



Public Meeting Pack

9th April 2026



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 9 April 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
30/03/2026

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 12th March 2026
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31st March 2026
 - b) To approve the Schedule of Payments
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
 - d) Community Groups
 - 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 (next meeting 28th April)
 - b) Estates Committee (next meeting 23rd June)
 - c) Health and Safety Working Group (next meeting 9th June)
9. Clerks Report & Parish Matters
 - a) Review Tracking Report
 - b) To consider CS&SC CIC request to host food vans at the club
 - c) To consider whether to send any councillors on the Traffic Management Training being organised by Rob Turner



- d) To receive an update on CCTV at the sports ground and note the escalation procedure
 - e) To receive the draft Caistor Town Council Annual report
 - f) To consider the request for additional lights for repairs to the Christmas Tree Lights (Cllr Somerscales)
10. To consider the Co-option policy and application form
11. Correspondence Received
- a) To note the correspondence received in response to the council decision not to pay the unapproved invoice for the Caistor Goes Leaflets
12. Constructive use of clerks time by councillors (Cllr Cox)
13. To note any planning decisions
- a) Granted - Time limit conditions only - WL/2026/00142 | Replace existing open wire conductors with Aerial Bunched Conductor and install pole mounted transformer | LAND AT WHITEGATE HILL, CAISTOR
 - b) Granted as Non-material amendment - WL/2025/00573 granted 23 July 2025 - change to roofing material. LOCATION: MIDDLEGATE LODGE HORNCastle ROAD CAISTOR
14. To review the planning applications received and agree a response
- a) WL/2026/00242 | Application to convert of 2no. attached garage spaces into living spaces, replacement of rear timber boundary fence and removal of tree | 1 BANK LANE, CAISTOR
 - b) WL/2026/00264 | Notification under Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 - YT/YP30885 - Replace existing open wire conductors with Aerial Bunched Conductor | LAND AT WHITEGATE HILL, CAISTOR
15. Date of next meeting - 14th May 2026 (annual meeting of the town council)



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 12 March 2026**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,
Cllr L. Milner, Cllr A. Clark, Cllr H. Priestley, Cllr.N.Clark, Cllr.P.Laverack,
In Attendance: Michelle Moss, County Cllr J. Bean,
Members of public present: 2

- 1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4892**
Apologies received from Cllr Morris for professional reasons and from Cllr Bowman. Apologies received from District Cllrs Bierley and Lawrence.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 4893**
None.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4894**
None.
- 4. Chairmans Report - Ref: 4895**
Cllr Wright noted that he had attended a meeting with Paul Burkinshaw, the Chief Exec for WLDC. Some of the key points discussed included: the NHS centre - Mr Burkinshaw advised he would find out what is planned for it and let us know; the Mill Lane plot currently owned by ASIS - he offered to share his contact at ASIS so that we could liaise directly with them; we asked about potential funding for projects such as the town hall damp and the restoration of the old fire station - he noted there were small pots of funding, but probably not of the size needed for the restoration and damp works.
- 5. To approve the draft minutes of 12th February 2026 - Ref: 4896**
RESOLVED that the draft minutes of the meeting of 12th February are approved as a true record.
3 abstained
- 6. Finance - Ref: 4897**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 28th February 2026 - Ref: 4898**
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: 4899**
The schedule of payments had been circulated to councillors ahead of the meeting. RESOLVED to approve the schedule of payments totalling £8794.69
All in favour
 - c) To consider how to allocate the CIL income received in 25/26 - Ref: 4900**
It was suggested that the CIL funds be put towards a notice board for the cemetery, but agreed to defer any decision at this time.
 - d) To consider retrospectively approving the cost for printing the events leaflet and business directory (JB) - Ref: 4901**
The Council considered an invoice for the printing of a Caistor events leaflet which acknowledged Caistor Town Council as the sponsor of the printing. Members noted that the printing had been commissioned without prior approval of the Council and that no official order had been issued in accordance with the Council's Financial Regulations. It was noted that the matter had not been brought to Council for approval prior to the work being commissioned and that the invoice exceeded the remaining provision within the Community Events budget. Members further noted that the quotation previously circulated had been from a different company than the

Signature:



company issuing the invoice and that the invoice was for £100 more than the quote.

RESOLVED That as the expenditure had not been authorised by the Council and no official order had been issued, the Council would not accept liability for the invoice in the sum of £650 from Brayford Press.

It was further RESOLVED that the Clerk write to the supplier advising that the Council did not commission the work and that the individual who placed the order did not have authority to enter into a contract on behalf of the Council.

2 against

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4902

a) Lincolnshire Police - Ref: 4903

The report had been shared in the meeting pack and was noted.

b) West Lindsey District Council. - Ref: 4904

The report had been shared in the meeting pack and was noted.

c) Lincolnshire County Council - Ref: 4905

Cllr bean noted that LCC had set the precept at 2.9% increase; county councillors allowance had been frozen despite the independent panel recommendation for a 13% increase; LCC are making savings by changing what they spend money on and making an additional £2m available for fixing pot holes, an additional £2m for drains and an additional £4.5m for fire service. It was noted the Vape shop has a court case pending; the hedge on A46 has been cut back and the footpath will soon be edged and cleared.

ci) To receive and update from Highways about Cornhill resurfacing - Ref: 4906

It was noted the resurfacing is complete and the process of legal adoption by Highways is underway. There is a small patch of tarmac which is defective, which LCC are working with the contractors to resolve; because of the defect, LCC will not request the £5000 contribution from CTC; the railings will be reinstated; the drain cover will be replaced for a pedestrian friendly one; the slope up to Cornhill has been cleaned of algae and Cllr Bean would like to get the other 2 slopes cleaned but noted that the issue is being made worse by water from blocked gutters of adjacent properties - Cllr Bean asked that the town council write to the property owners and ask them to arrange for the gutters to be cleared.

cii) To consider whether to schedule in another Councillor walkabout - Ref: 4907

It was agreed to go ahead with a walkabout and to suggest some dates so that Cllr Bean can organise a Highways representative to attend.

d) Town Hall - To received the town hall management meeting minutes from 9th February 2026 - Ref: 4908

The minutes had been circulated with the meeting pack. No further questions were raised.

e) Community Groups - Ref: 4909

No reports received.

f) CDCT - 2-4 Market Place - Ref: 4910

Very brief report received. Cllr Bowman was not present at the meeting and therefore no additional information was shared.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4911

a) Personnel and Finance Committee - Next Meeting 28th April 2026 - Ref: 4912

No meeting held.

b) Estates Committee - Next meeting 24th March 2026 - Ref: 4913

The Chair of estates report had been circulated prior to the meeting. No further questions were raised.

c) Health and Safety Working Group - To receive the draft minutes of the meeting held on 3rd February 2026 - Ref: 4914

The minutes were noted.

Signature:



9. Clerks Report & Parish Matters - Ref: 4915

a) Review Tracking Report - Ref: 4916

The tracking report had been included in the meeting pack. It was noted that the radiators are scheduled to be fitted at the sports and social club next week; the PAT testing for office and estates equipment has now been completed; the CCTV has been upgraded at the sports ground but the PIR's have not yet been installed, we have been invoiced for the agreed £500 but not yet received the SLA; wetpour surfaces final quotes have been received and a supplier decision will be made at the next estates meeting; new picnic benches for the parks, memorial repairs at the churchyards are also on next estates committee agenda.

b) To confirm the date and consider the agenda for of the annual town meeting - Ref: 4917

RESOLVED to schedule the annual town meeting for the 2nd Thursday in May starting at 6pm, the agenda to consist of updates from committees and working groups and any community reports.

All in favour

c) To consider the updated IT and Acceptable Use Policy (replaces the social medial policy and Internet Usage Policy) - Ref: 4918

RESOLVED to approve the policy and review again in 3 years.

All in favour

d) To consider the revised email Guidelines policy - Ref: 4919

RESOLVED to approve the policy and review again in 3 years.

e) To consider what action to take regarding the Kelsawy Field 'Den' (raised by resident at Feb CTC meeting) - Ref: 4920

It was noted that the tree had had branches removed, the sofas have recently been burnt and the litter still needs clearing up. Councillors noted that the area has been used as a meeting place/den for many years and that we should try to engage with the users there. It was agreed that the area needs clearing up and that Cllrs Hodson and Somerscales would progress this.

f) To consider the licence renewal and conditions for Lattitude International for the street food market at South St Park - Renewal request not yet made. - Ref: 4921

It was agreed that the food markets are good events for Caistor and that the licence should be renewed on the same terms as last year.

g) To consider Caistor Running Group request to use South St Park for the start/finish for the Sting 12th July 2026 - Ref: 4922

The running group application had been circulated prior to the meeting. It was noted that whilst the event will run from 8am until 12:30pm, the music and announcer will not start until 9:30am.

