHANGES IN VALUE(S) PROVIDED IN THIS REPORT. FAILURE TO DO SO MAY PREJUDICE YOUR POSITION IN THE EVENT OF A CLAIM.**

Frequently Asked Questions

We recognise that, following a Reinstatement Cost Assessment, queries may arise, so we have taken the time to provide answers to frequently asked questions. Click on the link below:

[Frequently asked questions](#)

This Reinstatement Cost Assessment has been undertaken by or under the supervision of a member of the Royal Institution of Chartered Surveyors.

Stephen Brimfield BSc.(Est.Man.) FRICS
Director
For Cardinus Risk Management Limited

Desktop Reinstatement Cost Assessment

Site / Development: Pavilion, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7 6RX

Client Name: Caistor Town Council

Survey Date: 13 Oct 2025

Details

Client name:	Caistor Town Council
Site / Development:	Pavilion Brigg Road Caistor Market Rasen, Lincolnshire LN7 6RX
Survey Date:	13 Oct 2025
Report Date:	14 Oct 2025
Site Reference:	
Surveyor	Henry Lavell Smith
Next Review Date:	13 Oct 2026
Next Assessment Date:	13 Oct 2028

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- > [Reinstatement Cost Assessment](#)
- > [General Comment](#)

Survey Details and Methodology

Our desktop assessments are derived by satellite imagery, mapping tools and will incorporate other information if provided to us. No physical inspection of the property has taken place.

Property Description

2. General description of the property?

This purpose-built property is constructed of brick build with a tiled pitched roof.

Details: As we have not attended site we cannot comment authoritatively.

3. Number of residential units?

0

4. Number of residential units - additional detail.

Not applicable.

5. Number of commercial units?

1

Details: This property is a pavilion.

6. What is the listed status of the property?

Unlisted.

7. Is the property purpose-built or a conversion?

Purpose-built.

8. What is the approximate date of construction?

1980's

9. What is the approximate date of construction - additional detail.

This date has been provided as an estimate only. The exact date of construction is unknown.

10. What is the height of the building[s] in storeys including ground level?

1 Storey.

11. What is the height of the building[s] in storeys including ground level - additional detail.

No further detail required.

12. How many basement levels are there in the building?

0

13. How many basement levels are there in the building - additional detail.

Other.

Details: As we have not attended site we cannot comment authoritatively.

Desktop Reinstatement Cost Assessment

14. What is the floor area in square metres?

290

15. What is the floor area in square metres - additional detail.

Other

Details: This figure is the approximate gross internal floor area. We have estimated dimensions as well as possible given we have not attended site. However, we feel that the figure provided is a reasonable representation of the overall floor area of the property.

16. What is the estimated build rate per square metre?

£3,956.00

17. What is the estimated build rate per square metre - additional detail.

We have used a BCIS average cost rate, which has been factored to allow for demolition and professional fees.

18. What is the Building Cost Information Service (BCIS) regional variation?

102

19. What is the Building Cost Information Service (BCIS) regional variation - additional detail.

The BCIS regional variation shown has been used in our calculations, the benchmark index being 100.

20. Has VAT been added to the reinstatement cost?

No

21. Has VAT been added to the reinstatement cost - additional detail.

No further detail required.

22. Where VAT has been added, what percentage of VAT has been applied?

0.00%

23. What is the estimated reinstatement period for the property (months)?

24

24. What is the estimated reinstatement cost of the property?

£1,147,240.00

25. What is the estimated reinstatement cost including additions, such as, outbuildings, car parks and other peripheral features?

£1,147,240.00

26. What is the estimated reinstatement cost including additions, such as, outbuildings, car parks and other peripheral features - additional detail.

Other.

Details: As we have not attended site, we are unable to establish with any degree of certainty what peripheral figures form part of the property.

Existing Insurance Details

27. What is the existing declared value?

£1,235,442.00

28. What is the existing declared value - additional detail.

This is the existing declared value as provided by the client.

29. What is the difference between this reinstatement cost and the existing declared value (+/-)?

£-88,202.00

30. What is the reinstatement cost as a percentage of the existing declared value?

93.00%

Construction Details

31. Is the property built using traditional methods of construction?

Yes.

Details: As we have not attended site we cannot comment authoritatively.

32. What is the general construction of the walls?

Masonry.

Details: As we have not attended site we cannot comment authoritatively.

33. What is the general construction of the floors?

Presumed concrete.

Details: As we have not attended site we cannot comment authoritatively.

34. What is the general construction of the roof?

Pitched.

Details: As we have not attended site we cannot comment authoritatively.

35. Is any area of flat roof in excess of 10%?

No.

Details: As we have not attended site we cannot comment authoritatively.

About this Reinstatement Cost Assessment

1. Reinstatement cost assessment parameters

- 1.1** This assessment of reinstatement cost has been carried out in accordance with RICS current edition of The Reinstatement Cost Assessment of buildings and Code of Measuring Practice.
- 1.2** The reinstatement cost is calculated using the Gross Internal Area (GIA) of the property. The GIA has been calculated from a selection of methods including a desktop review of the property using digital mapping tools.
- 1.3** This reinstatement cost is our assessment of the cost of reconstructing the property at the date of the assessment. Unless otherwise stated, our reinstatement cost assessment has been prepared on the basis of a 'Day One reinstatement' figure commonly known in insurance contracts as the Declared Value. This means that our assessment of the reinstatement cost has been calculated assuming that a loss occurs at the date of our assessment. Allowances have therefore not been made for anticipated inflation during the insurance policy, planning, demolition or re-construction periods.
- 1.4** Our reinstatement cost has taken into consideration demolition, debris removal, temporary shoring and professional fees likely to be incurred in reconstruction.
- 1.5** The reinstatement cost is calculated on the basis of estimated building costs and may not, in all circumstances, reflect the lowest tender price available.
- 1.6** In estimating the cost of reinstatement, it has been assumed that the building and its use will be similar to those existing, and the rebuilding will be to the original design using similar materials and using techniques to a standard appropriate to the existing property, while complying in all aspects with current legislation and statutory requirements.
- 1.7** We have made no investigations into local or structure plans.
- 1.8** We have made allowance in our assessment for the reinstatement of, for example, external paving, services and the like, which are assumed will be damaged as a result of a fire or similar loss.
- 1.9** We have not included within our assessment allowances for tenant's fitting-out works, fixtures, fittings, or furnishings.
- 1.10** Our assessment is made on the basis of total loss or of such substantial damage that the entire property at the address noted in this report will require demolition and rebuilding. Where buildings meet one or more of the following criteria, we have used RICS guidelines to fully research and take account of all variables in arriving at a reinstatement cost.
 - 1.10.1** Properties with special/unusual design features

- 1.10.2** Properties with significant defects or containing hazardous materials e.g. asbestos
- 1.10.3** Properties in unusual locations and/or with unusual site features
- 1.10.4** Historic or listed buildings

1.11 No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and costs of such cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.

1.12 This assessment does not include allowances for providing alternative accommodation from the date of damage to the date of re-occupation.

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2 Declaration

- 2.1** This report is provided for insurance reinstatement purposes only and does not contain any detailed advice concerning the condition of the property or possible defects therein.
- 2.2** The scope of this assessment is based upon an overview of the building and approximate evaluating methods. It is not intended to be a detailed tender document for individual quantities pricing for contractors. This level of detail would render this to be an extremely costly exercise beyond the parameters of this instruction for insurance valuation purposes.
- 2.3** It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the property.

Important

This reinstatement cost assessment has been conducted to enable the property asset(s) shown above to be fully covered for insurance purposes. **PLEASE ENSURE THAT YOU IMMEDIATELY INFORM YOUR INSURANCE BROKER/INSURANCE COMPANY OF THE CHANGES IN VALUE(S) PROVIDED IN THIS REPORT. FAILURE TO DO SO MAY PREJUDICE YOUR POSITION IN THE EVENT OF A CLAIM.**

This Reinstatement Cost Assessment has been undertaken by or under the supervision of a member of the Royal Institution of Chartered Surveyors.

