Town Hall
14 High Street
Caistor
LN7 6TX

Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 9 July 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 T.Cox, Cllr A. Crookes,
In Attendance: Michelle Moss, District Cllr A. Lawrence,
Members of public present: 1

1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5196

Apologies received from Cllrs Morris, Lyus, N.Clark, Bowman and Priestley.
Apologies also received from County Cllr Bean and District Cllr Bierley.

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: 5197

Cllr Davey noted interests in agenda items 10c and 10b.

3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 5198

None.

4. Chairmans Report - Ref: 5199

Cllr Wright noted he had attended an afternoon with the Lincolnshire/Caistor friendship group and the Caistor cares summer afternoon tea. Both events were well supported, well organised and very enjoyable.

5. To approve the draft minutes of 14th May 2026 - Ref: 5200

RESOLVED that the draft minutes of the meeting of 14th May 2026 be approved as a true record of the meeting and signed by the Chair.
All in favour

6. To consider the applications for co-option to the council - Ref: 5201

One application had been received for the vacancy. Alan Crookes gave a short account of his experience and why he would make a good councillor.
RESOLVED to co-opt Alan Crookes onto the council as a councillor.
After signing the declaration of acceptance of office, Cllr Crookes joined the meeting.
All in favour

7. Finance - Ref: 5202

a) To approve the Accounting Statements and bank reconciliation for period ending 30/06/2026 - Ref: 5203

The accounting statements, bank statements and bank reconciliation had been circulated prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 30th June 2026.
All in favour

b) To approve the Schedule of Payments - Ref: 5204

The schedule of payments had been circulated to all councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £37565.46.
All in favour

8. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5205

a) Lincolnshire Police - Ref: 5206

No report had been received. The last report online was from April 2026.

b) West Lindsey District Council. - Ref: 5207

Cllrs Beirleys report had been circulated to councillors prior to the meeting.
Cllr Hosdon noted an increase in fly tipping.

bi) To consider the Email from WLDC about possible refurbishment of the public toilets at the town hall

and WLDC Asset transfer policy - Ref: 5208

Following a brief discussion it was RESOLVED that Caistor Town Council do not wish to adopt the toilets in an asset transfer from WLDC.

All in favour

bii) To receive the update from WLDC Chief Exec regarding the Southdale site - Ref: 5209

The letter had been circulated to councillors prior to the meeting. Cllrs questioned the potential options for sub-division of the site and asked for more information on this.

c) Lincolnshire County Council - Ref: 5210

Cllr bean was not able to attend the meeting but had emailed an update:

Moor Lane.

The highways team attended to carry out some more extensive repairs on the two worst sections of this road until we can get the whole road resurfaced, unfortunately Anglian Water were on site so the team could not carry out the repairs, as soon as Anglian Water have finished the team will return to carry out the repairs.

Westbrooke Grove.

This whole area is scheduled for resurfacing in 2028/2029, however due to the poor condition of the surface we are trying to get a small works plan put in place to carry out more extensive repairs to make this area safer until the full resurfacing scheme can be done.

Drains.

I have actively lobbied the highways team regarding several blocked drains around the town including Plough Hill, Westbrooke Grove, Cromwell View, Castle Hill, and Church Street. Although the initial response from FixMyStreet was that these drains were not a priority as they would not cause property flooding, I have successfully argued that this is not acceptable and these drains will now be cleared as soon as a team is available.

Caistor Top.

Although this is a long-term project I continue to lobby both the executive councillor for highways and the county council leaders regarding the funding to replace this junction with a roundabout. Whilst it is still early days I can confirm that the executive councillor for highways is talking to his team about this project and some planning work is being done.

ci) To consider the updated proposals for waiting restrictions at Cornhill and agree a response - Ref: 5211

It was noted that Highways have received several objections about the inclusion of a loading bay and disabled bay on the Cornhill parking site. Highways recommendation is to abandon the TRO as loading is infrequent and blue badge holders have choices to park on double yellow lines nearby. Whilst councillors were not entirely in agreement of this, they agreed to support the final proposal but asked for it to be monitored by LCC.

cii) To review whether the council want to lease the old ambulance garage from LCC on a repairing lease with £0 rent - Ref: 5212

RESOLVED that the council do not want to lease the old ambulance garage from LCC on a repairing lease.

