



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Caistor Town Hall on 28 July 2026

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Crookes,
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: 5250

Apologies received from Cllrs Wright, Davey, A.Clark, N.Clark. Cllr Crookes was substituting for Cllr Davey, Cllr Milner was substituting for Cllr N.Clark.

2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 5251

Cllr A.Crookes declared a personal interest as the Council's Estates Operative is his brother. As no agenda items related to the Estates Operative's employment or personal affairs, Cllr A.Crookes remained in the meeting and participated in the business of the Committee.

Cllr Crookes also noted a non-pecuniary interest in the town hall.

Cllr Milner noted an interest in the allotments.

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: 5252

None.

4. To approve the draft minutes of the Estates Committee meeting on 23rd June 2026 - Ref: 5253

The draft minutes of the meeting of 23rd June had been circulated prior to the meeting. RESOLVED to approve the minutes of Estates Committee meeting of 23rd June as a true record of the meeting.

All in favour

5. To consider the outstanding actions from previous Estates Meeting - Ref: 5254

Most actions had been completed or are on the agenda. It was noted that the action to wash and maybe touch up the cemetery railings was carried forward; the action to put a paper together for consideration by full council to recruit a new employee for property management has possibly been superseded by the discussions at full council; MC is waiting for SD to gain access into the CS&SC to measure up the toilet cubicles.

6. Play Areas / Sports Ground - Ref: 5255

a. To consider the quotes for playground inspections and appoint a company to do the play area inspections in December(25535) - Ref: 5256

It was noted that 3 quotes had been received and shared with councillors prior to the meeting. Play Inspection company offered accompanied inspections, was the cheapest and they have completed our inspections for the last few years.

RESOLVED to appoint Play Inspection Company to carry out the play area inspections in December and to ask for South St Park to be accompanied.

All in favour

b. To consider the Cricket Clubs request for vermin control at the cricket club - Ref: 5257

Cllrs noted the request from the cricket club to shoot rabbits on the cricket fields; raised concerns regarding the use of firearms on a public recreational site and the associated safety considerations; noted that during previous rabbit control activity on the site, foxes had also been shot.

The Committee acknowledged the issues that rabbits can cause to the playing surface and discussed alternative methods of control. It was suggested that non-shooting methods, including the possible use of ferrets, may be more appropriate for the location.

RESOLVED not to permit shooting on the cricket field for rabbit control purposes.

All in favour

7. Cemetery / Churchyards - Ref: 5258



a. To consider the remaining memorial repairs at the Church and Congregational Churchyard and agree how to proceed - Ref: 5259

It was noted that: Two memorials in the churchyard remain subject to Diocese approval; estates committee preference is to lay them flat; the Secretary to the Diocese has advised that the matter will be considered at a meeting in September, at which permission may be granted for the Council to lay the two unsafe memorials flat; memorial masons had provided an indicative quotation of approximately £8,000 to lay the eleven unsafe memorials flat in the Congregational Churchyard; the working party has successfully laid flat the majority of the unsafe memorials in the Congregational Churchyard; two memorials in the Congregational Churchyard were considered too large to be safely laid flat by the working party using the equipment available. MC suggested hiring an engine hoist or similar lifting equipment to enable the remaining memorials to be laid flat safely.

RESOLVED that MC will investigate and obtain costs for hiring equipment to lay the remaining memorials flat; subject to the costs being agreed and a suitable date arranged, cllrs Somerscales, Crookes and Cox would assist with the operation.

All in favour

b. To consider maintenance requirements for the cemetery railings (Cllr Hodson) - Ref: 5260

It was noted that: the railings are dusty, have some bird poo on them, need a clean and some of the paint has started to lift leaving the red oxide under coat visible; after the informal meeting last week, cllrs need to decide if this is a priority. It was noted that: MC could wash them by hand with mild washing up liquid (Cllr Cox offered to help); hammerite paint was used the last time they were painted.

RESOLVED that MC would add washing the railings at the cemetery to his list of jobs.

RESOLVED that MC purchase some black smoothrite paint and test it on a patch where the paint is peeling, before the committee decide how to proceed.

All in favour

c. To consider the updated proposal from Cllr Hodson for the removal of the spoil pile at the cemetery and agree how to proceed - Ref: 5261

It was noted that the proposal is to remove the soil heap at the top end of the cemetery to free up more space for new burials; there is an estimated 80-100 tons of soil; the proposal includes costs for hiring digger and dumper, soil off loaded in protected area in the car park and then self loaded by grab truck and disposed of. Cllr Hodson is keen to progress this and has priced hiring equipment at approx £2910 ex VAT; there is still £5000 in ear marked reserves for Cornhill, which is no longer required which could be reallocated to this project; there is no estimate of resources or costs for labour included in the cost estimate.

