



## Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 14 May 2026

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

**1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 5084**

Councillor Jon Wright was proposed/seconded to be Chair of the council and was duly elected following a unanimous vote.

All in favour

**2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 5085**

Councillors Davey and Cox were proposed and seconded to be the Vice-Chair of the council. Following a vote, Cllr Cox was duly elected as Vice Chair to the council.

Majority vote

**3. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5086**

Apologies received from Cllrs Bowman and Lyus.

**4. To consider the applications for co-option to fill the councillor vacancy - Ref: 5087**

One application had been received and circulated to councillors prior to the meeting. Tracy Cox said a few words in support of her application.

RESOLVED to co-opt Tracy Cox to fill the councillor vacancy. Mrs Cox completed the acceptance of office form and joined the meeting.

1 abstained

**5. 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: 5088**

None declared.

**6. Public Session (10 minutes, during which the meeting is suspended) - Ref: 5089**

None.

**7. Chairmans Report - Ref: 5090**

Cllr Wright thanked his fellow councillors for electing him as Chairman of the council for the 8th year, noting what a great and humbling honour it is.

**8. To approve the draft minutes of 9th April 2026 - Ref: 5091**

RESOLVED that the draft minutes of the meeting of 9th April 2026 be approved as a true record of the meeting and signed by the Chair.

1 abstained

**9. To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 5092**

It was noted that all councillors had received the most recent version of the WLDC code of conduct.

RESOLVED to continue to abide by the code.

All in favour

**10. To review and approve the Standing Order regulations (recommended by P&F) - Ref: 5093**

It was noted that following a review at the Personnel and Finance meeting in April the committee had

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recommended to include a section permitting a motion of no confidence in a councillor and that staff matters (section 19) should permit either the chair or vice-chair of the council, along with the chair of personnel committee to receive notices of absence from the clerk, to conduct a performance review, be involved in grievance matters.

RESOLVED to accept the standing orders with the suggested changes.

All in favour

**11. To review and approve the Financial Regulations (recommended by P&F) - Ref: 5094**

The financial regulations had been reviewed and updated at the finance meeting in April and circulated to all councillors in advance of the meeting. The recommendation included a section permitting the Chair of the council, in exceptional circumstances, and where the clerk/RFO is not available, to commit expenditure on behalf of the council up to £500. RESOLVED to approve the financial regulations with the suggested change.

All in favour

**12. Election of committees, working groups and representatives on outside bodies - Ref: 5095**

**a) Election of members to the Personnel and Finance Committee - Ref: 5096**

RESOLVED to appoint Cllrs A.Clark, J.Cox, Milner and Morris to the P&F committee with one vacancy.

All in favour

**b) Election of members to the Estates Committee - Ref: 5097**

RESOLVED to appoint Cllrs A.Clark; N.Clark, J.Cox, Davey, Hodson, and Somerscales to the Estates committee with the Chair of the council as an ex officio member with voting rights.

All in favour

**c) Election of members to the Health and Safety working group. - Ref: 5098**

It was noted that the Clerk and the Estates Operative are members of this working group.

RESOLVED to appoint Cllrs N.Clark, Davey and Morris as members of the working group.

All in favour

**d) Review the representation of CTC representative on (external) Town hall management group - Ref: 5099**

RESOLVED to appoint Cllr J.Cox as the town council representative for the (external) town hall management group.

All in favour

**e) Consider the use of town hall and arts and heritage centre for committee meetings and agree the committees dates for forthcoming year - Ref: 5100**

It was noted that: the town hall only charge the council a flat fee per month regardless of the number of times rooms are booked/used; use of the Arts and Heritage centre incurs additional costs; and whilst the council want to continue to support the Arts and Heritage centre, reducing public expenditure is a consideration.

RESOLVED to agree and publish the dates for meetings for the forthcoming year and schedule both full council and committee meetings at the town hall.

