

# Louth Town Council

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

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)



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

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee and Governance and Finance Committee which will be held on Tuesday 20<sup>th</sup> February 2024 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. Written representation can also be considered rather than attending in person.*

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

*L.M. Phillips*  
Mrs. L.M. Phillips

Town Clerk

Dated this 15<sup>th</sup> day of February 2024

## AGENDA

### PLANNING COMMITTEE

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

#### 1. Apologies for Absence

To receive and note 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 30<sup>th</sup> January 2024.

#### 4. LCC Consultation – Louth Town Centre – your thoughts

Committee to receive a draft corporate response formulated by the Planning Working Group and resolve to approve this for submission by 1<sup>st</sup> March 2024.

#### 5. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 02-20-24). (Attached).

#### 6. Planning Correspondence

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

#### 7. Proposed Works to Trees

Committee to consider the following proposed works to trees:

- a) Details circulated by email 14/2/24. **Location:** Mallards, Bridge Street. **Proposal:** T1 – Beech – Crown lift to 3m. Reduce in height from 13m to 10m and width from 11m to 8m. T2 – Conifer – Crown lift to 3.5m. Reduce in height from 18m to 12m. T3 – Cherry – Remove due to rot potential at fork. T4 – Purple Plum – Prune out 2no. western branches to lift canopy. T5 – Holly – Remove due to proximity to river and maintenance difficulties.

- b) Details circulated by email 8/2/24. **Location:** 24 St. Mary's Park. **Proposal:** G5 – 3 Common Lime, 2 Sycamore, 1 Red Oak and 1 Common Ash – Red Oak – reduce major eastern limb over no. 22 by approx.. 3.5m to a secondary growth point. **Reasons:** To allow more light into neighbour's garden. **PWG Recommendation:** Support.
- c) Details circulated by email 8/2/24. **Location:** King Edward VI School, Edward Street. **Proposal:** T5 – (Map D) Hawthorn – Remove. T17 – (Map A) Western Red Cedar – Remove and replace. **Reasons:** T5 – Leaning across highway. T17 – Fungus in main limb juncture. **PWG Recommendation:** Support in principle, but question whether a TPO is already in place.

## 8. Street Naming

Committee to consider endorsing the use of the following: “Wildflower Lane”, “Dahlia Drive”, “Lily Lane”, “Rose Lane”, “Clover Lane” and “Blossom Drive” for 4 no. new roads on the development at Land West Off Grimsby Road – as per the attached plan, which suggestions align with names previously used.

## 9. Proposed Waiting Restrictions

Committee to consider a proposal by LCC to implement ‘No Waiting at Any Time’ on Eastgate in the vicinity of properties no. 2, 3 and 203. See attached plan. Council to note that it has received objections to this from members of the public. (Circulated by email 14/2/24). Council to consider commenting. Observations must be submitted by 8<sup>th</sup> March 2024.

## 10. National Grid Electricity Transmission – Grimsby to Walpole

Committee to receive a draft corporate response to the above, formulated by the Planning Working Group and resolve to approve this for submission by 13<sup>th</sup> March 2024.

## 11. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 19<sup>th</sup> March 2023.

## GOVERNANCE AND FINANCE COMMITTEE (Chairman: Cllr. Mrs. E. Ballard, Membership: All Cllrs.)

### 1. Apologies for Absence

To receive and note 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 Governance and Finance Committee Meeting held on 12<sup>th</sup> December 2023.

### 4. Finance

Committee to receive a recommendation from FOG that the following be noted/approved/authorised:

#### a) Receipts and Payments – Cashbooks 1 and 2

##### i. Month 7

1.	Cash Book 1	Receipts	£3,182.65	Payments	£26,421.88
2.	Cash Book 2	Receipts	£220.00	Payments	£100.22

##### ii. Month 8

1.	Cash Book 1	Receipts	£76,781.46	Payments	£208,996.46
2.	Cash Book 2	Receipts	£0.00	Payments	£132.66

##### iii. Month 9

1.	Cash Book 1	Receipts	£1,763.94	Payments	£27,307.61
2.	Cash Book 2	Receipts	£250.00	Payments	£230.00

#### b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31<sup>st</sup> December 2024.

#### c) Earmarked Reserves Report as at 31<sup>st</sup> December 2024.

#### d) Balance Sheet to 31<sup>st</sup> December 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

- i. Lloyds Treasurers Account (balance at 31/12/23 on statement 85) – £340,564.48
  - ii. Petty Cash (balance as at 31/12/23) – £118.11
  - iii. Lloyds Deposit Account (balance on statement 9) – £166,652.51
  - iv. National Savings and Investment Account (balance on statement 12) – £111,438.22
- e) Committee to consider resolving that any cheque uncashed after 1 year should be stopped at the bank and written back into the accounts by staff automatically.

**5. Risk Management**

Committee to receive a recommendation from FOG that it resolve to approve the attached Risk Management arrangements.

**6. Citizen's Advice Lincoln and Lindsey – Funding Contribution**

Committee to note that Council approved an amount of £1,000 in the 2023/24 budget for release to the above, as per the Council's powers under s142(2A) of the LGA 1972. An update on how the organisation is faring, to support the release of monies is attached. Committee to receive a recommendation from FOG that it resolves to approve the release of funds and consider enquiring of the organisation as to whether they feel £1,000 is still relevant, for the Council's future budget setting purposes.

**7. Next Meeting**

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 9<sup>th</sup> April 2024.

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 30<sup>th</sup> JANUARY 2024**

Councillor Mr. P. Starsmore (PS) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), K. Parsons (KP), Mrs. J. Makinson-Sanders (Mrs. JMS), J. Simmons (JS) and Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** M. Barnes (MB)

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

Prior to the commencement of the meeting, a silence was observed to remember Councillor Mrs. Sue Crew, Chairman of the Planning Committee, who unexpectedly passed away peacefully on 13<sup>th</sup> January 2024. A few words were said in her memory by Mayor Councillor JS.

**P108. Election of Chairman**

It was **RESOLVED** to elect Cllr. PS as Chairman of the Planning Committee, to hold office until the Annual Town Meeting of Louth Town Council on 14<sup>th</sup> May 2024.

**P109. Election of Vice Chairman**

It was **RESOLVED** to elect Cllr. JD as Vice Chairman of the Planning Committee, holding office until the Annual Town Meeting of Louth Town Council on 14<sup>th</sup> May 2024.

**P110. Apologies for Absence**

Apologies for absence were received from MB.

**P111. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – Items 6, 7 and 8 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Items 6, 7 and 8 as a member of ELDC.
- c. Cllr. Mrs. JMS – Items 6, 7 and 8 as a member of ELDC.

**P112. Minutes**

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 9<sup>th</sup> January 2024 be approved as the minutes.

**P113. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 01-30-24) and **RESOLVED** as follows:

- a. N/105/00060/24 – To object to this application, believing that planning permission conditions are imposed for a reason and the removal or variance of them should not be allowed.
- b. To support all other applications. **NB: Cllr. Mrs. JMS abstained from voting from PA 2.**

**P114. Planning Correspondence**

The Committee noted the following planning correspondence:

- a. **ELDC Planning Decisions**
  - i. ELDC Approved – N/105/01969/23 – Listed Building Consent – Stables and Cart Store, LN11 0LL – LTC Objected 31/10/23.
  - ii. ELDC Approved – N/105/02244/23 – Planning Permission – 240 Eastgate, LN11 8DA – LTC Supported 12/12/23.
  - iii. ELDC Approved – N/105/01968/23 – Planning Permission – Stables and Cart Store, LN11 0LL – LTC Objected 31/10/23.
  - iv. ELDC Approved – N/105/02216/23 – Planning Permission – The Paddocks, LN11 9QT – LTC Supported 12/12/23.
  - v. ELDC Approved – N/105/02219/23 – Planning Permission – 41 Priory Close, LN11 9AS – LTC Supported 12/12/23.

- vi. ELDC Approved – N/105/02178/23 – Listed Building Consent – 19 Mercer Row, LN11 9JG – LTC Supported 12/12/23.
- vii. ELDC Approved – N/105/01134/23 – Planning Permission – Louth County Hospital, LN11 0EU – LTC Supported 31/10/23.
- viii. ELDC Approved – N/105/02079/23 – Listed Building Consent – 17 Cornmarket, LN11 9QA – LTC Supported 21/11/23.
- ix. ELDC Approved – N/105/02078/23 – Planning Permission – 17 Cornmarket, LN11 9QA – LTC Supported 21/11/23.
- x. ELDC Approved – N/105/02397/23 – Listed Building Consent – 32 Eastgate, LN11 9NG – LTC Supported 09/01/24.
- xi. ELDC Approved – N/105/02297/23 – Planning Permission – Rodden and Cooper, LN11 0WA – LTC Supported 12/12/23.
- xii. ELDC Approved – N/105/01921/23 – Approval of Reserved Matters – Land West off Grimsby Road, Louth – LTC Supported 31/10/23.
- xiii. ELDC Approved – N/105/02130/23 – Planning Permission – Co-op Supermarket, LN11 0LT – LTC Supported 09/01/24.

**b. Temporary Traffic Restrictions**

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Sunbelt Rentals Ltd.  
REASON FOR RESTRICTION: Emergency – Openreach repairs to restore customers service.  
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – B1200 St. Mary’s Lane (Between Westgate and a point 130m East).  
PERIOD OF RESTRICTION: 09/01/2024 – 11/01/2024 (Restrictions to be implemented for 3 days as and when required during this period. Signage to be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.  
REASON FOR RESTRICTION: Emergency – Leaking mains repair.  
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Northgate (Between Eastgate and Eve Street).  
PERIOD OF RESTRICTION: 16/01/2024 – 22/01/2024 (Restrictions to be implemented for 5 days as and when required during this period. Signage to be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.  
REASON FOR RESTRICTION: Leaking mains repair.  
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Park Avenue (Between 125m and 200m South of Eastfield Road).  
PERIOD OF RESTRICTION: 17/01/2024 – 23/01/2024 (Restrictions to be implemented for 5 days as and when required during this period. Signage to be displayed on site in advance).

**P115. Lincolnshire County Council (LCC) Consultation – Louth Town Centre – your thoughts**

The Committee received a copy of the above survey, and it was noted that the closing date for responses was 1<sup>st</sup> March 2024. Each member of the Committee also received a tabled document outlining concerns received from a member of the public, which was read out by a Councillor. It was **RESOLVED** that the Planning Working Group would hold a dedicated meeting to formulate a draft response on 13<sup>th</sup> February 2024 to be ratified at the next Planning Committee meeting which would be held on 20<sup>th</sup> February 2024, to which the Town Clerk would invite LCC Cllrs. A. Hall and S. Parkin to attend.

**P116. National Grid Electricity Commission – Grimsby to Walpole**

Following circulation of details the above by email prior to the meeting, the Committee received a copy of the consultation form and feedback from an online briefing, which was attended by Cllr. ML. It was **RESOLVED** that a draft corporate response would be formulated at a Planning Working Group meeting to be held on the 12<sup>th</sup> February 2024 to be ratified at the next Planning Committee meeting to be held on 20<sup>th</sup> February 2024 and submitted by the deadline of 13<sup>th</sup> March 2024.

**P117. Next Meeting**

It was noted that the date of the next scheduled Planning Committee meeting was 20<sup>th</sup> February 2024.

The Meeting Closed at 8.10pm.

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



Addressee

Ref: Lincolnshire County Council  
Louth Transport Board  
County Offices  
Newland  
Lincoln LN1 1YL

Jan/Feb 2024

Dear

**Subject: Louth town centre – your thoughts**

Thank you for your interest in the Louth town centre engagement.

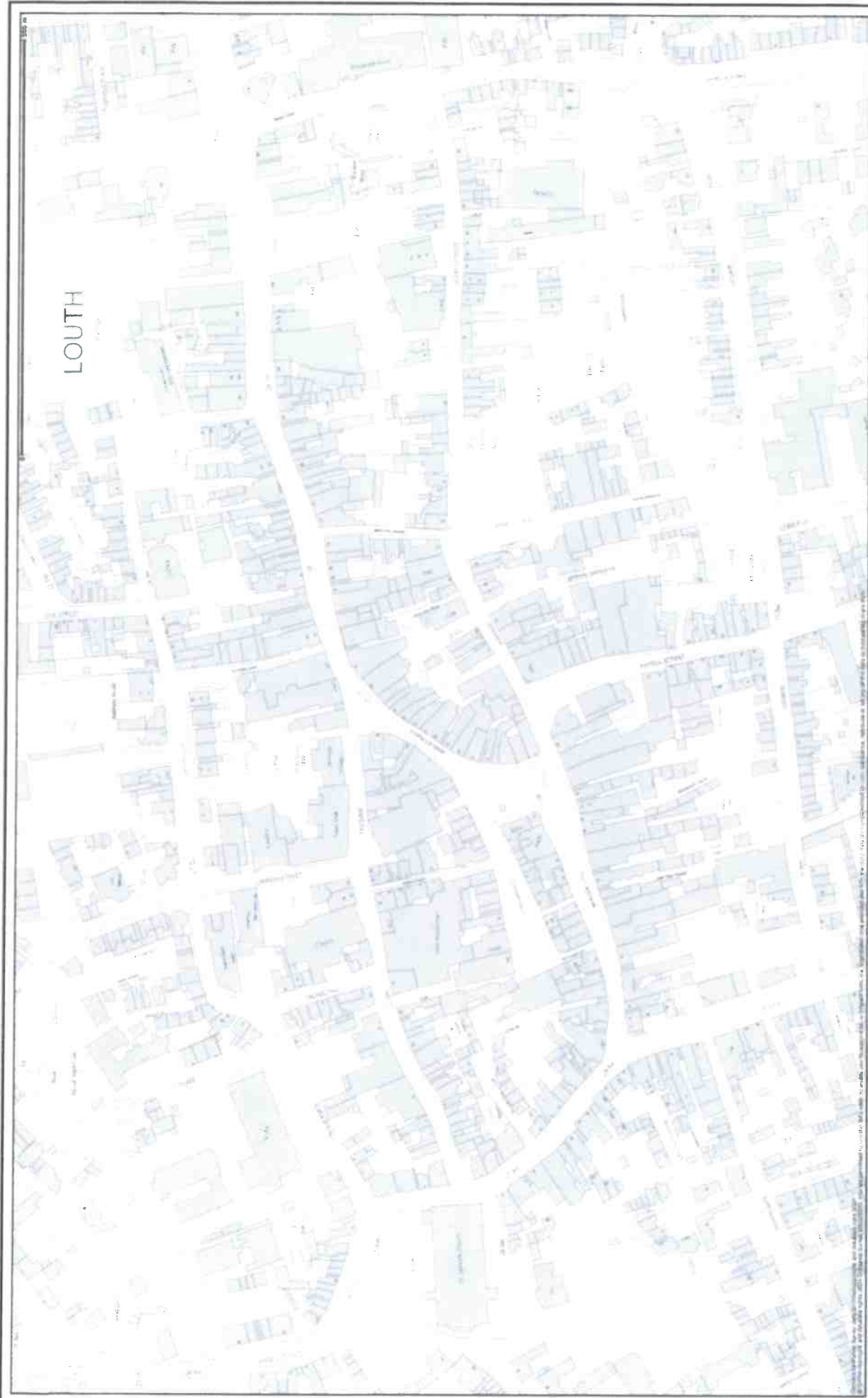
Please find attached a paper copy of the survey.

Alongside the survey, you also have the opportunity to suggest where you'd like to see cycle parking racks in the town centre. To do this, please use the map included and place a mark within the outlined boundary where you'd like them to be.

Once complete, please return the documents to the following address before the 1<sup>st</sup> March 2024:

Freepost RSTY-UXJB-ARHK  
Lincolnshire County Council  
Louth Transport Board  
County Offices  
Newland  
Lincoln  
LN1 1YL

Yours sincerely



Louth Town Centre

Cycle Parking



Scale 1:1750

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## Louth town centre – your thoughts

The Active Travel experimental trial in Louth ran for 18-months to explore different ways to encourage people to take more time when visiting the centre of the town.

That scheme concluded in September last year and we've returned everything to the way it was before the trial started in March 2022.

Now, the Louth Transport Board (the Board) is looking at what can be done next to further boost the middle of the market town and encourage visitors to make the most of the businesses and services there.

Representing Louth residents, businesses, and visitors, the Board is made up of councillor and officer representatives from:

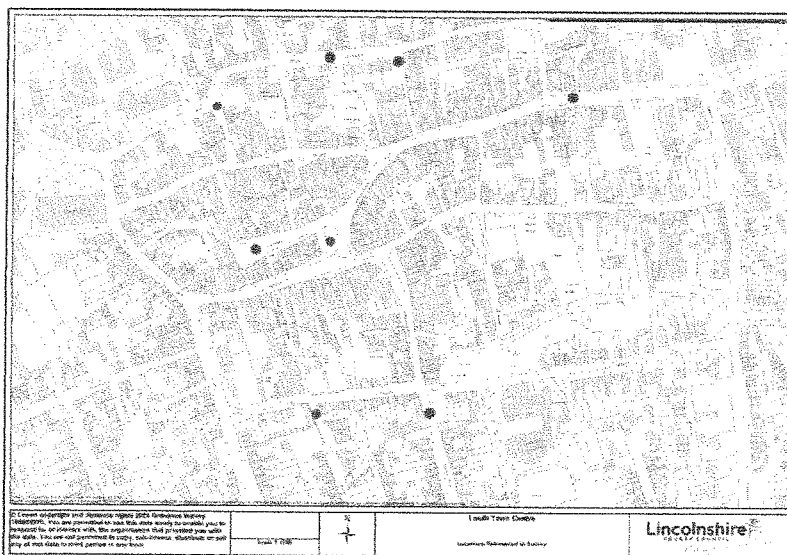
- Lincolnshire County Council
- East Lindsey District Council and
- Louth Town Council

At its meeting of 7 November 2023, the Board discussed results from previous surveys carried out by East Lindsey District Council and Louth Town Council. They also considered options for future alternative use of space in the town centre, and would now like to hear your views and ideas on them.

The Board will use the results as part of the decision-making process about the future of Louth town.

We will publish a report from this engagement on Let's talk Lincolnshire website ([www.letstalk.lincolnshire.gov.uk/louth](http://www.letstalk.lincolnshire.gov.uk/louth)) and we will update the page with the decisions taken and any next steps that may follow. This might include additional engagement, depending on the decisions made.

This survey will help inform Louth Transport Board of your views on Market Place and wider town centre. The map indicates the locations in Louth town centre we will explore with you in the survey.





Please return the completed survey by 01 March 2024 using the self-addressed envelope provided with this letter.

### **Privacy information**

Your responses to this survey are intended to be anonymous. When completing open text responses, remember not to include personal or sensitive information.

We only use the information you provide for the purposes of creating a summary report. We will share the report with the Transport Board and we will publish it on Let's talk Lincolnshire website. We will only ask you to provide the minimum amount of information we need in order to do this.

Your information is only shared where necessary and where the law allows it. We will only keep your information for as long as is necessary, and in line with our retention schedules; you can access them at

<https://www.lincolnshire.gov.uk/directory-record/65606/community-engagement>

For further information on how we process your information, see our privacy notice at <https://www.lincolnshire.gov.uk/surveyprivacy>

### **Section 1 – Cornmarket**

The Cornmarket is currently used as space for market stalls on market days (Wednesday, Friday and Saturday) and for parking at other times (a mixture of 30 minutes waiting on a Monday, Tuesday and Thursday, and disabled parking spaces).

The Board discussed the following options for the Cornmarket.

#### **Option 1**

Leave as existing - space for market stalls on market days (Wednesday, Friday and Saturday) and for parking at other times (a mixture of 30 minutes waiting on a Monday, Tuesday and Thursday, and disabled parking spaces)

#### **Option 2**

Seasonal scheme – in summer part or all of the Cornmarket could be used for events, pavement cafés and the market, so creating a lively vibrant area in the town centre for the enjoyment of visitors, residents, community organisations and businesses. However, it would mean that you may be unable to drive into and park in the Cornmarket when the seasonal scheme is in place.

