

# Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



# Annual Meeting - Election of Mayor

To the Members of the Town Council of Louth:

You are hereby summoned to attend the Annual Meeting of Louth Town Council and meetings of its Planning, Community Resources, Governance and Finance and Personnel Committees which will be held on Thursday 6<sup>th</sup> May 2021 by Zoom Video Conference at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

The meeting will begin at 7pm unless there is a need to hold a public forum. Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) should advise the Town Clerk, using the above email address, in advance and may 'join' the meeting using the following details:

To join by computer: <https://us02web.zoom.us/j/85069843557?pwd=MjlldWN2Nk13SVdPTGhzb3BNb255Zz09>  
Meeting ID: 850 6984 3557 Passcode: 225129

To join by telephone: +44 203 901 7895, +44 131 460 1196, +44 203 051 2874, +44 203 481 5237, +44 203 481 5240.  
Meeting ID: 850 6984 3557 Passcode: 225129

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 29<sup>th</sup> Day of April 2021

## AGENDA

### TOWN COUNCIL (Membership: All Cllrs.)

#### **1. Election of Mayor (Chairman)**

Council to receive nominations and to elect the Mayor of Louth (Chairman) to hold office until the Annual Meeting of Louth Town Council in 2022, followed by:

- a) Mayor to sign the Declaration of Acceptance of Office
- b) Vote of Thanks to Retiring Mayor
- c) Appointment of Chaplain, The Mayor will announce the arrangements he would like to make.

#### **2. Election of Deputy Mayor**

Council to receive nominations and to elect Deputy Mayor (Vice Chairman) to hold office until the Annual Meeting of Louth Town Council in 2022.

#### **3. Apologies for Absence**

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

**4. Declarations of Interest**

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.

**5. Council Minutes**

To approve as a correct record the notes of the Council Meeting held on 30<sup>th</sup> March 2021. (Attached).

**6. Committee Minutes**

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

- a) Planning – 16<sup>th</sup> March 2021
- b) Governance and Finance – 16<sup>th</sup> March 2021
- c) Community Resources – 2<sup>nd</sup> February 2021

**7. Louth Town Council Governance**

Council to confirm that Governance Documents such as Standing Orders, Financial Regulations, Risk Management and Internal Controls, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, all policies relating to GDPR, the Handling Freedom of Information Requests Policy, Media Policy and other policies and procedures were reviewed and adopted in 2020/21. (Available to view from the office or print at [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk)).

**8. Committees of the Council**

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to re-establish Committees, as Committees of Louth Town Council and confirm terms of reference / delegated authority as contained within Standing Orders and confirm membership:

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members
- c) Community Resources Committee (C), All Members; and
- d) Personnel (H) Committee, 5 Members, (Existing: JMS, SC, EB, GEH, DEW)

**9. Town Clerk**

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations and as previously approved on 30<sup>th</sup> March 2021.

**10. Representation on External Bodies and Arrangements for Reporting Back**

Council to note or resolve upon representation as follows:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC, Mrs. JS and AL. Council to note that Cllr. Mrs. SEL's term of office will expire in May 2021 and she would like to stand again. Council to elect a representative.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, Mrs. EB and Mrs. SC.
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW with Cllrs. Mrs. JS to substitute, as required.
- d) CCTV Partnership – Cllrs. Mrs. EB, AC and Town Clerk

**11. Council's Membership of Other Bodies**

Council to note that Louth Town Council is a subscriber to / associate of / registered with:

- a) Lincolnshire Association of Local Councils (LALC)
- b) National Association of Local Councils (NALC)
- c) LALC Annual Training Scheme
- d) Historic Towns Forum (Free associate)
- e) The Federation of Burial and Cremation Authorities
- f) The Information Commissioners Office
- g) The Institute of Cemetery and Crematorium Management

**12. Meetings of the Council**

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to approve:

- a) Details of future meetings of Louth Town Council and Committees. These to be physical meetings unless legislation allows. (Attached).
- b) The Town Clerk to issue summons accordingly

**13. Working Groups**

Council to re-establish the Events Working Group and Past Mayors Working Group as working groups to the Council and approve remit and membership. (Attached).

**14. Nominated Key Holders**

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm nominated key holders of The Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building's alarm being activated overnight or at weekends. Current key holders: FWPT, DJ, DH, SC.

**15. Cheque Signatories**

Council to note signatories, as follows:

- a) Lloyds Account – EB, SEL, JMS, AL, DEW
- b) NSI Account – SC, EB, Mrs. SEL, DH and AL

**PLANNING COMMITTEE****(Membership: All Cllrs.)****1. Election of Planning Committee Chairman**

The Mayor will initially take the chair for this item.

Committee to receive nominations and to elect the Chairman of the Planning Committee to hold office until the Annual Meeting of Louth Town Council in 2022.

**2. Election of Planning Committee Vice Chairman**

Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2022.

**3. Apologies for Absence**

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

**4. 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.

**5. Minutes**

To approve as a correct record the notes of the Planning Committee meeting held on 13<sup>th</sup> April 2021.

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

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 05-06-21).

**7. Planning Correspondence**

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

**8. Working Group**

Committee to re-establish the Planning Working Group as a working group to the Committee and approve remit and membership. (Attached).

**9. Street Naming**

Council to consider approving the name Kenwick View or Kenwick Mews for use on a new development of 13no. dwellings off Kenwick Gardens N/105/00704/21/21.

