

Louth Town Council

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

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To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 24th March 2026 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk 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 19th Day of March 2026

AGENDA

TOWN COUNCIL

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

1. Apologies for Absence

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

2. Register of Interests

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

3. Declarations of Interest / Dispensations

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

4. Minutes

To approve as a correct record the notes of the Council Meetings held on 10th February 2026 and 3rd March 2026.

5. Committee Minutes

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

- a. Planning Committee – 20th January 2026
- b. Governance and Finance Committee – 9th December 2026
- c. Personnel Committee – 21st October 2026

6. Cemetery Fees

Council to receive a recommendation from FOG (attached) and resolve upon its Cemetery Fees for 2026/27.

7. Citizen's Advice Lincoln and Lindsey – Funding Contribution

Committee to note that it approved an amount of £1,050 in the 2025/26 budget for release to the above, as per the Council's powers under s142(2A) of the LGA 1972. Committee to receive an update on how the organisation is faring. Committee to approve the release of funds.

8. Environment Agency

Council to receive a Financial Statement from the Environment Agency, note that the amount due in respect of the Council's agreed Flood Alleviation Scheme contribution for the period May 2025 to May 2026 is £17,099.79 and approve the release of the funds.

9. Insurance

Council to note that payment for the 2nd year of its 3 year agreement with Zurich will shortly become due in the sum of £7,264.99. Payment will be made to meet deadlines.

10. Safeguarding Policy

Council to note that it's Safeguarding Policy has been reviewed. No changes are proposed. Council to approve continued use.

11. Biodiversity Policy

Council to note that it's Biodiversity Policy has been reviewed and minor amendments made. Council to approve for use.

12. Dignity at Work/In Council Policy

Council to note that it's Dignity at Work Policy has been reviewed and minor amendments made. Council to approve for use.

13. IT Policy

Council to receive new IT Policy, based on NALC's new template and approve for use.

14. Action Plan

Council to review it's action plan, suggest amendments and approve for use.

15. Asset Register

Council to review and approve it's Asset Register. (To be tabled).

16. ELDC Assets

Council to receive comments from FOG regarding the future of ELDC Assets in Louth and resolve upon the way forward.

17. Data Map and Appropriate Policy Document

Further to review of its other GDPR policies and documentation in June 2025, Council to receive it's Data Map and Appropriate Policy Document and approve for use.

18. Reserves Policy

Following a request by Cllr. Mrs. JMS that it's Reserves Policy be reviewed again, Council to note that FOG met on 11th March to review and recommend that no amendments are required.

19. Hubbard's Hills

Council to receive an update on the above from the Town Clerk and consider approving continued management of the site 'in house'. Review to take place when the consequences for the Council of Government Reorganisation are known.

20. Pavement Parking

Council to receive correspondence from a member of the public and consider supporting pavement parking restrictions in Lincolnshire.

21. Closed Session Item

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

- a. Cemetery Grass Cutting – to consider quotes and resolve upon awarding the work in 2026/27.
- b. Amenity Grass Cutting – to receive an update on the changes being introduced by LCC and consider delegating authority to the Town Clerk to award the work in 2026/27 to enable cuts to commence, as soon as possible.

22. Co-option

Council to consider candidates for co-option onto Louth Town Council and resolve as necessary.

23. Next Meeting

To note that the next meeting of the Town Council will take place on 14th April 2026.

PLANNING COMMITTEE

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

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 3rd March 2026. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 03-24-26). (Attached).

5. Planning Correspondence

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

6. Proposed Work to Trees

Committee to consider proposed works to trees / ratify comments of the Planning Working Group, already submitted to meet deadlines, as below:

- a. **Proposals:** T1 – Conifers – 3 x Fell. T2 – Lime – Fell. **Location:** 23 South Street. **Reasons:** None provided. **PWG comments for ratification:** Support.
- b. **Proposals:** Silver Birch – Fell. **Location:** 25 Westgate. **Reasons:** The trees in question are three silver birches which are located in front of the boundary wall between our house and Ascot Rise, Breakneck Lane, Louth. Both our neighbours and we are concerned about the three trees undermining the boundary wall between our properties. This area of our garden was formerly the vegetable/fruit garden. We have already planted two apple, one plum and one cherry tree and are creating a wild flower garden to encourage insects and butterflies to thrive. Our wish is to take down the silver birch trees. We should like to plant three more fruit trees to try to recreate the fruit/vegetable garden and compensate for the loss of the silver birches. **PWG comments for ratification:** Support.
- c. **Proposals:** T1 – Small leaf lime – Reduce tree from 10m to 6m in height and reduce width from 7m to 5m. **Location:** 94 Newmarket. **Reasons:** T1 – Small leaf lime – To carry out reduction to manage size of tree and to reduce the chance of falling branches. **PWG comments for consideration:** Support.
- d. **Proposals:** Leylandii – Removal. **Location:** Flat 129 Eastgate. **Reasons:** The tree has grown to push the wall toward and is now leaning into the public footpath. The walls been repointed once but is now breaching safety. **PWG comments:** Not seen by the PWG.
- e. **Proposals:** T1 – Conifer – Remove tree. T2 – Holly – Remove tree. **Location:** 82 Westgate. **Reasons:** T1 – Tree is too tall and in poor condition and may fall on property in the event of a storm. T2 – Tree surgeon has advised the tree is already dead and it is within the consider that needs felling so therefore it should be felled at the same time. **PWG comments:** Not seen by the PWG.

7. Statement of Concerns

Following discussion previously, Committee to receive amended Statement of Concerns for adoption and submission/addition to other comments when large scale developments are considered.

8. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 14th April 2026.

02-10-26 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th FEBRUARY 2026**

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

Present Councillors: T. Ball (TB), Mrs. E. Ballard (EB), J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), D.E. Wing (DEW).

Councillors Not Present: H. Filer (HF), H. Steer (HS), Mrs. P.F. Watson (Mrs. PFW).

Leader of Lincolnshire County Council (LCC), Cllr. Mr. S. Matthews, LCC Cllrs., N. Hastings and T. Catton, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauru-Adlard were also present.

Public Forum

- Cllr. GEH brought Councillors attention to the flooding issues reported to him by concerned residents of Stewton Lane and informed the Council that both East Lindsey District Council (ELDC) and LCC were aware of the issues and that there was a scheme of work in progress to address the problem, and that a new scheme was in the process of being designed.
- Cllr. Mrs. EB discussed the potholes on many of Louth's roads, disclosing that she had received many complaints about them and requested the LCC representatives present at the meeting address the issue.
- Cllr. Mrs. JMS spoke of a blocked drain on Westgate.
- Leader of LCC, Cllr. Mr. S. Matthews introduced himself to the Council and informed them that LCC would be spending an extra £4 million on roads, with £2 million to be spent on potholes. He said that the money would also be spent on drains and preventative measures against blocked drains which caused flooding, which in turn caused road surfaces to break down. Cllr. Matthews imparted, however, that the money for the roads would only be granted if LCC improved the services they provided. He said that LCC had covered more road surfaces and covered more potholes in the last 9 months than ever before, and that they were coming up with new techniques and plans to address the issues with the roads but acknowledged that the time of year would always have an adverse effect on the roads due to the weather. Cllr. Matthews appreciated that the roads in Lincolnshire were in a bad state but felt that they were not the worst in the country and assured the Council that the Highways team were working on them. He encouraged the use of Fix My Street, and to contact LCC Cllrs. Hastings and Catton for updates on reports if not automatically received. Cllr. JMS felt strongly that the quality of the road repairs needed to be improved, to which Cllr. Matthews replied that LCC had insurance requirements as well as a legal requirement of 14 days to fill in a pothole of a certain depth, which is why road repairs were sometimes rushed and not of good quality. He also disclosed that those completing the works to the road were employed by Balfour Beatty, not LCC. He continued that less than 25% of potholes were reported via Fix My Street and that most were discovered via LIDAR, which was a device fitted to a car to detect potholes when driving on roads.
- LCC Cllr. Catton gave an update on a pothole outside of Esso Garage and confirmed that issues on Stewton Lane had been reported to LCC Highways. He said that Church Street pinch point was still a work in progress, and that Newmarket had been included on LCC's full road resurfacing programme, along with two other roads in Louth.
- LCC Cllr. Matthews added that LCC were trialling new equipment for potholes and divulged that they were also testing new tarmac materials.
- The Town Clerk informed the Council that LCC Cllr. Hastings had contacted her to confirm that new bus shelters would be erected outside County Louth Hospital and at North Holme Road.

T127. Apologies for Absence

Apologies for absence were received from Cllrs. HS and Mrs. PFW.

T128. Register of Interests

Councillors were reminded to review the content of the Register of Member Interest forms, to complete and submit new forms to the Town Clerk to reflect any required changes, with interests being declared in accordance with the Code of Conduct.

T129. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. KP – Item 9 as a member of Louth and District Lions.

T130. Town Clerk's Remarks

The Town Clerk informed the Council that:

- The Project Groundwater online meeting was scheduled to take place on Wednesday 11th February from 10am.
- It was identified that the two pumps which circulated hot water through the building were 20 years old and at the end of their lives. It was a worry that one could break at any moment which would mean no heat. The Town Clerk confirmed that, in conjunction with the Mayor, as per Financial Regulations, she had ordered two new pumps to be fitted at a cost of £1,871.67.
- Louth Male Voice Choir had been in touch to thank the Council for their grant. They had confirmed that they were trying to involve more of Louth's youth in their Young Musician of the Year Competition and hoped that new links with KEVIGS music department would encourage more local musicians.
- Following last year's Remembrance Parade, a number of improvements were required for 2026 arrangements, such as specific medical cover for the event, plastic barriers rather than metal barriers, more volunteers, cordoning off the entire area around the War Memorial where the parade stands to protect both paraders and members of the public, and different arrangements at the meeting point. These changes would have cost implications, and, whilst this was foreseen and the 2026/27 budget had been increased, the budget may be strained.

T131. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 20th January 2026 be approved as the minutes.

T132. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the Planning Committee meeting held on 9th December 2025

T133. Deputy Mayor Elect

Cllr. PS was nominated to fill the position of Deputy Mayor Elect in 2026/27 and it was subsequently proposed, seconded and **RESOLVED** that Cllr. PS should be recommended to fill the position for 2026/27. Council noted that:

- a. The Deputy Mayor historically ascended to the position of Mayor in the following Mayoral Year (May 2027).
- b. Candidates were expected to fulfil the role of Mayor as per the Mayoral job description.
- c. The position of Mayor and Deputy Mayor for 2026/27 would be subject to a formal election at the Annual Town Council meeting on 26th May 2026.

T134. Meeting Dates 2026/27

After receiving the draft schedule of meeting dates for 2026/27, it was proposed, seconded and **RESOLVED** to approve the schedule for use.

T135. Louth Christmas Market

The Council received confirmation from Louth Lions that it had agreed to take over the running of the Louth Christmas Market in 2026 and discussed the Lions request for Council support in their organisation and running of the event. It was proposed, seconded and **RESOLVED** that Louth Town Council would:

- a. Support the event by promotion through LTC's social media.
- b. Encourage shop retailers to open on the day of the market.
- c. Underwrite the event to a maximum of £2,500.
- d. Organise an event to officially switch on the lights of the Christmas tree prior to the Christmas Market.

T136. Investment Policy

Council reviewed its investment policy, and it was proposed, seconded and **RESOLVED** to approve the document for use, with the amendment that the Council was in agreement that its total exposure to local investments would not exceed £100,000.

NB: Cllr. Mrs. EB and GEH voted against the resolution.

T137. Grants

Council reviewed its decision made in 2025 to receive grant applications year-round, and it was proposed,

seconded and **RESOLVED** to continue the arrangement into 2026/27, with any overspend of the Grant budget to be taken from General Reserves.

T138. Cemetery Fees

Council reviewed the proposed Cemetery fees for 2026/27. It was proposed, seconded and **RESOLVED** to defer making a decision until after discussion of the fees along with the Cemetery income and expenditure figures, had taken place at the next scheduled FOG meeting.

T139. Amenity Grass Cutting

Council noted that LCC were to update the terms and conditions of the above agreement. The Town Clerk thought the changes may only be to ensure that grass cutting by the Council was carried out around the same time that LCC's grass cuts took place. LCC were to re-issue all agreements. It was proposed, seconded and **RESOLVED** to delegate authority to the Town Clerk to sign and return the agreement, if reasonable, so that quotes for 2026/27 could be sought to allow for consideration and notification to contractors before the start of the grass cutting season.

T140. Co-option Policy

Council reviewed its co-option policy, and it was proposed, seconded and **RESOLVED**:

- a. To approve the policy for continued use.
- b. That letters of application be made available in the confidential area of the website prior to the meeting for viewing by Councillors.
- c. That Councillors send the Town Clerk suggestions for questions to be added to the policy and the questions deemed most appropriate for the candidates to be asked during co-option.

NB: Cllr. GEH abstained from voting on this item.

T141. Next Meeting

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

The Meeting Closed at 8.37pm.

Signed _____ (Chairman)

Dated _____

03-03-26 TC MINS

**MINUTES OF THE EXRTA-ORDINARY MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 3rd MARCH 2026**

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

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

Councillors Not Present: Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

Lincolnshire County Council (LCC) Cllr. T. Catton, East Lindsey District Council (ELDC) Cllr. R. Jackson, Mrs. E. Maddison of the Friends of Park Avenue Play Park (FPAPP) group, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard and three others were also present.

