

**MINUTES OF THE MEETING OF CAISTOR TOWN COUNCIL**, held in the Alan Caine Council Chamber, Town Hall, Caistor on 6 June 2018 commencing at 7.00pm.

**PRESENT** Cllrs A. Somerscales (Chairman), J. Wright. D. Barker, A. Clark, S. Critten, M. Galligan, S. Gaughan, S. Millson, C. Rudd, J. Bowman, J. Hughes & M Stopper.

**Also present:** District Cllrs A Lawrence, O Bierley, County Cllr A. Turner, J Hanrahan (Town Clerk) and 3 members of the press and public.

1 **APOLOGIES FOR ABSENCE & REASONS GIVEN:**

Cllrs M. Sizer & C Mackenzie

2 **DECLARATIONS OF INTEREST**

None.

3. **CHAIRMAN'S REPORT**

The Chairman advised that he had attended several events including;

- the Caistor Civic Society social evening,
- the successful inaugural Community Cinema event at the Town hall and the
- Classic Cars event in the Market Place with 32 cars present on a sunny Sunday afternoon.
- He had also visited Welton Parish Council with the Town Clerk and Cllr Millson to view their use of RBS financial software.
- Members were advised that the Chairman was climbing the clock tower at the Parish Church on Saturday 9<sup>th</sup>, in aid of the roof repairs fund, and all sponsorship would be gratefully received.

4. **MINUTES OF MEETING HELD ON 10<sup>th</sup> MAY 2018.**

Proposed, Cllr Wright, Seconded, Cllr Bowman and Resolved that they be signed as a true record.

5. **REPORTS FROM EXTERNAL BODIES:**

a. **Police Report**

Previously Circulated. No direct reference to Caistor but it was noted that drivers had been aggressive to district & county council employees doing their duty.

b. **LCC Report**

Cllr Turner had previously circulated the North Wolds Report.

- It was noted that many potholes in Caistor had been addressed especially on Navigation Lane.
- Works were still outstanding however, on the uneven paths at Lincoln Drive, which could be trip hazards.
- Cllr Bowman raised the need for Brigg Road footpaths to be resurfaced from near its junction with North Street to Canada Lane.

Cllr Turner said that he would take these matters up but advised that anyone could raise such issues via the Lincolnshire County Council website or via the Town Clerk.

c. **WLDC Report**

Cllr Bierley reported that

- the Lincs Wolds management plan had been accepted by WLDC subject to funding being available. There was to be a section 15-boundary review to

potentially extend the AONB area north of the A46 to the Humber / A180. This would certainly include Caistor.

- Under the Central Lincolnshire Local Plan (CCLP) annual review consideration would be given to an eastern relief road for Caistor.
- A new dog bin on Navigation Lane near to Nettleton Road junction is being examined, possibly green rather than red to make it less obtrusive. The potential site is next to the former telephone box.
- The WLDC Commercial Waste team is looking into the ongoing issue of the Settlement Bins on Bank Lane. It was noted that there was a bin store on site which is being used for other purposes and no need for the bins to be on the street. A small ramp may be needed to make bin movement safe.

## 6. **CLERK'S REPORT ON ONGOING MATTERS**

### **1. Financial Software**

The Clerk reminded Members that he had requested that the Town Council Town Council consider purchasing a bespoke software package designed for Town & Parish Councils. Since that time Cllrs Alan Somerscales and Steve Millson have had a demonstration of the system by the Clerk at Welton Parish Council. The system is that developed by Rialto Business services (RBS) and has two versions (Alpha & Omega) depending on the volume of Council transactions. The package is widely used in Lincolnshire and a nationally and the company has a good reputation for its after sales service. We have been recommended the basic system (Omega) additional components can be added incrementally. The software costs £1195 to purchase, including installation, one to one training and a year's support, which can be renewed annually, can also be acquired for appropriate fees. Members resolved to purchase the system.

### **2. Market Poles**

Lincolnshire County Council have formally granted us written consent to use their poles in the Market Place, Caistor, provided we maintain them appropriately. Mr Stockwood has advised that he is referring the matter to the Local Government Ombudsman. Caistor in Bloom have requested the use of the poles in order to display flowering baskets, later in June 2018. Members noted the Clerk's report and, following Cllrs Galligan and Somerscales' declarations of personal interest in the Caistor in Bloom matter, resolved to allow the group to use the poles to display hanging baskets.