**10. Proposed Work to Trees**

Committee to ratify the comments of the planning working group which were made in support as an extension to the deadline for comments could not be obtained. **Location:** Byford House, 149A Eastgate. **Proposal:** T1 – Cypress – Fell and T2 – Yew – Fell.

## **COMMUNITY RESOURCES COMMITTEE**

### **(Membership: All Cllrs.)**

1. **Election of Community Resources Committee Chairman**  
The Mayor will initially take the chair for this item.  
Committee to receive nominations and to elect the Chairman of the Community Resources Committee to hold office until the Annual Meeting of Louth Town Council in 2022.
2. **Election of Community Resources Committee Vice Chairman**  
Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2022.
3. **Apologies for Absence**  
To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
4. **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.
5. **Minutes**  
To approve as a correct record the notes of the Community Resources Committee meeting held on 30<sup>th</sup> March 2021.
11. **Working Groups**  
Committee to re-establish the Asset Review Working Group, Floral Enhancement Working Group and Tidy Louth Working Group as working groups to the Committee and approve remit and membership. (Attached).

## **GOVERNANCE AND FINANCE COMMITTEE**

### **(Membership: All Cllrs.)**

1. **Election of Governance and Finance Committee Chairman**  
The Mayor will initially take the chair for this item.  
Committee to receive nominations and to elect the Chairman of the Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2022.
2. **Election of Governance and Finance Committee Vice Chairman**  
Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2022.
3. **Apologies for Absence**  
To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
4. **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.
5. **Minutes**  
To approve as a correct record the notes of the Governance and Finance Committee meeting held on 26<sup>th</sup> April 2021.
6. **Working Group**  
Committee to re-establish the Financial Overview Group as a working group to the Committee and approve remit and membership. (Attached).

**PERSONNEL COMMITTEE**  
**(Membership: 5 Cllrs.)**

**1. Election of Personnel Committee Chairman**

The Mayor will initially take the chair for this item.

Committee to receive nominations and to elect the Chairman of the Personnel Committee to hold office until the Annual Meeting of Louth Town Council in 2022.

**2. Election of Personnel Committee Vice Chairman**

Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2022.

**3. Apologies for Absence**

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

**4. 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.

**5. Minutes**

To approve as a correct record the notes of the Personnel Committee meeting held on 16<sup>th</sup> February 2021.

03-30-21 TC MINS

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING  
HELD ONLINE USING THE ZOOM CONFERENCING PLATFORM  
ON TUESDAY 30th MARCH 2021**

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

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC), S. Crew (SC), D. Ford (DF), H. Filer (HF), J. Garrett (JG), D.J.E. Hall (DJEH), G.E. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), K. Norman (KN), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

**Councillors not present:** None

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent and one member of the public were also present.

**298. Apologies for Absence**  
None.

**299. Declarations of Interest / Dispensations**  
Cllr. Mrs. JMS – item 8 and 11 as a member of ELDC and item 12b as member of the Hubbard's Hills Trust.  
Cllr. AL - item 8 as a member of ELDC and item 12b as member of the Hubbard's Hills Trust.  
Cllr. DEW - item 12b as member of the Hubbard's Hills Trust.  
Cllr. DJEH – items relating to ELDC as a member of ELDC.

**300. Council Minutes**  
It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the: 2<sup>nd</sup> March 2021.

**301. Committee Minutes**  
It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following meetings: Planning – 16<sup>th</sup> February 2021 and Government and Finance – 2<sup>nd</sup> February 2021.

**302. Mayor and Deputy Mayor Elect**  
It was **RESOLVED** that Councillor Darren Hobson should be made Mayor Elect for 2021/22 and that Councillor Jeremy Baskett should be made Deputy Mayor Elect for 2021/22.

**303. Future Meetings of the Council**  
The Clerk reported that it was unlikely that any extension would be given to the legislation allowing remote meetings either temporarily or permanently beyond 6<sup>th</sup> May 2021. It was therefore **RESOLVED**:

- a. **Face to Face Meetings** – That a return to face to face meetings should be instigated as soon as legislation requires and arrangements can be made to satisfy government recommendations and the Council's obligations as an employer, relating to Covid-19 such as social distancing, cleaning, checking attendees etc.
- b. **Zoom Subscription** - To renew the Council's annual subscription to Zoom through LALC.
- c. **Annual Council Meeting** - That should the legislation allowing remote meetings not be extended before 29th April the Annual Council Meeting be brought forward to Thursday 6th May to allow it to take place by Zoom in May.
- d. **Annual Town Meeting** - That the Annual Town Meeting be held by zoom and as usual those organisations who received a grant will be invited to attend to give presentations.
- e. **Contingency Planning** – That where delegated authority is already given to the Town Clerk this also be extended to the Town Clerk's Assistant and that the Town Clerk and her Assistant also be given delegated authority for the period commencing 7th May 2021 and finishing no longer than 2 months later (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice) in consultation with the Mayor and Deputy Mayor or the Chairman / Vice

Chairman of the respective substantive committees (i.e. Planning, Governance and Finance, Community Resources and Personnel) to undertake day to day, additional and decisive duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.

- f. **AGAR** – That the Town Clerk requests an extension from the external auditors to return the Annual Governance & Accountability Return (AGAR) which currently has to be signed off by 30<sup>th</sup> June 2021, if required.