RESOLVED to support the event and authorise use of South St Park on the basis of the request submitted.

All in favour

h) To consider request for volunteers, flowers and budget to improve milenium garden at South St Park - Ref: 4923

It was noted that: Cllr Hodson has recently cleared, rotavated and levelled the garden ready for planting; the 3 options are to grass it, to plant it with perennials or to create a wild flower meadow. RESOLVED to plant a wildflower meadow, to pre-approve £500 budget for it and that Cllr Hodson would purchase the wildflower seeds and then be reimbursed.

All in favour

10. Correspondence Received - Ref: 4924

a) To consider the issues relating to parking at the sports ground car park and the request from a resident to permit Nettleton Motors to park in the sports ground car park - Ref: 4925

After discussion, councillors RESOLVED that permission would not be granted for Nettleton Motors to park a vehicle in the sports ground car park.

All in favour

11. To note any planning decisions - Ref: 4926

Signature:



- a) **Granted - WL/2026/00165 | Non-material amendment to planning permission WL/2025/00573 granted 23 July 2025 - change to roofing material | MIDDLEGATE LODGE HORNCastle ROAD CAISTOR - Ref: 4927**

Noted.

12. To review the planning applications received and agree a response - Ref: 4928

- a) **WL/2026/00142 | Replace existing open wire conductors with Aerial Bunched Conductor and install pole mounted transformer | LAND AT WHITEGATE HILL, CAISTOR - Ref: 4929**

No comments or objections raised.

- b) **WL/2026/00177 | Replacement boundary gates and first floor outbuilding window | 1 THE OLD VICARAGE, CHURCH STREET, CAISTOR - Ref: 4930**

No comments or objections raised.

- c) **WL/2026/00178 | Listed building consent for replacement boundary gates and first floor outbuilding window | THE OLD VICARAGE, 1 CHURCH STREET, CAISTOR - Ref: 4931**

No comments or objections raised.

- d) **WL/2026/00180 | Planning application for the Installation of a 49.9MW capacity solar farm with supporting infrastructure | AIRFIELD FARM, NORTH KELSEY ROAD, CAISTOR - Ref: 4932**

Following discussion, councillors RESOLVED to object to the application and submit a formal objection on the following grounds:

The development would result in the loss of agricultural land currently in use for grazing and livestock. Once agricultural status is removed it is unlikely the land would be restored to agricultural use.

Concerns regarding potential pollution, leakage or leaching from the site, particularly due to the proximity of the solar farm management area to a nearby beck/stream, which could result in contamination of the watercourse.

Concerns that cleaning chemicals may be used on solar panels during the operational life of the development, despite the application stating that water only will be used.

Although battery storage is not included in the current application, Members expressed concern that a subsequent application may be submitted for battery storage facilities, which carry potential fire risks and associated safety concerns.

Lack of clarity within the application documents regarding the precise layout and infrastructure arrangements across the site.

The land is classified as Grade 3b agricultural land and is currently actively farmed.

Members noted that proposals are being considered to extend the Area of Outstanding Natural Beauty (AONB) to include the Caistor area and considered that determination of this application should be deferred until the outcome of the AONB proposals is known.

2 against

13. Date of next meeting - 9th April 2026 - Ref: 4933

Noted.

Meeting closed at 8:15pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/03/2026

Explanation of Variances

Grass Cutting

Actual Total: 3772.22 **Budget:** 1785.00 **Variation:** 1987.22 / 111.33

LCC revalued contract

VAT Reclaimable

Actual Total: 5169.72 **Budget:** 0.00 **Variation:** -5169.72 / 100

Accounting software error

Insurance

Actual Total: 7411.25 **Budget:** 3999.96 **Variation:** -3411.29 / 85.28

Includes asset valuations

Sportsground

Actual Total: 9561.14 **Budget:** 8300.04 **Variation:** -1261.10 / 15.19

Include 1st grass cut of 2026

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

Caistor Sports & Social Club

Actual Total: 3983.19 **Budget:** 3000.00 **Variation:** -983.19 / 32.77

Include cost of radiators (not labour)

Equipment

Actual Total: 5422.90 **Budget:** 4500.00 **Variation:** -922.90 / 20.51

Includes cost of trailer

Market Place

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

Retro weed spray in Jun 24 - £600

Explanation of Variances

Pension payments

Actual Total: 6168.20 Budget: 5000.04 Variation: -1168.16 /23.36

Budget allocated prior to recruitment



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/03/2026

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	132558	132558	0	0	132558
140 Cemetery Income	11145	4000	7145	179	11145
120 Allotment Income	510	450	60	13	510
130 Market Rents	2365	2000	365	18	2365
150 Sports ground	4404	4400	4	0	4404
160 WLDC Street Cleaning	0	0	0	100	0
170 Grass Cutting	3772	1785	1987	111	3772
180 Grants	0	1000	-1000	-100	0
350 VAT Reclaimable	5170	0	-5170	100	
199 Miscellaneous Income	2799	2500	-299	12	2799
185 Town Hall	520	520	0	0	520
186 Magazine Advertising	0	0	0	100	0
187 CIL income	354	1000	-646	-65	354
Income: General Totals	163598	150213	2447	9	158427
Income Totals	163598	150213	2447	9	158427
Expenditure					
Expense: General					
500 Salaries	47721	53000	5279	-10	47721
503 PAYE & NI	17085	15000	-2085	14	17085
501 Staff Travel & Benefits	164	250	86	-34	164
502 Contractors	0	0	0	100	0
509 Other Staff Expenses	36	250	214	-86	36
520 General Office	1137	1500	363	-24	1137
530 Hall Hire	450	500	50	-10	450
540 Insurance	7411	4000	-3411	85	7411
550 Audit	620	700	80	-11	620
560 Subscriptions	949	1000	51	-5	949
570 Training	898	2500	1602	-64	898
580 Election	0	0	0	100	0
581 Mayor Allowance	60	350	290	-83	60
555 Professional Fees	222	250	28	-11	222
556 Legal Fees	160	500	340	-68	160
590 PROW and Amenity Cut	4794	4500	-294	7	4794
591 Public Rights of Way	0	0	0	100	0
592 Parks grass	3260	3200	-60	2	3260
593 Sportsground	9561	8300	-1261	15	9561
594 Cemeteries/Church	12040	10500	-1540	15	12040
595 Allotments	0	250	250	-100	0
610 Market	497	250	-247	99	497
750 Cemetery records management	1092	650	-442	68	1092
650 Community Events	0	500	500	-100	0
521 Telephone & Broadband	1538	1350	-188	14	1538
700 Electricity - Market Place LN7 6TU	375	400	25	-6	375
701 Electricity - South Street Park	206	600	394	-66	206
702 Electricity - Market Place LN7 6TL	339	0	-339	100	339
703 Electricity - Sports Ground	1219	1100	-119	11	1219
800 Tree maintenance	1335	1500	165	-11	1335
720 Water: Sports Ground	196	400	204	-51	196
721 Water: Cemetery	85	100	15	-15	85



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 31/03/2026

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
722 Water: Allotments	221	200	-21	11	221
765 Play Park Maint & Refurb	29321	30000	679	-2	29321
597 Caistor Sports & Social Club	3983	3000	-983	33	3983
522 Town Hall	1575	2500	925	-37	1575
582 Civic	0	0	0	100	0
601 Equipment	5423	4500	-923	21	5423
598 Market Place	1186	1000	-186	19	1186
603 Gritting & Snow Clearance	0	300	300	-100	0
766 CCTV	500	500	0	-0	500
600 Grants & Donations	4990	5000	10	-0	4990
762 Neighbourplan Review	0	0	0	100	0
504 Pension payments	6168	5000	-1168	23	6168
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	0	0
804 Health and Safety	5305	5150	-155	3	5305
760 Projects	3915	6100	2185	-36	3915
Expense: General Totals	178440	179050	610	-0	178437
Expenditure Totals	178440	179050	610	-0	178437



Bank Reconciliation

Balances as per bank statements as at 02/04/2026

Natwest Current Account	9559.48	113370.56
Natwest Business Reserve Account	6400.02	
Equals Card	336.97	
Charity Bank 40 day notice	66283.23	
Unity Trust Instant Access	30790.86	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit	
				Nett balance as at 02/04/2026	113370.56

Cash Book

Opening Balance Bank 1	7264.03	133446.01
Opening Balance Bank 2	125702.97	
Opening Balance Bank 3	479.01	
Opening Balance Bank 4	0.00	
Receipts in current year	163597.74	
VAT to be claimed	5233.47	
Unallocated cash	0.00	
Payments in current	178439.72	
Cash Book Closing Balance		113370.56

