

MINUTES OF THE MEETING OF CAISTOR TOWN COUNCIL,

held in the Alan Caine Council Chamber, Town Hall, Caistor on 8th November 2018 commencing at 7.00pm.

Present: Cllrs A. Somerscales (Chairman), M. Sizer, S. Critten, A. Clark, C Rudd, J. Wright, M. Galligan, J. Hughes, S. Gaughan, S. Millson, C Mackenzie, J. Bowman & D. Barker.

Also present: District Cllrs A Lawrence, J Hanrahan (Town Clerk) and 4 members of the press and public.

1 **Apologies for Absence:**

Cllr. M. Stopper & County Cllr A. Turner

2 **Declarations of Interest:**

None.

3. **Chairman's Report**

The Chairman advised that he had attended:

- Mayoral Civic events in Gainsborough & Mablethorpe
- Caistor's twinning farewell dinner
- Caistor Lion's bonfire which was excellent and well attended
- Archeological dig / scrapping at the allotments.

He is due to attend several Remembrance Day events on Sunday 11th to which all are welcome:

- Remembrance Day Parade: meeting at 10:45 am at the Methodist Church
- Beacon Lighting: meeting at 6:45 pm at the Rock Foundation.

4. **Minutes of the Meeting held on 11th October 2018.**

The minutes were proposed and seconded by Cllrs Barker and Clark and it was duly Resolved, that they be signed as a true record. There were three abstentions.

5 **Reports from External Bodies:**

- a. **Police report:** No Report Received this month.
- b. **LCC report:** Cllr Tony Turner had given his apologies and no report was available.
- c. **WLDC report:** Previously circulated by Cllr O Bierley, who was unable to attend but Cllr A Lawrence said that she had nothing to add but would answer any questions. There were no questions.

6. **Town Clerk's Report on ongoing matters:**

1. **Christmas Tree**

Sealord Limited who have kindly sponsored our Christmas Tree for more than a decade are no longer able to do so. We have consequently been seeking a new

sponsor. The need to purchase and transport the tree this year will cost circa £3,500. The Christmas Lights switch on event is due to take place on Saturday 1st December at 4.30pm with a market and entertainment beforehand. The Town Clerk advised that if we wish to have a tree in the Market Place this year it will need to be funded from our business reserve.

It was proposed and seconded by Cllrs Mackenzie and Millson, and duly agreed, that the business reserve be used to fund the Christmas tree this year. It was also agreed that a letter of thanks be sent to Sealord, thanking them for their past sponsorship, and that the Town Clerk contact other businesses to request event sponsorship next year.

2. Allotments

The Town Council has 14 allotments on its North Kelsey Road site. Regrettably, three allotments have not been worked this year and consequently need to be reclaimed and re-let to those on the waiting list. These actions were proposed and seconded by Cllrs Somerscales and Clark and duly agreed.

3. Duke of Edinburgh Award

Mr Dakota Phoenix Sylvan, a student from Caistor Grammar School, has volunteered to undertake work as an unpaid employee of the Town Council. He is required to undertake a minimum of 12 hours voluntary work as part of his Duke of Edinburgh Award and would like to work on keeping the Town tidy with litter collection and street cleaning. He would be If he is classed as an unpaid employee of the Town Council, he will be covered by our insurances. He would be supervised by our handyman. It was proposed and seconded by Cllrs Steve Critten and C Mackenzie and duly agreed that Mr Sylvan be engaged.

FOR INFORMATION

I. Town Hall

- a. **Chris Miller**, from The Roofing Company, has taken a long time to provide outturn costs for the works undertaken on the roof including labour costs, scaffolding, pointing, slating / gullies and flat roof repairs which commenced in July. His estimated figure is £22,000 (plus vat). Details of this estimate are awaited and an application for (£8,000) grant support is to be submitted to WLDC.
- b. **James Hall**, the contractor who won the tender for resurfacing the Town Hall car park, anticipates a mid-December start, subject to final approval to proceed. Users will need to be advised in advance to clear the car park. Works and relining are expected to take up to two days. Members were minded to delay the works until March 2019.

II. Car Parking

- a. The Town Clerk has formally requested the transfer of the funds (circa £10,000) received by Caistor Development Trust, specifically for car parking provision in

Caistor, which was a planning obligation from the developers of the old hospital site.

- b. The County Council have been requested to visit Caistor more often to enforce the maximum two-hour parking restriction, in the Market Place, which is being abused. This restriction was designed to boost trade.
- c. Negotiations are continuing with ACIS, for the acquisition of the whole of the old depot on Mill Lane, for use as a permanent long stay car park.
- d. Schools are being encouraged to persuade their sixth form students not to park in Town Centre locations (Market Place / Town Hall) and provide alternative solutions.