Stephen Brimfield BSc.(Est.Man.) FRICS
Director
For Cardinus Risk Management Limited

Desktop Reinstatement Cost Assessment

Site / Development: Store Room and Toilet, Caistor Sports and Social Club, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7 6RX

Client Name: Caistor Town Council

Survey Date: 13 Oct 2025

Details

Client name: Caistor Town Council

Site / Development: Store Room and Toilet
Caistor Sports and Social Club
Brigg Road, Caistor
Market Rasen, Lincolnshire
LN7 6RX

Survey Date: 13 Oct 2025

Report Date: 14 Oct 2025

Site Reference:

Surveyor Henry Lavell Smith

Next Review Date: 13 Oct 2026

Next Assessment Date: 13 Oct 2028

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- > [Reinstatement Cost Assessment](#)
- > [General Comment](#)

Survey Details and Methodology

Our desktop assessments are derived by satellite imagery, mapping tools and will incorporate other information if provided to us. No physical inspection of the property has taken place.

Property Description

2. General description of the property?

This purpose-built property is constructed of a single skin of blockwork under a sloped asphalt roof.

Details: As we have not attended site we cannot comment authoritatively.

3. Number of residential units?

0

4. Number of residential units - additional detail.

Not applicable.

5. Number of commercial units?

1

Details: This property is a store room and toilet.

6. What is the listed status of the property?

Unlisted.

7. Is the property purpose-built or a conversion?

Purpose-built.

8. What is the approximate date of construction?

2000's

Details: Construction date given by the client. We have not visited site so cannot comment authoritatively.

9. What is the approximate date of construction - additional detail.

Other.

10. What is the height of the building[s] in storeys including ground level?

1 Storey.

11. What is the height of the building[s] in storeys including ground level - additional detail.

No further detail required.

12. How many basement levels are there in the building?

0

13. How many basement levels are there in the building - additional detail.

Other.

Details: As we have not attended site we cannot comment authoritatively.

Desktop Reinstatement Cost Assessment

14. What is the floor area in square metres?

105

15. What is the floor area in square metres - additional detail.

Other

Details: This figure is the approximate gross internal floor area. We have estimated dimensions as well as possible given we have not attended site. However, we feel that the figure provided is a reasonable representation of the overall floor area of the property.

16. What is the estimated build rate per square metre?

£1,535.00

17. What is the estimated build rate per square metre - additional detail.

We have used a BCIS average cost rate, which has been factored to allow for demolition and professional fees.

18. What is the Building Cost Information Service (BCIS) regional variation?

102

19. What is the Building Cost Information Service (BCIS) regional variation - additional detail.

The BCIS regional variation shown has been used in our calculations, the benchmark index being 100.

20. Has VAT been added to the reinstatement cost?

No

21. Has VAT been added to the reinstatement cost - additional detail.

Not applicable.

22. Where VAT has been added, what percentage of VAT has been applied?

0.00%

23. What is the estimated reinstatement period for the property (months)?

24

24. What is the estimated reinstatement cost of the property?

£193,410.00

25. What is the estimated reinstatement cost including additions, such as, outbuildings, car parks and other peripheral features?

£193,410.00

26. What is the estimated reinstatement cost including additions, such as, outbuildings, car parks and other peripheral features - additional detail.

Not applicable.

Details: As we have not attended site, we are unable to establish with any degree of certainty what peripheral figures form part of the property.

Existing Insurance Details

27. What is the existing declared value?

£135,000.00

28. What is the existing declared value - additional detail.

This is the existing declared value as provided by the client.

29. What is the difference between this reinstatement cost and the existing declared value (+/-)?

£58,410.00

30. What is the reinstatement cost as a percentage of the existing declared value?

143.00%

Construction Details

31. Is the property built using traditional methods of construction?

Yes.

Details: As we have not attended site we cannot comment authoritatively.

32. What is the general construction of the walls?

Masonry.

Details: As we have not attended site we cannot comment authoritatively.

33. What is the general construction of the floors?

Presumed concrete.

Details: As we have not attended site we cannot comment authoritatively.

34. What is the general construction of the roof?

Pitched.

Details: As we have not attended site we cannot comment authoritatively.

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This Reinstatement Cost Assessment has been undertaken by or under the supervision of a member of the Royal Institution of Chartered Surveyors.

Stephen Brimfield BSc.(Est.Man.) FRICS
Director
For Cardinus Risk Management Limited

19th December – Police report

I'm really sorry that the frequency of these updates has died off, as you will likely appreciate it is currently a very difficult period with competing demands.

My intention in the new year is to try and work with our media team to have a monthly update published for all of West Lindsey covering the activities of the team with some of the results that have been obtained.

In my last email I was in the fortune position to welcome new members to the team with me expressing a degree of optimism for the future of neighbourhood policing within West Lindsey, unfortunately things have taken a drastic turn for the force regarding our staffing levels which will have a negative impact on the neighbourhood policing teams within the force.

The below is the message was published on the Lincolnshire Police website ([Officers redistributed to safety-critical areas | Lincolnshire Police](#)):

Extra officers are to be moved into areas to address immediate threat, risk, and harm.

Senior leaders in Lincolnshire Police have taken the decision to move officers to make sure the Force continues to deliver a safe and effective service.

Police officers are to be moved from areas around the organisation into Response, the Criminal Investigation Department (CID) and the Protecting Vulnerable Persons (PVP) team to make sure Lincolnshire Police deals with incidents that pose the most immediate threat, risk, and harm to the public.

Deputy Chief Constable Chris Davison said: “We have identified three key areas that we need to reinforce with our existing resources to make sure they continue to keep people in the county safe. We are recruiting for police officers but there is of course a time gap while they undergo training to be able to be completely deployable, so we know we will soon experience a real gap in the service we’re able to offer if we don’t make some changes now. Our Response officers are the ones who are deployed at a moment’s notice to people urgently in need, CID is the team that investigates serious and complex crimes such as robbery, violent crimes, sexual assault, and fraud, while PVP deals with crimes that effect some of the most vulnerable people in our communities. These are scenarios that can have immediate and long-lasting harm if they are not properly dealt with and which the public rightly expects us to address in an effective and timely way.

“We of course only have finite resources, so we are looking at moving a total of around 50 officers out of some areas – we plan to do this for six months and review, then make any necessary changes. We have identified pockets in Neighbourhood Policing, the Tactical Support Team (TST), Roads Policing Unit (RPU), Rural Crime Action Team (RCAT), and Crime, and have focussed on these areas as we know we have a small amount of flex in these teams right now. It of course doesn’t mean that we disable

these functions, simply that officers will be contributing into these areas of business in a different way if they are redeployed.

“Our communities will continue to see Lincolnshire Police responding to crimes in a timely and effective way and making sure we prioritise those most in need of our help.”

Due to the above the two high harm officers operating from Gainsborough will be redeployed to response, this is a decision the force have not taken lightly as the two officers over the period of time they was operating achieved around 150 charges on nominals resulting in prison sentences and orders such as Criminal Behaviour Orders (CBOs) and civil injunctions getting put in place to reduce the offending and harm these individuals were causing.

It has also being identified that one of the current Community Beat Managers will be redeployed this will reduce the Neighbourhood policing team from 6 PCs, one of which is currently on maternity down to a team of 5. This will result in the team largely operating with a team of 4 PCs for the foreseeable future. The force has indicated they are still intending to go ahead with the PCSO recruitment and I’m optimistic this will bolster our PCSO resilience in West Lindsey from 4 PCSOs to 7 PCSOs.

As always I will provide updates as best as I can and we will strive within West Lindsey to provide the highest levels of service to which the community has become accustom to.

I have no specific incidents to raise within this email and would ask that you encourage members of the public to complete the priority survey which is attached to this email.

