



# **Public Meeting Pack**

**8<sup>th</sup> October 2026**



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on  
Thursday 8 October 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  
01/10/2026

## **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 extraordinary meeting held on 1st October 2026 (if available)
6. Finance
  - a) To approve the Accounting Statements and bank reconciliation for period ending 30th September 2026
  - b) To approve the Schedule of Payments
  - c) To note the External auditors report and notice of conclusion of audit
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
  - b) Estates Committee
  - bi) To consider the recommendation from Estates Committee regarding future burials at Caistor Cemetery
  - c) Health and Safety Working Group
  - ci) To receive the draft minutes from the HSWG meeting of 8th September



- cii) To consider the HSWG recommended policy, procedure and changes to the terms and conditions of use of parks/sports ground for events/casual use
- ciii) To consider the HSWG recommendation to have full fire risk assessments every 3 years and HSWG members will conduct internal reviews in the interim years
- 9. To consider the opportunities for growing the market including the possibility of a market facebook page, how it would be administered and by who
- 10. Clerks Report & Parish Matters
  - a) To consider getting CCTV in Millfields park due to incidences of antisocial behaviour
  - b) To consider a resident's request for the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road and agree any action required.
- 11. Date of next meeting 12th November 2026



## Minutes of the Caistor Town Council held at 6:30pm at the Arts & Heritage Centre on 1 October 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr J. Cox, Cllr L. Milner,  
Cllr A. Clark, Cllr N. Clark, Cllr T. Cox, Cllr A. Crookes,

In Attendance: Michelle Moss,

Members of public present: 0

**1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5497**

Apologies 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: 5498**

None declared.

**3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 5499**

None.

**5. To approve the draft minutes of 10th September 2026 - Ref: 5500**

The draft minutes had been circulated prior to the meeting.

RESOLVED that the draft minutes of the meeting held on 10th September be approved as a true record of the meeting and signed by the Chair. (Cllrs who were not at the meeting abstained)

4 Abstained

**6. To consider the project proposals for the financial year 2027/28, agree relative priorities and budget requirements - Ref: 5501**

The project proposals were summarised:

Notice board for the allotments - to display notices and communicate with tenants. Circa £1000

Notice board for the cemetery - To display cemetery regs, notices, updates etc rather than having to tie to the railings. Circa £1500

Finance management software - To replace the current bespoke package which was developed by the previous clerk and is reliant on specialist knowledge held by one individual, creating a business continuity risk. However investigations into suitable alternatives are on-going. Circa £500

Market Signs - To prevent vehicles parking in upper spaces in the car park during Saturday market. Circa £600

Millenium Rose Garden - To replace the wildflower planting in the Millennium Garden with approximately 50 hardy rose bushes, providing a more attractive and manageable long-term planting scheme. Circa £500.

Repairs to the old fire station - To address issues identified in the structural survey and help preserve the building's long-term condition.

Repointing Town Hall - To address deteriorating mortar, reduce water ingress and associated damp issues, helping to protect the building fabric and prevent further deterioration.

Repairs to the churchyard wall - To complete repairs to the historic churchyard retaining wall to address deteriorating pointing and masonry and prevent further deterioration.

Wayfinding Strategy - To improve signage, navigation and visitor information throughout the town. This project was proposed and will be delivered/supported by WLDC. CTC have applied for a WLDC grant to fund. Circa £40000.

Clearing the spoil heap from the cemetery - Decided to park as it needs further investigation.

Event Leaflet and Business Directory - To promote local events and businesses. Circa £800.

It was noted that, over the previous 12 months, the Estates Committee had sought quotations from at least five local builders/repointing specialists for the works to the Old Fire Station and Town Hall, but had only recently identified a suitably experienced contractor willing to quote and undertake the work. A verbal quotation of £3,000 for the Old Fire Station repairs, Town Hall repointing and churchyard wall repairs was significantly lower than originally anticipated.

It was noted that: the draft budget has allocated £12500 to projects for 27/28; council agreed that it is necessary

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



to allocate funding to earmarked reserves for future building and asset liabilities such as replacement play equipment in South St Park, new cemetery land, CS&SC roof.

RESOLVED: To proceed with the works for repointing the town hall, repairs to the old fire station per the report, and repairs to the church wall (subject to Church agreement) this financial year and allocate money either from Ear Marked or General reserves, subject to receipt of a satisfactory written quotation confirming the scope and price. All in Favour.

RESOLVED to support the Wayfinding Strategy providing there is no funding requirement from CTC. All in favour.

RESOLVED to prioritise and allocate funds in 27/28 budget for Milenuim Rose Garden Project, Additional Market Signs, Cemetery Notice Board, Allotment Notice Board, Financial Software project (subject to ongoing investigations). All in favour.

RESOLVED not to allocate funds for an Event leaflet/Business Directory. One against.

Clerk to amend draft budget and present to CTC in Oct/Nov CTC meeting.

**7. To consider the Council's approach to supporting community organisations through its budget and grant funding arrangements and to determine any future provisions - Ref: 5502**

Councillors discussed whether organisations which regularly receive substantial grants should have funding allocated separately within the annual budget, leaving the general grants budget available for other community organisations and projects. The alternative of retaining the existing arrangement, whereby all organisations apply through the annual grant process, was also considered.

Two councillors declared interests as members of Caistor Lions and took no part in the discussion or decision. A further councillor declared an interest as a member of Caistor Goes and, following advice from the Clerk regarding their interest, took no further part in the discussion or decision.

RESOLVED: To retain the existing grant funding arrangements, with all organisations continuing to apply through the annual grants process, and not to make separate budget provision for individual organisations.

3 abstained

**8. To consider the amended planning application WL/2026/00562 | Amended layout, Chimney stack to remain externally and on-site parking updated | 26A MARKET PLACE - Ref: 5503**

No comments.

**9. Date of next meeting - 8th October 2026 - Ref: 5504**

Noted.

Meeting closed at 7:30pm



## **Accounting Statements**

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

## Explanation of Variances

### Cemetery Income

**Actual Total:** 2880.00      **Budget:** 0.00      **Variation:** 2880.00    / 100

Several interments authorised

### Tree maintenance

**Actual Total:** 1375.90      **Budget:** 1100.04      **Variation:** -275.86    / 25.08

Millfields emergency tree work

### Caistor Sports & Social Club

**Actual Total:** 1240.00      **Budget:** 2000.04      **Variation:** 760.04      / -38

2 x valve replacements/Roof survey



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

End of year forecast auto calculated based on actual year to date averaged over 6 months manually adjusted where appropriate.

|                        |                      | Actual<br>YTD | Budget | Variance<br>£      % |      | EOY<br>Forecast | to date averaged over 6<br>months manually adjusted<br>where appropriate. |
|------------------------|----------------------|---------------|--------|----------------------|------|-----------------|---------------------------------------------------------------------------|
| Income                 |                      |               |        |                      |      |                 |                                                                           |
| Income: General        |                      |               |        |                      |      |                 |                                                                           |
| 100                    | Precept              | 143499        | 143499 | 0                    | 0    | 143499          |                                                                           |
| 140                    | Cemetery Income      | 2880          | 0      | 2880                 | 100  | 3500            |                                                                           |
| 120                    | Allotment Income     | 30            | 450    | -420                 | -93  | 450             |                                                                           |
| 130                    | Market Rents         | 1093          | 2000   | -907                 | -45  | 2000            |                                                                           |
| 150                    | Sports ground        | 1750          | 3800   | -2050                | -54  | 3800            |                                                                           |
| 160                    | WLDC Street Cleaning | 0             | 0      | 0                    | 100  | 0               |                                                                           |
| 170                    | Grass Cutting        | 0             | 3770   | -3770                | -100 | 3770            |                                                                           |
| 180                    | Grants               | 0             | 1000   | -1000                | -100 | 1000            |                                                                           |
| 350                    | VAT Reclaimable      | 0             | 0      | 0                    | 100  | 0               |                                                                           |
| 199                    | Miscellaneous Income | 1221          | 2500   | 1279                 | -51  | 2500            |                                                                           |
| 185                    | Town Hall            | 520           | 520    | 0                    | 0    | 520             |                                                                           |
| 186                    | Magazine Advertising | 0             | 0      | 0                    | 100  | 0               |                                                                           |
| 187                    | CIL income           | 0             | 1000   | -1000                | -100 | 1000            |                                                                           |
| Income: General Totals |                      | 150994        | 158539 | -4988                | -5   | 162039          |                                                                           |
| Income Totals          |                      | 150994        | 158539 | -4988                | -5   | 162039          |                                                                           |

