

# Louth Town Council

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

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clerk@louthtowncouncil.gov.uk



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

You are hereby summoned to attend a meeting of Louth Town Council's Committees – Planning, Governance and Finance, Community Resources, Personnel and an extraordinary meeting of Louth Town Council which will be held on Tuesday 21<sup>st</sup> May 2019 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.**

*Mrs. L.M. Phillips*

**Town Clerk**

Dated this 15<sup>th</sup> Day of May 2019

## AGENDA

### PLANNING COMMITTEE

#### (All Members)

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 2020.
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 2020.
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. **Please complete and return the tabled slip.**
5. **Minutes**  
To approve as a correct record the notes of the Planning Committee meeting held on 30<sup>th</sup> April 2019.
6. **Working Group**  
Committee to re-establish Planning Working Group as a working group to the Committee and approve remit and membership. (Paper to be tabled).
7. **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 05-21-19).
8. **Planning Correspondence**  
Committee to note planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council.

**9. Street Naming**

Committee to suggest street names for use on the following developments:

- a. N/105/01297/18 off Legbourne Road x 10 names required.
- b. N/105/01680/16 off Shearwater Close x 1 name required.

**10. Next Meeting**

Committee to note that the date of the next scheduled meeting is 18<sup>th</sup> June 2019.

### **GOVERNANCE AND FINANCE COMMITTEE**

#### **(All Members)**

**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 Chairman of the Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2020.

**2. Election of Governance and Finance Committee Vice Chairman**

Council to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2020.

**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. **Please complete and return the tabled slip.**

**5. Minutes**

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 16<sup>th</sup> April 2019.

**6. Working Group**

Committee to re-establish FOG as a working group to the Committee and approve remit and membership. (Paper to be tabled).

**7. Next Meeting**

The next scheduled meeting of the Governance and Finance Committee will take place on Tuesday 13<sup>th</sup> August 2019.

### **COMMUNITY RESOURCES COMMITTEE**

#### **(All Members)**

**1. Election of Community Resources Committee Chairman**

The Mayor will initially take the chair for this item. Committee to receive nominations and to elect Chairman of the Community Resources Committee to hold office until the Annual Meeting of Louth Town Council in 2020.

**2. Election of Community Resources Committee Vice Chairman**

Council to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2020.

**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. **Please complete and return the tabled slip.**



5. **Minutes**  
To approve as a correct record the notes of the Community Resources Committee meeting held on 19<sup>th</sup> March 2019.
6. **Correspondence**  
Committee to note that details of the Federation of Burial and Cremation Authorities AGM on 12<sup>th</sup> September in Bristol have been received.
7. **Working Group**  
Committee to re-establish / form working groups to the Committee and approve remit and membership. (Paper to be tabled).
8. **Christmas Lights Working Group**  
Group to schedule a meeting to discuss requirements in 2019/20.
9. **Town Signs / Street Furniture Working Group**  
Group to schedule a meeting to discuss benches.
10. **Floral Enhancement**  
Committee to receive a report from the Town Clerk and decide upon the way forward.
11. **Next Meeting**  
Committee to note that the next scheduled meeting of the Community Resources Committee will take place on Tuesday 2<sup>nd</sup> July 2019.

**PERSONNEL COMMITTEE**

**(Members: Cllrs. D.E. Wing, Mrs. S.E. Locking, Mrs. E. Ballard,  
Mrs. J. Makinson-Sanders and Mrs. S. Crew)**

1. **Election of Personnel Committee Chairman**  
The Mayor will initially take the chair for this item. Committee to receive nominations and to elect Chairman of the Personnel Committee to hold office until the Annual Meeting of Louth Town Council in 2020.
2. **Election of Personnel Committee Vice Chairman**  
Council to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2020.
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. **Please complete and return the tabled slip.**
5. **Minutes**  
To approve as a correct record the notes of the Personnel Committee meeting held on 5<sup>th</sup> February 2019.
6. **Training**  
Committee to consider approval of any training requests received.
7. **Next Meeting**  
The next scheduled meeting of the Personnel Committee will take place on Tuesday 10<sup>th</sup> September 2019.

