

# Louth Town Council

The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ

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## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council, its Planning Committee and its Personnel Committee which will be held on Tuesday 10<sup>th</sup> February 2026 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

**There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.**

*Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.*

Members of the public should note that they will not be allowed to speak during the formal meeting.

  
Mrs. L.M. Phillips

Town Clerk

Dated this 5<sup>th</sup> Day of February 2026

## AGENDA

### TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. Mrs. K. Parsons, Membership: All Cllrs.)

#### 1. Apologies for Absence

To receive apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

#### 2. Register of Interests

Councillors are reminded to review the content of their Register of Member Interest forms and complete and submit new forms to the Town Clerk to reflect any required changes. Interests should be declared in accordance with the Code of Conduct.

#### 3. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

#### 4. Town Clerk's Remarks

#### 5. Minutes

To approve as a correct record the notes of the Council Meeting held on 20<sup>th</sup> January 2026.

#### 6. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 9<sup>th</sup> December 2025

#### 7. Deputy Mayor Elect 2026/27

Council to receive nominations and resolve upon a recommendation to fill the Deputy Mayor position in 2026/27.  
Council to note that:

- a. The Deputy Mayor historically ascends to the position of Mayor in the following Mayoral year (May 2027).
- b. Candidates are expected to fulfil the role of Mayor as per the attached Job Specification.

- c. Councillors putting themselves forward for the position of Deputy Mayor Elect for 2026/27, please ensure, in advance, that you have a seconder;
- d. For those proposing other Councillors please ensure, in advance, that the nominee wishes to stand and a seconder is in place.
- e. The position of Mayor and Deputy Mayor for 2026/27 will be subject to a formal election at the Annual Town Council meeting on 26<sup>th</sup> May 2026.

**8. Meeting Dates 2026/27**

Council to approve the attached schedule of meeting dates for 2026/27.

**9. Louth Christmas Market**

Council to receive confirmation from Louth Lions that it has agreed to take on the running of the Louth Christmas Market 2026 and consider accepting Louth Lions requests for support (see attached).

**10. Investment Policy**

Council to review its Investment Policy and approve for continued use.

**11. Grants**

Council to review its decision in 2025 to allow grant applications year-round and resolve upon continuation of that going forwards.

**12. Cemetery Fees**

Council to review and resolve upon its Cemetery Fees for 2026/27. (See attached).

**13. Amenity Grass Cutting**

Council to note that LCC have updated the terms and conditions of the above agreement to ensure that grass cutting by the Council is carried out at around the same time that LCC's grass cuts are carried out. LCC are to re-issue all agreements. Council to approve delegated authority to the Clerk to sign and return the agreement, if reasonable, so that quotes for work in 2026/27 can be sought to allow consideration and notification to contractors before the start of the grass cutting season.

**14. Co-option Policy**

Following the recent co-option of members on 20<sup>th</sup> January at which time Council voiced a wish to review the co-option policy, Councillors to receive a copy of the policy and resolve upon amendments thereto.

**15. Next Meeting**

To note that the next meeting of the Town Council will take place on 3<sup>rd</sup> March 2026.

**PLANNING COMMITTEE**

**(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)**

**1. Apologies for Absence**

To receive apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

**2. Declarations of Interest / Dispensations**

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

**3. Minutes**

To approve as a correct record the notes of the Planning Committee Meeting held on 20<sup>th</sup> January 2026. (Attached).

**4. Applications received by the Local Planning Authority**

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 02-10-26). (Attached).

**5. Planning Correspondence**

Committee to receive planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).

**6. Proposed Work to Trees**

Committee to ratify comments submitted by the Planning Working Group in time to meet ELDC deadlines, in relation to the applications circulated to Councillors by email on 30/01/26, as below:

- a. **Proposals:** Group 1 – Sycamore – Dismantle to approx. 6ft for carving, Walnut – Dismantle to approx. 6ft for carving, 2 x Hollies – Dismantle, Laburnum – Dismantle. **Location:** 26 Westgate. **Reasons:** None provided. **Comments:** Object. Tree Officer should visit to assess the size, health and vitality of these trees before a decision is made. Removal of healthy trees which pose no problems or risks is not supported.
- b. **Proposals:** T1 – Beech – Canopy Reduction – Reduce height from 18m leaving a height of 14m. Reduce canopy radius from 8m to 5m from the main stem cutting back to viable secondary growth points and following natural flowing lines. Height will be left above historic pruning points. Remove dead wood. Tree has included bark at numerous locations on the main stem. **Reasons:** T1 – Beech – It is now a lot of wind sale and past its pruning cycle. It's also outgrowing its current location. **Comments:** Support.

**7. Compilation of Statement of Concerns**

Following discussion on 20<sup>th</sup> January 2026, Committee to compile a statement of concerns which Committee could then choose to submit as or add to its planning comments for large scale developments, as necessary. Committee to consider a draft, compiled by Cllr. HF.

**8. Next Meeting**

To note that the next scheduled meeting of the Planning Committee will take place on 3<sup>rd</sup> March 2026.

**PERSONNEL COMMITTEE**

**(Chairman: Cllr. Mrs. J. Makinson-Sanders, Vice Chairman: Cllr. J. Baskett,  
Membership: Cllrs. EB, GEH, JD, PS, Mrs. KP)**

**1. Apologies for Absence**

To receive apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

**2. Declarations of Interest / Dispensations**

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

**3. Minutes**

To approve as a correct record the notes of the Personnel Committee meeting held on 4<sup>th</sup> November 2025. (Attached).

**4. Closed Session**

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a confidential and third party nature in relation to Personnel:

**a. Staff**

- i) Holidays
- ii) Sickness
- iii) Accidents
- iv) Acting Maintenance Foreman/Cemetery Superintendent - 3 Month Review

**5. Next Meeting**

To note that the next scheduled meeting of the Personnel Committee will take place on 14<sup>th</sup> April 2026.

01-20-26 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 20<sup>th</sup> JANUARY 2026**

The Mayor, Cllr. D. Hobson (DH) (in the chair).

**Present Councillors:** T. Ball (TB), Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), H. Steer (HS), D.E. Wing (DEW)

**Councillors Not Present:** G.E. Horton (GEH), Mrs. P.F. Watson (Mrs. PFW)

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, the Mayor's Serjeant, Mrs. S. Dykes, the Mayor's Chaplain, Reverend K. Dally, ELDC Councillor R. Jackson and 10 members of the public were also present.

**Public Forum**

- Mrs. E. Maddison, of the Park Avenue Play Park group, gave a short update on the group's progress.
- R. Jackson informed the Council that a website had been created for the Park Avenue Play Park project.