## Expenditure

### Expense: General

|     |                                    |       |       |       |      |       |
|-----|------------------------------------|-------|-------|-------|------|-------|
| 500 | Salaries                           | 22939 | 48000 | 25061 | -52  | 46000 |
| 503 | PAYE & NI                          | 8508  | 15500 | 6992  | -45  | 17500 |
| 501 | Staff Travel & Benefits            | 107   | 250   | 143   | -57  | 250   |
| 502 | Contractors                        | 0     | 0     | 0     | 100  | 0     |
| 509 | Other Staff Expenses               | 0     | 250   | 250   | -100 | 250   |
| 520 | General Office                     | 435   | 1500  | 1065  | -71  | 1500  |
| 530 | Hall Hire                          | 295   | 500   | 205   | -41  | 500   |
| 540 | Insurance                          | 5682  | 5000  | -682  | 14   | 5682  |
| 550 | Audit                              | 620   | 700   | 80    | -11  | 620   |
| 560 | Subscriptions                      | 110   | 1000  | 890   | -89  | 1000  |
| 570 | Training                           | 540   | 800   | 260   | -33  | 800   |
| 580 | Election                           | 0     | 0     | 0     | 100  | 0     |
| 581 | Mayor Allowance                    | 0     | 250   | 250   | -100 | 250   |
| 555 | Professional Fees                  | 0     | 250   | 250   | -100 | 250   |
| 556 | Legal Fees                         | 0     | 11000 | 11000 | -100 | 2000  |
| 590 | PROW and Amenity Cut               | 3922  | 4500  | 578   | -13  | 4500  |
| 591 | Public Rights of Way               | 0     | 0     | 0     | 100  | 0     |
| 592 | Parks grass                        | 2099  | 3200  | 1101  | -34  | 3200  |
| 593 | Sportsground                       | 6265  | 8300  | 2035  | -25  | 8300  |
| 594 | Cemeteries/Church                  | 14529 | 18750 | 4221  | -23  | 18750 |
| 595 | Allotments                         | 0     | 250   | 250   | -100 | 250   |
| 610 | Market                             | 0     | 250   | 250   | -100 | 250   |
| 750 | Cemetery records management        | 744   | 1100  | 356   | -32  | 1100  |
| 650 | Community Events                   | 320   | 250   | -70   | 28   | 320   |
| 521 | Telephone & Broadband              | 817   | 1350  | 533   | -40  | 1350  |
| 700 | Electricity - Market Place LN7 6TU | 130   | 400   | 270   | -68  | 400   |
| 701 | Electricity - South Street Park    | 220   | 400   | 180   | -45  | 400   |
| 702 | Electricity - Market Place LN7 6TL | 0     | 0     | 0     | 100  | 0     |
| 703 | Electricity - Sports Ground        | 300   | 1250  | 950   | -76  | 1250  |
| 800 | Tree maintenance                   | 1376  | 1100  | -276  | 25   | 2000  |
| 720 | Water: Sports Ground               | 126   | 400   | 274   | -69  | 400   |
| 721 | Water: Cemetery                    | 49    | 100   | 51    | -51  | 100   |



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

End of year forecast auto calculated based on actual year to date averaged over 6 months manually adjusted where appropriate.

|                         |                              | Actual<br>YTD | Budget | Variance<br>£ | %    | EOY<br>Forecast |
|-------------------------|------------------------------|---------------|--------|---------------|------|-----------------|
| 722                     | Water: Allotments            | 165           | 250    | 85            | -34  | 250             |
| 765                     | Play Park Maint & Refurb     | 14730         | 18500  | 3770          | -20  | 18500           |
| 597                     | Caistor Sports & Social Club | 1240          | 2000   | 760           | -38  | 2300            |
| 522                     | Town Hall                    | 925           | 6000   | 5075          | -85  | 6000            |
| 582                     | Civic                        | 0             | 0      | 0             | 100  | 3000            |
| 601                     | Equipment                    | 1240          | 3500   | 2260          | -65  | 3500            |
| 598                     | Market Place                 | 280           | 1000   | 720           | -72  | 1000            |
| 603                     | Gritting & Snow Clearance    | 0             | 100    | 100           | -100 | 100             |
| 766                     | CCTV                         | 0             | 1000   | 1000          | -100 | 1000            |
| 600                     | Grants & Donations           | 0             | 0      | 0             | 100  | 0               |
| 762                     | Neighbourplan Review         | 0             | 0      | 0             | 100  | 0               |
| 504                     | Pension payments             | 3228          | 5000   | 1772          | -35  | 5000            |
| 801                     | Grant to Caistor in Bloom    | 0             | 0      | 0             | 100  | 0               |
| 802                     | Christmas Lights project     | 0             | 0      | 0             | 100  | 0               |
| 803                     | Bins and Benches             | 0             | 0      | 0             | 100  | 0               |
| 660                     | WLDC                         | 0             |        | 0             |      | 0               |
| 804                     | Health and Safety            | 2279          | 4000   | 1721          | -43  | 4000            |
| 760                     | Projects                     | 0             | 500    | 500           | -100 | 500             |
| Expense: General Totals |                              | 94220         | 168450 | 74230         | -44  | 164322          |
| Expenditure Totals      |                              | 94220         | 168450 | 74230         | -44  | 164322          |



# Bank Reconciliation

## Balances as per bank statements as at 01/10/2026

|                                  |          |           |
|----------------------------------|----------|-----------|
| Natwest Current Account          | 6144.69  | 161450.10 |
| Natwest Business Reserve Account | 56818.24 |           |
| Equals Card                      | 114.52   |           |
| Charity Bank 40 day notice       | 67280.03 |           |
| Unity Trust Instant Access       | 31092.62 |           |

## Unrepresented Payments & Receipts

| Date | Invoice Ref Type | Description | Credit | Debit |
|------|------------------|-------------|--------|-------|
|------|------------------|-------------|--------|-------|

|                                      |                  |
|--------------------------------------|------------------|
| <b>Nett balance as at 01/10/2026</b> | <b>161450.10</b> |
|--------------------------------------|------------------|

### Cash Book

|                          |           |
|--------------------------|-----------|
| Receipts in current year | 150993.56 |
| VAT to be claimed        | 9598.23   |
| Unallocated cash         | 0.00      |
| Payments in current      | 94220.05  |

|                        |          |           |
|------------------------|----------|-----------|
| Opening Balance Bank 1 | 9968.07  | 114274.82 |
| Opening Balance Bank 2 | 6400.02  |           |
| Opening Balance Bank 3 | 336.97   |           |
| Opening Balance Bank 4 | 66778.90 |           |
| Opening Balance Bank 5 | 30790.86 |           |
| Opening Balance Bank 6 | 0.00     |           |

|                                  |                  |
|----------------------------------|------------------|
| <b>Cash Book Closing Balance</b> | <b>161450.10</b> |
|----------------------------------|------------------|

### General Reserves

60000.00

### Earmarked Reserves

|                                 |         |
|---------------------------------|---------|
| Elections                       | 3850.00 |
| Parks equipment                 | 5000.00 |
| Sports Field fencing            | 1500.00 |
| Sports and Social Club          | 5500.00 |
| Other buildings                 | 1500.00 |
| Town Hall                       | 5000.00 |
| Cornhill Resurfacing            | 5000.00 |
| Tree Maintenance                | 5900.00 |
| Cemetery                        | 1000.00 |
| Estates Equipment               | 3000.00 |
| Bins and Benches (tfr 11.10.24) | 600.00  |
| Civic Service                   | 0.00    |
| Memorial fixing                 | 4000.00 |

59600.10



# Budget Report - Income

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

This report is based on Payment Date

| This report is based on Payment Date |              |        | Financial Year Ending 31/03/2027 |        |        |        |        |        |           |        |
|--------------------------------------|--------------|--------|----------------------------------|--------|--------|--------|--------|--------|-----------|--------|
|                                      | Year 2025/26 |        |                                  | Q1     | Q2     | Q3     |        |        | Variation |        |
| Details                              | Budget       | Actual | Budget                           | Actual | Actual | Actual | Actual | YTD    | £         | %      |
| Income: General                      |              |        |                                  |        |        |        |        |        |           |        |
| Precept                              | 132558       | 132558 | 143499                           | 143499 | 0      | 0      | 0      | 143499 | 0         | 0.00   |
| Cemetery Income                      | 4000         | 11145  | 0                                | 1530   | 1350   | 0      | 0      | 2880   | 2880      | 100.00 |
| Allotment Income                     | 450          | 510    | 450                              | 30     | 0      | 0      | 0      | 30     | -420      | -93.33 |
| Market Rents                         | 2000         | 2365   | 2000                             | 547    | 547    | 0      | 0      | 1093   | -907      | -45.33 |
| Sports ground                        | 4400         | 4404   | 3800                             | 901    | 849    | 0      | 0      | 1750   | -2050     | -53.95 |
| WLDC Street Cleaning                 | 0            | 0      | 0                                | 0      | 0      | 0      | 0      | 0      | 0         | 100.00 |
| Grass Cutting                        | 1785         | 3772   | 3770                             | 0      | 0      | 0      | 0      | 0      | -3770     | ?      |
| Grants                               | 1000         | 0      | 1000                             | 0      | 0      | 0      | 0      | 0      | -1000     | ?      |
| VAT Reclaimable                      | 0            | 5170   | 0                                | 0      | 0      | 0      | 0      | 0      | 0         | 100.00 |
| Miscellaneous Income                 | 2500         | 2799   | 2500                             | 904    | 317    | 0      | 0      | 1221   | 1279      | -51.15 |
| 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                           | 1000         | 354    | 1000                             | 0      | 0      | 0      | 0      | 0      | -1000     | ?      |
| Income: General                      | Total        |        | 158539                           | 147411 | 3583   | 0      | 0      | 150994 | -4988     | -5     |
| Total                                |              |        | 158539                           | 147411 | 3583   | 0      | 0      | 150994 | -4988     | -5     |



