

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Governance and Finance Committee and Planning Committee which will be held on Tuesday 20th June 2023 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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


Mrs. L.M. Phillips

Town Clerk

Dated this 15th Day of June 2023

AGENDA 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 2024.

2. Election of Governance and Finance Committee Vice Chairman

Committee to receive nominations and to elect the Vice Chairman of the Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2024.

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 2nd May 2023. (Attached).

6. Finance

Committee to note/approve/authorise the following:

- a. Receipts and Payments – Cashbooks 1 and 2 – Month 12
 - i. Cash Book 1 Receipts £3,104.53 Payments £29,265.25
 - ii. Cash Book 2 Receipts £0.00 Payments £63.00
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2023.
- c. Earmarked Reserves Report as at 31st March 2023.
- d. Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance on statement 76) – £369,450.88
 - ii. Petty Cash (balance as at 31st March 2023) – £155.49
 - iii. Lloyds Deposit Account (balance on statement 7 as at 31st March 2023) – £166,652.51

ii. National Savings and Investment Account (balance on statement 10 as at 31st March 2023) – £111,438.22

7. Annual Governance and Accountability Return (AGAR) 2022/23

- a. To receive the Balance Sheet for the year ended 31st March 2023 and recommend to Town Council that it be approved and signed by the Chairman and Responsible Financial Officer. (Attached).
- b. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2022/23, placing ticks in all boxes except number 9 where n/a should be ticked and recommend to Town Council signing by the Chairman and the Town Clerk. (Attached).
- c. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2022/23 and recommend to Town Council signing by the Chairman. (Attached).
- d. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as reasonably possible after approval of the AGAR and with this in mind, recommend to Town Council that the period for the exercise of public rights should be set from Thursday 22nd June 2023 to Wednesday 2nd August 2023.

8. Review of Notices, Policies and Procedures

Committee to note that the following have been reviewed. Documents which required more than a date change within the body of the text are attached here for your information. Other documents are available to view on the Councils website or by request from the Town Clerk. Council to approve continued use of:

- a. Cemetery Privacy Notice – No changes.
- b. Staff and Councillor Privacy Notice – Change to date of last update required within body of document.
- c. Email Contact Privacy Notice – No changes.
- d. General Privacy Notice – Change to date of last update required within body of document.
- e. Remote Meeting Privacy Notice – Change to date of last update required within body of document.
- f. Data Protection Policy – No changes.
- g. Information Security Incident Policy – No changes.
- h. Subject Access Requests Policy – No changes.
- i. Removeable Media Policy – No changes.
- j. Retention of Documents Policy – No changes.
- k. Secure Disposal of Information Policy – No changes.
- l. Publication Scheme – No changes.
- m. Policy on Handling of Freedom of Information Requests – No changes.
- n. LTC Vehicle Usage and Driving at Work Policy – No changes.
- o. Members Allowance Policy – No changes.

9. Working Group

Committee to re-establish the Financial Overview Group as a working group and approve remit and membership as follows:

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

Membership	5 + Town Clerk
Req'd Councillors	Chairman and Vice Chairman of GF Committee + 4 others
Members 2022/23	Cllrs. Mrs. EB, LMC, MB, DEW, JS and BO. (The Mayor, Ex. Officio).
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.

10. Next Meeting

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 8th August 2023.

TOWN COUNCIL

(Chairman: Cllr. J. Simmons, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Council Meeting held on 16th May 2023.

4. Committee Minutes

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

- a. Planning Committee – 25th April 2023

5. Annual Governance and Accountability Return (AGAR) 2022/23

- a. To receive the report of the internal auditor. (Attached).
- b. To receive the Balance Sheet for the year ended 31st March 2023 and approve signing by the Chairman and Responsible Financial Officer. (Attached).
- c. To receive the Income and Expenditure Account for the year ended 31st March 2023.
- d. On the recommendation of the Governance and Finance Committee to approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2022/23, placing ticks in all boxes except number 9 where n/a should be placed and approve signing by the Chairman and the Town Clerk. (Attached).
- e. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2022/23 and authorise signing by the Chairman. (Attached).
- f. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as reasonably possible after approval of the AGAR and with this in mind, receive a recommendation from the Governance and Finance Committee that the period for the exercise of public rights should be set from Thursday 22nd June 2023 to Wednesday 2nd August 2023.

6. Co-option

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

7. Annual Town Meeting Minutes 2022/23

To receive the notes of the Annual Town Meeting held on 18th April 2023 and consider if further action should be taken on proposals raised by members of the public. (Minutes Attached and information on proposals by members of the public).

8. Working Groups

Council to re-establish working groups to the Council and approve remit and membership. (To be tabled).

9. Louth Food Festival

- a. Councillors to consider volunteering to assist ELDC with marshalling of the Louth Food Festival, which will take place on Lincolnshire Day, 1st October 2023.
- b. Council to consider running a Lincolnshire Day Poem competition in schools, as part of the food festival – with the winning child being invited to read their poem on stage and be presented with a prize (of the Town Council's choosing and at their cost).

10. Land at Julian Bower

Council to approve renewal of grazing licence with previous user.

11. Partnership Working - Tree for King Charles III

Council to receive a proposal from the Mayor that it approve that the Town Clerk attempt to make arrangements for a tree to be planted in Westgate Fields to commemorate the Coronation of King Charles III. Mr. Horton, the Tree Officer at ELDC has already indicated that ELDC would purchase and permit a tree to be planted (tree at ELDC's expense). ELDC would also permit a plaque to commemorate the occasion to be erected with the tree (at LTC's expense). Enquiries as to the availability of suitable dignitaries to attend will also be made.

12. Lincolnshire Police

Following the recent visit of Sgt. Palmer, Council to consider a proposal from the Mayor to send a letter to the Police Commissioner and Chief Constable outlining the Council's thoughts on the proposed reduction in PCSO numbers etc.

13. LALC Management Committee

Council to note that on 16th May it nominated the Clerk to act as a representative on the Association's Management Committee. Since that time, it has become apparent that the LALC County Committee on which Cllr. JB has represented the Council for the past four years is to cease as the above takes over. Therefore, Council to ratify the nomination of Cllr. JB to the above also.

14. Council Photograph

Council to approve that arrangements be made for a Council photograph to be taken to mark the new Council's term of office.

15. King Edward VI Almshouse, School and Educational Charity

Council to note that Mr. Leonard's term as a trustee on the above is to end on 24th August 2023. Mr. Leonard has confirmed that he would like to be re-elected as he is currently handling a large financially based property deal for the Trust and it would severely impact the ongoing process if he were to leave. This would be to the detriment of the other trustees and trust itself as all project contact is through him as the main liaison with the contractors. The total value of benefit to the trust is potentially more than one million pounds. Mr. Leonard hopes that Council will agree for him to continue on behalf of the Town Council, to benefit the community and facilitate the aims and objectives, for which the trust was established. Council to nominate a representative.

16. Tree Planting and Community Orchard Scheme

Council to receive correspondence on the above from the South East Lincolnshire Council's Partnership, Climate Change and Environment Officer and resolve upon the way forward.

17. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 19th September 2023.

PLANNING COMMITTEE

(Chairman: Cllr. Mrs. S. Crew, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 23rd May 2023. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 06-20-23). (Attached).

5. Planning Correspondence

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

6. Proposed Works to Trees

Committee to consider the following proposed works to trees (details circulated by email) and resolve as required:

- a. **Location:** 2 Horncastle Road. **Proposal:** T27 (T1 on plan) and T29 (T2 on plan) - Limes. Removal of all epicormic growth from stems and base up to a height of 6m, leaving the growth on the pollarded heads. **Reasons:** To allow more light into the garden and house windows.
- b. **Location:** 5 George Street. **Proposal:** T1 – Lilac – Fell. **Reasons:** Decayed bases on some stems, gutters getting blocked and minor cracks within retaining wall between properties.
- c. **Location:** Holly Cottage, 8 Somersby Court. **Proposal:** Reduce in height from 9m to 7m and width from 6m to 4m. **Reasons:** None supplied.
- d. **Location:** 18 Commercial Road. **Proposal:** T1 – English Yew – remove to ground level. **Reasons:** Small garden; tree blocks light to house and adjacent properties.
- e. **Location:** 22 St. Mary's Lane. **Proposal:** A1 – Ash, Beech, Birch, Cedar, Chestnut, Elm, Fir, Oak, Sycamore – T1 and T2 on plan (Laurel) reduce lateral spread into garden of No. 3 by 3m. Reduce height by 3m and reshape accordingly. T3 on plan (Cupressus) approx. 8m high protruding above Laurel by 3-4m; top in line with crown of Laurels. **Reasons:** Trees encroaching into property and significantly reducing light and hindering plant and shrub growth underneath.
- f. **Location:** Elm Lodge, 57 Crowtree Lane. **Proposal:** A6 – Several Ash, Beech, Chestnut, Oak and Sycamore trees – (Chestnut marked on plan) lift canopy to 3.5m agl where it overhangs No. 5 by removing 1 no. limb at c2.5m agl back to the main branch with a c75mm pruning cut. Balance remaining canopy over garden with final cuts no larger than 30mm. **Reasons:** None supplied.

7. NHS Update

Cllr. Mrs. JMS to provide an update on possible changes to services at hospitals in Grimsby and Scunthorpe which might have an impact on Louth. Committee to resolve upon the way forward.

8. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 11th July 2023.

05-02-23 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 2nd MAY 2023**

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

Councillors: J. Baskett (JB), M. Bellwood (MB), B. O'Brien (BO), L.M. Cooney (LMC), S. Crew (SC), L. Frost (LF), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW)

Councillors not present: H. Filer (HF), J. Garrett (JG) and K. Norman (KN).

The Town Clerk, Mrs. L.M. Phillips was also present.

G31. Apologies for Absence

Apologies for absence were received from Cllrs: HF, JG and KN.

G32. Declarations of Interest / Dispensations

Cllrs. AL, JMS and DEW – Any item relating to Hubbard's Hills, as Members of the Hubbard's Hills Trust.
Cllr. Mrs. JMS – agenda item 4c as has an interest in the art trail.