#### **Option 3**

A full time closure to create permanent community area. This will mean that parking on the Cornmarket would not be available at all.

The Board's preferred option is Option 1 – leave as existing. The Board feels that this gives a balance of parking, makes the businesses around the Cornmarket and Market Place accessible and creates space for the market.

- 1 The Board's preferred option is Option 1 – leave as existing. Which is your preferred option? (Select one response)

✓	Option 1 – leave as existing
	Option 2 – seasonal scheme
	Option 3 – full time closure
	Other

- 2 Please provide any additional comments on why you have answered this way or use the space to share any other ideas you have for the Cornmarket.

DEBATE ABOUT LEAVING AS 30 MINUTES  
 OR INCREASE TO 1 HOUR.  
 UNDECIDED ON THIS MATTER,  
 - FOR COUNCIL TO RESOLVE.

## Section 2 – Market Place

The Market Place is currently used as space for market stalls on market days (Wednesday, Friday and Saturday) and for general parking at all other times (non-market days). This parking is unrestricted.

The Louth Transport Board discussed the following options for the Market Place:

### Option 1

Leave as existing - as space for market stalls on market days (Wednesday, Friday and Saturday) and for general parking at all other times (non-market days). This parking is unrestricted.

### Option 2

Amend parking area dependent on whether parking will be displaced from other locations. For example, if your preference is for the Cornmarket to be used in summer for events / pavement cafes, this will change the parking provision within the town centre and there may be a need to create or maintain parking elsewhere to compensate, for example in the Market Place.

### Option 3

Use the space differently on days that it is not used for the market for example for pavement cafés and / or space for events. This would mean that you may not be able to drive into and park in the Market Place when pavement cafés or events are in operation.

The Board's preferred option is Option 3. The Board feels that this central, high profile area in the town centre could be used to create a vibrant focal point with pavement cafés and events, so enhancing the ambience in the town centre to the benefit of all.

- 3 The Board's preferred option is Option 3 – use the space differently for example for pavement cafés, events. Which is your preferred option? (Select one response)

✓	Option 1 – leave as existing
	Option 2 – amend parking area dependent on whether parking will be displaced from other locations
	Option 3 – use the space differently for example for pavement cafés or events. We will explore this option including your ideas further in Section 3 of the survey

- 4 Please provide any additional comments on why you have answered this way (Market Place)

CONCERN PARKING BAYS ARE TOO SMALL - PERHAPS REDUCE NUMBER OF ALLOCATED SPACES (APPRECIATE PROBLEMATICAL DUE TO BEING MARKED BY BRICKWORK )

### Section 3 - Different use of the Market Place

The Board would like to explore their preferred option (Option 3 - use the space differently) in more detail before making any decisions. We would also like to know your ideas on different use of the Market Place.

We will be asking you specific questions about:

- Pavement cafés
- Community events
- Your ideas about different use of the Market Place

This would help us understand the options better. We will report the findings to the Transport Board.

### **Different use of the Market Place - pavement cafés**

We would like to explore the potential interest from relevant businesses who may like to run pavement cafés. You can read more information about how to apply for a pavement café licence on the Lincolnshire County Council website.

5 Are you a business owner operating in Louth? (Select one answer)

	Yes – Go to question 6 and continue
	No – Go to 'Different use of the Market Place - community events' and question 8 to continue

6 How likely or unlikely, would you be to use the space on the Market Place to operate a pavement café under licence by Lincolnshire County Council?

	Very likely
	Likely
	Unlikely
	Very unlikely

7 Please provide any additional comments on why you have answered this way (operating pavement cafés in the Market Place)

IT WAS FELT THAT ANSWERING THIS SECTION WAS NOT USEFUL, AS THERE ARE INSUFFICIENT BUSINESS' TO CATER TO THIS, AND PREFER THE CURRENT STATUS -

IE. LEAVE AS IS.

## Different use of the Market Place - community events

The Board would like to explore their preferred option (Option 3 - use the space differently) in more detail before making any decisions.

On non-market days (Monday, Tuesday, Thursday, and Sunday) the Market Place could be used for community events. This would mean that parking may be unavailable / limited on the Market Place on these days when the events take place. In this survey, we would also like to explore the potential interest from organisations to hold events in the Market Place. This would help us understand if the preferred option is viable.

You can read more about how to register an event that affects the highway on the Lincolnshire County Council website.

- 8 How likely or unlikely would you or the organisation you represent be to use this space to hold events? (Select one answer)

<input type="checkbox"/>	Very likely
<input type="checkbox"/>	Likely
<input type="checkbox"/>	Unlikely
<input type="checkbox"/>	Very unlikely
<input type="checkbox"/>	Not applicable

- 9 Please provide any additional comments on why you have answered this way (holding community events in the Market Place)

EVENTS THAT ARE SCHEDULED  
(CHRISTMAS MARKET / FOOD  
FESTIVAL ETC..) ARE ALL  
ACCEPTABLE.

### **Different use of the Market Place - your ideas**

We would like to explore other ideas and options for the Market Place. This would help us understand your priorities. We will report them to the Transport Board to consider.

10 Please use this space to provide any other potential ideas on how the Market Place could be used on non-market days (Monday, Tuesday, Thursday, and Sunday).

REMAIN FOR PARKING.

### **Section 4 - Town centre parking**

In this section we want to explore town centre parking. We will be asking you questions about:

- Market Place parking
- On-highway limited waiting / parking bays across the town centre (including Market Place)
- Eastgate parking

#### **Market Place parking**

Parking is available on the Market Place when the market is not in operation (Monday, Tuesday, Thursday, and Sunday). This parking is unrestricted. It means:

- it is not pay and display
- there is no limit on time when parking
- there are no user restrictions for example not limited to disabled parking

11 If parking is retained on days when the market is not in operation, what kind of parking would you like to see? (Select one answer)

	Unrestricted parking. This would allow free parking for anyone with no limit on time
X	Restricted parking (30 minutes waiting) to match other limited waiting bays in the town centre. This will give a turnover of visitors
	Parking for disabled users only
	No parking – use the space for other purposes as in Section 3

12 Please provide any additional comments why you have answered this way (Market Place parking)

DEBATED WHETHER THIS SHOULD ACTUALLY BE 1 HOUR, AS IMPRACTICAL FOR SOME TO DO THINGS IN 30 MINS. NOT ALL AGREED – COUNCIL VOTE

### On-highway limited waiting / parking bays

The parking available in parking bays within the highway (in other words on-street parking bays) across the town centre has a mix of permitted waiting times, varying from 30 minutes to 2 hours.

The time allowed for parking in these bays could be standardised to provide a more consistent parking experience, although this could disadvantage residential areas on the outskirts of town for example where there are two-hour parking bays on Lee Street and Aswell Street.

Here is the list of on-highway limited waiting/parking bays and current waiting times

- Aswell Street and Lee Street – Monday to Saturday, 8am to 6pm, 2 hours waiting
- Northgate, Vickers Lane, Nichol Hill – Monday to Saturday, 8am to 6pm, 1 hour waiting
- Eastgate (east) and Mercer Row – Monday to Saturday, 8am to 6pm, 30 minutes waiting
- Bridge Street – Monday to Saturday, 8am to 7pm, 30 minutes waiting

- Eastgate (west) – all days, 8am to 6pm, 30 minutes waiting
- Commarket – Monday, Tuesday, and Thursday, 8am to 6pm, 30 minutes waiting

Please note: Time restrictions do not apply to disabled parking bays. Disabled badge holders can park in limited parking bays for an unlimited time.

**Would you like to see the parking bays at Aswell Street and Lee Street changed to 30 minutes waiting only to match the existing arrangements across the town centre?**

13 Aswell Street: (select one answer)

<input checked="" type="checkbox"/>	Yes	1 HOUR.
<input type="checkbox"/>	No	

14 Lee Street: (select one answer)

<input checked="" type="checkbox"/>	Yes	1 HOUR.
<input type="checkbox"/>	No	

**Would you like to see the parking bays at Northgate, Vickers Lane, Nichol Hill changed to 30 minutes waiting only to match the existing arrangements across the town centre?**

15 Northgate

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	1 HOUR REMAIN

16 Vickers Lane

<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	No	1 HOUR REMAIN.



17 Nichol Hill

	Yes
X	No 1 HOUR REMAIN

18 Please use this space to provide any other suggestions you have for improving the on-highway parking bays in the town centre

A LARGE NUMBER FELT IT SHOULD BE CONSISTENTLY 1 HOUR (NOT ALL)

### Eastgate parking

There are currently two large loading bays on Eastgate that may no longer be necessary, given the changes to occupation of the adjacent buildings.

The Louth Transport Board discussed the following options for Eastgate parking:

Option 1

Leave as existing

Option 2

Alter the use of these bays to limited waiting / parking

Option 3

Alter the use of these bays to disabled parking

Option 4

Alter the use of these bays to provide a mix of limited waiting and disabled parking

The Board's preferred option is Option 1 – leave as existing. This is because it is not known at this time how the adjacent premises will be used in the future and a decision can be taken about these bays when this is known.

19 The Board's preferred option is Option 1 – leave as existing. Which is your preferred option?

	Option 1 – leave as existing
X	Option 2 – alter the use of these bays to limited waiting / parking
	Option 3 – alter the use of these bays to disabled parking
	Option 4 – alter the use of these bays to provide a mix of limited waiting and disabled parking
	Other

20 Please provide any additional comments why you have answered this way or use the space to share any other ideas you have for the Eastgate loading bays

POSSIBLY MOVE LOADING BAY  
OUTSIDE RHODES (MERCER ROW)  
A LITTLE FURTHER AWAY FROM  
TURNING INTO CORNMARKET.

#### Additional comments about Louth town centre

21 Please use this space to share your ideas about Louth town centre that have not been covered in this survey. We will report them to the Transport Board where they will be considered.

CHEVRONS ON KERBS TO  
PREVENT PARKING OUTSIDE  
ALFREDO'S (EVE & RANSHAW) / COSTA  
AREA TO DISCOURAGE PARKING  
AND BLOCICKING ROAD FOR BUSES.

— RED LINES WERE NOT A  
POPULAR APPROACH.

ADDITIONAL COMMENTS CONTINUED

CYCLE PARKING.

DISCUSSED, BUT NONE DECIDED,  
 MOST FELT AT WORKING GROUP,  
 THAT THERE ARE INSUFFICIENT  
 CYCLISTS. TO WARRANT.

SOME DISAGREEMENT - COUNCIL DEBATE.

(IT WAS MENTIONED THAT THE KING'S  
 HEAD HAS SECURE PARKING FOR  
 BIKES, BUT ASSUME PATRONS ONLY)

MOTORCYCLE PARKING.

NEEDS TO BE SOME ALLOCATION  
 TO BIKE PARKING AREAS.

DROPPED KERBS FOR DISABLED

AND PRAMS - AND SENSIBLY  
 PLACED TO ALLOW DIRECT CROSSING  
 OF ROADS.

A-BOARDS

PROLIFERATION NEEDS  
 MANAGING & POLICING.

### About you

22 Are you completing this survey: (Select one response)

	As a resident of Louth (go to question 23 and continue)
	A visitor to Louth (go to question 23 and continue)
	As a councillor, which local authority/authorities are you representing?
	As a representative of an organisation, provide the name of your organisation
	As a representative of a business, please provide the name of your business
	Other, please specify TOWN COUNCIL RESPONSE

23 If you have selected a resident/visitor. As part of understanding our community's needs, please tell us your age: (Select one response)

	Under 18
	Age 19 - 24
	Age 25 - 34
	Age 35 - 49
	Age 50 - 64
	Age 65 - 74
	Age 75+
	Prefer not to say

REST ALL DEMOGRAPHICS -  
 NEEDS TO BE FROM 'BOOY'

24 Do you consider yourself to have disability? (Select all that apply)

	Yes, a physical disability
	Yes, a mental health disability
	Yes, a learning disability
	Yes, a sensory impairment (for example hearing or vision)
	Yes, another form of disability
	No <i>n/a.</i>
	Prefer not to say

### Overall impact of the options

Do you think any of the proposed options would have a positive or negative impact on you or someone in your household with regard to any of the following?

25 Age

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

26 Sex (gender)

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced

	No impact
	Don't know

### 27 Disability

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

### 28 Marriage and civil partnership

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

### 29 Race (ethnicity)

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact

	Don't know
--	------------

### 30 Religion or belief

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

### 31 Sexual orientation

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

### 32 Gender reassignment

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

### 33 Pregnancy and maternity

	Positive impact, please provide details
	Negative impact, please provide details and include any suggestions about how any negative impacts could be reduced
	No impact
	Don't know

Thank you for completing the survey

We will publish the summary report on [www.letstalk.lincolnshire.gov.uk/louth](http://www.letstalk.lincolnshire.gov.uk/louth)

Register on Lincolnshire County Council engagement platform to be among the first to hear about updates on this project as well as other opportunities to have your say [www.letstalk.lincolnshire.gov.uk/register](http://www.letstalk.lincolnshire.gov.uk/register)

Please visit the Lincolnshire County Council website to find out more about:

- How to apply for a pavement café licence:

<https://www.lincolnshire.gov.uk/licences-permits/apply-street-cafe-licence>

- How to register an event that affects the highway:

<https://www.lincolnshire.gov.uk/traffic-management/register-event-affecting-highway>

#### **Additional Cycle parking facilities**

Place mark the location on the attached map where you would like to see additional cycle parking facilities in Louth town centre. We will report the results to the Louth Transport Board to consider.

Thank you for taking part.

Please return the completed survey by 01 March 2024

The return address is: **Freepost RSTY-UXJB-ARHK, Lincolnshire County Council, , County Offices, Newland, Lincoln, LN1 1YL**  
**Louth Transport Board**



Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105/ 01991/23	Section 73 Application	Mr. L. Hinman	Section 73 application in relation to condition no. 3 (agricultural occupancy) as imposed on outline planning permission reference no. E/105/00059/82 and condition no. 1 (agricultural occupancy) as imposed on Reserved Matters E/105/00718/82 for erection of a dwelling in connection with agriculture.	52a Stewart Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Open to the meeting.	21/02/2024
2	ELDC	N/105/ 00014/24	Planning Permission	Mr. E. Denby	Replacement UPVC windows and doors (works already completed) <b>AMENDMENT - Additional plans received to show the proposals on the principle and rear elevations.</b>	117 Church Street, Louth, LN11 9DE - Priory Ward	Yes	Louth Town Council supported this application on 30th January 2024.	Object on the grounds that these works were undertaken without permission and replaced wooden frames for UPVC in the Conservation Area. The new window frames are also wider than previously and have visible trickle vents.	23/02/2024
3	ELDC	N/105/ 00102/24	Planning Permission	Mr. & Mrs. C. Cruickshank	Two storey side extension to existing dwelling to provide additional living accommodation.	57 Uppgate, Louth, LN11 9HD - Priory Ward	No	New	Support.	21/02/2024
4	ELDC	N/105/ 00119/24	Planning Permission	Mr. N. Donders	Single storey extension to existing dwelling to provide additional living accommodation.	167 Eastfield Road, LN11 7AS - Trinity Ward	No	New	Support.	21/02/2024
5	ELDC	N/105/ 00153/24	Planning Permission	Mr. & Mrs. Bonner	Extension to existing dwelling to provide additional living accommodation.	The Glass Gables, Stewart Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Support.	26/02/2024
6	ELDC	N/105/ 00207/24	Planning Permission	Specsavers Optical Stores Ltd.	Installation of 8no. air conditioning units to side elevation (works already started).	68-72 Eastgate, Louth, LN11 9FG - Priory Ward	No	New		06/03/2024
7	LCC	PL/ 0013/24	Planning Permission	LCC	To vary condition of 2 of planning permission N/105/0080/19/3 - to retain the mobile classroom for a further five years.	St. Michaels Church of England Primary School, Monks Dyke Road, Louth - Priory Ward		New	Support in principle. The PWG was concerned that originally it had been planned to build two proper classrooms in the future to replace the mobiles. Given Louth's growing population the PWG wondered if this was still the plan as it considered that it was required.	21/02/2024

**PLANNING COMMITTEE 20<sup>th</sup> FEBRUARY 2024**  
**PLANNING CORRESPONDENCE TO NOTE**

**1. ELDC Planning Decisions**

- a. ELDC Approved – N/105/01826/23 – Planning Permission – Holly Cottage, LN11 0ES – LTC Supported 10/10/23.
- b. ELDC Approved – N/105/02177/23 – Planning Permission – 19 Mercer Row, LN11 9JG – LTC Supported 12/12/23.
- c. ELDC Approved – N/105/02393/23 – Planning Permission – Norpol Packaging Ltd, LN11 0YZ – LTC Supported 09/01/24.
- d. ELDC Approved – N/105/02357/23 – Planning Permission – 1 Alder Close, LN11 8XB – LTC Supported 12/12/23.
- e. ELDC Approved – N/105/02399/23 – Planning Permission – 10 Somersby Court, LN11 9NN – LTC Supported 09/01/24.
- f. ELDC Approved – N/105/02339/23 – Planning Permission – 1 Shearwater Close, LN11 0SW – LTC Supported 09/01/24.
- g. ELDC Refused – N/105/02350/23 – Planning Permission – Land Adjacent to Raithby Water Treatment Works – LTC Objected 12/12/23.

**2. Temporary Traffic Restrictions**

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: Emergency – Water supply leak.

NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Commercial Road.

PERIOD OF RESTRICTION: 31/01/2024 – 06/02/2024 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

**3. Enforcement**

- a. 15 Lee Street, LN11 9HJ – A recent site inspection confirmed that the unauthorised windows to the front elevation have been removed and replaced to the specification of those windows approved by Planning Permission N/105/226/23. As such, the Enforcement Notice dated 04/02/21 is deemed to be compiled with and no further action will be taken by the Planning Department.



The Hub, Mareham Road, HORNCASTLE, LN9 6PH  
[www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

Project Title:

Land West off Grimsby Road, Louth.