CrimeTreeGroup	Last Month	Last Month Prev Year	Guideline Year (Jan 19 - Dec 19)	Guideline to Current Rolling 12 Month Volume % Change	Guideline to Current Rolling 12 Month Volume Change	Rolling 12 Month Period	Rolling 12 Month Period Last Year	Rolling 12 Month Volume Change	Rolling 12 Month Volume %
All Other Crime	2	8		Infinity	56	56	35	21	60.0
Arson & Criminal Damage	4	8	788	-93.7%	-738	50	62	-12	-19.4
Burglary	1	642		-98.6%	-633	9	20	-11	-55.0
Crimes Against Society	1	130		-88.5%	-115	15	16	-1	-6.3
Drug Offences		113		-93.8%	-106	7	2	5	250.0
Possessions of Weapons		45		-100.0%	-45		1	-1	-100.0
Public Order	2	386		-92.5%	-357	29	35	-6	-17.1
Robbery		25		-96.0%	-24	1		1	Infinity
Sexual Offences	1	301		-89.0%	-268	33	20	13	65.0
Theft Offences	5	3	1058	-95.0%	-1005	53	43	10	23.3
WATP	10	18	2149	-91.9%	-1976	173	224	-51	-22.8
Vehicle Offences	2	3	331	-91.5%	-303	28	24	4	16.7
Total	23	45	5968	-92.4%	-5514	454	482	-28	-5.8

Report of District Councillor Owen Bierley to Caistor Town Council,

8th January 2026

(Prepared Tuesday, 30th December)

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>

The District Council recently launched a Cultural Activity Survey to help map the existing infrastructure and 'offer' in West Lindsey. This 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. Here this link to share your insight and thoughts: <https://online1.surveymonkey.com/r/yjlf5r>

As a consequence of changes introduced as part of the Elections Act 2022, holders of postal votes for which the application was made on or before 30th January 2024 are now required to reapply by 31st January 2026. Registrations will in future only be valid for three years. Here is a link to further information and to an on-line application form: <https://www.gov.uk/apply-postal-vote>

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 popular and highly 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 many locally. This opportunity is offered completely without charge. For more details (or to sign up) please visit: <https://www.west-lindsey.gov.uk/communities-safety/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.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN
01469 560865 owen@bierley.com

I'm absolutely delighted that Good Causes registered with the West Lindsey Lottery (including no fewer than six actively in and around 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 supporters have the chance to win a £1,000.00 Aldi gift card in the next Super Draw on Saturday, 31st January; or to accept cash instead! Alongside this 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> Each ticket has a 1 in 50 chance of a prize and every pound raised generates a further 20p for the Community Fund!

Following receipt of various visions for the future local government in Greater Lincolnshire the Minister has written to each Council setting out further details of the process being followed and the timeline for the next consultation. That is expected to begin in early February and to run for seven weeks. On current timelines it is expected elections to the new shadow authorities will take place in May 2027, with them then becoming operational on vesting day, 1st April 2028. These changes represent the largest reform of local government since 1974, whilst also appearing to be diametrically opposed not only to the principle of the devolution of power but also, here in Lincolnshire, to the progress recently made towards the 'reunification' of our historic county.

Environment

Householders are warmly invited to subscribe to the Council's highly regarded green bin service for the 2026 gardening season. This again offers eighteen fortnightly collections (commencing in our area on Monday, 23rd March) at a cost of £48.00 per bin on a cost recovery basis. Material collected in Caistor (and on our side of the district) is processed in Riby and then used locally as a soil improver, exemplifying the concept and implementation of the 'circular economy'. Here is the link: <https://www.west-lindsey.gov.uk/bins-waste-recycling/garden-waste-collection-service>

The Environment Act 2021 mandated the introduction of separate weekly food waste collections for 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 either February or March in preparation for the start of the service. 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 activities and as they are emptied on the usual collection date, they can be placed on top of a bin. Food waste is processed at Hemswell Cliff where it is used to generate electricity, produce gas, and yield other resources such as a nutrient rich biofertiliser. NB. Caistor's inaugural food waste collection date has been confirmed as Monday, 30th March!

Planning

The Central Lincolnshire Joint Strategic Planning Committee is presently working on a review of the Central Lincolnshire Local Plan, primarily in response to changes in national policies and housing requirements but also to ensure that residents continue to benefit from properly planned development. A key part of the process is to review site allocations through a 'call for sites' a public consultation that asks landowners, developers, agents, other organisations and members of the public to submit sites they wish to have considered. These can be for housing, employment, new settlements and more. Although this consultation will close on Wednesday, 18th February, sites can continue to be put forward at any other time. For further details and more information please visit the website using this link: <https://central-lincs.hub.arcgis.com/pages/call-for-sites>

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

 01469 560865 owen@bierley.com

Our Ref: TF/505 FAO Tina Featherstone

Tel: 01522 782070

Date: 16 December 2025

Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: CAISTOR, CORNHILL – PROPOSED WAITING RESTRICTIONS

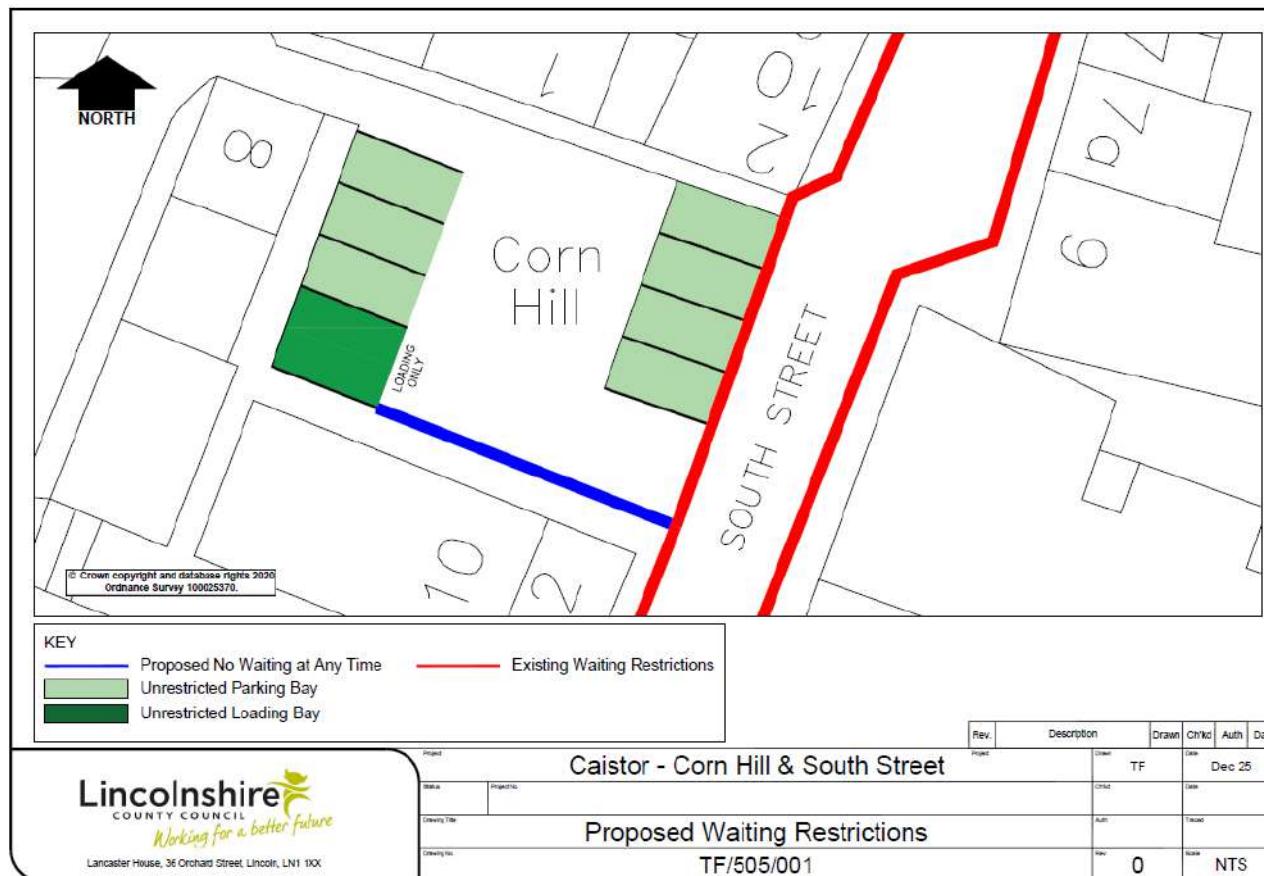
Lincolnshire County Council recently agreed to adopt Cornhill and in conjunction with the Town Council, resurfacing is due to take place in the New Year.

The proposal maintains the current arrangements and to allow parking to continue as before, a Traffic Regulation Order must be processed to enable the formalisation and enforcement of the restrictions.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by 30 January 2026, I will assume that you have no objections to the proposal.

