

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 which will be held on Tuesday 19th May 2020 by Zoom Video Conference at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that 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 should contact the Town Clerk in advance on the email above for joining instructions. 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 14th Day of May 2020

TOWN COUNCIL AGENDA

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 2021, followed by:

- a) Mayor to sign the Declaration of Acceptance of Office
- b) Vote of Thanks to Retiring Mayor
 - i. A vote of thanks to the 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 2021.

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 14th January 2020. (Attached).

6. Committee Minutes

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

- a) Community Resources – 22nd October 2019
- b) Personnel – 22nd October 2019, 10th December 2019
- c) Governance and Finance – 26th November 2019

7. Ratification of Actions Taken to Date During Covid-19 Lockdown

On a proposal by Cllr. FWPT (Mayor 2019/20), seconded by Cllr. DEW (Deputy Mayor 2019/20) Council to formally ratify the actions taken to date during the Covid-19 Lockdown. (Attached).

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 members, terms of reference and delegated authority:

- a) Planning Committee (P), All Members,
- b) Governance and Finance Committee (GF), All Members,
- c) Community Resources Committee (CR), All Members; and
- d) Personnel (PERS) Committee (5 members: 19/20 - JMS, SEL, EB, DEW, SC) (NB If Cllr. DEW becomes Mayor he will have to step down from this Committee and a new member will need to be agreed)

9. Louth Town Council Governance

On a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. SEL (Chairman and Vice Chairman of Governance and Finance 2019/20) Council to confirm that Standing Orders, Financial Regulations, the Code of Conduct, Risk Management and Internal Controls, the Publication Scheme, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, and other policies and procedures have been reviewed and adopted. (Available to view or print from www.louthtowncouncil.gov.uk).

10. 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.

11. Representation on External Bodies and Arrangements for Reporting Back

Council to confirm representation and agree on arrangements for reporting back from:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC and AL
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, Mrs. EB and Mrs. SC (Mrs. SC's term of office has come to an end. Council to re-affirm her as their representative).
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW
- d) Carers Contact – Cllr. Mrs. JMS
- e) CCTV Partnership – Cllr. Mrs. EB and Town Clerk
- f) Hubbard's Hills Trust – Cllr. AL, JMS, DEW (1 other required)

12. 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

13. Meetings of the Council

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

- a) Purchase of subscription to remote meetings platform 'Zoom' through LALC at a cost of £7.99 per month (payable annually)
- b) Dates for future physical meetings of Louth Town Council and Committees (attached)
- c) That until advised otherwise, remote meetings be held as required (not necessarily adhering to the physical meetings schedule, but ensuring minimum 4 TC per year) and as per new legislation
- d) The Town Clerk to issue summons accordingly

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 confirm or nominate signatories, as follows:

- a) Lloyds Account – EB, SEL, JMS, AL, DEW
- b) NSI Account – SC, EB (Council to nominate 2 further signatories)

16. Boston Borough and East Lindsey Councils Alliance

On a proposal by Cllr. Mrs. JMS, Council to approve the arrangement of a video conference meeting between Cllrs. and ELDC Cllr. Leyland and approve that a corporate letter of complaint be sent thereafter, if required.

01-14-20 RTC MINS

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th JANUARY 2020**

Present The Mayor, F.W.P. Treanor (FWPT) (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), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

Councillors not present: H. Filer (HF) and G.E. Horton (GEH).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent (acting as Mayor's Serjeant), Fr. J. Younger (Mayor's Chaplain), Cllr. R. Jackson (ELDC), Cllr. S. Parkin (LCC), a member of the press and 4 members of the public were also present.

Public Forum

- A member of the public (Chair of Louth Town FC) thanked the Town Council for their support in objecting to the development on the former Park Avenue football ground. He reported that he was in discussions still with Sports England.
- Cllr. AL reported that Hubbard's Hills Trust was planting 40 trees (to replace the 92 that were unsafe and felled), new bins were being installed and that the roof on the toilet block was being redone.
- Cllr. Parkin reported on the new Lincolnshire County Council Highways Strategy which she would forward to the Town Clerk.
- Cllr. Jackson reported on the Rough Sleeping Scrutiny at ELDC.
- Cllr. AL reported on the forthcoming plan to move the ELDC HQs to Horncastle.
- Cllr. Mrs. JMS reported on ELDC's CCTV Scrutiny. She also reported on car parking and resident permits in Louth.
- There were also discussions on: the shop fronts on Update, flooding at the car park on the Grimsby Road near Bridge Street, Christmas delivery of parcels with ECHO (East Coast Homeless), the condition of Kiln Lane wall, St Mary's Triangle refurbishment and ELDC planning conditions not being adhered to.