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

This report is based on Payment Date

| This report is based on Payment Date |              |        | Financial Year Ending 31/03/2027 |           |           |           |        |       |           |      |
|--------------------------------------|--------------|--------|----------------------------------|-----------|-----------|-----------|--------|-------|-----------|------|
|                                      | Year 2025/26 |        |                                  |           |           |           |        |       | Variation |      |
| Details                              | Budget       | Actual | Budget                           | Q1 Actual | Q2 Actual | Q3 Actual | Actual | YTD   | £         | %    |
| Expense: General                     |              |        |                                  |           |           |           |        |       |           |      |
| Salaries                             | 53000        | 47721  | 48000                            | 11338     | 11600     | 0         | 0      | 22939 | 25061     | -52  |
| PAYE & NI                            | 15000        | 17085  | 15500                            | 4151      | 4357      | 0         | 0      | 8508  | 6992      | -45  |
| Staff Travel & Benefits              | 250          | 164    | 250                              | 35        | 72        | 0         | 0      | 107   | 143       | -57  |
| Contractors                          | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Other Staff Expenses                 | 250          | 36     | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| General Office                       | 1500         | 1137   | 1500                             | 218       | 217       | 0         | 0      | 435   | 1065      | -71  |
| Hall Hire                            | 500          | 450    | 500                              | 208       | 87        | 0         | 0      | 295   | 205       | -41  |
| Insurance                            | 4000         | 7411   | 5000                             | 0         | 5682      | 0         | 0      | 5682  | -682      | 14   |
| Audit                                | 700          | 620    | 700                              | 200       | 420       | 0         | 0      | 620   | 80        | -11  |
| Subscriptions                        | 1000         | 949    | 1000                             | 110       | 0         | 0         | 0      | 110   | 890       | -89  |
| Training                             | 2500         | 898    | 800                              | 0         | 540       | 0         | 0      | 540   | 260       | -33  |
| Election                             | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Mayor Allowance                      | 350          | 60     | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Professional Fees                    | 250          | 222    | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Legal Fees                           | 500          | 160    | 11000                            | 0         | 0         | 0         | 0      | 0     | 11000     | -100 |
| PROW and Amenity Cut                 | 4500         | 4794   | 4500                             | 1960      | 1962      | 0         | 0      | 3922  | 578       | -13  |
| Public Rights of Way                 | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Parks grass                          | 3200         | 3260   | 3200                             | 1037      | 1062      | 0         | 0      | 2099  | 1101      | -34  |
| Sportsground                         | 8300         | 9561   | 8300                             | 3188      | 3077      | 0         | 0      | 6265  | 2035      | -25  |
| Cemeteries/Church                    | 10500        | 12040  | 18750                            | 10357     | 4172      | 0         | 0      | 14529 | 4221      | -23  |
| Allotments                           | 250          | 0      | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Market                               | 250          | 497    | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Cemetery records management          | 650          | 1092   | 1100                             | 0         | 744       | 0         | 0      | 744   | 356       | -32  |
| Community Events                     | 500          | 0      | 250                              | 70        | 250       | 0         | 0      | 320   | -70       | 28   |
| Telephone & Broadband                | 1350         | 1538   | 1350                             | 408       | 408       | 0         | 0      | 817   | 533       | -40  |
| Electricity - Market Place LN7 6TU   | 400          | 375    | 400                              | 67        | 62        | 0         | 0      | 130   | 270       | -68  |
| Electricity - South Street Park      | 600          | 206    | 400                              | 59        | 161       | 0         | 0      | 220   | 180       | -45  |
| Electricity - Market Place LN7 6TL   | 0            | 339    | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Electricity - Sports Ground          | 1100         | 1219   | 1250                             | 187       | 112       | 0         | 0      | 300   | 950       | -76  |
|                                      | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Tree maintenance                     | 1500         | 1335   | 1100                             | 0         | 1376      | 0         | 0      | 1376  | -276      | 25   |
| Water: Sports Ground                 | 400          | 196    | 400                              | 56        | 70        | 0         | 0      | 126   | 274       | -69  |
| Water: Cemetery                      | 100          | 85     | 100                              | 21        | 28        | 0         | 0      | 49    | 51        | -51  |
| Water: Allotments                    | 200          | 221    | 250                              | 38        | 127       | 0         | 0      | 165   | 85        | -34  |
| Play Park Maint & Refurb             | 30000        | 29321  | 18500                            | 14730     | 0         | 0         | 0      | 14730 | 3770      | -20  |
| Caistor Sports & Social Club         | 3000         | 3983   | 2000                             | 1240      | 0         | 0         | 0      | 1240  | 760       | -38  |
| Town Hall                            | 2500         | 1575   | 6000                             | 0         | 925       | 0         | 0      | 925   | 5075      | -85  |
| Civic                                | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Equipment                            | 4500         | 5423   | 3500                             | 186       | 1054      | 0         | 0      | 1240  | 2260      | -65  |
| Market Place                         | 1000         | 1186   | 1000                             | 280       | 0         | 0         | 0      | 280   | 720       | -72  |
| Gritting & Snow Clearance            | 300          | 0      | 100                              | 0         | 0         | 0         | 0      | 0     | 100       | -100 |
| CCTV                                 | 500          | 500    | 1000                             | 0         | 0         | 0         | 0      | 0     | 1000      | -100 |
| Grants & Donations                   | 5000         | 4990   | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Neighbourplan Review                 | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Pension payments                     | 5000         | 6168   | 5000                             | 1590      | 1638      | 0         | 0      | 3228  | 1772      | -35  |
| Grant to Caistor in Bloom            | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Christmas Lights project             | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Bins and Benches                     | 2400         | 2400   | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| WLDC                                 |              | 0      |                                  | 0         | 0         | 0         | 0      | 0     | 0         |      |
| Health and Safety                    | 5150         | 5305   | 4000                             | 2249      | 30        | 0         | 0      | 2279  | 1721      | -43  |
|                                      | 6100         | 3915   |                                  |           |           |           |        |       |           |      |



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

This report is based on Payment Date

|                  |              |        | Financial Year Ending 31/03/2027 |           |           |           |        |       |           |     |
|------------------|--------------|--------|----------------------------------|-----------|-----------|-----------|--------|-------|-----------|-----|
| Details          | Year 2025/26 |        | Budget                           | Q1 Actual | Q2 Actual | Q3 Actual | Actual | YTD   | Variation |     |
|                  | Budget       | Actual |                                  |           |           |           |        |       | £         | %   |
| Expense: General | Total        |        | 168450                           | 53987     | 40234     | 0         | 0      | 94220 | 74230     | -44 |
| Total            |              |        | 168450                           | 53987     | 40234     | 0         | 0      | 94220 | 74230     | -44 |