### 304. **Care and Protection of Elderly and Vulnerable People**

It was **RESOLVED** that

- a. Louth Town Council send a letter lending its support to ELDC who has written to Victoria Atkins MP and Matt Warman MP to express its concern about the amount of unsolicited nuisance phone calls received by the elderly and vulnerable people and the amount who from this are persuaded/conned out of their money and savings.
- b. That a page would be added to the Town Council's website signposting those with concerns regarding unsolicited mail and nuisance phone calls to organisations offering support and advice and that links to the web page would also be posted on the Council's Facebook page.

### 305. **All Weather AstroTurf Pitch London Road**

It was **RESOLVED** that the Town Councillors (also District Councillors) Cllrs: GEH, AL and Mrs. JMS who are involved in the above through the District Council bring reports back to the Town Council on the progress being made on the replacement AstroTurf by Magna Vitae.

### 306. **Louth Best Loved Tree Competition**

It was **RESOLVED** that Louth Town Council support this competition in principle and could assist as follows:

- a. Promoting the competition's launch and judging.
- b. Supplying a judge (perhaps one of the Councillors involved in Hubbard's Hills as suggested or the Mayor).
- c. The Mayor would assist in presenting the prizes.
- d. Offer advice, if it could (having held the Lovely Louth competition).

**NB.** Cllr. HF left during this item at 8:26pm.

### 307. **Pedestrianisation of Louth**

Due to the concerns that a lack of information had been supplied by Lincolnshire County Council, it was **RESOLVED** to defer this item until the next Planning Meeting and in the meantime contact LCC requesting far more detail on the plan and maps of the complete area. It was noted the deadline date for the return of the survey was 16<sup>th</sup> May 2021.

### 308. **Graffiti**

The Town Clerk presented a written report on progress to date. It was **RESOLVED** that the Town Council would continue to keep a record of reported instances of graffiti and pass these on to Lincolnshire County Council and East Lindsey District Council for their action.

### 309. **Closed Session**

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a legal, confidential, or third party and sensitive nature in relation to:

- a. **Request from the Deputy Monitoring Officer** – A letter was read out to all Town Councillors by the Town Clerk.
- b. **Hubbard's Hills** – it was **RESOLVED**:
  - i) that a number of further questions be put to the solicitor undertaking the independent review; and
  - ii) that in order not to breach the current contract, the Council meet the Hubbard's Hills Trust's request for funds in full by adding £10,000 from reserves to the £35,000 budgeted

for in 2021/22 and that as per the agreement, the first payment be made by 30th April 2021, in the sum of £22,500.

**NB:** Cllr. KN left during item (a) at 9:45pm. Cllr. DEW left the meeting, Cllrs. AL and Mrs. JMS went into the 'waiting room' before item (b) at 9:55pm. Cllrs. DF and LMC (10:37pm) left the meeting during Closed Session.

It was **RESOLVED** to suspend Standing Orders as the meeting was approaching the 3 hour point so that it could continue.

**NB:** Cllrs. AL (10:46pm) and Mrs. JMS (10:48pm) returned to the meeting from the waiting room.

It was **RESOLVED** to come out of Closed Session.

**310. Next Meeting**

The Council noted that the date of the next scheduled Council Meeting was 18<sup>th</sup> May 2021.

The Meeting Closed at 10:48pm.

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



## 2021/22 Louth Town Council Meetings Schedule

W/C Tuesday	Start Time 7pm (unless otherwise stated)	Town Council (T), Robed (R)	Planning (P)	Community Resources (C)	Governance and Finance (G)	Personnel (H)	Notes
<b>2021</b>							
20/04/2021	6pm						2020/21 Annual Town Meeting
6th May 2021		T					2021/22 Annual Town Council Meeting
11 May 2021							
18 May 2021							
25 May 2021							
01 June 2021							
08 June 2021							
15 June 2021							
22 June 2021							
29 June 2021		T		C	G		
06 July 2021							
13 July 2021							
20 July 2021			P		G		
27 July 2021							
03 August 2021							
10 August 2021							
17 August 2021			P	C			
24 August 2021							
31 August 2021							
07 September 2021							
14 September 2021		R	P				
21 September 2021							
28 September 2021				C		H	
05 October 2021							
12 October 2021			P		G		
19 October 2021							
26 October 2021		T					
02 November 2021							
09 November 2021			P		G	H	
16 November 2021							
23 November 2021							
30 November 2021							
07 December 2021		R	P		G		
14 December 2021							
21 December 2021							
28 December 2021							
<b>2022</b>							
04 January 2022							
11 January 2022		T	P				
18 January 2022							
25 January 2022				C		H	
01 February 2022							
08 February 2022			P		G		
15 February 2022							
22 February 2022		R					
01 March 2022							
08 March 2022			P	C			
15 March 2022							
22 March 2022					G	H	
29 March 2022							
05 April 2022		T	P				
12 April 2022							
19 April 2022							
26 April 2022	6pm						Annual Town Meeting
03 May 2022							
10 May 2022			P	C	G		
17 May 2022		R					2022/23 Annual Town Council Meeting
Total		9	11	6	8	4	

Please note, scheduled meetings are preceded by the opportunity for a 15 minute public forum. County and District Councillors are also invited to speak before Robed Town Council meetings.

## **LOUTH TOWN COUNCIL WORKING GROUPS FOR APPROVAL 2021/22**

### **Events Group – Reports to Town Council**

Membership	7 + Town Clerk
Required Councillors	Chairman and Vice Chairman of Town Council
Members in 2020/21	Cllrs. DH, FWPT, MB, JMS, JB, DF, Mrs. JS
Officers	Town Clerk
Remit	To make recommendations to Council regarding forthcoming events to be organised by the Town Council, as required and to be available to act as volunteers at events.
Delegated Powers	None. Investigate and enquire with recommendations to Town Council.
Meetings	As required.