300. Apologies for Absence

Apologies for absence were received from Councillors HF, GEH and Cllr. T. Bridges (LCC).

301. Chairman's Remarks

Cllr. FWPT reported that the Christmas decorations in Louth had been excellent and thanked Cllr. DJ for all the work she had personally undertaken. He also reported that the Mayor's Serjeant was currently very poorly and unable to carry out Civic duties.

302. Declarations of Interest / Dispensations

Cllr. Mrs. PFW – item 10 as a member of the LPGS Advisory Board.

Cllr. DJEH – anything related to ELDC but wished to speak on item 11.

Cllr. Mrs. JMS – items 7,9 and 11 as a member of ELDC.

Cllr. AL – items 7,9 and 11 as a member of ELDC and item 9 as a competitor food outlet.

303. Minutes

It was **RESOLVED** to approve as a correct record the notes of the Council Meeting held on 26th November 2019 and approve these as the minutes.

304. Committee Minutes

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings: Governance and Finance 22nd October 2019; Planning 5th November 2019.

305. Town Clerk's Remarks

The Town Clerk brought Councillors' attention to her tabled report. Cllr. SC asked if the hedge where the

town sign had been newly erected could be cut back so that the sign could be easily seen. The Town Clerk reported that we were still waiting for LCC Highways to cut this back, and it had been the sign contractors that had trimmed the hedge back in the first place when they erected the sign.

306. CCTV

It was **RESOLVED** to agree on and authorise the new CCTV Agreement with ELDC - the Mayor duly signed the agreement.

307. Tidy Louth Working Group

Cllr. DF gave a report of the TLWG. He reported that the group had been in discussion with Colin Horton, the Tree Officer at ELDC, who had been very helpful regarding the trees in Louth.

308. Louth Pie Day

It was **RESOLVED** to provide £288 from the tourism budget for this event in order for the organiser to purchase four banners to be used in 2020 and subsequent years.

309. LGPS

The Council noted and approved the Discretionary Statement, compiled from the template provided by LGPS.

310. Housing Moratorium

It was **RESOLVED** to request a meeting with the Leader of ELDC and the Head of Planning to discuss the Town Council's concerns regarding Planning in Louth with a long-term view of increasing amenities required for all the extra housing stock or to look at creating a separate new settlement outside of the town's boundary.

311. Events Working Group

Cllr. JS updated the Council on proposed events for both the 100th Anniversary of the Louth Flood and the 75th Anniversary of VE Day and reported that they were working with both St. James's Church and the Louth Museum to co-ordinate events. The Council agreed that a celebration evening on Saturday May 9th in the evening (ticketed with profits going to the Mayor's Charity) was a good idea. Cllr. MB may organise a collection of vintage vehicles at the Cattle Market, but this would clash with the VE market and celebrations event being organised by Louth Independent Traders. A Civic Service would be held on Sunday 10th May at St James' Church.

Flood Anniversary: A walking leaflet with map of 1920 flood would be produced, coverage in the Louth Love Magazine was planned along with a small exhibition at Sessions House of post flood 2007 operations. The installation of a commemorative wreath and either a tree or bench would also be looked into.

312. Precept

- a. It was **RESOLVED** by a recorded vote to approve a precept request for 2020/21 of £315,680, which for a band D Council Tax Payer would result in an annual charge of £61.32, a monthly charge of £5.11 and a weekly charge of £1.18, which equated to a decrease of 3.87%.

For	Against	Abstained
Cllrs. Mrs. EB, JB, MB, SC, DH, DJ, AL, Mrs. SEL, Mrs. JMS, KN, JS, FWPT, PW, DEW	Cllrs. JG, DJEH	Cllrs. AC, LMC, DF

- b. It was **RESOLVED** to give delegated authority to the Town Clerk to complete the necessary form and submit to ELDC (Collection Authority) by the 20th January 2020 deadline.