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

This report is based on Payment Date

| This report is based on Payment Date |              |        | Financial Year Ending 31/03/2027 |           |           |           |        |       |           |      |
|--------------------------------------|--------------|--------|----------------------------------|-----------|-----------|-----------|--------|-------|-----------|------|
|                                      | Year 2025/26 |        |                                  |           |           |           |        |       | Variation |      |
| Details                              | Budget       | Actual | Budget                           | Q1 Actual | Q2 Actual | Q3 Actual | Actual | YTD   | £         | %    |
| Expense: General                     |              |        |                                  |           |           |           |        |       |           |      |
| Salaries                             | 53000        | 47721  | 48000                            | 11338     | 11600     | 0         | 0      | 22939 | 25061     | -52  |
| PAYE & NI                            | 15000        | 17085  | 15500                            | 4151      | 4357      | 0         | 0      | 8508  | 6992      | -45  |
| Staff Travel & Benefits              | 250          | 164    | 250                              | 35        | 72        | 0         | 0      | 107   | 143       | -57  |
| Contractors                          | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Other Staff Expenses                 | 250          | 36     | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| General Office                       | 1500         | 1137   | 1500                             | 218       | 217       | 0         | 0      | 435   | 1065      | -71  |
| Hall Hire                            | 500          | 450    | 500                              | 208       | 87        | 0         | 0      | 295   | 205       | -41  |
| Insurance                            | 4000         | 7411   | 5000                             | 0         | 5682      | 0         | 0      | 5682  | -682      | 14   |
| Audit                                | 700          | 620    | 700                              | 200       | 420       | 0         | 0      | 620   | 80        | -11  |
| Subscriptions                        | 1000         | 949    | 1000                             | 110       | 0         | 0         | 0      | 110   | 890       | -89  |
| Training                             | 2500         | 898    | 800                              | 0         | 540       | 0         | 0      | 540   | 260       | -33  |
| Election                             | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Mayor Allowance                      | 350          | 60     | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Professional Fees                    | 250          | 222    | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Legal Fees                           | 500          | 160    | 11000                            | 0         | 0         | 0         | 0      | 0     | 11000     | -100 |
| PROW and Amenity Cut                 | 4500         | 4794   | 4500                             | 1960      | 1962      | 0         | 0      | 3922  | 578       | -13  |
| Public Rights of Way                 | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Parks grass                          | 3200         | 3260   | 3200                             | 1037      | 1062      | 0         | 0      | 2099  | 1101      | -34  |
| Sportsground                         | 8300         | 9561   | 8300                             | 3188      | 3077      | 0         | 0      | 6265  | 2035      | -25  |
| Cemeteries/Church                    | 10500        | 12040  | 18750                            | 10357     | 4172      | 0         | 0      | 14529 | 4221      | -23  |
| Allotments                           | 250          | 0      | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Market                               | 250          | 497    | 250                              | 0         | 0         | 0         | 0      | 0     | 250       | -100 |
| Cemetery records management          | 650          | 1092   | 1100                             | 0         | 744       | 0         | 0      | 744   | 356       | -32  |
| Community Events                     | 500          | 0      | 250                              | 70        | 250       | 0         | 0      | 320   | -70       | 28   |
| Telephone & Broadband                | 1350         | 1538   | 1350                             | 408       | 408       | 0         | 0      | 817   | 533       | -40  |
| Electricity - Market Place LN7 6TU   | 400          | 375    | 400                              | 67        | 62        | 0         | 0      | 130   | 270       | -68  |
| Electricity - South Street Park      | 600          | 206    | 400                              | 59        | 161       | 0         | 0      | 220   | 180       | -45  |
| Electricity - Market Place LN7 6TL   | 0            | 339    | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Electricity - Sports Ground          | 1100         | 1219   | 1250                             | 187       | 112       | 0         | 0      | 300   | 950       | -76  |
|                                      | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Tree maintenance                     | 1500         | 1335   | 1100                             | 0         | 1376      | 0         | 0      | 1376  | -276      | 25   |
| Water: Sports Ground                 | 400          | 196    | 400                              | 56        | 70        | 0         | 0      | 126   | 274       | -69  |
| Water: Cemetery                      | 100          | 85     | 100                              | 21        | 28        | 0         | 0      | 49    | 51        | -51  |
| Water: Allotments                    | 200          | 221    | 250                              | 38        | 127       | 0         | 0      | 165   | 85        | -34  |
| Play Park Maint & Refurb             | 30000        | 29321  | 18500                            | 14730     | 0         | 0         | 0      | 14730 | 3770      | -20  |
| Caistor Sports & Social Club         | 3000         | 3983   | 2000                             | 1240      | 0         | 0         | 0      | 1240  | 760       | -38  |
| Town Hall                            | 2500         | 1575   | 6000                             | 0         | 925       | 0         | 0      | 925   | 5075      | -85  |
| Civic                                | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Equipment                            | 4500         | 5423   | 3500                             | 186       | 1054      | 0         | 0      | 1240  | 2260      | -65  |
| Market Place                         | 1000         | 1186   | 1000                             | 280       | 0         | 0         | 0      | 280   | 720       | -72  |
| Gritting & Snow Clearance            | 300          | 0      | 100                              | 0         | 0         | 0         | 0      | 0     | 100       | -100 |
| CCTV                                 | 500          | 500    | 1000                             | 0         | 0         | 0         | 0      | 0     | 1000      | -100 |
| Grants & Donations                   | 5000         | 4990   | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Neighbourplan Review                 | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Pension payments                     | 5000         | 6168   | 5000                             | 1590      | 1638      | 0         | 0      | 3228  | 1772      | -35  |
| Grant to Caistor in Bloom            | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Christmas Lights project             | 0            | 0      | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| Bins and Benches                     | 2400         | 2400   | 0                                | 0         | 0         | 0         | 0      | 0     | 0         | 100  |
| WLDC                                 |              | 0      |                                  | 0         | 0         | 0         | 0      | 0     | 0         |      |
| Health and Safety                    | 5150         | 5305   | 4000                             | 2249      | 30        | 0         | 0      | 2279  | 1721      | -43  |
|                                      | 6100         | 3915   |                                  |           |           |           |        |       |           |      |



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/09/2026

This report is based on Payment Date

|                  |              |        | Financial Year Ending 31/03/2027 |           |           |           |        |       |           |     |
|------------------|--------------|--------|----------------------------------|-----------|-----------|-----------|--------|-------|-----------|-----|
| Details          | Year 2025/26 |        | Budget                           | Q1 Actual | Q2 Actual | Q3 Actual | Actual | YTD   | Variation |     |
|                  | Budget       | Actual |                                  |           |           |           |        |       | £         | %   |
| Expense: General | Total        |        | 168450                           | 53987     | 40234     | 0         | 0      | 94220 | 74230     | -44 |
| Total            |              |        | 168450                           | 53987     | 40234     | 0         | 0      | 94220 | 74230     | -44 |



# 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"/> |
| 16/09/2026   | 2688        | EDF                               | Bank Payment: Electricity - South Street Park    | 0.99   | 20.79         | <input type="checkbox"/> | <input type="checkbox"/> |
| 16/09/2026   | 2689        | EDF                               | Bank Payment: Electricity - Sports Ground        | 1.77   | 37.19         | <input type="checkbox"/> | <input type="checkbox"/> |
| 22/09/2026   | 2690        | EDF                               | Bank Payment: Electricity - Market Place LN7 6TU | 1.08   | 22.78         | <input type="checkbox"/> | <input type="checkbox"/> |
| 16/09/2026   | 2691        | Jake Garden Care (Dyne Group)     | Grass cutting Visit 13 10th, 15th, 16th Sept     | 196.18 | 1177.08       | <input type="checkbox"/> | <input type="checkbox"/> |
| 21/08/2026   | 2692        | E-Quip (Rasen) Ltd / Equip Global | Cup bolts                                        | 0.50   | 3.00          | <input type="checkbox"/> | <input type="checkbox"/> |
| 24/09/2026   | 2693        | Tamar Telecom                     | Bank Payment: Telephone & Broadband              | 1.25   | 7.49          | <input type="checkbox"/> | <input type="checkbox"/> |
| 24/09/2026   | 2694        | Visual Graphix                    | Bank Payment: Dog signs                          | 6.47   | 38.82         | <input type="checkbox"/> | <input type="checkbox"/> |
| 23/09/2026   | 2695        | PKF Littlejohn                    | External Audit 2025/26                           | 84.00  | 504.00        | <input type="checkbox"/> | <input type="checkbox"/> |
| 25/09/2026   | 2697        | BT                                | Bank Payment: Telephone & Broadband              | 14.08  | 84.50         | <input type="checkbox"/> | <input type="checkbox"/> |
| 25/09/2026   | 2698        | [REDACTED]                        | Bank Payment: Salaries                           | 0.00   | [REDACTED]    | <input type="checkbox"/> | <input type="checkbox"/> |
| 25/09/2026   | 2699        | [REDACTED]                        | Bank Payment: Salaries                           | 0.00   | [REDACTED]    | <input type="checkbox"/> | <input type="checkbox"/> |
| 25/09/2026   | 2700        | HMRC                              | Bank Payment: PAYE & NI                          | 0.00   | 1369.11       | <input type="checkbox"/> | <input type="checkbox"/> |
| 25/09/2026   | 2701        | NEST                              | Bank Payment: Pension payments                   | 0.00   | 524.62        | <input type="checkbox"/> | <input type="checkbox"/> |
| 30/09/2026   | 2703        | Three                             | Bank Payment: Telephone & Broadband              | 7.35   | 44.12         | <input type="checkbox"/> | <input type="checkbox"/> |
| 29/09/2026   | 2704        | The Cumbria Clock Company         | Servicing St Peters and St Pauls Clock           | 48.00  | 288.00        | <input type="checkbox"/> | <input type="checkbox"/> |
| 02/10/2026   | 2705        | Liam Marchant Plumbing & Heating  | Temp relief valve on water cylinder              | 0.00   | 180.00        | <input type="checkbox"/> | <input type="checkbox"/> |
|              |             |                                   |                                                  |        | <b>TOTAL:</b> | <b>8071.06</b>           |                          |

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## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Caistor Town Council – LI0067

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be ‘Yes’, as it is not a sole managing trustee.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

### 3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

22/09/2026

Police and Crime for August 2026

### Crimes and priorities

Top reported crimes in this area

Crime map

Our priorities

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).