### **Past Mayors – Reports to Town Council**

Membership	Current Mayor and all current serving past Mayors
Members in 2020/21	FWPT, SEL, AL, PFW, JMS, DEW, EB, GEH, DH
Remit	To meet as required resolving any issues relevant to the Mayoral role such as Mayoral protocol, civic regalia and robes
Delegated Powers	None.
Meetings	As required.

### **Planning Working Group - Reports to Planning Committee / Town Council**

Membership	All Councillors
Remit	To examine planning applications / proposed work to trees / appeal notices / planning correspondence etc. and bring recommendations to the Planning Committee or make unqualified comments, as required.
Delegated Powers	To submit unqualified comments on planning matters, if required. Instances where unqualified comments may be required are: in the absence of a suitable Planning Committee meeting, where matters are urgent over the Christmas break or during times of crisis. Minimum of 3 members to be involved.
Meetings	As required.

### **Asset Review Group – Reports to Community Resources Committee / Town Council**

Membership	7
Required Councillors	Chairman CR and GF Committees + 5 others
Members in 2020/21	Cllrs. AL, Mrs. EB, MB, Mrs. SEL, HF, SC, JMS
Remit	To review all Assets of Louth Town Council to ensure best use and bring recommendations back to the Community Resources Committee.
Delegated Powers	None.
Meetings	As required.

### **Floral Enhancements / Lovely Louth – Reports to Community Resources Committee / Town Council**

Membership	5 + Town Clerk
Members in 2020/21	Cllrs. Mrs. SC, MB, FWPT, HF, DF
Officers	Town Clerk
Remit	To arrange floral / decorative schemes for the town liaising with ELDC and LCC to obtain necessary approvals.
Delegated Powers	Delegated Authority of budgets and reserves to Town Clerk under guidance of group.
Meetings	As required.
Delegated Powers	None.
Meetings	As required.

**Financial Overview Group (FOG) – Reports to Governance and Finance Committee / Town Council**

Membership	5 + Town Clerk
Required Councillors	Chairman and Vice Chairman of GF Committee + 3 others
Members in 2020/21	Cllrs. Mrs. EB, Mrs. JS, DEW, AC, MB,
Officers	Town Clerk – Responsible Financial Officer (RFO)
Remit	To oversee financial transactions of LTC. Make recommendations to Council regarding the appointment of internal and external auditors. Assess and make recommendations to GF Committee regarding applications for grants. Review Standing Orders, Financial Regulations, Internal Controls and Insurance requirements. Ensure that statement of assurance on Annual Report can be approved by the Full Council.
Delegated Powers	None. Investigate and enquire with recommendations to GF Committee or Town Council.
Meetings	As required.

**Tidy Louth – Reports to Community Resources Committee / Town Council**

Membership	5
Members in 2020/21	MB, AC, Mrs. JMS, JB, DF
Non-Councillors	As and when required by the group, to draw on expert opinion within the town of Louth
Remit	To investigate and enquire and report to Town Council or CR Committee
Delegated Powers	None.
Meetings	As required.

**NB – Councillors to note: The Mayor has a right to attend all working group meetings (ex. Officio) and, therefore, should be invited to all meetings of workings groups as a matter of course.**

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD ONLINE BY ZOOM VIDEO CONFERENCE  
ON TUESDAY 13<sup>th</sup> APRIL 2021**

**Present** Councillor S. Crew (SC), (in the chair).

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), L. Cooney (LMC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

**NB:** Cllrs JB and Mrs PFW arrived at 7:04pm at the beginning of Planning Application 2.

**Councillors not present:** M. Bellwood (MB), A. Cox (AC), G.E. Horton (GEH), D. Jackman (DJ) and D. Wing (DEW)

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

**316. Apologies for Absence**

Apologies for absence were received from Cllrs. AC, GEH and DEW.

**317. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a) Cllr. Mrs. JMS – Items 4, 5, 6, 7 and 8 as a member of ELDC and planning application 2 as known to applicant.
- b) Cllr. AL – Items 4, 5, 6, 7 and 8 as a member of ELDC and Planning application 2 and 9 as known to the applicants.
- c) Cllr. Mrs. EB – Planning application 2 as applicant known to him personally and a member of his Club.
- d) Cllr. DJEH – Items relevant as a member of ELDC and the Planning Committee.

**318. Minutes**

It was **RESOLVED** that the notes of the Planning Committee meeting held on 16<sup>th</sup> March 2021 be approved as the Minutes.

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

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 04-13-21) and **RESOLVED** as follows:

- a) N/105/0521/21 – Fairfield Roundabout - Object to this application as LCC have previously denied permissions to others and the Council have road safety concerns regarding the distraction to traffic this might cause. It was also concerned that the proposals could spoil the rural aspect of the areas.
- b) All other planning applications were supported.

**320. Planning Correspondence**

The following correspondence was noted.