**TOWN COUNCIL****(All Members)**

1. **Apologies for Absence**  
To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
2. **Declarations of Interest / Dispensations**  
To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the proper officer under section 22 of the Localism Act. **Please complete and return the tabled slip.**
3. **Publications Received**  
Council to note that Clerks and Councils Direct May 2019 has been received and can be viewed in the office.
4. **Working Groups**  
Council to re-establish / form working groups reporting directly to the Town Council and approve remit and members. (Paper to be tabled).
5. **Correspondence**
  - a. **Weed Treatment** - Council to note that LCC expect their programme of weed treatments to commence in Louth w/c 13<sup>th</sup> May 2019. Weed treatments can take up to three weeks to be effective, dependent upon conditions. Councillors should email the Town Clerk with any areas of weeds which are large or well established, these will be passed on and LCC will make alternative arrangements for removal.
  - b. **Louth 6<sup>th</sup> Form Options** – Council to note the reply received from Tollbar MAT following Louth Town Council's objection to Louth Academy's Proposals to change the age range of Louth Academy from 11-18 to 11-16. (To be tabled).
6. **Training**  
Council to consider approving any training requests received.
7. **Closed Session Item**  
Council 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 item, information being of a confidential commercial third party and sensitive nature in relation to:
  - a. **Use of Sessions House Car Park** – Council to consider a request to use the top right hand corner of the above for storage of a caravan.
  - b. **Cemetery Electricity** – Council to consider approving works to workshop meter
  - c. **Southgate Lodge** – Council to discuss imposition of covenants.
8. **Next Meeting**  
Councillors to note that the date of the next scheduled Town Council meeting is 18<sup>th</sup> June 2019.



04-30-19 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE BRITISH LEGION HALL, LOUTH  
ON TUESDAY 30th APRIL 2019**

**Present** Councillor D.J.E. Hall (DJEH) (in the chair).

**Councillors:** Mrs. E. Ballard (EB), Mrs. D. Blakey (DB), Mrs. S. Crew (SC), D. Ford (DF), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton (GEH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO) and F.W.P. Treanor (FWPT) and Mrs. (PFW).

**Councillors not present:** C. Green (CG), L.M. Stephenson (LMS), D. Turner (DT), J. Garrett (JG) and D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent one member of the press and 14 members of the public were also present.

- A member of the public spoke of her concerns regarding the application to build a new sports hall on the land belonging to King Edward VI School on the Horncastle Road. The resident spoke of the view that had been there for 500 years and asked that the Town Council fight to protect that view and to oppose the application of such a large building in that location. The resident continued that people were unaware of just how big the building would be and that it was an 'off-the-peg' design unsuitable for a conservation area.
- A member of the public spoke about the King Edward VI Grammar School planning application and agreed that it was a good idea to have a new sports centre, but not in that location. The resident continued that the 'build' didn't fit in with the Louth Plan and that the fabrics were not suitable for a conservation area, and that the building would be much larger than others on the site. They continued that there was much information missing off of the planning application including details of the disposal of surface water and parking access.
- A member of the public wished to object to the planning application for the 60 properties at the bottom of Eastfield Road, a continuation from 'phase 1'. They stated that 'phase 2' was rejected originally but have now been told that this can go through, a site that was agricultural land with the field adjacent not being approved for development. They continued that they felt the development was too dense, drainage had not been properly considered and the over use of the single access road.
- A member of the public spoke to thank the Town Council for their assistance with the support and promotion of Pie Day in Louth on April 3<sup>rd</sup> 2019. 8 shops had taken part with over 2100 pieces of pie sold on the day. Any extra money raised had been donated to ECHO (local food for homeless charity). They reported that there had been excellent coverage before the day from the press and radio and ELDC had also committed to supporting the event (print and design) for a further two years. Cllr. Mrs. MO MBE was also thanked for her help as a judge. The winners were the Toadstool Café.

**419. Apologies for Absence**

Apologies for absence were received from Cllrs. LMS, DEW and JG.