**The Council received the following reports from elected Members of East Lindsey District Council (ELDC):**

- Cllr. R. Jackson notified the Council that budget talks were ongoing. There was not a great deal of change but ELDC were tightening their belts.
- Cllr. Mrs. JMS told the Council that ELDC's carpark scrutiny was ongoing and that the Football Foundation was still looking for an appropriate site in Louth for an astroturf pitch. She went on to divulge that she had received correspondence from Spout Yard asking for volunteers and appealed to Councillors for their help. She then said that she had been questioned as to why ELDC does not collect Community Infrastructure Levy (CIL) monies, and confirmed that ELDC had responded that they could generate more from Section 106 Agreements, which Cllr. Mrs. JMS disagreed with. She finalised by stating that ELDC were going to consult on new neighbourhood services and hopefully determine ownership of Enginegate Walk.
- Cllr. Mrs. KP reported that the Louth Lions were helping at Spout Yard with gardening.

Prior to the commencement of the formal meeting, Rev. K. Dally said payers.

NB: Before the meeting, it was proposed, seconded and **RESOLVED** to move Item 9 up the agenda to Item 6 due to public interest.

**T112. Apologies for Absence**

Apologies for absence were received from Cllrs. GEH and PFW.

**T113. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – Items 11, 12 and 13 as an ELDC Councillor.
- b. Cllr. DH – Items 11, 12 and 13 as an ELDC Councillor.

**T114. Town Clerk's Remarks**

The Town Clerk informed the Council that:

- The Deed of Surrender and new lease for the London Road Astro Turf site had been signed by the Council but was still awaiting the signature of Magna Vitae. She said that the matter would hopefully soon be finalised.
- LTC had taken ownership of the electricity supply box located in the Market Place.
- The Secretary of the London Road Allotments had contacted the Council to report that they believed there could be a small amount of asbestos on the premises. The Town Clerk said she was awaiting further information.
- Communications around Old Mill House were ongoing.
- She had received a complaint regarding the Lincolnshire flag bunting in the Cornmarket. She acknowledged that the bunting was old, somewhat frayed and needed to be removed, along with the Christmas themed bunting at the locations of Pawnshop Passage and Little Butcher Lane. The Town Clerk told the Council that the cost of removal was quite high, mainly due to a cherry picker being needed

for the Cornmarket. She continued that the complainant felt that the bunting should not be hung, and asked Council whether they agreed or whether a compromise might be in order. Councillors did not agree with the complainant or to a compromise, they felt the bunting added positively to the town centre.

- Tabled were notes from the walk along the River Lud undertaken at the end of November with the Environment Agency, which also mentioned that further equipment to monitor water levels was to be installed and that she would receive further details. She had also received an email from LCC who were working on Project Groundwater Greater Lincolnshire and had invited Councillors to attend an onboarding session which would be held remotely via Google Meet for 30 minutes on Wednesday 11<sup>th</sup> February 2026.
- She was pleased to confirm that LTC had been accredited with a Bronze Award under the Local Council Award Scheme (LCAS), run by the National Association of Local Councils.

#### **T115. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 18<sup>th</sup> November 2025 be approved as the minutes.

#### **T116. Committee Minutes**

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- Planning Committee – 21<sup>st</sup> October 2025
- Planning Committee – 18<sup>th</sup> November 2025
- Governance and Finance Committee – 21<sup>st</sup> October 2025

#### **T117. Mayor's Announcements**

The Mayor, Cllr. DH, told Councillors that he had continued his support of local organisations and groups, including events organised by Louth Navigation Trust, Louth Rotary and Louth Lions. Cllr. DH went on to say that he had supported the talented local arts scene at exhibitions at both the Riverhead Gallery and Hammond House Gallery, as well as sitting for the Spout Yard Portrait Group. He divulged that he had attended and presented prizes at the annual Lincolnshire Young Musician of the Year competition organised by the Louth Male Voice Choir, which saw young people from all corners of the county take part in showcasing their incredible talents. He continued the Council's association with local schools by attending Louth Academy's awards and prizegiving evening at the Riverhead Theatre as well as visiting the St. Bernard's School Parliament for one of their meetings and spoke to the students about the role of Mayor. Cllr. DH said that, as well as attending Civic Services in Bourne, Spalding and Kirton in Lindsey, he and the Mayoress were pleased to join the Mayor of Lincoln at a Civic Carol Service held at Lincoln Cathedral in support of SSAFA, an armed forces charity. Cllr. DH went on to inform Council that, in the busy Christmas period, he attended services at St. James' Church, as well as taking part in the Santa Run for Life again. He also presented prizes to the winner and runners up of businesses who took part in the Festive Window competition. Cllr. DH continued that, in addition to attending both the Archer Ward at Louth Hospital and the Salvation Army on Christmas Day, he and the Mayoress had also, over Christmas, visited the crew at Louth Fire and Ambulance Station to thank them for the tremendous work that they do in keeping our community safe and well, and to recognize their efforts in frequently going beyond what was realistically expected of them. Cllr. DH finalised by stating that he and the Mayoress were looking forward to another busy period in the months ahead.

#### **T118. Co-option**

Cllr. DH read out the letters of application from applicants hoping to be co-opted onto the Council. Councillors then received presentations from the two applicants, and asked questions which they felt were pertinent to the candidate's potential role on the Council. It was proposed, seconded and **RESOLVED** that Mr. T. Ball (TB) and Mr. H. Steer (HS) should both be co-opted onto Louth Town Council onto Trinity Ward. The two signed a Declaration of Acceptance of Office and joined the Council meeting.

#### **T119. Precept**

After receiving recommendations from the Governance and Finance Committee, who reviewed the budget and Earmarked Reserve (EMR) proposals on 9<sup>th</sup> December 2025, a recorded vote was requested with results as follows:

Cllrs for: Mrs. EB, JB, JD, HF, DH, Mrs. JMS, DM, KP, PS, HS, DEW

Cllrs against: None

Cllrs abstained: TB

Subsequently, it was proposed, seconded and **RESOLVED** to approve the following:

- a. The Draft budget 26/27 for day-to-day expenditure and EMRS, as presented, which resulted in:
  - i. A precept of £377,090.17 being levied in 2026/27, which equated to an increase on 2025/26 of £37,171.53 and an annual cost to a Band D ratepayer of £62.73.
  - ii. EMR's being topped up from General Reserve and not via the precept.

Further, it was proposed, seconded and **RESOLVED** to approve the following:

- b. Earmarked Reserves Report, which explained the purpose and level of existing and proposed EMR's and detailed how each individual EMR would be treated.
- c. To delegate authority to the Town Clerk to complete the necessary forms and submit to ELDC, the Collection Authority.

NB: TB abstained from voting on b.