**a) ELDC Planning Decisions**

Approved – N/105/02317/20 – Planning Permission – Louth Golf Club – LTC supported  
 Approved – N/105/00057/21 – Planning Permission – 1 Legbourne Road – LTC supported  
 Refused – N/105/02349/20 – Planning Permission – 21 Ramsgate Road – LTC objected  
 Approved – N/105/02367/20 – Planning Permission – Copse and Pond Legbourne Road – LTC objected  
 Approved – N/105/00020/21 – Planning Permission – 131 Keddington Road – LTC supported  
 Approved – N/105/00033/21 – Planning Permission – 44 Eastgate – LTC supported  
 Approved – N/105/00244/21 – Planning Permission – 63 Charles Street – LTC supported  
 Approved – N/105/00237/21 – Planning Permission – 81 Kenwick Road – LTC supported  
 Approved – N/105/00155/21 – Planning Permission – Land rear of 45 and 47 Horncastle Road – LTC supported  
 Approved – N/105/01961/19 – Planning Permission – Land off Brackenborough Road – LTC objected  
 Approved – N/105/00275/21 – Planning Permission – 65 Mount Pleasant, LN11 9DW  
 Approved – N/105/00197/21 – Planning Permission – 5 Shaws Mews, LN11 9DQ  
 Approved – N/105/00200/21 – Consent to Display – 11 Mercer Row, LN11 9JG

**b) Correspondence**

Lincolnshire County Council – approval of application for pavement café licences on Cornmarket.

**c) Enforcement**

53 Queen Street – Acknowledge complaint of untidy building

New Orleans Jazz Club, 51 Queen Street – Acknowledge complaint of untidy building

46-50 Queen Street – Acknowledge complaint of untidy building

Workshop/Garage Queen Street - Acknowledge complaint of untidy building

**d) Temporary Road Closures**

i) ORGANISATION RESPONSIBLE FOR RESTRICTION: Dave Skells TM Ltd

REASON FOR RESTRICTION Emergency removal of netting from Town Hall

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on: Eastgate between Upgate and Cannon Street, Cannon Street and Nichol Hill

PERIOD OF RESTRICTION: 21/3/21

ii) ORGANISATION RESPONSIBLE FOR RESTRICTION: Louth Independent Traders

REASON FOR RESTRICTION To enable social distancing with Pavement Cafe

LOCATION & NATURE OF RESTRICTION: Cornmarket

PERIOD OF RESTRICTION: Between 29/3/21 and 3/10/2021 Monday, Tuesday and Thursday every week.

**e) Proposed Waiting Restrictions**

Further to consultation LCC will implement restrictions on Westgate within the next few months.

Unfortunately, a number of objections for the proposal for Upgate were received and LCC have subsequently decided to drop this scheme.

**321. Proposed Works to Trees**

The following tree work was noted. **Location:** 2 Old Mill Park – **Proposals:** T1 – Ash – Fell. T2 – Thuja Cypress – Fell. T3 – Ash – Fell.

**322. Proposed Waiting Restrictions**

It was **RESOLVED** to support the proposed waiting restrictions on each corner of Linden Walk and Newmarket.

**323. Street Naming**

It was **RESOLVED** that Lacey Gardens School should choose street names on a theme that related both to the current school curriculum and to Louth itself.

**324. Active Travel Fund – Louth Town Centre Consultation**

It was **RESOLVED** that Councillors should complete the consultation as an individual resident and that the Clerk would send a strongly worded letter of objection to Lincolnshire County Council.

**325. Next Meeting**

The Committee noted that the date of the next scheduled Planning Committee meeting was 11<sup>th</sup> May 2021 but that this might be subject to change.

The Meeting Closed at 8:32 pm.

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

Dated \_\_\_\_\_

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/00142/21	Planning Permission	Next Frontier Brands Ltd	<b>Revised change of description to included distillery only</b> Planning Permission - Change of use of an existing building to a mixed use falling within falling under Class B2: General Industrial and Class E: Commercial, Business and Service (b) for the sale of food and drink as amended by The Town and Country Planning Use Classes Amendment (England) Regulations 2020 and alterations to an existing building to replace existing mezzanine floor and erection of walling to a maximum height of 2.5m to provide an enclosed courtyard.	THE DISTILLERY, FUSION WAY, BOLINGBROKE ROAD, FAIRFIELD INDUSTRIAL ESTATE, LOUTH, LN11 0WA - North Holme Ward	No	Louth Town Council supported this application on 16th March 2021.		07/05/2021
2	ELDC	N/105/00371/21	Listed Building Consent	John Barkers Property Ltd	Listed Building Consent - Internal alterations to the existing building to provide a toilet for the disabled and additional internal doors and replacement fascia sign	18-20 CORNMARKE, LOUTH, LN11 9PY - Priory Ward	Yes	Louth Town Council supported this application on 13th April 2021.		20/05/2021
3	ELDC	N/105/00614/21	Planning Permission	Ms. R. Clark,	Planning Permission - Alterations to existing dwelling to replace existing door with a window and an existing window with double doors to the front elevation.	2 GRAYS ROAD, LOUTH, LN11 0EL - St James Ward	Yes			
4	ELDC	N/105/00625/21	Planning Permission	Ms. S Lamballe	Planning Permission - Extension and alterations to existing dwelling to provide an enlarged dining/living room and to include the conversion of attached garage to a studio and re-cladding to the front and rear single storey element of the dwelling	24 ST MARYS PARK, LOUTH - North Holme Ward	No			07/05/2021
5	ELDC	N/105/00641/21	Planning Permission	Liborix Ltd	Planning Permission - Erection of a warehouse and distribution centre and construction of a vehicular access and associated car parking	PLOT 63, BOLINGBROKE ROAD, FAIRFIELD IND. ESTATE, LOUTH, LN11 0WA	No			07/05/2021
6	ELDC	N/105/00653/21	Planning Permission	Mr. L. Foster,	Planning Permission - Alterations to existing house to provide 2no. replacement windows on the front elevation (works already completed).	3 TRINITY LANE, LOUTH, LN11 8DL - Priory Ward	Yes			07/05/2021