All in favour

**13. To consider the delegation arrangements and approve the terms of reference for the committees/working group - Ref: 5101**

**a) To consider the delegation arrangements and approve the Terms of Reference for the Personnel and Finance Committee - Ref: 5102**

The personnel and finance committee had reviewed the terms of reference in April and the minor revisions had been circulated prior to the meeting.

RESOLVED to accept the amended TOR for the personnel and finance committee.

All in favour

**b) To consider the delegation arrangements and approve the Terms of Reference for the Estates Committee - Ref: 5103**

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The Estates Committee Terms of Reference had been amended to include responsibility for the maintenance and repairs of the town hall and the sports and social club, and a broader, previously assumed, responsibility for the closed churchyards.

RESOLVED to approve the amended TOR for the estates committee.

All in favour

**c) To consider the delegation arrangements and approve the Terms of Reference for the Health and Safety working group - Ref: 5104**

The terms of reference for the Health and safety working group had been circulated prior to the meeting, with very minor corrective amendments.

RESOLVED to approve the amended TOR for the Health and Safety Working Group.

All in favour

**14. Finance - Ref: 5105**

**a) To approve the Accounting Statements and bank reconciliation for period ending 30.04.2026 - Ref: 5106**

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

RESOLVED to approve the accounting statements for the period ending 30th April 2026.

All in favour

**b) To approve the Schedule of Payments - Ref: 5107**

The schedule of payments had been circulated to all councillors prior to the meeting.

RESOLVED to approve the schedule of payments which totalled £24566.84.

All in favour

**c) Internal Audit and Annual Governance and Accountability Return (AGAR) - Ref: 5108**

**ci) To receive the Annual Internal Audit report for 2025/26 - Ref: 5109**

The internal auditor noted a high level of governance with good practices and policies in place, and that the issues raised at the last audit had been addressed. A couple of points raised by the internal auditor included: considerations regarding the use of AI - accuracy, data privacy, bias and lack of absence cover for the town clerk; several councillors declarations of interests are quite old and should be refreshed; a breach of financial protocol when appointing a contractor - councillors should be reminded to adhere to the controls/protocols; issues with CIB including the 'donation' for equipment - the IA recommended introducing contractual ties with any group doing work on behalf of the council to ensure that if things go wrong, the council can ask for a refund from the group if they do not complete their contractual obligations.

RESOLVED to accept the end of year internal audit report and look to consider the issues in the next P&F committee meeting.

All in favour

**cii) To complete and approve section 1 - Annual Governance Statement of the AGAR for 2025/26 - Ref: 5110**

All statements of the annual governance statement were read out and the council RESOLVED that it met the requirements in all areas and to approve the report.

All in favour

**ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2025/26 - Ref: 5111**

The annual accounting statements had been circulated prior to the meeting.

RESOLVED to approve the annual accounting statements for 2025/26.

All in favour

**civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2025/6 - Ref: 5112**

Both reports had been circulated to the council prior to the meeting.

RESOLVED to accept the annual bank reconciliation and the explanation of variances for 2025/26

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All in favour

**d) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders) - Ref: 5113**

The list of pre-approved payments had been circulated to councillors in advance of the meeting.  
RESOLVED to approve the payments for the forthcoming year.

All in favour

**e) To review the current inventory of land and other assets (as per Standing orders) - Ref: 5114**

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the asset register has been reviewed by both Estates and P&F over the last year for accuracy.  
RESOLVED to accept the register as a true record of the council assets.

All in favour

**f) To receive the updated risk register and business continuity plan (recommended by P&F committee) - Ref: 5115**

A copy of the current risk register had been circulated to councillors prior to the meeting. It was noted that: the register has been reviewed by both Estates and P&F over the last year for accuracy: the level of risk has generally reduced since last year; whilst there is still some way to go, health and safety arrangements of the council are now being more effectively managed; issues with historical burials in the cemetery have been included.

RESOLVED to accept the register as a true record of the council risk.