#### **T120. Park Avenue Play Park**

Following previous discussion on the above when the following was agreed:

“Louth Town Council would maintain its original resolution to take no further action until a) the Park Avenue Play Park group had successfully achieved charity status; and b) the group had successfully received funding. Further, it was **RESOLVED** that that the Council should seek confirmation from the landowners, through the group, that they would fulfil their promise of completing the necessary work to the land and when all of the above were achieved the draft Heads of Terms should be revisited”

- i. Council considered an email regarding the above which confirmed that Louth Park Avenue Play Park had been successful in their bid for funding under the conditions that: 1) An accountable body for the administration of grant, suitably constituted and with a separate bank account with at least two signatories nominated for the receipt of the funds by Monday 16th March 2026, 5:00PM. 2) Use of the grant to install CCTV at the new facility as part of the works. 3) An agreement from Louth Town Council to assume responsibility for the ongoing management and maintenance of the site and asset, obtained in writing and submitted to East Lindsey District Council before Monday 16th March 2026, 5:00PM (three months).
- ii. The Council also received a tabled document which detailed that, whilst the group had not yet obtained charity status, the group had received confirmation from the owner of a shop near to the site that they would install the required CCTV on their property. Councillors aired their concerns over the prospect of a private business installing CCTV to monitor a public area and felt strongly that the intricacies of CCTV needed to be researched further. It was proposed, seconded and **RESOLVED** to defer the final decision of LTC's position until Tuesday 3<sup>rd</sup> March 2026 and, in the interim, contact ELDC to request clarification of their conditions, Cllr. Mrs. EB to research CCTV, possibly revisit the draft Heads of Terms, invite Gleesons to the next meeting to be held Tuesday 10<sup>th</sup> February 2026 to discuss the possibility of Gleeson's having an ongoing commitment to the land, ask whether they would consider doing the honorable thing, or if an arrangement could be made re. management of the site and if so how much this might cost and what kind of terms that might be on.

#### **T121. Accessibility Statement**

Council reviewed its Accessibility Statement, and it was proposed, seconded and **RESOLVED** to approve it for use, noting that the website had been checked for compliance by an independent specialist company.

#### **T122. ELIF Pride in Place Essentials Scheme Grant**

Council noted that it had been successful in acquiring match funding from the above in the sum of £1,000 for signage at Hubbard's Hills. It was proposed, seconded and **RESOLVED** to accept the funding, and it was noted that the project must be completed for the fund to be claimed by the deadline of 13<sup>th</sup> March 2026.

#### **T123. Town Centre Retail**

Council received notes of the informal meeting of Councillors on 9<sup>th</sup> December 2025 to discuss the above and it was proposed, seconded and **RESOLVED**:

- a. To approve the action points which arose at the meeting:
  - i) Remembrance – as a well attended, Council organised event in the town centre, persuade attendees to extend their time in the town by encouraging shops to offer discounts on the day.
  - ii) Market Stall – encourage communication from residents and distribute surveys.

- (1) Have Town Council merchandise to distribute.
  - (2) Have pads of A4 size maps so that one sheet can be torn out and handed out to assist tourists.
  - iii) Street Furniture – fit Town Council branding where appropriate. Renovate/renew benches in Market Place to enhance aesthetic appeal.
  - iv) Sheds instead of Market Stalls – research this as an option for Louth.
  - v) Change to arrangement of market stalls e.g., in centre of road.
  - vi) Arrange for the Love Louth webpage to be updated.
  - vii) Free wifi – explore possibility of providing free wifi to users of the Town Centre, which will allow the Council to capture user data and communicate with those people.
  - viii) Parking Bays – explore the possibility of extending the time limit allowed on Town Centre parking bays and of offering the first hour of parking free in car parks.
  - ix) Visit other towns to gather information on their experiences and learn from them
  - x) Town Centre Activities – to draw users and boost the Town’s economy explore the possibility of organising monthly events in the Market Place/Cornmarket such as a Christmas Lights Switch On, Car Boot Sales, Outdoor Bingo, music and alfresco dining, specialist markets e.g., antique, flea or simply street entertainment supplied by outside specialist firms.
- b. To form a working group consisting of Cllrs. KP, HF, DM, PS, HS with the following Terms of Reference:

Name	Membership	Remit	Delegated Powers	Meetings
Town Centre Retail Working Group	5 plus Town Clerk and members of the public with relevant experience, as approved by group.	To investigate ways in which the Town Council could assist Town Centre Retail to boost the Town’s economy and help build the Town’s offer around it’s unique shops. Recommendations to be brought to Council. Progressing ideas approved by Council and assisting in execution.	Delegated authority over budgets and reserves to Town Clerk under guidance of group.	As required.

- c. That the working group’s first action should be to meet with Cllr. Adam Grist and the ELDC Place Team to receive an update on and discuss the Vital and Viable action list.
- d. Noted that its second grant application to the Pride in Place Fund was unsuccessful, and that a meeting of the working group should take place with the South and East Lincolnshire Councils Partnership to discuss amendments, with a view to submitting another application in the future.

#### T124. Emergency Plan

The Council noted that, following approval by the Lincolnshire Community Resilience Officer, it could now formally approve that the LTC’s Emergency Plan be adopted as a dynamic document for use by the Louth Community Emergency Response Team (CERT). It was proposed, seconded, and **RESOLVED** to adopt the plan, and include Cllr. TB as a member of the CERT Team.

#### T125. Lincolnshire Pension Fund Contribution Rates

After review, it was proposed, seconded and **RESOLVED** to accept the contribution rates.

#### T126. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 10<sup>th</sup> February 2026.

The Meeting Closed at 9.35pm.

Signed \_\_\_\_\_ (Chairman)      Dated \_\_\_\_\_

## LOUTH TOWN COUNCIL

# MAYOR/CHAIRMAN JOB DESCRIPTION

**Appointment:** Elected by the members of Louth Town Council at the Annual Town Council Meeting, following a year first serving as the Deputy Mayor.

### Overall

**Responsibilities:** First person of Louth, Chairman of Louth Town Council, principal ambassador/key spokesperson on behalf of Louth Town Council.

### Specific

**Responsibilities:** (This is not intended to be an exhaustive list but is indicative of the type and level of duties that the post holder will be expected to undertake):