Google

Keyboard shortcuts Map data ©2026 Google 2 km Terms Report a map error

Crime type and time period title

All Crimes (65)

August 2026

26 crimes were reported here in August 2026

|                              |    |
|------------------------------|----|
| Violence and sexual offences | 11 |
| Anti-social behaviour        | 5  |
| Burglary                     | 3  |
| All other crime              | 7  |

#### About this crime map

This map uses data from local forces. The hotspots give only a loose idea of where crimes happened. Actual locations and details of crimes are kept anonymous.

Please note that not all crimes that occurred can be shown on the map.

0 incidents of Crime occurred in Lincolnshire Police could not be mapped to a location and therefore are not on this map.

[Learn more about how data is managed on police.uk](#).

Location anonymisation is accurate to 2022 population and housing developments.

Known issues with forces' data are set out in the [changelog](#) on data.police.uk.

# Report of District Councillor Owen Bierley to Caistor Town Council,

8<sup>th</sup> October 2026

(Prepared Wednesday, 30<sup>th</sup> September)

## Community

A further, final, round of West Lindsey's highly successful Flagship Community Grant Scheme was launched on Monday, 17<sup>th</sup> August as a tried and tested means of helping community groups and other organisations to create resilience and transition to the future local government structure. Please be aware that, as in previous rounds, an 'Expression of Interest' form must be completed on the website to initiate the process and to engage the advice and support of the Officer Team. Naturally, advice and assistance is readily (and enthusiastically) available from elected members!

The District Council's annual consultation on its Council Tax Support Scheme is now open and will run until 9.00 a.m. on Tuesday, 10<sup>th</sup> November. This helps working-age applicants on a low income with their Council Tax bill; however people who have reached State Pension age are covered by national rules set by the government so are unaffected by changes in our own scheme.

Colleagues may be surprised that there is presently no statutory requirement for the developers and operators of large-scale renewable energy schemes to provide community benefits, though Government is considering a national approach to remedy this; however it is not expected to come into effect before the end of 2027 and may not apply to projects that already have consent. The District Council has now adopted a policy for sites with an installed capacity of at least 5MW. NB. Applications for sites producing less than 50MW of electricity are determined locally. For further information please search for 'Community Benefit Policy' on our website.

A new three-year funded financial support mechanism, the Crisis and Resilience Fund (CRF), has been introduced by Government to assist some of the most vulnerable in society. It comprises a number of separate strands, with the overall aim of each being to support low income households who encounter a financial shock and to support activity that builds individual and community financial resilience. For example, subject to a number of criteria, an award could be made to alleviate immediate pressure on household finances as a result of loss of employment, an unexpected household expense, an unexpected increase in a household bill, or an unforeseen circumstance that creates an immediate financial crisis. More detailed information is set out at: <https://www.west-lindsey.gov.uk/benefits-support/crisis-resilience-fund#crisis-payments> Advice is, of course, also readily available from our customer service advisors. Meanwhile, colleagues at Lincolnshire County Council are administering the strand to help mitigate the impact the ongoing conflict in the Middle East is having on rural communities, specifically on the price of heating oil for those properties that depend upon it and as we rapidly approach the colder months of the year.

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 a current allocation of £4,000.00 for the expected four-year term of the Council.

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 working in and around Caistor) continue to generate significant additional

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income from this valuable opportunity. Draws take place at 8.00 every Saturday evening with many prizes to be won, up to a jackpot of £25,000.00 and with promotional 'add-ons' too. For example, existing (and potential new) supporters could win an iPhone 18 Pro Max 512Gb in the Super Draw on Saturday, 31<sup>st</sup> October, with the option to take 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 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 generates a further 20p for the Community Fund!

Colleagues will be aware that, on Monday, 7<sup>th</sup> September, government announced an unexpected and unspecified 'pause' in the work on their Local Government Reorganisation (LGR) directives, including here in Lincolnshire and West Lindsey. As a result next May's local elections for the District, Parish and Town Councils will go ahead as originally scheduled and for the normal four-year term. Naturally, there is a clamour throughout the sector for a costing of the already scarce resources that have been diverted to and expended on preparatory work for LGR.

Our new Community Asset Transfer Policy applies to selected freehold assets owned by, or under the stewardship of, the District Council. It outlines how transfer requests will be assessed and determined with a view to ensuring the long-term sustainability and the wider social, economic and environmental benefits of the proposal. As such it is expected to safeguard valued assets and support community wellbeing throughout West Lindsey and support community wellbeing for the foreseeable future, supplementing the existing Assets of Community Value mechanism. For a full (and fully searchable) copy of the Council's asset register please visit: <https://www.westlindsey.gov.uk/council-democracy/facts-figures/information-about-district/council-property>

## Environment

West Lindsey District Council is using 'Fly Tipping Fortnight', which runs from Monday, 12<sup>th</sup> to Sunday, 25<sup>th</sup> October, to highlight the importance of ensuring that contractors employed to remove unwanted materials are properly registered to do so. Householders have a legal Duty of Care when arranging for waste to be removed from their property and could be issued a Fixed Penalty Notice (FPN) of £600.00 if it is subsequently found to have been dumped illegally. Fly tipping is not a victim-less crime, it not only damages the environment but also costs public money to clean up.

Please be aware that the final fortnightly green bin collection of the 2026 gardening year will be on Monday, 16<sup>th</sup> November. Thank you for your valued support for this discretionary service!

## Planning

A new National Planning Policy Framework (NPPF) was introduced in August that for the first time makes a distinction between developments within settlements and those outside, with a presumption in favour of granting the former (subject to specified criteria) with the latter being assessed against more limited circumstances where development may be considered acceptable.

A National Scheme of Delegation for Planning Functions will become effective on Saturday, 31<sup>st</sup> October. This sets out how Local Planning Authorities should run their planning services, with the stated intention that more applications should be determined by officers, even though that objective conflicts with the accepted present level of community (or elected representative) input.

The Central Lincolnshire Joint Planning Team has published a Housing and Economic Land Availability Assessment (HELAA), a highly important document in preparation for the next (2028) iteration of the Central Lincolnshire Local Plan. Though richly detailed it is easy to use and can be viewed at: <https://storymaps.arcgis.com/stories/514b06fdd84e4265ac9ca0662c01a059>

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## **Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Caistor Town Hall on 22 September 2026**

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark, Cllr N. Clark,  
In Attendance: Michelle Moss,  
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: 5471**  
None.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 5472**  
None.
- 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: 5473**  
None.
- 4. To approve the draft minutes of the Estates Committee meeting on 28th July 2026 - Ref: 5474**  
The draft minutes had been circulated prior to the meeting. RESOLVED to approve the minutes of the Estates meeting of 28th July 2026 as a true record of the meeting.  
2 abstained
- 5. To consider the outstanding actions from previous Estates Meeting - Ref: 5475**  
It was noted that most of the actions are complete except the ones which Estates Op has been unable to do due to absence. Of those outstanding some are included as agenda items. Cllr Cox has a meeting with Town Hall Management Committee later in the week to look at the radiators in the town hall.
- 6. To note the remaining budgets available to estates for the remainder of 26/27 - Ref: 5476**  
Estates budgets and remaining budget available to spend were reviewed and noted.
- 7. Play Areas / Sports Ground - Ref: 5477**
  - a) To consider what action to take regarding the hawthorn tree by the stream on Millfields which had had a significant branch removed - Ref: 5478**  
RESOLVED that Cllr Hodson will remove the remainder of the tree prior to the next estates meeting.  
All in favour
  - b) To consider the repair/replacement of some of the fencing at the sports ground car park and agree whether to progress, budget implications and prioritisation - Ref: 5479**  
It was noted that the fence at the sports ground car park had become damaged again and several sections need to be replaced.  
RESOLVED that:
    1. Cllr Hodson and Somerscales agreed to complete the repairs.
    2. Allocate up to £400 from play park maintenance budget for materials, to be supplied by Cllr Hodson/LTL landscaping at cost priceAll in favour
  - c) To receive the email received from a resident regarding a dead tree, missing bin and dogs and consider what action to take - Ref: 5480**  
The resident had raised concerns about a dead tree on the sports ground, a missing dog bin and about dogs off lead in the Kelsway field. It was noted that the bins are the responsibility of WLDC.  
RESOLVED to:
    1. Put a 'dogs on leads/pick up after your dog' sign up at the entrance to Kelsawy Field
    2. Cllr Hodson will take a look at the tree and get necessary quotes to be discussed at next Estates meeting.All in favour

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



**8. Cemetery / Churchyards - Ref: 5481**

**a) To review the current position regarding the historic burial issue at the cemetery and decide whether to resume burial and reservation applications, together with any related actions - Ref: 5482**

It was noted that the work to identify and resolve graves affected by the historic burials is drawing to a close with only 3 issues outstanding. Councillors considered the current position regarding the historic burial issue and the available capacity within the cemetery.