Public Forum

- LCC Cllr. T. Catton confirmed that LCC's portion of the precept would increase to 2.9% in 2026/27 and that allowances for LCC Cllrs. would be frozen. He imparted that LCC had recently created a £500,000 community fund for local councils, and whilst details had not yet been confirmed, he believed that each council would get around £3,000 to £4,000 to spend on local initiatives. Cllr. Catton also mentioned that, after being approached by several residents, he had applied for a Traffic Regulation Order at Newmarket, which was to be discussed at the later Planning Committee meeting.
- Mrs. E. Maddison of the FPAPP Group informed the Council that the group was now fully constituted and had recently received registered charity status. She said that ELDC had awarded the group a grant of £88,200 and the only condition left to be satisfied before releasing the funding was LTC's confirmation to take responsibility for the land and its long-term management and maintenance and requested that LTC do so to remain committed to residents and deliver a space for children in the area. She reassured the Council that the FPAPP Group would not walk away from the project once the equipment had been installed, and would continue to support, advocate, run, maintain and fundraise. She finally implored the Council once more to write to ELDC to satisfy their last condition to release the funding.
- Cllr. Mrs. EB asked Mrs. Maddison about the condition of CCTV which had also been set by ELDC. Mrs. Maddison said that the park would have solar panel powered CCTV in compliance with data protection and that the FPAPP Group would ensure that the CCTV would have a dedicated safeguard lead and the individual managing it would be safeguarding trained. She informed Cllr. Mrs. EB that the group had enlisted the help of an individual from the Freemasons to carry out risk assessments for CCTV in accordance with legislation. After reviewing a document issued by Mrs. Maddison, Cllr. Mrs. EB felt that the quote of £420 plus VAT for installation of CCTV and a 128gb SD card would not be sufficient. Cllr. Mrs. EB went on to say that she had investigated further into the CCTV proposed by the FPAPP Group and that she felt that their proposals would cause issues with data protection as they would be recording data related to identifiable people. She asked whether people using the park would be aware that they were being recorded; would they be aware of who to contact should they want to exercise their legal right to check the accuracy and appropriateness of that data via a data protection subject access request; would the police know who to contact should they require access to the footage; would the footage be viewed by others when using phones to access the CCTV images; would there be auditable records of who has seen the images, what they saw and when they saw it and; would there be any checks in place to ensure that the usage was legitimate? She continued that these points needed to be carefully considered and controlled, particularly when young people were concerned. Cllr. Mrs. EB stated that placing a camera on private premises or a private device to oversee a public area could cause suspicions, allegations and potential investigations, and felt strongly that one person could not be in charge of the CCTV. Mrs. Maddison replied that she had discussed the matter with the Information Commissioner's Office regarding data protection and clarified that the FPAPP Group had over 25 members, one of which was a police constable from the Louth station, and another was from the Fire and Rescue team. She disclosed that there would be signage in the park area, and said that she was knowledgeable about GDPR, data protection and cyber security. Cllr. Mrs. EB was of the opinion that it was not legal for an individual to use a mobile phone for CCTV purposes due to the issues with data protection. She shared that she had looked into alternative solutions, such as CCTV for the park being included in the current system used by the CCTV Partnership for the town from a shared control room in Boston, which was overseen by paid operatives, however the officer in charge of CCTV had informed her that he would not be able to provide a quotation for the installation and maintenance of the CCTV as the variables were huge

and costs could be between £1,000 and £10,000. Cllr. Mrs. EB reiterated that she did not feel the arrangements made by the FPAPP Group were sufficient. Mrs. Maddison clarified that the CCTV would not be monitored and would only be accessed if there was an incident and said that she felt it would be extreme to include the parks CCTV within the CCTV Partnership system controlled in Boston.

- Cllr. R. Jackson clarified that funding granted to the FPAPP Group was issued from the East Lindsey Investment Fund (ELIF), which was funded from renewable business rates. She said that, whilst it was likely to continue into 2026/27, it was highly unlikely that the fund would continue after Local Government Reorganisation (LGR), as ELDC would probably dissolve. She felt that it was unusual to receive this funding and thought that it was unlikely that it would be offered again. Cllr. TB asked Cllr. Jackson as to why ELDC stipulated that LTC must take ownership of the land for the FPAPP Group to receive funding when no other park in the ELDC area was owned by a town or parish council. Cllr. Mrs. KP said that she had approached ELDC with the same question who disclosed that ELDC were now unable to take on assets due to LGR, therefore they requested LTC to take ownership of the land to ensure that it remains an asset to the town after LGR.
- The Town Clerk enquired as to why ELDC required the play park to have CCTV when no other play park in the area has it. Mrs. Maddison replied that it was to act as a deterrent and to protect the park. Cllr. R. Jackson said it was an unusual request for a play park, but if LTC found it was the only sticking point against the park, it was important for the Council to state that in their decision which was to be made in the meeting.
- Cllr. Mrs. JMS gave an update on the Diana Princess of Wales hospital in Grimsby.

T142. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. PFW, DEW and HF, who would be leaving the meeting early.

T143. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Item 3 as a member of ELDC.
- b. Cllr. GEH – Item 3 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 3 as a member of ELDC.
- d. Cllr. TB – Item 3 as a member of Louth Freemasons.

T144. Park Avenue Play Park

- a. Council received a report from Cllr. DM of the Park Avenue Play Park Working Group (PAPPWG) who unanimously voted against taking responsibility for the running and management of the land, as per the conditions imposed by ELDC for the release of the ELIF funding, feeling that several conditions of the criteria for the FPAPP Group to receive the funding had not been met. Cllr. DM voiced the PAPPWG's concerns regarding the issue of CCTV who felt that, whilst the FPAPP Group were insistent on running the park, there was no income generation scheme to support the maintenance of the park and therefore, LTC would ultimately be responsible for the site and all funding towards it beyond the ELIF grant, which was not something the PAPPWG were prepared to commit to. Cllr. DM said that, whilst the Working Group supported the play park in principle, the outstanding issues were of importance to LTC, as were the implications of LGR as LTC did not know what responsibilities they would potentially be presented with in the near future. Subsequently, the PAPPWG voted unanimously against LTC taking ownership of the land and recommended a review of this decision in two years' time.

The floor was then opened to the Council. Cllr. Mrs. KP shared that the Working Group spoke to members of the PAPP Group who made it clear that they were expecting to manage and maintain the park once established, contrary to LTC's initial beliefs. She said that the FPAPP Group were hoping to fund the project through fundraising, grants and any other means. Cllr. Mrs. KP went on to explain that they also spoke about public liability insurance and said that the FPAPP Group understood that they needed their own insurance and public liability insurance. Cllr. Mrs. KP then said that she had spoken to Mr. Saul Farrell, Senior Program Manager for Local Growth and Grant Funding, South and East Lincolnshire Councils Partnership, questioning as to why ELDC required LTC to assume responsibility for the 'running and management' of the land, to which he responded that ELDC were unable to take on any more assets due to the impending LGR. She also asked Mr. Farrell as to what would satisfy the condition, as LTC did not intend to take responsibility for the day-to-day management and maintenance of the site and it appeared that the FPAPP Group did not want this to be the case either. Mr. Farrell informed Cllr. Mrs. KP that there were three ways in which LTC could comply with the condition imposed by ELDC: 1) LTC could take full ownership of the land from Gleasons, the current landowners, establish a play park on the land, and assume

full responsibility for its management, maintenance and upkeep; 2) LTC could take ownership of the land and lease to the FPAPP Group on a peppercorn rent for the establishment of a play park, with the group managing and maintaining the site thereafter or; 3) the FPAPP Group take direct ownership of the land from Gleesons which LTC could then underwrite so that it would revert to LTC's assets if the group were to dissolve so that the land was not lost.

Cllr. Mrs. JMS asked whether the inclusion of the land on LTC's asset and risk register would affect LTC's insurance and whether LTC would need a legal agreement with the PAPP Group. The Town Clerk replied that LTC would be required to produce a legal agreement and lease, as the document would need to be written to ensure it met LTC's needs. She went on to say that it could make a slight difference to LTC's insurance, but if what Cllr. Mrs. KP said was correct and LTC were to commit to the second option as described by Mr. Farrell, the land would still be considered LTC's asset and under LTC's insurance, however the group would still require their own insurance which would be paid out as required if the group ran into any issues.

Cllr. JD expressed that he was very much in favour of LTC fulfilling option two, but was not against the first option wherein LTC would be responsible for the land and park in its entirety.

Cllr. GEH believed that the majority of Councillors were in favour of the project but felt it would be difficult for LTC to commit to due to the uncertainty of LGR, disclosing that he thought it would be wrong of LTC to take on a new asset without knowing what the future may hold.

Cllr. JB remarked that he was in favour of the play park but had some reservations due to his knowledge from previous experience with play parks. Cllr. JB said that he was aware that, for a park to run properly and effectively, it needed regular maintenance and checks to be undertaken by qualified staff, which LTC did not have. He thought that option two was the right option for the Council but recommended that the FPAPP Group moved slower with their plans for installing a play park.

Cllr. Mrs. EB was firmly against LTC choosing option one and felt strongly that LTC should not be held liable for any CCTV issues should LTC choose option two.

Cllr. HF said that LTC should be helping the FPAPP Group and acknowledged the group's growth. She disagreed with the suggestion that the Group should go slower with their plans.

Cllr. DM was insistent that a tree and land survey be undertaken on the land, which would not be a quick process. He believed that all Councillors supported the project and recognised that Louth was in need of more play areas, but said that plans needed to be executed properly and practically.

Cllr. Mrs. JMS asked whether the grant would pay for the associated legal fees, to which Mrs. Maddison confirmed that £500.00 of the grant had been allocated for the fees towards the transfer of land.

Cllr. HF, who had been absent at recent meetings, asked whether Gleesons had attended the Town Council meeting held 10th February 2026 after it was resolved to invite them on the 20th January 2026. The Town Clerk responded that Gleesons were unable to attend the meeting on 10th February but did confirm that they were not able to retrospectively install a play park on the land and ask current residents to pay for it as the current residents had had no knowledge of the play park when they initially bought their houses. The Town Clerk continued that Gleesons were able to introduce LTC to the management company who could run a play park on LTC's behalf if desired, but this would come at a cost. She also confirmed that LTC would incur legal fees, as heads of terms would need to be drafted by a solicitor who would then negotiate with Gleesons. A lease would also need to be written to suit both LTC and the other parties, which would incur further fees.

Several Cllrs. once again aired their concerns regarding CCTV, to which Cllr. PS reminded them that CCTV was a stipulation of ELDC's funding and not an LTC issue.

The Town Clerk said that there appeared to be a misunderstanding at previous meetings, with LTC under the impression that the FPAPP Group expected LTC to fund, maintain and manage the park, whereas after discussion, it appeared that the group were willing to take full responsibility for the maintenance and management of the park, and although the park would fall under LTC's insurance as a backstop, that would

be the extent of LTC's involvement in the running of the park at this point.

Cllr. TB was of the view that LTC did not need to take CCTV into further consideration, stating that Cllr. Mrs. EB had given the FPAPP Group advice and it was their choice whether to take it. He felt strongly that LTC needed to be specific in their wording of their response to ELDC, ensuring it was made clear that LTC was not assuming responsibility for the maintenance and upkeep of the land.

Cllr. HF suggested that LTC consider awarding grant funding to the group to use towards the project in future.

After careful consideration, it was proposed, seconded and **RESOLVED** that LTC would take ownership of the land in question at Park Avenue, Louth, from Gleasons and would lease it back to the Friends of Park Avenue Play Park Charity who would assume all responsibility from that point, subject to agreement of Heads of Terms and Lease Terms. Should, in the future, the Charity dissolve, Louth Town Council would automatically assume responsibility again, for the land only.

- b. Council considered adding Cllr. TB to the membership of the Park Avenue Play Park Working Group, as one of the Councillors for the ward in which the park would be located. It was proposed, seconded and **RESOLVE** to include him as a member of the working group.

T145. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 24th March 2026.

The Meeting Closed at 7.56pm.