RESOLVED to recommend to full council that part of the Cornhill EMR fund is reallocated to this project and that the council approve the project for completion this financial year.

All in favour

d. To consider installing a bench to replace the unsafe one removed at the ashes section - Ref: 5262

It was noted that the bench was removed following a health and safety inspection of the cemetery by an external organisation; the bench near the shed is currently being refurbished; there is no money in the budget for an additional bench.

RESOLVED not to replace the bench at the ashes section of the cemetery.

All in favour

8. Town Hall - Ref: 5263

a. To consider the work required at the town hall and agree how the schedule of works will be progressed - Ref: 5264

It was noted that at the informal priority meeting last week, Cllr Davey had volunteered to see whether there are any grants available for the bigger town hall work required. The smaller items which can be done in house can be progressed as part of estates Op priority list. The town hall management committee are progressing the fire risk assessment actions.

9. Other buildings/ Property - Ref: 5265

a. To consider the email from resident about repositioning the Market Place bench - Ref: 5266

Signature:



It was noted that the bench was removed from the Market Place when 2-4 hoarding was put up, now the hoarding has been removed the bench can be re-installed.

RESOLVED that MC will retrieve the bench from storage at Cllr Davey's home, ensure it is in safe condition and re-install it.

All in favour

10. To consider the findings of the Estates Asset Inspection, the recent council review of work required and how to progress - Ref: 5267

It was noted that the list had been considered as part of the informal prioritisation meeting last week. No decisions had been made at the informal meeting.

The following tasks were recommended for prioritisation on Estates Operative job list:

- Purchase mould killer and spray the wall in the town hall boiler room
- Investigate a like for like (size) replacement radiator for the toilet adjacent the kitchen at town hall
- Paint the metal posts outside the town hall car park entrance
- Power wash the block paving outside the town hall car park entrance
- Wash down the cemetery railings
- Touch up the cemetery railing paint where it is peeling/cracked
- Fill the cracks in the path at the cemetery with expanding filler
- Add clearing out Syfer Spring to the quarterly list of Estates jobs

Additional recommendations included:

- Work with the town hall to trace the radiators in the town hall basement and get them put on if possible (JC)
- Get a structural engineers quote for the CS&SC roof
- Check the flooring in the CS&SC to see exactly what needs doing (JC)

RESOLVED that the recommendations discussed and minuted here would be prioritised into the estates operative work schedule or taken forward by another member of Estates committee.

All in favour

11. To consider the quotes for tree works at the allotments and cemetery - Ref: 5268

It was noted that Cllr Hodson had met with two tree specialists to secure quotes for tree work needed at the allotments and cemetery; the allotment works would not require completing until after the produce growing season; at the time of the meeting only one quote had been received; there is £6500 in EMR for tree works. The work quoted for at the allotments was: allotment side canopy lift; remove maple and holly, roadside canopy lift. The work quoted for at the cemetery was: removal of the dead pine tree, oak tree canopy lift, removal of self set tree adjacent to the oak.

RESOLVED to ask full council to allocate £600 from EMR to this years budget for the cemetery tree work and to decide on the contractor providing the second quote has been received.

All in favour

12. To receive the update from the Estates Operative and consider any action - Ref: 5269

Mike Crookes shared his work sheet for the month. He noted that the shackles and hangers on the flat swings at South St Park need replacing, and agreed that he would measure up, Clerk to get quotes for the replacement hangers and add to the next Estates agenda for consideration.

13. To consider a proposal from Cllr N. Clark for bulk buying of sundries (NC) - Ref: 5270

It was noted that Equip in Market Rasen have raised their prices and they no longer represent as good value for money. Given the increase in their costs and the mileage for employees visiting, other alternative suppliers should be considered to ensure we get value for money.

14. To consider the estates projects for next year and agree who will complete the PDD for each - Ref: 5271

Project for next year will include:

The town hall repairs - JC to complete PDD

Notice board for the cemetery - MM to complete PDD

Signature:



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Notice board for the allotments - MM to complete PDD

Possibly a replacement garage door for the lock up - MC/MM to complete PDD

Repairing the cemetery gate fixing - SH to complete PDD

It was also noted that P&F need to be asked to set money aside in the budget for the next few years to replace the wooden play equipment at SSP.

Meeting closed at 9:00

Signature:

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