General Reserves

60000.00

Earmarked Reserves

Elections	3850.00	Estates 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	5500.00	Memorial fixing	4000.00
Other buildings	350.00		
Town Hall	5000.00		
Fire Station	0.00		
Cornhill Resurfacing	5000.00		
Tree Maintenance	6500.00		
Tree Maint - Parks (combined above)	0.00		
Play area improvements	0.00		
Cemetery	1000.00		
New Cemetery	0.00		10570.56
Church Ground Trees	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 31/03/2026

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	670	11145	7145	178.63	
Allotment Income	420	428	450	90	0	0	420	510	60	13.33	
Market Rents	3000	2620	2000	695	573	541	557	2365	365	18.26	
Sports ground	2464	4981	4400	849	901	853	1801	4404	4	0.09	
WLDC Street Cleaning	2490	2091	0	0	0	0	0	0	0	100.00	
Grass Cutting	1700	3708	1785	0	0	3772	0	3772	1987	111.33	
Grants	0	10619	1000	0	0	0	0	0	-1000	?	
VAT Reclaimable	0	0	0	0	0	0	5170	5170	-5170	100.00	
Miscellaneous Income	2000	2999	2500	824	942	834	199	2799	-299	11.97	
Town Hall	520	520	520	0	520	0	0	520	0	0.01	
Magazine Advertising	0	0	0	0	0	0	0	0	0	100.00	
CIL income	0	2158	1000	0	0	354	0	354	-646	-64.55	
Income: General	Total		150213	137821	7896	9065	8816	163598	2447	9	
Total			150213	137821	7896	9065	8816	163598	2447	9	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 31/03/2026

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	£	%	
Expense: General											
Salaries	35000	42029	53000	13415	11851	11193	11262	47721	5279	-10	
PAYE & NI	16000	13644	15000	4317	4579	4065	4125	17085	-2085	14	
Staff Travel & Benefits	100	19	250	45	40	46	33	164	86	-34	
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	436	1137	363	-24	
Hall Hire	500	427	500	110	75	190	75	450	50	-10	
Insurance	3600	3669	4000	0	6399	260	752	7411	-3411	85	
Audit	820	620	700	200	420	0	0	620	80	-11	
Subscriptions	685	1097	1000	0	0	300	649	949	51	-5	
Training	500	1029	2500	315	155	258	170	898	1602	-64	
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	47	222	28	-11	
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	57	3260	-60	2	
Sportsground	10300	10828	8300	1869	2681	3973	1037	9561	-1261	15	
Cemeteries/Church	6800	5088	10500	3871	3025	4703	441	12040	-1540	15	
Allotments	250	244	250	0	0	0	0	250	0	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	384	1538	-188	14	
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	85	375	25	-6	
Electricity - South Street Park	600	692	600	45	27	76	58	206	394	-66	
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100	
Electricity - Sports Ground	500	794	1100	546	192	194	287	1219	-119	11	
	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	56	196	204	-51	
Water: Cemetery	100	92	100	20	24	24	18	85	15	-15	
Water: Allotments	150	141	200	25	142	36	18	221	-21	11	
Play Park Maint & Refurb	4000	5618	30000	27089	12	1476	745	29321	679	-2	
Caistor Sports & Social Club	3000	2687	3000	30	683	1210	2060	3983	-983	33	
Town Hall	2500	1630	2500	661	0	615	299	1575	925	-37	
Civic	0	0	0	0	0	0	0	0	0	100	
Equipment	1000	663	4500	3072	1195	371	786	5423	-923	21	
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	500	500	0	-0	
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	1579	6168	-1168	23	
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	0	70	0	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 31/03/2026



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 31/03/2026

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	£	%
Expense: General Total			179050	69275	40439	42715	26011	178440	610	-0
Total			179050	69275	40439	42715	26011	178440	610	-0

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	£	%
Expense: General										
Salaries	35000	42029	53000	13415	11851	11193	11262	47721	5279	-10
PAYE & NI	16000	13644	15000	4317	4579	4065	4125	17085	-2085	14
Staff Travel & Benefits	100	19	250	45	40	46	33	164	86	-34
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	436	1137	363	-24
Hall Hire	500	427	500	110	75	190	75	450	50	-10
Insurance	3600	3669	4000	0	6399	260	752	7411	-3411	85
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	300	649	949	51	-5
Training	500	1029	2500	315	155	258	170	898	1602	-64
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	47	222	28	-11
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	57	3260	-60	2
Sportsground	10300	10828	8300	1869	2681	3973	1037	9561	-1261	15
Cemeteries/Church	6800	5088	10500	3871	3025	4703	441	12040	-1540	15
Allotments	250	244	250	0	0	0	0	250	-100	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	384	1538	-188	14
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	85	375	25	-6
Electricity - South Street Park	600	692	600	45	27	76	58	206	394	-66
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	194	287	1219	-119	11
	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	56	196	204	-51
Water: Cemetery	100	92	100	20	24	24	18	85	15	-15
Water: Allotments	150	141	200	25	142	36	18	221	-21	11
Play Park Maint & Refurb	4000	5618	30000	27089	12	1476	745	29321	679	-2
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Town Hall	2500	1630	2500	661	0	615	299	1575	925	-37
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	371	786	5423	-923	21
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	500	500	0	-0
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	1579	6168	-1168	23
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	0	70	0	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 31/03/2026

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	£	%
Expense: General Total			179050	69275	40439	42715	26011	178440	610	-0
Total			179050	69275	40439	42715	26011	178440	610	-0



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"/>
05/03/2026	2436	Keay Vital Parts	Bank Payment: Play Park Refurbishment	2.99	25.40	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2026	2437	Ian Moore Contracting	Town hall repair gutters/ sandbags	48.00	288.00	<input type="checkbox"/>	<input type="checkbox"/>
12/03/2026	2438	E-Quip (Rasen) Ltd / Equip Global	Shackles and Glue	10.16	60.96	<input type="checkbox"/>	<input type="checkbox"/>
10/03/2026	2439	E-Quip (Rasen) Ltd / Equip Global	Nuts and bolts	1.86	11.16	<input type="checkbox"/>	<input type="checkbox"/>
10/03/2026	2440	E-Quip (Rasen) Ltd / Equip Global	Zinc spray, isopropanol, degreaser, paper roll, wire wool	11.01	66.03	<input type="checkbox"/>	<input type="checkbox"/>
12/03/2026	2441	Mike Crookes	Mileage claim for Jan/Feb/Mar	0.00	33.25	<input type="checkbox"/>	<input type="checkbox"/>
13/03/2026	2447	One retail Group	Bank Payment: Replacement first aid kit	2.80	16.82	<input type="checkbox"/>	<input type="checkbox"/>
17/03/2026	2448	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.94	19.74	<input type="checkbox"/>	<input type="checkbox"/>
17/03/2026	2449	EDF	Bank Payment: Electricity - South Street Park	0.88	18.38	<input type="checkbox"/>	<input type="checkbox"/>
17/03/2026	2450	EDF	Bank Payment: Electricity - Sports Ground	4.06	85.26	<input type="checkbox"/>	<input type="checkbox"/>
12/03/2026	2451	West Lindsey District Council	Contribution to CCTV services 01.04.25 - 31.03.26	0.00	500.00	<input type="checkbox"/>	<input type="checkbox"/>
12/03/2026	2452	P D Electrical	Workshop PAT testing	0.00	90.00	<input type="checkbox"/>	<input type="checkbox"/>
17/03/2026	2453	Jake Garden Care (Dyne Group)	Amenity and Park grass	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
24/03/2026	2454	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20	<input type="checkbox"/>	<input type="checkbox"/>
24/03/2026	2455	LTL Landscaping	Wild flower seed for SSP	27.33	163.99	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]							
[REDACTED]							
25/03/2026	2459	HMRC	Bank Payment: PAYE & NI	0.00	1387.88	<input type="checkbox"/>	<input type="checkbox"/>
25/03/2026	2460	NEST	Bank Payment: Pension payments	0.00	529.68	<input type="checkbox"/>	<input type="checkbox"/>
25/03/2026	2461	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/>	<input type="checkbox"/>
25/03/2026	2463	Mike Crookes	COSHH cabinet key	0.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2026	2468	ICO	Bank Payment: Professional Fees	0.00	47.00	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2026	2469	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/>	<input type="checkbox"/>
26/03/2026	2470	Toolstation	Bank Payment: Equipment	13.26	79.56	<input type="checkbox"/>	<input type="checkbox"/>
26/03/2026	2473	SNS Ltd	Bank Payment: Play Park Refurbishment	1.45	8.70	<input type="checkbox"/>	<input type="checkbox"/>
26/03/2026	2474	Amazon	Bank Payment: Play Park Refurbishment	1.64	9.82	<input type="checkbox"/>	<input type="checkbox"/>
26/03/2026	2475	Industrial Coatings	Bank Payment: Play Park Refurbishment	10.82	64.95	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL 8584.81

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Report of District Councillor Owen Bierley to Caistor Town Council,

9th April 2026

(Prepared Tuesday, 31st March)

Community

An information event has been arranged to help landlords and tenants prepare for the changes being introduced in the Renters' Rights Act, which comes into effect on Friday, 1st May. The Act brings in a wide range of new requirements for landlords alongside strengthened protection for tenants. It aims to significantly improve standards throughout the private rented sector. The free workshop will take place on Tuesday, 27th April from 12.00 until 2.00 when attendees will be able to learn more about the changes and put questions to representatives from DASH (Decent and Safe Homes) East Midlands, EMPO and Council Officers. To 'sign up', or for further information, please visit: <https://www.west-lindsey.gov.uk> and search for Renters' Rights Act.