Following discussion, the committee RESOLVED to make the following recommendations to full council:

1. To reopen the cemetery for burials of Caistor residents only.
2. That no new grave reservations or Exclusive Rights of Burial purchases be permitted in advance of need.
3. To retain the current sizes of both full burial and ashes plots.
4. To encourage the use of double-depth burials where appropriate.
5. To increase the fee for a full burial plot to £800 and an ashes plot to £250.
6. To remove non-resident burial fees from the Cemetery Fees and Charges Schedule.
7. To review the position should additional information become available in relation to the historic burial issue.

The Clerk was instructed to notify local Funeral Directors of the revised arrangements and update the Council's website and cemetery documentation accordingly once council approval has been granted.

All in favour

**b) To note the cemetery gates need adjusting and agree how to proceed - Ref: 5483**

It was agreed that Cllr Hodson will investigate further and it will be added to the next Estates meeting for further consideration.

**c) To decide how to progress the project to create the new ashes section at the cemetery - Ref: 5484**

Councillors discussed options for defining the new ashes section within the cemetery, taking into consideration visual appearance, available budget, future maintenance requirements and practicality. A white picket fence was considered the preferred option, provided it was installed slightly raised above ground level to allow access for grass cutting and routine maintenance.

Councillors noted that the new ashes section would require digital mapping for integration with the Epitaph Cemetery Management System and that cost estimates had been requested. The preparatory works required before installation were also discussed, including trimming the adjacent tree and re-measuring and marking out the area to ensure the section is correctly positioned before any fencing or posts are installed. It was noted that this could be done in-house rather than paying contractors.

RESOLVED that the new ashes section be defined by a white picket fence, installed slightly raised above ground level.

The Clerk was requested to obtain costs for digital mapping of the area for the Epitaph system, and re-measure and mark out the section prior to the installation of any fencing or posts. Cllr Hodson to arrange for the adjacent tree to be trimmed, and to source the fencing and associated materials. Budget of up to £600 allocated for materials and up to £500 for the mapping. Any costs above this will be referred back to the committee.

All in favour

**d) To consider the current position regarding the cemetery spoil heap, discuss the potential options available, identify any further information required, and determine how to progress - Ref: 5485**

It was agreed that Cllr Cox would check whether it would be possible to remove the soil over the boundary with Avara and contact Avara to their consideration of this.

**e) To note the Diocese Advisory Committee's recommendation to the Diocese for laying flat the 2 memorials at the churchyard and note the next steps - Ref: 5486**

It was noted that the DAC have given their permission for the council to seek a faculty. The clerk will complete and submit the appropriate paperwork.

**9. Allotments - Ref: 5487**

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



**a) To receive the most recent allotment report - Ref: 5488**

The allotments report was noted.

**10. Town Hall - Ref: 5489**

**a) To consider how to progress getting the town hall brickwork re-pointed - Ref: 5490**

It was noted that: Cllr N.Clark is meeting a contractor at the town hall this week to provide a quote for the repointing; we will strive to get several quotes as per financial regulations; a PPD will be completed for consideration at next weeks EO meeting to discuss next years projects and budget.

**11. Other buildings/ Property - Ref: 5491**

**a) To consider whether and how to progress work needed at the old fire station - Ref: 5492**

It was noted that: Cllr N.Clark is meeting a contractor at the old fire station this week to provide a quote for the repointing; we will strive to get several quotes as per financial regulations; a PPD will be completed for consideration at next weeks EO meeting to discuss next years projects and budget.

**b) To note the damage to the cenotaph railings and consider what action to take - Ref: 5493**

It was noted that one of the railings has been knocked into which has bent the metal and removed some paint. The section will need removing for repair in the foreseeable future, but for now, it was agreed that Cllr Somerscales will touch the paint up with the black paint purchased to touch up the cemetery railings.

**12. Grounds / Handyperson Update - Ref: 5494**

It was noted that the estates Operative is still off work due to illness.

**a) To consider the current job list for Estates, agree priorities and assign tasks - Ref: 5495**

It was noted that there are currently 44 actions on the estates list of jobs. Cllr Somerscales noted that he had cut the hedge at the sports field and that he and Cllr Davey would replace the bench at the Market Place (to be agreed with Cllr Milner where to site it). Cllr N.Clark offered to complete the survey on the grit bins for Winter. Cllr Hodson will chase up quotes for replacing some of the wood which has started to rot on the SSP play equipment.

**13. To look at the possibility of applying for any grants from WLDC for upcoming work - Ref: 5496**

RESOLVED that:

1. Cllr Davey will apply/submit an expression of interest form to LCC and WLDC for a grant for the town hall roof, the suggested resolutions for the damp, and the repointing;
2. Clerk will submit an expression of interest form for the repairs to the church wall and for the Wayfinding project.

Councillors also considered the Old Fire Station but decided it would not meet the community benefit requirements.

All in favour

Meeting closed at 9:15pm

## **Report to Full Council - Historic Burial Investigation and Future Cemetery Management 25<sup>th</sup> September 2026**

### **Purpose**

To consider the recommendation of the Estates Committee regarding the resumption of burials and reservations at North Kelsey Road Cemetery following the historic burial investigation. The Council previously suspended new burial and reservation applications as a precaution whilst investigations were undertaken.

### **Background**

Following a Ground Penetrating Radar (GPR) survey and subsequent investigations, historic burials were identified within a number of plots previously believed to be available for burial or reservation. As a result, the Council temporarily suspended new burial and reservation applications whilst investigations were carried out.

Significant progress has since been made. Of the 26 plots originally identified as potentially affected, issues relating to 24 plots have been resolved through further investigation, clarification of records and discussions with plot holders. Two cases remain outstanding.

The investigation has also confirmed that the cemetery has significantly fewer available burial spaces than previously understood, with current estimates indicating approximately 65 immediately available plots, potentially increasing to around 90 should additional areas be brought into use.

### **Recommendation of the Estates Committee**

The Estates Committee considered the current position and recommends that Full Council:

1. Reopen the cemetery for burials restricted to **Caistor residents only. The only exclusion** to this is that non Caistor residents may be interred into existing graves and those already purchased.
2. Honour all existing grave reservations and Exclusive Rights of Burial already granted.
3. Cease the sale of new grave reservations and advance purchases of Exclusive Rights of Burial.
4. Retain the current sizes of full burial and ashes plots.
5. Encourage double-depth burials where appropriate to maximise cemetery capacity.
6. Increase the fee for a full burial plot to **£800**.
7. Increase the fee for an ashes plot to **£250**.
8. Remove non-resident burial fees from the Cemetery Fees and Charges Schedule.

9. Instruct the Clerk to notify local Funeral Directors and update the Council website, cemetery regulations and associated documentation accordingly.

### **Financial Implications**

The proposed increase in fees would reflect the limited remaining burial capacity identified through the investigation and would contribute towards the ongoing maintenance and management of the cemetery and could be used to create a n earmarked fund to help purchase new land for a additional cemetery. The investigation highlighted that available burial capacity is substantially lower than previously understood prior to the GPR survey.

### **Resolution Required**

Full Council is requested to consider the recommendation of the Estates Committee and determine the future arrangements for burials, reservations and cemetery fees at North Kelsey Road Cemetery.



## Minutes of the H&S Working Group held at 3:00pm at the Caistor Town Hall on 8 September 2026

Present: Cllr S. Davey (Chair), Michelle Moss, Cllr N.Clark,

In Attendance:

Members of public present: 0

**1. To receive apologies for absence - Ref: 5374**

Apologies received from Cllr Morris and Mike Crookes.