### **3. Town Hall Roof**

Members were made aware by the Town Clerk that the Town Council were unsuccessful in the bid for funds to repair the Roof which is suffering from water ingress down the central pillars, which threatens use of the building. We have obtained two tenders for looking into this matter, which are based on scaffolding costs and indicative repairs, but actual costings cannot be given until inspection has been completed. It is anticipated that the costs may run into 5 figures. As landlord the Town Council has a duty to keep the Town Hall in good order and open for use. Members authority to commission the works and accept the local tender was requested and granted unanimously.

### **4. Summer Recess**

Members are requested to consider if they wish to operate a summer recess period. During the recess no formal Council meetings would take place, however, matters requiring an urgent decision would be delegated to the Town Clerk in consultation with the appropriate Chairman. Members would be kept advised by email on such matters. Members decided to defer this matter and consider this at the next Town Council meeting in July.

### **5. Economic Committee**

Cllr Critten has requested that a meeting of the Economic Committee be called to

consider such matters as the progress of the working group on the former Coop, West Lindsey's article four initiative on Heritage properties in Caistor, Mill Lane car park and related economic initiatives. The date of the normal date of the Town Council meeting, at 7pm on Thursday June 13<sup>th</sup> 2018, may be suitable. Members agreed that the EDC would meet on Thursday 20<sup>th</sup> June at 7pm in the Multi use centre. All members were invited to attend not just standing Committee members.

#### **6. Grass Cutting**

Glendale have advised that they are catching up with a backlog of work which has built up over some bad weather and illness of their gang mower driver. Some of the areas impacted by these issues have been Caistor Sports Ground and The Community Orchard. They have advised that they expect to have caught up by the end of the week. They had revised their May invoice downwards to accommodate their reduced cuts.

#### **7. Caistor Bins & Litter**

West Lindsey District Council are to provide a light weight cart for use of the Town Council when it becomes available. Three bins have been damaged or removed in Caistor. West Lindsey District Council are awaiting guidance from the Town Council on a satisfactory location where they can fix the replacement dog waste bin on Navigation Lane. They were not aware of the missing bin at the bus stop and will seek to replace it as soon as possible. The bin on Southdale was affixed to a post which has disappeared. They would like our suggestion on where to fix a new bin. The Clerk would liaise with the District on suitable locations in the vicinity of the original bins.

### **7. FINANCE:**

#### **a. Payment of accounts**

Having been duly proposed and seconded by Cllrs S Gaughan and A Clark respectively, it was Resolved to pay:

• J Hanrahan (salary)	2083.33
• HMRC (employers NI)	584.04
• J Hanrahan (expenses & reimbursements)	332.50
• K Robinson (litter/cleaning)	386.88
• Mike Gilliatt (grass cutting – Mar & Apr)	2830.50
• Wave (Anglian Water)	110.63
• Caistor Town Hall (room hire)	348.00
• Angela Clark (paint etc for CS&SC)	43.75
• Clive Rudd (mower repairs)	93.06
• Caistor Cricket Club (balance of seed grant)	100.00
• TPS (office furniture)	324.00
• Glendale (grass cutting)	1613.16

The payment to Jon Waterman for fencing at CS&SC was not approved, as it varied significantly from that originally quoted. The Town Clerk was asked to meet with him, and Cllr Clark, to agree the way forward.

#### **b. Receipts**

The income from the Market Stalls and Cemetery was noted.

#### **c. Approval of Finances and ANNUAL GOVERNANCE & ACCOUNTS (AGAR)**

The Town Clerk presented Members with a written and verbal breakdown of the 2017-18 budget and accounts, by budget heading, plus a copy of the Councils' Asset Register, Governance and AGAR. Members unanimously resolved to receive the accounts and accept the reports;

- The AGAR was approved by Caistor Town Council (Minute 06/7b/2018 )
- The accounting statements in the AGAR are accepted.

**d. RBS Financial Software**

Cllr Millson confirmed that having seen the system first hand in at Welton, a slightly larger Parish Council, than Caistor, he was satisfied that it would give Members greater transparency on financial matters. It would also assist the Town Clerk in presenting regular accurate budget information. It was proposed and seconded by Cllr Millson & Clark that the RBS Alpha software, with initially one year's assistance, be purchased. This was duly resolved as approved.

**8. General Data Protection Regulation (GDPR) Policy**

Members were advised that the National Association of Local Councils (NALC), had prepared a template for the use of its members to ensure compliance with the new GDPR legislation. It was proposed and seconded by Cllrs Millson and J Bowman and duly resolved that the Town Council adopt this template as their own policy.

**9. CORRESPONDENCE**

The Town Clerk had circulated a summary of the correspondence received and answered questions on the report. Cllrs Somerscales and Galligan declared a personal interest in the Caistor in Bloom matter and did not participate in the debate nor vote.