**420. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. RJ - Items 4 and 5 - as a member of ELDC.
- b. Cllr. FWPT - planning application 10 - as an acquaintance
- c. Cllr DH - planning item 2 - as a director of another academy
- d. Cllr. DF - planning item 4 and 7 - neighbouring houses
- e. Cllr. Mrs. PFW – any items related to ELDC and planning item 2 as a member of ELDC and director of Magna Vitae
- f. Cllr. Mrs. JMS - Items 4 and 5 - as a member of ELDC.
- g. Cllr. Mrs. SEL - planning item 2 as Warden of King Edward VI ASEC and ex officio of KEVIET.  
(abstained on vote) planning item 5 as friends
- h. Cllr. Mrs. SC - As a member of the King Edward's VI Almshouse, School and Educational Charity at Louth.
- i. Cllr. Mrs. EB - As a member of the King Edward's VI Almshouse, School and Educational Charity at Louth.



#### 421. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 2<sup>nd</sup> April 2019 be approved as the Minutes.

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

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 04-30-19) and **RESOLVED** as follows:

- a. N/105/00432/19 - supported this application with the condition that required infrastructure be in place before any building takes place.
- b. N/105/00440/19 - objected to this application as it did not think that the proposed location of the building, on the southern boundary of the main school field within the Louth Conservation Area, was the best choice of site and would prefer to see such a development on the footprint of Crowtree House (also owned by King Edwards and which is unused and has been for a number of years). LTC strongly felt that the location of this development should be reconsidered and opined that the Crowtree House land lent itself far more usefully to the project. The Crowtree House site does not have a problem with drainage (the proposed site suffers greatly from waterlog), has direct access/exit to Crowtree Lane for users of the hall, servicing and emergency services (the proposed site has no proper access/exit other than right through the middle of the school and plans do not detail how this might be achieved rather they infer that no proper provision for access/exit will be made). The Crowtree House site would enable disabled parking to be located so as to ensure that there was no contravention of the Disability Discrimination Act. The proposed location offers no parking in the vicinity of the building without an uphill journey of over 150m and as such the plans do not comply with DDA regulations.

LTC felt that development on the southern boundary of the main school field would result in a loss of public visual amenity, have a detrimental impact on the character and appearance of Louth's Conservation Area and on nearby Listed Buildings as views of the Grade I Listed St. James' Church and the Grade II Listed 'The Lodge' would be obscured by the development of the new sports hall. These views from Horncastle Road had been enjoyed for decades by residents of Louth and visitors alike as this is one of the main and most attractive entrances to the town.

LTC were concerned about the adequacy of the drainage provisions. The application states that foul and surface water would be dealt with by way of a soakaway but the proposed site is known to be waterlogged and therefore unsuitable for soakaways.

LTC noted that development of the proposed site would severely impact use of existing outdoor sporting facilities for instance rendering the existing cricket pitch unusable. LTC considered that all losses of outdoor sporting amenity should be re-provided in other locations and details of their re-provision should be included within this application.

Further, LTC considered that the proposed development was of an overbearing nature, it being significantly larger than any other building in the area, its design and appearance were not in keeping with the surroundings and would set a dangerous precedent in the conservation area. LTC were also concerned that this development would be the cause of both light and noise pollution for local residents and felt that it would undoubtedly damage the roots of nearby trees possibly causing a loss of trees and ecological habitats. LTC wished to draw attention to the many, concise and well researched letters of objection lodged with ELDC and implored ELDC to refuse this planning application based on these.

Finally, LTC wished to make known their agreement with resident's observations made following FOI requests (see attached letter).

- c. N/105/00593/19 - objected to this application on the grounds that the proximity of properties 11 and 12 to properties 32 and 33 would be so close as to breach human rights. The proposal is over-intensive and overbearing in nature and too dense when compared to most other developments in Louth. Drainage detail is not sufficient to mitigate concerns over flood risk. Further concerns were raised over the planned position of the attenuation pond, which it was felt would be better placed in the centre of the development, where the land naturally dips and is often boggy. Councillors were of the opinion that the Ecology Report from 2017 would be out of date after all of the movement and building that has taken place during phase 1 of this development (any animals most likely having been displaced because of this) and so felt that the report needed updating. LTC did not feel that NPPF 108c had been complied with. Section 108 states: In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:...
  - c) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.
- LTC do not feel that one entrance and exit for the site for this significant number of houses on a bad bend and a road which is narrow meets this criteria.



