

Louth Town Council

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

01507 355895

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 and Governance and Finance Committees which will be held on Tuesday 21st February 2023 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 in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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


Mrs. L.M. Phillips

Town Clerk

Dated this 16th Day of February 2023

AGENDA

PLANNING COMMITTEE

(Chair: Cllr. Mrs. S. Crew, Vice Chair: Cllr. D. Hobson, 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 31st January 2023. (Attached).

4. Presentation by Mr. C. Brightmore

Committee to receive a request regarding street naming.

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 02-21-23). (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 Work to Trees

To consider the following proposed works to trees (details circulated by email 16/2/23) and resolve as required:

- a) **Location:** 44 Westgate (conservation area) **Proposal:** T1 – Beech – Crown reduction, by shortening branches which are less than 3cm diameter, to achieve: (A) a height of no less than 11.0m when measured from ground level at the base of the stem, and (B) a crown radius of no less than 3.5m when measured from the outer edge of the stem to the outer edge of canopy. T2 – Yew – Crown reduction, by shortening branches, to achieve: A) a height of no less than 6.0m when measured from the ground level at the base of the stem, and B) a crown radius of no less than 1.5m when measured from the outer edge of canopy. T3 – Plum – Crown lift, by removing lower branches, which are less than 3cm in diameter, to achieve a vertical clearance between lowest

branches and the ground level of no more than 3.0m. Remove approx., 3-4m from top and reduce side, going over neighbours', back to the wall, then bring back to shape.

- b) **Location:** 127 Eastgate **Proposal:** T1, T2, T3, T4, T5, T6, T7, T8 – Fell. **Reasons:** Restricted parking, affecting boundary fence and have low amenity value.

8. Planning Working Group

Committee to consider the future of the group.

9. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 14th March 2023.

GOVERNANCE AND FINANCE COMMITTEE

(Chair: Cllr. Mrs. E. Ballard, Vice Chair: Cllr. L.M. Cooney, 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 3rd January 2023. (Attached).

4. Review of Standing Orders and Financial Regulations

Committee to approve continued use of the following documents (amendments are minimal and can be viewed with the online agenda (highlighted in yellow)):

- a. Standing Orders
- b. Financial Regulations

5. Adoption of Code of Conduct

To adopt the new Local Government Code of Conduct. (Attached).

6. Insurance

Committee to note that payment for the 2nd year of its 3 year agreement with Zurich will shortly become due and approve payment in the sum of £5,317.12.

7. Citizens Advice Lindsey

Committee to note that Council approved an amount of £1,000 in the 2022/23 budget for release to the above, as per the Council's powers. An update on how the organisation is faring, to support the release of monies is attached. Committee to approve the release of funds.

8. Environment Agency

Committee to note that the annual maintenance contribution for the Louth Flood Alleviation Scheme is now due and approve payment in the sum of £14,301.25.

9. Twinning

Committee to receive a report from Cllr. Mrs. JMS regarding a visit to Louth by its twin town La Ferté-Bernard at the beginning of July for a football tournament. Offers of help are requesting for organising accommodation and hospitality given Louth Twinning Association is no longer in existence.

10. Events Working Group

Committee to consider a request from Cllr. P. Starsmore to join the Events Working Group.

11. Next Meeting

Committee to note that the next meeting of the Governance and Finance Committee is scheduled to take place on 14th March 2023.

01-31-23 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 31ST JANUARY 2023**

Present

Councillor S. Crew (SC) (in the chair).

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L.M. Cooney (LMC), H. Filer (HF), D.J.E. Hall (DJEH), D. Hobson (DH), M. Lamb (ML), A. Leonard (AL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS), Mrs. P.F. Watson (PFW), and D.E. Wing (DEW).

Councillors not present: J. Garrett (JG), G.E. Horton (GEH) and Mrs. S.E. Locking (SEL),

The Town Clerk, Mrs. L.M. Phillips and six members of the public were also present.

P89. Apologies for Absence

Apologies for absence were received from Cllrs. JG, SEL and GEH.

P90. Chairman's Remarks

The Chairman reported that she had met the week before with representatives of LCC and Spring Fibre a wifi provider who were bidding to install wifi connections in the area. The group had been assured that Spring Fibre would be undertaking minimal digging and were looking to use existing ducting to bring the supply out of the exchange and then route via poles or other existing ducting if available. The Chairman had been told that the work fell under permitted development and so planning permission would not be required.