All in favour

**g) To review the councils insurance arrangements and ensure they adequately cover the risks (as per standing Orders) - Ref: 5116**

The councils buildings assets were all re-assessed for insurance valuations in 2025 and the insurance cover has been reviewed accordingly.

RESOLVED that the council insurance adequately covers current risks and assets.

All in favour

**h) To consider and approve the investment strategy (recommended by P&F committee) - Ref: 5117**

It was noted that the investment strategy had been reviewed and approved by personnel and finance committee.

RESOLVED to approve the investment strategy.

All in favour

**i) To resolve to permit the use of BACs, CHAPs and bank transfers for payments as appropriate - Ref: 5118**

RESOLVED to permit the use of BACs, CHAPs and bank transfers for payments as appropriate.

All in favour

**15. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5119**

**a) Lincolnshire Police - Ref: 5120**

No report received.

**b) West Lindsey District Council. - Ref: 5121**

Cllrs Beirleys report had been circulated to councillors prior to the meeting. Cllr Bierley was thanked for his ongoing support and kind works of support at the annual meeting. Cllr Bierley was also asked to pass on thanks to Jim, the operative at WLDC who empties the bins around the town and who is retiring shortly.

**c) Lincolnshire County Council - Ref: 5122**

It was noted that: Cllr Bean and Cllr Wright are meeting with the Executive Cllr and Executive support Cllr for Highways from LCC to at Moore Lane 15th May to assess the repairs needed to the road; a 'hot-box' team are booked to complete some temporary repairs to Moore lane later this month; the old ambulance garage has



been considered again and could be secured for the town council on a repair lease agreement; the drainage issue raised by a resident is being resolved; LCC is giving County Cllrs a small discretionary fund for projects and a larger fund is potentially being made available for bigger projects such as the town hall roof/damp - more information will be given as this progresses; some resurfacing is scheduled for Ayscough Grove; the bus stop beside the park has been approved by planning; overgrown vegetation on the A46 footpath has been cut back but there is more work to be done.

**d) Community Groups - Ref: 5123**

**Community groups and a roundup of events:**

- Caistor Arts & Heritage are running an event on May 17th, in South Street Park, supported by several of the other Caistor Community Groups, to celebrate the 50th Anniversary of the Viking Way, in conjunction and with kind sponsorship from WLDC.
- Caistor Goes... Classic Cars event was a tremendous success and they thank the Caistor Sports & Social Club for hosting the event for the 2nd year. Over 40 Classic Cars were on display May 3rd.
- Caistor Lions celebrated St George's Day with a concert in the Town Hall on April 25th, which was well attended. The hall was magnificently decorated, and the Market Rasen Brass band were in fine form, entertaining those enjoying the traditional bangers and mash supper.
- CATs Comedy Murder takes place this weekend in the Town Hall, a sold out event as usual on both nights.
- Lincolnshire Outdoor Festival and Open Churches Festival (Caistor Church guided tour is on May 27th at 1:30pm) take place this month. For further information, The Caistor Arts & Heritage Centre have extra information.
- Irby Art group are once again displaying a range of expressive art and decorative pieces in their Exhibition in the Town Hall 23rd – 25th May.
- Caistor District Lions Beer Festival – June 5th and 6th in South Street Park.

**e) CDCT - 2-4 Market Place - Ref: 5124**

Report from 2-4 Community Group - 'Good progress is being made with the internal fittings of the build. Frustratingly, we are having issues with connecting the electrical power systems. Northern Electricity will need to dig up the High Street for quite a distance to get the connection required for the building's needs. Northern Electricity, working in conjunction with LCC, have decided to delay this until the school holidays. This is outside of 2-4's control and the impact is that the compound in the market place will now not be moving until June, frustratingly this had been planned for May'.

**f) Caistor town hall management committee - Minutes from 9th February 2026 - Ref: 5125**

Noted.

**16. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5126**

**a) Personnel and Finance Committee (next meeting 25th August) - Ref: 5127**

Noted.