G33. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 21st February 2023 be approved as the Minutes.

G34. Finance

It was **RESOLVED** to note/approve/authorise the following:

a. Receipts and Payments – Cashbooks 1 and 2 – Months 7 - 11

i. Month 7

1. Cash Book 1	Receipts	£7.08	Payments	£59,070.87
2. Cash Book 2	Receipts	£0.00	Payments	£153.82

ii. Month 8

1. Cash Book 1	Receipts	£8,622.51	Payments	£23,103.86
2. Cash Book 2	Receipts	£250.00	Payments	£241.15

iii. Month 9

1. Cash Book 1	Receipts	£5,765.12	Payments	£20,902.05
2. Cash Book 2	Receipts	£250.00	Payments	£325.02

iv. Month 10

1. Cash Book 1	Receipts	£72.23	Payments	£30,232.84
2. Cash Book 2	Receipts	£250.00	Payments	£150.91

v. Month 11

1. Cash Book 1	Receipts	£20,791.48	Payments	£28,347.32
2. Cash Book 2	Receipts	£250.00	Payments	£121.84

b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28th February 2023.

c. Earmarked Reserves Report as at 28th February 2023.

d. Balance Sheet to 28th February 2023 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

i. Lloyds Treasurers Account (balance at 28/02/23 statement 75) – £409,973.93

ii. Petty Cash (balance as at 28/2/23) – £218.49

iii. Lloyds Deposit Account (balance on statement 5) – £166,650.51

iv. National Savings and Investment Account (balance on statement 10) – £111,334.60

G35. Grants

It was **RESOLVED** to approve a go live date for the LTC grant application form 2023/24 of Tuesday 8th August and closing date for applications of noon on Tuesday 3rd October 2021.

G36. Risk Management

On the recommendation of FOG, it was **RESOLVED** to approve the Council's Risk Management arrangements with minor amendments.

G37. Cemetery Fees

It was **RESOLVED** to approve a recommendation from FOG to increase Cemetery Fees from 1st July 2023 by 3.5%.

G38. Next Meeting

The Committee noted that the next meeting of the Governance and Finance Committee was scheduled to take place on 20th June 2023.

The Meeting Closed at 8.43pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Date: 30/05/2023

Louth Town Council Current Year

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Time: 10:11

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		560,263.11					560,263.11	
Int	Banked: 07/03/2023	78.53						
Int	Lloyds Bank	78.53			1190	101	78.53	Interest Received
FPI	Banked: 07/03/2023	600.00						
FPI	Leakes Memorials	600.00			1011	401	63.00	Add ins Briggs
					1011	401	158.00	Headstone Kavanagh
					1011	401	158.00	Headstone Markham
					1011	401	63.00	Add Ins Worrall
					1011	401	158.00	Crem Tab Carpenter
FPI	Banked: 22/03/2023	322.00						
FPI	R. Arnolds	322.00			1012	401	322.00	EXRT
500867	Banked: 30/03/2023	2,103.00						
2139	Hoare	253.00			1012	401	146.00	EXRT
					1010	401	107.00	Inter
2141500867	Alpha Memorials	158.00			1011	401	158.00	Mem re. West
2143	Alpha Memorials	237.00			1011	401	237.00	Mem re. Glover
2145	Alpha Memorials	237.00			1011	401	237.00	Mem re. Monkhouse
2149	Kettles	458.00			1010	401	458.00	Inter Lewis
2144	Damms	146.00			1012	401	146.00	EXRT
2142	Gawne	146.00			1012	401	146.00	EXRT
2140	Reed	322.00			1012	401	322.00	EXRT
2137	Towse	146.00			1012	401	146.00	EX/RT
DEP	Banked: 30/03/2023	1.00						
DEP	L. Phillips	1.00			1002	101	1.00	Generating Deposit Acc Stateme
Total Receipts for Month		3,104.53	0.00	0.00			3,104.53	
Cashbook Totals		563,367.64	0.00	0.00			563,367.64	

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Date: 30/05/2023

Louth Town Council Current Year

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/03/2023	EDF Energy	DDEDFCEM12	8.00			4505	401	8.00	Cem Gas
14/03/2023	Post Office	9645	5,417.86		902.98	4220	401	4,514.88	Annual Maint Cont
14/03/2023	GBM Waste Management	9646	185.00		30.83	4532	401	154.17	Skip
14/03/2023	KRL Group Ltd	9647	17.99		3.00	4304	401	14.99	Photocopier Support
14/03/2023	Tudor Grounds Maintenance	9648	497.92		82.99	4530	401	414.93	Cem Grass Cutting
14/03/2023	Thompson and Smith	9649	397.64		62.11	4533	401	335.53	Service & MOT
14/03/2023	Gaswise Heating Services Ltd	9650	9,900.00		1,650.00	9601	403	8,250.00	New SH Boiler
						391	0	-8,250.00	New SH Boiler
						6000	403	8,250.00	New SH Boiler
14/03/2023	SCIS Ltd	9651	431.99		72.00	4020	101	359.99	Hosting .gov mailboxes
14/03/2023	Zurich Municipal	9652	757.99			4533	401	757.99	Insurance
14/03/2023	Citizens Advice Lindsey	9653	1,000.00			4089	601	1,000.00	Grant
14/03/2023	Mr. M. Bellwood	9654	79.78		13.30	4280	401	66.48	Spring Plants
14/03/2023	LCC Pension Fund	9655	1,383.31			4001	401	108.12	Staff Costs
						4002	401	419.42	Staff Costs
						4001	501	191.81	Staff Costs
						4002	501	663.96	Staff Costs
14/03/2023	HM Revenue and Customs	9656	1,907.15			4001	401	659.68	Staff Costs
						4002	401	374.30	Staff Costs
						4001	501	570.55	Staff Costs
						4002	501	302.62	Staff Costs
14/03/2023	Staff Costs	9657	1,944.10			4001	401	1,944.10	Staff Costs
14/03/2023	Staff Costs	9658	1,516.43			4001	401	1,516.43	Staff Costs
14/03/2023	Staff Costs	9659	2,188.56			4001	501	2,188.56	Staff Costs
14/03/2023	EDF Energy	DDEDFSH4	1,000.00			4303	401	1,000.00	SH Utilities
21/03/2023	E.ON Next	DD125	495.91		82.65	4303	401	413.26	SH Elec
21/03/2023	Anglian Water	DDAWCEM12	37.00			4505	401	37.00	Cem Water
21/03/2023	E.ON Next	DD126	82.62		3.93	4505	401	78.69	Cem Electric
21/03/2023	Anglian Water	DDAWSH12	8.00			4303	401	8.00	SH Water
28/03/2023	EDF Energy	DDEDFCEM2	8.00			4505	401	8.00	Cem Gas
Total Payments for Month			29,265.25	0.00	2,903.79			26,361.46	
Balance Carried Fwd			534,102.39						
Cashbook Totals			563,367.64	0.00	2,903.79			560,463.85	

Date: 30/05/2023

Louth Town Council Current Year

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Time: 10:11

Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	218.49					218.49	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>218.49</u>	<u>0.00</u>	<u>0.00</u>			<u>218.49</u>	

Date: 30/05/2023

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Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/03/2023	Wilkinsons	96	17.80		2.97	4020	101	14.83	Paper
14/03/2023	John Darke Ltd	97	30.00		5.00	4531	401	25.00	Cem Fuel
15/03/2023	Post Office	98	15.20			4022	101	15.20	Stamps
Total Payments for Month			63.00	0.00	7.97			55.03	
Balance Carried Fwd			155.49						
Cashbook Totals			218.49	0.00	7.97			210.52	

30/05/2023

Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Finance								
1002 Miscellaneous	1	2	50	48			4.4%	
1176 Precept	0	283,063	283,063	0			100.0%	
1190 Interest Received	182	420	700	280			59.9%	
Governance and Finance :- Income	183	283,485	283,813	328			99.9%	0
4020 Office Administration Costs	375	3,464	3,500	36		36	99.0%	
4022 Postage	15	243	400	157		157	60.8%	
4023 Meeting Expenses	0	300	300	(0)		(0)	100.0%	
4024 Councillors Expenses	0	141	100	(41)		(41)	140.8%	
4025 Insurances	0	4,631	6,000	1,369		1,369	77.2%	
4026 Fees and Subscriptions	0	2,586	2,805	219		219	92.2%	
4028 Audit Fee (Internal & External)	0	800	1,000	200		200	80.0%	
4750 Contingency	0	233	500	267		267	46.6%	
Governance and Finance :- Indirect Expenditure	390	12,398	14,605	2,207	0	2,207	84.9%	0
Net Income over Expenditure	(207)	271,087	269,208	(1,879)				
401 Community Resources Day to Day								
1000 Property Income	0	1,461	1,500	39			97.4%	
1001 Allotment Rent Received	0	550	550	0			100.0%	
1002 Miscellaneous	0	1,015	200	(815)			507.5%	
1009 LCC Contribution (Grass)	0	5,151	4,960	(191)			103.9%	
1010 Interments	1,695	15,809	20,000	4,191			79.0%	
1011 Monuments	1,232	7,458	6,000	(1,458)			124.3%	
1012 Exclusive Burial Rights	2,018	10,914	14,500	3,586			75.3%	
1013 Plaques	0	0	214	214			0.0%	
1014 Chapel Rent	0	0	214	214			0.0%	
1015 Welcome Back Fund	0	23,014	0	(23,014)			0.0%	
Community Resources Day to Day :- Income	4,945	65,372	48,138	(17,234)			135.8%	0
4001 Salaries	4,228	50,740	49,500	(1,240)		(1,240)	102.5%	
4002 Employers Costs Super / NI	794	9,050	16,500	7,450		7,450	54.8%	
4003 Grave Digging	0	900	4,000	3,100		3,100	22.5%	
4027 Training	72	710	1,700	990		990	41.7%	
4104 Civic Property	415	500	500	0		0	100.0%	
4200 Clocks / Floodlights	2,825	2,400	2,400	(0)		(0)	100.0%	
4205 Christmas Lights / Celebrations	0	10,928	12,500	1,572		1,572	87.4%	
4210 Lovely Louth Competition	0	381	500	119		119	76.2%	
4220 CCTV Maintenance	4,515	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	0	700	1,500	800		800	46.7%	
4223 Amenity Grass Cutting	1,464	13,176	23,000	9,824		9,824	57.3%	