Churches in our area, including both the Methodist Church and St Peter and St Paul's in Caistor, St Peter's in Great Limber and St Edmund's in Riby, will open as part of the thirtieth annual West Lindsey Churches Festival on Saturday, 9th and Sunday, 10th May. For detailed information including a fine brochure either to view or download, please visit: <https://churchesfestival.info>

The Department for Environment, Food and Rural Affairs, asked the Rural Services Network to provide evidence of the impact the current instability in the Middle East is having on rural businesses and communities, especially in relation to the ongoing heating oil crisis. This was duly fed into a scheduled DEFRA Rural Impact Forum on Friday, 27th March by RSN Officers and will help shape the Government's support for areas such as ours. Whilst there are many 'off grid' properties in Caistor parish, neighbouring parishes have an even higher percentage, so I'm hugely grateful for the wealth of relevant information and insight collated by Cllr Mrs Bowman.

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 any organisation 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>

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> This service, too, is offered free of charge.

I'm absolutely delighted that Good Causes registered with the West Lindsey Lottery (including no fewer than six in Caistor) continue to benefit from significant and sustainable additional

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

☎ 01469 560865 owen@bierley.com

income from this remarkable 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 promotional ‘add-ons’ too. For example, supporters could win a Nintendo Switch 2 Gaming Bundle worth £1,000.00 in the Super Draw on Saturday, 25th April, or that amount in cash! 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 for the cause also generates a further 20p for the Community Fund!

The Ministry of Housing, Communities and Local Government’s seven-week consultation on the four differing proposals put forward for Local Government Reorganisation in Lincolnshire closed on Thursday, 26th March, with the District Council submitting a detailed response. Although MHCLG may give an indication of their preferred option (and rationale) during the summer, a definitive proposal is not anticipated until late this year. However, based on the timelines currently published, it is believed that the local elections on Thursday, 6th May 2027 will be for the new shadow authorities, which will in turn become operational on vesting day, 1st April 2028. In this scenario the term of office of the existing borough and district councils and councillors would be extended by one year. These changes represent the largest reform of local government since 1973-1974, whilst simultaneously appearing to be diametrically opposed not only to the principle of the devolution of power but also, here in Lincolnshire, to the significant progress recently made towards the effective ‘reunification’ of our historic, diverse and very large county.

Environment

Huge thanks go to all the volunteers who took part in the recent litter-picks in and around our communities and as part of the Great British Spring Clean. The number of sacks filled and the amount of waste collected in Caistor, Great Limber and Keelby this year was truly remarkable!


Householders are warmly invited to subscribe to the Council’s highly regarded green bin service for the 2026 gardening season. As in previous years this offers eighteen fortnightly collections (that commenced here on Monday, 23rd March) at a cost of £48.00 per bin on a cost recovery basis. Material collected locally is processed in Riby and then used in our area as a soil improver, exemplifying the concept and delivery of the sought after circular economy. Here is the link to ‘sign up’: <https://www.west-lindsey.gov.uk/bins-waste-recycling/garden-waste-collection-service>

Householders in Caistor were among the first in West Lindsey to receive their food waste recycling caddies and welcome packs ready for the inaugural collection on Monday, 30th March. Soft plastics such as bread bags can be used in place of the caddy liners if preferred, or when the ones supplied have all been used. Caddies are ‘lockable’ to obviate any concerns around bird or rodent activities and can be placed on top of a wheeled bin on collection day, if preferred. Food waste is processed at Hemswell Cliff where it is used to generate electricity, produce gas and provide other resources such as a nutrient rich biofertiliser. It will be good to share the service statistics once they have been collated, though the first collection went very well indeed, with thanks not only to residents for their participation and support, but also to the collection teams!

Planning

The Central Lincolnshire Joint Strategic Planning Committee has begun the latest 5-yearly review of the Central Lincolnshire Local Plan, primarily in response to existing and proposed changes in national policies and housing requirements, but also to ensure that residents continue to benefit from properly planned development. To follow progress with the new plan (which is scheduled for adoption in December 2028) please visit: <https://www.n-kesteven.gov.uk/central-lincolnshire>

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

 01469 560865 owen@bierley.com

Estates committee update. April 2026

Since the last Council meeting there was an estates meeting on 24th March.

Play equipment. The annual play area risk assessment report has been reviewed, those items of moderate risk have been identified and are currently being rectified. The play surface contractor has been appointed to undertake the replacement work down at the sports ground, this should take place towards the end of April.

Church Cemetery Following the memorial inspection at the church yard / congregational chapel, those memorials considered unsafe have been staked / secured, the repairs have been discussed during our last meeting. Notices will be posted on the cemetery gates, facebook and our notice boards of the intention to carry out work and lay some flat where appropriate.

South Street Park (Millenium Garden) This area had been rotovated and raked level, following our last council meeting Wild flower seed was bought on behalf of CTC and the area has now been raked, seeded and rolled. Heras fencing has been put around the area as a temporary barrier to allow the seed to grow and establish.

The gates on the park now have drop bolts fitted, with a hasp for the padlock. They will be re-painted when the weather improves to allow the work.

Picnic Benches 6 new picnic benches will be assembled and sited at South Street park and Millfields in the coming weeks.

Kelsway Sports ground : The tree at the bottom of the field area has been attended to by Jake Dyne, damaged limbs have been removed and the canopy tidied to rectify damage from vandalism.

Millfields During the recent spell of strong winds a large branch split from one of the trees landing partially in a residents garden. This has now been removed.

CS&SC The new radiators and pipe work have been fitted at the club and have made a significant difference. There was additional pipework which needed to be replaced/upgraded to increase the flow rate.



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 24 March 2026

Present: Cllr J. Wright, Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr L. Milner, Cllr A. Clark,
Cllr.N.Clark,

In Attendance: Michelle Moss, Mike Crookes,

Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4934**
Apologies were noted from Cllr Cox - Cllr Milner is his substitute.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4935**
Cllr Milner noted an interest in agenda item 8.
- 3. Public participation - 10 minutes during which time the meeting is suspended - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 4936**
None.
- 4. To approve the draft minutes of the Estates Committee meeting on 27th January 2026 and 5th February 2026 - Ref: 4937**
The draft minutes had been circulated prior to the meeting.
RESOLVED to approve the minutes of the meeting of 27th January 2026 as a true record of the meeting - 3 abstained as they were not at the meeting.
RESOLVED to approve the minutes of the meeting of 5th February 2026 as a true record of the meeting - 3 abstained as they were not at the meeting.
3 abstained
- 5. To consider the outstanding actions from previous Estates Meeting - Ref: 4938**
It was noted that most actions had been completed or were on the agenda for further consideration.
Items carried forward: Contractor management process and checklist; advise grass contractor that Boys Hill doesn't need to be cut.
- 6. Play Areas / Sports Ground - Ref: 4939**
 - a) To consider the final quotes for the repair/replacement of sports ground wetpour surfaces and agree next steps - Ref: 4940**
The final quotes had been circulated for consideration prior to the meeting. It was noted that both quotes were similar in terms of the proposals, but the RTC quote was £4400 less than the OLP quote. Cllr Hodson had met with RTC and noted that they have many teams who complete surface replacements all around the country and have extensive experience. It was noted that the quote from RTC doesn't explicitly state that the spoil will be removed from site.
RESOLVED to appoint RTC to replace the wetpour surfaces in the sports ground play area, per the quote dated 6th February and to confirm that the price includes removal of the spoil.
All in favour
 - b) To receive an update on the meeting with the football club and consider next steps - Ref: 4941**
It was noted that several councillors and the clerk had met with the football club and the meeting notes and actions had been circulated. It was noted that the toilets had been kept cleaner and the club had recently advised that they are waiting for a quote for the spraying before deciding next steps.
 - c) To receive an update on the fly tipping at Kelsway field and agree next steps including what to do with the tree which is being vandalised - Ref: 4942**
It was noted that Cllr Somerscales had cleared the majority of the litter from the site, but the burnt sofas and other large items will need to be cleared when the site is drier. A quote had been received from Dyne Group to

These are draft minutes and have not been formally approved and adopted



prune the damaged tree.