Drawing Number: SN/24/009

Date: February 2024

**COLOUR KEY:**

Red (carry on of existing road name) Wallflower Lane

Black, Blue, Green and Brown = 4no. new road names 

Suggested Names Are:

Wildflower Lane

Dahlia Drive

Lily Lane




Rose Lane

Clover Lane

Blossom Dive

01/13/2023 12:59pm C:\Users\j\Documents\Lincolnshire Highway Signs\Signs\059\059 - Louth - Eastgate\059 - Louth - Eastgate.dwg

**Key**

-  Proposed No Waiting At Any Time
-  Existing No Waiting At Any Time
-  Location of School Crossing Patrol shown for information

Rev.	Description	Drawn	Chkd	Auth	Date

### Louth - Eastgate

059

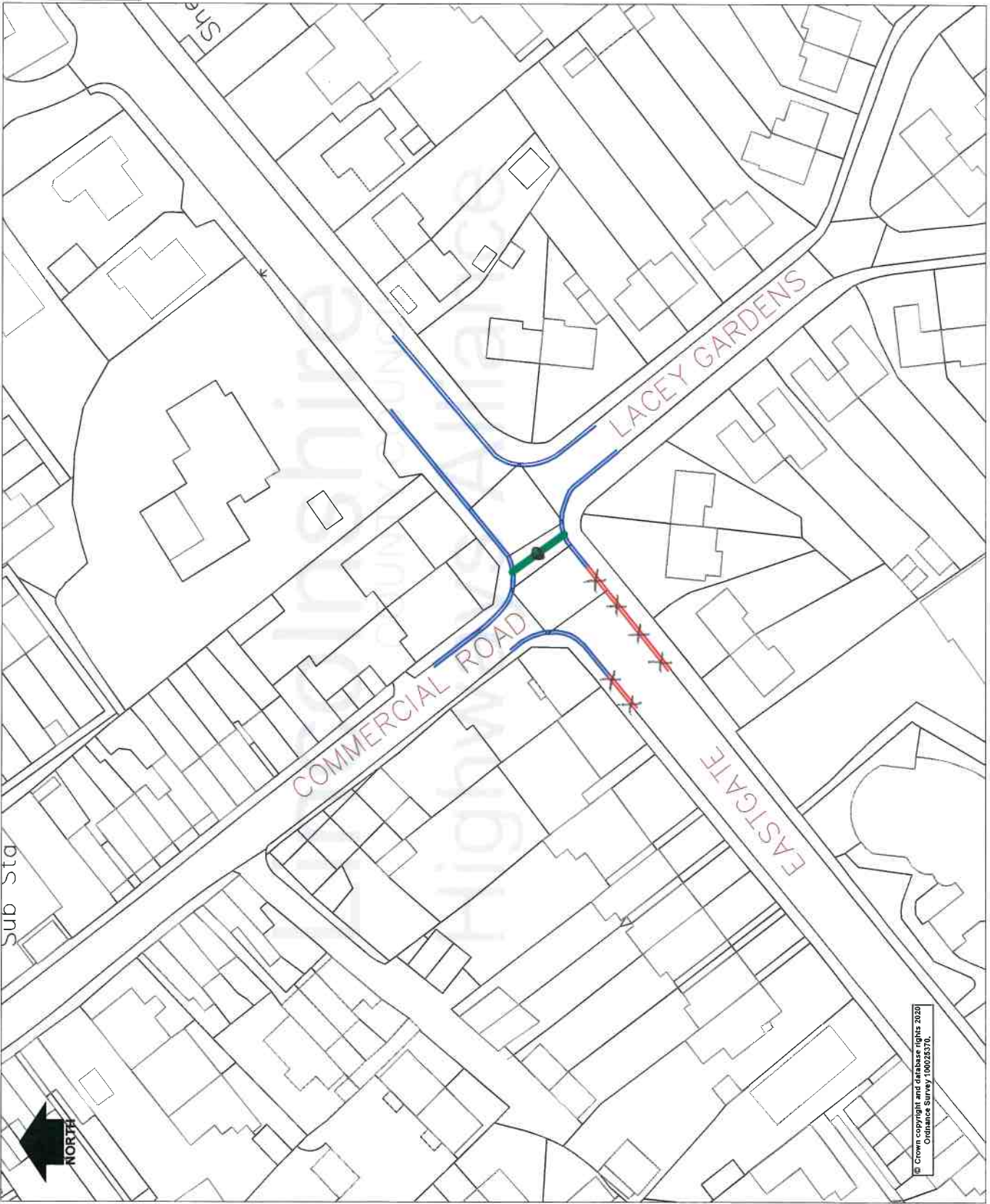
### Proposed No Waiting At Any Time

Scale	Project No.	Drawn	Chkd	Auth	Date
	059				12/10/23
Code	NTS	Drawn	Chkd	Auth	Date
Drawn/Chk	H/AM/059/001				
Rev.	0				



**Lincolnshire**  
COUNTY COUNCIL

**Highways Alliance**  
Lancaster House, 38 Orchard Street,  
Lincoln, LN1 1XX



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Ordnance Survey 100025310.

# The Great Grid Upgrade

Grimsby to Walpole

## Non-statutory consultation feedback questionnaire

January – March 2024

### Overview

National Grid Electricity Transmission is consulting on proposals to build approximately 140 kilometres of new high voltage overhead electricity transmission line between Grimsby West and Walpole, including five new substations.

Grimsby to Walpole will support the UK's net zero target by reinforcing the electricity transmission network between the north of England and the Midlands, and facilitating the connection of planned offshore wind generation and interconnectors with other countries, allowing more energy from renewable and low carbon sources to be carried on the network.

### Your feedback

We are seeking your views on our work to date. Your feedback is important in helping us to develop our proposals in more detail before our statutory consultation in 2025.

When we carry out further consultation, we will explain in an interim report how feedback from this first stage of consultation has shaped our plans and we will outline the key themes in the feedback from this first stage. We will report on the feedback from each stage of public consultation, and provide your responses to your comments, in a Consultation Report that will be provided as part of our Development Consent Order application, which we are planning to submit in 2027.

You can provide feedback during this non-statutory consultation by completing this hard copy feedback questionnaire or the online version. You are welcome to answer all or only some of the questions in this feedback form, depending on the issues that are most important to you. There is also an opportunity to comment generally on the project and this consultation.

### We have published a set of consultation documents that will provide you with information on the Grimsby to Walpole proposals:

- Project Background Document
- Strategic Options Report (SOR)
- Addendum to the Strategic Options Report
- Corridor Preliminary Routeing and Siting Study (CPRSS)
- New Walpole Substation Location Options Report

These documents are available on our website [nationalgrid.com/g-w](https://nationalgrid.com/g-w). If you wish to receive paper copies of these documents or need them in another format, please get in touch by freephone on **0800 0129 153** or by email at [contact@g-w.nationalgrid.com](mailto:contact@g-w.nationalgrid.com) (please note print charges may apply). An online version of this questionnaire can also be submitted via our website.

Please submit your response to this consultation by **11:59pm on 13 March 2024**. We cannot guarantee that responses received after this time will be considered. Please return this feedback form to **Freepost G TO W** (no stamp or further address details are required) on an envelope.

## About You

Title: First name:

Surname:

Organisation/group (if responding on behalf of organisation):

Address:

Postcode:

Email address:

Please tick here if you would like us to keep you updated about our proposals via email

### How would you describe your interest in Grimsby to Walpole?

- Local resident
- Local representative (e.g. Councillor, MP)
- Landowner or tenant/occupier within the preferred corridor
- Local business owner
- Regular visitor
- Local interest group member (if so, please provide group name)
- Statutory organisation (please specify in the text box below)
- Other (please specify)

LOUTH TOWN COUNCIL.

## 1. Strategic options

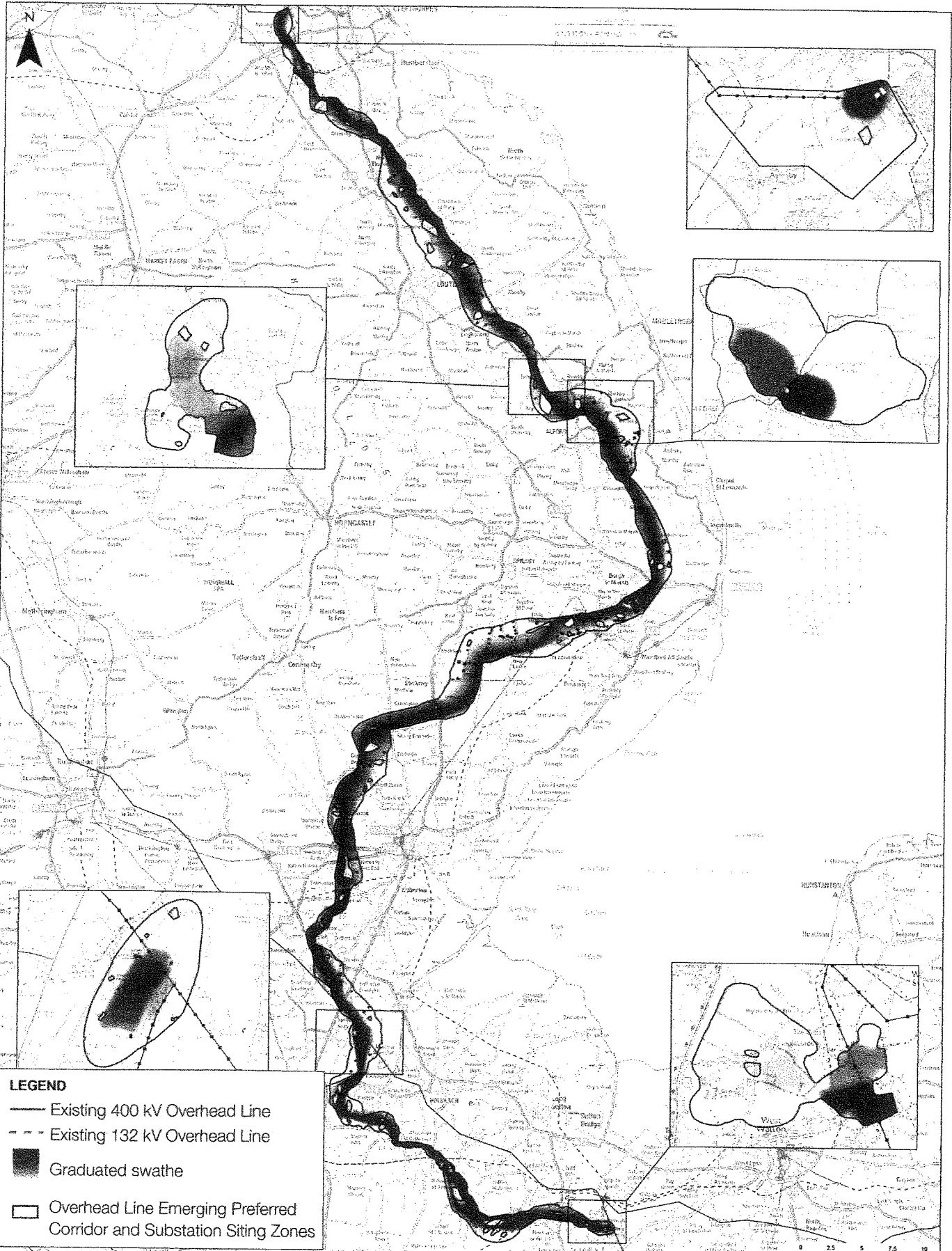
Our preferred strategic option is Grimsby West to Walpole via Weston Marsh. More detail on our work to identify this as our preferred strategic option can be found in the Strategic Options Report (SOR) and SOR Addendum which outlines why the Grimsby to Walpole reinforcement needs to start in the Grimsby West area and the different end points and technologies that have been considered. This report can be accessed at [nationalgrid.com/g-w](http://nationalgrid.com/g-w).

1a) Do you have any comments to make on our work to identify our preferred strategic option?

IT WAS FELT THAT THIS IS A  
NEEDED INFRASTRUCTURE PROJECT,  
AND ALTHOUGH NOT IDEAL, IT WAS  
PREFERRED TO KEEP AS FAR AWAY  
FROM AONB AS POSSIBLE -  
I.E. AS FAR EAST AS POSSIBLE.

# Our proposals for Grimsby to Walpole

This map shows a high-level overview of our emerging preferred corridor for the proposed new overhead line and substation siting areas. Find out more by referring to our **Project Background Document**, visiting our website, or attending one of our public exhibitions or online webinars.



## Emerging preferred corridor and graduated swathe

Following the selection of an emerging preferred corridor, we produced a 'graduated swathe' which indicates where the overhead line and substations could be located. This shaded area is darker where infrastructure is more likely to be located, when considering environmental factors and identified constraints. The swathe is lighter or has areas removed where infrastructure is less likely to be located or no infrastructure is currently proposed to be located.

Further information on how to interpret the graduated swathe is included in our Project Background Document and Corridor and Preliminary Routeing and Siting Study.

We will be bringing forward more detailed proposals for further consultation, which we anticipate will be in 2025. For now, we would like to hear your thoughts about our preferred corridor, the graduated swathe and any considerations you would like us to take into account.

To help provide feedback on the area that is most relevant to you, we have divided our preferred corridor into 11 sections, spanning across the local authorities of Lincolnshire County Council, North East Lincolnshire Council, Cambridgeshire County Council, Norfolk County Council, West Lindsey District Council, East Lindsey District Council, Boston Borough Council, South Holland District Council, Fenland District Council and King's Lynn & West Norfolk District Council. These sections are labelled below, with detailed information available in our wider materials on our website: [nationalgrid.com/g-w](https://nationalgrid.com/g-w).

**Please review our plans and areas of interest to you, and refer to specific locations in your feedback, where possible.**





## 2. The emerging preferred corridor

2a) We considered and assessed several options to select a preferred corridor. Do you agree with the emerging preferred corridor that has been identified for each section of the proposed route?

(Please refer to pages 38-39 in the Project Background Document, which explains this process and for more information, please see the Corridor Preliminary Routeing and Siting Report.)

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
<b>Section 1:</b> Grimsby West to Barnoldby le Beck	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 2:</b> Barnoldby le Beck to North Thoresby	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3:</b> North Thoresby to Alvingham and Keddington	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4:</b> Alvingham and Keddington to Tothill	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5:</b> Tothill to Cumberworth	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 6:</b> Cumberworth to Burgh le Marsh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 7:</b> Burgh le Marsh to Midville	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 8:</b> Midville to River Witham	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 9:</b> River Witham to River Welland	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 10:</b> River Welland to B1165	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 11:</b> B1165 to Walpole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2b) Please tell us the reason for your answer. Please also use this box to provide any comments you might have about the work we have done to identify our emerging preferred corridor.

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

WE FELT A NEUTRAL APPROACH WAS THE BEST POLICY. IT SHOULD BE MORE SPECIFICALLY THE PARISH COUNCILS ON THE ROUTE, TO LET THEIR THOUGHTS BE HEARD, BUT

WITH REGARDS TO OUR  
NEIGHBOURING PARISHES, WE  
WOULD ADOPT A STANCE THAT  
SUPPORTS THEIR FEELINGS AND  
PREFERRED OUTCOME.

### 3. The graduated swathe – sections

Our emerging preferred corridor has been split into 11 sections to make it easier for people to give feedback about any particular areas that they may wish to comment on. We are also seeking feedback on our emerging preferences for five substation locations: one at Grimsby West, two where the new connection substations are proposed near Alford one at Weston Marsh near Spalding, and one at Walpole near Wisbech.

(Please refer to the Project Background Document from page 37. For more information, please also see the Corridor Preliminary Routeing and Siting Report.)

#### 3a) Are there any features or considerations that you think we should take into account when developing our plans?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

WE SUPPORT THE LOCAL PARISH  
COUNCILS AND THEIR CHOICES

### Options within the swathe

We welcome your comments on all sections. There are a number of instances along our emerging preferred corridor where we are considering different options for the potential routeing of the proposed new overhead line and substations. These locations are listed below. We would appreciate your views to help us with the next stage of development of our plans for Grimsby to Walpole.

---

#### Grimsby West Substation

(See pages 40-41 of the Project Background Document, Chapters 9 and 15 of the CPRSS and the emerging preferred corridor and constraints plans.)

Our emerging preference within the substation siting area is to locate the substation within and/or adjacent to the NGET landholding to minimise impacts upon the surrounding environment and make most use of land already in our ownership.

#### 3b) Do you have a preference for the location of the Grimsby West substation within the siting area?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

N/A.

## Section 1: Grimsby West to Barnoldby le Beck

(See pages 40-41 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section of corridor runs from the new Grimsby West substation to a point immediately east of the village of Barnoldby le Beck (south of Waltham Road). The route taken avoids a large number of receptors and is routed such to retain distance away from the Lincolnshire Wolds Area of Outstanding Natural Beauty (AONB). There is optionality to cross the two Northern Powergrid overhead lines by either crossing a proposed solar farm in the east or to the west over part of the existing solar farm to minimise the interaction with existing overhead lines.

### 3c) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

N/A.

---

## Section 2: Barnoldby le Beck to North Thoresby

(See pages 42-43 of the Project Background Document and the emerging preferred corridor and constraints plans.)

The emerging preferred corridor runs south towards Brigsley. Due to the narrow nature of the corridor in this area, we are presenting two options for crossing the B1203, both north and south of Brigsley. Our emerging preference is to route to the north of the village to limit the overall length of the line needed and avoid the need for additional angle pylons in this section.

Once through this narrower area, the preferred corridor continues south east to the east of North Thoresby. The swathe shows our preference to route to the east within the corridor south of Brigsley to limit effects on the setting of the AONB.

### 3d) Do you have a preference for the new line to be located north or south of Brigsley? Please tell us the reason for your answer.

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

N/A.

### 3e) Please use this box to provide any other comments on this section of the route.

### Section 3: North Thoresby to Alvingham and Keddington

(See pages 44-45 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section of the emerging preferred corridor runs from east of North Thoresby, south of the B1201, to a point north east of Keddington and south west of Alvingham, south of Alvingham Road. Overall, our emerging preference in this section is to stay to the east of the corridor to increase the distance of the new overhead line from the AONB and to avoid crossing the Lincolnshire Wolds Railway.

#### 3f) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

LTC TO SUPPORT LOCAL  
PARISH COUNCIL VIEW

---

### Section 4: Alvingham and Keddington to Tothill

(See page 46-47 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs from a point north east of Keddington and south west of Alvingham, south of Alvingham Road, to a point immediately east of Tothill.

Our emerging preference in the north of this section is to stay to the west of the corridor to avoid properties along Louth Road and a narrow area associated with properties and farms. Once south of here, the swathe takes the shortest, straightest route across the B1200, west of Manby Showground to provide greater separation from the AONB and North Reston Farm Airfield.

#### 3g) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

LTC TO SUPPORT LOCAL  
PARISH COUNCIL VIEW

## Lincolnshire Connection Substations (LCS) A and B

(See pages 48-49 of the Project Background Document, Chapters 10 and 15 of CPRSS and the emerging preferred corridor and constraints plans.)

This section of the emerging preferred corridor runs from a point immediately east of Tothill to a point west of Cumberworth. Opting for a route south of Woodthorpe Hall Golf Course reduces the overall length of new overhead line, avoids more angle pylons and maximises use of Mother Wood as a visual screen. In this area the route passes through the two LCS siting areas dealt with separately in questions 3h and 3i.

The SOR and SOR Addendum identified that two LCS will be required to ensure necessary system resilience, to manage security risk and to ensure the most efficient solution for both the system and the community to maintain compliance with National Electricity Transmission System Security and Quality of Supply Standards. The northernmost substation is referred to as LCS A and the southernmost is referred to as LCS B.

The corridor for the overhead line splits in two in the northern part of this section, east and west of Greenfield Wood/ Mother Wood. The swathe shows our current preference to route east of the woodland and south of Woodthorpe Hall Golf Course. Opting for a route south of Woodthorpe Hall Golf Course reduces the overall length of the new overhead line, avoids more angle pylons and maximises use of Mother Wood as a visual screen, given our emerging preference for the location of LCS A.

The overhead line would then route directly east, south of Saleby, before heading south east, passing Bilsby to the east.

The siting area for the LCS A substation covers an area north and west of Woodthorpe, east of Claythorpe and east of Greenfield Wood/ Mother Wood.

Our emerging preference within the substation siting area is to locate the LCS A to the south east, adjacent to Mother Wood.

### 3h) Do you have a preference for the location of the Lincolnshire Connection substation A within the siting area?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT  
 — DOES NOT DIRECTLY  
 AFFECT THE IMMEDIATE  
 AREA.

The siting area for the LCS B substation is located to the north of Bilsby, east of Saleby and west of Huttoft. The preferred location for the LCS B substation is north of Bilsby, as shown by the swathe.

Our emerging preference within the substation siting area is to locate LCS B to the east of the A1111, between Bilsby and Asserby.

**3i) Do you have a preference for the location of the Lincolnshire Connection substation B within the siting area?**

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

---

**Section 5: Tothill to Cumberworth**

(See pages 48-49 of the Project Background Document and the emerging preferred corridor and constraints plans.)

**3j) Do you have any comments about this section of the route?**

NO COMMENT

---

**Section 6: Cumberworth to Burgh le Marsh**

(See pages 50-51 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs from a point west of Cumberworth to a point east of Burgh le Marsh south of the A158.

The route here aims to avoid scattered receptors as much as possible before crossing the A158, staying west within the corridor to avoid other built and proposed energy infrastructure projects. There is some optionality retained to potentially cross the A158 further to the east although this is less preferable.

**3k) Do you have any comments about this section of the route?**

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

## Section 7: Burgh le Marsh to Midville

(See pages 52-53 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs west from east of Burgh le Marsh, south of the A158, to the west of Midville, south of Fodder Dike.

Given complexity of routeing at High Lane and Croft Lane, south of Burgh le Marsh, our emerging preference is a route in the northern part of the corridor, through the Hollies Solar Park and Wind farm. This is to maintain distance from the existing 132 kV overhead line in this area to reduce impacts on residential properties.

The route then runs parallel to the Poacher railway line, crossing it north east of New Leake, before continuing south west and turning south at Midville. This is the shortest, straightest approach through the corridor in this area of the section.

### 3l) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

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## Section 8: Midville to River Witham

(See pages 54-55 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs from west of Midville, south of Fodder Dike, to a crossing of the River Witham between Langrick Bridge and Anton's Gowt. In this part of the section, properties, farms and businesses are well spaced, allowing the shortest, straightest route to be taken.