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Floral / In Bloom	66	1,422	3,000	1,578		1,578	47.4%	
4282 Hubbards Hills Mtce Contrib.	0	40,000	40,000	0		0	100.0%	
4285 Minor Mtce & Cleaning Services	255	3,513	4,700	1,187		1,187	74.7%	
4302 Security / Fire	0	2,578	2,500	(78)		(78)	103.1%	
4303 SH Utilities	1,421	11,510	6,000	(5,510)		(5,510)	191.8%	
4304 SH Communications	106	1,668	1,600	(68)		(68)	104.3%	
4306 SH Rates	0	5,614	5,614	0		0	100.0%	
4307 SH Building Maintenance	0	1,367	2,000	633		633	68.4%	
4308 SH Statutory Equipment Checks	155	69	250	181		181	27.6%	
4501 Cem Rates	0	3,293	1,000	(2,293)		(2,293)	329.3%	
4505 Cem Utilities	132	1,625	2,500	875		875	65.0%	
4520 Cem Maintenance-Supplies	0	1,864	2,000	136		136	93.2%	
4530 Cem Grass Cutting / Strimming	415	5,613	6,000	387		387	93.6%	
4531 Cem Fuel - Equipment	25	658	800	142		142	82.3%	
4532 Cem Waste Disposal	254	1,747	1,750	3		3	99.8%	
4533 Cem Vehicle Running Costs	1,094	1,917	2,000	83		83	95.8%	
4540 Cem Protective Clothing	0	577	600	23		23	96.2%	
4550 Cem Plants, Shrubs, Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	0	2,317	3,000	683		683	77.2%	
4552 Purchase of Plaques	0	19	60	41		41	30.9%	
4600 Cem Equipment Replacement	0	297	3,000	2,703		2,703	9.9%	
4750 Contingency	431	1,857	2,000	143		143	92.8%	
4751 GDPR Compliance	0	40	100	60		60	40.0%	
4752 Trinity Allotment Rent	0	790	802	12		12	98.5%	
4753 Tidy Louth	0	0	500	500		500	0.0%	
4754 Community Apiary	833	0	0	0		0	0.0%	
4756 Welcome Back Fund	0	6,332	0	(6,332)		(6,332)	0.0%	
Community Resources Day to Day :- Indirect Expenditure	19,500	190,685	208,591	17,906	0	17,906	91.4%	0
Net Income over Expenditure	(14,555)	(125,313)	(160,453)	(35,140)				
403 Community Resources EM Reserve								
9359 EMR Accommodation	0	3,410	0	(3,410)		(3,410)	0.0%	3,410
9601 EMR Accom Boiler	8,250	8,250	0	(8,250)		(8,250)	0.0%	8,250
9611 EMR Contingency	0	1,500	0	(1,500)		(1,500)	0.0%	1,500
Community Resources EM Reserve :- Indirect Expenditure	8,250	13,160	0	(13,160)	0	(13,160)		13,160
Net Expenditure	(8,250)	(13,160)	0	13,160				
6000 plus Transfer from EMR	8,250	13,160						
Movement to/(from) Gen Reserve	0	0						

Continued over page

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Personnel Day to Day								
4001 Salaries	2,951	47,348	59,250	11,902		11,902	79.9%	
4002 Employers Costs Super / NI	967	15,915	23,500	7,585		7,585	67.7%	
4008 Clerk Travel Expenses	0	70	250	180		180	27.8%	
4027 Training	0	132	500	368		368	26.3%	
Personnel Day to Day :- Indirect Expenditure	3,918	63,464	83,500	20,036	0	20,036	76.0%	0
Net Expenditure	(3,918)	(63,464)	(83,500)	(20,036)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	93	1,000	907		907	9.3%	
4089 Citizens Advice Bureau	1,000	1,000	1,000	0		0	100.0%	
4090 Grants S137 Open Resource	0	5,174	4,000	(1,174)		(1,174)	129.3%	
4100 Civic Expenses	657	931	1,500	569		569	62.0%	
4102 Mayoral Allowance	0	156	500	344		344	31.2%	
4103 Mayors Serjeant Expenses	0	325	650	325		325	50.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	32	62	100	38		38	62.1%	
4111 Remembrance Day Parade Grant	0	565	800	235		235	70.7%	
4311 Flood Schemes Maintenance	0	13,405	13,405	0		0	100.0%	
4312 War Memorial	0	0	300	300		300	0.0%	
Town Council Day to Day :- Indirect Expenditure	1,689	21,711	25,255	3,544	0	3,544	86.0%	0
Net Expenditure	(1,689)	(21,711)	(25,255)	(3,544)				
603 Town Council EM Reserves								
9338 EMR Civic Events	0	126	0	(126)		(126)	0.0%	126
9363 EMR Hubbard's Hills	0	5,000	0	(5,000)		(5,000)	0.0%	5,000
Town Council EM Reserves :- Indirect Expenditure	0	5,126	0	(5,126)	0	(5,126)		5,126
Net Expenditure	0	(5,126)	0	5,126				
6000 plus Transfer from EMR	0	5,126						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:-								
Income	5,128	348,857	331,951	(16,906)			105.1%	
Expenditure	33,746	306,544	331,951	25,407	0	25,407	92.3%	
Net Income over Expenditure	(28,618)	42,313	0	(42,313)				
plus Transfer from EMR	8,250	18,286						
Movement to/(from) Gen Reserve	(20,368)	60,599						

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Louth Town Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	10,000.00		10,000.00
325 EMR Street Furniture	1,075.00		1,075.00
326 EMR Anniversary of Louth Flood	301.67		301.67
327 EMR Contingency	5,243.56	5,500.00	10,743.56
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00	-126.44	1,762.56
339 EMR War Memorial	8,500.00		8,500.00
340 EMR Grants 137 Reserve	1,066.00	2,000.00	3,066.00
346 EMR Christmas Illuminations	8,364.00	2,072.00	10,436.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	4,207.87		4,207.87
349 EMR Civic Regalia	2,000.00		2,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	97,201.80		97,201.80
359 EMR Accommodation	4,054.21	2,108.00	6,162.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	3,045.94		3,045.94
363 EMR Hubbard's Hills	26,500.00	-5,000.00	21,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	3,000.00		3,000.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	8,637.00	1,000.00	9,637.00
382 EMR Cem Tree Surgery	3,380.00	2,000.00	5,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	8,136.00	1,000.00	9,136.00
391 EMR Accom Boiler	12,000.00	-8,250.00	3,750.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	2,000.00	1,000.00	3,000.00
396 EMR Speed Awareness	1,512.00	500.00	2,012.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	16,000.00	2,000.00	18,000.00
399 EMR Funding for Sports Assets	3,000.00	2,000.00	5,000.00
	305,895.29	7,803.56	313,698.85

Date: 30/05/2023

Louth Town Council Current Year

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Time: 10:07

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/03/2023	7	166,651.51
Lloyds TSB Current Account	31/03/2023	76	369,450.88
			<u>536,102.39</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
13/12/2022 9589	Cancer Research UK		500.00
13/12/2022 9594	Trinity Centre		500.00
14/03/2023 9653	Citizens Advice Lindsey		1,000.00
			<u>2,000.00</u>
			534,102.39
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			534,102.39
		Balance per Cash Book is :-	534,102.39
		Difference is :-	0.00

Date: 30/05/2023

Louth Town Council Current Year

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Time: 10:38

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2023	98	155.49
			<u>155.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			155.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			155.49
		Balance per Cash Book is :-	155.49
		Difference is :-	0.00

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Louth Town Council Current Year

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Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023
	Current Assets	
0	Debtors	1,920
19,973	VAT Refunds	15,316
6,718	Prepayments	0
477,470	Lloyds TSB Current/Deposit	534,102
111,335	National Savings Bank	111,438
299	Petty Cash	155
615,795		662,932
615,795	Total Assets	662,932
	Current Liabilities	
1,200	Creditors	0
1,306	Accruals	7,330
2,506		7,330
613,289	Total Assets Less Current Liabilities	655,602
	Represented By	
307,394	General Reserve	341,904
10,000	EMR CCTV refurbishment	10,000
1,075	EMR Street Furniture	1,075
302	EMR Anniversary of Louth Flood	302
5,244	EMR Contingency	10,744
4,245	EMR Quality Council / Office	4,245
500	EMR Conservation Area	500
1,889	EMR Civic Events	1,763
8,500	EMR War Memorial	8,500
1,066	EMR Grants 137 Reserve	3,066
8,364	EMR Christmas Illuminations	10,436
1,000	EMR Art Trail	1,000
4,208	EMR IT Replacement	4,208
2,000	EMR Civic Regalia	2,000
2,500	EMR TCP Floral Enhancement	2,500
97,202	EMR Capital Expenditure	97,202
4,054	EMR Accommodation	6,162
4,000	EMR Cem External Wall	4,000
3,046	EMR Civic Property	3,046
26,500	EMR Hubbard's Hills	21,500
2,540	EMR Clerks Training	2,540

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Louth Town Council Current Year

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Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

4,224	EMR Accom OfficeEquip / Stor	4,224
458	EMR Cemetery Planting Project	458
3,000	EMR Cemetery Gates	3,000
4,000	EMR Cem Road Maintenance	4,000
8,637	EMR Cem Equipment Replacement	9,637
3,380	EMR Cem Tree Surgery	5,380
8,056	EMR Cem Workshop/Lodge	8,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
8,136	EMR Accom Roof	9,136
12,000	EMR Accom Boiler	3,750
5,000	EMR Accom Structural	5,000
2,000	EMR Accom Car Park	2,000
15,660	EMR Street Signs / Furniture	15,660
2,000	EMR SH Internal Decorating Foy	3,000
1,512	EMR Speed Awareness	2,012
2,115	EMR Tourism	2,115
16,000	EMR Elections	18,000
3,000	EMR Funding for Sports Assets	5,000
613,289		655,602

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

LOWW. LOUTH TOWN COUNCIL . GOV. UK

Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	590858	613289	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	275 668	283063	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54649	65794	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	119481	123052	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	188405	183492	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	613289	655602	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	589104	645696	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1340670	1344324	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

RM Phillips

Date

30/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

05-16-23 ATC MINS

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 16th MAY 2023**

Present The Mayor, Cllr. J. Baskett (JB) (in the chair).