1. To preside, as Head and Chairman of Louth Town Council, over meetings (and call them if required) of Louth Town Council, the public forum and any public meetings or informal meetings organised by Louth Town Council.
2. To make the time-consuming commitment that is required to fulfil the obligations and duties of the Mayoral Year which includes large amounts of daytime, evening and weekend work.
3. To perform the many and varied duties of the Mayor (i.e., attending, hosting and speaking at a wide range of functions, attending at Louth Hospital and the Salvation Army on Christmas Day, attending as many Civic Sunday Church Services within the County as possible and hosting their own Civic Sunday Church Service, Remembrance events, wearing Mayoral Regalia as required etc., ) on a day to day basis throughout the Mayoral Year. For which research may need to be undertaken and speeches will need to be written.
4. To accept as many invitations, within the parish of Louth, as possible.
5. To represent and promote Louth Town Council as an effective and efficient civil local authority.
6. To conduct themselves in a professional and impartial manner, in accordance with the stated aims and requirements of the elected Council.
7. To liaise with the media as required, expressing the Council's corporate views.
8. To act as Louth's principal ambassador and key spokesman, supporting and promoting Louth generally, working closely with LCC and ELDC and the Committees of Louth Town Council and the Chairmen of those Committees.
9. To act as host to visiting dignitaries and others.
10. To promote and encourage the continuation of Mayoral traditions within Louth Town Council and the Town of Louth.
11. To attend and work closely with Churches in the town, as invited/required.
12. To act as a main key holder for the Sessions House, opening and closing the building, as required.
13. To work closely with the Town Clerk to ensure that all aspects of Council administration is done efficiently and effectively and supports the agreed aims and objectives of the Council.
14. To liaise regularly with the office regarding all aspects of Mayor and Chairman duties.
15. To work closely with the Mayor's Serjeant and remain in regular contact therewith.
16. To ensure, in conjunction with the Mayor's Serjeant, that all Mayoral Regalia is properly cared for, cleaned and kept safely.
17. To be punctual, arriving early to all Council organised events in order to check the arrangements and welcome members, the public and any visiting speakers.
18. To brief themselves and prepare fully for meetings – study all relevant information and anticipate the needs and interests of the members.
19. To conduct meetings properly: checking there is a quorum, calling the meeting to order and declaring it open, welcoming attendees, introducing standard agenda items, introducing other agenda items and ensuring that all members know what they have to achieve and how they might do it, ensuring everyone has a chance to express their views freely (in accordance with Standing Orders), keeping members aware of objectives, maintaining focus, guiding and progressing discussion towards objectives, managing conflict, being fair and balanced, remaining apolitical and impartial, preserving order, enforcing the rules of procedure, ruling on disputed matters. Participating but not dominating, asking questions, clarifying misunderstandings, correcting mistakes, rejecting irrelevancies, and stopping the meeting from going off at a tangent. Co-ordinating the views of members, giving information if needed, summarising the meeting's views and conclusions and confirming what has been decided/voted on, listening and analysing the meaning and relevance of members' contributions, leading the council, planning, organising, controlling discussion, developing harmonious relationships. In the event of an equality of votes on any matter using the Chairman's casting vote. Signing the minutes and initialling all other pages as well.

Notes: There are financial implications to carrying out the Office of Mayor. For example, Louth Town Council provides a small Mayoral Budget which is used to meet travel costs incurred when attending Civic Sunday Church Services, outside of the Parish. Funds are claimed following completion of the relevant form. In addition, there is a Civic Event Budget which should be managed to meet the cost of Mayor Making, Civic Sunday and Christmas Hospitality. However, it should be noted that the Mayor is likely to make further contributions from their own private resources towards the cost of the Mayoral Year for such things as alcohol, (if provided at Mayoral events), Christmas cards and postage, presents, donations at Church and travel.

## 2026/27 Louth Town Council Meetings Schedule

W/C Tuesday	Start Time 7pm (unless otherwise stated)	Robed Town Council (R)	Town Council (T)	Planning (P)	Governance and Finance (G)	Personnel (H)	Notes
Venue: The Sessions House, Eastgate, Louth, LN11 9AJ (unless otherwise stated)							
<b>2025/26</b>							
28 April 2026	6pm						Annual Town Meeting 25/26
05 May 2026							BH Mon 4/5
12 May 2026				P	G		
19 May 2026							
<b>2026/27</b>							
26 May 2026		R					2026/27 Annual Town Council Meeting
02 June 2026							
09 June 2026				P	G		
16 June 2026							
23 June 2026							
30 June 2026			T	P			TC Approve AGAR. Deadline for AGAR submission is 1/7
07 July 2026							
14 July 2026							
21 July 2026							
28 July 2026			T	P		H	
04 August 2026							
11 August 2026							
18 August 2026							
25 August 2026			T	P	G		
01 September 2026							Mon 31/8/25 Bank Hol
08 September 2026							
15 September 2026		R		P			TC Photograph
22 September 2026							
29 September 2026							
06 October 2026			T	P			
13 October 2026							
20 October 2026							
27 October 2026				P	G	H	
03 November 2026							Sunday 8/11/26 = Remembrance Sunday.
10 November 2026							Armistice Day 11/11.
17 November 2026							
24 November 2026			T	P			Consider LRSP Funding
01 December 2026							
08 December 2026							
15 December 2026				P	G		
22 December 2026	Christmas						
29 December 2026	New Year						Carols For All/Mayor's Xmas Get Together?
05 January 2027							
12 January 2027							
19 January 2027		R		P			
26 January 2027							
02 February 2027							
09 February 2027			T	P		H	
16 February 2027							
23 February 2027							
02 March 2027				P	G		
09 March 2027							Mon 8/3/27 = Commonwealth Day
16 March 2027							
23 March 2027			T	P			26/3/27 = Good Friday
30 March 2027							29/3/27 = Easter Monday
06 April 2027							
13 April 2027		R		P		H	
20 April 2027							
27 April 2027	6pm						Annual Town Meeting, Bank Hol Mon 4/5/26
04 May 2027							BH 3/5
11 May 2027				P	G		
<b>Total</b>		<b>4</b>	<b>8</b>	<b>15</b>	<b>6</b>	<b>4</b>	
<b>2027/28</b>							
18 May 2027							
25 May 2027		R					2027/28 Annual Town Council Meeting

Please note, scheduled meetings are usually preceded by the opportunity for a 15 minute public forum.



Louth and District Lions CIO Charity number 1191121  
Registered address: 47 Grimsby Road, Louth. LN11 0ED

## Louth Christmas Market 2026

The November 2025 Victorian Christmas Market was the last Christmas market to be organised by Louth Action Group (LAG), and unless someone else steps in then it could potentially be the last Louth Christmas Market.

The Louth Christmas market has run for over 30 years and traditionally has been a successful day for the town, bringing many visitors who take advantage of the festive offer that Louth has. The day runs from 10 – 4, with road closures from 5am to 8pm

Louth Action Group approached groups, including Louth Lions to consider taking on the organising of the Christmas Market in time for 2026.

On 8<sup>th</sup> January Louth & District Lions agreed that they would take on the running of the Louth Christmas Market on the basis that East Lindsey District Council (ELDC) and Louth Town Council (LTC) supported Lions to deliver. Since that date a working group has been formed, there has been a handover with Louth Action Group and there have been meetings held with ELDC.

Communication is ready to be sent to traders, with a view that they will be asked to complete a booking form by 28<sup>th</sup> February 2026. Prices for stalls are to remain the same as they were in 2025.

Naturally with such an event the health and safety of everyone is paramount, and with much stricter rules regarding public events, Louth Lions are required to complete a number of health and safety documents and have them approved by East Lindsey Safety Advisory Group.

Finances - In 2025 the following expenditure was incurred:

Security(ONYX)	1,920.00
Event signage and Road closures	1,742.00
FIRST AID (MEDICAL SERVICES)	840.00
PORTALOO HIRE (BLOCKFREE)	400.00
CATTLE MARKET USEAGE (MASONS)	100.00
EVENT LICENCE (ELDC)	70.00
Entertainment	1,350.00
Misc	150.00

Trader Income was approx. £7,500 and there was a Place team grant of £3,500

Christmas Lights switch on has in recent times been held on the same day. It would be good if the town's Christmas tree was lit prior to the event.