RESOLVED to accept the quote from Dyne Group to prune the damaged tree to approx 14ft.

All in favour

d) To agree a plan for installing the new picnic benches for the parks - Ref: 4943

It was noted that there are 6 new picnic benches which will need putting together before installation, 4 for South St Park (2 old to be removed), one for the sports ground and 1 for Millfields. It was agreed that Mike Crookes would work with Cllrs Davey, N.Clerk to put the benches together and install them, supported by Cllr A.Clark. The plan is to have them installed by mid May.

e) To receive an update on the millennium garden and agree next steps - Ref: 4944

It was noted that the millennium garden had been rotavated, raked, seeded and rolled. Heras fencing had been erected to protect the seedlings whilst they establish. Cllr Hodson will review when the heras should be removed.

f) To receive an update about the cricket clubs offer to paint the cricket fence and agree next steps - Ref: 4945

It was noted that we have the equipment necessary to paint the fence and the Cricket Club have offered to do this. It was agreed that the fence needs to be dry prior to painting. Cllr Wright agreed to monitor the weather and liaise with the club to identify a suitable time for painting.

g) To consider and agree a proposed locations for the memorial bench at the cricket club - Ref: 4946

It was noted that the potential locations offered by the club were at the top bank or in line with 3 existing benches at the bottom. RESOLVED to support the option for the bench to be installed at the bottom of the field in line with the 3 existing benches.

All in favour

h) To agree the clear up plan for the fallen branch at Millfields - Ref: 4947

It was noted that in a recent storm a branch had broken from a tree over a residents fence, but no damage had been caused. It was RESOLVED that Cllr Davey will clear up the branch and debris and to add an agenda item for the next meeting to consider the remaining section of tree.

All in favour

i) To receive an update on progress made on the Playground inspection report - Ref: 4948

It was noted that Mike Crookes had spent a considerable amount of time addressing the issues raised on the risk assessment report from the last inspection. The shackles reported as having 40% or more wear have mostly been replaced; most surfaces have been treated for algae/moss; wherever possible graffiti has been removed; caps have been replaced; protruding bolts cropped; corners of signs smoother; splintered wood smoothed; paths reinstated; trip hazards removed; drop bolts and sleeves completed at SSP. The remaining items include notice that most equipment needs painting, the surfaces in the sports ground play area need replacing, there are minor trip hazards at the thresholds of some wetpour surfaces and signage needs providing for the gym equipment.

j) To consider whether to repaint South St park gates and agree a budget for the paint - Ref: 4949

It was RESOLVED that Mike Crookes should rub down, remove the rusted decorative sections and repaint the gates to South St park in a dark green metal paint. (Clerk/RFO to ensure cost of materials is within budget)

All in favour

7. Cemetery / Churchyards - Ref: 4950

a) To consider next steps and agree action for memorial repairs for Church and Congregational Churchyard - Ref: 4951

It was noted that the memorials were inspected in December, most were staked and all failed memorials had signs put on them asking owners to contact the council - only 2 memorial owners have made contact. It was agreed that the next steps are: to notify the public that there are memorials which failed the inspection no relatives have come forward to repair them and the council will now consider longer term solutions for them which may include laying them flat; to notify the church diocese that in the churchyard, there are 2 memorials which are unsafe and need laying flat and one which will be repaired; Cllrs N.Clark and Wright will help Mike



Crookes to lay the memorials flat in due course

b) To consider whether to repair the bench at the cemetery by the shed - Ref: 4952

RESOLVED that Mike Crookes will refurbish the bench.

All in favour

c) To receive an update on the verges at the cemetery and consider any next steps - Ref: 4953

It was noted that the verges have been rotavated, raked, seeded and rolled and cordoned off to allow growth. Cllr Hodson will keep an eye and remove the cordon when appropriate.

d) To receive an update on the project to sort out the sides of the cemetery car park and agree any further action - Ref: 4954

It was noted that chippings had now been spread over the sides of the cemetery, and the project is complete. Periodic maintenance will need to be undertaken to control the leaf mulch.

8. Allotments - Ref: 4955

a) To receive an update on the allotments - Ref: 4956

It was noted that MM and MC had inspected the allotments today. MC will strim all paths shortly. 9 allotments appear to be being worked, emails have been sent to 6 to ask for them to be bought back into work. 3 tenants are yet to make their rent payments. 2 plot holders have given up and plots have been offered to the next persons on the waiting list.

9. Town Hall - Ref: 4957

a) To receive an update on the damp and mould in the town hall boiler room and behind the stage area and agree any next steps - Ref: 4958

It was noted that trying to get contractors to complete works at the town hall is difficult. There appear to be several areas on the roof where leaks are happening during periods of heavy rain. A contractor has been sourced to investigate and repair the flooring in the boiler room and fix the guttering contributing to the problem in the bar area. The down pipe has been re-fixed to the exterior wall and replacement air vent covers have been installed.

There is an ever growing list of repairs for the town hall. It was suggested that there should be a project manager to focus specifically on repairs to the town hall, but noted that the council do not have the budget for this. It was agreed that the willing members of the estates committee should meet to informally consider how to approach this issue and make a recommendation to full council.

10. Other buildings/ Property - Ref: 4959

a) To consider the situation at pigeon springs and what if any action can be taken - Ref: 4960

It was noted that the spring is freely flowing over the road and along the embankment; the clerk has reported it to highways; Mike Crookes has cleared rubbish from the site and attempted to rod it but thinks there may be a blockage; the containment area for the spring is full of plants/mud. It was agreed that whilst it is a highways/anglian water issue, Cllrs Wright and N.Clark would clear the containment area and attempt to unblock and blocked pipework. The spring will be included for inspection on the upcoming walkabout with County Cllr Bean.

b) To receive an update on the need for electrical inspections for feeder pillars - Ref: 4961

It was noted that the electrical contractor and the insurance company have agreed that the inspections need to happen every 3 years. We are still waiting for the updated reports, but have diarised for Feb 2028.

11. Grounds / Handyperson Update - Ref: 4962

Councillors thanked Mike for the hard work and effort he has put into improvements and maintenance for Caistor.

Mike shared his work sheet. Councillors considered and agreed that the current format of reporting works, but asked Mike to send his completed work sheet to them monthly.

12. To review the terms of reference - Estates Committee and recommend any changes to full council - Ref: 4963

RESOLVED to accept the proposed changes and recommend approval of the terms of reference by full council at the annual meeting of the town council.

These are draft minutes and have not been formally approved and adopted



Minutes of the Caistor Town Council Estates Committee held at 7.00pm
at the Arts & Heritage Centre on 24 March 2026

All in favour

Meeting closed at 20:20



Public Tracking Report

CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Office equipment PAT testing	Ref: 24393	Created: 24/01/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
GPR survey for the cemetery	Ref: 25531	Created: 23/07/2025
2025 - CCTV at the sports ground	Ref: 25686	Created: 09/10/2025
Repair / replacement of sports ground wetpour surfaces	Ref: 25696	Created: 13/10/2025
Picnic benches for the parks 2025	Ref: 25888	Created: 27/11/2025
Memorial repairs for Church and Congregational Churchyard	Ref: 26058	Created: 11/12/2025

CS&SC CIC request to host food vans at the club

From: Edward Parrott [REDACTED]
Sent: 04 March 2026 09:32
To: clerk@caistortowncouncil.gov.uk
Subject: Item for next meeting

Morning Michelle,

Would it be possible for the council to consider at the next meeting the possibility of allowing the Sports & Social club to host food vans throughout the year.

We don't have a set plan of dates as we don't want to conflict with other local events that use these types of vendors, so a general decision would be best rather than us stating when we would have them onsite. The vans / vendors would need to park in the car park or in the gap between the club building and tennis courts. They would use the club's electric, water and waste disposal facilities.

Thanks,

Ed Parrott

Traffic Management Training

From: Rob Turner

Sent: Mar 16, 2026 at 3:16 AM

To:

Subject: Traffic Management Training

Hello all,

As most of you are aware, a group of volunteers undertake much of the traffic management duties for events in Caistor. This requires some training for those volunteers .