Councillors: Mrs. E. Ballard (EB), M.R. Barnes (MRB), L.M. Cooney (LMC), Mrs. S. Crew (SC), J. Drake (JD), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS), P. Starsmore (PS).

Councillors not present: M. Bellwood (MB).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauro, the Mayor's Serjeant Mrs. S. Dykes, and 14 members of the public were also present.

T1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. JS should be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2024.

a) Declaration of Acceptance of Office

Cllr. JS read out and signed the official Declaration of Acceptance of Office witnessed by the Town Clerk and took the Chair.

b) Mayor's Address

The Mayor thanked her husband, the previous Mayor Cllr. JB, the Town Clerk, the Councillors, her family, and friends and looked forward to speaking to residents and helping to decide how best the Town Council could help the town of Louth.

c) Vote of Thanks to Retiring Mayor

It was **RESOLVED** that a vote of thanks be given to the Retiring Mayor. Cllr. JS thanked the retiring Mayor, Cllr. JB for his work over the past year. Cllr. JS presented the replica of the Arms of the Town to the retiring Mayor, Cllr. JB.

d) Reply of the Retiring Mayor

Retiring Mayor, Cllr. JB acknowledged his first week as Mayor started with the Platinum Jubilee celebrations and ended with the Coronation of King Charles. He reflected on the loss of Fran Treanor, former Mayor of Louth. He looked back at his time in office with fondness. He continued that he believed community spirit was thriving and that when things in Louth get tough, the people in Louth get tougher. He thanked town Councillors for their unpaid work behind the scenes. He gave thanks to his wife, to his Deputy, Cllr. JS, to The Mayor's Serjeant, and to the Town Clerk. He welcomed the new Town Clerk's Assistant. He finally gave a huge thanks to his mother. Cllr. JB then presented the replica of the Arms of the Town to Simon West for his role in fundraising for Cancer Research UK by creating the Run for Life Louth in 2005, an annual fundraising event which has raised a total of £600,000 over its 18 years and received £48,000 of donations in 2022 alone. Simon West thanked Cllr. JB for his support and thanked previous Mayors and Councillors for their continued support.

e) Appointment of Chaplain

The Mayor confirmed that the Rev'd Cameron Watt had kindly agreed to act as his Chaplain but had been unavailable to attend that evening.

T2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. Mrs. SC be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2024. Cllr. Mrs. SC was thereby elected as Deputy Mayor and was invested with the badge of office.

T3. Councillors Declarations of Acceptance of Office and Council Vacancies

The Town Clerk confirmed that declarations of acceptance had been signed by all Councillors and there were six council vacancies to be filled by co-option.

T4. Apologies for Absence

Apologies for absence were received from Cllr. MB.

T5. Declarations of Interest / Dispensations

Cllrs. JMS, DH and GEH declared interests in any items relating to ELDC – as members of ELDC.

T6. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the 14th March 2023 and 25th April 2023.

T7. Committee Minutes

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- a) Planning Committee – 5th April 2023
- b) Governance and Finance Committee – 21st February 2023

T8. Louth Town Council Governance

It was **RESOLVED** 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 of Freedom of Information Requests Policy, Media Policy and other policies and procedures had been reviewed and adopted in 2022/23.

T9. Committees of the Council

It was **RESOLVED** that the Council re-establish the Committees below, 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, 7 Members (not to include the Mayor). It was **RESOLVED** membership in 2023/24: JMS, DH, EB, SC, GEH, JB and HF.

T10. Town Clerk

It was **RESOLVED** to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations and as previously approved on 21st February 2023.

T11. Representation on External Bodies and Arrangements for Reporting Back

The following representation at meetings and reporting back was noted:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, SC, JS and AL.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, DH and SC.
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW with Cllrs. Mrs. JS to substitute, as required.
- d) CCTV Partnership – Cllr. Mrs. EB and Town Clerk.

T12. Council's Membership of Other Bodies

It was noted that the Council was a subscriber/member or associate of:

- 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) Information Commissioners Office
- f) The Institute of Cemetery and Crematorium Management
- g) Rural Market Towns Group

T13. Meetings of the Council

It was **RESOLVED** to confirm that the Council approved its schedule of meetings for 2023/24 on 25th April 2023 and that the Town Clerk should issue summons by email, accordingly.

T14. Nominated Key Holders

It was **RESOLVED** to confirm that Councillors JB, DH and SC continue to be key holders of The Sessions House, and that Cllr. JS also be added. The role involves opening / closing 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.

T15. Cheque Signatories

The Council noted signatories, as follows:

Lloyds Account – EB, JMS, LMC, JS, and SC.

NSI Account – SC, EB, DH. It was **RESOLVED** that LMC and JS should be added as signatories on the NSI account to replace SEL and AL.

T16. LALC Management Committee

It was **RESOLVED** that the Town Clerk should be put forward as a representative of the Council on the Lincolnshire Association of Local Council's Management Committee.

T17. Louth Trump Cards

It was **RESOLVED** to grant permission for excerpts of the Brown's Panorama to be used on Trump Cards for Louth.

T18. Date of Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 20th June 2023.

The Meeting Closed at 8.10pm.

Signed _____ (Chairman) Dated _____

Annual Internal Audit Report 2022/23

LOUTH TOWN COUNCIL

WWW.LOUTH.TOWN.COUNCIL.GOV.UK/AGAR

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/05/2022 15/06/2023 DD/MM/YYYY

Name of person who carried out the internal audit

ENTER STEVE FLETCHER AUDITOR

Signature of person who carried out the internal audit

 SIGNATURE REQUIRED

Date

15/06/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

30/05/2023

Louth Town Council Current Year

11:20

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

Current Assets		
0	Debtors	1,920
19,973	VAT Refunds	15,316
6,718	Prepayments	0
477,470	Lloyds TSB Current/Deposit	534,102
111,335	National Savings Bank	111,438
299	Petty Cash	155
615,795		662,932
615,795	Total Assets	662,932
Current Liabilities		
1,200	Creditors	0
1,306	Accruals	7,330
2,506		7,330
613,289	Total Assets Less Current Liabilities	655,602
Represented By		
307,394	General Reserve	341,904
10,000	EMR CCTV refurbishment	10,000
1,075	EMR Street Furniture	1,075
302	EMR Anniversary of Louth Flood	302
5,244	EMR Contingency	10,744
4,245	EMR Quality Council / Office	4,245
500	EMR Conservation Area	500
1,889	EMR Civic Events	1,763
8,500	EMR War Memorial	8,500
1,066	EMR Grants 137 Reserve	3,066
8,364	EMR Christmas Illuminations	10,436
1,000	EMR Art Trail	1,000
4,208	EMR IT Replacement	4,208
2,000	EMR Civic Regalia	2,000
2,500	EMR TCP Floral Enhancement	2,500
97,202	EMR Capital Expenditure	97,202
4,054	EMR Accommodation	6,162
4,000	EMR Cem External Wall	4,000
3,046	EMR Civic Property	3,046
26,500	EMR Hubbard's Hills	21,500
2,540	EMR Clerks Training	2,540

30/05/2023

Louth Town Council Current Year

11:20

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

4,224	EMR Accom OfficeEquip / Stor	4,224
458	EMR Cemetery Planting Project	458
3,000	EMR Cemetery Gates	3,000
4,000	EMR Cem Road Maintenance	4,000
8,637	EMR Cem Equipment Replacement	9,637
3,380	EMR Cem Tree Surgery	5,380
8,056	EMR Cem Workshop/Lodge	8,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
8,136	EMR Accom Roof	9,136
12,000	EMR Accom Boiler	3,750
5,000	EMR Accom Structural	5,000
2,000	EMR Accom Car Park	2,000
15,660	EMR Street Signs / Furniture	15,660
2,000	EMR SH Internal Decorating Foy	3,000
1,512	EMR Speed Awareness	2,012
2,115	EMR Tourism	2,115
16,000	EMR Elections	18,000
3,000	EMR Funding for Sports Assets	5,000
613,289		655,602

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Louth Town Council Current Year
Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Income Summary	
275,668	Precept	283,063
28	Interest Received	420
<u>275,696</u>	Sub Total	<u>283,483</u>
	Operating Income	
12	Governance and Finance	2
54,609	Community Resources Day to Day	65,372
<u>330,317</u>	Total Income	<u>348,857</u>
	Running Costs	
11,659	Governance and Finance	12,398
197,177	Community Resources Day to Day	190,685
13,719	Community Resources EM Reserve	13,160
64,325	Personnel Day to Day	63,464
21,004	Town Council Day to Day	21,711
0	Town Council EM Reserves	5,126
<u>307,885</u>	Total Expenditure	<u>306,544</u>
	General Fund Analysis	
283,743	Opening Balance	307,394
330,317	Plus : Income for Year	348,857
<u>614,060</u>		<u>656,251</u>
307,885	Less : Expenditure for Year	306,544
<u>306,175</u>		<u>349,707</u>
(1,219)	Transfers TO / FROM Reserves	7,804
<u>307,394</u>	Closing Balance	<u>341,904</u>

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENCL 1000. LOUTH TOWN COUNCIL. GOV.UK 158

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	590858	613289	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	275 668	283063	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54649	65794	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	119481	123052	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	188405	183492	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	613289	655602	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	589104	645696	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1340670	1344324	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

EM Phillips SIGNED

Date

30/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ANNUAL TOWN MEETING 18TH APRIL 2023**Held at the Royal British Legion Hall****Chairman – The Mayor of Louth, Councillor Jeremy Baskett****Present – Town, District and County Councillors, Members of the Public and Members of Community Groups. Total 30.****1. Welcome from the Chairman, The Mayor of Louth**

Councillor Jeremy Baskett (JB), Mayor of Louth opened by warmly welcoming those present to the 2022/23 Annual Town Meeting of Louth. He stated that the evening would start with the approval of the minutes from the 2022 Annual Town Meeting before giving a brief report on the Council's year, and hearing presentations from several local community groups and organisations. The floor would then be opened to those present to put forward suggestions for the future or to discuss any issues they may be concerned about.