Signed _____ (Chairman) Dated _____

Louth Town Council Cemetery Fees 2025/27

Category	Section	Compartments	Group	Parishioner Fee £	Non Parishioner Fee £		25' Parishioner Fee £	25' Non Parishioner Fee £
Grave Purchase / Reservation	A, C-I	1 - 84	Non Available	n/a	n/a		n/a	n/a
Grave Purchase / Reservation	All Other	121 - 336	All	375	750		345	690
Ashes Plot Purchase / Reservation	GOR	GOR	Cannot be reserved	n/a	n/a		n/a	n/a
Ashes Plot Purchase / Reservation	Cremation Plots	CP	All	170	340		156	313
Grave Digging	A-I	1 - 84	0 - 15 years	0	242		0	223
Grave Digging	A-I	1 - 84	Over 16 years	725	1449		667	1,333
Grave Digging	A-I	1 - 84	Double Depth	1086	2171		999	1,997
Grave Digging	J-P	121 - 336	0 - 15 years	0	291		0	268
Grave Digging	J-P	121 - 336	Over 16 years	534	1069		491	983
Ashes Interment	GOR (B)	GOR	All	125	249		115	229
Ashes Interment	Cremation Plots (B)	CP	All	125	249		115	229
Ashes Interment	All burial plots (A - P excl Childrens Section)	1 - 336	All	125	249		115	229

Category	Section	Compartments	Group	Parishioner Fee £	Non Parishioner Fee £		25' Parishioner Fee £	25' Non Parishioner Fee £
Memorial Permission	All	All	All	177	264		170	254
Additional Inscription	All	All	All	70	113		67	109
Brass Plaque	GOR	GOR	All	120	186		115	179
Chapel (Hire of)	N/A	N/A	N/A	120	238		115	229
Cemetery Administration Fee	All	All	All	51	51		49	49
Reserved Grave Repurchase	All	All	All	44	44		42	42

Abbreviations

Garden of Remembrance	GOR	Capacity	1
Cremation Plots	CP	Capacity	2

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

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

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

Citizens Advice Lincoln & Lindsey: Report for Louth Town Council

Date: 05.03.2026

Report: To Louth Town Council

Report drafted by: Jenny Barnett, CEO

Accompany report from, 01.04.2025 to 28.02.2026

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.

We receive core funding from East Lindsey District Council. This and the funding from Louth Town Council contributes to delivering a service in Louth. Lincolnshire County Council provides funding and other funders support the projects we deliver, and from which Louth residents benefit, see 'Information about services provided to residents and communities across East & West Lindsey including residents and communities in Louth'.

Our main costs are direct staffing costs, approx. 85% of our overall budget. We have premises costs including our Louth office; current rent £12,000 per annum plus utility and telephony bills which amount to approximately £5,000 per annum.

The attached report evidenced the demand for our services across East Lindsey including Louth wards. The dashboard shows that across East Lindsey we have helped almost 3,352 clients with as many as 17,570 issues from 01.04.2025 to 28.02.2026, (11 months). We also helped clients with additional quick one off queries and referrals, circa 700. The top issues relate to welfare benefits. Financial outcomes for clients amount to £4,638,214. At least 64% of clients have a disability or long term health condition.

Our services are available for the communities in Louth as detailed below. We are reviewing our posters and information displayed externally so local people are aware of our services,

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

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

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 an appointment with an adviser or an appointment with a caseworker on one of our projects detailed below.

Financial First Aid (January 2026- March 2026)

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 Advice in Withern & Theddlethorpe and Mablethorpe

The project focuses on helping clients maximise their income by offering welfare benefits casework and helping clients to manage their day-to-day living costs. 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.

Energy Advice and Energy Outreach

Provides one to one energy advice appointments to fuel poor and vulnerable consumers who are struggling to pay their bills. Energy advice and information is delivered in outreach settings.

Energy Help

Energy Help supports households to reduce household bills, maximise income, tackle fuel poverty and financial hardship for the longer term. Our two-pronged approach, energy advice & information at events and energy casework, will ensure maximum positive impact whilst helping those more vulnerable households at risk of, or in fuel poverty.

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 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

Citizens Advice Lincoln & Lindsey Local Service Delivery Model

Deliver multi-channel services that keeps pace with changing client needs Putting inclusivity and accessibility at the forefront of our service.

Key Routes to access our service 9.00 am – 5.00pm Monday to Friday

Advice Line
Freephone

Webchat, Email

E Referrals from
local partners

Self referral
from our website

Free phone
Project referrals
e.g UC H2C (
8am-6pm), HtH,
Consumer,
National debt hub.

30+ % referred in for further support

Initial check if clients arrive at the door

Generalist and project appointments delivered in a way to suit clients needs F2F, telephone, email, webchat, video, 9.00 am – 5.00pm, Monday to Friday
Outreach appointments to suit funder requirements and client needs.

Remove barriers to access for vulnerable groups

Offer the best quality of advice irrespective of channel or service used

Key Statistics

01/04/2025 27/02/2026



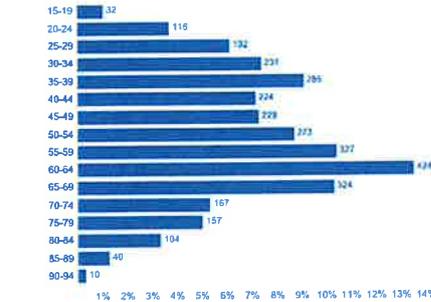
Summary

Clients	3,352
Quick client contacts	
Issues	17,570
Activities	13,331
Cases	4,864
Outcomes	
Income gain	£2,934,670
Re-imbursements, services, loans	£54,331
Debts written off	£1,375,685
Repayments rescheduled	£11,760
Other	£264,758

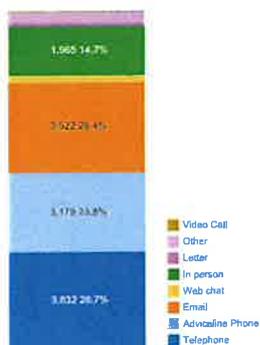
Issues

Issues	Clients
Benefits & tax credits	1,410
Benefits Universal Credit	858
Charitable Support & Food Bank	535
Consumer goods & services	286
Debt	940
Education	21
Employment	140
Financial services & capability	426
GVA & Hate Crime	40
Health & community care	117
Housing	533
Immigration & asylum	19
Legal	104
Tax	104
Other	254
Relationships & family	86
Travel & transport	109
Utilities & communications	316
Grand Total	17,570

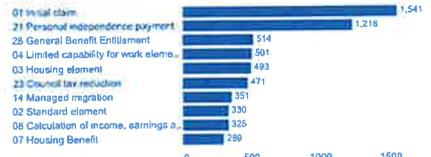
Age



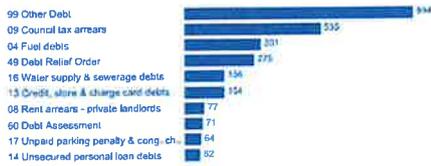
Channel



Top benefit issues



Top debt issues



Gender



Disability / Long-term health



Ethnicity



**citizens
advice**

**Lincoln &
Lindsey**

**We help people across, Lincoln, East &
West Lindsey with free, independent,
confidential and impartial advice**

Did you know that we can support you with:

Benefit Checks

Debt

Housing

Immigration & Asylum

General Benefit Advice

Employment Problems

Relationship Problems

Domestic Violence

Money Advice

Consumer

Health

Mental Health

We are here for you

We offer tailored advice supporting clients with one-off advice through to complex casework helping you find the best solution possible

For advice call Freephone:

0808 278 7904

Monday to Friday 9am—5pm

Except bank holidays

Or visit www.citizensadviceincolinandlindsey.org.uk

creating a better place
for people and wildlife



Louth Town Council
The Sessions House
Eastgate
Louth
LN11 9AJ

LOUTH FLOOD ALLEVIATION SCHEME
STATEMENT OF MAINTENANCE COSTS FOR THE FINANCIAL YEAR 25-26

Balance brought forward from 24-25	£21,855.81
Income as per funding agreement 25-26	£17,099.79
Total	£38,955.60

Expenditure: 25/26

Grass cutting and Field team maintenance, M&E Inspection and Maintenance staff costs	£14,370.09
Annual S12 Reservoir Inspection	£1,628.40
Total spend in year -	£15,998.49

Balance carried forward to financial year 26-27	£22,997.11
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Louth Town Council

SAFEGUARDING CHILDREN POLICY

Important Contact Numbers

If you believe that a child may be a victim of neglect, abuse or cruelty call:

Children's safeguarding 01522 782111 (Mon to Fri 8am to 6pm); or
01522 782333 (outside of office hours)

Police Emergency 999
Non-emergency 101

NSPCC Helpline 0808 800 5000

Child sexual exploitation
Say Something If You See Something Child Exploitation 116000

Safeguarding vulnerable people from extremism

Helping to reduce the threat from terrorism and extremism and knowing how to report a concern.

The Prevent strategy is part of the UK Counter Terrorism Strategy (CONTEST) published by the Government in 2011.

Prevent has three main objectives to:

- respond to the ideological challenge of terrorism
- support vulnerable people and prevent people from being drawn into terrorism
- work with key sectors and institutions and address risks.

It focuses on early intervention before any illegal activity takes place. The aim is to reduce the likelihood of individuals who support a violent extremist ideology of becoming terrorists. Find out more about National Prevent Strategy at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

Reporting concerns

Don't rely on others. Please report any concerns you have about an adult or child who you think may be vulnerable to being drawn into extremism.

Reporting a concern: If you are concerned about any adult or child who you think may be vulnerable to being drawn into extremist activity, please report your concern.

Call 01522 885350 or email: prevent@lincs.pnn.police.uk

Spotting the signs

There is no single profile of a person likely to become involved in extremism and the process of radicalisation is different for every individual.

Radicalisers use normal social processes such as loyalty, self-perception, and fear of exclusion to influence others.

Signs that an individual may be being groomed into extremism could be:

- vulnerable individuals becoming withdrawn and stopping participating in their usual activities
- they may express feelings of:
 - anger

- grievance
- injustice
- or go missing from their home, school or care setting
- a new group of friends who have an extremist ideology
- using language that supports ‘us and them’ thinking
- or possessing or searching for extremist literature online.

Making a Prevent referral

How to report concerns about a child or adult at risk of extremism:

1. **Make safe**

If emergency services are required call 999 or non-emergency call 101. Take responsible steps to ensure that there is no immediate danger.

Refer

Refer concerns identified by members of public or professionals using the following link:

<https://www.lincs.police.uk/reporting-advice/terrorism/preventing-extremism/>

1. Introduction

Louth Town Council abides by the duty of care to safeguard and promote the welfare of children and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with the best practice requirements.

- We recognise that the welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender assignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting children's welfare.

2. Purpose

Louth Town Council will:

- Protect children and young people who receive Louth Town Council's service from harm. This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Louth Town Council including senior managers, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

3. Definitions

- **The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.
- **Child Abuse:** children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are 4 main categories of abuse which are: sexual, physical, emotional abuse and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:
 - a) Bullying and cyber bullying
 - b) Child sexual exploitation
 - c) Child criminal exploitation
 - d) Child trafficking
 - e) Domestic abuse
 - f) Emotional abuse
 - g) Female genital mutilation
 - h) Grooming
 - i) Neglect
 - j) Non-recent abuse
 - k) Online abuse
 - l) Physical abuse
 - m) Sexual abuse
- **Safeguarding children:** Safeguarding children is defined in Working Together to Safeguard Children 2018 as:
 - a) Protecting children maltreatment
 - b) Preventing impairment of children's health or development
 - c) Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
 - d) Taking action to enable all children to have the best outcome.

4. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk>. Legislation provides the framework for safeguarding and child protection in England. It makes clear the expectations and requirements around duties of care to children and creates accountability for these. The main legislation in England is the Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017.

5. Prevent Duty

The Prevent strategy is part of the UK Counter Terrorism Strategy (CONTEST) published by the Government in 2011. Prevent has three main objectives to:

- a. respond to the ideological challenge of terrorism
- b. support vulnerable people and prevent people from being drawn into terrorism
- c. work with key sectors and institutions and address risks.

It focuses on early intervention before any illegal activity takes place. The aim is to reduce the likelihood of individuals who support a violent extremist ideology of becoming terrorists.

6. Training and Awareness

Louth Town Council will ensure an appropriate level of safeguarding training is available to its employees, volunteers, and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children safe
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

7. Confidentiality and Information Sharing

Louth Town Council expects all employees and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing, see Louth Town Council's Data Protection policy.

8. Consent

Whilst professionals should in general discuss any concerns with their child, their parents/carers and where possible seek their agreement to making referrals to the Lincolnshire Safeguarding Children Partnership. This should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm.

Consent/agreement is not required for child protection referrals, however the professional referring would need to, where possible, discuss with and inform parents or carers that they are making a referral as stated above, unless alerting them would put the child or others at risk.

9. Recording and Record Keeping

A written record must be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, the decision made and why it was made.

All records must be signed and dated. All records must be securely and confidentially stored in line with GDPR and according to Louth Town Council's Data Protection Policy.

10. Safe Recruitment and Selection

There is a duty under Section 11 of the Children's Act 2004 for Louth Town Council to be committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Louth Town Council has policies and procedures which cover the recruitment of employees and volunteers such as the Recruitment and Selection Policy and the Co-option Policy

11. Use of Mobile Phones and Other Digital Technology

All employees, Councillors and volunteers should be aware of Louth Town Council's IT Policy regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities.

12. Escalation

Professionals providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting the welfare within the framework of discussions, meeting, conferences and case management.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. On occasions, situations may arise where there is a professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and if such a situation arises and the problem cannot be resolved through discussion and negotiation between professionals on a front line level then the matter should be escalated as required.

13. Whistleblowing

It is important people within Louth Town Council have the confidence and support to come forward and speak or act if they have concerns that have not been addressed by escalation. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises concerns about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer. There is a requirement by Louth Town Council to protect whistleblowers.

Louth Town Council

BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Louth Town Council, must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra, biodiversity is the variety of all life of Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our ‘ecosystems’ that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of Louth.

ACTIONS

Planning Applications

- 1) When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- 2) Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- 3) Consider what each proposed development might make in terms of biodiversity net gain.
- 4) Include policies in support of biodiversity within the neighbourhood plan.