**ai) To receive the draft minutes from the P&F committee meeting of 28th April 2026 - Ref: 5128**

Noted.

**b) Estates Committee (next meeting 23rd June) - Ref: 5129**

Noted.

**c) Health and Safety Working Group (next meeting 9th June) - Ref: 5130**

Noted.

**17. Clerks Report & Parish Matters - Ref: 5131**

Cllr Priestley left the meeting.

**a) Review Tracking Report - Ref: 5132**

The report had been circulated to councillors prior to the meeting, it's contents were noted.

**b) To consider the request from Caistor Community Cinema to use South St park for an outdoor cinema event on 5th September 2026 - Ref: 5133**

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It was noted that the risk assessment had been submitted with the request.

RESOLVED to approve the use of the park for the community cinema on 5th September, subject to the receipt of their PLI.

All in favour

**c) To consider the request from Caistor Grammar School to use the cricket facilities on unspecified dates throughout May - July - Ref: 5134**

Cllr Davey noted an interest.

RESOLVED to approve the use of the cricket ground by the grammar school for cricket activities as per the request, throughout May-July.

1 abstained

**18. Correspondence Received - Ref: 5135**

**a) To receive and consider the email from WLDC regarding commercial waste services - Ref: 5136**

The documents had been circulated to councillors prior to the meeting. RESOLVED that the clerk should sign the waster transfer notes on behalf of the council to note that we comply with regulation 12 of the waste regulations 2011.

All in favour

**b) To receive and consider the letter from Liberal Democrats within Gainsborough Town Council - Ref: 5137**

Noted.

**19. To note any planning decisions or correspondence - Ref: 5138**

Cllr Priestley returned to the meeting.

**a) WLDC response to Caistor Town Council comments and questions - WL/2026/00180 | Planning for the Installation of a 49.9MW capacity solar farm with supporting infrastructure | Airfield Farm, North Kelsey Road - Ref: 5139**

Noted.

**20. To review the planning applications received and agree a response - Ref: 5140**

**a) WL/2026/00332 | Planning application for formation of new access to an existing paddock, including installation of a field gate and construction of a tarmac crossover | LAND NORTH EAST OF WHITEGATE HILL, CAISTOR - Ref: 5141**

No comments raised.

**b) WL/2025/00963 | Planning application for extension to existing industrial unit | UNIT 6 ENTERPRISE ROAD, CAISTOR (deadline of 4th may to comment) - Ref: 5142**

No comments raised.

**c) WL/2026/00336 | Notification under the Electronic Communications Code Regulations 2003 (as amended) to replace 1no. dish | LINCOLNSHIRE POLICE MAST, WHITEGATE HILL, CAISTOR - Ref: 5143**

No comments raised.

**21. Date of next meeting (to consider moving the date due to Clerks annual leave) - Ref: 5144**

RESOLVED to cancel the meeting in June and that the next meeting would be 9th July 2026.

1 against

**22. To resolve to move into closed session and exclude the press and public for the remainder of the meeting due to the sensitive nature of the items being discussed. - Ref: 5145**

RESOLVED to move into closed session and exclude the press and public for the remainder of the meeting due to the sensitive nature of the items being discussed.

All in favour

**23. To consider the final ground penetrating radar and trenching report for the cemetery and agree next steps - Ref: 5146**

The report and associated documents had been circulated to councillors prior to the meeting.



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at the Caistor Town Hall on 14 May 2026

RESOLVED that Cllr J.Cox would work with the clerk to confirm the reserved graves affected; those affected would be contacted prior to notifications being placed on social media/website and prior to press and funeral directors being advised; draft letter was approved for owners of EROB's affected; draft communication for website was approved with a shorted version approved for social media referring the reader to the website for more information.

It was also RESOLVED that the interment request from Jason Threadgold received yesterday, should be approved to proceed.

All in favour

Meeting closed at 8:15pm