2. Approval of Minutes from the 2022 Annual Town Meeting

Following a proposal by Mrs. S. Crew, seconded by Mrs. E. Ballard and a vote of those present, the notes of the 2022 Annual Town Meeting were approved as the minutes to be signed by the Chairman forthwith.

3. Mayor's Speech

Cllr. JB, Mayor of Louth started by saying that he was approaching the end of his mayoral term but had had a fantastic year in office. He attended roughly 64 events which showed that the town had come back from the lockdowns of the previous two years. Cllr. JB stated that he was extremely lucky that the Queen's Platinum Jubilee fell within his year and that the Council felt it was a good opportunity to brighten the town centre and to promote a celebratory spirit. He said that the Council obtained Union Flag bunting which he had the pleasure of delivering to shops in the town to decorate their windows to attract custom. He went on to say that the Council purchased special Platinum Jubilee bunting, which was erected through the town, which he believed gave Louth a great feel to it. To mark this once in a lifetime event, the Council also took part in the nation celebrations, lighting the town's beacon on the grass outside St. James' Church, hundreds of people turned out to be part of the celebrations to hear the specially written music for the bugle and bagpipes played; to hear the specially written song sung by the choir; to hear the bells of St. James' being rung to commemorate the occasion and to take part in the wonderful church service that Rev. Cameron Watt presided over in St. James' Church itself. Cllr. JB added that he was also in office when Her Majesty the Queen unfortunately passed away, which he described as a very sad occasion, but which provided him the honour of welcoming a new King and being part of the Town's events to celebrate his Coronation. He went on to mention some of the memorable events he attended as Mayor, the first being the funeral of twice Mayor and popular Councillor Fran Treanor and expressed the honour he felt representing the Town Council at his funeral. He went on to mention the beautiful sensory garden he opened at St. Barnabas Wellbeing Centre that supports end of life care; the Navigation Canal Cultural events at the Riverhead, including live music, entertainment, paddleboarding, a heritage walk and Zero Degrees Arts Festival; the visit and tour around St. Bernard's Special School that provides support for pupils with special needs from ages 2 to 21; the visits to local care homes, which in one case included a quiz on rationing during the Second World War. The Christmas Tractor Run of Louth and surrounding areas, with 118 tractors travelling through the town and villages raising money for the Lincolnshire Rural Support Network. Cllr. JB said that everyone had been friendly, happy and enthusiastic and that he had personally been blown away by the kindness of the people of Louth and the support he had received. He said that the strength of local communities behind the scenes was truly amazing. He went on to give background into the Council, stating that it is comprised of 21 Councillors who work across the town, which is divided into seven wards with three Councillors for

each ward. He stated that Councillors do not receive any financial reward and give their time freely, and thanked his fellow Councillors for all the work they have done this year as well as in the past. Cllr. JB stated that the council works closely with other local authorities such as the police and The Environment Agency and that Councillors are widely involved in all aspects of the community, acting as representatives on many local groups and organisations. He said that the Council holds its meeting on Tuesday evenings and that in 2022/23 the full Council met eight times, its Planning Committee met 14 times, its Community Resources Committee met 5 times, its Governance and Finance Committee met 5 times and its Personnel Committee met 5 times. He continued that most meetings are preceded by a public forum which is an opportunity for the public to speak on agenda items and that Councillors and officers also attend both in person and online at meetings of working groups, meetings with other authorities, charities and associations. Cllr. JB stated that the Council is there to represent the people of Louth, the population of which is now over 17,000, and so it tries to work closely with ELDC and LCC who generally have responsibility for the bigger issues in the town, and that Louth Town Council operates from the Sessions House which was purchased in 2011. He went on that the location provides office accommodation for the Council staff and is where Council, working group and public meetings are hosted. He said that the building is home to the Council's flag poles where various flags are flown as required and other treasures are housed there such as archives, Town Charters, the Mayoral Robes and works of art. The Sessions House is visited by schools, twinning groups, art groups and local organisations who are eager to soak up its history. It is also the host of award ceremonies. Cllr. JB said that the Town Council is also the custodian of Hubbard's Hills and contributes to maintenance costs amounting to the sum of £45,000 in 2022/23. He went on to say that it leases land on which the astroturf pitch is located at London Road to Magna Vitae for a peppercorn rent and provides allotment sites around Louth including on London Road, Mount Olivet and Trinity Lane. It also looks after the War Memorial and now organises the Remembrance Parade each year. It owns or assists with the upkeep of many litter bins, benches, information boards and bus shelters around the town and owns the 7 hand carved wooden town signs which stand at the entrances to Louth. JB continued that each year the Council ensures the town has a Christmas tree, Christmas lights and the Christmas crib. It plants summer bedding plants in the planters located throughout the town centre and at other times ensures there are bulbs coming through or primroses to be seen. It funds CCTV cameras throughout the town centre and this year has arranged for a new camera to be installed in liaison with the police to augment the towns existing coverage. The Council again undertook grass cutting of the amenity verges all around the town, an area in the region of 68,966m² on behalf of LCC. It also provides storage facilities for LANALS and the Louth Museum and it took part in celebrating or commemorating national events and anniversaries, flying the Union flag all through the year and hoisting special flags for other events such as Commonwealth Day. It again organised the Lovely Louth competition to help beautify the town and awarded winners. It also organised the Festive Shop Window competition to encourage shoppers to decorate the town over Christmas and awarded the winners. It also organised the Christmas Decorated Door competition for residents to bolster the community Christmas spirit. It has in the process of organising a church service for the Mayor to commemorate his year in office. It discussed and responded to various consultations, the most prominent being that of the Active Travel Scheme around which it also organised surveys for residents and business owners, the results of which were submitted to LCC in an effort to persuade it to reverse the measures it had introduced. It also hosted a public meeting to allow the residents of Louth and other concerned citizens to have their say with direct access to the officer at LCC in charge of the scheme and it continues to liaise with LCC on this subject. The Town Council installed two new litter bins at the request of residents, assisted businesses on the industrial estate with solving parking problems, installed a bench by the canal with a plaque paying tribute to key workers and agreed to install a plaque outside the Sessions House for the same purpose. It is working with ELDC to install new benches. JB continued that using funding obtained through ELDC the Council installed solar lighting in the Market Place trees, had 50 hanging baskets made and issued them to town centre business for free, purchased and erected new flags and bunting throughout the town centre, bought 4 new benches for use as a stock/to replace some of those already existing around the town, bought 6 new bins for use as a stock/to solve already identified litter problem areas in town, bought 7 silver birch trees and had these planted in Hubbard's

Hills in a circle (as per the national guidelines) to commemorate the Queen's Platinum Jubilee, one for each decade of her reign. Cllr. JB said that the Council organised an extra round of weed killing on the streets of the town centre, bought new planters, printed tourism leaflets, had tourism information boards made regarding the War Memorial and Browns Panorama and displayed these in the town on various occasions throughout the year and will have cemetery information boards also made and installed in future. The Town Council also met with Magna Vitae and ELDC representatives to discuss concerns surrounding Magna Vitae's withdrawal from the management of London Road Pavilion. Cllr. JB said that the Council is liaising with ELDC over concerns with their proposals to place a new 3G football pitch on the site of an existing grass football pitch at the Meridian Leisure Centre, and made comments on 158 planning applications as well as traffic regulation orders and proposed works to trees, street naming, planning enforcements and planning appeals. He said that the Council ensured that properly prepared and approved accounts were submitted and assessed the risks to the public money that it oversees, appointing a competent independent internal auditor and ensuring that the figures were available for inspection by the general public. Cllr. JB continued that the Council collated annual budgets ensuring that the portion of funds collected from the public for its use was increased only minimally by 0.1%. It gave grants to a number of organisations as part of the Council's formal grant giving process, assessing and making resolutions on applications received. It contributed £1,000 to Citizens Advice Lindsey to assist them in their work. He said that the Council continued to hose the Community Payback Team and continued to cultivate the Meridian Meadow area and the Meridian Orchard which is a community initiative (which contains 26 apple trees, all species native to Lincolnshire, 2 blackcurrant bushes and a mulberry bush) while also promoting bio-diversity in conjunction with the Lincolnshire Wildlife Trust Officer. It pays for the running costs of the Parish Clock and external lights at St. James' Church and said that the Council endeavours to support the Church and its efforts in the community wherever it can. JB stated that going forwards in 2023/24, the Council looks forward to welcoming new members following the forthcoming elections on 4th May, and that it will continue to cut Louth's amenity grass, will continue to liaise with LCC on the Active Travel Scheme as well as other issues like highways, bus services and libraries. It will also continue to work with ELDC's Vital and Viable team to enhance the Town Centre and other departments for the benefit of Louth. JB stated that work will begin in the cemetery, undertaking an audit to provide projections of actual service demands and from that will investigate extending the cemetery with the possibility of upgrading the cemetery chapel. He continued that it will also consider how its assets are used and the possibility of adding new services such as establishing a new area at the cemetery for the scattering of ashes. He said that the Council will look to continue discussions with both ELDC and LCC on other matters of local importance such as public open spaces, and that the Council recognises that the coming year will bring many challenges for the community especially with the rising cost of living, but the Council will continue to work for the benefit of residents to ensure improvements are made to serve the community.

Cllr. JB finished by welcoming the first of the presenters, Reverend Cameron Watt.