Land and Property Management

- 1) Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces.
- 2) Adopt beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work e.g.,
 - a. Leave some standing and fallen dead wood as a habitat for invertebrates.
 - b. Leave some leaf litter and dead vegetation wherever possible as a habitat for invertebrates.
 - c. Remove plant species which are detrimental to native flora or fauna, wherever possible.
 - d. Leave areas of grass longer in some areas to allow wildflowers and rare plant species to thrive, biodiversity to flourish and animals to use as cover.
 - e. Maintain / replace bird boxes installed at London Road Cemetery and Hubbard’s Hills.
 - f. Undertake tree work in accordance with the Wildlife and Countryside Act 1981.
 - g. Source sustainable materials wherever possible when procuring supplies for the Council’s use.

Local Community

- 1) Raise awareness of biodiversity issues through its various media channels.
- 2) Where appropriate, engage with local businesses’ and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- 3) Where feasible involve the community in biodiversity projects on its land e.g., tree planting, bird box making, wildflower meadows.

Partners

- 1) Work with other organisations to protect, promote and enhance biodiversity in Louth.
- 2) Review local nature recovery strategies, species conservation strategies or protected site strategies in respect of local Site of Special Interest (SSSIs) and consider how it may become involved in implementing strategies’ recommendations.

Louth Town Council

BIODIVERSITY POLICY**ACTION PLAN**

Site/Objective	Action	Outcome	Target (Years)	Reporting / Publicity
Whole Council Area	Raise local awareness of biodiversity	Gain local support for action	Ongoing	Social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity	Connect and diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery Hubbard's Hills	Additional planting Maintain and renew bird boxes as required Support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates Sympathetically maintain hedging Leave some areas unmown Only use environmentally friendly pesticides where absolutely necessary and only in ideal weather conditions	Increased diversity of habitats and food sources Increased cover for invertebrates, reptiles, amphibians and small mammals Encouraging insects particularly butterflies and bees Food sources and cover Encourages insects Sustains and enhances natural habitats Protects habitats	Ongoing	Noticeboards, Annual Report, Website, Social media
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats	Ongoing	

Louth Town Council

BIODIVERSITY POLICY

ACTION PLAN ..CONTINUED..

<p>Increase Community Awareness of Biodiversity</p>	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the Town.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife</p> <p>Create a page on the website for photographs / information / links</p> <p>Encourage local farmers to contribute</p> <p>Provide seed bombs / bulbs etc., for residents' use</p> <p>Discourage floodlighting</p>	<p>Protecting and enhancing habitats</p> <p>Extending habitats</p> <p>Engagement / ownership of biodiversity</p> <p>Promote biodiversity</p> <p>Protect nocturnal animals</p>	<p>Ongoing</p>	<p>Neighbourhood plan consultation, Website, Social media, HH Survey via QR code</p>
<p>Support Community Projects</p>	<p>Support hedge / tree planting in any appropriate areas</p> <p>Work in partnership with schools to develop young people's awareness of the environment around them</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations</p>	<p>Extending habitats</p> <p>Promote biodiversity</p>	<p>Ongoing</p>	

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DIGNITY AT WORK/IN COUNCIL POLICY

Louth Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Louth Town Council is committed to creating a working environment where all council employees, councillors and others who come into contact with it are treated with dignity, respect and courtesy.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed. However, the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- provides support in ensuring behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of Louth Town Council representatives (employees and Councillors). Should agency staff, or contractors have a complaint connected to their engagement with Louth Town Council this should be raised with the Town Clerk in the first instance.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor). However, the council will take appropriate action if any of its representatives are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and at council and to not experience any form of discrimination. Louth Town Council will not tolerate bullying or harassment at council, in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of

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conduct, and whether harm is intended or not. Neither will it tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

Louth Town Council expects all representatives of the council to treat each other with respect and uphold the values of the code of conduct and all other policies and procedures set by the council. It expects all representatives to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See Louth Town Council's Grievance and Disciplinary Procedures for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have serious and far-reaching consequences. Everyone has a responsibility not to make false allegations. While Louth Town Council will assume that all complaints of bullying and harassment are made in good faith, if allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

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Examples of bullying and harassment include but are not limited to:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

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Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All representatives of Louth Town Council must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

The Legal Position

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an

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Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

The legal definition of “Third Party Harassment” has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc., and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination

Reporting Concerns

What you should do if you feel you are being bullied or harassed

If you are being bullied or harassed by someone that you encounter at Louth Town Council, please raise this as follows:

- Employees*
- with the Town Clerk
 - with the Chairman or Vice Chairman of the Personnel Committee
 - with a Councillor
 - any report will be taken seriously, and the matter will be dealt with as below and in line with the Grievance Procedure and Disciplinary Procedure.
- Councillors*
- with the Town Clerk, Chairman or Vice Chairman of the Personnel Committee

There are two ways to resolve an issue. Informal or formal.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council’s policy and must stop. Alternatively, you may wish to ask the Town Clerk, Chairman or Vice Chairman of the Personnel Committee or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, you should raise the issue with the Town Clerk, Chairman or Vice Chairman of the Personnel Committee and they will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a council member
- such behaviour is contrary to Louth Town Council policy

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It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. This will be discussed with you if it is appropriate.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate and you consider that the perpetrator has breached the Council's Code of Conduct, a formal complaint can be made. To do this a written complaint should be made as follows:

- to the Monitoring Officer, where the perpetrator is a Councillor, who will investigate the matter.
- to the Town Clerk, where the perpetrator is an employee, who will investigate in line with the Council's Staff Grievance Procedure and Disciplinary Procedure. If the complaint is about the Town Clerk, the employee should submit their grievance to the Chairman of the Personnel Committee.

Employees will need to co-operate with the Council's investigation and provide the following details:

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told the complainant's name and the details of your grievance in order for the issue to be investigated properly. However, the investigation will be carried out in as confidentially and sensitively a manner as possible. Where the complainant and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Investigations will be carried out as promptly as possible (allowing for council regulations to be met), sensitively, as far as possible, confidentially and in accordance with the Council's Grievance Procedure and Disciplinary Procedure. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the investigator may want to meet with you to understand better your

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compliant (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a formal grievance meeting will be held with the complainant to consider the matter and the findings of the investigation, in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the Town Clerk will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The council will consider any adjustments to support an employee in their work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds, if necessary.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related to someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include but are not limited to:

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.

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- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables people with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

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It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 1-2-1s to offer an opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that bullying and harassment has no place in the Council and remind them of the policy in place to address concerns.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Bullying and harassment and performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour while acting on behalf of Louth Town Council and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They

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are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

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False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation. During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety and safeguard them. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

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IT POLICY

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address.

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the Clerk). Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the council.

1.1.8 Any faults or necessary repairs must be reported to the clerk.

Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to the Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £200 of the loss/damage.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the clerk. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

2.2 Use of own devices

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc., for normal council purposes. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council or external stakeholders (individuals or groups that do not belong to the internal structure of the Council e.g., customers, suppliers, investors and the community at large), the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password e.g., one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after 3 failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 5 minutes;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data.

Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;

- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.8 Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

2.2.10 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.11 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.12 Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

2.2.13 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the clerk access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.14 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.

If any hazards are detected at a workstation, including ‘noises’ from the IT equipment, this should be reported immediately to the clerk.

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website/webmail) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

4.1.2 Access to Passwords

- Passwords are personal and must not be shared outside the Council under any circumstances.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy kept in the safe, in a sealed envelope, only to be accessed in an emergency by the Chairman.

4.1.3 Password Storage and Management

- Passwords must be stored in secure locations.

4.1.4 Password Change Requirements

- Immediately change passwords if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council has software and systems in place that can monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of two months.

5.1.12 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.13 Any use that the council considers to be ‘improper’, either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.14 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at external stakeholders premises or any other different venue), as follows:

- if logging into the council’s systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council’s system/services when accessible;
- papers, files or computer equipment must not be left unattended at non council premises unless arrangements have been made with a responsible person at non council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. **All** emails should be worded in a polite and professional manner. Although we encourage the use of

email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Town Clerk, rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account should be for council use only. Personal communications are not permitted. Staff and Councillors should ensure that their correspondents know that they should not send "humorous" or illegal attachments such as pictures or executable programs. Anyone found with offensive or pornographic material on his or her Council email account or computer will be subject to investigation, which for employees could result in disciplinary action and dismissal for gross misconduct. Councillors will be reported to the monitoring officer/police.

7.1.6 Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, employee or representative. If in doubt, ask your line manager.

7.1.7 If you receive a suspicious email, from an unknown source, "junk" email or "scam" email you should forward it to report@phishing.gov.uk to the National Cyber Security Centre (NCSC) for investigation. **Do not click on any links or open any attachments** in suspicious emails, as they may lead to phishing attempts. Once reported, please delete from your system immediately without opening it as it may contain a virus.

7.1.8 Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended device.

7.1.9 Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox. You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

7.1.10 You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in investigation and for employees disciplinary action leading to dismissal without notice for gross misconduct.

7.1.11 Louth Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Town Clerk.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which can be found at:

<https://www.louthtowncouncil.gov.uk/council-documents/>

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device

communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council." Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council or writing a post which will be posted on the council's media channels must inform the Clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, councillors and other authorised users to be respectful about the council and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission.

- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk in the first instance.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are

not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

9.1.7 Misuse

9.1.8 Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
This Action Plan is a 'live' document and by necessity will change but it aims to provide Louth residents with a clear understanding of:			
a) The overarching principles and objectives that the Council strives to work to.			
b) The Council's priorities / legal and best practice responsibilities for the coming Council year.			
It should be noted that whilst some of the key issues facing the town are areas not directly under the control of the Council, it will seek to use its influence to ensure that other providers also respond to the needs and aspirations of Louth's residents.			
KEY PRINCIPLES			
The Council's main aim is to improve the quality of life for the residents of Louth and develop the local economy.			
To achieve this, it will:			
<ul style="list-style-type: none"> Engage with residents to better understand the community's needs, and consider how it will address these needs within the resources and powers available to the Town Council. 	✓	•	New member of staff taken on June 25 to raise the Council's profile especially through Facebook posts. Surveys re. Nuclear proposals undertaken, emails sent out, face to face conversations
<ul style="list-style-type: none"> Promote all things positive and look for solutions to all things negative in order to enhance the town. 	✓	•	As above. Meetings of Council and with outside organisations undertaken to research solutions e.g., EA river walk, UDLive re., Project Groundwater, LCC re. Emergency Plan, Town Centre Retail WG to meet with ELDC reps re. Vital and Viable in April 26.
<ul style="list-style-type: none"> Provide good quality, cost-effective services to help meet the needs and wishes of residents. 	✓	•	Burial prices reviewed, Trinity allotment site purchased, Hubbard's Hills survey planned.
<ul style="list-style-type: none"> Make Louth a place of pride by promoting a clean, bright, attractive and safe environment in keeping with Louth's traditions and sustainable development goals. 	✓	•	Christmas decorations erected Nov 25, verge and cem grass cuts undertaken 25/26, street hoover purchased May 25, litter picking in HH organised Jun 25, free flower baskets organised for local businesses May 25 and planters looked after year round.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> Encourage and assist other bodies, voluntary organisations and partners to provide services that support the above. 	✓	•	Support Friends of Park Avenue Play Park by taking ownership of land and looking to lease back to them March 26, Support Louth Town Action Group by purchasing Street Hoover May 25 and assisting with litter picking Mar 25, Support LRSP with grant of £20,000 Dec 25, Support Flood Alleviation Scheme with annual maintenance contribution 24/25 £17,099.79 March 26, Distribute grants to local organisations throughout year: C.H.A.S.E – £5,000.00, Waveform Arts – £632.10, Zero Degrees Festival – £500.00, Louth and District Concert Society – £500.00, Louth Male Voice Choir – £1,000.00, Hope for Tomorrow – £500.00, 1228 Louth Squadron - £200.00, Louth Friendship Festival - £250.00, Louth Run For Life - £400.00, Spout Yard Park - £500.00, East Lindsey Dialect Society (Far Welter'd) - £1,000.00, Community Plus Project - £465.00, Adopt Emergency Plan Jan 26
<ul style="list-style-type: none"> Promote the best interests of the town for the betterment of the local community. 	✓	•	Year round, Meetings, FB, Website
CORPORATE OBJECTIVES			
To develop the vitality, viability and positivity of the town.			
<ul style="list-style-type: none"> To lobby, consult, improve links with and listen to comments received from other statutory bodies, voluntary organisations and individuals to improve standards of service that meet with local needs. 	✓	•	Received feedback from RBL and LCC re Remembrance 2025 – planning underway for 2026, Walked river with EA Nov 25, Developed Emergency Plan adopted Jan 26, Formed Town Centre Retail Working Group Jan 26.
<ul style="list-style-type: none"> To work with partners to create and sustain a socially inclusive and caring community which embraces all its residents and seeks to develop their wellbeing, knowledge, understanding and mutual co-operation. 	✓	•	Achieved by working with LCC, ELDC, LRSP/Magna Vitae, EA, Louth Town Action Group all those who received grants from the Council, RBL, Trinity Church, St. James' Church