Louth Lions have asked ELDC to provide the following:

- Market Stalls on the day (approx 70)
- Preparation of artwork and printing of Flyers
- Access to the Town Hall carpark for the use of additional Toilets
- Additional Litter collections on the day

Louth Lions would like for LTC to:

- Support the event by promoting through LTC social media
- Encourage shop retailers to be open on the day
- Provide some financial support for the Christmas Market 2026
- Organise an event to officially switch the Christmas tree lights on, prior to the Louth Christmas Market, maybe late night shopping on the Friday beforehand!

## Louth Town Council

# INVESTMENT POLICY

This policy establishes formal objectives, practice and reporting arrangements for the effective management and control of the Council's financial management activities and associated risks

### 1. INTRODUCTION

Louth Town Council acknowledges its duty to carefully manage precept payers' money and the importance of investing any temporary surplus funds held on behalf of its community safely.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- a. Section 15 (1) (a) of the Local Government Act 2003
- b. Statutory Guidance on Local Government Investments (3rd Edition)
- c. Guidance within Governance and Accountability for Smaller Authorities Practitioner's Guide March 2025.

The Local Government Act 2003 states that a local authority may invest:

- a. for any purpose relevant to its functions under any enactment;
- b. for the purpose of prudent management of its financial affairs;

The Council defines its financial management activities as:

*“the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”*

### 2. INVESTMENT OBJECTIVES

The Council's investment priorities are:

- a. security of its reserves (both general and earmarked) to ensure that money held is protected and in order to minimise loss;
- b. adequate liquidity of its investments to ensure money is available when it is needed and not locked away for lengthy periods with or without financial penalty;
- c. return on investment – the Council aims to obtain and achieve the best rates of interest on any investment whilst ensuring that the investment is low risk and easy to access

All investments will be made in pounds sterling (£).

The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (e.g. Standard & Poor's, Moody's Investors Service Ltd; and Fitch Ratings Ltd).

Investments will be distributed over more than one provider or more than one portfolio (where appropriate) in order to minimise risk of financial loss.

## Louth Town Council

# INVESTMENT POLICY

### 3. SPECIFIED INVESTMENTS

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

The Council for the sensible effective and prudent management of its treasury balances may use:

- a. Treasury Deposits with UK clearing banks
- b. Local Authorities or other Public Authorities
- c. Local Authority Investment Schemes - Local Authority Investment Trust (LAMIT)
- d. Other approved public sector investment funds (i.e. CCLA)

The choice of institution and length of deposit will be at the approval of the Governance and Finance Committee, ratified by full Council.

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

### 4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment of funds in:

- a. the money market
- b. stocks and shares

Given the unpredictability and uncertainty surrounding such investments, the Council will generally not use this type of investment.

Any such investment will be subject to specific consideration and approval by full Council.

### 5. LOCAL INVESTMENTS (Lending by Local Councils)

The Town Council may loan funds to local enterprises, local charities **third sector bodies** and joint ventures as part of a wider strategy for local economic growth, subject to detailed scrutiny (see **Guidance on Local Government Investment**). When considering security and liquidity of such loans the Council will set limits for their total exposure and apply the expected **credit loss model** in line with the requirements of International Financial Reporting Standards 9 Financial Instruments **to measure the credit risk of their loan portfolio.**

Local investments are often a convenient method of investing surplus funds within the community. The Town Council may lend money, on any terms which may be mutually agreed, for the benefit of its inhabitants and such loans are often made interest free. However, the Council will demonstrate that:

- a. Total financial exposure to these types of loans is proportionate;
- b. They have used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio;
- c. They have appropriate credit control arrangements to recover overdue repayments in place; and
- d. The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

**The Council agrees that its total exposure to the above will not exceed £???????**

## Louth Town Council

# INVESTMENT POLICY

### 6. LIQUIDITY OF INVESTMENTS

The Governance and Finance Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

### 7. LONG TERM INVESTMENTS

Long Term Investments are defined in Guidance as being greater than 36 months. Any investment greater than 36 months will be subject to specific consideration and approval by full Council.

### 8. INVESTMENT STRATEGY 2026 - 2027

In the year 2026/27, the Town Council will seek to invest as much of its balance as possible in a low risk product to achieve its investment objectives.

The Town Council is mindful of the need to make the administration, monitoring and reporting of investments as simple as possible, especially when considering current low rates of return and administration costs associated with managing multiple accounts or creating new accounts.

The following have been identified using ~~Moody's~~ and Fitch Ratings as being suitably secure in the following scenarios:

- a. For day to day banking including current account a high degree of liquidity is required with suitable banking arrangements [easy] access for both deposit and withdrawal. This condition has limited the practical choice to [local] "High Street" banks. Louth Town Council has an ongoing long-term relationship with Lloyds Bank.
  - i. The Business Current Account will continue to be held at Lloyds Bank\* for actual year finances plus 20% of the annual budget for cash flow purposes. Funds to be managed so as to avoid the balance ever dropping below £150,000.
  - ii. A Business Deposit Account with another unrelated high street bank or building society will be investigated. Funds therein will not exceed £144,000 (amount covered by the Financial Services Compensation Scheme\*\* plus 20 17.6% for cashflow purposes).

The Council is aware that it will be required to incur expenditure going forwards on its assets (e.g., Hubbard's Hills, Sessions House, Cemetery) and there are large projects in the pipeline and in the community that it may wish to become involved with. Liquidity of funds remains a higher priority than return on investment especially when the differential in rates of interest are very modest and limited.

For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient.

The Council will maintain an Investment Account with National Savings and Investments. This will be for all balances not held in the Current/Deposit Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account).

The Responsible Finance Officer shall have delegated authority to make all necessary transfers between the accounts from time to time to meet the annual investment strategy.

\* At 13<sup>th</sup> November 2025 Lloyds Bank Plc held an AA- Lon Term Issuer Default Rating and an F1+ Short Term Issuer Default Rating from Fitch Ratings with a Stable outlook.

\*\* At 1<sup>st</sup> December 2025 the amount covered by the FSCS Compensation Scheme increased to £120,000

## Louth Town Council

**INVESTMENT POLICY****9. REGULAR AND END OF YEAR INVESTMENT REPORT**

Investment forecasts will be accounted for when budgets are prepared. The Responsible Finance Officer will report on investment activity (as appropriate) to the Governance and Finance Committee within budget (income /expenditure) reports.

**10. REVIEW AND AMENDMENT OF REGULATIONS**

The Annual Investment Strategy must be reviewed annually and revised if considered necessary. The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. All variations will be made available to the public.