LTC were also concerned about the cumulative traffic impact on the town. This development will create a need for infrastructure improvements to the road which should be addressed in line with the East Lindsey Core Strategy page 127 point 15.7 as roads are in a poor state currently and improvements have not, so far, been forthcoming. LTC requested that Cllr. Jackson call this application in.

- d. N/105/00569/19 - objected to this application on the grounds of overshadowing, overlooking and loss of privacy as although the plans have been altered from 3 houses to 2 bungalows, the ground height of the development has not been altered and the change in footprint brings the development closer to the boundary of neighbouring properties.
- e. N/105/00606/19 - supported this application.
- f. N/105/00611/19 - objected to this application as a Flood Risk Assessment had not been provided, it was of the opinion that additional traffic calming measures were needed and the Highways Reports provided were out of date. LTC had concerns that water pressure at properties on neighbouring Fanthorpe Lane were low currently and the infrastructure in the area could not cope at present, the proposed development would have further detrimental effects on both of these. LTC also felt that previous neighbour objections were still valid.
- g. N/105/00621/19 - objected to this application on the grounds that a new house on the proposed site would have a detrimental effect on Louth's Conservation Area as its design and appearance (being new) would not be in keeping with the current properties and surroundings on Union Street.
- h. N/105/00631/19 - objected to this application as it felt that conditions are imposed for a reason and should be complied with. It also wished to reiterate its previous reasons for objection, these being: The constrictions of the site by the river and existing properties and the maximisation of quantity has led to this development being too dense and has created serious overlooking issues for 4 of the properties with less than the required distances window to window being achieved. The construction of dwellings at this location will cause a serious threat to the wildlife and ecology of the area from pollution, loss of habitat and disturbance. There are known to be bat colonies in the area and a bat survey has not been provided. There will be a cumulative traffic impact with other recently approved developments on Eastfield Road. There are known unresolved flooding issues along this road and there is a danger that development on this site will transfer the flooding impact onto other neighbouring properties. Some of the land also falls within a medium flood risk from the river. There are plans to reinvigorate the canal as a green corridor through Louth and the development could pose a risk to this boost to the local economy through tourism.
- i. N/105/00661/19 & N/105/00662/19 - objected to this application on the grounds that the materials proposed for use would have a detrimental effect on the appearance and character of the Louth Conservation Area and these Grade II Listed Buildings.
- j. N/105/00684/19 - supported this application.
- k. PL/0068/19 - supported this application.

#### 423. Proposed Works to Trees in the Conservation Area

It was **RESOLVED** to support the proposed tree work at 31 Horncastle Road.

#### 424. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 21<sup>st</sup> May 2019.

The Meeting Closed at 6.40pm.