Yours Faithfully

Programme Leader Highway Maintenance - Traffic Regulation Team



NB – If there are any objections it is possible that the resurfacing dates will be delayed.

Proposed notices for Cornhill Closure for Resurfacing

1. Social Media Notice

🚧 Cornhill Resurfacing – Thursday 19th or Friday 20th February 2026 (LCC will confirm) 🚧

Lincolnshire County Council will be **resurfacing Cornhill** as part of its formal adoption. The works will take place on **Thursday 19th or Friday 20th 2026** during **school holidays** to minimise disruption.

📍 **Closure Details:**

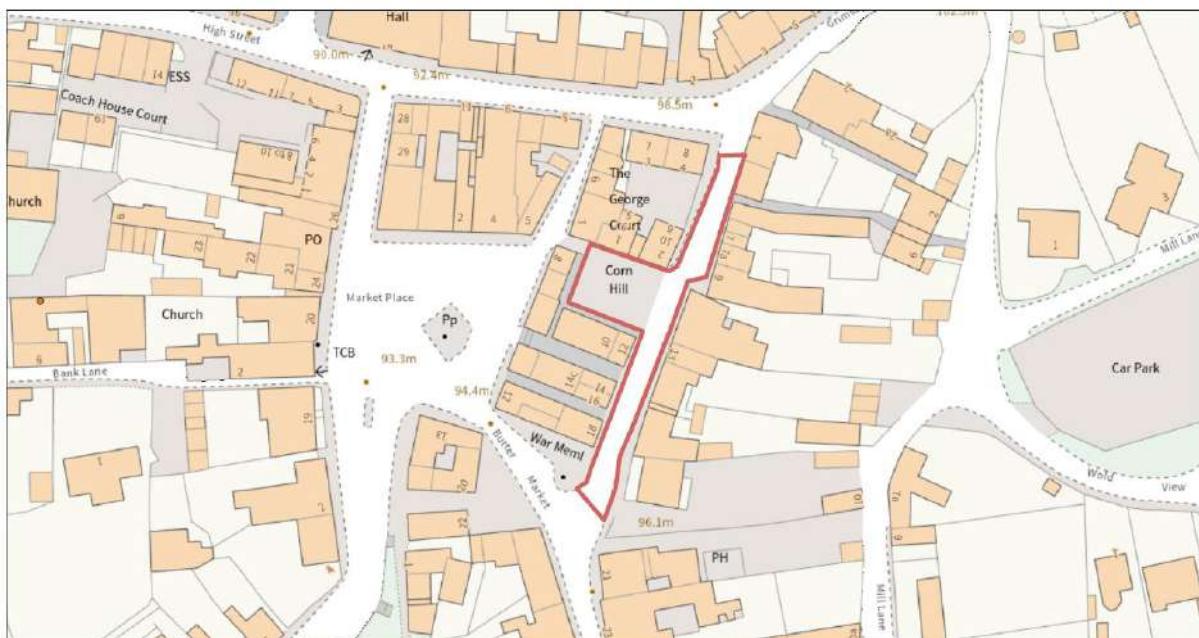
- South Street will be closed from High Street to Buttermarket
- Cornhill will be fully closed to vehicles
- **Vehicle access to George Court will be prohibited;** residents can access on foot only.

📌 **Important for residents:**

- All vehicles must be removed from the area **by 5pm Wednesday 18th or Thursday 19th February**
- Caistor Town Council will install **Heras fencing** across the Cornhill area to prevent further vehicle movement and access after **5pm on 18th February**.
- Residents of George Court will be permitted to use the Town Hall Car Park for the duration of the works.
- Advance letters and signage will be provided

Thank you for your cooperation as these improvements are carried out!

Area of works and closure



2. Website Notice (more detailed)

Cornhill Resurfacing and Adoption – Works Scheduled for 19 February 2026

Lincolnshire County Council will formally adopt **Cornhill** and as part of this process the area will undergo **resurfacing on Thursday 19 February 2026**. The works are scheduled during **school holidays** to minimise disruption.

Affected Area and Access

- **South Street will be closed from High Street to Buttermarket**
- **Cornhill will be fully closed to vehicles**
- **Vehicle access to George Court will be prohibited**; residents will only be able to access on foot.
- No vehicle access across Cornhill will be permitted during the works.
- Residents of George Court will be permitted to use the Town Hall Car Park for the duration of the works.

Preparatory Actions

- All vehicles must be removed from the affected area **by 5pm Wednesday 18 February 2026**.
- Caistor Town Council will install **Heras fencing** across the Cornhill area to prevent further vehicle movement and access after 5pm on **18th February**.
- Lincolnshire County Council will provide **advance letters** to residents and install **on-site signage**.

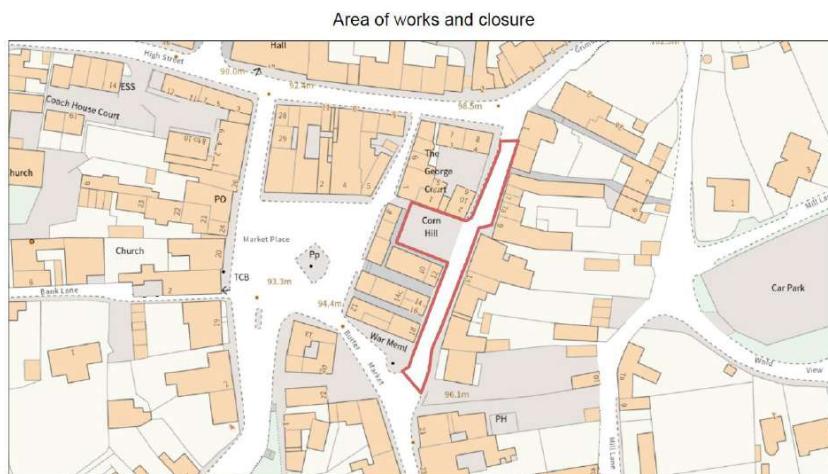
Resident Guidance

- Please ensure vehicles are moved ahead of the deadline.
- Follow all signage and instructions during the closure.
- Share this information with neighbours to avoid disruption.

We appreciate your cooperation as we carry out these important town centre improvements.

For questions, please contact **Caistor Town Council**.

Proposed notices for Cornhill Closure for Resurfacing



3. Poster / Flyer Text

🚧 CORNHILL RESURFACING – Thursday 19th FEBRUARY 2026 🚧

Lincolnshire County Council will be resurfacing **Cornhill** (including part of South Street) as part of its formal adoption.

Closure & Access:

- **South Street closed from High Street to Buttermarket**
- **Cornhill fully closed to vehicles**
- **No vehicle access across Cornhill**
- **Vehicle access to George Court restricted** – residents can walk only

Important for Residents:

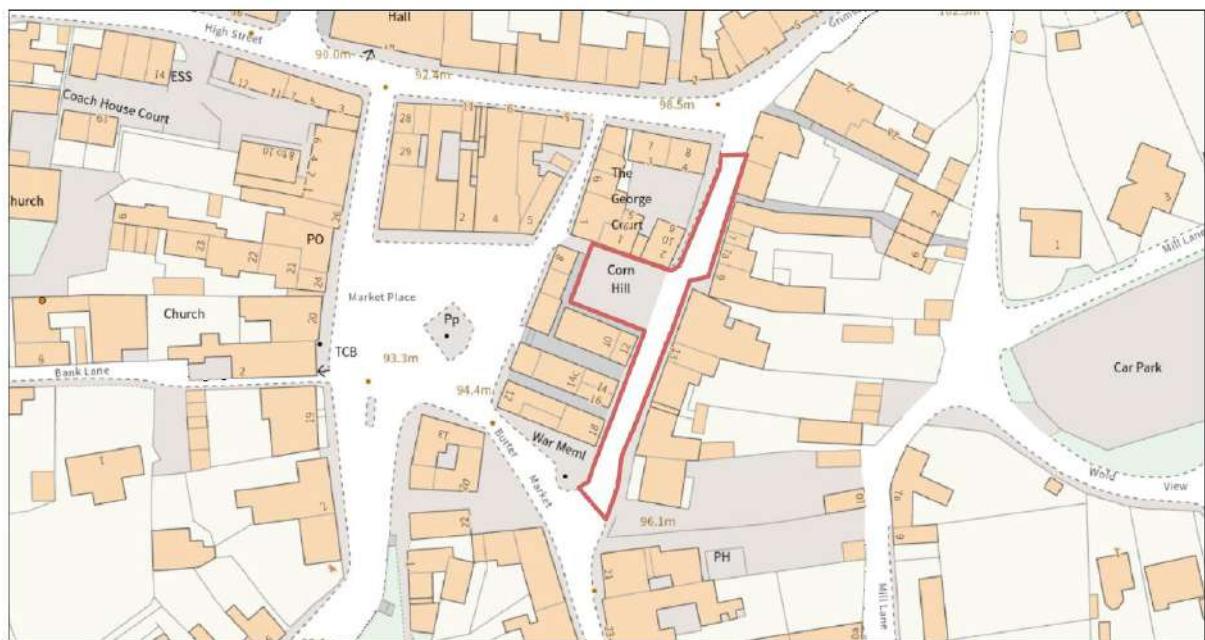
- All vehicles must be removed **by 5pm Wednesday 18 February**
- **Heras fencing** will be installed across the entrance to Cornhill to prevent further vehicular movement after **5pm on Wednesday 18th February**
- Advance letters and on-site signage will be provided by LCC