Our Ref	Author-ity	Application No		Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
7	ELDC	N/105/	00673/21	Planning Permission	Mr H Jones	Planning Permission - Extension to existing house to provide a kitchen/diner.	2 CROWTREE LANE, LOUTH, LN11 9LN - St. Mary's Ward	Yes			07/05/2021
8	ELDC	N/105/	00704/21	Planning Permission	C&L Fairburn Property Developments	Planning Permission - Erection of 13no. detached houses with associated garages, attenuation pond, erection of fencing, gates and walls with pillars to a maximum height of 1.8m and construction of a vehicular access road.   LAND OFF KENWICK GARDENS, KENWICK ROAD, LOUTH, LN11 8EZ	LAND OFF KENWICK GARDENS, KENWICK ROAD, LOUTH, LN11 8EZ - St. Mary's Ward	No	Louth Town Council objected to this application on 8th October 2019 on the grounds that there is already 5 years of housing supply in the district and so building here is unnecessary. The site is currently used for agricultural purposes and this land might be required, following Brexit. The Council had concerns about the loss of biodiversity and ecological habitats in the area should these plans progress. The Council were made aware of local residents concerns re. the proposed access through Kenwick Gardens and loss of privacy and overlooking due to the difference in land levels. The Council were also concerned that the proposals would increase the risk of flooding and they would strongly suggest that drainage and land levels be properly addressed before any permissions are considered.		12/05/2021
9	ELDC	N/105/	00722/21	Planning Permission	Mr/Mrs Singh	Planning Permission - Installation of a metal security gate on the existing building.	73 EASTGATE, LOUTH, LINCOLNSHIRE, LN11 9 - St James Ward	Yes			11/05/2021
10	ELDC	N/105/	00798/21	Planning Permission	Mr N Church	Planning Permission - Extension and alterations to the existing dwelling to provide a ground floor kitchen, dining room, W.C, pantry, utility, cloakroom and store with 2no. first floor bedrooms over on the site of part of the existing dwelling which is to be demolished.	39 HIGH HOLME ROAD, LOUTH, LN11 0EX - North Holme Ward	No			20/05/2021
11	ELDC	N/105/	00592/21	Planning Permission	J. Tekin	Erection of 1 no. detached house and construction of a vehicular access.	THE PADDOCKS, 114 HORNCastle ROAD, LN11 9QT - St. Mary's Ward	No			21/05/2021

PLANNING CORRESPONDENCE TO NOTE

**ELDC Planning Decisions**

Approved – N/105/02261/20 – Planning Permission – Former Park Ave Football Ground – LTC supported with condition.  
Approved – N/105/02122/20 – Planning Permission – Little Lane – LTC Supported.  
Approved – N/105/00416/21 – Section 73 – Drive through Bolingbroke Road – LTC supported.  
Approved – N/105/00108/21 – Planning Permission – 11 Grosvenor Road – LTC supported.  
Approved – N/105/00340/21 – Planning Permission – Allinson House, Lincoln Way - LTC supported with condition.  
Approved – N/105/02056/20 – Listed Building Consent – 78 Westgate – LTC supported.  
Approved – N/105/00350/21 – Planning Permission – 134 Eastgate – LTC supported.

**Withdrawn Applications**

N/105/00495/21 - Listed Building Consent – 19 Mercer Row  
N/105/00111/21 – Planning Permission – Holly Tree Cottage, 19 Lee Street