P91. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. JMS – agenda items 5, 6, 7 as a member of ELDC.
- b. Cllr. AL – agenda items 5, 6, 7 as a member of ELDC, PA1 as an acquaintance of the applicant and PA3 as a business owner in the town.
- c. Cllr. DJEH – agenda item 4 as a member of the ELDC Planning Committee.
- d. Cllr. DH – PA1 as an acquaintance of the applicant.
- e. Cllr. KN – PA2 as the designer of the applicant's kitchen.
- f. Cllr. JS – PA1 as an acquaintance of the applicant.

P92. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 10th January 2023 be approved as the Minutes.

P93. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 01-31-23) and **RESOLVED** as follows:

- a. To support all applications except PA5 – N/105/00100/23 which it remained neutral on.

P94. Planning Correspondence

The Committee considered and noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/01778/22 – Planning Permission – 15-19 Gresley Road – LTC supported
- ii. ELDC Refused – N/159/00281/21 – Planning Permission – Thorpe Hall, Lincoln Road, South Elkington, LN11 0QR – LTC objected.
- iii. ELDC Approved – N/105/02346/22 – Consent to Display – HSBC, Cornmarket, LN11 9QB – LTC supported.
- iv. ELDC Approved – N/105/02252/22 – Planning Permission – 45 Eastfield Road, LN11 7AJ – LTC supported.

b. Temporary Traffic Restrictions

- i. Organisation responsible for restriction: Anglian Water
Reason for restriction: Emergency - Laying new water main

Nature and location of restriction: Emergency Road closure Order - St Marys Lane (Southeastern sliproad from St Marys Lane onto Westgate only)

Period of restriction: 06/01/2023 - 26/01/2023 09:00 to 15:00

(Restrictions to be implemented for 21 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

- ii. Organisation responsible for restriction: Anglian Water

Reason for restriction: Laying new water main

Nature and location of restriction: Road closure Order - St Marys Lane (Southeastern sliproad from St Marys Lane onto Westgate only)

Period of restriction: 27/01/2023 - 17/02/2023

(Restrictions to be implemented for 22 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

- iii. Organisation responsible for restriction: Lincolnshire County Council

Reason for restriction: Emergency - Retaining wall repairs/maintenance

Nature and location of restriction:

Emergency Road closure Order - B1520 Upgate (Between Quarryside & Meridan View)

Period of restriction: 23/01/2023 - 27/01/2023

(Restrictions to be implemented for 5 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

- iv. Organisation responsible for restriction: Anglian Water

Reason for restriction: Emergency - Burst Main Repairs

Nature and location of restriction: Emergency Road closure Order - Monks Dyke Road

Period of restriction: 12/01/2023 - 18/01/2023

(Restrictions to be implemented for 5 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

P95. Proposed Work to Trees

The Committee considered the following proposed work to trees and **RESOLVED** to support it:

- a. **Location:** Mount St. Mary, Bridge Street **Proposal:** T1 – Holme Oak – Reduce heavy overhang over public car park by approx. 4m as per photo supplied. T2 – Italian Cypress – Reduce by 2m to help alleviate pressure at the base, as per photo supplied. T3 – Sycamore (group) – Remove two specimens next to Beech to allow more lateral space and round the Beech tree and repollard the remaining group as per photo supplied.

P96. It was noted that the date of the next scheduled Planning Committee meeting was 21st February 2023.

Cllr. Mrs. JMS agreed that she would circulate an article recently read regarding planning numbers. It was agreed that using her delegated powers the Clerk should request that LCC review parking on the highway and dropped kerbs in the vicinity of McDonald's.