**Louth Town Council Cemetery Fees**  
Effective 1st April 2026

Category	Section	Compartments	Group	Parishioner Fee £	Non Parishioner Fee £
Grave Purchase / Reservation	A, C-I	1 - 84	Non Available	n/a	n/a
Grave Purchase / Reservation	All Other	121 - 336	All	359	718
Ashes Plot Purchase / Reservation	GOR	GOR	Cannot be reserved	n/a	n/a
Ashes Plot Purchase / Reservation	Cremation Plots	CP	All	162	326
Grave Digging	A-I	1 - 84	0 - 15 years	0	232
Grave Digging	A-I	1 - 84	Over 16 years	694	1386
Grave Digging	A-I	1 - 84	Double Depth	1039	2077
Grave Digging	J-P	121 - 336	0 - 15 years	0	279
Grave Digging	J-P	121 - 336	Over 16 years	511	1022
Ashes Interment	GOR (B)	GOR	All	120	238
Ashes Interment	Cremation Plots (B)	CP	All	120	238
Ashes Interment	All burial plots (A -P excl Childrens Section)	1 - 336	All	120	238

Category	Section	Compartments	Group	Parishioner Fee £	Non Parishioner Fee £
Memorial Permission	All	All	All	177	264
Additional Inscription	All	All	All	70	113
Brass Plaque	GOR	GOR	All	120	186
Chapel (Hire of)	N/A	N/A	N/A	120	238
Cemetery Administration Fee	All	All	All	51	51
Reserved Grave Repurchase	All	All	All	44	44

**Abbreviations**

Garden of Remembrance	GOR	Capacity	1
Cremation Plots	CP	Capacity	2

\*The definition of a resident for the purposes of calculating charges is:

- a. A person on the Louth electoral register at death
- b. A person under 18 whose parents appear on the Louth electoral register
- c. A person who immediately prior to moving to a care/nursing home outside of Louth town (no longer than 24 months prior to death), resided at an address on the Louth electoral register for more than 24 months.

If a person lived in Louth but does not appear on the Louth electoral register, then they will need to send proof of being a resident in Louth.

## Louth Town Council

# CO-OPTION POLICY

### 1. Introduction

The preferred method of filling any vacancy is by election. However, if the requisite numbers of requests for an election are not received by the District Council by the closing date (set by the District Council) or the vacancy arises within six-months of the next ordinary election, then co-option is used to fill a vacancy.

Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a meeting.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure as set out below.

### 2. Procedure

Louth Town Council invites interested candidates to contact the Town Clerk in writing certifying that:

- a. They have read the background documentation available on the Council's website relating to the Council, the role of a Councillor and the co-option process
- b. They meet at least one of the qualifying criteria (see below)
- c. They do not meet any of the disqualifying criteria (see below)
- d. Explaining why they would like to join the Council
- e. What they could bring to the Council
- f. How they meet the Job Description/Person Specification.

Once applications have been processed, candidates who meet the criteria will be invited to attend a meeting for interview, as follows:

At the Council meeting:

- g. Candidates will be invited to verbally introduce themselves and expand on any previous experience, explain why they want to be a Councillor, what they might bring to the role, confirm how they meet the Job Description/Person Specification, confirm what they would like to achieve if they are successful and confirm whether they have any special skills which might be useful to the Council.
- h. Councillors will have the opportunity to view applications immediately prior to the meeting and ask questions of the candidates at the meeting. To ensure fairness, questions will be decided upon prior to interview and will be asked of each candidate.
- i. Each candidate will be allocated a maximum of 5 minutes.
- j. 'Interviews' will not take place in front of other candidates seeking co-option.
- k. The successful candidate will be chosen by recorded vote of the Council.
- l. Councillors will have one vote only and should no single candidate receive a majority on the first vote the candidate with the lowest number of votes will be eliminated. Voting will then take place again for the remaining candidates until one person receives a majority.
- m. The Clerk will maintain an accurate record of all votes cast.
- n. The Town Council will pass a resolution confirming the name of the person to be co-opted and that person will be invited to sign a declaration of acceptance of office form.
- o. The successful candidate will then be declared co-opted to the Council and will be asked to join the meeting.

- p. The successful candidate will begin their term as a Councillor in their own right and is no different to any other member.

It should be noted that the Town Council is not obliged to select candidates who are interviewed for co-option. If the process is unsuccessful and a candidate fails to achieve a majority supporting vote that candidate will be duly informed of clear reasons and the Town Council will rerun the co-option process.

### 3. Qualifying Criteria

- a. Registered as a local government elector for the Parish on the current Electoral Register
- b. Has during the whole of the previous 12 months occupied as tenant or owner of any land or other premises in the Parish.
- c. His/her principal or only place of work in the previous 12 months has been in the Parish.
- d. Has resided either in the Parish or within 3 miles thereof during the whole of the previous 12 months.

### 4. Disqualifying Criteria

A person may be disqualified from being elected or being a member in the following ways:

- a. If he holds a paid office or other place of profit in the gift or disposal of the council or any committee or sub-committee thereof or under a company controlled by the council.
- b. Being subject to a bankruptcy restrictions order or an interim order or a debt relief restrictions order.
- c. If he has within five years before the election or since his election been convicted in the UK, the Channel Islands or the Isle of Man of any offence and has been sentenced to not less than three months imprisonment (whether suspended or not) without the option of a fine.
- d. If he is convicted of offences involving corrupt or illegal practices; disclosable interests under the Localism Act 2011 (in England).

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 20<sup>th</sup> JANUARY 2026**

Chairman, Cllr. P. Starsmore (PS) (in the chair).

**Present Councillors:** T. Ball (TB), Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), H. Steer (HS), D.E. Wing (DEW)

**Councillors not present:** G.E. Horton (GEH), Mrs. P.F. Watson (Mrs. PFW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

**P74. Apologies for Absence**

Apologies for absence were received from Cllrs. GEH and Mrs. PFW,

**P75. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – Items 4, 5 and 6 as a member of ELDC.
- b. Cllr. Mrs. JMS – Items 4, 5 and 6 as a member of ELDC.

**P76. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 9<sup>th</sup> December 2025 be approved as the minutes.

**P77. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 01-20-26) and it was proposed, seconded and **RESOLVED** as follows:

- a. 03734/25/FUL – to object on the grounds that very little has changed on the application and reiterate their previous objection that what is proposed does not look like a garage.
- b. To support all other applications.

NB: It was proposed, seconded and **RESOLVED** to suspend Standing Orders at 10pm during discussions of Item 4 in order to allow the meeting to carry on.

NB: It was requested that an item be included on a future agenda for Council to compile a statement of concerns to be appended to planning comments as required.

NB: Cllr. JD left the meeting at 10.14pm during discussion of Item 4.

**P78. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. ELDC approved – 03412/25/FUL – Planning Permission – 3 Brackenborough Road, LN11 0AD – LTC supported 18/11/25.
- ii. ELDC approved – 03548/25/FUL – Planning Permission – 25 Horncastle Road, LN11 9LB – LTC supported 18/11/25.
- iii. ELDC approved – 03178/25/FUL – Planning Permission – Land at Ouroboros, 114 Horncastle Road – LTC objected 30/09/25.
- iv. ELDC refused – 03387/25/FUL – Planning Permission – 1 Newmarket, LN11 9HH – LTC remained neutral 18/11/25.
- v. ELDC refused – 03453/25/FUL – Planning Permission – 78 Monks Dyke Road, LN11 8DX – LTC objected 18/11/25.