From Midville, the overhead line would continue south, before turning west at Hobhole Bank to Sibsey Northlands, where the route aims to avoid scattered properties. Heading south from here, our preference is to stay west within the corridor to allow for a shorter, straighter route to minimise the number of angle pylons and avoid properties along West Fen Drain.

### 3m) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT



## Section 9: River Witham to River Welland

(See pages 52-53 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs from a crossing of the River Witham between Langrick Bridge and Anton's Gowt to a crossing of the River Welland between Spalding and The Wash.

From the River Witham, the corridor heads directly south. At New Hammond Beck, the corridor splits in two, running to both the east and west. As shown by the swathe, our emerging preference is to route to the west of the corridor to avoid more properties in the east part of the corridor and reduce potential visual impacts.

From here, the remainder of this section is relatively unconstrained. The corridor continues south, taking a route west of Wigtoft to maximise the distance from environmentally designated sites around The Wash. From here, the route runs south east towards the River Welland, beginning to parallel the existing 400 kV overhead line near Risegate Eau to minimise visual impact.

### 3n) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

## Weston Marsh Substation

(See pages 58-59 of the Project Background Document, Chapters 11 and 15 of the CPRSS, and the emerging preferred corridor and constraints plans.)

The proposed siting area for the Weston Marsh substation is located at the 'tee' point of the existing overhead line and the overhead line connecting to Spalding power station.

Our emerging preference within the substation siting area is to locate the substation in the centre of the siting area to limit the spread of infrastructure, limit the amount of work required to the existing overhead lines and provide increased operational flexibility.

### 3o) Do you have a preference for the location of the Weston Marsh substation within the siting area?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

## Section 10: River Welland to B1165

(See pages 58-59 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs from a crossing of the River Welland between Spalding and The Wash, to a crossing of the B1165 north west of Whaplode St Catherine. Our preference through most of this section, as shown by the graduated swathe, is to follow the shortest, straightest route to minimise the number of angle pylons.

Following this, the route continues to head south, west of Weston and east of Spalding, crossing of the A151. From here, the corridor continues east, crossing the B1165 where the corridor narrows to reduce the potential impact to the west and avoid properties to the east.

### 3p) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

## New Walpole Substation

(See pages 60-61 of the Project Background Document, Chapters 12 and 15 of the CPRSS, and the emerging preferred corridor and constraints plans.)

The Walpole substation siting area is located north of West Walton.

Our emerging preference within the substation siting area at Walpole is to locate the substation to the south east of the siting area due to its position on/adjacent to the existing 4ZM 400 kV overhead line, reducing the required deviations of this overhead line and limiting the spread of impacts into the surrounding environment.

### 3q) Do you have a preference for the location of the New Walpole substation within the siting area?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

## Section 11: B1165 to Walpole

(See pages 60-61 of the Project Background Document and the emerging preferred corridor and constraints plans.)

This section runs from a crossing of the B1165 north west of Whaplode St Catherine to the new Walpole substation (which the overhead line would connect into). The new Walpole substation is proposed to be located near to the existing 400 kV overhead line, north of Walton Highway.

From the B1165 the route would continue east, taking the most direct route to limit the amount of infrastructure (and angle pylons) within the landscape.

At South Holland Main Drain, the corridor splits in two. The swathe shows our preference for the eastern route to allow for the most direct route and to minimise the number of angle pylons.

Our preference within the corridor is then to continue east towards the River Nene using the northern of the three routes south west of Tydd St Giles.

At the River Nene, the corridor again splits in two. Our preference is to use the southern route to provide separation from the Wisbech Gas Compressor Station. The corridor then crosses the River Nene, continuing east towards the new Walpole substation (which the overhead line would connect into).

The Walpole substation siting area is located north of West Walton. Our emerging preference is to locate the substation to the south east of the siting area, adjacent to the existing 400 kV overhead line to reduce the required deviations of this overhead line and limit the spread of impacts into the surrounding environment.

### 3r) Do you have any comments about this section of the route?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

NO COMMENT

## 4. Other requirements

### Associated works and other aspects

Alongside the proposed new overhead line network reinforcement, additional land will also be required to build and reduce the potential impacts of the proposed reinforcement. These include, but are not limited to, the following:

- temporary land for construction activities including working areas for construction equipment and machinery, site offices, welfare, storage and access; and
- land required for mitigation, compensation and enhancement of the environment as a result of the environmental assessment process and Biodiversity Net Gain.

Details about those aspects are still to be developed. More information will be provided in a further round of consultation, which we expect to hold in 2025.

### 4a) Do you have any general comments about these aspects at this stage that you would like us to consider?

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

- ① COMPENSATE & MAKE GOOD THE LAND.
- ② WHEREVER POSSIBLE, USE LOCAL CONTRACTORS AND EMPLOYMENT FOR LOCAL ECONOMIC BENEFIT.

## 5. Refining our proposals

Alongside reviewing and considering consultation feedback, we will carry out further assessments to help us decide where we could locate new infrastructure within the preferred corridor and graduated swathe.

### 5a) Is there anything we could do to reduce the effects of a new overhead line?

- PRODUCE 'MOCK-UP' IMAGES OF DIFFERENT STYLES OF PYLONS ON THE LOCAL LANDSCAPE - SO IMPACT CAN BE VISUALLY ASSESSED.
- CONSIDER WILDLIFE / BIRDS.

### 5b) Are there any other considerations we should take into account when developing our proposals?

- BETTER LOCAL FOCUSED GRAPHICS (AI GENERATED FOR EXAMPLE) OF SPECIFIC ROUTE VIEWS AND VISUAL IMPACT, OF DIFFERING TYPES OF PYLONS.

National Grid Electricity Transmission has a Community Grant Fund available to charitable and not-for-profit organisations to apply for funding for community-based initiatives in locations where our works are taking place. You can read more about that at [nationalgrid.com/g-w](http://nationalgrid.com/g-w).

**5c) In addition to our Community Grant Fund, are there other ways in which you would wish to see local communities benefit from hosting new electricity transmission infrastructure?**

If your feedback relates to a specific location, or any features we should look to avoid, please reference this here.

LTC AREA WOULD NOT SPECIFICALLY QUALIFY

## 6. Our consultation

Please let us know your views on the quality of our (printed and online) consultation materials, our face-to-face consultation events, how we have notified people about our proposals, and anything else related to this consultation.

**6a) Please let us know how you heard about this consultation by ticking one or more of the following boxes:**

- Received a letter from National Grid
- Received a newsletter from National Grid
- Received an email from National Grid
- Received information from a local authority
- Informed by a local elected representative
- Saw an advert in a local newspaper
- Saw social media coverage
- Saw coverage in local and/or national media
- Word of mouth
- Other (please specify) EMAIL

**6b) Please rate the information included as part of this consultation in terms of how clearly it was presented and how easy it was to understand:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Strongly agree | <input checked="" type="checkbox"/> Agree  | <input type="checkbox"/> Neither agree nor disagree |
| <input type="checkbox"/> Disagree       | <input type="checkbox"/> Strongly disagree | <input type="checkbox"/> Unsure                     |

**Reasons for answer.**

- ① PRODUCTION OF REDUCED DETAIL SUMMARY, DETAIL OVER WHELMING TO SOME.
- ② CONSULT A LITTLE FURTHER INTO THE COMMUNITIES ; BEYOND THE CURRENT 2KM AREA.

6c) Please rate how well this consultation was promoted and advertised to the public:

- Strongly agree       Agree       Neither agree nor disagree  
 Disagree       Strongly disagree       Unsure

Reasons for answer.

NOT WIDE ENOUGH AN AREA FOR  
AN EFFECTIVE CONSULTATION.

6d) Did you attend one of our face-to-face or online consultation events?

- Yes, face-to-face       Yes, online       Yes, both       No

6e) How informative did you find our consultation events and/or our consultation materials?

- Very informative       Quite informative       Not informative       No opinion

6f) Do you have further comments about our consultation process or anything we can improve about our consultation?

AS BEFORE, CONSULTATION AREA  
AROUND ROUTE SHOULD HAVE  
BEEN WIDER.

## 7. Additional questions – net zero

Grimsby to Walpole will support the UK's net zero target by reinforcing the electricity transmission network between the north of England and the Midlands, and facilitate the connection of planned offshore wind generation and interconnectors with other countries, allowing clean green energy to be carried on the network.

The below question asks for your views on net zero:

**7a) Given the goal to deliver net zero carbon emissions in the UK by 2050 and the need to facilitate the connection of new renewable generation in the region, to what extent do you agree with the identified need for Grimsby to Walpole (as described on pages 20-24 in the Project Background Document, and also in the Strategic Options Report and the Addendum to the Strategic Options Report)?**

- Strongly agree                       Agree                                       Neither agree nor disagree  
 Disagree                                       Strongly disagree                       Unsure

**7b) Please use this space, if you wish, to expand on the reason for your answer.**

**7c) How concerned are you about the following? Please tick as relevant:**

	Very concerned	Concerned	Neutral	Not that concerned	Not at all concerned
The effect of climate change /global warming on your life.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The effect of climate change /global warming on the lives of future generations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE

ZOOM RAN OUT OF  
TIME - MEETING  
ENDED.

**7d) To what extent do you agree or disagree with each of the following statements?**

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly disagree</b>
The UK meeting its target of net zero carbon emissions by 2050 is important to you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With the growth of renewable energy generation and interconnection in the North of England, reinforcing the network to transport this energy to where it is needed most is important.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having domestic energy sources and the associated infrastructure will help increase the UK's energy security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing our domestic renewable energy production and associated infrastructure will make us less reliant on imported oil and gas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7e) Please use this space, if you wish, to expand on the reason for your answer.**



## 8. Equality and diversity

National Grid would be grateful if you could answer the following equality and diversity questions. We will use the information we receive to help understand whether our consultation has been useful to people of different backgrounds and requirements.

We may publish a summary of the results, but no information about an individual would be revealed. The answers you provide to this question are defined as 'special category data'. If you agree to provide Equality and Diversity information, you can withdraw

your permission at any time. To withdraw your details, please contact us via email at [contact@g-w.nationalgrid.com](mailto:contact@g-w.nationalgrid.com).

If you wish to receive consultation documents in hard copy, or in another format, please send us a request using the details provided within this response form and National Grid will organise for relevant materials to be issued.

### 1. What is your gender?

- Male
                         
  Female
                         
  Non-binary  
 Prefer not to say

### 2. Do you consider yourself a person with a disability?

- Yes
                         
  No
                         
  Prefer not to say

### 3. How would you describe your ethnic background?

- |   |  |
|---|--|
| <input type="checkbox"/> White English, Welsh, Scottish, Northern Irish or British    | <input type="checkbox"/> Bangladeshi   |
| <input type="checkbox"/> Irish  | <input type="checkbox"/> Chinese   |
| <input type="checkbox"/> Gypsy or Irish Traveller                                     | <input type="checkbox"/> Any other Asian background                                      |
| <input type="checkbox"/> Any other White background                                   | <input type="checkbox"/> Black, African, Caribbean or Black British                      |
| <input type="checkbox"/> Mixed or Multiple ethnic groups                              | <input type="checkbox"/> African   |
| <input type="checkbox"/> White and Black Caribbean                                    | <input type="checkbox"/> Caribbean   |
| <input type="checkbox"/> White and Black African                                      | <input type="checkbox"/> Any other Black, African or Caribbean background (please state) |
| <input type="checkbox"/> White and Asian  |  |
| <input type="checkbox"/> Any other Mixed or Multiple ethnic background (please state) |  |
|   | <input type="checkbox"/> Arab  |
|   | <input type="checkbox"/> Any other ethnic group (please state)                           |
| <input type="checkbox"/> Asian or Asian British                                       |  |
| <input type="checkbox"/> Indian   |  |
| <input type="checkbox"/> Pakistani  | <input type="checkbox"/> Prefer not to say   |

### 4. What is your age?

- Under 16
                         
  16-24
                         
  25-34
                         
  35-44  
 45-54
                         
  55-64
                         
  65+
                         
  Prefer not to say

## 9. Further comments





## Data privacy notice

National Grid is committed to protecting your personal information. Whenever you provide such information, we are legally obliged to use it in line with all applicable laws concerning the protection of personal data, including the UK General Data Protection Regulation (GDPR).

### How will National Grid use the information we collect about you?

We will use your personal data collected via this consultation for a number of purposes, including:

- to analyse your feedback to the consultation
- to produce a *Consultation Report*, based on our analysis of responses (individuals will not be identified in the Report)
- to write to you with updates about the results of the consultation and other developments
- to keep up-to-date records of our communications with individuals and organisations.

Any personal information you include in this form will be handled and used by (or made available to) the following recipients to record, analyse and report on the feedback we receive:

- National Grid
- the Planning Inspectorate (which will consider our application for consent to build the Grimsby to Walpole reinforcement – any details published as part of this process will be anonymised)
- the Secretary of State (who will take the decision on our application)
- our legal advisers
- consultants working on the Grimsby to Walpole.

### What rights do I have over my personal data?

Under the terms of the UK GDPR you have certain rights over how your personal data is retained and used by National Grid. For more information, see our full data privacy statement:

[nationalgrid.com/privacy-policy](https://nationalgrid.com/privacy-policy)

## Contact us

Please get in touch if you have any questions about our proposals for Grimsby to Walpole.

**0800 0129 153**

(lines are open Monday to Friday, 9am–5:30pm).

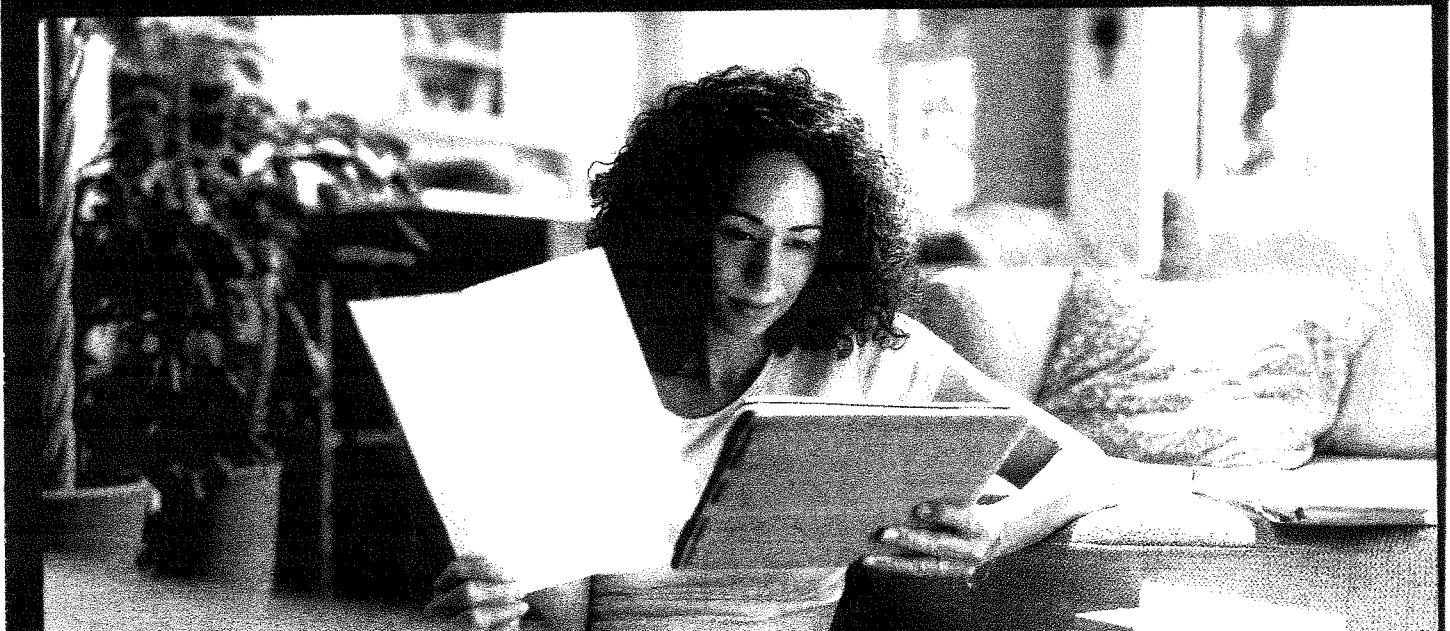
[contact@g-w.nationalgrid.com](mailto:contact@g-w.nationalgrid.com)

**Freepost G TO W**

(no stamp or further address details are required).

If you feel your land may be affected by these proposals, please contact the Grimsby to Walpole Lands Team by calling **0333 034 7961** or by emailing [g-w@dalcourmaclaren.co.uk](mailto:g-w@dalcourmaclaren.co.uk).

Alternatively, you can write to **1 Staplehurst Farm, Weston on the Green, Oxfordshire OX25 3QU.**



12-12-23 G&amp;F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 12<sup>th</sup> DECEMBER 2023**

Councillor Mrs. E. Ballard (Mrs. EB) (in the chair).

**Present Councillors:** J. Baskett (JB), L.M. Cooney (LMC), Mrs. S. Crew (Mrs. SC), J. Drake (JD), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (KP), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** M. Barnes (MB).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss. S. Chitauro, Mr. J. Timson, Mr. D. Manders and 16 members of the public were also present.

**G30. Apologies for Absence**

There were no apologies for absence to note.

**G31. Declarations of Interest / Dispensations**

The following declarations of interest/dispensations were made:

- a. Cllr. Mrs. JMS – Reminded the Committee that she had previously been granted a dispensation to remain in the meeting when Hubbard's Hills was being discussed (item 6). She also declared an interest in Item 4 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Item 4 as a member of ELDC and as a representative of St. Michael's Ward in which Wood Lane was located.
- c. Cllr. Mrs. EB – Grant Application from Louth Art Trail Action Group as a member of the group.