The Meeting Closed at 8.44pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserv-ation Area?	Previous LTC Comments	LTC Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	N/105/ 00097/23	Planning Permission	Mr. C. Forrester	Erection of a house with integral garage.	21 Grimsby Road, LN11 0ED, North Holme Ward	No	New	Support as supported previous planning applications for the site in November '16 and May '12. But concerned over tight entry for traffic in and out and particularly since all the increased traffic on road after the Westfields development.	28/02/2023
2	ELDC	N/105/ 00175/23	Planning Permission	Mr. P. Perry	Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas and footpath.	Meridian Leisure Centre, Wood Lane, LN11 8SA, St. Michael's Ward	No	New	Strongly Object following verbal neighbour complaints about light and noise pollution. On wrong site - 4 alternative sites identified. Loss of valuable green space in the Town. This has been a grass cricket and football pitch for many decades. There will be inadequate parking when Leisure Centre busy. The government are querying the use of synthetic grass for ecological reasons ad high carbon footprint.	28/02/2023
3	ELDC	N/105/ 00199/23	Consent to Display	-	Consent to display 3no. Non-illuminated fascia signs.	127 Eastgate, LN11 9QE, St. James' Ward	Yes	New	Support.	28/02/2023
4	ELDC	N/105/ 00226/23	Planning Permission	Mrs. H. Warman,	Alterations to existing dwelling to provide replacement windows on the front elevation.	15 LEE STREET, LN11 9HJ, Priory Ward	Yes	New	Not received in time for PWG to consider.	08/03/2023
5	ELDC	N/105/ 00213/23	Planning Permission	Widespace Properties Ltd	Erection of 9no. Dwellings on the site of the existing builds which are to be demolished.	55 Eastfield Road, LN11 7AL, Trinity Ward	No	New	Not received in time for PWG to consider.	08/03/2023
6	ELDC	N/105/ 00154/23	Listed Building Consent	Mr. C. Bowen	Alterations to existing building to remove existing render and render entire gable wall.	4 Nichol Hill, LN11 9NQ, St. James' Ward	Yes	New	Not received in time for PWG to consider.	08/03/2023

PLANNING COMMITTEE 21st FEBRUARY 2023 PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/02275/22 – Planning Permission – 6 South Street – LTC Supported.
- b. ELDC Approved – N/105/02418/22 – Planning Permission – 57 Horncastle Road – LTC Supported.
- c. ELDC Approved – N/105/02343/22 – Listed Building Consent – Alterations – Louth Methodist Church, Nichol Hill – LTC Supported.

2. Temporary Traffic Restrictions

- a. Organisation responsible for restriction: Anglian Water
Reason for restriction: New Connection
Nature and location of restriction: Road closure Order - Northgate (Between Kiln Lane & Eve Street)
Period of restriction: 26/02/2023 - 26/02/2023
(Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)
- b. Organisation responsible for restriction: Anglian Water
Reason for restriction: Emergency - Burst main repairs
Nature and location of restriction: Emergency Road closure Order – Northgate
Period of restriction: 14/02/2023 - 15/02/2023
(Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)
- c. Organisation responsible for restriction: Anglian Water
Reason for restriction: New connection
Nature and location of restriction: Road closure Order - Westgate (Between B1200 & Schoolhouse Lane)
Period of restriction: 13/03/2023 - 15/03/2023
(Restrictions to be implemented for 3 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)
- d. Organisation responsible for restriction: Anglian Water
Reason for restriction: Emergency - Burst Main Repairs
Nature and location of restriction: Emergency Road closure Order - George Street
Period of restriction: 10/02/2023 - 16/02/2023
(Restrictions to be implemented for 5 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

3. Enforcement

- a. Notification that ELDC will investigate a complaint that 61 Eastgate, LN11 9PL is an untidy Grade II listed building.
- b. Notification that ELDC will investigate a complaint that St. Michael's Church Hall, 4 Mount Pleasant is an untidy building.
- c. Notification that ELDC will investigate a complaint that 15A Cornmarket has installed security wall spikes and gate without planning permission within the conservation area.

01-03-23 GF (EX) MINS

**MINUTES OF THE LOUTH TOWN COUNCIL EXTRAORDINARY GOVERNANCE AND FINANCE
COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 3rd JANUARY 2023**

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

Councillors: J. Baskett (JB), Bellwood (MB), L. Cooney (LMC), H. Filer (HF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), M. Lamb (ML), A. Leonard (AL), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

Councillors not present: Mrs. J. Makinson-Sanders (JMS), D. Wing (DEW), S. Crew (SC), G. Horton (GEH), Mrs. S.E. Locking (SEL),

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent were also present.

G20. Apologies for Absence

Apologies for absence were received from Cllrs: SC, GEH, SEL, JMS

G21. Declarations of Interest / Dispensations

Cllr. AL – As a Member of the Hubbard's Hills Trust.

G22. Committee Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 22nd November 2022 be approved as the Minutes.

G23. Budget 2023/24

The Committee received and discussed draft budget figures which had already been thoroughly considered by FOG. It was **RESOLVED** upon a recommendation from FOG to:

- a) Put the tabled draft budget to the Town Council with an amendment to the budget for Christmas Lights which would result in a proposed precept request for 2023/24 of £300,082.
- b) Propose to Town Council that a further £8,500 be ring fenced from General Reserves in the Earmarked Reserves, as per the tabled documentation.