**b. Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Cadent Gas Ltd  
**Reason for Restriction:** Gas mains replacement.

- Nature and Location of Restriction:** Road Closure Order – Keddington Road (between Brackenborough Road and a point 60m east).
- Period of Restriction:** 09/12/25 – 23/01/26 (restrictions to be implemented for 45 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Anglian Water
- Reason for Restriction:** Emergency – burst main.
- Nature and Location of Restriction:** Emergency Road Closure Order – Ugate (between 30m and 70m north of Meridian View)
- Period of Restriction:** 15/12/25 – 17/12/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Anglian Water
- Reason for Restriction:** Emergency – repair leak.
- Nature and Location of Restriction:** Emergency Road Closure Order – High Holme Road (between property numbers 164 and 172).
- Period of Restriction:** 15/12/25 – 19/12/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- iv. **Organisation Responsible for Restriction:** OCU Group.
- Reason for Restriction:** New electrical connection.
- Nature and Location of Restriction:** Road Closure Order – Lindsey Way (between Hawker Drive and a point 15m west).
- Period of Restriction:** 09/02/26 – 17/02/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Cadent Gas Ltd.
- Reason for Restriction:** Gas mains replacement.
- Nature and Location of Restriction:** Road Closure Order – Eastfield Road (between fire/police station entrance and Park Avenue).
- Period of Restriction:** 02/02/25 – 16/02/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- vi. **Organisation Responsible for Restriction:** Anglian Water
- Reason for Restriction:** Emergency – repair leak.
- Nature and Location of Restriction:** Emergency Road Closure Order – Cinder Lane (between 50m & 90m north of B1200)
- Period of Restriction:** 15/01/26 – 16/01/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- vii. **Organisation Responsible for Restriction:** Anglian Water
- Reason for Restriction:** Water main repairs.
- Nature and Location of Restriction:** Road Closure Order – Love Lane (between B1200 and a point 40m south).
- Period of Restriction:** 20/02/26 – 05/03/26 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).
- viii. **Organisation Responsible for Restriction:** Lincolnshire County Council
- Reason for Restriction:** Reflective bollard installations.
- Nature and Location of Restriction:** Road Closure Order – Stewton Lane (between 1000m to 1075m east of Wood Lane).
- Period of Restriction:** 20/02/26 – 20/02/26 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- ix. **Organisation Responsible for Restriction:** Lincolnshire County Council
- Reason for Restriction:** Streetlight replacement.
- Nature and Location of Restriction:** No Waiting and No Loading at Any Time Order – Church Street (between property numbers 33 and 45).
- Period of Restriction:** 22/02/26 – 22/02/26, 08:00 to 18:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- x. **Organisation Responsible for Restriction:** Cadent Gas
- Reason for Restriction:** Emergency – gas mains replacement.
- Nature and Location of Restriction:** Emergency Road Closure Order – Lime Grove (between property number 1 and Keddington Road).
- Period of Restriction:** 09/01/26 – 23/01/26 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).

- xi. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – repair leak.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Eastgate (between Northgate and a point 40m east).  
**Period of Restriction:** 15/01/26 – 16/01/26, 22:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
  - xii. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – burst water main.  
**Nature and Location of Restriction:** Emergency Road Closure Order – High Holme Road (between 140m and 190m south-west of Mill Lane).  
**Period of Restriction:** 10/01/26 – 16/01/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
  - xiii. **Organisation Responsible for Restriction:** Lincolnshire County Council  
**Reason for Restriction:** Emergency – tree removal.  
**Nature and Location of Restriction:** Emergency Public Right of Way Closure Order – Louth PROW 1/1 (between Tilting Weir and Public Footpath 534)  
**Period of Restriction:** 19/01/26 – 21/01/26, 09:00 to 15:30 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Enforcement**
- i. **Location:** 21 Upgate, Louth, LN11 9ER. **Nature of Investigation:** Untidy building. A Section 215 Notice, which is used to require untidy land and/or buildings to be tidied, has been served on all parties who hold a legal interest in the aforementioned site. A minimum of 28 days must be given for the notice to take effect from 12th January 2026. The time period for compliance with the requirements must also be a minimum of 28 days, however, due to the extent of the works requested, the compliance date is 12th June 2026. Parties hold the right to appeal but if an appeal is not made an agent will visit the site to check whether the notice has been complied with, and, if so, the matter will be closed. If not, the matter will be taken to the Magistrates Court.

#### P79. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to ratify comments submitted by the Planning Working Group in relation to the below applications:

- a. **Proposals:** T31, T32, T33 – Lime – Re-pollard, cutting back to previous pollard points. **Location:** 17 Horncastle Road. **Reasons:** T31, T32, T33 – going over neighbours' property. **Comments:** No comments submitted.
- b. **Proposals:** T1 – Willow – Fell. **Location:** Linkage Community Trust, Riverside House, Ramsgate Road, LN11 0NH. **Reasons:** T1 – A mature willow with almost 90 degree lean towards the office/conservatory. 2 rot pockets on east and south side approximately 0.5 metres since last time works were done in 2023, to try to elevate and weight the main stem/trunk has moved lower to the floor going west direction. Once felled will replace with new tree. **Comments:** No objection in principle, happy to support the tree officers decision but would request the trees be replaced with willow or alder.

#### P80. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 10<sup>th</sup> February 2026.

The Meeting Closed at 10.19pm.

Signed \_\_\_\_\_ (Chairman)                      Dated \_\_\_\_\_

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	03090/25/OUT	Outline Erection	Snape Properties Ltd	Outline erection of up to 47no. dwellings (with means of access to be considered). <b>AMENDMENTS - Number of dwellings reduced with layout amended, further drainage information submitted and Viability Assessment.</b>	Land at Fanthorpe Lane, Louth - North Holme Ward.	No	Louth Town Council discussed this application on 21st October 2025 and ratified the comments previously submitted from its planning working group on 1st October, as follows: Object on the grounds of 1) Access and Highway Safety - A restriction meaning that Fanthorpe Lane (an unadopted country lane maintained by its residents) cannot be used as an access point must be imposed. Two accesses must be provided as a single point of access poses dangerous risks if the road is blocked and emergency services require access. 2) Traffic generation. 3) Overbearing nature of the proposal. 4) Layout and density of buildings. 5) Flood risk from surface water run off, especially at the well used A16/Grimsby Road roundabout. 6) No biodiversity gain evident. 7) Insufficient infrastructure in the town to support e.g., too few schools, GP surgeries etc., and the Louth water treatment works will struggle to accommodate as it is already beyond capacity. 8) Wellbeing of residents. The noise from the bypass to residents of the proposed properties will be intolerable. Further, during discussion on 30/9 the following was raised: 1) the attenuation pond is in the wrong position. Water cannot flow uphill. 2) An archaeological survey should be conducted before any work begins. Any artifacts found should be examined/identified by a suitably qualified person. 3) Grimsby Rd doesn't have an adequate footpath to accommodate the increased number of pedestrians this will generate. 4) the adjacent Westfield Park estate suffers terribly as it only has one access and residents, parking in the area of the access, reduce the road to a single track making traffic movement difficult and sometimes impossible, when an accident occurs, blocking the road.	Object as previously but with the addition of the fact that the application states access to be determined. Fanthorpe Lane is unadopted and maintain by the residents, therefore, access is not available, and the plans state a disconnect from the lane. The number of houses increasing in this development from a single point of access is concerning, as for the safety of the residents within, should an incident block the entry and exit to the estate. This needs to be resolved prior to any extension of the estate or indeed an application.	11/02/2026
2	ELDC	03827/25/FUL	Planning Permission	Mr. C. Done	Erection of 8no. dwellings and construction of vehicular access.	Land adjacent to 109 Kenwick Road, Louth - St. Mary's Ward	No		Support.	19/02/2026