Thank you for your cooperation!

Caistor Town Council

Proposed notices for Cornhill Closure for Resurfacing

Area of works and closure



Lincolnshire Cares.

Lincolnshire Cares held there Christmas afternoon party on the 14th of December, we catered for approximately 65 members unfortunately quite a few were poorly and couldn't attend.

Our members were entertained by the Miss Fits and Helen Flunder, both local to Caistor and an enjoyable afternoon was had by all.

The catering was also done locally by Kate Jacob and Brigit Turner.

We had a mail drop in the area to show what Lincolnshire Cares is all about, out of that information we have 4 New members and 3 volunteers.

Lincolnshire Cares was selected as a community champions for the Co Op this time round which does help us to carry out the coffee mornings etc.

Lincolnshire Cares has its 10 years anniversary this year, we carry on the good work started by our founder the late Chris Robey



Town Hall
14 High Street
Caistor
LN7 6TX

**Minutes of the Personnel and Finance Committee held at 7:00pm
at the Arts & Heritage Centre on 16th December 2025**

Present: Cllr L. Milner (Chair), Cllr A. Clark (organized substitute for Cllr J.Cox).

In Attendance: Michelle Moss,

Members of public present: 0

Apologies received from: Cllr J Bowman.

The meeting was convened at 7.00pm. It was noted that the Personnel & Finance Committee was inquorate and therefore unable to conduct business. The meeting was adjourned at 7.35 pm.

Date of next Personnel and Finance Committee meeting – 28th April 2025

Signature:

Page



Minutes of the Personnel and Finance Committee held at 7:00pm
at the Arts & Heritage Centre on 28 October 2025

support is limited and has no data storage/recall. Subscribing to an AI platform would mean data could be stored, policy discrepancies would be minimised, creation of new policies/reports/documents would be streamlined. Two background reports had been circulated prior to the meeting. The first report summarised the general benefits of using AI for council work, the options, pro's cons and costs involved with solutions like ChatGPT plus, Gemini advanced, and a bespoke solution such as Cloudy IT's Gov assist; the second report was a comparison between chat GPT plus and gemini advanced; the report recommended purchasing an open AI solution initially, trial for 6 months and then review to decide whether to continue, stop using or to progress to a bespoke local council solution. It was noted that the trial use of AI support would replace recruitment of a Deputy Clerk resulting in significant cost savings for the council.

RESOLVED to proceed with a trial use of ChatGPT plus at a cost of approx £20 per month and review in 6 months.

All in favour

1. To resolve to move into closed session due to the confidential nature of the next agenda item - Ref: 4482

RESOLVED to move into closed sessions for the remainder of the meeting.

All in favour

2. Review Vexatious complainant list and agree any next steps - Ref: 4483

The vexatious complainant list was reviewed. RESOLVED to make no changes and review again in 6 months.

All in favour

3. To receive the clerks holiday and time sheet - Ref: 4484

Both documents had been circulated prior to the meeting and the information noted.

Meeting closed at 8:15pm

Signature:

Page

Agenda Item: Historic Burials Working Group – North Kelsey Road Cemetery

The Council is asked to appoint a small group of 3–5 councillors to form a Historic Burials Working Group. The group's role will be to:

- Advise the Town Clerk on requests from residents to use reserved plots, ensuring actions are lawful and respectful.
- Develop protocols for assessing and managing reserved plot requests and other historic burial issues.
- Review any legal advice received and provide guidance to Full Council.
- Advise on communication with residents, families, and funeral directors.

The Working Group will provide guidance and recommendations; final decisions will remain with the Town Clerk or Full Council. The group will operate temporarily until a long-term cemetery policy is established.

Historic Burials Working Group – Draft Terms of Reference

Purpose:

To provide guidance to the Town Clerk and Full Council on issues arising from historic, unmarked, or uncertain burials at North Kelsey Road Cemetery, including the management of reserved plots and review of legal advice.

Key Responsibilities:

1. Reserved Plots Guidance:
 - Advise the Town Clerk on requests from residents to use reserved plots following a death.
 - Recommend lawful, respectful, and consistent actions.
2. Protocol Development:
 - Establish clear protocols for assessing and responding to reserved plot requests.
 - Ensure protocols comply with relevant legislation (Burial Act 1857, Local Authorities' Cemeteries Order 1977) and any legal advice received.
3. Legal Advice Input:
 - Review and provide recommendations to Full Council on legal opinions received regarding cemetery management, historic burials, or reserved plots.
4. Communication Guidance:
 - Advise on communication with residents, families, and funeral directors regarding historic burial issues and reserved plots.
5. Reporting:
 - Provide recommendations and protocols to Full Council.
 - Maintain transparency while ensuring final decisions remain with the Town Clerk or Full Council.

Membership:

- 3–5 councillors, including Chair and Vice-Chair (or as agreed by Full Council).

Duration:

- Temporary, until legal advice is received and a long-term cemetery policy is adopted.

Decision-Making:

- The Working Group provides guidance and recommendations; final decisions rest with the Town Clerk under delegated authority or Full Council.



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.

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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



Caistor Town Council

SCHEME OF DELEGATION POLICY

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Sub-committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

1 Responsible Financial Officer Duties & Powers

- 1.1 The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
- 1.2 The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
- 1.3 The Responsible Financial Officer will have the power to release any financial related report or document to the Council or its committees in discharge of the Responsible Financial Officer responsibilities

2 Proper Officer Duties & Powers

- 2.1 The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer and as such is specifically authorised to:
 - a) Receive declarations of acceptance of office;
 - b) To retain a copy of members declarations of interests and receive and record notices disclosing interests at meetings;
 - c) Receive and retain plans and documents;
 - d) Sign notices, agreements, licences or other documents on behalf of the Council;
 - e) Receive copies of By-laws made by another local authority;
 - f) Certify copies of By-laws made by the Council;
 - g) Sign and issue summonses to attend meetings of the Council;
 - h) Keep proper records for all Council Meeting;
 - i) Notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- a) The day to day administration of services, together with routine inspection and control.
- b) Day to day supervision, recruitment and control of all staff employed by the Council, save where the Grievance & Discipline Procedures take precedence.
- c) Authorisation of routine expenditure within the agreed budgets.
- d) Emergency or necessary expenditure up to £500 outside of the agreed budget.
- e) Where, and only where Council cannot make a valid comment within the time frame, and in consultation with councillors, **respond to planning applications, as directed by the council.** ~~the consideration, for consultation purposes, of minor planning applications in consultation with 2 Councillors, (one of whom shall be the Chair or Vice Chair)~~
- f) Dealing with all press and public relations on behalf of the Council as per the adopted Media Policy
- g) Power to act on own initiative to implement the Council's policies and objectives.