313. Public Works Loan Board

The Council noted that the next (6 monthly) instalment of the Council's Public Works Loan was due on 31st January in the amount of £10,256.71. (£9,705.03 Principal and £551.68 Interest) and the balance remaining was £29,659.99. Payments would be complete 2021.

314. Closed Session Items

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 confidential, commercial, third party and sensitive nature in relation to:

- a. **Apiary** - It was **RESOLVED** to agree to expenditure on legal services costs.
- b. **Cemetery Equipment** – The Council received a report from the Town Clerk. It was **RESOLVED** that in accordance with its powers under the Open Spaces Act 1906, s10 the Council approve the purchase of a Husqvarna R316TsX AWD from Louth Tractors at a cost of £5,700 including VAT. Costs to be taken from EMR Cem Equipment Replacement, current balance £4,434 and Cem Equipment Replacement, current balance £2,000 and that Louth Tractors be asked to store the item, if possible, until the container had been installed at the Cemetery.

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

315. Next Meeting

The Council noted that the date of the next scheduled Town Council meeting was 24th March 2020.

The Meeting Closed at 8.47pm.

Signed _____ (Chairman) Dated _____

This sheet is intentionally blank

ACTIONS TAKEN DURING COVID-19 CRISIS

CONTINGENCY PLANNING

Resolved to adopt the proposals contained within the document 'Report re. Business Interruption - Contingency Planning'.

Sent 19/3 to all Cllrs.

FACEBOOK

Resolved that the Council should have a presence on Facebook, primarily in order to update residents on local Covid-19 resources.

Sent 23/3 to Mayor and Deputy Mayor: FWPT, DEW

CHEQUES – approved for payment

Chq No.	Payee	Amount
8697	Royal British Legion Louth Branch	600.00
8698	Onecom Ltd	77.04
8699	AJ Embroidery	184.80
8700	ELDC	4514.88
8701	R Johnson	900.00
8702	Wilkin Chapman LLP	1,638.00
8703	British Gas	95.56
8704	Allinson Print	52.12
8705	Leake's Masonry Ltd	1,236.00
8714	LCC Pension fund	1,540.49
8715	Staff	2,056.25
8716	Staff	1296.10
8717	Staff	1906.65
8718	Staff	1018.98
8719	HM Revenue + Customs only 475PJ00009511	2,059.40
8720	The Information Commissioner	40.00
8721	Siemens Financial Services	252.32
8722	Came & Company	5,165.88
8723	ELDC	5,613.75
8724	ELDC	792.36
8725	LALC	2,272.27
8726	GMB Waste Management	125.00
8727	Npower	99.02

Chq No.	Payee	Amount
8728	Wilkin Chapman LLP	300.00
8729	Petty Cash	170.00
8730	Mobile Mini UK T/as Mr Box Ltd	3,300.00
8731	Allinson Print Ltd	150.00
8732	Rialtas Business Solutions Ltd	312.00
8733	Royal British Legion Poppy Appeal	17.00
8734	Easy Cleans Marshchapel Ltd	31.20
8735	KRL Group Ltd	53.98
8736	LALC	204.00
8737	Onecom Ltd	80.20
8738	GMB Waste Managment	125.00
8739	Staff	1,456.53
8740	Staff	1,295.90
8741	Staff	1,906.65
8742	Staff	1,018.98
8743	LCC Pension Fund	1,540.49
8744	HM Revenue + Customs only 475PJ00009511	1,655.40
8745	R Johnson	300.00
8746	Mr. G. Darnell	325.00
8747	Npower Ltd	404.72
8748	Npower Ltd	90.02
8749	Rodden and Cooper Ltd	10,833.60

Sent to cheque signatories and Mayor: Cllrs. FWPT, DEW, AL, JMS, EB, SEL

OLD MILL HOUSE

Resolved to issue the Notice as provided by Solicitors and that the Town Clerk should approach the District Valuer rather than the Solicitors.

Sent 23/3 to Mayor and Deputy Mayor, Chairman and Vice of CR: FWPT, DEW, AL, DJEH

PLANNING MINS – 10/12/19, 14/1/20, 11/2/20

Resolved to confirm receipt and adopt the resolutions contained within the above Committee minutes.