I had hoped to arrange free training through LCC but sadly they can offer only two places on the course. We need considerably more than that to have sufficient trained personnel to cover the various events in the town.

I recommend we run our own training day, as we did back in 2021. This would be for up to 12 people , offering training in all aspects of safely and legally obtaining and implementing a TTRO (road closure) for a local event. Also covering the management of parking issues related to holding an event.

The training takes approximately 6 hours and I propose holding it at Caistor town hall.

Costs will be £60 per trainee for the course and £78 per trainee for the certificate and Lantra skills card. I'm waiting for confirmation that it's essential for everyone to pay the extra for certification. Personally, I think everyone should receive certification following training but I'm aware that the extra. costs could be a problem for some groups. The skills card is valid for five years following the training.

Two dates in June are available, Saturday 20th or Saturday 27th, I hoped a weekend might be easier to fit in around work schedules. The costs are inclusive of VAT.

Please, let me know of interest from your group (Stewart, please forward this to CGS) and availability on those dates..

Kind regards,

Rob Turner.

Organisation:	Caistor Town Council
Reference:	WL-CCTV26-27 05 (Caistor Sports Ground)
Contract Period:	1 st April 2026 to 31 st March 2027 (1 year)
Version:	Version 1.0 24/03/2026

Escalation Procedure

The following is the agreed escalation procedure we shall follow if CCTV detects an incident.

In the event of an incident requiring police attendance

We shall inform the police of any on-going incident where a crime has been or is likely to be committed. Images can be transmitted to Lincolnshire Police to assist with any police response and we shall provide on-going monitoring until any incident has been resolved.

In the event of an incident

We shall inform Caistor Town Council of any incident we monitor by email.

- Michelle Moss (Town Clerk): clerk@caistortowncouncil.gov.uk
- John Wright (Chairperson): cllr.j.wright@caistortowncouncil.gov.uk

In the event of an emergency incident

An emergency incident would include any situation where there is a breach of security for a building/site or a situation where immediate action to maintain safety is required.

We shall inform Caistor Town Council of any emergency incident by telephone.

- Michelle Moss (Town Clerk): 07578 422667
- John Wright (Chairperson): 07501 508018
- Angela Clark (Vice Chairperson): 07825 651519

Alerting CCTV of an incident

If you become aware of an incident at the site you can report it directly to our CCTV Control Centre. We will then begin active monitoring and respond appropriately.

You can contact the CCTV Control Centre by email: cctv@west-lindsey.gov.uk

Review of CCTV

We shall process any CCTV review requests received from the Police. CCTV footage will be prepared as evidence to support any police investigation.

Routine Patrol

In addition to responding to a detected incident we shall conduct routine patrols of the areas covered by CCTV.



CAISTOR TOWN COUNCIL

Annual Report
2025/26

Your Town Council

Caistor Town Council represents the residents of Caistor. It listens to concerns raised by local people and works to address these wherever possible. Where matters fall outside its direct responsibility, the Council liaises with West Lindsey District Council and Lincolnshire County Council to ensure issues are raised with the appropriate authority.

Chairmans report

It has been a great pleasure and honour to serve Caistor Town Council once again as Chairman and Mayor over the past 12 months.

I would like to thank all my fellow councillors for the hard work and dedication they have shown throughout the year. They give their time freely as elected members, and their commitment and support have made my role as Chair and Mayor both pleasant and rewarding. Particular thanks to Cllr Angela Clark who has done a fine job as Deputy Mayor this year and supported me, and the council, well on all occasions.

My thanks also go to our Town Clerk, Michelle Moss, and our Estates Operative, Mike Crookes, for their great work in guiding and supporting the Council in carrying out its duties for the benefit of Caistor.

Caistor is extremely fortunate to have an army of volunteers who foster community spirit and provide support for a wide range of causes within the town and surrounding areas. Caistor would not be what it is today without the many community groups, led by volunteers, who work tirelessly to make it a better place to live, visit, and thrive. On behalf of the Town Council, I extend sincere thanks to each and every one of you.

Throughout the year I have represented Caistor Town Council at a variety of civic functions and events. I am proud and humbled to serve in this role and believe the future for Caistor is positive and bright.

Councillor Jon Wright
Chairman and Mayor of Caistor Town Council

Town Councillors

The Town Council has 14 seats. During the year there were 2 resignations.

Caistor Town Councillors during 2024/25:

- Jon Wright (Chairman/Mayor)
- Jayne Bowman
- Johnathan Cox
- Michael Galligan (Resigned in May 25)
- Paul Laverack (Co-opted August 25)
- Darren McKay (Resigned in July 25)
- Peter Morris
- Alan Somerscales
- Angela Clark (Vice Chair/Deputy Mayor)
- Neil Clark
- Stewart Davey
- Stephen Hodson
- Ron Lyus
- Linda Milner
- Howard Priestley

All councillors serve on a voluntary basis and do not receive payment for their role. Travel expenses are only claimed when attending courses or events directly related to their duties as a town councillor.

Over the past year the Council has been led by Councillor Jon Wright as Chairman and Mayor, with Councillor Angela Clark as Vice Chair and Deputy Mayor. Councillors have worked collectively to promote and improve the town, leading working groups and representing the Town Council on many of Caistor's thriving community organisations.

Council staff

The Council has been supported by the following staff:

Michelle Moss, Town Clerk (Part-time – 25 hours pw)
Mark Stevenson-Bramley, Deputy Clerk (Part-time – 15 hours pw) until May 2025 (not replaced)
Mike Crookes, Estates Operative (Part-time – 25 hours pw)

The Town Council administration office is located at Caistor Town Hall and is usually open on Tuesdays and Thursdays between 9.00am and 4.00pm.

Address:
Caistor Town Hall
14 High Street
Caistor
LN7 6TX

Council responsibilities

The council owns the following assets:

- Cemetery - North Kelsey Rd. Over the past year there have been 4 burials, 6 internments of ashes, 5 grave reservations and 12 memorial permits granted.
- Allotments (14 -15 plots) - North Kelsey Rd. One additional plot was created this year by sub-dividing one large plot to make 15 plots. All 15 plots and all have been let throughout the year. The current waiting list is 5 residents and 3 non residents.
- Old Fire Station – Horse Market
- Town Hall - High St (managed by the Town Hall Management Group – registered charity)
- Town hall car park
- Sports Pavillion – Sports Field, Brigg Rd (Currently leased to Community Interest Committee)
- Football grounds – Sports Field, North Kelsey Rd
- Cricket grounds – Sports Field, North Kelsey Rd
- Tennis grounds – Sports Field, Brigg Rd
- Bowling grounds and hut - Sports Field, Brigg Rd (currently leased to Caistor Bowling Club)
- South St Park – South St
- Millfields Park – Hersey Rd
- Sports Ground, car park, stores, toilet, play areas and bottom field – North Kelsey Rd

- Market Place – Central area including Lion of Luck
- Cenotaph – Butter Market
- Various benches throughout Caistor

The council is also responsible for:

- The maintenance of St Peters and St Pauls churchyard (excluding the building)
- The maintenance of the Congregational churchyard
- The maintenance of the Syfer Spring
- Cutting grass verges, public rights of way and amenity grass. The Town Council has continued with the delegated responsibility from Lincolnshire County Council for cutting the grass verges, weed spraying highways adopted roads and pavements, and maintaining all public footpaths around the town.
- The Saturday market
- The town clock
- Town signs

Council Meetings

All Council and committee meetings are open to the public and include a public participation session at the beginning of each meeting, allowing residents to ask questions on matters within the Council's remit.

Town Council Meetings

Full Council meetings are held on the second Thursday of each month in the Town Hall. These meetings deal with key decisions, policy changes, planning consultations and budget setting. One extraordinary meeting was also held during the year.

The Town Council considered and responded to 21 planning consultations during 2025/26.

Estates Management Committee

This committee is made up of six councillors and meets at least five times per year. During 2025/26 it met on seven occasions and was responsible for managing and maintaining the Council's estates, including allotments, cemetery, parks, sports grounds, tree works, grass cutting contracts, and repairs to Council-owned land and buildings.

Personnel and Finance Committee

This committee is made up of five councillors and met four times during the year. It is responsible for financial planning and monitoring, staff oversight, audit and risk management, and ensuring statutory financial returns are completed accurately and on time.

Health and Safety Working Group

Formed in 2025 following a health and safety inspection, this working group consists of three councillors, the Town Clerk and the Estates Operative. It met four times during the year and has focused on reviewing and improving health and safety policies, ensuring

compliance with legislation, addressing identified risks, and supporting the development of a proactive health and safety culture across the Council's operations.

Attendance

Attendance at the full council meetings this year has been 81%.