2.3 Council Assets & Emergency Expenditure

- a) In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, in accordance with the approved scheme of delegation and shall report to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- b) In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
- c) Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the council or committee.
- d) Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
- e) Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
- f) The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets)

2.4 Training for Officers & Members

- a) The Town Clerk has the power to identify own training needs and in consultation with **members of the Personnel and Finance Committee, the Chair of Health, Safety and Wellbeing** to agree these.
- b) The Town Clerk is authorised to book training courses for themselves and council staff within the budget approved parameters or as directed by the **Personnel and Finance Health, Safety and Wellbeing Committee**.
- c) The Town Clerk is authorised to book training courses for members of the Council in accordance with the members training policy.

2.5 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3 Council

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- a) Setting the Budget & Precept;
- b) Borrowing money;
- c) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- d) Making, amending or revoking By-laws;
- e) Making of Orders under any Statutory powers;
- f) Matters of principle or policy.
- g) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excluding approved Conferences or meetings);
- h) Authorising the incurring of expenditure not provided within the approved budget;
- i) Any proposed new capital undertaking;
- j) Prosecution or defence in a court of law;
- k) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.
- l) Creation of Committees and membership therein;
- ~~m) Consideration of eligibility to use the Power of Well Being;~~
- n) Confirming the appointment of the Town Clerk
- o) To adopt the schedule of meetings for the ensuing year.
- p) Declaring the eligibility of the General Power of Competence (to be confirmed by a resolution subject to satisfactory criteria met)
- q) Adopting and revising the council's code of conduct.
- r) Addressing any recommendations in any report from the internal or external auditors A
- s) Appointment or nominating Council representatives to outside bodies
- t) Agreement to take on any new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant committee.
- u) To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- v) To determine any matters referred to it by a Committee in accordance with Standing Orders.
- w) To determine matters which do not fall within the remit of any Committee

- 3.2 Sections 102 & 103 Local Government Act 1972 allows for the discharge of the Council's functions by a Committee, a Sub-Committee or an Officer of the Authority.
- 3.3 Committees and Sub Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation where applicable and may only be exercised where sufficient budgetary provision exists or can be varied from which the approved budget of the Committee. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.
- 3.4 Committees, unless the Council otherwise directs, may arrange to devolve any of its functions to one or more Sub-Committees or to Officers of the Council
- 3.5 Committees shall appoint a Chairman and **may appoint a** Vice-Chairman at their first meeting following the Annual Meeting of Council.

3.6 Committees shall meet within the timetable approved by the Council at its Annual Meeting.

3.7 The Minutes of the Committee Meetings shall be presented to the next meeting of Council for adoption.

3.8 In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

3.9 The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

3.10 Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under s1 Public Bodies (Admission to Meetings) Act 1960 only when the following confidential matters are to be discussed:

- a) Engagement, terms of service, conduct and dismissal of employees;
- b) Terms of tenders, proposals and counter-proposals in negotiation for contracts;
- c) Preparation for cases in legal proceedings; and
- d) Early stages of any dispute.

3.11 All members of the Council shall receive agendas and supporting papers of Council and all Committees by e-mail except where it is not appropriate. (*With the exception of Personnel, where only the members shall receive correspondence and pink papers will be handed out in person only and returned back to the Clerk*). Members not on a committee will be treated as if they were members of the public in meetings, but may remain through closed sessions at the Chair's discretion **except for matters of personnel**.

4 Urgent Matters

4.1 In the event of any matter arising **which requires an urgent decision** notwithstanding delegated powers granted by paragraph 2.2 above the Town Clerk shall forthwith consult with the Chairman (and/or Vice-Chairman) of the council or appropriate Committee (*if the matter involves expenditure not provided for in the annual budget*) and those Members so consulted together with the Town Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

4.2 Before exercising the delegated powers granted by paragraph 3.3 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

4.3 Before exercising the delegated powers granted by paragraph 3.3 above, the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair that a Special Meeting of the Council should be called.

4.4 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.

4.5 The Committee may refer specific matters to the Council for a final decision if it so wishes.

5 Committees

5.1 Committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Committee is formed by means of a Terms of Reference Policy adopted by Council.

6 Working Groups / Parties

6.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

Fibre Broadband Update

From: Sent: 16 December 2025 11:17
To: clerk@caistortowncouncil.gov.uk
Subject: Installation of Cabinet on Brigg Road LN7 6RX

Good morning Michelle,

My name is Mark, and I am the Stakeholder Engagement Manager for Quickline.

We are currently rolling out a full-fibre broadband network as part of BDUK and the UK Government's Project Gigabit programme.

As part of the work to bring fibre to your area, we are required to install a cabinet on Brigg Road, Caistor LN7 6RX (opposite No.14). This installation position has been approved by local authority; however, we value close collaboration with the communities we work in, so I wanted to ensure that yourselves at the Parish Council are aware of the planned works.

I have attached a drawing showing the proposed cabinet and its exact location. If you have any questions or concerns, please feel free to let me know, and we will be happy to work together to address them.

Kind regards,

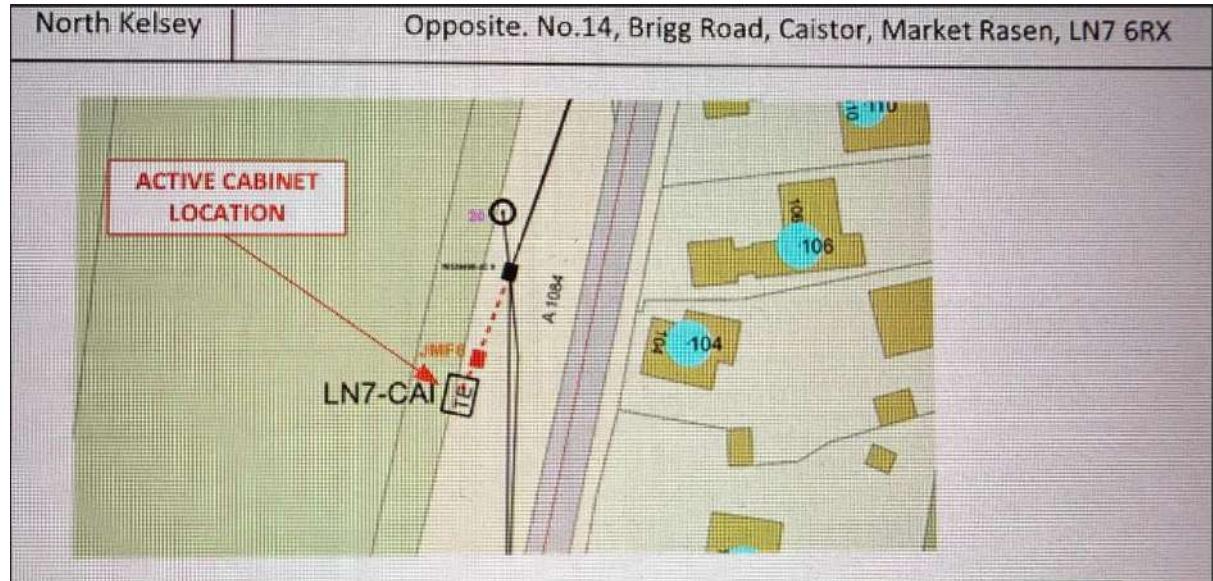
Mark Furnass

Stakeholder Engagement Manager

QUICKLINE

 quickline.co.uk

 The Mill House, Albion Mills, Albion Lane, Willerby, HU10 6DN







Public Tracking Report

Ownership of Cornhill	Ref: 24361	Created: 05/12/2023
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
Market Place bins project	Ref: 25533	Created: 23/07/2025
2025 - CCTV at the sports ground	Ref: 25686	Created: 09/10/2025
Planning enforcement report for the Vape Shop on Market Place	Ref: 25831	Created: 20/11/2025
Picnic benches for the parks 2025	Ref: 25888	Created: 27/11/2025

Complaint about Contractors parking in Market Place

From: >

Sent: 18 December 2025 21:31

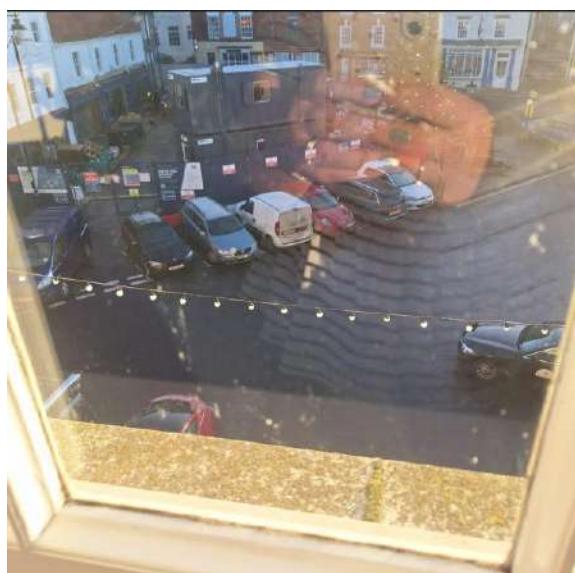
To: clerk@caistortowncouncil.gov.uk

Subject: Contractors parking caistor market place

Hi Michelle,

I have spoken with Jon Wright about the parking in Caistor Market place and he asked me to email yourself. no one can get parked as there is that many contractors parking all day every day, they have been coming in normal cars and it is not fair on the residents, My stepdad is on end of life and I have to go to the chemist quite regularly as I am his main carer and fed up off not being able to get parked as there is always the same cars parked where there is clear signs stating No contractors parking, I will enclosed photos of different days I have taken and its always the same cars and know it is them as they all have work gear on and go into the site. Businesses are suffering due to it.