**Enforcement**

Land off Alexander Drive, Louth – Untidy land

**Temporary Road Closures**

**ORGANISATION RESPONSIBLE FOR RESTRICTION:** Foxhall Construction

**REASON FOR RESTRICTION** Scaffold installation

**LOCATION & NATURE OF RESTRICTION:**

**Road Closure Order in place on:** Northgate/Cannon Street and Chequergate/Nichol Hill

**PERIOD OF RESTRICTION:** 2/5/21 – 9/5/21

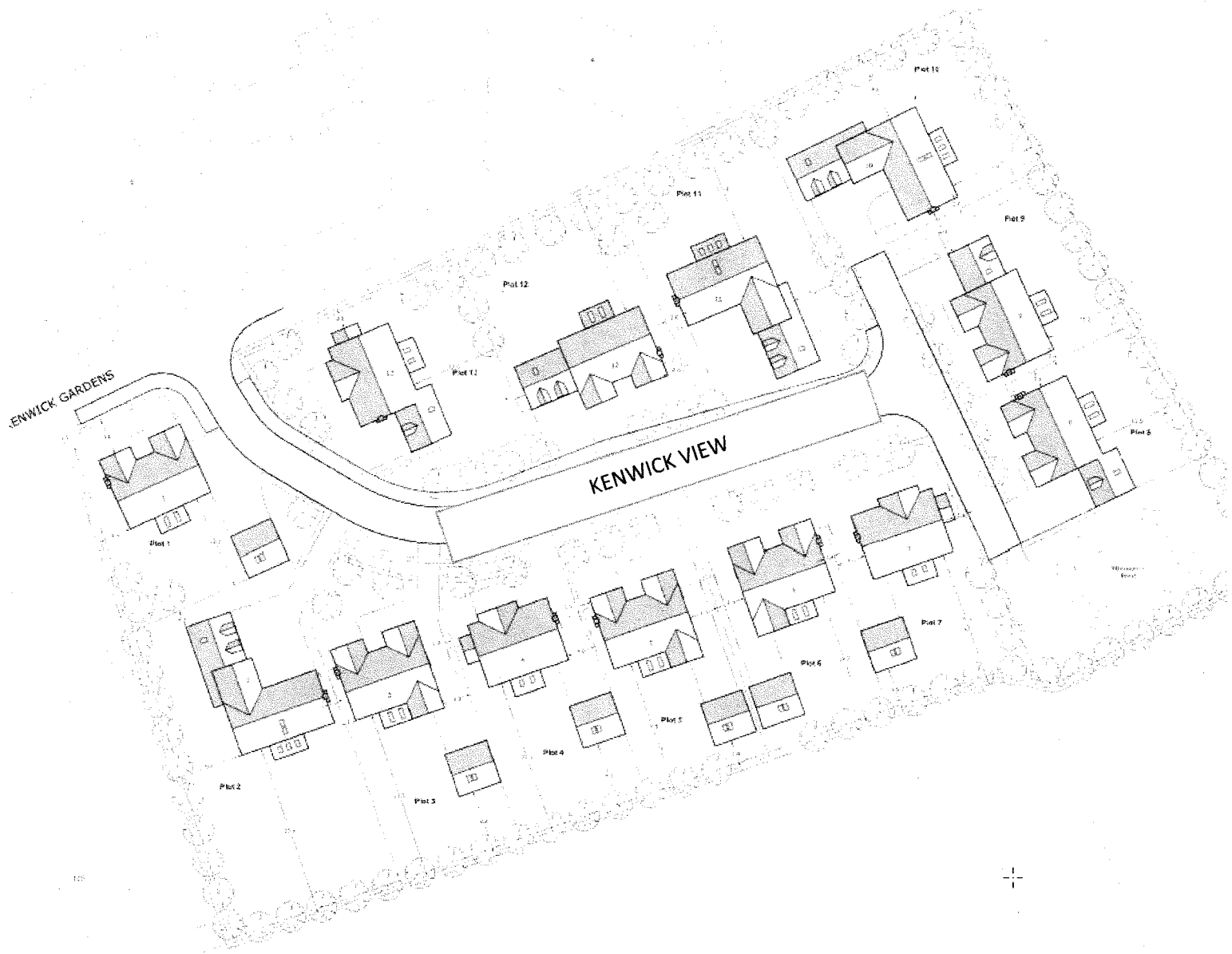
**ORGANISATION RESPONSIBLE FOR RESTRICTION:** Louth Independent Traders

**REASON FOR RESTRICTION** To enable social distancing with Pavement Cafe

**LOCATION & NATURE OF RESTRICTION:** Cornmarket

**PERIOD OF RESTRICTION:** Between 29/3/21 and 3/10/2021 Monday, Tuesday, Thursday and **SUNDAYS** every week.





02-030-21 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD ONLINE USING THE ZOOM PLATFORM  
ON TUESDAY 30<sup>th</sup> MARCH 2021**

**Present** Cllr. A Leonard (AL) (in the chair).

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), S. Crew (SC), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW)

**Councillors not present:** L. Cooney (LMC), A. Cox (AC), H. Filer (HF), Ford (DF), J. Garrett (JG), G.E. Horton (GEH), K. Norman (KN) and D. Wing (DEW).

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

**311. Apologies for Absence**

Cllrs; LMC, AC, HF, JG, GEH and KN.

**312. Declarations of Interest / Dispensations**

None.

**313. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 2<sup>nd</sup> February 2021 be approved as the Minutes.

**314. Closed Session Item**

It was **RESOLVED** 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 item, information being of a confidential, commercial and third party nature in relation to:

- a. **Volunteer** – it was **RESOLVED** that a new bench would be purchased for the Cemetery and that a brass plaque be placed onto the bench with suitable wording.
- b. **Cemetery Grasscutting** - It was **RESOLVED** that the Cemetery grasscutting contract for 2021/22 be awarded to Tudor Grounds Maintenance.

**315. Next Meeting**

The Committee noted that there were no further scheduled Community Resources Committee meetings in 2020/21.

The Meeting Closed at 11.16pm.

NB: It was agreed that the Governance and Finance meeting, due to follow this meeting, be deferred until 13<sup>th</sup> April 2021 due to the lateness of the hour (11:16pm).

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

Dated \_\_\_\_\_

04-26-21 GF MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD ONLINE USING THE ZOOM PLATFORM  
ON TUESDAY 26<sup>th</sup> APRIL 2021**

**Present** Cllr. Mrs. E. Ballard (EB), (in the chair).

**Councillors:** M. Bellwood (MB), S. Crew (SC), D.J.E. Hall (DJEH), D Hobson (DH), Mrs. S.E. Locking (SEL), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

**Councillors not present:** J. Baskett (JB), L. Cooney (LMC), A. Cox (AC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), G.E. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. J. Makinson-Sanders (JMS)A and D. Wing (DEW).

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

**326. Apologies for Absence**

Apologies for absence were received from Cllrs. JB, HF, DF and KN.

**327. Declarations of Interest / Dispensations**

None.