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> To champion the provision of sufficient suitable affordable homes for the people with local connections to Louth, whilst safeguarding the environment in and around Louth from inappropriate development to maintain it for future generations. 	✓	•	Achieved by Planning Committee and PWG making comments on planning applications, tree preservation, TRO's etc.
<ul style="list-style-type: none"> To create a healthy positive community by helping residents to have access to social, recreational and cultural facilities within the Town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents. 	✓	•	Achieved by working with the Friends of Park Avenue Play Park, ELDC, LRSP, The Save Wood Lane Group, Louth Athletics Club, grant applicants – including CHASE, Trinity Church food bank referrals. Work at Hubbard's Hills.
<ul style="list-style-type: none"> To work with others to protect the town and its residents from the impact of environmental change, including climate change. 	✓	•	Reviewed Biodiversity Policy. Worked with EA, Louth Navigation Trust re. river. Planning Committee commenting on applications, TRO's tree proposals etc.
<ul style="list-style-type: none"> Ensure the Town Council is efficient, skilled and uses innovative ways, within its powers, to provide services in the most efficient and effective way. 	✓	•	Training opportunities provided to all, LALC Training Bulletin circulated, Dissemination of information via FB and website increased.
<ul style="list-style-type: none"> Improve the corporate image of the Council and promote democracy. 	✓	•	New employee June 25 promoting TC more frequently on FB, surveys undertaken.
<ul style="list-style-type: none"> Lobby to improve strategic traffic management and road infrastructure. 	✓	•	PWG, Planning Committee comments
PRIORITIES / LEGAL AND BEST PRACTICE RESPONSIBILITIES			
Statutory Duties/Powers			
<ul style="list-style-type: none"> Ensure that there is transparent information about payments, audit documents, budget and precept available. 	✓	•	Published on website
<ul style="list-style-type: none"> Comply with the law in completing annual accounts and audit activities. 	✓	•	Published on website/noticeboard
<ul style="list-style-type: none"> Ensure that all governing documents such as Standing Orders and Financial Regulations, policies and procedures are up to date, have been reviewed and next review date is evident, as necessary. 	✓	•	
<ul style="list-style-type: none"> Continue to provide burials at Louth Cemetery. 	✓	•	Preparing to start new section
<ul style="list-style-type: none"> Continue to ensure assets are insured appropriately. 	✓	•	Reviewed annually
<ul style="list-style-type: none"> Undertake headstone safety testing. 	✓	•	Undertaken as a rolling process
<ul style="list-style-type: none"> Continue to provide allotments. 	✓	•	Acquired Trinity Allotments

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> Undertake staff DBS checks 			To be actioned 2026/27 in new financial year when budget available
Corporate Development			
<ul style="list-style-type: none"> Promote training and ongoing support for members of staff and councillors. 	✓	•	Join LALC ATS, LALC Training Bulletin circulated, Supervisor Course being undertaken, CiLCA registered for.
<ul style="list-style-type: none"> Ensure that the Council maintains relevant subscriptions to enable access to advice and training. 	✓	•	Annual subscription to LALC/NALC
<ul style="list-style-type: none"> Ensure that data protection regulations are met. 	✓	•	Data Map reviewed. Training undertaken by staff. Councillors to undertake training.
<ul style="list-style-type: none"> Ensure that IT equipment meets requirements and support is in place. 	✓	•	
<ul style="list-style-type: none"> Ensure Civility and Respect Pledge parameters are met. 	✓	•	Signed 23/24
<ul style="list-style-type: none"> Maintain good governance adhering to relevant benchmarks to achieve Foundation Award requirements of the Local Council Award Scheme. 	✓		Bronze Award achieved November 2025
<ul style="list-style-type: none"> Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community 		•	To be reviewed by Council in 2026/27.
Communication and Consultation			
<ul style="list-style-type: none"> Ensure website is kept updated. 	✓	•	
<ul style="list-style-type: none"> Improve the Town Council's Corporate Image 	✓	•	Frequent FB posting to engage with public, branding stickers for planters purchased
<ul style="list-style-type: none"> Enhance biodiversity and protect the environment at the Cemetery. 	✓	•	Biodiversity Policy reviewed annually
<ul style="list-style-type: none"> Undertake a tree survey at Louth Cemetery 		•	Quotes being sought
<ul style="list-style-type: none"> Represent the views and promote the interests of the people of Louth. 	✓	•	Comments re Meridian Leisure Centre Astroturf, planning application comments
<ul style="list-style-type: none"> Engage with the community, local businesses, community groups and organisations in Louth. 	✓	•	Festive Window, hanging baskets, Louth Town Action Group, river walk with EA
<ul style="list-style-type: none"> Look to develop a community engagement policy involving two-way communication between council and community on facilities and services we provide such as Hubbard's Hills and Cemetery. 		•	Policy under consideration. Survey of Hubbard's Hills users in preparation.
<ul style="list-style-type: none"> Listen, investigate and respond to issues identified by the people of Louth and, if appropriate, signpost to the correct person / organisation for resolution / further progression. 	✓	•	Answering calls/emails. Agreement to become an Armed Forces Friendly Council.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> Develop closer links with LCC and ELDC on joint interests such as town development. 	✓	•	River walk, ELIF funding, Market Place electricity box, Town Centre Retail WG
Maintaining and Improving the Built and Natural Environment			
<ul style="list-style-type: none"> Investigate the repair, rejuvenation and repurposing of the Chapel at Louth Cemetery 		•	
<ul style="list-style-type: none"> Continue to maintain St. Aethelheard's Chapel. 	✓	•	
<ul style="list-style-type: none"> Improve aesthetics at the Cemetery 	✓	•	Hedge cutting, grass cutting, strimming, planting, general tidiness, cem walk under construction, noticeboards rejuvenated Feb 26, litter picking, bin emptying, cleaning of flood and William Brown memorials
<ul style="list-style-type: none"> Maintain Civic Property such as robes, chains, mayor's boards and mace as required. 	✓	•	
<ul style="list-style-type: none"> Maintain church clock 	✓	•	Various repairs to clock completed in 2025. Work ongoing.
<ul style="list-style-type: none"> Fund electricity for church floodlights 	✓	•	
<ul style="list-style-type: none"> Continue to run the Lovely Louth Competition 			Council agreed not to run competition in 2025 and instead purchased hanging baskets for businesses in town centre.
<ul style="list-style-type: none"> Continue to run the Festive Window Competition 	✓	•	
<ul style="list-style-type: none"> Continue to provide floral enhancement in the town centre and look to expand where possible 	✓	•	6-tier planter, town centre planters, summer hanging basket initiative
<ul style="list-style-type: none"> Continue to cut the amenity grass on behalf of Lincolnshire County Council. 	✓	•	
<ul style="list-style-type: none"> Maintain Hubbard's Hills 	✓	•	Ongoing tree work, work to repair ramp, updated signage, drain repair, planting, seeding, grass, hedge and shrub cutting, cleaning of toilets, repairs to toilets, fencing, graffiti removal, bench repair, weir, riverbank management
<ul style="list-style-type: none"> Ensure that bins in its ownership are maintained and replaced if faulty. 	✓	•	
<ul style="list-style-type: none"> Liaise with other authorities if a new bin is requested. 	✓	•	Ongoing negotiations with ELDC re. placement of bin on Virginia Drive
<ul style="list-style-type: none"> Maintain benches and bus shelters in its ownership and replace, as necessary. 	✓	•	New bench on Newmarket March 26. New bench HH Oct 25. Bus shelter on Legbourne Road replaced April 25.
<ul style="list-style-type: none"> Continue to ensure that its assets remain available for the enjoyment of sporting activities 	✓	•	Work with LRSP/MV re. London Road astro turf site, Louth Athletics Club re. Pavilion on Council land.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> Assist residents in retaining, maintaining, improving and promoting the use of public spaces where possible and appropriate. 	✓	•	River walk through with EA and Louth Navigation Trust Nov 25, resurfacing of Julian Bower Oct 25, Support Save Wood Lane group re. Meridian Leisure Centre April 25, Support Friends of Park Ave. Play Park Jan 26, Support Spout Yard Park with grant March 26, use of planters year round, purchase of hanging baskets for businesses.
<ul style="list-style-type: none"> Develop a planned maintenance approach to Council assets. 	✓	•	Work identified in SH survey underway. Weekly check lists in use re. van, at SH and HH or in production for Cem. Maintenance funds included in budget where identified.
<ul style="list-style-type: none"> Engage with the community on issues related to the environment and climate change. 	✓	•	EA River walk Nov 25, Hubbard's Hills survey planned, HH Memorial Trees planted.
<ul style="list-style-type: none"> Maintain the Market Place electricity box 	✓	•	Ownership taken Oct 25
<ul style="list-style-type: none"> Look to obtain a grant for town centre improvements 	✓	•	1 st application submitted Nov 25, unsuccessful
Supporting the Safety and Wellbeing of Residents			
<ul style="list-style-type: none"> Continue to provide funding to the Louth Citizen's Advice Bureau 	✓	•	Council to approve release of funds £1,050 24/3/26
<ul style="list-style-type: none"> Continue to contribute to Louth's Flood Alleviation Scheme to ensure its continuation 	✓	•	Required amount covering May 25 to May 26 £17,099.79. Council to approve release of funds 24/3/26
<ul style="list-style-type: none"> Continue to support LRSP financial on an annual basis to a maximum of £20,000 	✓	•	£20,000 released Dec 2025.
<ul style="list-style-type: none"> Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community. 	✓	•	Agreed to support LRSP financially on an annual basis to a maximum of £20,000, gave CHASE a £5,000 grant, Supported Friends of Park Ave Play park, gave other grants as mentioned previously, bought Street Hoover to assist Louth Town Action Group in keeping Louth's streets clean, assist RBL in organising Louth's Remembrance Parade, work with Trinity Church making food bank referrals publicising their schemes

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> Provide grants to local organisations through its yearly grant giving exercise 	✓	•	Gave C.H.A.S.E – £5,000.00, Waveform Arts – £632.10, Zero Degrees Festival – £500.00, Louth and District Concert Society – £500.00, Louth Male Voice Choir – £1,000.00, Hope for Tomorrow – £500.00, 1228 Louth Squadron - £200.00, Louth Friendship Festival - £250.00, Louth Run For Life - £400.00, Spout Yard Park - £500.00, East Lindsey Dialect Society (Far Welter'd) - £1,000.00, Community Plus Project - £465.00
<ul style="list-style-type: none"> Continue to erect and maintain reactive speed signs 	✓	•	
Tradition and Culture			
<ul style="list-style-type: none"> Continue to provide Christmas lights and a feature Christmas tree for the town. 	✓	•	
<ul style="list-style-type: none"> Continue to uphold Civic Traditions such as Civic Sunday and Mayor Making 	✓	•	
<ul style="list-style-type: none"> Continue to organise and facilitate the town's Remembrance Sunday parade and church service 	✓	•	
<ul style="list-style-type: none"> Continue to look after Louth's War Memorial 	✓	•	Decorated seasonally and work to trees planned in 26/27
<ul style="list-style-type: none"> Maintain Louth's 7 handmade, wooden entrance signs. 	✓	•	Work to clean, rejuvenate and protect ordered. To be undertaken March 26.
Working for Louth's Future			
<ul style="list-style-type: none"> Consider how best to review Louth's Town Plan. 		•	Planning Committee to consider
<ul style="list-style-type: none"> Work towards the revisions 		•	
<ul style="list-style-type: none"> Develop a Neighbourhood Plan 		•	Planning Committee to consider
<ul style="list-style-type: none"> Engage with community groups and individuals to help shape the Council's plans for the future. 		•	
<ul style="list-style-type: none"> Develop proposals for enhancement of the town centre with LCC and ELDC. 	✓	•	Town Centre Retail Working Group formed Jan 26 to investigate ways in which the Town Council could assist Town Centre Retail to boost the Town's economy and help build the Town's offer around it's unique shops.
<ul style="list-style-type: none"> Encourage residents to extend their time in the town centre by encouraging shops to offer discounts/organising events in the market place to attract visitors 		•	Town Centre Retail Working Group formed Jan 26 to make recommendations, progress ideas and assist in execution.
<ul style="list-style-type: none"> Arrange for the Love Louth webpage to be updated 		•	Town Centre Retail Working Group to meet with ELDC April 26 to discuss.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	25/26	Ongoing	
<ul style="list-style-type: none"> Develop a new management model for Hubbard's Hills 	✓	•	Management taken in house December 2024, suggest should be considered again when results of Government Reorganisation are known.