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:	Application No.
23 October 2025	WL/2025/01121
	LCC Ref. No.
	PL/0088/25

Particulars and location of development:

To vary conditions 4 (Approved and Supplementary plans) and 48 (Landscaping/Planting) of planning permission number 141431 at West Moor 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. This permission (being granted under Section 73A of the Town and Country Planning Act 1990, as amended) has effect from the date of this decision notice as the development subject of planning permission 139819 has been implemented and therefore commenced.

Reason: To comply with Section 73A of The Town and Country Planning Act 1990 (as amended).

Date: 31 December 2025

*N McBride*County Offices, Newland,
Lincoln LN1 1YLHead 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.

2. That the extraction of minerals shall cease not later than 21 July 2021. All restoration operations to agriculture use and lake shall be completed no later than twelve months from the date upon which extraction operations cease.

Reason: To restrict the period of operations in the interests of amenity and to ensure the restoration of the site at the earliest opportunity in accordance with the details set out in the application.

3. That all plant and equipment hereby permitted shall be removed no later than 12 months from the date upon which extraction operations cease or such other timing as agreed with the Mineral Planning Authority.

Reason: The infrastructure by reason of its design and location is not considered suitable for permanent retention and to ensure the restoration of the site.

Approved and Supplementary Plans

4. The development hereby permitted shall be carried out in complete accordance with:
 - Landscape and Ecological Management Plan date stamped received 6 November 2025; and
 - Drawing No. HAR-LAN-00573-D-L-0001 Rev: P05 Site Plan date stamped received 27 October 2025.

Reason: To ensure that the development is carried out in accordance with the submitted details and to safeguard air traffic.

5. Slope stability should be maintained in accordance with the details previously approved by the Mineral Planning Authority pursuant to condition 5 of planning permission W18/0363/06 (as set out in the decision letter dated 31 July 2007).

Reason: To ensure safety at the site.

Display of Conditions

6. A copy of the terms of the planning permission including all documents and plans hereby permitted and any documents subsequently approved in accordance with this permission shall be on site during working hours, shall be displayed at the site office during the period the site office is permitted at the site, and shall be known to any person(s) given responsibility for the management and control of operations.

Reason: To ensure that all employees may readily make themselves aware of the requirements of this permission so as to ensure the orderly operation of the site.

Restriction of Permitted Development Rights

7. That notwithstanding the provisions of Part 17 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (or any Order amending, replacing

or re-enacting that Order) no fixed plant or machinery, buildings, structures and erections or private ways shall be erected, extended, installed or replaced at the site and no quarrying waste shall be deposited at the site, without the prior written approval of the Mineral Planning Authority.

Reason: In order to retain planning control over the operation.

Production Limits

8. The total amount of material leaving the site shall not exceed a level of 35,000 tonnes per annum over the duration of works on the site starting from the date of this decision notice.

Reason: In the interests of restrictive control over the proposed duration of the extraction process.

9. That from the date of this permission the operator shall maintain records of their monthly output and shall make them available to the Mineral Planning Authority at any time upon request. All records shall be kept for at least eighteen months.

Reason: In order that the Mineral Planning Authority can monitor the output of the site.

Hours of Working

10. That no plant or machinery shall be operated, nor shall any work be undertaken in connection with the stripping of soil, extraction of minerals, despatch or movement of mineral transporting vehicles, maintenance of plant, or subsequent restoration except between the following times:-

07:00 – 17:00 hours - Mondays to Fridays

07:00 – 12:00 hours - Saturdays

and no such work shall be carried out on Sundays, Public Holidays or Bank Holidays.

11. That no pumping necessary to dewater the workings shall be undertaken outside of the agreed hours.

Reasons: In the interests of the amenities of the area.

12. That a plan, at a scale of 1:2500 showing details of the progress of extraction and restoration operations, together with quantities of topsoil and subsoil in each soil heap on 1 October during each year of the life of the mineral site shall be submitted to the Mineral Planning Authority by 1 November of that same year.

Reason: To ensure the orderly development of the site and to ensure the protection of all soils for restoration purposes.

Existing Wheel Cleaner/Washer

13. All (heavy) goods vehicles leaving the site shall pass through and use the existing wheel cleaner/washing equipment.

Specified Access

14. The sole means of access to and egress from the site shall be via the existing access roadway from North Kelsey Road.
15. At all times during the duration of the development hereby permitted, the tarmac entrance to the quarry access roadway shall be kept clean of mud.

Reasons: In the interests of road safety.

Records of Vehicle Movements

16. That from the date of this permission the operator shall maintain records of the daily number of (heavy) goods vehicle movements to and from the site and shall make them available to the Mineral Planning Authority at any time on request. All records shall be kept for at least six months.

Reason: In the interests of road safety/amenity.

Soil Stripping and Working Programme

17. All soil stripping, movement and storage shall be carried out in accordance with the scheme previously approved by the Mineral Planning Authority pursuant to condition 19 of planning permission W18/0363/06 (as set out in decision letter dated 3 July 2007).
18. All soil bunds constructed in accordance with the details previously approved by the Mineral Planning Authority pursuant to condition 20 of planning permission W18/0363/06 (as set out in the decision letter dated 3 July 2007) shall be maintained in a neat and tidy (weed free) condition prior to the soils contained therein being used as part of the approved restoration scheme.
19. The stripping and handling of topsoil and subsoil shall only take place in fine, dry weather and when the soil is in a dry and friable condition. Dump trucks and back actors only shall be used to strip soils. Vehicles transporting soils shall only travel along defined routes already stripped of topsoil and subsoil.
20. Topsoil shall not be stored to a height greater than 3m and subsoil shall not be stored to a height greater than 5m. Overburden shall not be stored to a height greater than 5m.
21. That soil-making materials, including peat, located during stripping or excavation operations shall be recovered and stored separately for use during the restoration operation.
22. That all topsoil, subsoil, overburden and soil making material shall be retained on site and none shall be sold off or removed.

23. That no topsoil or subsoil shall be stored in the base of or within the excavation. No soils shall be used to form any internal bund walls within the excavations.
24. That except for the excavators and dump trucks engaged in soil stripping operations the movement of all plant, machinery and vehicles shall be so controlled so as to ensure that no such plant, machinery and vehicles traverse land prior to the stripping of topsoil and subsoil.

Reasons: In order to protect soils and ensure the satisfactory restoration of the land.

Water Protection and Pollution

25. That any oil, fuel, lubricant and other potential pollutants shall be handled on the site in such a manner as to prevent pollution of any watercourse, aquifer or soil. For any liquid other than water, this shall include in suitable tanks and containers which shall be housed in an area surrounded by bund walls of sufficient height and construction so as to contain 110% of the total contents of all containers and associated pipework. The floor and walls of the bunded areas shall be impervious to both water and oil. The pipes shall vent downwards into the bund.
26. The dewatering activities shall be carried out in accordance with the details previously approved by the Mineral Planning Authority pursuant to condition 29 of planning permission W18/0363/06 (as set out in the decision notice dated 1 May 2007). The record of any pumping activities, including pump rate and number of hours pumped shall be retained for the duration of the development.
27. That no solid matter, sand or gravel or excess amounts of suspended matter, oil, grease or any other offensive or injurious matter shall pass into any watercourse from any of the activities or operations hereby approved.
28. That no watercourses shall be incorporated into the workings and no direct connection shall be made between the workings and any watercourse.