**328. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 16th March 2021 be approved as the Minutes.

**329. Financial Reports**

The Committee **RESOLVED** to authorise the following on FOG's recommendation:

- a. Receipts and Payments - Cash Books 1 and 2 - Months 10 and 11. (Attached).
  - i. Month 10 (Jan) Cash Book 1 Receipts £4,517.51 Payments £21,746.34
  - ii. Month 10 (Jan) Cash Book 2 Receipts £100.00 Payments £136.32
  - iii. Month 11 (Feb) Cash Book 1 Receipts £1,108.32 Payments £24,083.37
  - iv. Month 11 (Feb) Cash Book 2 Receipts £100.00 Payments £50.00
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28<sup>th</sup> February 2021 (Attached).
- c. Earmarked Reserves report as at 28<sup>th</sup> February 2021.
- d. Balance Sheet as at Month 11 to 28<sup>th</sup> February 2021 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i. Lloyds Treasurers Account (Balance at 28<sup>th</sup> February 2021) - £326,112.16
  - ii. Petty Cash (balance as at 28<sup>th</sup> February 2021) - £135.40
  - iii. Lloyds Deposit Account (balance as at 17<sup>th</sup> December 2019) - £166,650.51
  - iv. National Savings and Investment Account (balance as at 1<sup>st</sup> January 2021) - £111,323.47

**330. Earmarked Reserves**

Following a recommendation from FOG the Committee **RESOLVED** that all Earmarked Reserve balances from 2020/21 be carried forward to 2021/22.

**331. Day to Day Budgets**

Following a recommendation from FOG the Committee **RESOLVED** to approve the following:

- a. That the Town Clerk be given delegated authority to carry forward unspent exceptional day to day item balances to 2021/22, if required or move surplus funds in 2020/21 day to day budgets to Earmarked Reserves at year end as required, to include but not be exclusively limited to the following:
- b. To move any remaining balance at year end in the 2020/21 day to day Community Payback and Amenity Grasscutting budgets to EMR Contingency.

- c. To move any remaining balance at year end in the 2020/21 day to day Cem Grasscutting budget to EMR Cem Facilities.
- d. To move any remaining balance at year end in the 2020/21 day to day Security Maglok budget to EMR Accommodation (as agreed at budget setting).
- e. To move any remaining balance at year end in the 2020/21 day to day budget Election Expenses to EMR Elections (as agreed at budget setting).
- f. To move any remaining balance at year end in the 2020/21 day to day budget Tidy Louth to EMR IT Replacement.

### 332. Policy Reviews

The Committee reviewed and **RESOLVED** to approve the following policies:

- a. Media Policy
- b. Computer and Telephone Misuse Policy

Media Policy, Management of Negative Publicity - Cllr. Mrs. PFW wished it to be minuted that she thought that if the media reported a slur on an individual Councillor, that they should have the right to take that up directly with the media in question.

### 333. Risk Management

The Committee reviewed and **RESOLVED** to approve the Risk Management document.

### 334. Asset Register

Following a recommendation from FOG, the Committee **RESOLVED** to approve the Asset Register.

### 335. Next Meeting

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 11<sup>th</sup> May 2021 but that this may be subject to change depending on the legislation allowing remote meetings to be continued.

The Meeting Closed at 12.52pm.

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

Dated \_\_\_\_\_

02-16-21 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD ONLINE USING THE ZOOM PLATFORM  
ON TUESDAY 16<sup>TH</sup> FEBRUARY 2021**

**Present:** Councillor Mrs. J. Makinson Sanders (JMS) (in the chair).

**Councillors:** Mrs. E. Ballard (EB), S Crew (SC), G.E. Horton and D. Wing (DEW).

**Councillors not present:** None.

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent, Cllrs.: J. Baskett, A. Cox, L. Cooney, D. Ford, D.J.E Hall and J. Simmons were also in attendance.

**265. Apologies for Absence**

None.

**266. Declarations of Interest / Dispensations**

Cllr. GEH that a family member worked in HR.

**267. Minutes**

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 1<sup>st</sup> December 2020 be approved as the Minutes.

**268. Annual Review of Policies**

The Committee reviewed the following policies, made amendments as required and approved them for use:

- a. Recruitment and Selection Policy – remove 3.15 and change 4.14. to 4.9, 5.1 Replace Criminal Records Disclosure with DBS, 10.2 Remove (Only to be used if there are any significant intrinsic risks involved in the post which is being filled).10.5 Remove (BACs Payments).
- b. Sickness Absence Policy – No amendments.
- c. Use of Council Email/Internet Policy and Procedure – No amendments.
- d. Drugs and Alcohol Policy and Procedure – under procedure change 'The use of illegal drugs or alcohol' to 'The use of alcohol or illegal drugs'.
- e. Councillor/Employee Protocol – 5i – bracket closes in wrong place. 6b change 'advise' to 'advice'.
- f. Health and Safety Policy – No amendments.
- g. Lone Working Policy – No amendments.
- h. Safeguarding Policy – last sentence 'Councillors will be referred to the Monitoring Officer' add word 'also' so reads 'Councillors will also be referred to the Monitoring Officer'.

**269. Closed Session Item**

It was **RESOLVED** 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 item, information being of a confidential and sensitive nature in relation to personnel matters.

- a. It was **RESOLVED** that there should be a Financial Re-evaluation of the maintenance jobs at the Cemetery in line with other local authorities.
- b. The committee **RESOLVED** on measures to thank the volunteer and that the recommendation be put to the Community Resources Committee for funding approval.

It was **RESOLVED** to move out of Closed Session.

**270. Next Meeting**

The Committee noted that there was no further scheduled Personnel Committee meetings in 2020/21.

The Meeting Closed at 10.01pm.

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