Committee members have been permitted to nominate substitute councillors for committees and this is reflected in attendance:

Attendance at Estates committee meetings has been 93%

Attendance at Personnel and Finance Meetings has been 75%

Overall attendance has been 83%

Key events/work in 2025/26

During the year the Town Council has delivered a wide range of improvements and maintenance work, including:

- Replacement of the cricket fence
- Repairs to the brick wall at the Sports and Social Club
- Replacement of radiators and pipework at the Sports and Social Club
- Repairs to the Town Hall car park fence
- Ongoing repairs and safety improvements to play area equipment at South St Park, Millfields and the Sports Ground
- Tree maintenance across parks and Council land
- Ground-penetrating radar survey at the cemetery and follow-up investigations
- Digitisation of historic burial registers
- Safety inspections and repairs to cemetery memorials/headstones
- Safety inspections of headstones at St Peters and St Pauls churchyard and the congregational churchyard
- Grass cutting across verges, rights of way, parks, sports grounds, cemeteries and churchyards
- Renovation of the cemetery car park sides
- Hedge maintenance around play areas and sports fields
- Negotiation with Lincolnshire County Council for the restoration and adoption of Cornhill
- Replacement of town centre litter bins with higher-capacity units in partnership with WLDC
- Repairs to skate park ramps at the sports ground
- Creation of a wild flower meadow at South St Park
- Purchase of new picnic benches for parks and sports grounds
- Upgrade of CCTV and installation of PIR lighting at the sports field
- Commencement of a programme to embed modern health and safety practices across Council operations

Donations

Over the past year the Town Council has made the following donations:

- Caistor Twinning association - £190
- Caistor Lions - £1500
- Caistor Crusaders - £500

- Caistor Goes - £2800
- Church - £235

Looking Ahead: 2025/26 Priorities

Key priorities for the coming year include:

- Replacement of play surfaces at the children's play park at the Sports Ground
- Continued implementation of a robust health and safety culture and associated works
- Further work to identify the precise location of historic burials within the cemetery
- A programme of works to address damp issues at the Town Hall
- Replacement and installation of new benches in parks
- Planned renovation works at the Sports and Social Club
- Repairs to headstones at churchyards

Summary of finances



Actual Income/Spend (draft) 2025/26

		2025/26 Budget	2025/26 Actual				
INCOME	Details			Final bank balance as at 31/03/26			
	Precept	132558	132558			113371	
	Cemetery	4000	11145				
	Allotments	450	510				
	Market Rents	2000	2365	2025/26 Reserve	Movement in Funds	Year end Reserves	
	Caistor Sports & Social Club	4400	4404				
	WLDC Street Cleaning	0	0	General Reserves (4 months)			
	Grass Cutting	1785	3772	62697	2697.00	60000	
	Grants	1000	0				
	Town Hall	520	520	Elections	3850	0	3850
	CIL Income	1000	354	Parks Equipment	18000	14500	3500
	Miscellaneous Income	2500	2799	Sports field fencing	1500	0	1500
	VAT		5170	CS&SC building Upgrade	5500	0	5500
				Other buildings	1500	1150	350
				Town Hall	5000	0	5000
			Tree maintenance	6500	0	6500	
			Memorial fixing	4000	0	4000	
			Cornhill Resurfacing	5000	0	5000	
	150213	163597	Cemetery	1000	0	1000	
EXPENDITURE	Staff			Estates Equipment	5500	2500	3000
	Salaries	53000	47721	Bins and Benches project	3000	2400	600
	PAYE & NI	15000	17085	Civic	3000	0	3000
	Staff Travel & Benefits	250	164	Total Reserves	126047	23247.00	102800
	Pension payments	5000	6168				
	Other Staff Expenses	250	36				
	Training	2500	898				
	Office/admin						
	General Office	1500	1137				
	Telephone & Broadband	1350	1538				
	Hall Hire	500	450				
	Insurance	4000	7411				
	Audit	700	620				
	Subscriptions	1000	949				
	Professional fees	250	222				
	Legal Fees	500	160				
	Cemetery records management	650	1092				
	Civic	0	0				
	Mayor Allowance	350	60				
	Estates						
	Amenity and PROW grass	4500	4794				
	Parks grass	3200	3260				
	Sportsground	8300	9561				
	Cemetery/Church	10500	12040				
	Allotments	250	0				
	Market	250	497				
	Tree maintenance	1500	1335				
	Community Events	500	0				
	Electricity-Market Place LN7 6TU	400	375				
	Electricity-South Street Park	600	206				
	Electricity-Market Place LN7 6TL	0	339				
	Electricity-Sports Ground	1100	1219				
	Water-Sports Ground	400	196				
	Water-Cemetery	100	85				
	Water-Allotments	200	221				
	Play Park Maintenance	15500	29321				
	Caistor Sports & Social Club	3000	3983				
	Town Hall	2500	1575				
	Works Vehicle	0	0				
	Estates Equipment	2000	5423				
	Gritting & Snow Clearance	300	0				
	Projects/other						
	CCTV	500	500				
	Market Place	1000	1186				
	Contingency	0	0				
Grants & Donations	5000	4990					
Grant to Caistor in Bloom	0	0					
Christmas Lights	0	0					
Bins and Benches	0	2400					
Projects	6100	3915					
Health and safety	4000	5305					
	158500	178437					

Christmas tree Lights

From: cllr.a.somerscales@caistortowncouncil.gov.uk
<cllr.a.somerscales@caistortowncouncil.gov.uk>
Sent: 27 March 2026 14:58
To: clerk@caistortowncouncil.gov.uk
Cc: 'Jon Wright' <cllr.j.wright@caistortowncouncil.gov.uk>
Subject: Christmas tree lights.

Good afternoon again,

In order to repair/maintain the 3 strings of lights for the Christmas tree we shall have to order a new 50 metre string.

I have contacted Fizzco and they have the part available. Can you please check if finances are available?

Hopefully there will be sufficient spare available for the inevitable damage for this years repair.

Best regards,

Alan...

Cost. Part nr. 110-29669 cost £ 273.75.. no doubt inc. VAT.



Caistor Town Council Vacancy and Co-option Policy

1 Introduction

1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Caistor Town Council.

1.2 The co-option procedure is entirely managed by the Council, and this policy will ensure that a fair and equitable process is carried out.

1.3 The co-option of a town councillor occurs in two instances:

When an ordinary vacancy has arisen on a Parish/Town Council after the ordinary elections held every four years,

When a casual vacancy has arisen on a Parish/Town Council and no poll (by-election) has been called.

2 Ordinary vacancy

2.1 An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on a Parish/Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish/Town Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough parish councillors to constitute a quorum, the Parish/Town Council is usually able to co-opt a volunteer to fill the vacancies.

3 Casual vacancy

3.1 A casual vacancy occurs when:

A councillor fails to make his declaration of acceptance of office at the proper time,

A councillor resigns,

A councillor dies,

A councillor becomes disqualified,

A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body.

3.2 A Parish/Town Council has to notify the District Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.

3.3 If a by-election is called, a polling station will be set up by West Lindsey District Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. Caistor Town Council will pay the costs of the election. The people of the ward have fourteen working days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of West Lindsey District Council will advise the Clerk of the closing date.

3.4 If more than one (1) candidate is then nominated, a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.



Caistor Town Council Vacancy and Co-option Policy

3.5 If ten (10) residents do not request a ballot within fourteen working (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Town Council is able to co-opt a volunteer.

4 Confirmation of Co-Option

4.1 On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option.

4.2 The Clerk will:

Advertise the vacancy for four weeks or such other period as the Town Council may agree on the Town Council notice boards and website,

Advise West Lindsey District Council that the co-option policy has been instigated.

4.3 This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum.

5 Eligibility of Candidates

5.1 The Town Council is able to consider any person to fill a vacancy provided that:

- He/she is 18 or over,
- He/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- He/she is an elector for the Parish and continues to be an elector,
- Or has resided in the Parish for the past twelve months or rented/tenanted land in the Parish,
- Or has had his/her principal or only place of work in the Parish for the past twelve months,
- Or has lived within three miles of the Parish for the past twelve months.

5.2 There are certain disqualifications for being a parish councillor, of which the main are (see s80 of the Local Government Act 1972):

- Holding a paid office or employment under the Parish Council,
- Bankruptcy,
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years,
- Being disqualified under any enactment relating to corrupt or illegal electoral practices.



Caistor Town Council Vacancy and Co-option Policy

6 Applications

6.1 Candidates will be requested to:

Submit information about themselves, by way of completing a short application form,
Confirm their eligibility for the position of parish councillor within the statutory rules.

