



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



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