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

Dated \_\_\_\_\_

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Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Expiry Date for LTC Comments
1	ELDC	N/105/00371/19	Planning Permission	Mr. M. Bashir	Alterations to existing shop front of 19 Upgate, and replacement shop front at 21 Upgate, which are Listed Buildings to include the demolition of existing outbuilding to rear of 21 Upgate.	19, 21 UPGATE, LOUTH, LN11 9ER - Priory Ward	Yes	New	22/05/2019
2	ELDC	N/105/00372/19	Listed Building Consent	Mr. M. Bashir	Alterations to existing shop front of 19 Upgate, and replacement shop front at 21 Upgate, to include the demolition of existing outbuilding to rear of 21 Upgate.	19, 21 UPGATE, LOUTH, LN11 9ER - Priory Ward	Yes	New	22/05/2019
3	ELDC	N/105/00606/19	Planning Permission	Mr. & Mrs. J. Lord	Note to amended plan ref 18/1452 100 Rev. A. Extension and alterations to existing garden store to provide a garden room and alterations to existing house to provide a dormer window and roof light on the rear elevation.	162 EASTGATE, LOUTH, LN11 9AB - Priory Ward	Yes	Louth Town Council supported this application on 30th April 2019.	21/05/2019
4	ELDC	N/105/00621/19	Planning Permission	Mr. D. Botwright	Amendment Received - Statement of Significance has been submitted - Erection of a house on site of the existing garage and storage building which is to be demolished.	55 BROADBANK, LOUTH, LINCOLNSHIRE, LN11 0EW - St. James' Ward	yes	Louth Town Council objected to this application on 30th April 2019 on the grounds that a new house on the proposed site will have a detrimental effect on Louth's Conservation Area as its design and appearance (being new) will not be in keeping with the current properties and surroundings on Union Street.	24/05/2019
5	ELDC	N/105/00649/19	Planning Permission	Mr. K. Fairbairn	Erection of a detached building to form a store/hobby room and utility area in connection with the main dwelling on the site of an existing detached garage which is to be demolished	4 FLORENCE WRIGHT AVENUE, LOUTH, LN11 8EJ - St. Michael's Ward	No	New	22/05/2019
6	ELDC	N/105/00699/19	Planning Permission	Ms. R. Seagroatt	First floor side extension to existing house to provide an additional bedroom with ensuite.	38 CHESTNUT DRIVE, LOUTH, LN11 7AX - Trinity Ward	No	New	22/05/2019
7	ELDC	N/105/00748/19	Planning Permission	Mr. D. Thompson - Ascend Climbing Gym Ltd	Change of use of the former vehicle repair garage to provide a rock climbing facility.	WOODTHORPE BODYWORKS, NORTH HOLME ROAD, LOUTH, LINCOLNSHIRE, LN11 0HF - North Holme Ward	No	New	31/05/2019

Our Ref	Authority	Application No		Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Expiry Date for LTC Comments
8	ELDC	N/105/	00763/19	Planning Permission	Mr. P. Wilson	Erection of a house with integral single garage on the site of an existing garage which is to be removed, alterations to existing vehicular access and construction of a vehicular access to serve 54 Brackenborough Road.	54 BRACKENBOROUGH ROAD, LOUTH, LN11 9AQ - St. Margaret's Ward	No	New	23/05/2019
9	ELDC	N/105/	00785/19	Listed Building Consent	Mr. K. Harvey,	Extension and alterations to the existing dwelling to provide an enlarged orangery.	48 WESTGATE, LOUTH, LINCOLNSHIRE, LN11 9YD - St James' Ward	Yes	New	25/05/2019
10	ELDC	N/105/	00828/19	Planning Permission	Strawson	Change of use from Class A1: Shops to Class A3: Restaurants and Cafe, of the Town & Country Planning (Use Classes) Order 1987 as amended	127 EASTGATE, LOUTH, LN11 9QE - St James's Ward	Yes	New	05/06/2019



04-16-19 GF MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 16th April 2019**

**Present**

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

**Councillors:** Mrs. D. Blakey (DB), Mrs. S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton (GEH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**Councillors not present:** C. Green (CG), L.M. Stephenson (LMS) and D. Turner (DT).

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

**415. Apologies for Absence**

No apologies for absence were received.

**416. Declarations of Interest / Dispensations**

The following declarations of interest were made:

Councillors Mrs. JMS, DEW and AL - item 4 – as members of the Hubbard's Hill Trust.

**417. Minutes**

It was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 5<sup>th</sup> March 2019 be approved as the Minutes.

**418. Financial Reports**

The Committee considered the items listed below and **RESOLVED** to accept them as follows:

