Town Hall
14 High Street
Caistor
LN7 6TX

# Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 October 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N.Clark, Cllr A Crookes, Cllr A Crookes,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley,
Members of public present: 1

**1.** **To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5533**

Apologies received from Cllrs T Cox and J Cox and from County Cllr James Bean.

**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: 5534**

None declared.

**3.** **Public Session (10 minutes, during which the meeting is suspended) - Ref: 5535**

None.

**4.** **Chairmans Report - Ref: 5536**

The chairman noted that he had not completed any Civic duties this month.

**5.** **To approve the draft minutes of extraordinary meeting held on 1st October 2026 (if available) - Ref: 5537**

The draft minutes had been circulated prior to the meeting.
RESOLVED that the draft minutes of the meeting held on 1st October 2026 be approved as a true record of the meeting and signed by the Chair. (Cllrs who were not at the meeting abstained)

1 abstained

**6.** **Finance - Ref: 5538**

**a)** **To approve the Accounting Statements and bank reconciliation for period ending 30th September 2026 - Ref: 5539**

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

All in favour

**b)** **To approve the Schedule of Payments - Ref: 5540**

The schedule of payments had been circulated to all councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £8071.06.

All in favour

**c)** **To note the External auditors report and notice of conclusion of audit - Ref: 5541**

Councillors received and noted the External Auditor's Report for 2025/26. It was noted that the accounts had been restated following a VAT correction and that Section 2, Box 11 of the AGAR had also been corrected to "Yes". The external audit was completed with no other matters raised.

**7.** **Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5542**

**a)** **Lincolnshire Police - Ref: 5543**

The police and crime stats for August were the latest on the police website and had been circulated prior to the meeting.

**b)** **West Lindsey District Council. - Ref: 5544**

Cllrs Bierleys report had been circulated to councillors prior to the meeting, the contents were noted.

**c)** **Lincolnshire County Council - Ref: 5545**

Not present.



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**d)** **Community Groups - Ref: 5546**

Nothing received.

**e)** **CDCT - 2-4 Market Place - Ref: 5547**

Cllr Bowman noted that the contract has been signed on shop 4 and the unit has been let.

**8.** **To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5548**

**a)** **Personnel and Finance Committee - Ref: 5549**

No meeting held. It was noted that the next meeting on 27th October.

**b)** **Estates Committee - Ref: 5550**

The last estates committee meeting was held on 22nd September and the draft minutes had been circulated prior to this meeting - contents were noted.

**bi)** **To consider the recommendation from Estates Committee regarding future burials at Caistor Cemetery - Ref: 5551**

Councillors considered the Estates Committee's recommendations following the historic burial investigation at North Kelsey Road Cemetery. It was noted that the issues associated with all of the 26 affected plots had been resolved, but the cemetery had significantly fewer available burial spaces than previously understood.

RESOLVED TO:
1. Reopen the cemetery for burials for Caistor residents only, except for interments in existing or previously purchased graves;
2. Honour all existing reservations and Exclusive Rights of Burial;
3. Cease new grave reservations and advance purchases;
4. Retain the existing plot sizes;
5. Encourage double-depth burials where appropriate;
6. Increase the fees to purchase the EROB to £800 for a full burial plot and £250 for an ashes plot, with interment fees unchanged.

The Clerk to notify local funeral directors and update the Council's website, regulations and associated documents.

All in favour

**c)** **Health and Safety Working Group - Ref: 5552**

**ci)** **To receive the draft minutes from the HSWG meeting of 8th September - Ref: 5553**

The last HSWG meeting was held on 8th September and the draft minutes had been circulated prior to this meeting - contents were noted.

**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 - Ref: 5554**

Councillors considered the recommendations of the Health & Safety Working Group regarding the process for applications to hold events on Council land. It was agreed that a more structured process would allow sufficient time for applications and supporting documentation to be properly reviewed.

RESOLVED to approve the new Event Application and Approval Process and amend the Terms and Conditions accordingly, including a three-month application period, submission of Public Liability Insurance and Risk Assessments at least six weeks before the event, and provision for an Event Management Plan where appropriate.

Authority was delegated to the Town Clerk to make the necessary administrative amendments and issue the updated documentation.

All in favour

**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 - Ref: 5555**



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Councillors considered the recommendation of the Health & Safety Working Group regarding the frequency of fire risk assessments.
RESOLVED that a full professional fire risk assessment be undertaken every three years, with members of the Health & Safety Working Group carrying out internal reviews in the intervening years.

All in favour

**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 - Ref: 5556**

Cllr Milner noted that now the hoarding for 2-4 has been removed there is the opportunity to grow the market to increase footfall into Caistor at the weekend. We have had 3 new stall holders recently apply. Cllr Milner asked for council permission to create a separate facebook page for the Market for promotions, and also for additional councillor support putting market equipment away each Saturday.
RESOLVED that Cllr Milner may design a facebook page for the market and share it with council for approval before setting it live.
Cllrs Priestly, Crookes and Bowman agreed to support Cllr Milner with putting market equipment away on a rota each week.

All in favour

**10. Clerks Report & Parish Matters - Ref: 5557**

**a) To consider getting CCTV in Millfields park due to incidences of antisocial behaviour - Ref: 5558**

Councillors considered a resident's request for CCTV to be installed at Millfields Park. It was noted that the site has no electricity or internet connection, and alternative options including signage and solar-powered cameras with SD card storage were discussed.
Councillors considered the data protection and ongoing management requirements associated with operating CCTV, including responsibility for accessing, storing and managing recorded footage. It was felt that the Council does not currently have the resources to manage such a system appropriately. The potential impact on nearby residents and the need for consultation were also noted.
RESOLVED: To contact West Lindsey District Council to establish whether it is able to provide advice or assistance with CCTV or alternative measures at Millfields Park.

All in favour

**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. - Ref: 5559**

Councillors considered a resident's request for the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road. It was noted that, following concerns raised by the resident, LRSP had undertaken an Archer speed survey in June, which did not identify significant speeding at the surveyed location. The resident had subsequently queried the location of the survey, and LRSP confirmed that the equipment had been positioned at the location requested.
LRSP had advised that it would fund the installation of a suitable post should the Town Council agree to purchase a device.
Councillors considered the request but felt that responsibility for addressing highway and speeding concerns should remain with the appropriate highways authorities.
RESOLVED: Not to purchase a Speed Indicator Device for North Kelsey Rd

All in favour

**11. Date of next meeting 12th November 2026 - Ref: 5560**

Noted.

Meeting closed at 7.28pm



Signature: .....