Site Type Desc	No. of Sites	Location(s)	FOG's Comments
Agricultural Land	1	Grimsby Road	Possibly the site that the Louth United Football Club wished to utilise. FOG felt the unitary authority would likely want to keep the asset, viewing it as an extension to the industrial estate.
Bus Station	1	Queen Street	FOG felt the unitary authority would want to keep the bus station.
Commercial Properties including Shops	4	Riverhead Road - Navigation Warehouse, New Market Hall, Old Market Hall, Newmarket - The Boars Head Inn	Worries were express for the Old Market Hall that the unitary authority would want to offload the asset. FOG felt that both the New and Old Market Halls should be taken on by LTC if the unitary authority did not want to take ownership, believing that they were important to the town and could be utilised as community spaces. They also saw the Navigation Warehouse as an important asset which should be retained for the town, but the Navigation Trust needed to continue to oversee its day-to-day running. FOG felt that LTC might need to help them to retain.
Car Parks	13	Kiln Lane, Broadbank, Cannon Street, Town Hall, Queen Street, Northgate East, Kidgate, Bridge Street, Newmarket, Linden Walk, Northgate (West), Northgate - Co-operative, Cattle Market,	FOG acknowledged that LTC did not currently have the structure to manage all the sites, so would need time to prepare itself for the task and should perhaps start by taking on a smaller amount to start with, the money from which could be used towards other infrastructure in the town. Members of FOG felt strongly that LTC should undertake due diligence in researching the financial risks of car park ownership, whether it would require staff to be TUPE'd and agreed it would need more staff to oversee the car parks and the associated admin. It agreed that further conversations were needed.
Depots	2	Warwick Road - Fleet Maintenance, Bolingbroke Road - Waste	FOG felt the unitary authority would want to keep these assets.
Electricity & Gas Sub Station Sites	11	Kidgate Car Park, Northgate West Car Park, Wood Lane - East end of playing field, Northgate - Town Hall Car Park, Fairfield Ind Estate - Tattershall Way, Fairfield Ind Estate - Lincoln Way, Fairfield Ind Estate - Nottingham Road, Fairfield Ind Estate - Bolingbroke Road (Phase B), Fairfield Ind Estate (Phase B), Linden Walk, Wood Lane - West end of Playing Field	FOG believed they would likely be powering commodities such as street amenities/infrastructure, and therefore would most likely be retained by the unitary authority.
Industrial Properties	6	Lincoln Way - Fairfield Enterprise Centre, Nottingham Road - Remaining Land West of Railway, Grimsby Road - Land East of Railway Line, Fairfield Ind Estate - Tattershall Way - Lorry Park, Fairfield Ind Estate - Planting & Lagoon Areas, Fairfield Ind Estate - Scarborough Road - Tennis Centre	The properties would likely stay under the control of the unitary authority or would likely be sold if not. The Town Clerk suggested that, if LTC was to take ownership of one of the properties, such as the Fairfield Enterprise Centre, it could be utilised by LTC as offices if LTC needed to expand. One felt that LTC should support the Tennis Club in retaining its lease at the Tennis Centre if needed. FOG agreed that all needed to be protected and a conversation to ensure this might be required.

LOUTH TOWN COUNCIL
 GENERAL DATA PROTECTION REGULATIONS (GDPR) DATA MAP
 Last Reviewed March 2024, Next Review 2024/27

Contact Name Lynda Phillips
 Contact Address LTC, Sessions House, Eastgate, Louth, LN11 8AU
 Contact Phone No 01507 355885
 Contact Email cten@louthtowncouncil.gov.uk

Council Function	Purpose of Processing	Category of Personal Data	Where and how is the data stored?	What security measures are in place?	Why do we need the data?	Categories of Processors (Data processors, on behalf of data controller)	Names of Third Countries of International Organisation that Personal Data are Transferred to, if outside the UK (if applicable)	Retention Schedule (Minimum Period)	Article 6, Lawful Basis of Processing Personal Data	Article 9 Conditional for Processing Special Category Data
Representation	Mayor's invitations/engagements	Identity, contact information	Hard drive/cloud/filing cabinet/	Password, encryption, locked office/cabinet	Management	Cloud storage provider, website host	N/A	As long as necessary	Consent, public task	Usually NO special category data. Exceptions may be: Dietary requirements revealing religion (e.g. Kosher/Halal) Acceptable - HIV related - health data Article 9 condition: Explicit consent or Substantial public interest - equality of opportunity
	Councillors - BOJ dispensations, acceptance of office, contact details	Identity, contact information, special category data	Hard drive, cloud, filing cabinet	Password, encryption, locked office/cabinet	Legal requirement	Website host, cloud storage provider, other authority	N/A	Term of office	Legal obligation, consent	Can contain special category data e.g. political affiliation. Substantial public interest conditions (UK GDPR Article 9(2)(g)) (See ADP)
	Members	Identity	Hard drive, email to Councillors, on website, cloud, filing cabinet	Password, encryption, locked office/cabinet	Legal requirement	Cloud storage provider, website provider, email provider	N/A	Indefinite	Legal obligation, public task	May include special category data. Notable public by the data subject (UK GDPR Article 9(2)(f) or Substantial public interest conditions (UK GDPR Article 9(2)(g)) or legal claims (UK GDPR Article (7)) (See ADP)
	Planning - planning applications, works to trees, appeals, enforcement	Identity, contact information	Hard drive, email to Councillors, on website, social media, cloud, filing cabinet	Password, encryption, locked office/cabinet	Consultation	Website host, cloud storage provider, email provider	N/A	Until completed	Public task	May include special category data relating to disabilities. UK GDPR Article 9(2)(e) (See ADP) made public by the data subject.
	Finance	Invoices sent, received, paid Receipt books Paying in book Cheques Grant applications Interest banking - council's mortgage Interest banking - receiving payments	Identity, contact information, bank details Identity Identity Identity, contact information, bank details Identity, contact information Identity, bank details	Hard drive, cloud, email system, filing cabinet Filing cabinet, safe, hard drive, cloud, website Filing cabinet, safe, hard drive, cloud, website Website, filing cabinet, hard drive, cloud Hard drive, cloud, filing cabinet	Password, encryption, locked office/cabinet Password, encryption, locked office/cabinet	Management/financial/Sales Management/financial Management/financial Management/financial Management/financial Management/financial	Cloud storage provider, email provider, website host, software, website host Cloud storage provider, accounts software, website host Cloud storage provider, accounts software, website host Cloud storage provider, website host, email provider Cloud storage provider Cloud storage provider, website host, email provider	N/A N/A N/A N/A N/A N/A	6 years 6 years Last completed audit year Stops - Last completed audit year, Received 6 years 6 years or longer if there is an action - future legal Whilst still valid Indefinite	Contract, legal obligation, public task Legal obligation Legal obligation Public task, Consent Legal obligation Legal obligation
Employer	Payroll and pension	Contact information, identity (including MN), bank details	Hard drive, cloud, filing cabinet	Password, encryption, locked office/cabinet	Management/Legal Requirement	Payroll software, cloud storage provider	N/A	12 years	Contract, legal obligation	Employment, social security and social protection (UK GDPR Article 9(2)(b)) or Substantial public interest conditions (UK GDPR Article 9(2)(g)) or Health and social care (UK GDPR Article 9(2)(h)) (See ADP)
	Job applications	Identity, contact information, special category data	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management/Legal Requirement	Email provider, cloud storage provider	N/A	6 months	Contract, legal obligation	Employment, social security and social protection (UK GDPR Article 9(2)(b)) (see ADP)
	Employment contracts	Identity, contact information, bank details, special category data	Hard drive, cloud, filing cabinet	Password, encryption, locked office/cabinet	Management/Legal Requirement	Cloud storage provider	N/A	6 years	Contract, legal obligation	Employment, social security and social protection (UK GDPR Article 9(2)(b)) (see ADP)

Cemetery	Interment and memorial applications NOXX's gateway	Identity, contact information	Outside organisations	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management/Legal Requirement	Email provider, cloud storage provider	N/A	Legal obligation	Usually NO special category data Exception: Requests for accessibility adjustments - Health data Religious burial requirements - religion Article 9 condition Substantial public interest - equality of opportunity Explicit consent for optional religious detail
	EXRT Certificates	Identity, contact information	Outside organisations	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management/Legal Requirement	Email provider, cloud storage provider	N/A	Legal obligation	Usually NO special category data Exception: Requests for accessibility adjustments - Health data Religious burial requirements - religion Article 9 condition Substantial public interest - equality of opportunity Explicit consent for optional religious detail
	World records - informal/seasonal activities 188 stars, GS signs	Identity, contact information	N/A	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management/Legal Requirement	Email provider, cloud storage provider	N/A	Legal obligation	Usually NO special category data Exception: Requests for accessibility adjustments - Health data Religious burial requirements - religion Article 9 condition Substantial public interest - equality of opportunity Explicit consent for optional religious detail
Serving the public	Emails - public, organisations	Identity, contact information	Councillors, other local authorities, outside organisations (at with permission)	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management	Email provider, cloud storage provider	N/A	Public task	Legal claims (UK GDPR Article 9(2)(j) or Substantial Public Interest (UK GDPR Article 9(2)(g)) Special category data Explicit consent for optional religious detail
	Calls - public, organisations	Identity, contact information	Councillors, other local authorities, outside organisations (at with permission)	Local electronic storage/physical note	Locked office, encrypted voice exchange	Management	Phone provider, email provider (voicemails)	N/A	Public task	Legal claims (UK GDPR Article 9(2)(j) or Substantial Public Interest (UK GDPR Article 9(2)(g)) Special category data Explicit consent for optional religious detail
	Emergency Plan	Identity, contact information	Restricted version published on website Other local authorities	Hard drive, cloud, website, filing cabinet	Password, encryption, locked office/cabinet	Public Service	Website host, cloud storage provider	N/A	Public task	No special category data Usually NOT special category data
	Competitions (Lovely Louth, Festive Window)	Identity, contact information	Website, social media platforms (with permission)	Hard drive, cloud, email system, website, filing cabinet	Password, encryption, locked office/cabinet	Public Service	Website host, cloud storage provider	N/A	Consent	Usually NOT special category data Exception: Religious symbols Article 9(2)(g) Explicit consent
	Hubbard's Hills tree planting	Identity, contact information	N/A	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management/Public Service	Email provider, cloud storage provider	N/A	Consent	Usually NOT special category data Article 9(2)(a) Explicit consent
Landowner	Alignments	Identity, contact information	Outside organisations (with permission)	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management	Email provider, cloud storage provider	N/A	Contract	Usually no special category data
	Lease (Julian Bower, etc), leases, contracts	Identity, contact information	Councillors, outside organisations such as Legal Accessors	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management	Email provider, cloud storage provider	N/A	Contract	Usually no special category data
Misc	Contractors - quotes and tenders	Identity, contact information, bank details	Councillors	Hard drive, cloud, email system, filing cabinet	Password, encryption, locked office/cabinet	Management	Email provider, cloud storage provider	N/A	Contract	No special category data
	Electrical job	Identity, contact information	N/A	Hard drive, cloud, email system	Password, encryption	Management	Cloud storage provider	N/A	Legal obligation	No special category data No special category data

Louth Town Council

APPROPRIATE POLICY DOCUMENT

Introduction

Louth Town Council needs to process personal data about the customers of its facilities, its Councillors and current and former staff to carry out its functions. As part of its operations, it is also sometimes necessary for the Council to process special category data. Special category data (defined by Article 9 of the UK General Data Protection Regulation (GDPR)) and sensitive data (defined by section 35 of the Data Protection Act 2018 (DPA)) is personal data which reveals:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health
- data concerning a natural person's sex life or sexual orientation

Article 10 of the UK GDPR applies to the processing of personal data relating to criminal convictions and offences or related security measures. Section 11(2) of the DPA 2018 provides that criminal offence data includes data which relates to the alleged commission of offences and related proceedings and sentencing. Information about victims and witnesses of crime is also included in the scope of data relating to criminal convictions and offences.

This policy meets the requirement in the DPA 2018 for an appropriate policy document which details the lawful basis and conditions for processing and safeguards Louth Town Council has put in place when processing special category data and criminal offence data.

Description of Data Processed

The Louth Town Council Privacy Statement has more information about the information processed by the Council, the legal basis for processing and what the information is used for.

Special Category Data

Louth Town Council processes special category personal data under the following legal basis:

- Article 9(2)(a) – explicit consent. An example of which would include health information we receive from employees or Councillors who require additional support.
- Article 9(2)(b) – where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the Council or the data subject in connection with employment, social security, or social protection. For examples where the Council processes staff sickness and absences information.
- Article 9(2)(c) – where processing is necessary to protect vital interests. An example of this processing would be using health information about a member of staff or Councillor in a medical emergency.
- Article 9(2)(f) – for the establishment, exercise, or defence of legal claims. Examples of this processing include processing relating to any employment tribunal or other litigation.
- Article 9(2)(g) – reasons of substantial public interest. For example, to comply with other obligations imposed on the Council in its capacity as a public authority e.g., the Equality Act.
- Article 9(2)(i) – where processing is necessary for public health. For example, in relation to the Council's processing of data in response to the Covid-19 pandemic.

Section 10(3) of the DPA 2018 sets out that for processing of special categories of personal data and criminal offence data to be necessary for reasons of substantial public interest under Article 9(2)(g) of the UK GDPR, that processing must meet one of the conditions set out in Part 2 of Schedule 1.

The Council processes special category and criminal offence data in the performance of its statutory and corporate functions when the following conditions set out in the following paragraphs of Part 2 of Schedule 1 to the DPA 2018 are met:

- paragraph 6 Statutory etc and government purposes

Louth Town Council

APPROPRIATE POLICY DOCUMENT

- paragraph 8 Equality of opportunity or treatment
- paragraph 10 Preventing or detecting unlawful acts
- paragraph 12 Regulatory requirements relating to unlawful acts and dishonesty etc.
- paragraph 18 Safeguarding of children and individuals at risk
- paragraph 19 Safeguarding of economic well-being of certain individuals

Criminal Offence Data

Louth Town Council processes criminal offence data under Article 10 of the GDPR. Examples of our processing of criminal offence data include pre-employment checks and declarations by an employee in line with contractual obligations. All processing might also be for others dependent on the context. The Council may also process special category personal data in other instances where it is not a requirement to keep an appropriate policy document. The processing of such data respects the rights and interests of the data subjects.