III. Community Infrastructure Levy (CiL) & Section 106

- a. West Lindsey District Council (WLDC) have passed to the Town Council a Community Infrastructure Levy (CiL) contribution of circa £3500 from the developers of homes at Millfield's off Hersey Road.
- b. WLDC have confirmed that a Section 106 contribution is due to be claimed from the developers of the former Caistor hospital site on North Kelsey Road. This will be claimed in £10,000 tranches following the occupation of homes. The first trigger point is 70 homes occupied, with 39 currently occupied and others sold but not yet occupied. The Town Council would have to then claim to WLDC based on community projects which they wish to be funded or a contribution made towards.

IV. Play Areas External Inspection

- a. In addition to our monthly member inspection of play areas and parks we annually undertake a detailed external survey. The inspector (Play Inspection Company) has submitted detailed reports on each play area (South Street, Millfield's and Sports Ground). The grading of risks, where accidents are likely to happen, runs from Very High to High, Moderate, Low and Very Low. Whilst there are many minor actions needed (tighten bolts / replace screws etc) only two are moderate risks and the rest are low or very low.

The moderate risks are:

- 1. the need to have a bolt on double gates to secure them to the ground and
- 2. to repair webbing, a trip hazard at the Sports Ground.

A sum has been recommended in the budget to cover the costs of remediation and replacement for all risks.

V. Battle's Over: Beacons of Light

The Town Council, with WLDC and Rock Foundation, are involved in a national ceremony to mark the end of the First World War. The short event will take place at 645pm on Sunday 11th November 2018 in the Rock Foundation car park at 23 Grimsby Road, Caistor. The Town Mayor, Cllr Alan Somerscales together with Cllr Pat Mewis, Chairman of the West Lindsey District Council, will host the event.

It will include the reading of the “Ode of Remembrance” by Rev Sarah Parkin (Methodist Church), a bugler (Michael Green) playing of the “Last Post & Reveille” and the lighting of the Beacon at 7pm by a local school child. It is anticipated that the bells at the Parish Church will be rung at the same time as those across the UK. The Beacon will form part of a national network which should be viewable across the UK.

7. Payments & Receipts

- a) Cllr Steve Millson, Chairman of the Finance Committee, explained the thinking behind this year’s precept and ran through the proposed budget line by line. The proposed precept for 2019-20 is £91,306 which is an increase of 2.9% and in line with inflation since the last precept increase several years ago. This precept was proposed and seconded by Cllr’s Galligan and Hughes and duly agreed.
- b) Payments and receipts for October 2018, were proposed and seconded to be authorised, by Cllrs Somerscales and Barker respectively, and duly accepted for payment.

8. CTC Correspondence to 11th October 2018

None received

9. Parks Inspection Report & Actions:

- i. Cllr Angela Clark gave her report to the Council. It was advised that the play areas were generally in good repair with a few issues: South Street Park: the 2”x2” support for the infants swing needs securing, Millfield’s: moss needs clearing as slip hazard. Sports Ground: Carousel and skate run near to basket ball area is waring, Orchard: seat severely vandalised.
- ii. There have been several complaints from residents who abut the South Street Park and wish to see works to trees and fencing. The Woodland Trust have been approached to survey the trees and advise on how to use natural vegetation instead of fencing to mark the Park boundaries. The independent survey of our play areas has now been completed and we await their written report and recommendations.

10. Reports from meetings:

- a. **Caistor Sports & Social Club & Caistor Cares:** Cllr Clark had circulated a written report but added that around 30 people were attending Caistor Cares coffee morning events. Mr Wes Allison had attended an event at the Oval marking his contributions to cricket over 50 years. There remain issues with live CCTV coverage and lighting issues. Caistor Cares were also being assisted by 6th formers from Caistor Grammar with activities, such as cake decorations and origami, and entertainment such as a violinist.
- b. **Caistor Heritage Dig:** Cllr Stopper advised the Town Council that there would be a heritage dig taking place in Caistor, at the site of the allotments (North Kelsey Road) adjacent to the remains of the Roman Wall, on 7-10th & 16-19th November.

The two plot holders impacted upon had been spoken to and were supportive. The Town Clerk would formally advise them of the dig.

- c. **Caistor Lions:** Cllr Sizer added that the Lions had 52 members and had raised around £4000 at the bonfire event.

11. **Closed Session to discuss Confidential Matters:**

Cllrs Sizer and Barker moved and seconded respectively, that the Town Council move into closed session. This motion was carried unanimously.

- a. The confidential minutes of the Employment Committee had been circulated as background on the staffing matters:
- b. **Handyman.**
 - . It was agreed that the current rolling annual contract be terminated and that the job be advertised in the New Year with a March start. The current providers of the services are invited to re-apply.
- c. **Town Clerk**
 - It was agreed that the contract terms previously agreed would be honoured.

The meeting closed at 8.20pm