**2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 5375**

None.

**3. To receive an update on any outstanding actions - see spreadsheet - Ref: 5376**

It was noted that most items have either been completed or are included as agenda items. It was agreed to place the action in relation to the emergency box /plan on hold; the cemetery path has been included on Mike Crookes to do list, and will be prioritised alongside other work at the next Estates Committee meeting; with regards ladder training Mike has received a HSE guidance booklet on ladder training and it is on his CBT log to do.

**4. To consider whether the fencing between the allotments and Grammar School needs extending - Ref: 5377**

It was noted that there is a lot of vegetation in the area currently. Councillors will check the site towards the end of October and report back in the next meeting.

**5. To receive an update on the COSHH storage requirements at the workshop (SD/MC) - Ref: 5378**

This item has not yet been progressed. Agreed to carry if forward until next meeting.

**6. To receive an update on the proposal by Cllr N.Clark and Cllr Davey to implement more rigorous checks on the PLI and RA requirements for groups using the sports ground and SSP - Ref: 5379**

Concerns were raised regarding the lack of event management plans for some large events held in South Street Park and the potential risks this may expose the Council to. Members discussed strengthening the application process for events held on Council land.

Suggested changes included:

Requiring applications to be submitted at least three months in advance of the event.

Requiring risk assessments and public liability insurance documentation to be submitted at least six weeks before the event.

Including a provision that the Council may require an Event Management Plan (EMP) for larger or higher-risk events, with any requested EMP to be submitted at least six weeks before the event.

The Health & Safety Working Group reviewing event applications before they are presented to Council for a decision and, where necessary, requesting further information from organisers.

The Health & Safety Working Group recommending any conditions that should be applied to an event approval.

Reviewing submitted risk assessments, insurance documentation and Event Management Plans (where required), with organisers potentially being asked to provide additional information.

Making it clear that Caistor Town Council reserves the right to withdraw permission for use of its facilities where the required documentation is not submitted within the specified timescales.

Actions:

MM to draft a proposal for Caistor Town Council setting out the proposed changes and rationale.

MM to prepare a draft process document.

Item to be included on the October Council agenda.

**7. To review the new/draft Violence at work policy, investigation process, incident reporting and review log - Ref: 5380**

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



The document was reviewed and recommended for approval at the next full council/ P&F committee meeting.

**8. To consider whether Fire safety risk assessments are required this year - Ref: 5381**

It was noted that formal FRA's are not required every year. HSWG recommend to CTC that external FRA's are completed every 3 years and that members of the HSWG should conduct reviews with Town Hall Committee and CS&SC CIC in the interim years to assess progress against the formal review - Cllrs Davey and Clark will organise dates and complete the reviews.

MM to add proposal for formal fire risk assessments to be completed every 3 years to CTC agenda for October.

**9. To review the completed actions from the Health and Safety risk assessment report - Ref: 5382**

The completed actions were reviewed.

**10. To consider the outstanding actions from the Health and Safety risk assessment report and agree next steps - Ref: 5383**

Tasks in progress:

Contractor management checks/supervision - SD/MM

Falls - Edge protection at the allotments - Cllrs to check

COSHH storage - MC/SD

Work equipment maintenance (records of maintenance and inspections - MC

Noise and vibration assessment - MC

Legionella Management - MM

Violence at work policy - MM

**11. To agree any recommendations to full council - Ref: 5384**

Recommendations:

Violence at work policy, log and process - Oct meeting (or P&F meeting in October)

Changes to the Casual users agreement and process - Oct Meeting

Formal Fire risk assessments to be completed every 3 years with interim reviews completed by councillors on HSWG - Oct meeting

**12. Time and date of next meeting - Ref: 5385**

Thursday 26th November 2026 at 3pm. (MM to book room)

Meeting closed at 16:30

## Health & Safety Working Group Report

### Event Applications for Parks/sports ground

#### Purpose

To seek Council approval to amend the current process for considering applications for events and organised activities at Parks/Sports Ground and to update the associated Terms and Conditions accordingly. The current Terms and Conditions require applications to be submitted at least 28 days in advance, with Public Liability Insurance and Risk Assessments submitted 14 days before the event. Event management plans are not requested and the documentation is not currently reviewed for appropriateness.

#### Background

The council has recently considered several requests to use Parks/sports ground and the HSWG has noted that the information provided by organisers can vary significantly depending on the nature and scale of the event.

Whilst the existing arrangements have generally worked well for small community activities, concerns have been raised that the current timeframes may not provide sufficient opportunity for larger or more complex events to be reviewed adequately. In particular, the Working Group noted that there is currently no formal mechanism for the Council to request and review an Event Management Plan where one may be appropriate.

The Working Group considers that a more structured process would improve consistency, provide greater assurance that risks have been considered appropriately, and reduce potential liability exposure to the Council as landowner.

#### Proposal

The Health & Safety Working Group recommends that Council adopts a formal Event Application and Approval Process for Parks/sports ground, incorporating the following principles:

- Event applications to be submitted a minimum of **three months** before the proposed event date.
- Public Liability Insurance and Risk Assessments to be submitted a minimum of **six weeks** before the event.
- The Council to reserve the right to require an **Event Management Plan** where the scale, complexity or nature of the event warrants additional scrutiny.
- Applications to be reviewed by members of the Health & Safety Working Group before being presented to Council.
- The Health & Safety Working Group to identify any further information required and recommend any conditions to be attached to an approval.
- Supporting documentation, including Public Liability Insurance, Risk Assessments and Event Management Plans (where required), to be reviewed on submission.
- Organisers to provide any additional information requested by the Council.

- Permission to use the park to be capable of being withheld or withdrawn where required information is not submitted within the specified timescales.

The proposed process is intended to be proportionate and does not require every event to submit an Event Management Plan. The requirement would only be applied where considered appropriate based on the event being organised.

### **Financial Implications**

There are no direct financial implications arising from this proposal. The process would be administered within existing resources.

### **Risk Implications**

The proposed process is intended to:

- Improve the Council's oversight of events taking place on Council land.
- Ensure sufficient time is available for applications to be reviewed.
- Provide a more robust audit trail of decisions and conditions applied.
- Clarify responsibilities between event organisers and the Council.
- Reduce the likelihood of events proceeding without appropriate documentation being in place.

### **Recommendation**

#### **Council is recommended to:**

1. Approve the introduction of the Parks/sports ground Event Application and Approval Process.
2. Approve the amendment of the Parks/sports ground Terms and Conditions to reflect the new process and timescales.
3. Delegate authority to the Town Clerk to make the necessary administrative amendments and issue updated documentation.

# South St Park Terms and Conditions for Volunteer and Community Group Use



## General Agreement

This agreement sets out the terms and conditions for the casual use of **Caistor Town Council's South St Park** for community events and activities.

1. **Advance Notice:** Applications for use of the park must be submitted to Caistor Town Council ~~no less than 28 days prior to the proposed date(s).~~ The Council reserves the right to refuse applications submitted after this period. Applications for use of the park must be submitted to Caistor Town Council **at least three months before the proposed event date.** Applications submitted after this deadline may be refused or deferred if there is insufficient time for the Council to consider the request and any supporting information. **Submission of an application does not constitute permission to use the park.**
2. **Council Discretion:** The Council reserves the right to cancel or suspend any booking ~~or withdraw permission for use~~ if the park area is deemed unsuitable due to weather, ground conditions, safety concerns, or other operational reasons, ~~or where the organiser has not complied with these Terms and Conditions or any event-specific conditions.~~ The Council shall not be liable for any costs incurred by the user as a result of such ~~refusal, cancellation, suspension or withdrawal.~~