All in favour

d) Community Groups - Ref: 5213

di) To receive the minutes and reports from the Town Hall Management Committee meeting and AGM - Ref: 5214

The reports and minutes had been circulated prior to the meeting. The contents were noted.

It was also noted that the town hall management committee had recently completed quite a lot of maintenance works and improvements per the fire risk assessment.

e) CDCT - 2-4 Market Place - Ref: 5215

No Update received.

It was agreed that Cllr Wright would contact Neil Castle to ask for an update.

9. **To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5216**

a) **Personnel and Finance Committee - no meeting held - Ref: 5217**

None.

ai) **Election of 5th Member to the Personnel and Finance Committee - Ref: 5218**

RESOLVED to appoint Cllr Davey onto the Personnel and Finance Committee.

b) **Estates Committee - Ref: 5219**

bi) **To receive the draft minutes from the Estates Committee meeting 23rd June 2026 - Ref: 5220**

Received and noted.

bii) **To share the list of required works to our assets and establish a structured and prioritised approach to Estates Work - Ref: 5221**

The asset inspection report had been circulated to councillors prior to the meeting. It was noted that: there are a lot of maintenance and improvement works which need completing on the town council's assets; much of the work that needs doing has built up over many years and not been addressed; some of the work can be completed by Estates, but much of it will require external contractors to complete; some of the work will result in significant costs and will need to be planned for; we need to look for grant funding; there was the suggestion of a public works loan. It was agreed that the work needs assessing and prioritising, then high level cost assigned, and then reprioritising based on cost, resources capacity analysed and a high level delivery plan put together.
It was agreed that councillors who would like to be involved will meet on 22nd July at 7pm.

c) **Health and Safety Working Group - Ref: 5222**

ci) **To receive the draft minutes from the HSWG meeting on 9th June 2026 - Ref: 5223**

The minutes has been circulated prior to the meeting. Noted.

cii) **To retrospectively agree to accept the quotes for the Legionella Assessments for Town Hall, CS&SC and Lock up. - Ref: 5224**

RESOLVED to accept the quotes for the Legionella Assessments for Town Hall, CS&SC and Lock up from Second Element.

All in favour

ciii) **To consider and approve the quote for the installation of an additional fire alarm call point at the stage exit of the town hall - Ref: 5225**

RESOLVED to approve the quote for the installation of an additional fire alarm call point at the stage exit of the town hall from Right Action.

All in favour

civ) **To consider and approve the Stress Management Policy and procedure - Recommended by HSWG - Ref: 5226**

RESOLVED to approve the Stress Management Policy and procedure.
It was noted that P&F will need to complete the process for staff stress assessment.

All in favour

cv) **To consider and approve the updated Health and Safety Policy and Handbook - Ref: 5227**

RESOLVED to approve the updated Health and Safety Policy and Handbook.

All in favour

10. **Clerks Report & Parish Matters - Ref: 5228**

a) **To consider the minerals and waste local plan consultation and agree a response, if required. - Ref: 5229**

The contents of the minerals and waste local plan consultation were noted. It was agreed that the council will not make any comments.

b) **To consider the complaint and response from Street Food Market re joint use of the park with Beer festival - Ref: 5230**

It was noted that the Lions have scheduled their beer festival for the week after the street food market next year so there will not be any cross over.

c) **To consider the Lions request to use the SSP for Beer festival in 2027 - Ref: 5231**

It was noted that the Lions have scheduled to the beer festival for 11th and 12th June next year and will need use of the park from 7th to 14th June.
RESOLVED to allow the Lions use of South St Park for the beer festival 7th to 14th June 2027.
All in favour

d) **Review Tracking Report - Ref: 5232**

The report had been circulated prior to the meeting. The contents were noted.

11 **Correspondence Received - Ref: 5233**

a) **To consider the resident email about the need for electric charging points in Caistor - Ref: 5234**

The Council considered correspondence from a resident regarding the lack of public electric vehicle charging facilities in Caistor following the removal of the charging point at the Co-op and concerns regarding the limited remaining provision. Councillors noted the concerns raised and acknowledged the importance of adequate charging infrastructure for residents and visitors. It was agreed that County Councillor Bean be contacted to ascertain whether Lincolnshire County Council has any existing or planned proposals for additional public EV charging facilities within Caistor and consideration of the matter be deferred pending further information.