Compliance with the Data Protection Principles

In accordance with the accountability principle, the Council maintains records of processing activities under Article 30 of the UK GDPR and section 61 of the DPA 2018. The Council will carry out data protection impact assessments (where appropriate) in accordance with Articles 35 and 36 of the UK GDPR and section 64 of the DPA 2018 to ensure data protection by design and default. The Council follows the data protection principles set out in Article 5 of the UK GDPR, and Part 3, Chapter 2 of the DPA 2018 for processing, as follows:

Accountability Principle

The Council has put in place appropriate technical and organisational measures to meet the requirements of accountability. These include:

- The appointment of the Clerk as data control officer
- Taking a ‘data protection by design and default’ approach.
- Maintaining documentation of processing activities.
- Adopting and implementing data protection policies. Implementing contracts with data processors where appropriate.
- Implementing appropriate security measures in relation to personal data.
- Carrying out data protection impact assessments (where required).
- Regular review of accountability measures.

Principle (a): Lawfulness, Fairness, and Transparency

- The Council provides clear and transparent information about the processing of personal data including the lawful basis for that processing in the Council’s Data Map, Privacy Statement and this policy document.

Principle (b): Purpose Limitation

- The Council processes personal data for purposes of substantial public interest as explained above when the processing is necessary to fulfil statutory and corporate functions. The Council is authorised by law to process personal data for these purposes.
- Where the Council shares data with another organisation, the Council shall document that sharing and implement a data sharing agreement (where required).
- The Council shall not process personal data for purposes incompatible with the original purpose it was collected for.

Principle (c): Data Minimisation

- The Council shall collect personal data necessary for the relevant purposes and ensure it is not excessive. The information processed is necessary for and proportionate.
- Where personal data is provided to the Council or obtained but is not relevant to our stated purposes, it will be erased.

Principle (d): Accuracy

- The Council shall ensure that where personal data is identified as inaccurate or out of date, having regard to the purpose for which it is being processed, and the Council will take every reasonable step to ensure that data is erased or rectified without delay. If the Council decides not to either erase or rectify it, for example because the lawful basis means those rights don’t apply, the decision will be documented.

Louth Town Council

APPROPRIATE POLICY DOCUMENT

Principle (e): Storage Limitation

- All special category data processed by the Council for the purpose of employment or substantial public interest is, unless retained longer for archiving purposes, retained for the periods set out in the Council's Retention of Documents Policy. This retention policy is reviewed regularly and updated when necessary.

Principle (f): Integrity and Confidentiality (Security)

- The Council ensures that electronic information is processed within our secure networks. Hard copy information is processed in line with our security procedures. The systems used to process personal data allow data to be erased or updated as required. Electronic systems and physical storage have appropriate access controls applied.

Retention and Erasure Policies

We will ensure that:

- our Data Map is kept up to date
- disposal of Special Category/Criminal Offence information is carried out securely
- we assess the right retention period for SC/CO data by considering the following:
 - the amount, nature, and sensitivity of the personal data
 - the potential risk of harm from unauthorised use or disclosure
 - the purposes for which we process the data and it can be achieved through other means
 - any legal or regulatory requirements

Other Documentation

This policy should be read in conjunction with the Council's:

- Data Protection Policy
- Retention of Documents and Records Policy
- Data Breach Guidance
- General Privacy Notice

Policies and Procedures can be viewed here:

<https://www.louthtowncouncil.gov.uk/council-documents/>

Policy Review

This policy was last approved by Louth Town Council on 24th March 2026. It is reviewed annually.

References: This Policy document was developed using the ICO APD template 20191104 V1.0 and the HMRC appropriate Policy document updated 7 June 2019 in line with the terms of the Open Government Licence (nationalarchives.gov.uk).

Louth Town Council

RESERVES POLICY

This policy sets out how the Council will ensure that an appropriate level of reserves is maintained.

INTRODUCTION

Louth Town Council (the Council) is required to maintain sufficient financial reserves to meet the needs of the organisation. By statute it should have regard, when setting its budget, for:

- a. the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure; and
- b. such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide specifies that:

“The authority needs to have regard to the need to put in place a General Reserves Policy and have reviewed the level and purpose of all Earmarked Reserves”

There are two types of reserves:

General Reserves

The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of the level of income and expenditure but also the risks to that income. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked Reserves

Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs, in particular, may give rise to enquiries from internal and/or external auditors.

POLICY STATEMENT

The Council will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the current annual precept figure or the previous year's net running costs (whichever is the highest).

In 2024/25 net running costs totalled £362,590.87. The annual precept in 2025/26 was £349,918.64.

It follows that one month's average running costs total £30,215.91. 3 months average running costs total £90,647.72. 10% of which equals £9,064.77.

Therefore, in 2025/26 the Council will ensure that the level of its general reserve remains above £99,712.49.

Checks will be undertaken by the Town Clerk who will report to the Governance and Finance Committee if this figure is not met.

Good morning,

I wondered if you would add an item to your next agenda please for Louth's Town Councillors to discuss? About pavement parking. I have already written to our MP about this and received the attached reply from the Minister for Local Transport.

National Government will be giving local authorities the powers to address pavement parking effectively through legislation to be introduced later in 2026. I would like the Town Council to support a full ban on pavement parking and to ask Louth's County Councillor to support a full ban and for LCC to give powers to Parking Enforcement Officers to issue fines.

Something like:

To consider supporting pavement parking restrictions in Lincolnshire.

I have also attached a draft letter which could be sent to Louth's County Councillors, requesting their support. Please feel free to share this with Town Councillors.

Kind regards,



Department for Transport

Rt Hon Victoria Atkins MP
House of Commons
London
SW1A 0AA

From the Parliamentary
Under Secretary of State
Lilian Greenwood MP

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000
E-Mail: lilian.greenwood@dft.gov.uk

Web site: www.gov.uk/dft

8 January 2026

Dear Victoria,

I am writing to inform you that today I announced to Parliament the publication of the Government's long-awaited response to the 2020 public consultation 'Pavement parking: options for change'. In short, we are giving local authorities the powers they need to address pavement parking more effectively, while ensuring consistency, clarity, and fairness for all road users.

As you know, pavement parking is an issue that resonates deeply with communities across our country. The impact is felt by many; particularly people living with sight-loss, mobility or sensory disabilities, older adults, parents with young children, and anyone who relies on safe, accessible pavements to move around independently.

The measures the government is taking forward support our commitment to improve transport users' experience, ensuring that our roads and pavements are safe, reliable, and inclusive. We are taking forward a new, devolved approach to pavement parking, reflecting our commitment to decisions being made closer to the communities they affect. Local leaders know their communities best, so they are in the strongest position to meet local needs effectively. While the overarching objective to make pavements accessible and safe remains unchanged, rather than introducing a 'one size fits all' national prohibition which was one of the consultation options, we will enable local transport authorities to prohibit pavement parking across their areas at the next legislative opportunity.

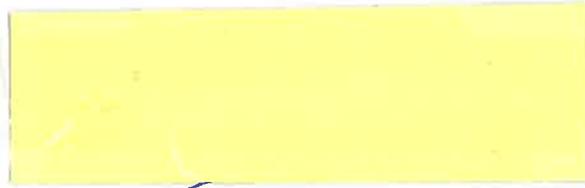
In strategic authority (SA) areas outside of London, the power would be vested in the SA as the Local Transport Authority. In non-SA areas the power will be vested in the LTA (which is the highest local government tier, i.e., a Unitary Authority or a County Council). This will support more responsive and inclusive transport planning in the interests of local communities.

In the meantime, secondary legislation will be introduced in 2026 to enable local authorities to enforce against unnecessary obstruction of the pavement. This provides a practical and proportionate interim solution, allowing councils to act where pavement parking is observed by uniformed civil enforcement officers. This power will sit alongside existing Traffic Regulation Order making powers, enabling councils to enforce pavement parking restrictions both where TROs are in place and in other areas where obstruction occurs. The Department for Transport will issue Statutory Guidance to support local authorities in using this power.

Taken together, these steps will give local authorities the powers they need to address pavement parking effectively, while ensuring consistency, clarity, and fairness for all road users.

I am grateful to you for your patience, and for your tireless work to campaign, both inside and outside Parliament, to highlight the challenges posed by pavement parking.

Best wishes,



LILIAN GREENWOOD MP

MINISTER FOR LOCAL TRANSPORT

11th March 2026

Dear County Councillor,

Councillors have asked me to write to you regarding pavement parking. The Council understand that National Government will be giving local authorities the powers to address pavement parking effectively through legislation to be introduced later in 2026.

The Council are asking LCC to introduce a complete ban on all pavement parking and implement fines for vehicles parked both partially and fully on the pavement, and to give powers to Parking Enforcement Officers to issue these fines.

Pavement parking is a problem for blind and partially-sighted people, parents with pushchairs and young children, wheelchair users and others who use mobility aids. When vehicles are parked on the pavement, it can force pedestrians into the road which is unsafe; priority should be given to pedestrians and their safety. A complete ban on pavement parking will ensure the roads are for vehicles and the pavements are for pedestrians.

A YouGov poll commissioned by UK Charity Living Streets found that 62% of adults over 65 in England were worried about obstructions on the pavement. Every day, parents and children are putting themselves at risk because of pavement parking. 87% of parents have had to walk into the road because of pavement parking and 80% would be more likely to walk their child to school if there wasn't pavement parking. Moreover, a Living Streets FOI request (2018) found that 93% of local authorities in England have received complaints from members of the public about pavement parking.

Driving onto and parking on the pavement also damages the pavement and kerbs over time, which can create trip hazards as well as add to costs for repair works. Living Streets' recently published report found that healthcare and personal injury claims from pedestrian falls may cost local authorities and the NHS as much as £500 million annually.

The 2020 DfT consultation on pavement parking received over 15,000 responses, with the majority of individuals (81%) and organisations (96%) reporting pavement parking as a problem in their area.

Pavements are for pedestrians. By introducing a complete ban on pavement parking, LCC will be showing their commitment to ensuring footpaths are safe for all pedestrians and it keeps vehicles on the road! The Council asks that you raise this with your colleagues on the County Council to support a ban on pavement parking and implement fines.

Once National Government has passed the legislation, I will write again to ask for your support and request that LCC creates a plan to follow the guidance, and rollout of measures across the county.

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 3rd MARCH 2026**

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

Present Councillors: T. Ball (TB), Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), H. Steer (HS).

Councillors not present: Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

One member of the public, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauru-Adlard were also present.

P88. Apologies for Absence

Apologies for absence were received from Cllrs. PFW, DEW and HF, who would be leaving the meeting at 8.30pm.

P89. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of East Lindsey District Council (ELDC).
- b. Cllr. DH – Items 4, 5, 6, and 7 as a member of ELDC.
- c. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.

P90. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 10th February 2026 be approved as the minutes.

P91. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 03-03-26) and it was proposed, seconded and **RESOLVED** to support all applications.

P92. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC approved – 03810/25/FUL – Planning Permission – Land adjacent to 38 Stewton Lane, LN11 8SB – LTC supported 20/01/26.
- ii. ELDC approved – 03582/25/FUL – Planning Permission – 3 St. Mary's Lane, LN11 0DU – LTC supported 09/12/26.
- iii. ELDC approved – 03181/25/FUL – Planning Permission – 45 Westgate, LN11 9YE – LTC remained neutral 21/10/25.
- iv. ELDC approved – 03182/25/LBA – Listed Building Consent – 45 Westgate, LN11 9YE – LTC remained neutral 21/10/25.
- v. ELDC approved – 03600/25/RVC – Section 73 Application – Rosemary Cottage, 52b St. Mary's Lane, LN11 0DT – LTC supported 09/12/25.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between Broadbank and Union Street).
Period of Restriction: 16/02/26 – 18/02/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – Commercial Road (between 30m and 80m southeast of Riverhead Road).
Period of Restriction: 07/04/26 – 09/04/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

- iii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – leak repair.
Nature and Location of Restriction: Emergency Road Closure Order – Stewton Lane (between No. 44 and No. 48)
Period of Restriction: 24/02/26 – 02/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

P93. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to support the following proposed works to trees:

- a. **Proposals:** T1 – Silver Birch – Removal. T2 – Sycamore – Pollard leaving it at a height of 5m. **Location:** 7 St. Mary’s Lane, LN11 0DU. **Reasons:** T1 – Silver Birch – Tree is in decline and has been for some time. T2 – Sycamore – Tree has been poorly pruned previously.
- b. **Proposals:** T1 – Hornbeam – Re-pollard to previous pollard points leaving a height of 5m. T2 – Lawson Cypress – Reduce height from 24m leaving a height of 19m. Single main stem splitting into 3 stems each main union has included bark. T3 – Cedar – Reduce lateral spread only from 11m leaving an overall canopy spread of 8m from the main stem. **Location:** 5 St. Mary’s Lane, LN11 0DU. **Reasons:** T1 – Hornbeam – Tree has passed its 5-year cycle. T2 – Lawson Cypress – Reducing the height will limit the wind sail and relieve pressure from the unions. High risk targets within failing zones. T3 – Cedar – some limbs are overextending and carry a lot of weight. Tree is heavily weighted in the direction of lean.