## Liability and Insurance

3. **Insurance Requirement:** It is a mandatory requirement for all groups or organisations using the facility to take out their own Public Liability Insurance to a recommended level of at least £5 million. ~~Proof of valid insurance must be provided to the town clerk at least 14 days prior to the event.~~ Evidence of valid insurance must be provided to the Town Clerk **at least six weeks before the event.** The evidence provided must relate to the organiser and the activities proposed.
4. **Risk Assessment:** ~~The user must conduct a full risk assessment of their event and provide a copy of the assessment to the town clerk at least 14 days prior to the event. Users are expected to mitigate and manage all identified risks appropriately.~~ The user must prepare a suitable risk assessment for the event and provide a copy to the Town Clerk **at least six weeks before the event.** The risk assessment must relate to the proposed activities and South Street Park and must identify the measures the organiser will take to control relevant risks. The organiser remains responsible for implementing and monitoring the control measures identified.
5. **Event Management Plan:** Caistor Town Council may require the organiser to submit an Event Management Plan where the nature, size, complexity or foreseeable risks of the proposed event make this appropriate. Where requested, the Event Management Plan must be provided to the Town Clerk at least six weeks before the event and must address the matters specified by the Council.
6. **Review of Information:** Applications and supporting documents may be reviewed by the Council's Health and Safety Working Group. The organiser may be asked to provide clarification, amendments or additional information before the application is presented to the Council or before final permission is confirmed. Review of the documents by the Council or its representatives does not transfer responsibility for the planning, management or safe delivery of the event from the organiser to the Council.
7. **Permission and Deadlines:** The event must not proceed unless written permission has been issued by Caistor Town Council and all conditions and pre-event requirements have been met. The Council may withhold or withdraw permission where the required Public Liability Insurance, risk assessment, Event Management Plan or other requested information is not provided within the specified timescale.
8. **Changes to the Event:** The organiser must notify the Town Clerk promptly of any material change to the proposed event, including changes to the activities, dates, times, expected attendance, layout, vehicle access, contractors or equipment. The Council may require revised documents, impose additional conditions or reconsider its permission where a proposed change is material.
9. **Indemnity:** The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another, unless such death or injury has been caused by the proven negligence of the Council.
10. **Council Liability:** Caistor Town Council cannot accept any liability for loss, damage, or injury sustained by the user or any person participating in the event.

# South St Park Terms and Conditions for Volunteer and Community Group Use



11. **Property Loss:** The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.

## Event Management and Conduct

7. **Area Inspection:** It is the responsibility of the organising group/casual user to inspect the intended area of use to ensure it is suitable and safe prior to the commencement of the activity. **Any concern about the condition of the park must be reported to the Town Clerk as soon as possible and before the activity begins. This requirement does not affect any responsibility retained by the Council as landowner.**
8. **First Aid:** The user is responsible for the provision of adequate first aid equipment and personnel for the duration of the event.
9. **Accident Reporting:** All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
10. **Equipment Use:** Use of any Council-owned equipment (e.g., barriers, power points, signage) must be approved in advance by the Town Clerk or designated officer, and used in accordance with any instructions provided.
11. **Conduct:** The user shall not permit anything to take place at or in the facility during the period of use which is unlawful, contrary to public decency, or in such way endangers any licence held in connection with the facility.
12. **Vehicle Access:** Vehicle access will only be permitted where essential and pre-approved. Any authorised vehicle movement must be supervised and limited to setup and takedown periods.
13. **Noise and Hours of Use:** Events must not create excessive noise or run beyond the hours agreed with the Council. The Council reserves the right to terminate any activity causing unreasonable disturbance. The council will provide time and noise conditions specific to each event.

## Damage and Cleanliness

14. **Facility Care:** The park area and any associated facilities must be looked after by the user. No damage is acceptable.
15. **Reimbursement:** The user will reimburse Caistor Town Council for any expenditure incurred in making good any damage to the facility, and any areas where enhanced cleaning is required.
16. **Barring:** Any users or groups found to be abusing the facilities and/or Council staff will be barred from future use of the Council's facilities.
17. **Waste management:** The user is responsible for ensuring all waste and litter generated by the event are removed from the site immediately following the event.

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## Agreement to these Terms and Conditions:

Organisation/Group Name:.....

Main Contact Name: .....

Signature (on behalf of Organisation/Group): .....

Date: .....

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**Date and Times Required** - (to be completed by the user) Please also include any noise considerations, vehicle movements, CTC equipment you wish to use, including electricity:

# South St Park Terms and Conditions for Volunteer and Community Group Use



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## Council decision:

- ☐ Approved
- ☐ Approved subject to the conditions below
- ☐ Deferred pending further information
- ☐ Refused

Permission remains subject to the submission and satisfactory review of all required documents and compliance with the conditions below.

## Conditions:

Date supporting documents are due:

Final confirmation issued: Yes / No

Date of final confirmation:

**To consider a resident's request for the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road and agree any action required.**

**Background:** Following previous concerns raised regarding vehicle speeds on North Kelsey Road, an Archer speed survey was undertaken by the Lincolnshire Road Safety Partnership. The results were previously reported to and noted by the Town Council. LRSP has subsequently confirmed that the survey was undertaken at its identified location and has provided a map confirming the survey position. A resident has now requested that the Town Council consider the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road.

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**Resident follow up email requesting the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road (29th September 2026)**

Dear Cllr Bean,

Thank you for your previous email and for confirming that the speed survey was initially deployed in the incorrect location.

I am writing to request an urgent update on the outcome of the Town Council discussion and your correspondence with the Lincolnshire Road Safety Partnership (LRSP).

To ensure the traffic data genuinely reflects the daily reality on the ground, the pneumatic tube survey (the Archer survey cables) must be laid on North Kelsey Road in the immediate vicinity of the Hadrian Way junction.

North Kelsey Road is a long, straight 30 mph stretch with virtually zero routine enforcement, meaning vehicles routinely and significantly exceed the speed limit. Just today, I witnessed commercial traffic—including a Palletline HGV traveling toward their depot further along North Kelsey Road—and school coaches traveling at speeds far above 30 mph along with numerous cars.

Given the pedestrian traffic in this residential area and pupils heading to and from school, this level of speed is an accident waiting to happen. If a child steps out, the stopping distance at these speeds will result in a fatality.

In addition to ensuring the LRSP survey is carried out accurately and promptly at the Hadrian Way junction, I would like to formally request that the Town and County Councils look into installing a solar-powered Speed Indicator Device (SID / VAS) along this stretch. These units serve as an immediate visual deterrent to drivers entering from the national speed limit into the 30 mph zone, and they can be delivered and installed for approximately £3,500 to £5,000.

Many villages and towns smaller than Caistor have a speed indicator device when entering the village, but Caistor has nothing and this stretch of road is very dangerous. I and the residents of the new build Roman walk development would rather prevent a fatal RTC from happening rather than wait for it to happen first before anything is done, not to mention there is a further new build development planned next to this one meaning more footfall and children walking up the road to school. We really need some form of speed enforcement on the road. Please find the photo attached of a speed indicator sign.

Could you please confirm:

1. When LRSP is scheduled to redeploy the pneumatic tube survey to the correct site near Hadrian Way?
2. Whether North Kelsey Road can be put forward for permanent traffic calming measures, specifically a solar-powered SID?

Thank you for your continued support on this matter, and I look forward to hearing from you.  
Kind regards,

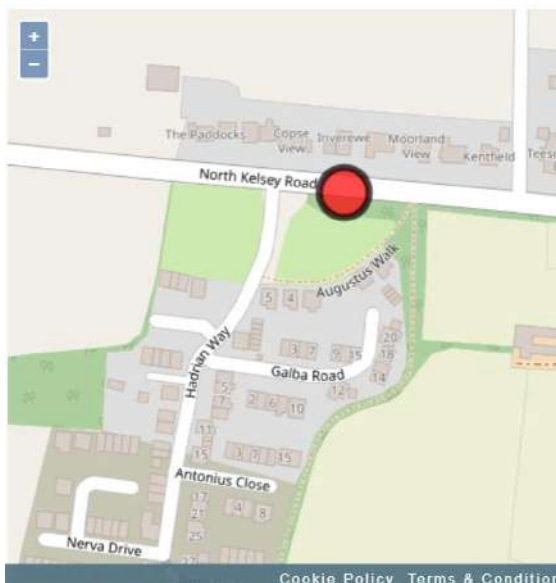
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## Email trail re Recent speed Survey

Dear all,

To answer the enquiries below:

1. I am unsure why it was believed that the recent survey was completed near the cemetery. It was not stated that this was the case in the email from Simon Hart, so can only assume it was a perception. As stated by Cllr Bean, it was not where he asked the survey to be completed and I can confirm that the 2026 survey that was sent to the Parish was completed at the location identified below.



We do not use tubes and have not done for over a decade, we use radar boxes attached to street furniture. If someone has seen tubes laid at a different location, it was not related to our survey.

As I outlined to Mr Fergusson in our original conversation the previous survey was completed near the cemetery and that too was not in the wrong location, it was completed at the location the resident at the time asked for, based on concerns regarding speeds that they identified.

2. Vehicle Activated Signs can be purchased by a parish or town council through our Community Speed Watch Scheme. Should they wish to do so, we can assist with siting the device and can help to decide on the best sign and installation/power method. I am happy to provide our staff liaison time and installation costs of any post free of charge, instead of the £500-£1000 we would usually need to charge. Please let me know if you wish to consider this further and I will ask my colleague to get in contact with you.

Best wishes

**Steve Batchelor**

**Senior Manager, Lincolnshire Road Safety Partnership**