4. Presentation: Rev. Cameron Watt on the Team Parish of Louth

Reverend Cameron Watt introduced himself as the priest in charge of the Parish of Louth, which consists of St. James', St. Michael's, and the Trinity Centre, plus Welton le Wold and Stewton outside of Louth and 30 other churches towards the North Sea. He started by expressing that it is a privilege to be in Louth and Lincolnshire, and the iconic St. James' Church. He said that the Church's purpose is to support people during the good and the bad, such as during the Queen's death, as well as events such as concerts hosted by the Louth Choral Society and the Flower Festival, and observed that recently, St. James' has acted as somewhat of a tourist information service for Louth. He viewed that whilst Louth is a good town with a degree of affluence, it also has significant amounts of deprivation and poverty. He said that recently The Trinity Centre has become less of a church and more of a community gospel and that last year the Centre extended 458 food parcels, 65 Christmas hampers, 12,500 meals, 111 gas and electric top up grants and 300 hygiene packs which helped a total of 607 adults, 431 children and 73 dogs, totalling 1/17th of Louth's population. He

thanked people for their generosity and expressed that the Church's work cannot be done without them as they do not receive money from the National Church. He also mentioned how they have employed a dementia worker, a child, youth, and family's worker and co-ordinated the Warm-Hubs so that people have a warm space every day of the week, which will be continued into next winter due to the costs of energy for heating people's homes. The Reverend explained the Church's initiative on teaching people how to cook the food given to them from the community larder and that the Church has been providing people in need with slow cookers and air-fryers to help break the cycle of dependency on ready meals in the hope to improve people's quality of life. Other Church initiatives mentioned by the Reverend were their Veterans Breakfasts, the Bro-Pro Mens Mental Health Group, their flu vaccination clinics, their housing support grants, Age UK, addiction support group We Are With You, Memory Matters for dementia support, Shine mental health group, Sensory Services for the deaf, friendship walks taking place every Wednesday, craft groups, and the Nightlight Café for those who may be having a mental health crises. The Reverend closed by saying that it is a privilege to be serving the community of Louth, that the Church sees it as their gospel imperative to help people and that as a deacon he is called first to serve, secondly to celebrate.

Presentation: *Louth Run for Life secretary Kerry Foster*

Kerry introduced herself to the meeting as the secretary for Louth Run for Life, a committee of volunteers raising money in aid of cancer research. She said that the idea of having a race to raise money for cancer research that was specific to Louth came about around 17 years ago from the Louth Athletic Club after runners found it difficult to partake in the official Race for Life races in Boston, Cleethorpes and Lincoln, and was backed 100% by the Cancer Research charity. Kerry stated that the Louth Run for Life had raised just under £16,000 for Cancer Research, and in 2022 alone the charity raised £48,000 from the entry fees for the race, sponsors, and donation stations held regularly around Louth. Kerry explained that the Louth Run for Life is a totally independent group of only 20 people who work together closely and with the town, and that the only real cost they have is for the first aid and medals for the races; everything else raised is donated to vital cancer research. She thanked the local business owners of Louth for their continued generosity. Kerry described a charity ball held during the year which raised £6000, and a new event to turn the lights at St. James' Church pink during October, which is breast cancer awareness month. She said that to do this, she would need sponsors, and hopes that the majority of businesses in Louth would take part. She ended by saying that Louth Run for Life is ultimately a small committee of people who want to make a difference, not only to the area of Louth but to everyone affected by cancer.

Presentation: *Lincolnshire Wolds Riding for the Disabled*

A trustee from the Lincolnshire Wolds Riding for the Disabled introduced herself and explained that the group is under the umbrella of the national organisation Riding for the Disabled. She said that the Lincolnshire Wolds Riding for the Disabled group is based at Kenwick Park in Louth, and that they have both an indoor and outdoor riding school, paddocks, and four horses of their own. She said that they try to keep costs down and that during the 30 years of the group, they have had no paid staff. She stated that the work the group does is very rewarding, and that riding is very emotive for disabled people, who get so much joy from the activity. She said that there are 30 participants of the group who partake in riding and driving sessions, and that these participants come with carers and parents who are able to have a break whilst the participants can socialise. She continued that they are currently hoping to start fundraising for 'Tea with a Pony' this year, a session in which people with dementia can come and pat horses and enjoy tea and cake, whilst allowing their carers to take a short break. She said that the volunteers for the group are very dedicated, that they work all year round including through the winter cleaning out the paddocks. She also said that the group sometimes goes on excursions to Clwyd Riding Centre in Wales with users, to give carers a break and to give the opportunity to participants to enjoy a break away. She mentioned the groups riding simulator, which they funded from £50,000 of donations, and have since been able to offer the simulator out to others, such as able-bodied people, to raise money for the Lincolnshire Wolds Riding Group. She finished by saying that the group is always looking for more volunteers.

Presentation: *Louth Athletics Club*

Sue Murfin introduced herself as a coach involved at the Louth Athletics Club for 20 years. She described it as a community group providing people of all ages and abilities to train with coaches in a safe environment. The Club allows people to take part in outdoor track and field events, road running, and cross country during the winter. She said that the juniors of the Club fortunately have the opportunity to go indoors to use the training facilities one day a week during the winter with thanks to the King Edwards Grammar School, allowing them to train for 'sports hall athletics. Three members of the Club represented Lincolnshire at an event in March, and others competed in Club held events such as the Wolds Dash, which runs once a month during the summer months and acts as a fundraiser for the Club. She said that the Club is a member of the Lincolnshire Athletics Association, and prior to the pandemic, the Louth Athletics Club would hold individual cross-country relays and races, which they hope to reinstate one day to help promote the club and attract new members. The club is also involved in the Louth Run for Life and provide marshals for the race. She stated that the Club owns their own ground situated on London Road and has a 400m running track and an area for cross country running. The Club is hoping to reinstate an area for long jump, triple jump and a shotput circle and are appreciative to Louth Town Council for their grant given towards this and stated that the Club is also doing some fundraising themselves. The Club is currently hoping to start refurbishing their long jump facility and have key elements of it ready to construct courtesy of Club members volunteering their labour to install it to England Athletics Standards. She stated that as soon as the facilities are up and running within those standards, they will be opened to schools and any other organisations or groups who wish to use them. She finished by saying that the Louth Athletics Club has produced athletes that have competed in county championships in Derbyshire and that they hope to carry on producing more successful athletes.

Presentation: *Louth Navigation Trust*

Mr. A. Stratford introduced himself as the treasurer for the Louth Navigation Trust (LNT), and extended apologies from the chairman, vice chairman and secretary of the group for their absence. He gave a short history of the group, stating that it was formed in 1986 after a public meeting in the town and has gradually built up over 200 followers and supporters, many of which have been there since the group's inception almost 40 years ago. Mr. Stratford stated that the group has three aims:

1. The preservation and restoration of what was left of the Navigation, which opened in 1770 and closed in 1924 after the Louth Flood of 1920. The first thing the LNT was able to do was to try to secure the structures left in the town, the warehouses at Riverhead and along the canal, as well as four nationally unique structured locks. He explained that they lost two of the locks that are listed buildings; Top Lock and Keddington Lock, but that Lindsay Marsh Draining Board have created a design and structure for a stone barrier to restore the level of water to what it was, so that the old river can still supply water to Alvingham Water Mill. He said that Ticklepenney's Lock was also threatened due to the water going over the sill which eroded a bed of the rock and that the walls were in danger of collapse, but that the LNT have reinstated the floor with concrete to stabilise and will continue to work on it with professionals such as the Waterways Recovery Group alongside volunteers who plan on doing expert restoration work in August.
2. The education and heritage of the canal. Mr. Stratford mentioned the ongoing history project that the LNT currently has with Stuart Sizer. He also said that LNT's website has a lot of information and history of the canal. He stated that, on the educational side, members of the trust have been giving talks to a wide variety of groups in and around Louth, including a presentation given to a blind group in Grimsby. He also said that the LNT give guided walks along the Riverhead, where schools are regular visitors.
3. The improvement of leisurely and recreational uses of the waterway. Mr. Stratford said that the LNT are currently heading an access project, which is to encourage access to the canal and improve the footpath along the side of the canal. He continued that the LNT has installed mile posts and finger posts along the canal and have published several walking brochures and have hosted walks down the canal. The group and canal are part of the Lincolnshire Outdoors Festival, and the LNT are organising three walks for the festival: one in Tetney; one around

Alvingham and a lily walk from Tetney to Louth. Mr. Stratford said that Lockdown provoked an unexpected spike in interest in the canal, and that more people were taking advantage of the footpath, which is now regularly used. He said that there have recently been two new information boards introduced at Keddington and Tilting Weir. He went on to say that water activities such as paddleboarding and canoeing have become popular but are not helped by the Tilting Weir not working due to insufficient water depth, so the LNT have purchased stop logs to install and raise water enough for people to paddleboard and canoe. He went on to explain that there had been several art exhibitions and music festivals at the Navigation Warehouse, including Culture on the Canal to celebrate the 250th anniversary of the Canal in 2021, as well as the Folk on the Water Festival on the 2nd July as part of the Zero Degrees Festival. He said that there are also monthly events displayed on the LNT's social media.

Mr. Stratford said that the most promising developments for the group included the formation of a multi-agency partnership, in which the LNT were joined by Louth Town Council, East Lindsey District Council, Lincolnshire County Council, Anglian Water, the Environment Agency and Inland Waterways Association to promote the canal corridor, recreation and water activities along the canal and to transform the footpath into a proper multi-user path which can give wheelchair access and link to the national coastal path. Mr. Stratford went on to say that more information is on the LNT's website and Facebook page, and that there are plenty of opportunities for volunteers to take up regular monthly or fortnightly workdays at the lock, as well as plenty of opportunities to help with upcoming events. He ended by thanking the Town Council for its support over the years, and its latest offering will allow the LNT to install a proper notice board on the Navigation House to keep the public informed.

Presentation: 13+ Project

Mr. Pocklington introduced himself as a member of the 13+ Project, which is a small charity based at Louth Youth Centre. He explained that the group does a number of things, delivering projects and services between two groups, the first providing social activities for young people with autism and the second providing help for young people with mental health issues. He said that with Co-op funding, they are also now able to provide a 55+ Project for older people and are having a Coronation watching party on the 6th May. He said that the Project have lots of events at the Youth Centre at Park Avenue and that they also have a garden club on a Thursday morning, where people tend to the grounds. He said that although the 13+ Project is not currently providing a drop-in service for young people, they are hoping that the YMCA will soon deliver a Friday night session for them. Mr. Pocklington expressed that the Project is short of trustees who are willing to take responsibility for running the youth group and stated that, even though it sounds straightforward, it is a big commitment. He further stated that the group run a community centre for the younger people in the community and that eight other groups use the centre on a regular basis. He ended by thanking Lincolnshire County Council for replacing all of the windows in the building, and mentioned to the Council present that the bus shelter outside of the youth centre is in bad condition.