Sent 23/3 to Mayor and Deputy Mayor, Chairman and Vice of Planning: FWPT, DEW, SC, DJ

GOVERNANCE AND FINANCE MINS – 28/1/20

Resolved to confirm receipt and adopt the resolutions contained within the above Committee minutes.

Sent 23/3 to Mayor and Deputy Mayor, Chairman and Vice of GF: FWPT, DEW, EB, SEL

COMMUNITY RESOURCES MINS – 28/1/20

Resolved to confirm receipt and adopt the resolutions contained within the above Committee minutes.

Sent 23/3 to Mayor and Deputy Mayor, Chairman and Vice of CR, FWPT, DEW, AL, DJEH

INSURANCE

Note that the Council would shortly be entering into year 2 of its 3 year insurance deal and resolved to make payment of the 2020/21 premium in the sum of £5,165.88

Sent 31/3 to Mayor and Deputy Mayor, Chairman and Vice Chairman of GF: FWPT, DEW, EB, SEL

FINANCE

Resolved:

1. That all Earmarked Reserve balances from 2019/20 be carried forward to 2020/21.
2. That the Town Clerk be given delegated authority to carry forward unspent exceptional day to day item balances to 2020/21 or vire as required, to include but not be exclusively limited to the following:
 - a. To vire any remaining balance at year end in the 2019/20 day to day Cemetery Vehicle Running Costs budget to EMR Street Furniture.
 - b. To carry forward any remaining balance at year end in the 2019/20 day to day budget Replacement Security Maglok.
 - c. To vire any remaining balance at year end in the 2019/20 day to day Community Payback Team budget to EMR Accommodation
 - d. To carry forward any remaining balance at year end in the 2019/20 Flood Memorial Centenary Renovation budget.
 - e. To carry forward any remaining balance at year end in the 2019/20 day to day Floral/In Bloom budget.
 - f. To carry forward any remaining balance at year end in the 2019/20 day to day Gravedigging budget.

Sent 31/3 to Mayor and Deputy Mayor, Chairman and Vice of GF: FWPT, DEW, EB, SEL

REVIEW OF GOVERNANCE DOCUMENTS AND POLICIES

Following FOG's review and endorsement on 12th March resolved to approve the following:

1. Standing Orders
2. Code of Conduct
3. Financial Regulations
4. Members Allowance Policy
5. Co-option Policy
6. Publication Scheme
7. Vehicle Usage and Driving at Work Policy
8. Risk Management and Internal Controls

Sent 31/3 to Mayor and Deputy Mayor, Chairman and Vice of GF: FWPT, DEW, EB, SEL

PLANNING

March/April

N/105/00392/20 - Planning Permission - Gatehouse, (Cemetery) Lodge - Support
 N/105/00400/20 - Listed Building Consent - Gatehouse, (Cemetery) Lodge - Support
 N/105/00429/20 - Planning Permission - Plot North of 87 Brackenborough Road - Support
 N/105/00434/20 - Planning Permission - 2 Lockkeepers Way - Support
 N/105/00435/20 - Planning Permission - Beaumont Hotel, 66 Victoria Road - Support
 N/105/00456/20 - Planning Permission - Aswell Lodge, 65 Crowtree Lane - Object
 N/105/00535/20 - Planning Permission - 57 Brackenborough Road - Support
 N/105/00547/20 - Outline Erection - Land at 52 St. Mary's Lane - Object
 N/105/01836/19 - Planning Permission - Sharpley's Court - Object

April/May

N/105/00704/20 – Planning Permission – 102 Newmarket – No objections
 N/105/00707/20 – Planning Permission – Units 7 and 8 Meridian House – No objections
 N/105/00701/20 – Planning Permission - 63 Charles Street – No objections
 N/105/00692/20 – Consent to Display – 15 Market Place – No objections
 N/105/00682/20 – Planning Permission – 7 Victoria Road – No objections
 N/105/00175/20 – Planning Permission – Plot 58, Bolingbroke Road – No objections
 N/105/00400/20 – Listed Building Consent - Gatehouse (Cemetery) Lodge – No objections
 N/092/00579/20 – Hybrid Planning Application – Land North of Nottingham Road – No objections
 N/105/00572/20 – Planning Permission – 20 Vanessa Road – No objections
 N/105/00428/20 – Planning Permission – Land Adjacent to Canine Fun Barn, Bolingbroke Rd – No objections

Sent to all Councillors

NEIGHBOURHOOD KITCHEN/MEALS AT HOME – ‘APART – NOT ALONE’ LEAFLET

Resolved to support. Mayor kindly donated cost from his Charity Fund.