**G32. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held 10<sup>th</sup> October 2023 be approved as the minutes.

**G33. Update from Mr. J. Timson re. Wood Lane Playing Field**

Mr. D. Manders opened the presentation by sharing his observations about the upcoming planning application for installing a 3G pitch at Wood Lane Playing Field. He explained that there were concerns regarding noise pollution for neighbouring properties of the area and expanded that Wood Lane was the only public open area in the southern part of Louth. It had officially been identified as a 'green space' by Fields in Trust. Mr. Manders reassured that Council that he was not against sport, but that he believed there were other sites in Louth where the 3G pitch would be better suited, such as London Road or at the Industrial Estate and that the Wood Lane Playing Field should be safeguarded. He stated that Wood Lane was an area that was available to the public throughout the year for recreational purposes free of charge and that the area provided many health benefits to users. Mr. Manders went on to address the environmental concerns. He believed that the installation of a 3G pitch would disturb many plant, animal, and insect species in the area and that the Wildlife Trust, RSBP and Nature Conservancy Council had expressed their concerns about 3G pitches. Mr. Manders then expressed a possible conflict of interest for ELDC as they were the planning authority who were applying to themselves and believed that the application should be sent to another Council or government department. Mr. Manders ended his presentation by hoping that Louth Town Council would support them by objecting to the 3G application and potentially support them in a possible judicial review. Mr. Timson then gave a short history of the field, which was acquired by ELDC in 1972 under s164 Public Health Act 1975. He stated that the fields acquisition of floodlights in 2004 had created issues for the surrounding residents of Spire View and Wood Lane, who no longer used their gardens in the evening due to the floodlights and noise. He expressed that a 25-year agreement was to be signed when the leisure centre Magna Vitae was erected in 2008 which would provide two football pitches which were to be a better standard, however this was never signed by ELDC, resulting, in his opinion, in at least five full sized pitches being built over green spaces due to lack of protection. Mr. Timson told the Council that Wood Lane was a vital green space because the population could use it for free and it served all communities of Louth, particularly the more deprived areas. He expressed his dismay that Wood Lane Playing Field had never been recognised as an informally used green space for Leisure and Culture by ELDC, despite the field being used

extensively for informal use. He maintained that the space allowed a place for children to play and exercise safely and reiterated the Government's introduction of the Environmental Improvement Plan, in which everyone should have a large green space within 15 minutes of their property. Mr. Timson affirmed that he believed that they had a strong case for judicial review and thanked the Council for their objection to the initial planning application for the 3G pitch in February 2023, highlighting parking, drainage, traffic, loss of habitat and noise pollution as issues with the application. He divulged to the Council that the noise pollution at Wood Lane was on the verge of statutory nuisance, and that the installation of the 3G pitch would worsen that. He further reported that ELDC were to apply for a slightly smaller 3G pitch due to FA lowering the standard size of 3G pitches. Mr. Timson finished by asking the Council for its advocacy in protecting Wood Lane Playing Field, and whether the Council would apply for judicial review in the likely event that ELDC applied for and approved the 3G pitch. The floor was opened for questions. Cllr. JD asked about the cost of judicial review and what their plans for fundraising were. Mr. Timson explained that, regarding judicial review, there would be an initial cost of £12,000 - £15,000 and, once the review had been granted by a judge, the costs would then increase to £25,000, giving a rough total of £40,000. He then explained that the Council would be able to claim the VAT back plus any costs if the judicial review ruled in ELDC's favour, and that the solicitors cost would be capped at £10,000 if the judicial was successful. Mr. Timson told the Council that they would begin crowdfunding to raise money towards fees and that he would be circulating letters to every household in Louth with the bank details for donations towards Save Wood Lane. He clarified that if the judicial review was successful, any money donated to the cause would be refunded or split between Grassroots Football and green space improvements in Louth. Cllr. GEH affirmed that the people of Louth are not against a 3G pitch, but that Wood Lane Playing Field was not the place for it as the quality of life for those in the area would be affected. He opined that there were better suited locations in the town for the pitch. Cllr. JS expressed concerns about the 3G pitch being made of artificial materials, stating that it went against ELDC's climate change commitments. Cllr. HF said that she believed that the Council needed to be clear on the message they wished to send out regarding the 3G pitch. Cllr. EB reminded the Committee that it could not make any decisions without having seen the application as that would be pre-determination and an application had not yet been submitted to the Planning Authority. Cllr. LMC asked whether the 3G pitch would be locked and only accessible by paying, saying that, if so, the plans for the pitch would discriminate against disadvantaged users who could not afford to pay to use the pitch. She also commented that she felt taxpayers would be forced to pay for the pitch regardless of whether they could afford their children to use the pitch. Cllr. EB affirmed that public consultation concerning the matter would be important, she then informed Mr. Timson that the Council could not claim VAT back on anything that the Council had not purchased using its own money. She asked Mr. Timson where he received the £40,000 estimate for judicial review from, to which he replied he had got the figure of £40,000 plus VAT from two different solicitors but could not give full final figures. Cllr. GEH assured Mr. Timson that he would be writing to the FA as a District Councillor regarding his concerns. It was **RESOLVED** to hold a meeting once the planning application for the 3G pitch was received by the Council, to which the public and ELDC would be invited to consult on and discuss the application.

#### G34. Finance

It was **RESOLVED** to note/approve/authorise the following:

- a) Receipts and Payments – Cashbooks 1 and 2
  - i. Month 6
 

1. Cash Book 1	Receipts	£155,477.00	Payments	£44,527.83
2. Cash Book 2	Receipts	£0.00	Payments	£31.03
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30<sup>th</sup> September 2023.
- c) Earmarked Reserves Report as at 30<sup>th</sup> September 2023.
- d) Balance Sheet to 30<sup>th</sup> September 2023 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i. Lloyds Treasurers Account (balance at 30/09/23 on statement 82) - £525,640.94.
  - ii. Petty Cash (balance as at 30/09/23) - £110.99.
  - iii. Lloyds Deposit Account (balance on statement 8) - £166,652.51.
  - iv. National Savings and Investment Account (balance on statement 12) - £111,438.

#### G35. Hubbard's Hills

The Committee noted that a letter had been received from the Hubbard's Hills Trust formally serving notice to terminate the management agreement between it and the Town Council as per and that the notice would expire on 29<sup>th</sup> November 2024. It was **RESOLVED** that a standalone meeting would be held on the provisional date of 23<sup>rd</sup> January 2024 for Councillors to discuss a way forward.

**G36. Budget 2024/25**

The Committee received the draft budget for 2024/25. One Councillor questioned the proposed London Road Sports Partnership Budget of £10,000, to which the Town Clerk clarified that no spend had been approved thus far. The Councillor said that they had calculated the unused Council funds which totalled £13,000 and asked whether it could be used towards offsetting the London Road Partnership which would reduce the precept, as opposed to putting the burden on the taxpayer. The Town Clerk explained that the unspent Council budgets would be put back into general reserves, meaning that if the Council made an initial precepted contribution of £10,000 to the London Road Sports Partnership, they could then potentially afford to present the Partnership with another £10,000 from the general reserves, however the Council had not been presented with evidence of the total amount of funds that the Partnership required. Another Councillor added that £10,000 precept would work out a smaller amount per household a week, which the lower income houses would not be required to pay. It was **RESOLVED** to recommend approval of the budget and earmarked reserves to Town Council on 9<sup>th</sup> January 2024, with a 3% increase per band D property for 2024/25, which increase it was expected would decrease when up to date tax base figures were released by ELDC.

**G37. Local Government Services Pay Agreement from 1<sup>st</sup> April 2023**

It was **RESOLVED** to note and approve that an agreement had been reached on the above, that amendments to pay scales had been implemented accordingly and that backpay had been issued.

**G38. Churches, Charities and Local Authorities (CCLA)**

Further to receipt of information on investing with the above on 10<sup>th</sup> October 2023, the Committee **RESOLVED** to defer the investment of Council funds with CCLA due to impending issues which might require quick access to funds.

**G39. Closed Session Item**

It was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential and commercial information from a third party in relation to Grants. It was **RESOLVED** to award the following Grants:

1. **Louth Art Trail Action Group** – £1,000.
2. **Louth Community Arts Centre Project** – £200.

**G40. Next Meeting**

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 20<sup>th</sup> February 2024.

The Meeting Closed at 8:57pm.

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

Dated \_\_\_\_\_



Date: 06/02/2024

## Louth Town Council Current Year

Page: 376

Time 14:59

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>687,113.20</b>					<b>687,113.20</b>	
Int	Banked 09/10/2023	153.41						
Int	Lloyds Bank	153.41			1190	101	153.41	Interest Received
BGC	Banked 13/10/2023	111.00						
2207	Kettles	111.00			1010	401	111.00	Inter Bruce
FPI	Banked 18/10/2023	164.00						
2227	Leakes Memorials	164.00			1011	401	164.00	Mem Permission re. Johnson
BGC	Banked 19/10/2023	1,140.00						
2208BGC	Walkers LnCS Co op	1,140.00			1010	401	474.00	Inter Jones
					1012	401	333.00	EX/RT 335/16
					1012	401	333.00	EX/RT 335/22
FPI	Banked 19/10/2023	65.00						
FPI	Leakes Memorials	65.00			1011	401	65.00	Add Ins Garlick
FPI	Banked 19/10/2023	-65.00						
FPI	Leakes Memorials	-65.00			1011	401	-65.00	Correcting Garlick entry error
FPI	Banked 19/10/2023	65.00						
2228	Leakes Memorials	65.00			1011	401	65.00	Add Ins re. Smith
500871	Banked 24/10/2023	1,882.24						
2201	Mrs. D. Benton	333.00			1012	401	333.00	EX/RT 1094
2203	St. Aethelheard's	737.24			1000	401	737.24	Chapel Rent
2204	Alpha Memorials	164.00			1011	401	164.00	Mem permission Brown
2205	Alpha Memorials	164.00			1011	401	164.00	Mem permission re. Wilkins
2209	Ms Thraves	333.00			1012	401	333.00	EX/RT 1097
2210	Mrs. Jeffrey	151.00			1012	401	151.00	EX/RT re. Jeffrey
500871	Banked 24/10/2023	-333.00						
2201	Mrs. D. Benton	-333.00			1012	401	-333.00	EX/RT 1094 Correcting
Dep	Banked 26/10/2023	333.00						
Dep	Mrs. Benton	333.00			1012	401	333.00	EX/RT 1094 Represented
Dep	Banked 26/10/2023	-333.00						
2201	Mrs. D. Benton	-333.00			1012	401	-333.00	EX/RT 1094 Correcting
<b>Total Receipts for Month</b>		<b>3,182.65</b>	<b>0.00</b>	<b>0.00</b>			<b>3,182.65</b>	
<b>Cashbook Totals</b>		<b>690,295.85</b>	<b>0.00</b>	<b>0.00</b>			<b>690,295.85</b>	

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Date: 06/02/2024

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 7

## Payments for Month 7

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
10/10/2023	The Little Cleaning Co	9815	306.24		51.04	4285	401	255.20	Cleaning
10/10/2023	SCIS	9816	550.49		91.75	4020	101	458.74	IT Equip
10/10/2023	Post Office	9817	2,383.10			4105	601	1,994.00	Elections
						4105	601	389.10	Elections
						398	0	-389.10	Elections
						6000	601	389.10	Elections
10/10/2023	John Darke Ltd	9818	130.65		21.78	4531	401	58.84	Cem
						4533	401	50.03	Van
10/10/2023	ACB Machinery Ltd	9819	88.27		14.71	4520	401	73.56	Mower Repair
10/10/2023	Louth Building Supplies	9820	60.00		10.00	4540	401	50.00	Safety Boots
19/10/2023	HM Revenue and Customs	9821	2,014.34			4001	401	659.68	PAYE/NIC
						4001	501	601.98	PAYE/NIC
						4001	401	374.30	PAYE/NIC
						4002	501	378.38	PAYE/NIC
19/10/2023	LCC Pension Fund	9822	1,835.84			4001	401	108.12	Superannuation
						4001	501	263.86	Superannuation
						4002	401	445.52	Superannuation
						4002	501	1,018.34	Superannuation
19/10/2023	Staff Costs	9823	1,944.10			4001	401	1,944.10	Staff Costs
19/10/2023	Staff Costs	9824	1,516.63			4001	401	1,516.63	Staff Costs
19/10/2023	Staff Costs	9825	2,188.76			4001	501	2,188.76	Staff Costs
19/10/2023	Staff Costs	9826	1,206.44			4001	501	1,206.44	Staff Costs
19/10/2023	The Little Cleaning Co	9827	382.80		63.80	4285	401	319.00	Cleaning
19/10/2023	KRL Group Ltd	9828	25.08		4.18	4304	401	20.90	Photocopies
19/10/2023	SWAT Total Pest Control	9829	180.00		30.00	4520	401	150.00	Cem Maint
19/10/2023	Louth Glass Ltd	9830	171.78		28.63	4285	401	143.15	Replace Notboard Glass
19/10/2023	Onecom Ltd	9831	69.66		11.61	4304	401	58.05	2 x Tel & wifi
19/10/2023	Mrs. D. Findlay	9832	324.00			4003	401	324.00	Buy Back 2 x EX/RT
19/10/2023	D Skells TM Ltd	9833	7,968.00		1,328.00	4223	401	4,200.00	Amenity x3
						4530	401	2,440.00	Cem
20/10/2023	SAFE AND SOUND	9834	72.00		12.00	4285	401	60.00	Repair to main maglock
20/10/2023	GBM Waste Management	9835	195.00		32.50	4532	401	162.50	Cem Skip
20/10/2023	Petty Cash	9836	220.00			220		220.00	Petty Cash
20/10/2023	Anglian Water	DDAWSH7	8.00			4303	401	8.00	SH Water
20/10/2023	Anglian Water	DDAWCEM7	37.00			4505	401	37.00	Cem Water
23/10/2023	Louth Athletic Club	9837	310.00			4090	601	310.00	Grant
23/10/2023	Louth and District Concert Soc	9838	300.00			4090	601	300.00	Grant
23/10/2023	Louth Fun and Friendship Festi	9839	250.00			4090	601	250.00	Grant
23/10/2023	Louth Navigation Trust	9840	400.00			4090	601	400.00	Grant
23/10/2023	Louth Male Voice Choir	9841	1,000.00			4090	601	1,000.00	Grant
24/10/2023	E.ON Next	DDEONCEM7	54.49		2.60	4505	401	51.89	CEM Electric
24/10/2023	E.ON Next	DDEONCH4	151.55		7.22	4505	401	144.33	Clock/Floodlights
25/10/2023	Mrs. D. Benton	PAY	333.00			1012	401	333.00	EX/RT 1094 Unpaid
26/10/2023	EDF Energy	DDEDFCEM5	8.00			4505	401	8.00	Cem Gas
27/10/2023	Mrs. D. Benton	PAY	-333.00			1012	401	-333.00	EX/RT 1094
31/10/2023	Onecom Ltd	DDONECOM	69.66		11.61	4304	401	58.05	2 x Tel & Wifi

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**Cashbook 1****User: LMP****Lloyds TSB Current/Deposit****For Month No: 7**

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<b>Total Payments for Month</b>	26,421.88	0.00	1,721.43	24,700.45
<b>Balance Carried Fwd</b>	663,873.97			
<b>Cashbook Totals</b>	690,295.85	0.00	1,721.43	688,574.42

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Date: 06/02/2024

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>110.99</b>					<b>110.99</b>	
	Banked <b>20/10/2023</b>	<b>220.00</b>						
9836	Lloyds TSB Current/Deposit	220.00			201		220.00	Petty Cash
<b>Total Receipts for Month</b>		220.00	0.00	0.00			220.00	
<b>Cashbook Totals</b>		<u>330.99</u>	<u>0.00</u>	<u>0.00</u>			<u>330.99</u>	

Date: 06/02/2024

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 7

## Payments for Month 7

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/10/2023	Post Office Ltd	38	10.00			4022	101	10.00	Stamps
18/10/2023	Colorgrafix	39	5.99			4104	401	5.99	Printing Council Photo
19/10/2023	British Garden Centre	40	56.00		9.24	4280	401	46.76	WM Baskets
23/10/2023	Post Office	41	8.75			4022	101	8.75	Stamps
30/10/2023	Postage	42	19.48			4022	101	19.48	Stamps
<b>Total Payments for Month</b>			100.22	0.00	9.24			90.98	
<b>Balance Carried Fwd</b>			230.77						
<b>Cashbook Totals</b>			330.99	0.00	9.24			321.75	

Date: 07/02/2024

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>663,873.97</b>					<b>663,873.97</b>	
BGC Banked	<b>02/11/2023</b>	<b>474.00</b>						
2212	Walkers Lncs Co op	474.00			1010	401	474.00	Inter Waumsley
BGC Banked	<b>06/11/2023</b>	<b>5.00</b>						
2213	Magna Vitae	5.00			1000	401	5.00	Rent re. Astro Turf Land
500872	Banked	<b>07/11/2023</b>	<b>75,172.46</b>					
2211	Northern Power Grid	125.46			1000	401	125.46	Wayleave
2214	Mr. Monkhouse	47.00			1012	401	47.00	Transfer of rights
2215	Hubbard's Hills Trust	75,000.00			1002	401	75,000.00	Contribution to Riverbank Work
FPI Banked	<b>07/11/2023</b>	<b>158.00</b>						
FPI	Leakes Memorials	158.00			1011	401	158.00	Headstone permission
Int Banked	<b>09/11/2023</b>	<b>184.00</b>						
Int	Lloyds Bank	184.00			1190	101	184.00	Interest Received
500873	Banked	<b>22/11/2023</b>	<b>624.00</b>					
2218	LNALS	180.00			1000	401	180.00	Storage space rent
2217	Mr. Laking	111.00			1010	401	111.00	Inter S Laking
2216	Mrs. Wraith	333.00			1012	401	333.00	EX/RT
FPI Banked	<b>22/11/2023</b>	<b>164.00</b>						
FPI	Leakes Masonry	164.00			1011	401	164.00	Headstone permission
<b>Total Receipts for Month</b>		<b>76,781.46</b>	<b>0.00</b>	<b>0.00</b>			<b>76,781.46</b>	
<b>Cashbook Totals</b>		<b>740,655.43</b>	<b>0.00</b>	<b>0.00</b>			<b>740,655.43</b>	

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Date: 07/02/2024

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 8

## Payments for Month 8

## Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/11/2023	KRL Group Ltd	9842	17.99		3.00	4304	401	14.99	Copier Support
08/11/2023	Louth Building Supplies	9843	36.47		6.08	4111	601	30.39	Remembrance
08/11/2023	GRS Electrical	9844	4,132.80		688.80	4205	401	3,444.00	Load Testing
08/11/2023	B.A. Bush & Son Ltd	9845	10.92		1.82	4551	401	9.10	Puncture Repair
08/11/2023	Lincolnshire Assoc Local Counc	9846	60.00		10.00	4027	501	50.00	DSE Training
08/11/2023	GBM Demolition	9847	172,176.00		28,696.00	9990	103	143,480.00	HH Riverbank Work
08/11/2023	John Darke Ltd	9848	157.81		26.30	4531	401	81.49	Cem fuel
						4533	401	50.02	Van fuel
08/11/2023	Allinson Print and Supplies	9849	99.50		16.58	4020	101	82.92	Stationery
08/11/2023	ACB Machinery Ltd	9850	7,667.17		1,277.86	9531	403	6,389.31	Ride on mower
						381	0	-6,389.31	Ride on mower
						6000	403	6,389.31	Ride on mower
08/11/2023	GBM Demolition	9851	172,176.00		28,696.00	9990	103	143,480.00	HH Riverbank Work
08/11/2023	GBM Demolition	9847	-172,176.00		-28,696.00	9990	103	-143,480.00	General Reserve Writing Back
20/11/2023	Anglian Water	DDAWSH8	8.00			4303	401	8.00	SH Water
20/11/2023	Anglian Water	DDAWCEM8	37.00			4505	401	37.00	Cem Water
21/11/2023	Keith Angel	9852	180.00			4111	601	180.00	PA Hire
21/11/2023	GBM Waste Management	9853	195.00		32.50	4532	401	162.50	Cem Skip
21/11/2023	SCIS	9854	72.00		12.00	4020	101	60.00	Disk Space
21/11/2023	P & M Framing	9855	62.00			4104	401	62.00	Council Photo Framing
21/11/2023	Chubb Electronic Security	9856	145.26		24.21	4285	401	121.05	Fire Extinguisher Replacement
21/11/2023	Inspire Community Activities	9857	150.00			4222	401	150.00	Little Lane Bench Repair
21/11/2023	Onecom Ltd	9858	70.57		11.76	4304	401	58.81	2x tel & wifi
21/11/2023	Foxhall Construction Ltd	9859	660.00		110.00	4111	601	550.00	Road closures
21/11/2023	KRL Group Ltd	9860	21.38		3.56	4304	401	17.82	Copies
21/11/2023	Staff Costs	9861	2,816.64			4001	401	2,816.64	Staff Costs
21/11/2023	Staff Costs	9862	2,329.54			4001	401	2,329.54	Staff Costs
21/11/2023	Staff Costs	9863	2,999.00			4001	501	2,999.00	Staff Costs
21/11/2023	Staff Costs	9864	1,833.21			4001	501	1,833.21	Staff Costs
21/11/2023	LCC Pension Fund	9865	2,830.47			4001	401	182.55	Staff Costs
						4001	501	389.06	Staff Costs
						4002	401	752.23	Staff Costs
						4002	501	1,506.63	Staff Costs
21/11/2023	HM Revenue and Customs	9866	3,938.11			4001	401	1,466.28	Staff Costs
						4002	401	728.50	Staff Costs
						4001	501	1,082.61	Staff Costs
						4002	501	660.72	Staff Costs
21/11/2023	Smith of Derby	9867	5,576.40		929.40	9371	403	4,647.00	Repair to Clock @ St James'
						353	0	-4,647.00	Repair to Clock @ St James'
						6000	403	4,647.00	Repair to Clock @ St James'
21/11/2023	The Little Cleaning Co	9868	306.24		51.04	4285	401	255.20	Cleaning
21/11/2023	E.ON Next	DDEONCEM8	94.45		4.50	4505	401	89.95	Cem Electric
21/11/2023	E.ON Next	DDEONCH5	312.53		14.88	4200	401	297.65	Clock/Floodlights