Presentation: Lighthouse - Mark Harrison

The presenter started by explaining The Lighthouse, stating that the building the group resides in previously belonged to a youth club that ended over five years ago, leaving the building empty and after talks with the Louth Methodist Church who owned the building, the presenter suggested it should now be used as a drop-in centre for people in their 20s-40s. He stated that when they first opened the centre, it was very quiet at first and that its main users were older people, but they slowly built up their community by serving meals and sending food parcels. He explained that during lockdown The Lighthouse kept in contact with people by delivering food parcels and toys alongside the Salvation Army and helped people with mental health issues. The presenter said that The Lighthouse is open every Wednesday and Friday 10am – 2pm and that they provide meals every Friday which at least 40 people attend every week. He said that the volunteers for The Lighthouse are people who have issues themselves and are usually unemployed but still want to be a part of helping others. He explained that the group collect clothes and bedding to support the homeless, which they also send to homeless shelters in Grimsby and Mablethorpe. He stated that The

Lighthouse group work with Bernados and Carers First and have also started the cookery group Easy Cook after the group sent out food parcels, but some people did not know how to cook the ingredients included. The presenter said that The Lighthouse group does not charge for its services as they want to support people mentally, particularly people who are grieving. He went on to say that the grant given by Louth Town Council has helped a member of The Lighthouse group to go on a bereavement counselling course. He read a statement from the member, stating: 'Since September I have been attending Ridgeway College in Lincoln fortnightly and have been working towards their level 2 and 3 Counselling Skills qualification. This has been made possible by the Louth Town Council grant received by The Lighthouse. The counselling skills course is very practical and involves lots of group discussions and practical skills. Consequently, I feel more confident in my communication skills, and I feel more able to respond appropriately to those in a crisis who may be struggling through different emotions. As part of this course, I have been developing as a person and have learnt new skills relevant to my helping role at The Lighthouse. For instance, I have become more self-aware, which is essential for being a good listener, and have a non-judgemental and empathetic and accepting attitude towards the people I meet at The Lighthouse'. The presenter ended by thanking the Council for their support.

It was also noted by JB that St. Kelly Palmer from Louth Police was unable to attend and give her expected presentation but asked that JB reiterate to the attendees that Louth Police's current priorities are anti-social behaviour, drug use, scams and fraud, and that people with any concerns on those issues are able to report them to a direct email address which can be provided by the Town Clerk.

5. Further remarks from the floor

- a. One member of the public commented on the format of this year's meeting, saying that it had been better than it had been previously, that he had learnt a lot about the organisations in the town and that he felt that Louth is selling itself short and not blowing its own trumpet enough. He also said that he felt that not enough people in the town know about the organisations that had presented at the meeting and that if they were to reach a wider audience, Louth would be an even better place.
- b. A gentleman spoke agreeing with the previous commenter. He said he had learnt a lot this evening. He had found the evening fascinating and it was interesting to hear about the local goings on. He said that he thought it was fantastic and that people needed to hear more about local groups. He stated that he wanted to raise the issue of Louth Town Property Partnership which could help to combat empty spaces and wanted to know whether Louth Town Council would be interested in collaborating with the intent of purchasing properties collectively alongside ELDC and other potential partners. The gentleman agreed to email more information to the Town Clerk for the Councils consideration.
- c. A woman registered her concerns at the number of mature trees that had been lost in the town, particularly near the canal. She said that the loss of habitat had meant birds were not frequenting as significantly as before. She wanted her concerns to be passed onto planners and organisations.
- d. A lady commented that the town should be proud of itself and how much it has going on.
- e. A lady extended thanks to the Louth Wombles for cleaning the streets of Louth voluntarily for years.
- f. A woman commented that the current government initiative for affordable bus fares is not advertised sufficiently throughout the town.

6. Meeting End

Cllr. JB ended the meeting by thanking everyone for coming, thanking the speakers and thanking everyone for all they do for Louth.

The meeting closed at 8.26pm

Signed _____ (Chairman) Dated _____



served by One Team

South & East Lincolnshire Councils Partnership

South East Lincolnshire Council's Partnership
The Hub, Mareham Road, Horncastle, Lincolnshire. LN9 6PH

www.selcp.co.uk

Mrs L Phillips
Louth Town Council
clerk@louthtowncouncil.gov.uk

Your Reference:
Our Reference:
Contact: Heather Prescott
Tel: 07464511411
Email: heather.prescott@e-lindsey.gov.uk
Date: 30/05/2023

Dear Mrs L Phillips,

Re: Tree Planting and Community Orchards Scheme

During the last two years the South and East Lincolnshire Councils Partnership has worked with Parish and Town Councils as well as local community groups, to plant over 20 new Community Orchards across East Lindsey, Boston and South Holland

Following the success of this scheme and due to the good level of interest shown by participants, we are now keen to hear from any Town or Parish Councils that would like to put forward a potential site for a community orchard or other tree planting schemes. We would also be interested to know if you have any areas that could benefit from new hedgerow planting.

Both tree planting and community orchard schemes can offer multiple benefits. Not only do they provide additional habitats for wildlife and enhanced biodiversity, they also allow residents the opportunity to improve their health and wellbeing through engagement with the natural environment. Community orchards in particular can also facilitate the bringing together of communities through social events such as Wassails and Apple Days.

If you do not have access to a suitable piece of land but would still be interested in volunteering to manage an orchard, or would like some further information about the scheme, please don't hesitate to get in touch.

Yours sincerely

Heather Prescott
Climate Change & Environment Officer

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 23rd May 2023.**

Present Councillor J. Simmons (JS) (in the chair).

Councillors: Mrs. E. Ballard (EB), M.R. Barnes (MRB), J. Baskett (JB), L.M. Cooney (LMC), Mrs. S. Crew (SC), J. Drake (JD), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML). Mrs. J. Makinson-Sanders (JMS).

Councillors not present: P. Starsmore (PS).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant Miss S. Chitauro, Mr. J. Timson and 5 members of the public were also present.

NB: Cllrs GEH and MB left at 8.58pm.

P1. Election of the Planning Committee Chairman

It was **RESOLVED** that Cllr. SC be elected as Chairman. Cllr. SC took the Chair.

P2. Election of the Planning Committee Vice Chairman

It was **RESOLVED** that Cllr. ML should be elected as Vice Chairman.

P3. Apologies for Absence

Apologies for absence were received from Cllr. PS, Cllr. GEH and Cllr. MB.

P4. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS and Mr. DH for items 6, 7, 8 and 9 with regards to membership of ELDC

P5. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 25th April 2023 be approved as the Minutes.

P6. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 02-23-23) and **RESOLVED** as follows:

- a. N/105/00557/23 – to object on the ground of overlooking, access and highway safety and noise and disturbance from the scheme. It noted the neighbor objection and was very concerned both about the proximity of the proposed development to existing buildings and the prospect of damage to the foundations of existing buildings. It also noted LCC Highway's comments and echoed their concerns regarding access to the site for plant, materials and machinery. It would not want to see the highway being obstructed by deliveries of materials being deposited thereon or lorries/vans/vehicles parking so as to hinder other residents/users of this, extremely busy main road through the town. Such use which could also be a danger to pedestrians and road users and especially the many school children who pass by daily on their way to and from school.
- b. N/105/00685/23 – to object on the grounds of Overbearing Nature of Proposal, Traffic generation, Access and Highway Safety, Loss of Ecological Habitats. The Council is concerned that 34 dwellings on this small site is too many and that the proposal is therefore overbearing and in turn will generate a huge amount of new traffic on Monks Dyke Road where there are already problems. It feels that the access to this site, onto a very busy road, where on street parking is prolific and limits the space available for moving vehicles to maneuver in, whilst also being located on a very bad bend is extremely dangerous and could lead to issues for both vehicles and the many many pedestrians, especially children who pass along the road daily on their way to and from the three schools which are in very close proximity. Finally, the site is diverse in wildlife, flora and fauna and the Council was concerned that this would be lost at the environment's detriment.

- c. N/105/00845/23 – that prior approval is required for the siting and appearance of the proposed 15m monopole and associated ancillary works.
- d. N/105/00943/23 – to object on the grounds that the proposed materials are not suitable in the Conservation Area.
- e. N/105/02268/23 – to ratify the comments of the Planning Working Group as submitted on 16th May 2023 which read: To continue to object on the same grounds as previously, as the amendments proposed here do not address any of LTC's previous concerns, which were that the access and traffic generated, all exiting onto Newmarket, an already overstretched thoroughfare, is unacceptable. Further, it is noted that there is a long contamination report which recommends additional investigations and reports and the Planning Working Group would support these recommendations.
- f. To support all other applications.