6.2 Following receipt of applications, the next suitable Full Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

6.3 Eligible candidates will be invited to attend the meeting.

6.4 Copies of the eligible candidates' applications will be circulated to all town councillors by the Clerk at least 3 clear days prior to the meeting of the Full Council, when the co-option will be considered.

6.5 All such documents will be treated by the Clerk and all town councillors as strictly private and confidential.

7 Co-Option

7.1 At the Full Council meeting, candidates will be given five minutes maximum to introduce themselves to the town councillors (members), give information on their background and experience and explain why they wish to become a member of the Town Council. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Town Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Town Council should resolve to exclude the members of the press and public.

7.2 Following the candidate presentations/addresses, members will proceed to a vote in the form of an anonymous ballot.

7.3 In order for a candidate to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

7.4 Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the event of a tied ballot, the Mayor has the casting vote.

7.5 The ballot(s) will be counted by the Town Clerk.

7.6 If present, a candidate who is co-opted will sign a Declaration of Acceptance of Office, including an undertaking to abide by the Town Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Town Council.



Caistor Town Council Vacancy and Co-option Policy

7.7 The Clerk will notify West Lindsey District Council Electoral Services Office of the co-option of the new town councillor.

7.8 The co-opted town councillor will complete a Register of Interests form.

7.9 If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

8. Co-opted Councillor Person Specification

This table suggests essential and desirable skills for candidates of the casual vacancy.

Competency	Essential	Desirable
Personal Attributes	<p>Sound knowledge and understanding of local affairs and the local community.</p> <p>Forward thinking.</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council.</p>
Experience, Skills, Knowledge and Ability	<p>Ability to listen constructively.</p> <p>A good team player.</p> <p>Ability to pick up and run with a variety of projects.</p> <p>Solid interest in local matters.</p> <p>Ability and willingness to represent the Council and their community.</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</p> <p>Ability to communicate succinctly and clearly.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</p> <p>Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training.</p>	<p>Experience of working or being a member in a local authority or other public body</p> <p>Experience of working with voluntary and or local community / interest groups</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities</p> <p>Experience of public speaking</p>
Circumstances	<p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</p>	



Casual Vacancy Application Process

We aim to encourage applications from anyone in the town who is eligible to stand.

Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option.

As a minimum, co-option vacancies will be advertised on the website and on the noticeboard. The advertisement for the co-option will include:

- Method by which applications can be made, this will be in writing to the Clerk
- The closing date for applications
- Contact point for potential candidates to obtain more information – the Clerk
- Advice that further information is available on request

A form must be completed which includes asking the candidate why they would like to be a councillor; name; address and other contact details. When applications are received, the Clerk will confirm eligibility.

Any candidate found to be offering inducements will be disqualified.

All candidates will be sent a copy of the agenda and invited to attend the meeting.

Voting to Co-opt a Councillor

In the event of a candidate being unable to attend, their application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.

Voting will be by ballot. The Clerk will collect the ballots, record the voting numbers on the ballot record sheet (for each round of voting). The decision must be made by a majority of members who are present and voting. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority. If there is more than one vacancy then each vacancy must be filled by a separate vote or series of votes.

The Mayor (or person presiding over the meeting) may vote, and if there is an equality of votes they may exercise their casting vote. The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

The successful candidate(s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. The new member should have received an agenda however the fact that they have not received a summons does not make their attendance as a councillor illegal. (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any council committee. If an absent candidate is successful, members must agree to the signing the declaration of acceptance of office before or at the very start of the next meeting. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.



Application Form to become a councillor for Caistor Town Council

To stand for election to become a parish councillor you must be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union

You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, **any** of the following are true:

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You are the subject of a bankruptcy restrictions order or interim order,
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales).

If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.



Caistor Town Council Vacancy and Co-option Policy

Full name	Title: First name: Other names: Surname:
Address	Phone: Email:
Will you be at least 18 years old on the date of the Meeting	Yes / No
In order for your eligibility to be confirmed please tick all of the following that apply to you For full detail on eligibility please refer to West Lindsey District Council's electoral officer.	<p>1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <input type="checkbox"/></p> <p>2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <input type="checkbox"/></p> <p>3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <input type="checkbox"/></p> <p>4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election <input type="checkbox"/></p>
Please indicate in no more than 100 words why you would like to join the Parish Council	



Caistor Town Council Vacancy and Co-option Policy

What do you personally feel the role of a Town Councillor to be.
What do you feel are this councils strengths and weaknesses.
How would you personally be able to build on these
What qualities, skills and experience do you have to offer to this council
Why do you want to be a town Councillor.



Caistor Town Council Vacancy and Co-option Policy

Please provide any additional information you feel would support your application to be a town councillor (you can continue on additional sheets if needed).

Continued on additional sheets Yes / No



Caistor Town Council Vacancy and Co-option Policy

<p>You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.</p>	<p>I am not aware of any disqualification to my serving as a Councillor</p> <p>Signed :</p>
<p>I confirm the above information is correct to the best of my knowledge. I also confirm that by signing I am confirming that Caistor Town Council may process my personal data for the purposes of this application under the UK General Data Protection Regulation/Data Protection Act 2018.</p> <p>Signed :</p> <p>Date:</p>	

Please return completed form and any supporting information to Town Clerk:
clerk@caistortowncouncil.gov.uk

Clerk's Report – Caistor Events Leaflet (March 2026)

Following the Council's consideration of the invoice for the Caistor Events and Business Leaflet at its March meeting, further correspondence has been received from a councillor.

Correspondence

A total of **11 emails** were received between **20 February and 1 April 2026** regarding this matter.

The correspondence included:

- Requests for clarification of the Council's decision
- Queries relating to Financial Regulations
- Comparisons with previous Council decisions
- Follow-up communications after responses had been provided

All correspondence has been noted and retained on file.

Officer time

This matter has required approximately 8 hours of Clerk time, including reviewing correspondence, researching previous decisions, and issuing responses.

Council decision – summary and rationale

At its meeting in March 2026, Council considered the invoice for the leaflet and resolved not to accept liability for the cost.

This decision was based on the following:

- The expenditure was not authorised in advance by Council
- No official order had been issued
- The spend was in excess of the allocated budget
- The commissioning of the work did not comply with the Council's Financial Regulations, specifically:
 - Regulation 5.16
 - Regulation 5.17
 - Regulation 5.20

Members also noted that:

- The Clerk had advised prior to printing that Council approval was required
- The work was commissioned before that approval was obtained

Council therefore determined that it was unable to accept responsibility for the invoice.

Standing Orders

The decision is a formal resolution of Council and, in accordance with Standing Orders, cannot be reconsidered within six months except by: Special motion, or Recommendation from a committee.

Consultation on planning application WL/2026/00242



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

Telephone 01427 676676

Web www.west-lindsey.gov.uk

Planning.customer.care@west-lindsey.gov.uk

Date: 13/03/2026

Michelle Moss
Parish Council Caistor
TOWN HALL
14 HIGH STREET
CAISTOR
LN7 6TX

Dear Sir / Madam

Application Number: WL/2026/00242 **Valid Date:** 12/03/2026

Proposal: Planning application to convert of 2no. attached garage spaces into living spaces, replacement of rear timber boundary fence and removal of tree.

Location:

1 BANK LANE
CAISTOR
MARKET RASEN
LN7 6UE

The above-mentioned application, was registered on the above valid date, and we are consulting you as an interested party.

If you have any observations to make on the application, please make them by 13/04/2026.

Plans and other documents may be viewed on the Public Portal, and your response can also be submitted via the portal, using this link::

<https://westlindsey-publicportal.statmap.co.uk/horizoNext/publicportal/verifyconsultee?t=cb03aebbe8d3e2580e6f2488d95e8fc1917db15818ff382eae38b7e056131a04bd5a0b49d8b6571ced5c0b18ed99abb7459cfbe11fdbb631b156f99fbabc8fb014cfd6faccd11cd08f78b660120982f575d529506dcb89adfd36517acd4365734b4079a17d4921fdaedb5d1a4e9dbf433091d97a906523831fd365928c4be022cb14890fe3175fe1a0b7be4b31bea1a87923>

[54817bccb8c5dce787a86a2e026c03214d87f2081d75118e08dd12ae2e9534e1c3d34606d6706bb55b104b44271e](#)

Alternatively responses can be submitted via email to:

planning.customer.care@west-lindsey.gov.uk.

If you need to contact my office in connection with the application, it would be very helpful if you would kindly quote the application reference number given above, as it would help my staff to assist you.

As you know, planning application files, including letters of comment, are open to public inspection. Letters of comment may be reported to the Planning Committee, and if an appeal is made, will be copied to the Secretary of State and the person or persons making the appeal.

Yours faithfully
Richard Green