- It was agreed that **Caistor in Bloom** (CiB) be permitted to erect hanging baskets on four of the poles in the Market Place. This was proposed and seconded by Cllrs Clarke and Mackenzie and duly Resolved to grant consent. **CiB** intend to plant up the troughs in Caistor from Wednesday 12<sup>th</sup> June and install hanging baskets from Thursday 13<sup>th</sup> June.
- The formal signing of the lease of the gas point at Kelsey Road to **Cadent Gas** was noted.
- The compensation from **NatWest** bank was gratefully received.
- The stream of letters and email request to retain the Town Council on communications lists in the light of **GDPR** was noted. There was a discussion about emails to / from Councillors and the Town Clerk. It was agreed that the current collective email communications process be continued.
- It was agreed to ask the Town Hall Committee if it could raise the red ensign on the Town Hall on **Merchant Navy Day**.
- It was agreed that a **joint working group** on the future of the CS&SC development proposals be established with the Town Council represented by Cllrs Millson, Barker and Hughes
- The **Town Hall roof** repairs had attracted two similar quotes. It was agreed that the notionally lowest quote be accepted. This was from Chris Miller (the Roofing Corporation Ltd) who is a local roofer. The Town Clerk would advise him and the Town Hall Committee accordingly.
- Members were asked if they had a view on whether the Town Council should operate with a **recess period**. The Town Clerk agreed to liaise with members to establish their holiday periods where a recess may be possible.
- Cllr Somerscales raised the prospect of planting an **avenue of trees** along Navigation Lane which is rather bland, subject to the County Council / Caistor Grammar school consent. The treatment could be lime or cherry trees, which have blossom and height. It was agreed that the Town Clerk should investigate the possibilities and report back.

**10. ROSPA INSPECTION REPORT ACTIONS ARISING:**

Cllr Rudd reported on the findings from the monthly ROSPA inspection. He reported that

overall most areas were in good condition.

- a. **South Street:** Gates need painting (Clive Rudd volunteered). Bottles and cans had blown off the full bin. Bottom table (round) was loose. Fencing at top on left is loose (rotten posts) needs replacing but this could be difficult due to tangled roots below. Potentially a hawthorn hedge may be better boundary. It was agreed that the Town Clerk contact Woodland Trust for advice and help.
- b. **Millfields:** Metal 2"x2" post near gate needs a new sign or removal. Top bin had no refuse sack. Right hand swing grip damaged and needs replacing as it has a sharp edge. Should we may be use a permanent attachment rather than cable ties? Cllr Somerscales to investigate.
- c. **Sportsfield:** Litter cleared away by Alan Somerscales. Slide needs painting. Grind rail has been replaced by skatepark so form needs changing. 3 boxes of cereal in the bins! Bins were full (Monday morning). It was noted that the bins are emptied on Mandays.

11. **REPORTS FROM MEETINGS:**

- a. **Caistor Cares:** Cllr Clark advised that the summer party and coffee mornings continue to be well supported.
- b. **Caistor Sports & Social Club**
  - County Ladies cricket match was held at the CS&SC between Lincolnshire and Cambridgeshire.
  - The surrounding grassed arrears are full of dandelions and their petals are blowing across the cricket field. The area needs spraying to reduce their number. The Cricket Club usually spray the cricket field only. It was agreed that the Town Council would undertake this work this year for the whole field.
  - The North Kelsey Road car Park surface needs attention with several large potholes.
- c. **Caistor Goes** events have been supported by the Lottery Funds including insurance. This means that they will have to find an extra £500 next year. They are appealing.

12. **TO RESOLVE TO MOVE INTO CLOSED SESSION TO DISCUSS  
CONFIDENTIAL MATTERS**

It was Proposed and Seconded, by Cllr Bowman & Cllr Galligan, and Resolved unanimously to move into closed session.

a) **Staffing Matters:**

The Town Clerk and Chairman gave an update on the slow progress of Keith Robinson to returning to full fitness. He was still on light duties and had been provided with a lighter cart to assist him. There was concern that he was not been best advised and his claim had not reached the stage of an offer, A medical report was due on Saturday 9<sup>th</sup> June. A further report would be made at the next Town Council.

b) **Committee Meetings & Minutes:**

- Members requested that the Town Clerk draw up a calendar of quarterly Committee Meeting dates for members to agree in draft subject to changes nearer the time.
- It was also requested that minutes be sent out earlier rather than with agendas.
- In response to a question the Town Clerk advised that office opening hours and meetings were advertised on the Noticeboard in the Market Place, in the Council Office window and would soon be on the website.
- There continues to be a technical issue with uploading agendas and minutes to the website. Hopefully, this will be resolved shortly.

**The meeting closed at 2105 hours (9.05pm)**