12. **Policy Reviews - To consider and approve the following policies - Ref: 5235**

a) **Whistleblowing Policy - Ref: 5236**

RESOLVED to approve the updated Whistleblowing Policy.
All in favour

b) **Grievance Policy - Ref: 5237**

RESOLVED to approve the updated Grievance Policy.

13. **To note any planning decisions - Ref: 5238**

a) **WL/2024/00401 | PL/0024/24 | Phased extraction of sand and gravel | Land South of North Kelsey Rd To note the decision and appoint a CTC representative to the Community Liaison Group referenced in point 32. - Ref: 5239**

Noted.
It was also noted that condition 32 requires the developer to set up a liaison group prior to the export of any minerals from site, with representation from relevant parish councils.
RESOLVED to appoint Cllr J. Cox as the representative for Caistor Town Council.
All in favour

14. **To review the planning applications received and agree a response - Ref: 5240**

a) **WL/2026/00449 | Planning application for the installation of a modular self-service launderette facility and associated works | LINCOLNSHIRE CO-OPERATIVE LTD, 16 HIGH STREET (Responded via delegated powers by 22nd June) - Ref: 5241**

It was noted that this application had been circulated to councillors for comment and response by delegated powers of the clerk due to it falling in between meetings. No comments had been received from councillors.

b) **WL/2026/00468 | Listed building consent for the removal of existing paintwork | FLEECE INN, GRIMSBY ROAD (responsed via delegated powers by 29th June 2026) - Ref: 5242**

It was noted that this application had been circulated to councillors for comment and response by delegated powers of the clerk due to it falling in between meetings. The only response had been from Cllr Wright who noted that he had no objections.

c) **WL/2026/00562 | Conversion of 1no. maisonette into 2no. maisonettes, removal of chimney stack to the**

rear and re-covering rear roofs | 26A MARKET PLACE,CAISTOR - Ref: 5243

No objections raised.

d) **WL/2026/00588 | Planning application to erect fishing lodge accommodation and ancillary works | WEST MOOR FARM, NORTH KELSEY ROAD, CAISTOR - Ref: 5244**

No objections raised.

e) **WL/2026/00591 | Application for prior notification of proposed development by telecommunications code systems operators for installation of a generator together with ancillary development thereto | EXISTING BASE STATION, HIGH STREET, CAISTOR - Ref: 5245**

No objections raised.

15. Date of next meeting - 13th August 2026 - Ref: 5246

Noted.

16. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed, relating to individual staff members, resident matters and cemetery records. - Ref: 5247

RESOLVED to move into closed session.
Members of the public left the meeting.

17. To consider and discuss matters relating to historic burials identified within the Town Council cemetery, including associated reserved grave plots and ongoing resident communications, and to agree any next steps - Ref: 5248

Councillors received a confidential update regarding the ongoing investigation into historic burials within North Kelsey Road Cemetery. The Clerk reported on recent findings, communications with affected plot holders, advice received from professional bodies, and ongoing discussions with the Council's insurers and legal protection providers.
Councillors considered the potential implications for future burial provision and noted the actions being taken to identify affected areas, support plot holders, and mitigate further risks. Councillors also received an update on available options and next steps.

RESOLVED to note the update and that the Clerk should continue to progress the investigation, seek appropriate professional and legal advice, and report further developments to Council as required.

The detailed discussion remains confidential due to the sensitive nature of the matter and the potential for legal and insurance implications.

All in favour

18. To consider the Clerk/RFO workload (Cllr Davey) - Ref: 5249

Cllr Davey presented a report regarding the workload of the Clerk. Members noted the breadth of responsibilities undertaken by the Clerk and acknowledged that the Estates Operative also carries a significant workload across the Council's assets and services.

Discussion took place regarding the difficulties in securing suitable additional resources and the limited funding available within the current financial year. Members agreed that it would be necessary to prioritise the Clerk's activities and to provide as much support as possible to assist with delivery of key Council functions.

RESOLVED that the matter be referred to the Personnel and Finance Committee for further consideration at its next meeting, including options for prioritisation and support arrangements.

All in favour

Meeting closed at 8:35pm