Reasons: To protect groundwater levels and quality and to prevent the pollution of the water environment and to ensure satisfactory restoration of the site.

Dust and Air Pollution

29. That the dust suppression measures detailed within the submitted report Reference R05.3926/D/01/LD shall be implemented.
30. That the best practicable means shall be employed to minimise the emission of dust from the site: in particular a water bowser shall be available on site at all times during dry weather so that all haul roads can be watered to lay dust when necessary.
31. That all loaded lorries leaving the North Kelsey Road Quarry Processing Site shall be sheeted.
32. That no waste or other materials shall be burnt at the site.

Reasons: To protect the amenities of the locality from the effects of dust arising from the development.

Noise

33. That the noise levels arising from the development shall not exceed 55dB (L_{Aeq}) (1 hour) free field at any of the sensitive receptors identified in the Noise Impact Assessment (Report No: R05.3926/N/03/LD) between the hours of 07:00 and 17:00 on Mondays to Fridays and 07:00 and 12:00 on Saturdays, excluding Bank and Public Holidays.
34. That the noise levels arising from any pumping equipment shall not exceed 42dB (L_{Aeq}) (1 hour) freefield at any of the sensitive receptors identified in the Noise Impact Assessment (Report No: R05.3926/N/03/LD) at times outside the times specified in Report No: R05.3926/N/03/LD.
35. That notwithstanding conditions 33 and 34, the noise levels arising from temporary soil stripping operations shall not exceed 70dB (L_{Aeq}) (1 hour) free field at the specified noise sensitive properties. Temporary operations shall not exceed a total of eight weeks in any calendar year period. Temporary operations involve soil stripping, soil bund formation.
36. Noise monitoring shall be carried out in accordance with the 'Noise Monitoring Scheme' previously approved by the Mineral Planning Authority pursuant to condition 39 of planning permission W18/0363/06 (as set out in the decision letter dated 14 June 2009). Except for temporary operations (as defined in the approved scheme) the equivalent continuous noise level L_{Aeq} (1 hour) at the noise sensitive properties adjoining or close to the site and attributable to the operations subject to this permission shall not exceed the background noise level L₉₀ by more than 10dB(A) or an absolute limit of 55dB(A) L_{Aeq} (1 hour) free field excluding the temporary stripping operations covered by condition 35 above. The approved scheme shall be implemented in full for the duration of the development.
37. That the applicant/developer shall monitor noise levels during periods of working, when the weather is dry and the temperature is not less than 3°C and where wind speed does not exceed 5m/second average. Measurements shall be taken not less than (one hour each month) (or such alternative times as may be agreed by the Mineral Planning Authority).
38. That all vehicles, plant and machinery operated within the site shall be maintained in accordance with the manufacturer's specification at all times, and shall be fitted with and use effective silencers.
39. That all pumping machinery employed on the site shall be silenced and baffled.
40. That the use of reversing alarms on any mobile plant used on the site shall be restricted to modulated or silent types.
41. That no mobile plant used on the site in connection with the development shall operate except with vehicle reversing alarms of the directional type adjusted to a maximum of 5dB(A) above ambient noise level.

42. That no sound reproduction or amplification equipment (including public address systems, loudspeakers etc.) which is audible at the site boundary shall be installed or operated on the site without the prior written approval of the Mineral Planning Authority.

Reasons: To protect the amenities of local residents and to enable the effects of the development to be adequately monitored during the course of the operations.

Lighting

43. That outside the approved hours of working, floodlighting shall be restricted to site security lights activated by intruder sensors.
44. No external lighting shall be installed without the written approval of the Mineral Planning Authority.

Reason: In the interests of amenity.

Storage of Redundant Plant

45. That all redundant plant, machinery, vehicles or scrap shall be removed from the site.

Reason: The infrastructure by reason of its design and location is not considered suitable for retention and to ensure the restoration of the site.

Archaeology

46. An enhanced archaeological watching brief submitted under condition 49 of planning permission W18/0363/06 was approved and implemented and a copy of the final report submitted to the Mineral Planning Authority, the County Archaeologist confirmed that the report was acceptable and the condition discharged as set out in the decision letter dated 13 July 2009.

Reason: To ensure that all archaeology is safeguarded or recorded.

Landscaping/Planting

47. Existing trees, shrubs and hedgerows within the site which are to be retained and shall not be damaged, destroyed, uprooted, felled, lopped, topped or removed in areas outside of the current or succeeding phase of mineral working without the prior written approval of the Mineral Planning Authority.

Any such vegetation removed without approval, dying, being severely damaged or becoming seriously diseased as a result of operations permitted by the permission shall be replaced with trees or shrubs of such size and species as may be agreed with the Mineral Planning Authority in the planting season immediately following any such occurrences.

48. That the planting scheme shall be carried out in accordance with the approved restoration scheme Landscape and Ecological Management Plan date stamped received 6 November 2025.

- 49. That trees and shrubs permitted to be felled shall not be during the birdnesting season between 1 March and 31 August unless otherwise agreed by the Mineral Planning Authority. On areas previously covered by trees, stumps and roots shall be pulled out prior to the stripping of topsoil and subsoil.
- 50. That trees, shrubs and hedges planted in accordance with the approved scheme shall be maintained for a period of five years following their planting and any plants which die within that period, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless otherwise agreed in writing with the Mineral Planning Authority.
- 51. That all planting work shall be carried out in accordance with the recommendations of British Standards BS4428, 1989: "Recommendations for General Landscape Operations".
- 52. That all tree and shrub planting in each phase shall be undertaken in the first planting season following the restoration of each phase of the site.
- 53. That all trees retained and advanced planting trees in the quarrying area shall be protected by fencing in accordance with the relevant British Standard.

Reasons: In the interests of amenity and wildlife conservation and to secure the restoration of the site.

Restoration

- 54. That soil placement and restoration shall only take place in fine, dry weather and when the soil and ground are in a dry and friable condition.
- 55. That no material shall be imported under the terms of this planning permission.
- 56. That shovel and dump truck operations shall be employed to transport soil materials. Vehicles transporting soils shall only travel along defined routes on the clay cap/inert waste/extracted surface. The spreading of soils shall be carried out by a 360° tracklaying excavator which shall not travel on the soils being replaced.

Reasons: To protect soils and to ensure the satisfactory restoration of the site.

Aftercare

- 57. That before 31 August of every year during the aftercare period, a report shall be submitted to the Mineral Planning Authority recording the operations carried out on the land during the previous 12 months and setting out the intended operations for the next 12 months.
- 58. That every year during the aftercare period the developer shall arrange a site meeting to be held before 30 November to discuss the detailed annual aftercare programme/annual report prepared in accordance with condition 59.

59. That the aftercare of the site shall be carried out for a period of five years following the completion of restoration operations in each phase or the approval of the aftercare scheme whichever is the later date in accordance with the approved aftercare scheme or as may be subsequently amended with the prior approval in writing to the Mineral Planning Authority.

Reasons: To ensure the satisfactory aftercare of the site.

60. That if on the application of any person with an interest in land in respect of which an aftercare condition has been imposed, the Mineral Planning Authority is satisfied that the condition has been complied with they shall issue a certificate to that effect (Schedule 5 of Town and Country Planning Act 1990).

Reason: To ensure proper administration of the planning function.

Groundwater protection

61. That no soakaways shall be permitted.

Reason: To protect water resources.

Informative

Attention is drawn to:

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 development of land in England is deemed to have been granted subject to the condition (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 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.

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 2006); 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 permissions, 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 habitat the conditions do not change the effect of the development on the biodiversity of that onsite habitat (including any arrangements made to compensate for any such effect) as specified in the earlier Biodiversity Gain Plan.

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>
3. The form should be emailed to Lincolnshire County Council at dev_planningenquiries@lincolnshire.gov.uk and the Planning Inspectorate at inquiryappeals@planninginspectorate.gov.uk
4. 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.
5. 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.