



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 9 April 2026**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner,
Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr.N.Clark, Cllr.P.Laverack,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 4

- 1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4964**
Apologies received from Cllrs Lyus and Hodson.
- 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: 4965**
Cllr Davey declared an interest in 9b; Cllr Morris declared an interest in 14a and 14b, and noted that he would leave the meeting at that point.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4966**
None.
- 4. Chairmans Report - Ref: 4967**
None.
- 5. To approve the draft minutes of 12th March 2026 - Ref: 4968**
RESOLVED that the draft minutes of the meeting held on 12th March 2026 be approved as a true record of the meeting.
1 abstained
- 6. Finance - Ref: 4969**
Cllr Milner arrived for the meeting.
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31st March 2026 - Ref: 4970**
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.
1 abstained
 - b) To approve the Schedule of Payments - Ref: 4971**
The schedule of payments had been circulated to councillors ahead of the meeting. RESOLVED to approve the schedule of payments totalling £8584.81.
All in favour
- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4972**
 - a) Lincolnshire Police - Ref: 4973**
None.
 - b) West Lindsey District Council. - Ref: 4974**
The report had been shared as part of the meeting pack and was noted. District Cllr Bierley noted that there is a newly set up scheme to help with heating oil poverty, the crisis and resilience fund, and the councillor initiative fund is available for small scale community projects.
 - c) Lincolnshire County Council - Ref: 4975**
Cllr Laverack raised an issue regarding parking in Caistor around South St and Mill Lane during the recent street food market, noting that buses couldn't get through and there was a gridlock - County Cllr Bean noted that bus stop/no parking and yellow lines are due to be marked out there very soon.
Cllr Bean also noted that there are several tree stumps standing proud on the playing fields near Ayscough

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Grove and asked the town council to look into removing them; the footpath on the A46 will be done by a volunteer group; Cllr Bean had accompanied Cllr N.Clark and the clerk on a walkabout throughout Caistor earlier in the week to identify and report issues with footpaths and roads/potholes/blocked drains etc - all issues identified have now been reported on fix my street.

d) Community Groups - Ref: 4976

No reports received.

Cllr A.Clark left the meeting.

e) CDCT - 2-4 Market Place - Ref: 4977

Cllr Bowman noted the report had not been produced in time to submit with the meeting pack.

The report noted - The interior work is progressing rapidly, the lift has now been installed, electricity/ water/ comms connections are being installed; kitchens and bathrooms are installed, ceilings and rear glazing have been installed at no.4, community room is now painted and has the floor covering down. Cllr Bowman noted that the plan is to remove the hoardings in May.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4978

a) Personnel and Finance Committee (next meeting 28th April) - Ref: 4979

None.

b) Estates Committee (next meeting 23rd June) - Ref: 4980

The estates Committee Chairs report had been circulated prior to the meeting, along with the draft minutes of the last meeting held on 24th March.

Cllr A. Clark returned to the meeting.

c) Health and Safety Working Group (next meeting 9th June) - Ref: 4981

It was noted that the Health and Safety Risk Assessment had been completed 9th April and we are awaiting the report.

9. Clerks Report & Parish Matters - Ref: 4982

a) Review Tracking Report - Ref: 4983

The clerk noted: the radiator/heating project in CS&SC had been completed; roofing contractor had been out to the town hall and we are waiting their quote; the collapsed floor in the town hall boiler room has been repaired; the project to upgrade the CCTV at the sports ground has been completed; the contractor has been appointed to replace the damaged wetpour surfaces at the sports ground play area; the replacement/additional picnic benches for the parks projects is progressing; notices have been placed to ask owners to come forward regarding churchyard memorials tested as unsafe.

b) To consider CS&SC CIC request to host food vans at the club - Ref: 4984

It was noted that the CIC who lease the CS&SC have asked that the council consider allowing them to host food vans throughout the year.

Concerns were raised about the amount of additional rubbish that this would generate.

RESOLVED to allow CIC to host food vans at the CS&SC providing they take responsibility for the extra litter/rubbish that this will generate around the sports ground.

All in favour

c) To consider whether to send any councillors on the Traffic Management Training being organised by Rob Turner - Ref: 4985

It was noted that Rob Turner is organising traffic management training to support traffic management duties during events in Caistor; the cost of the training and certification is £138 incl VAT. It was noted that the training/certification lasts for 5 years; there is £800 in the CTC training budget this year.

RESOLVED that the council will pay for two spaces on the training and that Cllrs Cox and Bowman will attend the training on behalf of the council.

All in favour

d) To receive an update on CCTV at the sports ground and note the escalation procedure - Ref: 4986

It was noted that the CCTV upgrades have now been completed - there are additional cameras giving 360 field

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of vision with improved night time recording, upgraded connectivity and 24hr support from WLDC control centre. In the event of an incident or emergency the CTC contacts are the Clerk, Cllrs Wight and A.Clark.

e) To receive the draft Caistor Town Council Annual report - Ref: 4987

The draft report had been circulated prior to the meeting. It was noted that the summary of finances section will be amended once the EOY accounts have been finalised.

f) To consider the request for additional lights for repairs to the Christmas Tree Lights (Cllr Somerscales) - Ref: 4988

It was noted that the some of the christmas lights are damaged or expire each year, the request is to purchase a replacement string of lights for spares/repair; the cost is £273.75 ex VAT.
RESOLVED to purchase a string of christmas tree lights as spares/replacement.