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**Cashbook 1****User: LMP****Lloyds TSB Current/Deposit****For Month No: 8**

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<b>Total Payments for Month</b>	208,996.46	0.00	31,920.29	177,076.17
<b>Balance Carried Fwd</b>	531,658.97			
<b>Cashbook Totals</b>	740,655.43	0.00	31,920.29	708,735.14

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Date: 07/02/2024

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	230.77					230.77	
	Banked	0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>230.77</u>	<u>0.00</u>	<u>0.00</u>			<u>230.77</u>	

Date: 07/02/2024

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 8

## Payments for Month 8

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/11/2023	Bargain Buys	44	1.00		0.17	4307	401	0.83	Pedal Bin Bags
07/11/2023	Amazon	45	4.59		0.77	4111	601	3.82	Cable
11/11/2023	Morrisons	46	20.09			4111	601	20.09	Remembrance refreshments
14/11/2023	Mr. Laking	47	40.00			4003	401	40.00	Buy Back EXRT
16/11/2023	Post Office	48	20.00			4022	101	20.00	Stamps
27/11/2023	Boyes	49	22.98			4307	401	22.98	Door curtain and pole
30/11/2023	B & Q	50	24.00			4520	401	24.00	Secateurs
<b>Total Payments for Month</b>			132.66	0.00	0.94			131.72	
<b>Balance Carried Fwd</b>			98.11						
<b>Cashbook Totals</b>			230.77	0.00	0.94			229.83	

Date: 07/02/2024

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>531,658.97</b>					<b>531,658.97</b>	
FPI Banked	<b>08/12/2023</b>	<b>950.00</b>						
FPI	Alexanders Funeral Care	950.00			1010	401	950.00	Inter Spence
Int Banked	<b>11/12/2023</b>	<b>189.94</b>						
Int	Lloyds Bank	189.94			1190	101	189.94	Interest Received
BGC Banked	<b>14/12/2023</b>	<b>309.00</b>						
2219	Walkers Lncs Co op	309.00			1012	401	151.00	EXRT re. Knowles
					1010	401	158.00	Inter re. Knowles
500874	Banked	<b>18/12/2023</b>	<b>151.00</b>					
2220	Mr/Mrs Knowles	151.00			1012	401	151.00	EXRT 1105
BGC Banked	<b>21/12/2023</b>	<b>164.00</b>						
2221	Walkers Lncs Co op	164.00			1011	401	164.00	Memorial Perm re. Jones
<b>Total Receipts for Month</b>		<b>1,763.94</b>	<b>0.00</b>	<b>0.00</b>			<b>1,763.94</b>	
<b>Cashbook Totals</b>		<b>533,422.91</b>	<b>0.00</b>	<b>0.00</b>			<b>533,422.91</b>	

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## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 9

## Payments for Month 9

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/09/2023	Staff Costs	9807	0.30			4001	501	0.30	Staff Costs
19/09/2023	KRL Group Ltd	9803	-99.11		-16.52	4304	401	-82.59	SH Comm
08/12/2023	Andrew Blades Building Service	9869	12,625.92			9363	603	12,625.92	HH Bridge
						363	0	-12,625.92	HH Bridge
						6000	603	12,625.92	HH Bridge
11/12/2023	Staff Costs	9870	2,053.27			4001	401	2,053.27	Staff Costs
11/12/2023	Staff Costs	9871	1,618.10			4001	401	1,618.10	Staff Costs
11/12/2023	Staff Costs	9872	2,289.29			4001	501	2,289.29	Staff Costs
11/12/2023	Staff Costs	9873	1,299.39			4001	501	1,299.39	Staff Costs
11/12/2023	HM Revenue and Customs	9874	2,260.18			4001	401	760.38	Staff Costs
						4002	401	418.58	Staff Costs
						4001	501	664.75	Staff Costs
						4002	501	416.47	Staff Costs
11/12/2023	LCC Pension Fund	9875	1,965.36			4001	401	117.42	Staff Costs
						4001	501	280.48	Staff Costs
						4002	402	483.86	Staff Costs
						4002	501	1,083.60	Staff Costs
11/12/2023	AJ Embroidery	9876	36.00		6.00	4111	601	30.00	Hi Viz Vests
11/12/2023	ACB Machinery Ltd	9877	399.00		66.50	4600	401	332.50	New Hedge Trimmer
11/12/2023	John Darke Ltd	9878	157.69		26.28	4531	401	31.26	Cem fuel
						4533	401	100.15	Van fuel
11/12/2023	Louth Mens Shed	9879	35.00			4111	601	35.00	Wooden sign
11/12/2023	Alpha Memorials	9880	75.00		12.50	9611	403	62.50	Keyworker Tribute
						327	0	-62.50	Keyworker Tribute
						6000	403	62.50	Keyworker Tribute
11/12/2023	Louth Building Supplies	9881	176.92		29.49	4520	401	147.43	Cem Supplies
11/12/2023	B.A. Bush & Son Ltd	9882	155.90		25.98	4533	401	129.92	2 x tyres
11/12/2023	Chubb Electronic Security	9883	1,230.58		205.10	4307	401	1,025.48	Annual contract
11/12/2023	Macdonald Engineers	9884	24.00		4.00	4551	401	20.00	Cem Gen Repair
11/12/2023	Thompson and Smith	9885	179.76		29.96	4533	401	149.80	Van repair
11/12/2023	KRL Group Ltd	9886	75.35		12.56	4304	401	62.79	Support and copies
11/12/2023	Petty Cash	9887	250.00			220		250.00	Petty Cash
20/12/2023	Anglian Water	DDAWSH9	8.00			4303	401	8.00	SH Water
20/12/2023	Anglian Water	DDAWCEM9	37.00			4505	401	37.00	Cem Water
21/12/2023	E.ON Next	DDEONCEM9	136.82		6.52	4505	401	130.30	Cem Electric
21/12/2023	E.ON Next	DDEONCH6	317.89		15.13	4200	401	302.76	Clock/Floodlights
<b>Total Payments for Month</b>			27,307.61	0.00	423.50			26,884.11	
<b>Balance Carried Fwd</b>			506,115.30						
<b>Cashbook Totals</b>			533,422.91	0.00	423.50			532,999.41	

Date: 07/02/2024

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>98.11</b>					<b>98.11</b>	
	Banked 11/12/2023	<b>250.00</b>						
9887	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
<b>Total Receipts for Month</b>		250.00	0.00	0.00			250.00	
<b>Cashbook Totals</b>		<u>348.11</u>	<u>0.00</u>	<u>0.00</u>			<u>348.11</u>	

Date: 07/02/2024

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 9

## Payments for Month 9

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/12/2023	St. James' Church	51	10.00			4205	401	10.00	Xmas Tree Festival Entry
11/12/2023	Meridian Leisure Centre	52	30.00			4001	401	30.00	Xmas Voucher
11/12/2023	The Joseph Morton	53	30.00			4001	501	30.00	Xmas Voucher
11/12/2023	Greggs	54	30.00			4001	401	30.00	Xmas Voucher
19/12/2023	Morrisons	56	30.00			4001	501	30.00	Xmas Voucher
19/12/2023	J. Simmons	57	100.00			4210	401	100.00	Festive Window Prizes
<b>Total Payments for Month</b>			230.00	0.00	0.00			230.00	
<b>Balance Carried Fwd</b>			118.11						
<b>Cashbook Totals</b>			348.11	0.00	0.00			348.11	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Governance and Finance</b>								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	0	300,082	300,082	0			100.0%	
1190 Interest Received	190	1,226	300	(926)			408.6%	
Governance and Finance :- Income	<b>190</b>	<b>301,308</b>	<b>300,432</b>	<b>(876)</b>			<b>100.3%</b>	<b>0</b>
4020 Office Administration Costs	0	2,098	3,500	1,402		1,402	59.9%	
4022 Postage	0	176	500	324		324	35.2%	
4023 Meeting Expenses	0	76	250	174		174	30.4%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	0	5,317	5,000	(317)		(317)	106.3%	
4026 Fees and Subscriptions	0	2,838	2,805	(33)		(33)	101.2%	
4028 Audit Fee (Internal & External)	0	840	1,000	160		160	84.0%	
4750 Contingency	0	0	400	400		400	0.0%	
Governance and Finance :- Indirect Expenditure	<b>0</b>	<b>11,345</b>	<b>13,555</b>	<b>2,210</b>	<b>0</b>	<b>2,210</b>	<b>83.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>190</b>	<b>289,963</b>	<b>286,877</b>	<b>(3,086)</b>				
<b>103 Governance and Finance EM Rese</b>								
9990 General Reserve	0	143,480	0	(143,480)		(143,480)	0.0%	
Governance and Finance EM Rese :- Indirect Expenditure	<b>0</b>	<b>143,480</b>	<b>0</b>	<b>(143,480)</b>	<b>0</b>	<b>(143,480)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(143,480)</b>	<b>0</b>	<b>143,480</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	0	1,678	2,200	522			76.3%	
1001 Allotment Rent Received	0	790	790	(0)			100.0%	
1002 Miscellaneous	0	75,001	1,500	(73,501)			5000.1%	
1009 LCC Contribution (Grass)	0	0	4,960	4,960			0.0%	
1010 Interments	1,108	9,861	22,000	12,139			44.8%	
1011 Monuments	164	4,691	12,000	7,309			39.1%	
1012 Exclusive Burial Rights	302	9,542	12,500	2,958			76.3%	
1013 Plaques	0	0	350	350			0.0%	
1014 Chapel Rent	0	0	300	300			0.0%	
Community Resources Day to Day :- Income	<b>1,574</b>	<b>101,563</b>	<b>56,600</b>	<b>(44,963)</b>			<b>179.4%</b>	<b>0</b>
4001 Salaries	4,609	41,377	54,000	12,623		12,623	76.6%	
4002 Employers Costs Super / NI	419	7,305	20,000	12,695		12,695	36.5%	
4003 Grave Digging	0	1,264	2,800	1,536		1,536	45.1%	
4027 Training	0	163	1,600	1,437		1,437	10.2%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4104 Civic Property	0	(327)	250	577		577	(130.8%)	
4200 Clocks / Floodlights	303	644	2,400	1,756		1,756	26.8%	
4205 Christmas Lights /Celebrations	10	3,454	12,500	9,046		9,046	27.6%	
4210 Lovely Louth Competition	100	189	400	211		211	47.1%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	300	1,500	1,200		1,200	20.0%	
4223 Amenity Grass Cutting	0	7,000	22,000	15,000		15,000	31.8%	
4280 Floral / In Bloom	0	2,369	2,500	131		131	94.8%	
4282 Hubbards Hills Mtce Contrib.	0	49,000	49,000	0		0	100.0%	
4285 Minor Mtce & Cleaning Services	0	2,730	3,000	270		270	91.0%	
4302 Security / Fire	0	1,977	2,500	523		523	79.1%	
4303 SH Utilities	8	3,883	9,500	5,617		5,617	40.9%	
4304 SH Communications	(20)	1,304	2,000	696		696	65.2%	
4306 SH Rates	0	5,894	5,614	(280)		(280)	105.0%	
4307 SH Building Maintenance	1,025	1,049	1,500	451		451	70.0%	
4308 SH Statutory Equipment Checks	0	0	200	200		200	0.0%	
4501 Cem Rates	0	3,458	3,293	(165)		(165)	105.0%	
4505 Cem Utilities	167	1,265	2,500	1,235		1,235	50.6%	
4520 Cem Maintenance-Supplies	147	1,173	2,000	827		827	58.7%	
4530 Cem Grass Cutting / Strimming	0	4,270	6,000	1,730		1,730	71.2%	
4531 Cem Fuel - Equipment	31	618	1,100	482		482	56.2%	
4532 Cem Waste Disposal	0	1,030	1,850	820		820	55.7%	
4533 Cem Vehicle Running Costs	380	1,261	2,000	739		739	63.0%	
4540 Cem Protective Clothing	0	131	550	419		419	23.9%	
4550 Cem Plants, Shrubs, Trees etc	0	78	200	122		122	39.0%	
4551 Cem General Repairs/Maint.	20	1,307	3,000	1,693		1,693	43.6%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	333	333	3,000	2,668		2,668	11.1%	
4750 Contingency	0	94	2,000	1,906		1,906	4.7%	
4751 GDPR Compliance	0	40	40	0		0	100.0%	
4752 Trinity Allotment Rent	0	882	909	27		27	97.0%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
Community Resources Day to Day :- Indirect Expenditure	<b>7,533</b>	<b>144,683</b>	<b>226,281</b>	<b>81,598</b>	<b>0</b>	<b>81,598</b>	<b>63.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,959)</b>	<b>(43,120)</b>	<b>(169,681)</b>	<b>(126,561)</b>				
<u>402 Community Resources Projects</u>								
4002 Employers Costs Super / NI	484	484	0	(484)		(484)	0.0%	
Community Resources Projects :- Indirect Expenditure	<b>484</b>	<b>484</b>	<b>0</b>	<b>(484)</b>	<b>0</b>	<b>(484)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(484)</b>	<b>(484)</b>	<b>0</b>	<b>484</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Community Resources EM Reserve</b>								
9371 EMR Capital Expenditure	0	7,044	0	(7,044)		(7,044)	0.0%	7,044
9531 EMR CEM Equipment Replacement	0	6,389	0	(6,389)		(6,389)	0.0%	6,389
9611 EMR Contingency	63	1,581	0	(1,581)		(1,581)	0.0%	1,581
Community Resources EM Reserve :- Indirect Expenditure	<b>63</b>	<b>15,014</b>	<b>0</b>	<b>(15,014)</b>	<b>0</b>	<b>(15,014)</b>		<b>15,014</b>
<b>Net Expenditure</b>	<b>(63)</b>	<b>(15,014)</b>	<b>0</b>	<b>15,014</b>				
6000 plus Transfer from EMR	63	15,014						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>501 Personnel Day to Day</b>								
4001 Salaries	4,594	37,766	63,000	25,234		25,234	59.9%	
4002 Employers Costs Super / NI	1,500	12,500	25,000	12,500		12,500	50.0%	
4008 Clerk Travel Expenses	0	56	200	144		144	28.2%	
4027 Training	0	50	500	450		450	10.0%	
Personnel Day to Day :- Indirect Expenditure	<b>6,094</b>	<b>50,373</b>	<b>88,700</b>	<b>38,327</b>	<b>0</b>	<b>38,327</b>	<b>56.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,094)</b>	<b>(50,373)</b>	<b>(88,700)</b>	<b>(38,327)</b>				
<b>601 Town Council Day to Day</b>								
4052 Tourism/promotions	0	0	1,000	1,000		1,000	0.0%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	2,260	4,000	1,740		1,740	56.5%	
4100 Civic Expenses	0	298	1,500	1,202		1,202	19.9%	
4102 Mayoral Allowance	0	260	500	241		241	51.9%	
4103 Mayors Serjeant Expenses	0	325	650	325		325	50.0%	
4105 Election Expenses	0	2,389	2,000	(389)		(389)	119.4%	389
4106 Deputy Mayor's Expenses	0	(32)	100	132		132	(31.6%)	
4111 Remembrance Day Parade Grant	65	849	1,000	151		151	84.9%	
4311 Flood Schemes Maintenance	0	0	16,446	16,446		16,446	0.0%	
4312 War Memorial	0	0	300	300		300	0.0%	
Town Council Day to Day :- Indirect Expenditure	<b>65</b>	<b>6,349</b>	<b>28,496</b>	<b>22,147</b>	<b>0</b>	<b>22,147</b>	<b>22.3%</b>	<b>389</b>
<b>Net Expenditure</b>	<b>(65)</b>	<b>(6,349)</b>	<b>(28,496)</b>	<b>(22,147)</b>				
6000 plus Transfer from EMR	0	389						
<b>Movement to/(from) Gen Reserve</b>	<b>(65)</b>	<b>(5,960)</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>603 Town Council EM Reserves</b>								
9338 EMR Civic Events	0	1,634	0	(1,634)		(1,634)	0.0%	1,634
9363 EMR Hubbard's Hills	12,626	12,626	0	(12,626)		(12,626)	0.0%	12,626
Town Council EM Reserves :- Indirect Expenditure	<b>12,626</b>	<b>14,260</b>	<b>0</b>	<b>(14,260)</b>	<b>0</b>	<b>(14,260)</b>		<b>14,260</b>
<b>Net Expenditure</b>	<b>(12,626)</b>	<b>(14,260)</b>	<b>0</b>	<b>14,260</b>				
6000 plus Transfer from EMR	12,626	14,260						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Grand Totals:- Income	1,764	402,871	357,032	(45,839)			112.8%	
Expenditure	26,864	385,987	357,032	(28,955)	0	(28,955)	108.1%	
<b>Net Income over Expenditure</b>	<b>(25,100)</b>	<b>16,884</b>	<b>0</b>	<b>(16,884)</b>				
plus Transfer from EMR	12,688	29,663						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,412)</b>	<b>46,547</b>						

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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
325 EMR Street Furniture	1,075.00		1,075.00
326 EMR Anniversary of Louth Flood	301.67		301.67
327 EMR Contingency	10,743.56	-1,580.50	9,163.06
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,762.56	-1,633.90	128.66
339 EMR War Memorial	8,500.00		8,500.00
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	10,436.00		10,436.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	4,207.87		4,207.87
349 EMR Civic Regalia	2,000.00		2,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	97,201.80	-7,044.00	90,157.80
359 EMR Accommodation	6,162.21		6,162.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	3,045.94		3,045.94
363 EMR Hubbard's Hills	21,500.00	-12,625.92	8,874.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	3,000.00		3,000.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	9,637.00	-6,389.31	3,247.69
382 EMR Cem Tree Surgery	5,380.00		5,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	9,136.00		9,136.00
391 EMR Accom Boiler	3,750.00		3,750.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	18,000.00	-389.10	17,610.90
399 EMR Funding for Sports Assets	5,000.00		5,000.00
	<b>313,698.85</b>	<b>-29,662.73</b>	<b>284,036.12</b>

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**Louth Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 9 Date 31/12/2023**

<b>A/c</b>	<b>Description</b>	<b>Actual</b>
<i>Current Assets</i>		
105	VAT Refunds	54,815
201	Lloyds TSB Current/Deposit	506,115
210	National Savings Bank	111,438
220	Petty Cash	118
<b>Total Current Assets</b>		<b>672,486</b>
<i>Represented by :-</i>		
301	Current Year Fund	16,884
310	General Reserve	371,566
322	EMR CCTV refurbishment	10,000
325	EMR Street Furniture	1,075
326	EMR Anniversary of Louth Flood	302
327	EMR Contingency	9,163
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	129
339	EMR War Memorial	8,500
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	10,436
347	EMR Art Trail	1,000
348	EMR IT Replacement	4,208
349	EMR Civic Regalia	2,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	90,158
359	EMR Accommodation	6,162
360	EMR Cem External Wall	4,000
362	EMR Civic Property	3,046
363	EMR Hubbard's Hills	8,874
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	4,224
366	EMR Cemetery Planting Project	458
370	EMR Cemetery Gates	3,000
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment	3,248
382	EMR Cem Tree Surgery	5,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	3,750
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	2,115
398	EMR Elections	17,611
399	EMR Funding for Sports Assets	5,000
<b>Total Equity</b>		<b>672,486</b>

Date: 07/02/2024

Louth Town Council Current Year

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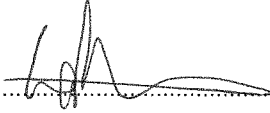
Time: 17:30

**Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/12/2023	9	166,652.51
Lloyds TSB Current Account	31/12/2023	85	340,564.48
			<u>507,216.99</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
13/12/2022 9594	Trinity Centre		500.00
25/04/2023 9682	Royal British Legion		45.00
11/12/2023 9877	ACB Machinery Ltd		399.00
11/12/2023 9878	John Darke Ltd		157.69
			<u>1,101.69</u>
			506,115.30
<b><u>Unpresented Receipts (Plus)</u></b>			
			0.00
			<u>0.00</u>
			506,115.30
		<b>Balance per Cash Book is :-</b>	<b>506,115.30</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name Laura Frost Signed  Date 12/2/24

**Signatory 2:**

Name Ewan Bruner Signed  Date 12.2.24

Date: 07/02/2024

Louth Town Council Current Year

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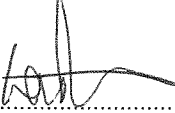
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**Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/12/2023	57	118.11
			<hr/> 118.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			118.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			118.11
		<b>Balance per Cash Book is :-</b>	<b>118.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name Laura Frost Signed  Date 12/2/24

**Signatory 2:**

Name Brian Ballson Signed  Date 12.2.24

**Key**

✓	Completed or always ongoing
➔	Task still to complete

**Risk Level Matrix**

Likelihood	
1	Unlikely to happen, once in 20 years or more
2	Unlikely to happen, once in 10 years or more
3	Likely to happen, once in 4 years or more
4	Very likely to happen, once a year or happend recently

Impact	
1	Temporary of minor impact on Council (finance or reputation) and impact lasts less than a month
2	Some impact on Council (finance or reputation) and impact lasts less than three months
3	Substantial impact on Council with consequences (finance or reputation) with impact up to a year
4	Significant impact on Council with consequences (finance or reputation)with impact over a year

<b>Likelihood x impact</b>					
1	1	2	3	4	
2	2	4	6	8	
3	3	6	9	12	
4	4	8	12	16	




Risk	Measures
1-4	Overall risk is low, regular monitoring but action not urgent
6-9	Overall risk is medium, monitoring essential and action required to mitigate risks
12-16	Overall risk is high, essential action is required immediately to manage risk.