G24. Next Meeting

It was noted that the next scheduled meeting of the Governance and Finance Committee would take place on 21st February 2023.

The Meeting Closed at 7:26pm.

Signed _____ (Chairman) Dated _____

Louth Town Council



COUNCILLOR CODE OF CONDUCT

Preface

The role of councillors across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, at Appendix A, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor; The Code applies to all forms of communication and interaction, including:
 - at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1. I treat other councillors and members of the public with respect.

1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor/officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts

to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1. I do not disclose information:

- a given to me in confidence by anyone**
- b acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i I have received the consent of a person authorised to give it;**
 - ii I am required by law to do so;**
 - iii the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv the disclosure is:**
 - 1 reasonable and in the public interest; and**
 - 2 made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3 I have consulted the Monitoring Officer prior to its release.**

4.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1. I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1. I do not misuse council resources.

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a act in accordance with the local authority's requirements; and
- b ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1. I will undertake Code of Conduct training if provided by my local authority.**
- 8.2. I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1. I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

You must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were, spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

- a. A any unpaid directorships
- b. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c. any body
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Citizens Advice Lincoln & Lindsey: Report for Louth Town Council, February 2023

Date: 14th Feb 2023

Report: To Louth Town Council

Report drafted by: Jenny Barnett, CEO

Accompany reports: M3c East Lindsey, Q1-Q3, 2022/23 (April 22-Dec 2022) Ward Dashboard

Citizens Advice 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. Meaning telephone advice provides little or no barriers for many clients.

Funding

We receive core funding from East Lindsey District Council and we are very appreciative of the support they offer and we maintain a good working relationship with them. This contributes to delivering a service in Louth. Funders are detailed below and services are available (unless otherwise detailed) to Louth residents. Costs are associated with staffing, approx. 80% of our overall budget is associated with staff costs and we of course continue to have premises costs including our Louth office.

The attached 'Dashboard' report evidence 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 2,500 clients with as many as 12,400 issues from April to December 2022. The top issues clients face are related to Benefits, Universal Credit and debt. At least 58% of the clients we see have a disability or long term health condition.

Our services are available for the residents and communities at Louth as detailed below, 'Advice opening times and contact details and nature of the advice available' and further information under 'Information about services provided to residents and communities across East & West Lindsey'.

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

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.

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.

Citizens Advice Lincoln & Lindsey is an operating name of Citizens Advice Lindsey.
Citizens Advice 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

Ward Dashboard

More than one ward

citizens
advice

In this Ward we helped

Clients	2,493
Issues all	12,404

Top Issues

Benefits Universal Credit	2,839
Benefits & tax credits	2,573
Debt	1,824
Financial services & capability	1,237
Housing	1,086

Top 5 benefit issues

01 Initial claim	1,320
21 Personal independence payment	674
03 Housing element	332
04 Limited capability for work elements	298
28 General Benefit Entitlement	254

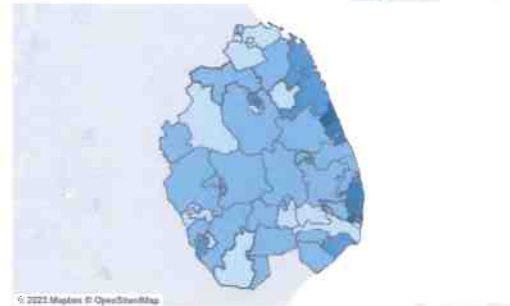
Top 5 debt issues

49 Debt Relief Order	319
99 Other Debt	225
52 Breathing Space Moratorium	186
04 Fuel debts	184
09 Council tax arrears	137

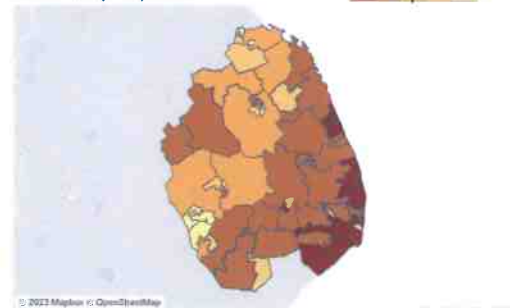
Homelessness

03 Threatened homelessness	147
02 Actual homelessness	52

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