All in favour

10. To consider the Co-option policy and application form - Ref: 4989

RESOLVED to approve the co-option policy and application form with no changes.

1 against

11. Correspondence Received - Ref: 4990

a) To note the correspondence received in response to the council decision not to pay the unapproved invoice for the Caistor Goes Leaflets - Ref: 4991

The Chair, Cllr Wright, requested that the discussion be minuted in detail.
(Clerk's note: this record is a summary of the discussion and is not verbatim.)

Cllr Wright opened the item by noting that there had been criticism of the Council from some residents which, in his view, had been made without full knowledge of the facts.

Cllr Wright invited Cllr Bowman to make a short statement and then requested that she leave the room.

Cllr Bowman stated that:

In her view, the leaflet was a Caistor Town Council leaflet rather than a Caistor Goes leaflet

The leaflet had been produced in most years since 2012 and historically funded by the Council

The Council should include a budget provision for the leaflet in future

Cllr Milner asked Cllr Bowman why she had not proceeded with the original quote and appointed an alternative print company and Cllr Bowman noted that it was due to the additional costs the company had quoted for setting up the templates and dye line, which she stated were in the region of £400. Cllr Laverack questioned the costs involved for setting up the templates, given the company who quoted had been used for the same leaflet in a previous year.

Following this, the Chair asked Cllr Bowman to leave the room. Cllr Bowman continued speaking. The Chair repeated the request, supported by the Clerk. Cllr Bowman then left the meeting.

Cllr Wright summarised the matter for Members, stating that:

The leaflet had been commissioned without prior Council approval;

No budget provision had been agreed for the expenditure;

The Clerk had advised the councillor in advance that Council approval was required before committing expenditure;

This advice had not been followed and the printing had proceeded without authority;

The invoice was from a different company than the quote and was £100 more expensive;

The Council had subsequently considered the invoice and resolved not to accept liability, in accordance with its Financial Regulations;

The correspondence received from the councillor, following the decision had been extensive and had required a significant amount of the clerks time to review and respond.

Councillors discussed the matter and made the following points:

They reiterated that the central issue was governance and compliance with the council's Financial Regulations,

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not whether the leaflet itself was of value to the community;
It was noted that the expenditure had been committed without prior Council approval and in excess of available budget, and therefore could not be supported;
Councillors expressed concern that the council had no involvement in the production, content, layout or commissioning of the leaflet, yet was subsequently presented with the invoice for payment;
One councillor noted that he had extensive experience of leaflet production as part of his career and that as the quote was from a company which Cllr Bowman had used before, they would already have the template set up and that any costs associated with this would be included in the quote, not additional to it;
It was highlighted that all councillors had previously been clearly reminded that individual councillors must not commit expenditure or enter into agreements on behalf of the council without formal approval;
Councillors stressed that adherence to Financial Regulations is essential to ensure proper stewardship of public funds and that these rules must be applied consistently;
It was noted that a similar situation had arisen in the previous year, following which councillors had been explicitly reminded of the correct procedures, and therefore expectations were clear;
Councillors expressed concern that the actions taken represented a disregard for the council's established processes and protocols;
Concern was also raised regarding the volume and nature of correspondence received following the council's decision, which councillors considered to be excessive and to have placed an unreasonable demand on the clerks' time;
Councillors further noted that commentary in the public domain had not reflected the full facts of the matter and risked misleading residents.

During the discussion:

Cllr Milner left the meeting and subsequently returned.

Cllr Laverack stated that he felt he had been insulted during the discussion and his experience called into question by a fellow councillor. He indicated his intention to resign, and left the meeting.

Cllr Priestley left the meeting and subsequently returned.

The correspondence was noted.

Cllr Bowman returned to the room.

12. Constructive use of clerks time by councillors (Cllr Cox) - Ref: 4992

Cllr Cox noted that a significant proportion of the Clerk's time is taken up by councillor visits and queries, as evidenced by the Clerk's timesheets. He highlighted that the Clerk is under increasing pressure due to the overall workload and requested that councillors keep visits to a minimum and be mindful of the Clerk's time.

It was further noted that the Clerk's timesheets are circulated only to members of the P&F Committee.

13. To note any planning decisions - Ref: 4993

Cllr Morris left the room.

- 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 - Ref: 4994**

Noted.

- b) **Granted as Non-material amendment - WL/2025/00573 granted 23 July 2025 - change to roofing material. LOCATION: MIDDLEGATE LODGE HORNCastle ROAD CAISTOR - Ref: 4995**

Noted.

14. To review the planning applications received and agree a response - Ref: 4996

- 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 - Ref: 4997**

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No comments raised.

- 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 - Ref: 4999**

No comments raised.

- 15. Date of next meeting - 14th May 2026 (annual meeting of the town council) - Ref: 4999**

Noted.

Meeting closed 7.58pm.

Meeting closed at 8:00

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