**LOUTH TOWN COUNCIL**  
**RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Acts , Regulations and Policies</b>								
To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct	Lack of knowledge of regulations and codes.	<ul style="list-style-type: none"> <li>a)Experienced Town Clerk/Staff.</li> <li>b)Knowledge of new and updated regulations.</li> <li>c)All Councillors to have access to relevant training. New Councillors to attend Councillor training course within first 6 months.</li> <li>d)Ensure that all Councillors have access to relative Acts, Code of Conduct, Financial Regulations and Standing Orders.</li> <li>e)Give Councillors access to 'Good Councillor Guide'.</li> <li>f)Highlight essential parts and provide training where possible.</li> </ul>	2x3=6	2x3=6	Initial timescale September 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-24
	Standing Orders out of date	Include in next TC meeting or call an emergency meeting. Ensure Councillors understand new Standing Orders. SO to be reviewed at least once a year.	1x3=3	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-24
	Actions by the TC outside of its powers as set out by Parliament.	Include in next TC meeting for ratification or call an emergency meeting. Councillors to ensure they understand powers of Parliamentary Acts.	2x4=8	1x4=4	Initial timescale July 2022 then ongoing	✓	Town Clerk, Cllrs and Staff	May-24
	Lack of commitment to regulations and procedures.	<ul style="list-style-type: none"> <li>a)Regular reference to appropriate regulations in agenda items.</li> <li>b)Chairman of TC and Committees (as relevant) to be briefed on any known issues.</li> <li>c)No delegation of responsibilities to individual Councillors.</li> </ul>	2x4=8	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-24




To comply with appropriate Government legislation regarding disability, racial equality, safeguarding, Health and Safety etc.	Health and Safety. How is it managed, and how are staff and councillors advised on this? Responsibility for safeguarding children, young people and vulnerable adults. Information governance and management. Complying with Data Protection, FOI requests and possibly RIPA. Equal Opportunities. Lone Communications. Lone Worker.	Produce and adopt relevant policies. Review at least annually.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
To influence other Council departments and Government organisations to fulfil the requirements of the town population.	Risk Management  Lack of effective lines of communication with parishioners.  Lack of preparation on subjects requiring influence.	Maintained by Town Clerk and approved by Council. Reviewed annually. See complete Policy Schedule. a) Publicise role of Town Council. b) Effective use of notice boards. c) Use website and Council's Social Media to publicise Town Council's work. d) Use key issues to raise profile of Town Council and to test parishioner's views. e) Look to create a Town Council Business Plan and seek parishioners views on vision and aims.  a) Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion. b) Expectation by Chair and colleagues that Councillors have read and understood any supporting documents or an agenda item prior to meeting with any issues raised with the Office prior to the meeting.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
			4x4=16	1x4=4	Ongoing	↑	Town Clerk, Staff and Cllrs.	May-24
			3x3=9	1x3=3	To be re-iterated Council/Committee ongoing	↑	Town Clerk, Staff and Cllrs.	May-24

	Lack of confidence by Town Councillors	<p>a) Experienced Councillors to assist newcomers to establish essential contacts</p> <p>b) Attend Councillor Training</p> <p>c) Speak with the Town Clerk</p>	3x3=9	1x3=3	Ongoing		Town Clerk and Cllrs	May-24
To ensure that all Councillors are aware of their responsibilities and possible liabilities.	Lack of education of Councillors regarding responsibility and liability.	<p>a) Experienced Councillors to assist newcomers (protocol agreed).</p> <p>b) Attend any training courses available.</p> <p>c) Attend annual training on Financial Management and Responsibilities.</p> <p>d) Attend Chairman's training.</p>	4x2=8	1x2=2	Ongoing, in-house training to be considered.		All Cllrs	May-24
	Inadequate insurance cover taken out - property, personal liability, employers liability.	<p>a) Keep under review and especially whenever significant operational changes.</p>	3x4=12	1x3=4	Ongoing		Town Clerk, Staff and Cllrs	May-24





**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Accounts</b>								
To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	Lack of knowledge of Council regulations and procedures. Late or non-submission of annual accounts. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. Inadequate audit trail from records to final accounts.	a) Financial Regulations included in Standing Orders. b) Appropriate accounting package used. c) Training taken / attended where available. d) Assistant to Town Clerk to have emergency access to finance package. e) End of year accounts overview / check by accounting package specialist f) Checks undertaken by Internal Auditor.	2x2=4	2x2=4	End of July 2021 and then ongoing	✓	Town Clerk and G&F Comte	May-24
	Inadequate internal controls regarding expenditure	a) Checks by Responsible Finance Officer and Internal Auditor b) Summary of finance submitted to Council with payment information.	2x3=6	2x3=6	End of May 2021 and then ongoing	✓	Town Clerk and G&F Comte	May-24
	National pay awards increase staff salary budget above budget.	a) Town Clerk to be aware of any potential salary rises above inflation. b) Earmarked reserve to be nominated to transfer funds from should (a) be the case.	1x3=3	1x2=2	End of May 2021 then ongoing	✓	Town Clerk and G&F Comte	May-24
Efficient payments procedure in place	Transfer of Funds	Transfer requests signed by two authorised signatories prior to transfer.	1x3=3	1x3=3	Ongoing	✓	RFO	May-24

					2x2=4	2x2=4	2x2=4	End of May 2021 then ongoing	✓	RFO	May-24
	Cheque book payment procedure not carried out correctly	<p>a) All cheques signed by 2 of 4 authorised signatories (all Councillors).</p> <p>b) Keep signatories to a minimum but consistent with practicalities.</p> <p>c) Usually keep no blank cheques signed, but in emergencies such as Covid and Lockdown, any blank cheques to be kept in the safe. Photos of these processed cheques then sent to Councillors and kept on file.</p> <p>d) Online banking to be set up purely so in place should further emergency measures be taken with a pandemic.</p>	2x2=4	2x2=4	2x2=4	2x2=4	End of May 2021 then ongoing	✓	RFO	May-24	
	Payments made without adequate control	<p>a) Ensure all payments are approved in Council meetings and recorded in the minutes.</p> <p>b) Record all payments made electronically on computerised accounting system</p> <p>c) Record the cheque number on the relevant hard copy invoice and invoice is retained on file with its relevant signed cheque schedule.</p> <p>d) Random checks carried out by FOG Chairman.</p> <p>e) Keep cash payments to a minimum for sundry items but avoid if possible. (see petty cash).</p> <p>f) No cash payment can be made for approved sundry item without a receipt (VAT where applicable).</p> <p>g) Direct Debits to be set up for Utility Service payments.</p>	3x1=3	3x1=3	3x1=3	3x1=3	Ongoing	✓	Town Clerk and G&F Comte	May-24	

	Town Clerk taken ill or leaves without immediate replacement	<p>a)Ensure that Assistant to the Clerk has knowledge of electronic Accounting Software.</p> <p>b)Ensure when online banking is set up that Assistant Clerk has authority as a user.</p> <p>c)Ensure all written procedures and instructions are documented and kept up to date.</p>	2x2=4	1x2=2	End November 2021		Town Clerk and Assistant to Town Clerk	May-24
Administering Grants correctly	Administering Grants incorrectly	<p>a)Requests for grant-aid have to be submitted on standard pro-forma together with balance sheet or supporting data.</p> <p>b)Applications to comply to given criteria for grants.</p> <p>c)Application included as agenda item at special grant consideration meeting.</p> <p>d)If approved payment made following approval.</p> <p>e)Details of minute number and cheque recorded on pro-forma and filed in grant-aid file.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff, Cliffs	May-24
Making VAT Claim	VAT claim not properly accounted for, resulting in loss of VAT return	<p>a)Ensure all receipts have VAT number and VAT value recorded where applicable.</p> <p>b)Record VAT electronically in computerised accounting system and reclaim annually.</p> <p>c)Copy of claim filed in VAT file, with payment slip.</p> <p>d)Payment recorded electronically in accounting system.</p> <p>e)Paid by Direct Credit.</p> <p>f)Ensure appropriate publications held and that Clerk has good knowledge of regulations.</p>	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Correct procedure of receiving payments	Receiving cash payments - difficult audit trail	<p>a)Avoid cash payments and receipts if possible.</p> <p>b)Where unavoidable bank after validation.</p> <p>c)Enter in bank paying-in book with receipt number.</p> <p>d)Credit entered electronically into computerised accounting system.</p> <p>e)Records presented to council.</p> <p>f)Complies with Financial Regulations.</p>	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24

Securing income sources	Income revenues not received or followed up for non payment, or potential income not pursued.	a) Keep records of regular annual income streams. b) Ensure all burial records are cross checked for payments made and invoices sent. c) Keep regular check on all invoices sent out and cross check payments made.	3x2=6	2x2=4	Set up more detailed calendar of all expected payments for 2021/22 by June 21	✓	Town Clerk and Staff	May-24
Administration of payment into bank account	Paying in book not completed correctly	Clerk to check with quarterly monitoring. Internal audit check.	3x1+3	3x1+3	Ongoing	✓	Town Clerk and Staff	May-24
Cheque book signatory process	Signatory leaves or is not re-elected	Add item in TC agenda or be prepared to call an emergency meeting before relevant Councillor(s) retires/leaves to add/change signatories	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Proper electronic payments process	Lack of paperwork for direct credits	a)Recorded electronically in computerised accounting system. b)Receipt raised and kept (or copy kept) in accounts file. c)Complies with Financial Regulations.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Effective bank reconciliation	Ensuring correct Bank Reconciliation	a)Monthly bank statements checked against all payments/receipts entered on accounting system. b)Kept in accounts file and reconciled by Town Clerk. c)Endorsed by FOG (financial Overview Group).	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and FOG	May-24
Proper petty cash procedure	Keeping petty cash for stamps/diesal etc	a)Cash - small float kept in container in locked cabinet. b)Transactions entered in petty cash account on electronic accounting system. c)Receipts filed in petty cash file. d)No more than £250 to be kept in Petty Cash. e)Town Clerk, Assistant or Bank Signatories can cash petty cash cheque at the bank.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24

Secure Online Banking	Town Clerk paying money into the wrong account, for the wrong amount or to the wrong recipient.	<p>a) Three signatories verify all payments before they are made, reviewing evidence for reason for payment.</p> <p>b) Schedule of payments signed by the two authorising signatories to evidence checks.</p>	2x2=4	1x2=2	Ongoing		Town Clerk, Staff, Signatories, G&F Comm	May-24
	Councillors making payments using the Town Council bank account.	<p>a) User ID's and individual ID Card Readers are kept in office safe, the key for which is kept secure.</p> <p>b) Councillors have their own password which only they are aware of but pin numbers are kept in the office and only the Town Clerk has access to these.</p> <p>c) The Town Clerk receives text alerts when a new payee is set up.</p> <p>d) Councillors can only log into the account in the office in front of witnesses.</p> <p>f) 3 signatories are required to authorise payments.</p>	2x2=4	1x2=2	Ongoing		Town Clerk, Staff, Cllrs and G&F Comm	May-24
	Bank account being 'hacked' electronically.	<p>a) Secure passwords used for online banking to be changed or updated if/when necessary.</p> <p>b) Passwords not to be shared outside of signatories or specified individuals and must not be remembered or saved on devices used for Council business.</p>	2x3=6	2x2=4	Ongoing		Town Clerk, Staff, Cllrs	May-24
	Internet fraud	<p>a) Council will ensure that anti-virus, anti-spyware and firewall software are installed with automatic updates.</p> <p>b) Internet banking accounts to be accessed directly and not through search engine or emailed links.</p> <p>c) Passwords not to be shared or remembered/saved on devices.</p>	2x3=6	2x2=4	Ongoing		Town Clerk, Staff	May-24

**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Salaries</b>								
To ensure that salaries paid to employees and amounts paid to contractors are paid in line with council regulations, and are adequately monitored.	Town Clerk Town Clerk's Assistant Cemetery Staff x 2 are not paid correctly or on time.	a)Salaries set annually by NJC agreement and vote of Personnel Committee. b)Income tax, N.I. deducted as per HMRC real-time software. c)All details recorded electronically on computerised accounting system and backed up. d)Superannuation /pension contributions deducted and remitted to relevant bodies monthly. e)Ensure employee regulations are available and understood by Clerk. f)Records checked by internal auditor.	1x3=3	1x3=3	Ongoing	✓	Town Clerk	May-24



**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Budget</b>								
To ensure that the annual precept is applied for and requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	Annual Budget - Lack of knowledge of budgetary process and Council regulations. Lack of commitment to budgetary process. Inadequate consideration of requirements for annual precept.	a)Precept, calculation and increase/decrease approved by Council. b)Council approves submission of the application for the Precept by the Town Clerk. c)All Councillors involved in budgetary process. d)Budget discussed annually by committee and FOG and recommended to Full Council. e)Running total of expenditure against budget heads maintained by Town Clerk and presented to Committee. f)Expenditure recorded in minutes, complies with Financial Regulations and delegated authority defined as required.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cllrs	May-24

**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Property</b>								
To carry out adequate safety checks on all buildings, properties and equipment for	Sessions House could suffer damage if checks are not made - ie fire or flood	a)Condition monitored by employees and Asset Working Group with routine inspection. b)Monthly testing of Fire Alarm system, monthly Emergency Lights. c)Contractor carries out regular alarm, emergency lights and fire extinguisher checks d)All alarms externally monitored with 3 nominated councillor keyholders. e)Risk assessments carried out. f)Fire and Rescue assessment carried out. g)Limit to number of occupants adhered to. h)Small building maintenance issues dealt with by Town Clerk on nominated contractor basis. i)Periodic inspections adhered to. j)Contingency for business continuation short term - home working/hire of meeting places/other authorities, medium term rental of office premises/meeting places k)Be aware that the car park at Sessions House is used by the neighbouring property for access, and that they are obligated to keep the area safe for councillors/staff/public accessing the area.	1x4=4	1x3=3	Ongoing		Town Clerk and Staff	May-24

which the Council is responsible.	Cemetery Chapel could suffer damage if checks are not made - ie damp, fire or flood	<ul style="list-style-type: none"> <li>a)Condition monitored internally and externally by Cemetery Staff.</li> <li>b)Gates now with mesh wire to prevent combustible material setting wooden doors alight</li> <li>c)Combustible materials kept out of general view and in container in Cemetery to prevent arson attacks</li> <li>d)On report Community Resources Committee effect any necessary repairs and improvements where resolved.</li> </ul>	2x3=	1x3=	Ongoing	✓	Town Clerk and Cemetery Staff	May-24
	Cemetery Chapel - St. Aethelheards could suffer damage if checks are not made - ie damp, fire or flood	<ul style="list-style-type: none"> <li>a)Chapel used exclusively by Orthodox Christian community (5 year agreement) who pay rent and are charged for electricity used by Town Council.</li> <li>b)Exterior monitored constantly by both Orthodox Minister and Cemetery Staff on whose report the Community Resources Committee effect any necessary repairs and improvements where resolved.</li> <li>c)Internal condition monitored by Orthodox Minister and attended to as with external repairs and improvements subject to negotiated contribution from Orthodox Community.</li> </ul>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cemetery Staff	May-24
Town signs/seats/bins/speed signs	Town Council equipment could suffer damage or cause an accident	<ul style="list-style-type: none"> <li>a)Condition checked and repairs instigated as required.</li> <li>b)Photos taken of items.</li> <li>c)Rolling programme of repair, or replacement as necessary.</li> </ul>	2x3=6	2x3=6	Ongoing	✓	Town Clerk, Staff and Councillors	May-24
Gravestone Safety and Topple Testing	Gravestone could fall onto member of public or be a trip hazard	<ul style="list-style-type: none"> <li>a)Rolling programme of routine checks implemented and documented</li> <li>b)Photographs taken</li> <li>c)Paperwork completed</li> <li>d)Hazardous stones laid flat, hazard tape used and notice of action taken put on headstone</li> </ul>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24

Keys	Keys are lost or unavailable	<p>a) To Sessions House Accommodation - Nominated Key Holders, Town Clerk, Assistant, Mayor and 3 others.          b) Cemetery Staff and Town Clerk assorted cemetery keys.          c) Van keys (x2) kept in office overnight unless Town Clerk is away and then one set of keys kept by Senior Cemetery Staff member.          d) All other keys ie for notice boards kept in office.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and Cllrs keyholders	May-24
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**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Assets</b>								
To identify, value and maintain all assets of the Town Council and ensure that asset registers are complete, accurate and properly maintained.	Lack of knowledge of assets of Town Council. Assets lost or misappropriated. Inadequate or inaccurate valuation of the Council's assets. Asset register inadequately maintained.	a)Asset Register established and maintained by Town Clerk. b)Register includes all assets, values and insurance values and is used as the basis for the insurance review process. c)Asset register updated as and when required, but at least once a year. d)Leases of assets kept in the safe, and now acquiring electronic file copies. e)The LTC Pool Van to be maintained, kept road-worthy and checked regularly by staff as per policy.	1x3=3	1x3=3	All leases to be digitalised	✓	Town Clerk and Assistant	May-24
Valuations	Ensure evaluation of all Louth Town Council properties every 5 years	Contract a RICs Surveyor to evaluate the cost of rebuilding each property, including demolition work (not land) for insurance purposes. Sessions House, 2 chapels, cemetery toilets, storage building at cemetery, Hubbard's Hills toilets, Old Mill House,	1x3=3	1x3=3	Last undertaken in Feb 22 (except Old Mill House due to illness) which should be undertaken as soon as available	✓	Town Clerk and Staff	May-24
To identify those assets which have out dated valuations	Inadequate or inaccurate valuation of the Council's assets.	a)Asses to be regularly re-assessed every 5 years	1x3=3	1x3=3	Ongoing	✓	Town Clerk Clrfs and Assistant	May-24

Christmas Decorations erected in the town centre	Decorations not erected or erected in such a manner that it is detrimental to people or property	<p>a) H&amp;S assessment undertaken prior to erection of tree.  b) Tree currently given free of charge by local business  c) Contractors used to erect tree. LTC staff on hand during erection. Carried out very early in morning before traffic and people become an issue.  d) Specialist contractors used to carry out catenary wire load test  e) Electrical contractors erect overhead lights.  f) Electrical contractors add lights and decorations to tree.  g) 12 foot barriers x 4 secure Christmas tree and metal sheaf which trunk is installed into.  h) Crib erected by LTC staff.  i) 4 banners cover barriers which are attached by staff.  j) Removal of tree and light carried out by contractors in reverse.</p>	2x4=8	2x4=8	Ongoing	✓	Town Clerk Cllrs and Assistant	May-24
Financial Investment	That investments be insecure. That investments are not receiving a good rate of return.	<p>a) All deposit accounts to be reviewed every 3 years by FOG.  b) Ensure that excessive funds are transferred to the deposit accounts annually.</p>	2x3=6	1x3=3	Ongoing	↑	Town Clerk and FOG	May-24
Ensure cost of charges keeps in line with inflation	If fees do not increase in line with inflation then the cost of the precept will have to increase to raise the budget	<p>a) Review the costs of charges made with regards to all assets each year - initially by FOG.</p>	3x2=6	2x2=4	Ongoing	↑	Town Clerk and FOG	May-24
Ensure contractors have public liability insurance	That the council would be liable for accidents caused by contractors therefore a risk to our assets	Contractors public liability insurance requested annually and a copy kept on file	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	May-24
Keep full list of all assets and stock	Full inventory cataloging all items at Sessions House in case of risk of fire	Digitalised inventory of all items with photos at Sessions House	1x4=4	1x4=4	Ongoing annually	✓	Town Clerk and staff	May-24