Sent 31/3 to Mayor and Deputy Mayor, Chair and Vice of GF: FWPT, DEW, EB, SEL

COUNCIL'S CORONAVIRUS RESPONSE

Resolved to:

1. Collate a directory of information to publish on the Louth Town Council website and Facebook page of all the different associations and groups, both community and officially led, so that people in need can be directed to one place to obtain information and contact details.
2. Refer members of the public to the food bank for assistance.
3. 'Lend' Maria to the Trinity Centre for an hour or so a day to assist with their admin work.
4. Set up a Cllrs support network possibly via a WhatsApp group.

CONFIDENTIAL PERSONNEL ISSUE RE. HOLIDAY ENTITLEMENT AND PAY

Resolved to pay an employee for their unused 2019/20 holiday entitlement.

Sent 31/3/20 to Mayor and Deputy Mayor, Chairman and Vice of Personnel: FWPT, DEW, JMS, SEL

GRASS CUTTING

Resolved to appoint Glendale as contractor for cemetery and amenity areas.

7/4/20 In consultation with the Chairman of CR: AL

In addition to the above and as per delegated authority previously granted, day to day work has also continued including but not limited to the following areas: Julian Bower Apiary Lease, Julian Bower Mowing Licence, Floral Enhancement, Cemetery Container, VE Day, 100th Anniversary of Louth Flood, Mayoral Succession, Finance and Audit, Old Mill House, Interments and Memorials, Contact with General Public, Cemetery Issues, Town Signs, HR

This sheet is intentionally blank

2020/2021 Louth Town Council Meetings Schedule

W/C Tuesday	Start Time 7pm (unless otherwise stated)	Town Council	Planning	Community Resources	Governance and Finance	Personnel	Notes
2020							
21st April 2020							
28th April 2020							
5th May 2020							
12 May 2020							
19 May 2020		TC					Annual TC - Election of Mayor
26 May 2020							Agenda Preparation
02 June 2020			P				
09 June 2020							
16 June 2020							
23 June 2020							Agenda Preparation
30 June 2020			P	CR		PERS	
07 July 2020							Agenda Preparation
14 July 2020		TC			GF		
21 July 2020							
28 July 2020			P				
04 August 2020							
11 August 2020							
18 August 2020							
25 August 2020			P				
01 September 2020							Agenda Preparation
08 September 2020		TC			GF	PERS	
15 September 2020							Agenda Preparation
22 September 2020			P				
29 September 2020							Agenda Preparation
06 October 2020		RTC		CR			
13 October 2020							Agenda Preparation
20 October 2020			P				
27 October 2020							Agenda Preparation
03 November 2020		TC			GF		
10 November 2020							Agenda Preparation
17 November 2020			P			PERS	
24 November 2020							Agenda Preparation
01 December 2020		RTC			GF		
08 December 2020							Agenda Preparation
15 December 2020			P	CR			
22 December 2020							
29 December 2020							
2021							
05 January 2021							
12 January 2021							Agenda Preparation
19 January 2021		TC	P				
26 January 2021							Agenda Preparation
02 February 2021				CR	GF		
09 February 2021							Agenda Preparation
16 February 2021			P			PERS	
23 February 2021							Agenda Preparation
02 March 2021		RTC					
09 March 2021							Agenda Preparation
16 March 2021			P				
23 March 2021							Agenda Preparation
30 March 2021		TC		CR			
06 April 2021							Agenda Preparation
13 April 2021			P				Agenda Preparation
20 April 2021	6pm						Annual Town Meeting
27 April 2021							
04 May 2021							Agenda Preparation
11 May 2021			P		GF		Agenda Preparation
18 May 2021		RTC					Annual TC - Election of Mayor

Please note, meetings are generally preceded by a 15 minute public forum.

This sheet is intentionally blank