- a. Receipts and Payments – Cashbooks 1 and 2 – Months 10 to 12
 

i. Month 10 (January)	Cash Book 1	Receipts	£-785.15	Payments	£21,856.12
ii. Month 10 (January)	Cash Book 2	Receipts	£0.00	Payments	£67.55
iii. Month 11 (February)	Cash Book 1	Receipts	£7,386.82	Payments	£27,116.51
iv. Month 11 (February)	Cash Book 2	Receipts	£0.00	Payments	£30.61
v. Month 12 (March)	Cash Book 1	Receipts	£2,034.66	Payments	£37,214.72
vi. Month 12 (March)	Cash Book 2	Receipts	£200	Payments	£80.95
- b. The Committee **RESOLVED** to accept the Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31<sup>st</sup> March 2019.
- c. Following a discussion regarding the rate of interest being received on the Council's bank accounts and the confirmation that FOG were looking into options on investment return, the Committee **RESOLVED** to accept the confirmation from FOG of the following Bank Reconciliations:
  - i. Lloyds Treasurers Account (balance as at 1<sup>st</sup> March 2019) – £225,250.99
  - ii. Petty Cash (balance as at 31<sup>st</sup> March 2019) – £158.67
  - iii. Lloyds Deposit Account (balance as at 21<sup>st</sup> March 2019) – £69,439.71
  - iv. National Savings and Investment Account (balance as at 1<sup>st</sup> January 2019) – £109,650.53

The Meeting Closed at 9.29pm.

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

Dated \_\_\_\_\_

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03-19-19 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 19<sup>th</sup> MARCH 2019**

**Present** Chairman: Councillor A. Leonard (AL) (in the chair)

**Councillors:** Mrs. E. Ballard (EB), Mrs. D. Blakey (DB), Mrs. S. Crew (SC), D. Ford (DF), J. Garrett (JG), C. Green (CG), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), Mrs. L. Harrison-Wiseman (LHW), R. Jackson (RJ), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO), L.M. Stephenson (LMS), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**Councillors not present:** D. Turner (DT).

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

**392. Apologies for Absence**  
Apologies were received from Councillor DT.

**393. Declarations of Interest / Dispensations**  
There were no declarations of interest given.

**394. Minutes**  
It was **RESOLVED** that the notes of the last meeting held on 15<sup>th</sup> January 2019 be approved as the Minutes.

**395. Pool Van**  
It was **RESOLVED** to approve and adopt the following documents for use.

- a. Vehicle Usage and Driving at Work Policy
- b. Individual Use/Daily Use Vehicle Checklist and Defect Form
- c. Weekly Vehicle Safety Checklist
- d. Journey Log

**396. Closed Session Items**  
It was **RESOLVED** that the meeting should move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the commercially confidential nature of the business to be discussed in relation to the following matters:

- a. **Town Signs**  
Councillors considered quotations and it was **RESOLVED** to explore Quote 2 further, engage the services of the contractor in the replacement/refurbishment of one sign, for perusal, before approving further works to the remaining 6 signs.

It was **RESOLVED** that the meeting should move out of **CLOSED SESSION**.

The Meeting Closed at 9:21pm.

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

Dated \_\_\_\_\_

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02-05-19 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 5<sup>TH</sup> FEBRUARY 2019**

**Present** Councillor D.E. Wing (DEW), (in the chair).

**Councillors:** Mrs. E. Ballard (EB), Mrs. J. Makinson-Sanders (JMS), Mrs. S.E. Locking (SEL) and F.W.P. Treanor (FWPT)

**Councillors not present:** N/A

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

**325. Apologies for Absence**

No apologies for absence were received.

**326. Declarations of Interest / Dispensations**

There were no declarations of interest.

**327. Minutes**

Following a proposal by Cllr. Mrs. JMS seconded by Cllr. Mrs. SEL it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 6<sup>th</sup> November 2018 be approved as the Minutes.

**328. Closed Session Item**

Following a proposal by Cllr. Mrs. SEL seconded by Cllr. DEW it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the commercially sensitive nature of the business to be discussed in relation to:

**a. HR Services**

Following discussion regarding quotations for HR advice and a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. EB, it was **RESOLVED** to cancel the current contract for retained HR advice and instead obtain advice on an ad hoc basis, should this be required (using funds from general reserves).

Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. EB it was **RESOLVED** that the meeting should move back into open session.

**329. Next Meeting**

The Committee noted that the next Personnel Committee meeting would be confirmed once the 2019/20 schedule of meetings had been approved.

The Meeting Closed at 8:17pm.

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

Dated \_\_\_\_\_

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