<p>Ensure contractors have risk assessment in place</p>		<p>Risk Assessment requested annually</p>	<p>3x3+9</p>	<p>2x3=6</p>	<p>Ongoing</p>	<p>✓</p>	<p>Town Clerk and staff</p>	<p>Mar-23</p>
<p>Ensure funeral masons are member of NAMM/ BRAMM</p>	<p>Masons not installing headstones correctly to the latest H&amp;S specification therefore a risk to LTC assets</p>	<p>Associations body for masons, sign up for the latest installation of H&amp;S - there membership or certificate is requested annually</p>	<p>2x3=6</p>	<p>2x3=6</p>	<p>Ongoing annually</p>	<p>✓</p>	<p>Town Clerk and staff</p>	<p>May-24</p>

**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Staffing</b>								
	Administration sustainability should member of staff be absent	Preparation of procedure notes to cover all tasks performed to create an LTC manual.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
Continuation of services and procedure	Loss of senior staff. What are the provisions for training replacements or hiring interim staff?	a) Operating procedures to be documented. b) Personnel Committee to review training. c) Deputy Town Clerk to be appointed. d) LALC provide interim advice and access to relief staff on request. e) Succession plan.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
Liability of officers/councillor statements or actions	Damage to the council's reputation via the actions or statements by councillors or officers.	a) See Media Policy. Councillors should be aware that their behaviour in public and on social media impacts on the reputation of the Town Council as a whole. b) Councillors cannot speak to press/organisations on behalf of the Council without consent by the Council. c) Any press statements to be checked with/ given out by the Town Clerk d) Adherence to Code of Conduct. e) Councillors to adhere to meeting rules as per Standing Orders f) Advice given by Monitoring Officer to Councillors.	3x2=6	3x2=6	Ongoing - but needs further work	✓	Town Clerk, Mayor, Cllrs and staff	May-24
Staff safety at Cemetery	Staff working alone have accident or are ill	Lone Working policy - Staff working alone are checked on.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and staff	May-24
Staff safety	Staff attacked in main offices	Magna lock on reception door with video camera and speaker. Also see Lone Worker Policy	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk and staff	May-24



Staff mental health	Workload due to inadequate staffing causes mental health issues and staff resignations/illness	a) Consider overall resources and impact on staff when considering new projects. b) Allow for additional staff hours in times of potential risk. c) Monitor that staff are coping with new projects/time. d) Staff annual reviews undertaken.	2x3=6	1x3=3	Money for minimal extra hours included in 2022/23 budget	↑	Town Clerk and Pers Comte	May-24
Staff has basic first aid training should other staff or members of public require help	That member of staff is very ill or has an accident on site and other members of staff are unable to assist	a) Staff have attended a first aid course - Ensure staff attend refresher courses.	3x2=6	2x2=4	Ensure staff attend courses regularly.	↑	Town Clerk, Mayor, Cllrs and staff	May-24

**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>IT and Records</b>								
Council's networking and IT system is safe	IT system is breached.	a) Council uses networking company from Lincoln. b) Anti virus on all Council pcs and laptop. c) Storage is backed up on separate hard drive (encrypted in March 2021) d) Storage is backed up on UK Cloud hosting. e) Website is UK cloud hosting. f) Copies of passwords kept in two different safe places. g) Council email passwords must not be changed by councillors / staff unless authorised. h) Councillors to report any breached email addresses.	2x3=6	2x3=6	Ongoing	✓	Town Clerk, staff and Cllrs	May-24
Accessing files if working from home	Unable to access files in crisis	a) Cloud can be accessed and downloaded from but not uploaded to due to expense of the system to do this. b) Check system weekly to make sure it has not logged out. c) Live drive account now added so files when working from home can be uploaded and shared between staff – only current files shared.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	May-24

Website accessibility and efficiency	Website is not available to use or is out of date	<p>a) Hosting on UK servers (Lincoln based company) with care for hosting so that plugins and software up updated to ensure site is not compromised</p> <p>b) Wordpress system is used worldwide with Elementor page builder</p> <p>c) Accessibility for WCAG 2.0 undertaken in 2021.</p> <p>d) Both staff know how to update.</p>	2x2=4	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	May-24
GDPR	Old information relating to personal details are still on the digital system	<p>a) Follow the GDPR Policy.</p>	2x2=4	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Councillors and staff	May-24
Hard copy files and records	<p>Ensure hard copy files, especially those such as grave records, leases and finance are kept in a safe environment should Sessions House be compromised</p>	<p>a) Leases are kept in the safe.</p> <p>b) Leases photographed/scanned and kept digitally also</p> <p>c) Photos taken of the grave books.</p> <p>d) Most burial registers were digitalised some years ago, though current one is still being added to. Some records missing from digital files. Current registers have had photos taken of all pages and kept in digital format in the interim.</p> <p>e) Photos required of old grave sale books.</p> <p>f) Accounts for last 7 years are backed up on cloud.</p>	2x3=6	2x2=4	2x2=4	<p>Digitalise current register to be completed by September 2021. Digitise missing records by end September 2022</p>	↑	Town Clerk and staff	May-24

**LOUTH TOWN COUNCIL  
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
<b>Sundry</b>								
	<p>This means things that might happen in future that LTC can't control: pandemic, population growth, an ageing population, climate change, external government policy, financial changes. These are things that might be tracked through statistics to predict where they're going.</p>	<p>a) To work with East Lindsey Area Forums, Lincolnshire Resilience Forum etc.  b) To receive and disseminate information required from local authority and central government.  c) Ensure wide circulation of information through social media and website.</p>	3x2=6	3x2=6	Ongoing through	✓	Town Clerk and staff	May-24
	Address Flood Risk Issues	<p>a) Flood alert warning information to Office phone  b) LTC payment to maintain Flood alleviation scheme</p>	3x2=6	3x2=6	Ongoing	✓	Town Clerk, staff and Cllrs	May-24
"Over the horizon" challenges	Treasury management. Are funds invested safely and at a decent rate of return.	Reviewed annually by FOG and recommendations to Council via Governance and Finance Committee.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and FOG	May-24
	Elections and high councillor turnover, resulting in having new councillors with little experience in Local Council.	Training and reserve funds created for election costs.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and Councillors	May-24

	Long term effects of how Brexit will impact the Town Council e.g., through devolution.	Monitor local government networks and announcements.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-24
	Reduction of funding on public sector partners.	a) Monitor payments awarded to private organisations b) Be aware of updates from ELDC and LCC. c) Monitor precept ceiling whitepaper.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-24
	Devolution	Monitor local government networks and announcements.	1x4=4	1x4=4	Ongoing	✓	Town Clerk and Cllrs	May-24
Arrangements with 3rd party resource / service partners	Resilience and quality of arrangements with 3rd party partners e.g., HH and CCTV.	a) Request of annual (at least) overview and financial reports to be received b) Accounts of grant applicants and Hubbard's Hills scrutinised annually by G&F before funding awarded. c) Bring to the attention of the Council any concerns regarding partners.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-24

## Citizens Advice Lincoln & Lindsey Report for Louth Town Council

Report drafted by: Jenny Barnett, CEO

Report covers: 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023

Accompany reports: M3c East Lindsey, 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023  
C6 Louth 7 Wards Jan 23 to Dec 2023 Key Stats

### Advice opening times and contact details and nature of the advice available

For help and advice we offer:

**Adviceline: 0808 278 7904** - Mon-Fri, 9 am-5pm **Free phone**

--- Provides a first point of contact for clients for information and guidance on a wide range of matters. For more in-depth advice, e.g. debt, welfare benefits, housing and help with fuel costs. Our Administrators will book an appointment with the relevant adviser or caseworker.

**Help to Claim** (Universal Credit support): **0800 144 8 444** - Mon-Fri, 8am-6pm **Freephone**

--- We can support clients to make a new claim for Universal Credit, from opening their account to receiving your first full payment.

**Consumer service: 0808 223 1133** - Mon-Fri, 9am-5pm **Freephone**

--- We can help clients with advice on issues with goods and services they've bought, reporting problems to Trading Standards on their behalf.

**Debt helpline: 0800 240 4420 Freephone Mon-Fri 9-8pm Sat 9-1pm**

We offer a Polish helpline: **03444 847 6128**

Webchat: <https://www.citizensadvice.org.uk> Mon-Fri, 10am-4pm

### Citizens Advice Lincoln & Lindsey Services

We deliver services by telephone, webchat and Face2Face appointments to all residents across East & West Lindsey including those in Louth and surrounds. We have skilled supervisors, advisers and caseworkers on the phones every day and also located at our Louth Offices for Face2Face appointments. Staff are skilled to provide excellent quality telephone and webchat advice on complex issues such as but not limited to generalist advice, debt, benefits including Personal Independence Payment, Employment Support Allowance, Housing, Universal Credit and are able to talk clients through complex matters.

### Funding

We receive core funding from East Lindsey District Council to support residents in East Lindsey. This contributes to delivering a service in Louth. Of our Budget costs, approx. 80% of our overall budget is associated with staff costs and we have premises costs including our Louth office.

The attached 'Dashboard' report evidences the demand for our services across East Lindsey including Louth wards. The reports excludes simple client queries (where we might refer clients), anonymous clients and clients with an invalid post code. The dashboard shows that across East Lindsey we have helped almost 3,330 clients with as many as 17,605 issues from January 2023 to December 2023. Of the 3,330 clients, at least 400 clients lived in one of the seven wards in Louth and these clients had as many as 2,514 issues, an indication of the complexity of their problem. The top issues for the clients in Louth were related to welfare benefits and debt including Personal

Independence Payments, Universal Credit and debt relief orders. At least 50% of the clients in Louth had a disability or long term health condition.

For the clients in Louth, income gained was £308,739 including £256,359 in benefits and Tax Credit; Re-imbursments, services and loans amounted to £9,439; Debts written off amounted to £181,794 including £180,794 in debt relief orders; Repayments rescheduled amounted to £8,646 and other financial gains £28,119 including £15,395 in Universal Credit.

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## **Information about services provided to residents and communities across East & West Lindsey including residents and communities in Louth.**

### Advice Line

We provide a telephone service through Advice Line, administered by Citizens Advice centrally. Advice Line is made up of groups of local Citizens Advice working together to provide a telephone advice service over a defined geographic area. Delivering quality telephone services is a priority given the rural nature of our districts.

### Generalist Advice Services

From the initial assessment on Advice Line, clients will be offered where appropriate a generalist appointment or an appointment with a caseworker on one of our projects detailed below.

### Financial First Aid

Funded by East Lindsey District Council.

The project focuses on helping clients navigate the cost of living crisis such as maximising their income by claiming the welfare benefits to which they are entitled including their Universal Credit claim. The project helps clients to manage their day to day living costs and helps with any debt problems. Clients are advised on fuel poverty and helped with switching providers and offered support to manage finances better, e.g.; budgeting; setting up a bank account; managing benefits; paying off debts.

### Homelessness Prevention Project

Our homeless prevention project, funded by East Lindsey District Council, offers valuable support to vulnerable clients and those threatened with homelessness in East Lindsey. It supports clients with their housing issues, including preventing homelessness and assisting those that are homeless to access accommodation.

### Advice in Mablethorpe and Sutton on Sea

Funded by Lincolnshire Community Foundation (for Coastal Community Challenge).

The project focuses on helping clients maximise their income by claiming the welfare benefits to which they are entitled including help with their Universal Credit claim. The project helps clients to manage their day to day living costs and helps with any debt problems. Clients are advised on fuel poverty and helped with switching providers and offered support to manage finances better, e.g.; budgeting; setting up a bank account; managing benefits; paying off debts.

### Money Advice Service Project

Funded by East Midlands Money Advice and delivered across the Lindsey area, the project aims to deliver face to face and telephone debt advice and casework to socially excluded, hard to reach, vulnerable adults. Referrals are taken from the generalist service as well as key partners in the community. The casework can be extremely complex and can include bankruptcy, debt relief orders and dealing with bailiffs. The caseworkers advise and support clients with complex debt issues including priority and non-priority debt.

### Energy Advice Programme

Energy Advice Programme is offered to clients who are either in fuel poverty or at risk of becoming in fuel poverty and are in any district we support. We support those who are on mains supply and those who are off grid for gas.

At the appointment we focus on; Income maximization, energy saving tips, energy efficiency, access to grant and energy schemes, access to fuel vouchers, advice/information around smart meters. We aim to achieve an average saving of circa £550 per clients

### Energy Casework

This is a casework project to support clients in or at risk of fuel poverty. This funding has enabled us to provide face to face and telephone casework. Over 3 appointments our caseworker focuses on complex energy related issues, complex associated issues e.g. housing and employment, income maximization, energy saving tips & energy efficiency, access to grant and energy schemes, access to fuel vouchers, advice and information around smart meters.

### Debt Help Line

Our Debt Help Line, funded by National Citizens Advice through the Money and Pensions Service, provides help on dealing with debt problems, bailiffs, bankruptcy and other debt related issues. The service is open from 9.00 am through to 8.00pm and Saturday mornings.

### Consumer Service

Our Consumer Service, funded by National Citizens Advice through the Department for Business, Energy & Industrial Strategy, provides practical and impartial advice on how to resolve a consumer problem around goods and services advising about which law applies to the situation and passes relevant information onto Trading Standards.

### Universal Credit Help to Claim Service

Our Universal Credit Help to Claim Service, funded by National Citizens Advice through DWP, is a telephone and webchat service and supports people making a new claim for Universal Credit, from opening their account to receiving their first full payment.

### Help through Hardship Project

Our Help through Hardship Project, funded by National Citizens Advice, provides help for people who cannot afford food and helps them get an e-voucher for a local food parcel. It also provides information and advice on the issues that are causing financial hardship in order to help move the client forward.

### Research and Campaigns

Our work on research and campaigns means we advocate on our clients' behalf. Citizens Advice has a closer understanding of the problems that people experience than any other organisation. Our local Citizens Advice know which policies are working and spot emerging problems early and this gives us insight into wider social and economic trends.

### Equality

We monitor our delivery, projects, policies and programmes to make sure they do not discriminate against people with protected characteristics and, where possible, improve or advance equality. Our aim is to ensure we put inclusivity and accessibility at the forefront of our service.

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Citizens Advice Lincoln & Lindsey is a registered charity and a company limited by guarantee.

Charity number 1099145.

Company number 4740511 England and Wales.



Citizens Advice Lincoln & Lindsey holds the Advice Quality Standard, meeting the requirements of the Advice Service Alliance Standard for advice, casework in welfare benefits and debt and telephone services.

We are accredited by the Money and Pension Service and authorised and regulated by the Financial Conduct Authority - FRN: 617595. This means we are authorised to support clients with 'Breathing Space'. The Debt Respite Scheme (Breathing Space Moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020. Breathing Space will give someone in problem debt the right to legal protections from their creditors. Breathing Space can only be started by debt advice providers who are authorised by the Financial Conduct Authority (FCA) to offer debt counselling, or a local authority where they provide debt advice to residents.

We hold full insurance through Allianz Insurance and ADS via National Citizens Advice. This includes but is not limited to:

Public liability, £10,000,000      Business interruption insurance, £50,000

# Key Statistics

01/01/2023 28/12/2023



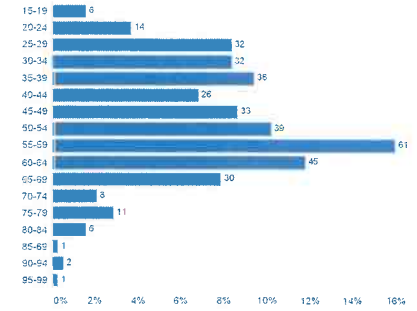
## Summary

Clients	409
Quick client contacts	
Issues	2,514
Activities	1,551
Cases	568
<b>Outcomes</b>	
Income gain	£308,730
Repayments, services, loans	£9,439
Debts written off	£181,794
Repayments rescheduled	£8,646
Other	£28,119

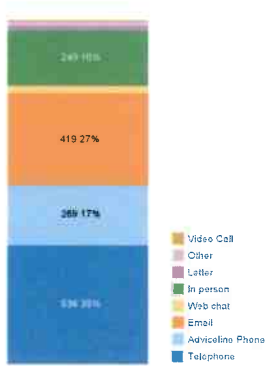
## Issues

Issues	Clients
Benefits & tax credits	437
Benefits Universal Credit	517
Charitable Support & Food Ban..	91
Consumer goods & services	41
Debt	555
Education	7
Employment	57
Financial services & capability	266
GVA & Hate Crime	16
Health & community care	22
Housing	293
Immigration & asylum	13
Legal	21
Other	9
Relationships & family	63
Tax	5
Travel & transport	13
Utilities & communications	82
<b>Grand Total</b>	<b>2,514</b>

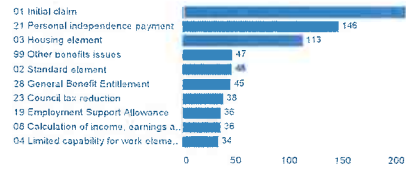
## Age



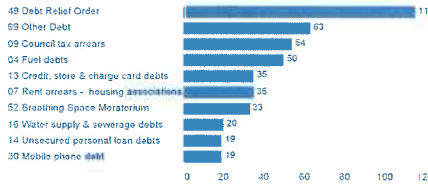
## Channel



## Top benefit issues



## Top debt issues



## Gender



## Disability / Long-term health



## Ethnicity



# Ward Dashboard

More than one ward



### In this Ward we helped

Clients	3,330
Issues all	17,605

### Top Issues

Benefits & tax credits	3,613
Benefits Universal Credit	3,460
Debt	2,836
Housing	1,780
Financial services & capability	1,615

### Top 5 benefit issues

01 Initial claim	1,380
21 Personal independence payment	1,212
03 Housing element	544
28 General Benefit Entitlement	472
04 Limited capability for work elements	428

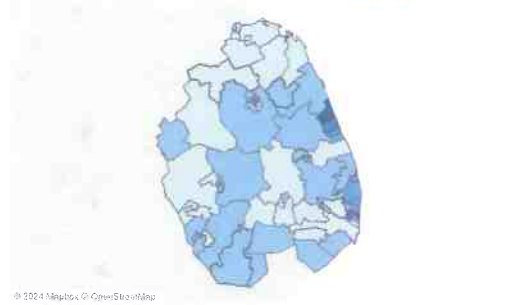
### Top 5 debt issues

49 Debt Relief Order	552
99 Other Debt	445
05 Council tax arrears	275
04 Fuel debts	229
52 Breathing Space Moratorium	182

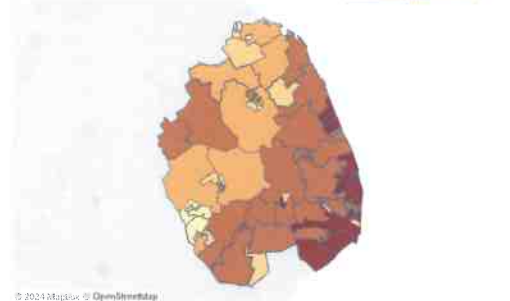
### Homelessness

03 Threatened homelessness	247
02 Actual homelessness	135

### Clients seen



### Index of multiple deprivation



The darker colours on the IMD map show higher levels of deprivation

### Gender



### Ethnicity



### Disabled or Long term health



### Age group