P94. Proposed Waiting Restrictions

a. **Newmarket**

After discussion, it was proposed, seconded and **RESOLVED** to support the waiting restrictions proposed by LCC at Newmarket.

NB: Cllr. GEH voted against the proposal.

NB: Cllr. Mrs. EB abstained from voting on the proposal.

b. **Eastfield Road**

It was proposed, seconded and **RESOLVED** to support the waiting restrictions proposed by LCC on Eastfield Road.

P95. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 24th March 2026.

The Meeting closed at 8.19pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00217/26/FUL	Planning Permission	Mr. N. Wray	Extension and alterations to existing dwelling to provide additional living accommodation.	18 Tudor Drive, Louth, LN11 9EE - St. Mary's Ward	No	New	Support.	25/03/2026
2	ELDC	00119/26/RVC	Section 73 Application	Mr. M. Ramsden	Section 73 application to remove condition 4 (holiday occupancy) previously imposed on planning permission ref. no. N/105/01511/24 for the change of use of existing land to use as dog training/exercise area and change of use of stables to form 1no. holiday let.	The Stables, 117 Horncastle Road, Louth, LN11 9QT - St. Mary's Ward	No	New	Object, this area is not within the residential area of the town. Condition 4 should remain in place.	25/03/2026
3	ELDC	00194/26/FUL	Planning Permission	Mr. L. Farquharson	Change of use, extensions and alterations to a former office, which is a listed building, to form an apartment hotel.	17 Cornmarket, Louth, LN11 9QA - Priory Ward	Yes	New	Support.	02/04/2026
4	ELDC	00300/26/FUL	Planning Permission	InstaVoit Ltd	Installation of 4no. rapid electric vehicle charging stations and ancillary equipment. Existing feeder pillar on site to be removed and replaced with updated kiosk.	Mcdonalds Restaurant Lincoln Way Fairfield Industrial Estate Louth Lincolnshire LN11 0LS - North Holme Ward	No	New	Support.	06/04/2026
5	ELDC	00317/26/NMA	Non Material Amendment	Mr John Waites	Non material amendment (house design) to that previously approved under planning permission ref. no. N/105/00073/20	Former 23 The Paddock, Orchard Close, LN11 0BS - St. James' Ward	No	Amendment	The PWG noted that LTC has not officially been consulted on this case but has been made aware of it by concerned neighbours. LTC to discuss at Planning Committee. PWG recommend that the complaint be directed to the Planning Officer at ELDC.	31/03/2026

**PLANNING COMMITTEE 24th MARCH 2026
PLANNING CORRESPONDENCE TO NOTE**

1. **ELDC Planning Decisions**
 - a. ELDC approved – 00005/26/FUL – Planning permission – 48 St. Mary’s Lane, LN11 0DT – LTC supported 03/03/26.
2. **Temporary Traffic Restrictions**
 - a. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Keddington Road (between Victoria Road and a point 40m southwest).
Period of Restriction: 06/03/26 – 12/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - b. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – cover and frame repair.
Nature and Location of Restriction: Emergency Road Closure Order – South Street (between property numbers 24 and 27).
Period of Restriction: 19/03/26 – 20/03/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
 - c. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – water supply repair.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Monks Dyke Road and a point 40m north).
Period of Restriction: 16/03/26 – 17/03/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
 - d. **Organisation Responsible for Restriction:** Cadent Gas.
Reason for Restriction: Emergency – gas escape repairs.
Nature and Location of Restriction: Emergency Road Closure Order – Eastgate (between Commercial Road and Trinity Lane).
Period of Restriction: 12/03/26 – 17/03/26 (restrictions to be implemented for 6 days as and when required during this period. Signage will be displayed on site in advance).
 - e. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Union Street (between property numbers 2 and 6).
Period of Restriction: 17/03/26 – 23/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - f. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – Love Lane (between B1200 and a point 40m south).
Period of Restriction: 27/04/26 – 08/05/26 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).
 - g. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – fire hydrant repair.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between Mill Lane and a point 40m northeast).
Period of Restriction: 17/03/26 – 23/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

South Job Cens Area.

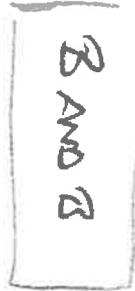
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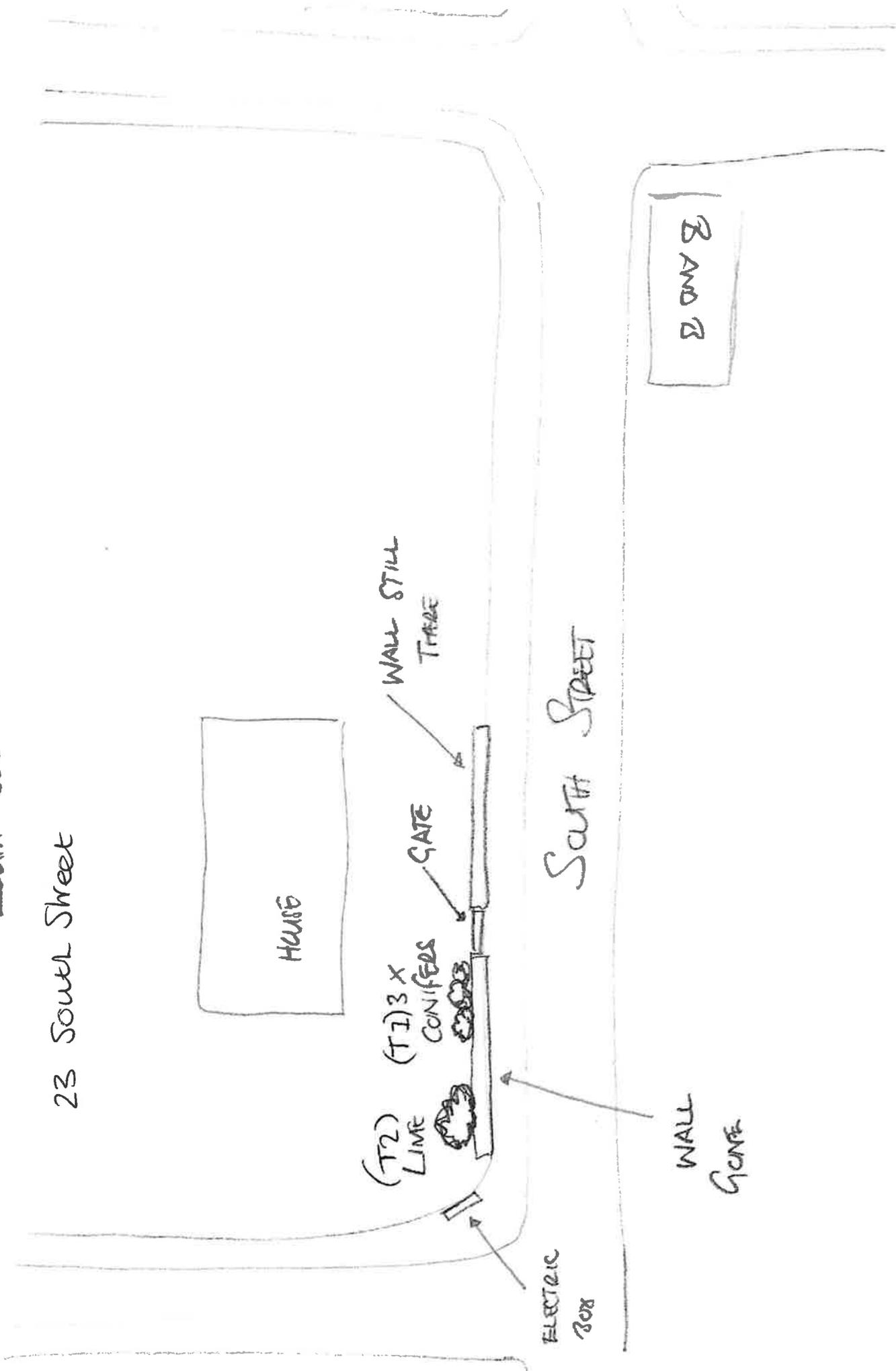
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SOUTH STREET

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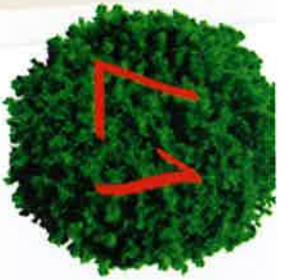


94 Newmarket .

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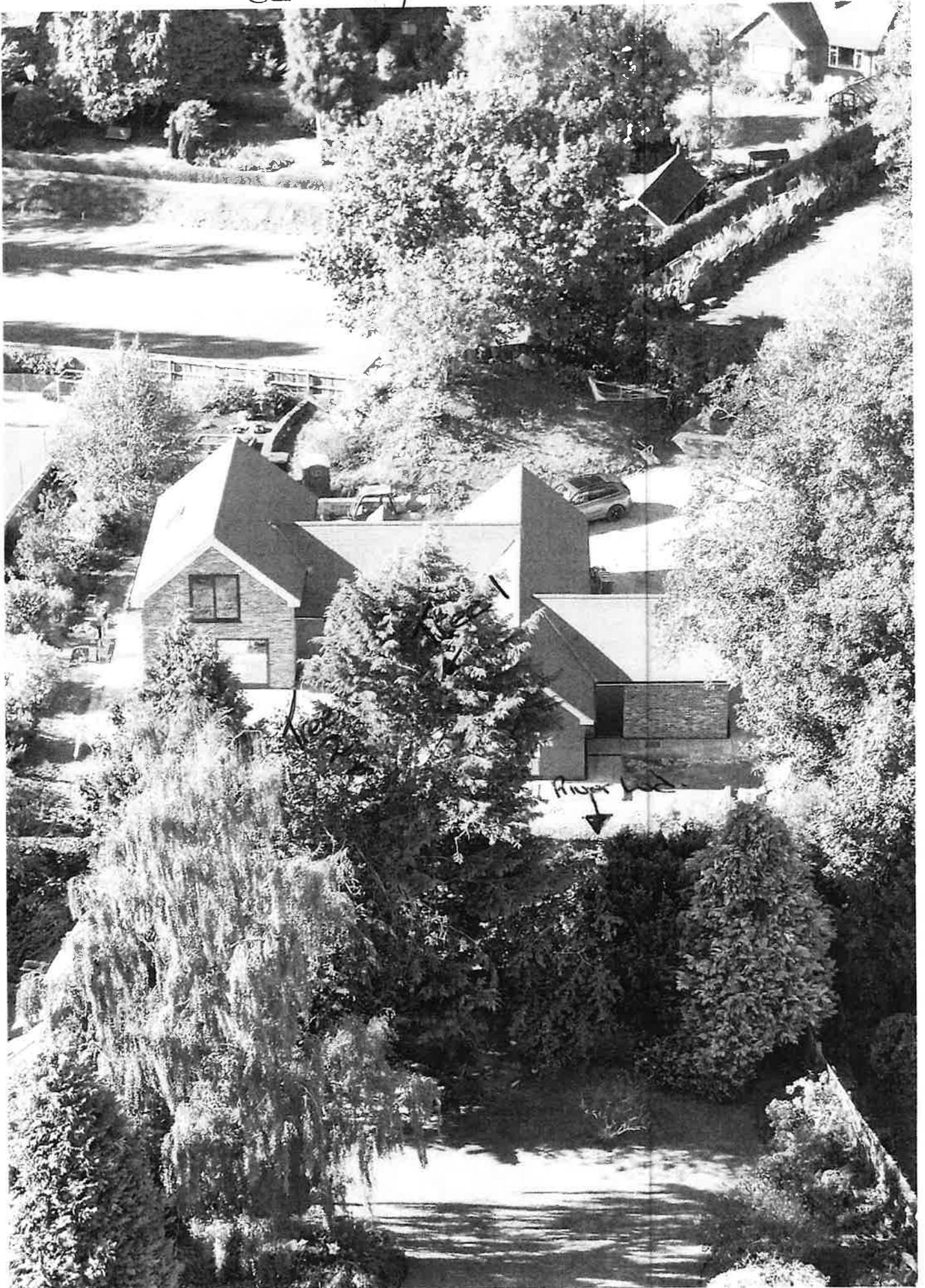
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82 Westgate



82 Westgate



Draft Standard Town Council Response

Statement of Concerns

Infrastructure and Services Capacity for new Planning Applications

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

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

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

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

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

In addition, conditions should be closely considered and should reflect the needs of the community. Developers should be responsible for providing open space, tree lined streets, landscaping, play areas, sufficient bins, dog bins and for designing into their scheme, pathways into town and circular road routes so that the local Nipper bus service can be taken advantage of.

Piecemeal developments should not be looked at individually but as a whole and planned properly.

The Town Council therefore urges ELDC to give full weight to these considerations and to ensure that robust evidence, appropriate mitigation measures, necessary infrastructure contributions are in place prior to the approval of development proposals and that ELDC make sure that boundary reviews take place so that the town's resources are not supporting residents who do not contribute to them.