**PLANNING COMMITTEE 10<sup>th</sup> FEBRUARY 2026  
PLANNING CORRESPONDENCE TO NOTE**

**1. ELDC Planning Decisions**

- a. ELDC approved – 03777/25/OUT – Outline Erection – 52 St. Mary’s Lane, LN11 0DT – LTC supported 20/01/26.
- b. ELDC approved – 03795/25/FUL – Planning Permission – The Glass Gables, Stewton Lane, LN11 8SB – LTC supported 20/01/26.
- c. ELDC approved – 03578/25/FUL – Reserved Matters – 32 St. Mary’s Lane, LN11 0DT – LTC supported 09/12/26.
- d. ELDC approved – 03637/25/FUL – Planning Permission – 4 Crown Mills, Ramsgate Road, LN11 0NJ – LTC supported 20/01/26.
- e. ELDC approved – 03734/25/FUL – Planning Permission – 114 Kidgate, LN11 9BX – LTC objected 20/01/26.

**2. Temporary Traffic Restrictions**

- a. **Organisation Responsible for Restriction:** OCU Utility Services.  
**Reason for Restriction:** Emergency – Northern Power Grid power fault repair.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Broadbank (between Northgate and Northgate Court).  
**Period of Restriction:** 15/01/26 – 21/01/26 (restrictions to be implemented for 6 days as and when required during this period. Signage will be displayed on site in advance).  
**Organisation Responsible for Restriction:** Anglian Water.  
**Reason for Restriction:** Water main repairs.  
**Nature and Location of Restriction:** Road Closure Order – B1520 Uppgate (between Gospelgate and Shaws Mews)  
**Period of Restriction:** 02/03/26 – 20/03/26 (restrictions to be implemented for various nights and/or days as and when required during this period. Accurate dates and times will be displayed on site in advance).
- b. **Organisation Responsible for Restriction:** Cadent Gas Ltd.  
**Reason for Restriction:** Emergency – gas escape repair.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Kidgate (between Lee Street and Aswell Street)  
**Period of Restriction:** 29/01/26 – 04/02/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).  
**Organisation Responsible for Restriction:** Anglian Water.  
**Reason for Restriction:** Emergency – stop tap replacement.  
**Nature and Location of Restriction:** Emergency Road Closure Order – B1520 Uppgate (between property numbers 17a and 23).  
**Period of Restriction:** 02/02/26 – 03/02/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Organisation Responsible for Restriction:** Anglian Water.  
**Reason for Restriction:** Emergency – stop tap repairs.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Church Street (between Newmarket and a point 50m northwest).  
**Period of Restriction:** 03/02/26 – 04/02/26, 22:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

## **Draft Standard Town Council Response**

### **Infrastructure and Services Capacity for new Planning Applications**

*Louth Town Council raises significant concerns where new development has the potential to place additional and unsustainable pressure on already stretched infrastructure, public services, and environmental capacity.*

*The Council wishes to make clear that it is not opposed to growth in principle and recognises the importance of appropriately planned development in supporting housing needs, the local economy, and community vitality. However, the Council considers that growth must be sustainable, well located, and supported by the necessary infrastructure, services, and environmental protections in order to avoid adverse impacts on existing and future residents.*

*The Council emphasises that development should be directed to suitable locations that do not place further pressure on existing drainage systems or increase the risk of surface water run-off and flooding. The cumulative impact of development on local drainage capacity is a material planning consideration, particularly in areas already known to experience drainage constraints. Robust and deliverable drainage solutions, including sustainable drainage systems where appropriate, should be clearly demonstrated.*

*The Council notes ongoing concerns regarding capacity within key public services, including primary healthcare provision, with recognised pressures on GP services and NHS dental availability. In addition, there is concern about the limited provision of children's recreation facilities, including play areas and accessible green spaces. [National research](#) has identified that provision in Louth is small relative to the town's population size, and this existing deficit should be appropriately addressed through new development.*

*The cumulative impact of recent and proposed development on infrastructure, transport networks, healthcare provision, community facilities, and the local environment must be fully assessed and mitigated. In the absence of clear, secured, and deliverable measures to address these pressures, development cannot be considered sustainable.*

*The Town Council therefore urges ELDC to give full weight to these considerations and to ensure that robust evidence, appropriate mitigation measures, and necessary infrastructure contributions are in place prior to the approval of development proposals.*

11-04-25 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 4<sup>th</sup> NOVEMBER 2025**

Chairman, Cllr. Mrs. J. Makinson-Sanders (Mrs. JMS) (in the chair).

**Present Councillors:** G.E. Horton (GEH), P. Starsmore (PS)

**Councillors not present:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), Mrs. K. Parsons (Mrs. KP)

The Town Clerk, Mrs. L.M. Phillips was also present.

**H20. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB, JD, Mrs. KP and JB

**H21. Declarations of Interest / Dispensations**

There were no declarations of interest or requests for dispensations save that members had been previously aware of one of the candidates due to his previous employment.

**H22. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 21<sup>st</sup> October 2025 be approved as the minutes.

**H23. Closed Session Item**

At 1.36pm upon a proposal by Cllr. PS, seconded by Cllr. GEH, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information relating to a third party in relation to Personnel:

- a. **Vacancy** – following interviews for the position of Maintenance Foreman/Cemetery Superintendent the Committee discussed the findings of the interview panel (GEH, JD, PS) and considered an appointment. It was proposed, seconded and **RESOLVED** to promote the Council's existing Maintenance Assistant/Gravedigger to 'Acting Maintenance Foreman/Cemetery Superintendent' for a trial period of 6 months, in which time that person should evidence their ability to plan work, risk assess and undertake supervisor training. Personnel Committee to review the appointment with a view to full promotion/further advertisement by 4<sup>th</sup> May 2026.

The Meeting Closed at 1.52pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_