P7. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/00394/23 – Planning Permission – 5 Alnwick Court, Warwick Road, Fairfield Industrial Estate – LTC Supported
- ii. ELDC Approved – N/105/00412/23 – Planning Permission – 170 Eastgate, LN11 9AG – LTC Supported
- iii. ELDC Approved – N/105/00409/23 – Approval of S73 – 42 St. Marys Lane, LN11 0DT – LTC Supported
- iv. ELDC Approved – N/105/02305/22 – Planning Permission – Formerly 2, Lee Street – LTC Objected
- v. ELDC Approved – N/105/00460/23 – Planning Permission – The Bungalow, Cisterngate, LN11 0ER – LTC Objected
- vi. ELDC Approved – N/105/00337/22 – Listed Building Consent Alterations – 19 & 21 Ugate, LN11 9ER – LTC Supported
- vii. ELDC Approved – N/105/00336/22 – Planning Permission – 19 & 21 Ugate, LN11 9ER – LTC Supported

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC
REASON FOR RESTRICTION: Classic Car Event
LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: A16 Louth Bypass (Between A157 Roundabout and B1520 Grimsby Road Roundabout)
PERIOD OF RESTRICTION: 9am – 4pm 04/06/23 (Restrictions to be implemented for 1 day as and when required during this period)
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Cadent Gas
REASON FOR RESTRICTION: Emergency – Utility repair and maintenance
LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Eastgate (Between Monks Avenue and Trinity Lane).
PERIOD OF RESTRICTION: 17/05/2023 – 22/05/2023 (Restrictions to be implemented for 4 days as and when required during this period).

c. Appeal Decision

- i. To note that the Planning Inspectorate has dismissed the appeal in respect of refused planning application N/105/00411/22 – 31st Northgate, Louth.

d. Pavement Café Licence

- i. Notification that a Pavement Café Licence application for Tap on the Line has been refused by LCC with the following reasons: Pedestrian safety – The proposed location of the pavement café is situated in an area of heavy footfall; Traffic hazards – The positioning of the pavement café has the likelihood to interfere with the visibility of motorists and could lead to traffic congestion and accidents, and; Noise and nuisance – Operating a pavement café in close proximity to residential areas raises concerns about noise pollution, which has the potential to impact local residents, especially during evening hours.

P8. Street Naming – Land West of Keddington House, Keddington Road

It was **RESOLVED** that the Town Council upholds its previous decision in objecting to the naming North Halt Court. This is because there is already a dwelling named North Halt House, which might cause confusion.

P9. Proposed Works to Trees

The following tree work was noted:

- a. **Location:** Riverside House, Ramsgate Road. Proposal: T1 – Willow – Reduce limb over greenhouse by approximately 4m, limb over path by approximately 3, and reduce in height by approximately 3, as per photographs supplied. **Reasons:** T1 for clearance, to increase light and to bring back into shape.
- b. **Location:** El Dio, Stewton Lane. Proposal: T35 – Copper Beech – (T5 on plan) Overhanging branches to be lopped, as identified in accompanying photographs. **Reasons:** To reduce distorted growth on adjoining specimen Fir tree.

P10. Planning Working Group

It was **RESOLVED** to re-establish the Planning Working Group as a working group to the Committee, approve its remit and membership as all Councillors and as below:

Planning Working Group - Reports to Planning Committee / Town Council

Membership	All Councillors
Remit	To examine planning applications / proposed works 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.
Meetings	As required.

P11. Next Meeting

It was noted that the date of the next scheduled Planning Committee meeting was 20th June 2023.

The Meeting Closed at 9.31pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105/00213/23	Planning Permission	Mr. A. Grantham	Erection of 9no. dwellings on the site of the existing buildings which are to be demolished.	55 Eastfield Road, Louth, LN11 7AL - Trinity Ward	No	Louth Town Council objected to this application on 21st February 2023 on the grounds of: Traffic Generation, Access and Highway Safety, Eastfield Road is a vital road into and out of the Town Centre. It is already extremely busy, it is very narrow in places due to parked cars along its length at all times of the day and any increase in regular users, especially those accessing or exiting onto it regularly will inevitably have a detrimental effect on infrastructure that already struggles to cope and on the safety of residents, general users and pedestrians. Vitality and Viability of Town Centres. Louth Town Council believes that the existing building has a wealth of historical importance having been a private school, factory and home of former two times Mayor, Robert Norfolk in its past. The building features in many articles and exhibits produced by Louth Museum. The Town Council strongly believes that the front façade which is three-storeys high and originates from the 19th Century holds substantial architectural and historic significance and should be saved at all costs. It contributes to the character, social, environmental and cultural value of the town and benefits the economy in the form of tourism. Demolition of such historic assets can have severe detrimental effects and as such the Town Council would implore ELDC to ensure that the front façade is retained at the very least.	Continue to object as previously and note that new comments from Felix Mayle dated 1st June, support and enhance LTC's previous comments confirming that the "primary architectural elevation is intact. The building is not unsafe. It is likely that the repairs can be achieved without demolition." Thus the economic argument forming the largest part of the applicants case could be disregarded.	12/06/2023
2	ELDC	N/105/01051/23	Planning Permission	Mr. J. McDonald	Alterations to existing premises to provide a new shop front and roller shutters. AMENDMENT (01/06/23): Further information received in relation to proposed roller shutters.	113-115 Eastgate, Louth, LN11 9QE - Priory Ward	No	New	This application has been objected to by both the Civic Trust and Heritage Lincs. The PWG would like to object to the application and see a traditional shop front that fits in with the street scene.	24/06/2023
3	ELDC	N/105/01052/23	Planning Permission	Mr. J. McDonald	Consent to display 1no. externally illuminated fascia sign.	113-115 Eastgate, Louth, LN11 9QE - Priory Ward	No	New	There is no detail of any externally illuminated signs to comment on.	24/06/2023
4	ELDC	N/105/01069/23	Section 73 Application	John Taylors (Lincolnshire) Ltd.	S73 application to vary to condition no. 2 (approved plans) and to remove condition no. 3 (instillation and details of solar panels) imposed on N/105/100/23 for instillation of roof mounted solar panels to the existing building and detached garage.	127 Eastgate, Louth, LN11 9QE - Priory Ward	Yes	New	Support	21/06/2023
5	ELDC	N/105/01084/23	Planning Permission	Loungers	Internal alterations to existing retail premises which is a listed building to include the instillation of plant and extract equipment.	1 Market Place, Louth, LN11 9NT - Priory Ward	Yes	New	Support	22/06/2023
6	ELDC	N/105/01085/23	Listed Building Consent	Loungers	Internal alterations to existing retail premises to include the instillation of plant and extract equipment.	1 Market Place, Louth, LN11 9NT - Priory Ward	Yes	New	Support	22/06/2023
7	ELDC	N/105/01099/23	Planning Permission	Mr. T. Elliott	Extension to an existing dwelling to provide additional living accommodation and instillation of solar panels.	62 Crowtree Lane, Louth, LN11 9LN - St. Mary's Ward	Yes	New	Objected to by the Civic Trust and Heritage Lincs on the grounds that solar panels should not be visible from the road. Windows in the front of the property should be wood and not uPVC.	26/06/2023
8	ELDC	N/105/01102/23	Planning Permission	Mrs. L. Butler	Erection of perimeter fencing 1.98m in height (already erected).	9 Beck Way, LN11 8XH, St. Michael's Ward	No	New		30/06/2023
9	ELDC	N/105/01116/23	Planning Permission	Mr. O. Crossland	Planning Permission - Change of use and alterations to existing shop and education centre into a ground floor bar and restaurant and a first floor flat and outdoor seating area.	14-16 Aswell Street, Louth, LN11 9BA - Priory Ward	Yes	New	Support in principle but have concerns about noise pollution in an area with residential properties.	28/06/2023
10	ELDC	N/105/01125/23	Planning Permission	Mr. M. Gower	Planning Permission - Extension to existing dwelling to provide additional living accommodation and demolition of existing garage.	Lille Compass, 1 Westgate, Louth, LN11 9YN - St. Mary's Ward	Yes	New	Support.	29/06/2023

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
11	ELDC	N/105/ 01134/23	Planning Permission	Holdsworth Homes Ltd.	Planning Permission - Change of use, conversion of and alterations to the existing accommodation block to provide 6no. Flats, erection of a block of 4no. Flats on the site of the former social club to be demolished and erection of a dwelling.	Louth County Hospital, High Holme Road, Louth, LN11 - 0EU - North Holme Ward	Yes	New	Support.	28/06/2023
12	ELDC	N/105/ 01135/23	Planning Permission	Mr. M. Fitzpatrick	Extension and alterations to the existing dwelling to provide additional living accommodation.	13 Virginia Drive, LN11 8BE - Trinity Ward	No	New	Support but have concerns about access to the rear of the MRI suite.	03/07/2023
13	ELDC	N/105/ 01189/23	Planning Permission	Mr. and Mrs. Shufflebotham	Extension to existing dwelling to provide additional living accommodation and a bin storage cover.	89 Monks Dyke Road, LN11 8DN - Priory Ward	No	New	Support.	05/07/2023

PLANNING COMMITTEE 20th June 2023
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/00511/23 – Planning Permission – 15 Chequergate, Louth – LTC Supported
- b. ELDC Approved - N/105/00512/23 – Listed Building Consent – 15 Chequergate, Louth – LTC Supported
- c. ELDC Approved – N/105/00618/23 – Planning Permission – Boxpod Space, Warwick Road, Fairfield Industrial Estate – LTC Supported
- d. ELDC Approved – N/105/00811/23 – Planning Permission – 28 Trinity Lane, Louth – LTC Supported
- e. ELDC Approved - N/105/02268/22 – Planning Permission – Land rear of 20, Watts Lane, Louth – LTC Objected
- f. ELDC Approved – N/105/00690/23 – Consent to Display – Lavish Bathrooms, Studio 21, Cannon Street, Louth – LTC Supported
- g. ELDC Refused – N/105/01892/22 – Planning Permission – Julian Bower House, Louth, LN11 9QN – LTC Objected
- h. ELDC Refused – N/105/0057/23 – Planning Permission – Land rear of 180B Eastgate, Louth, LN11 9AG – LTC Objected

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC

REASON FOR RESTRICTION: Run for Life

LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Market Place, Cornmarket, Mercer Row, Upgate, Gospelgate, Edward Street, George Street, Breakneck Lane and Part of Crowtree Lane (From Edward Street to Love Lane).

PERIOD OF RESTRICTION: 8.30am – 14.00pm 25/06/2023 (Restrictions to be implemented for 1 day as and when required during this period, signage will be displayed on site in advance).

- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC

REASON FOR RESTRICTION: Run for Life

LOCATION & NATURE OF RESTRICTION: No Right Turn Order – From Kidgate onto B1520 Upgate.

PERIOD OF RESTRICTION: 8.30am – 14.00pm 25/06/2023 (Restrictions to be implemented for 1 day as and when required during this period, signage will be displayed on site in advance).

- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC

REASON FOR RESTRICTION: Louth Old Boys Tournament

LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on B1520 London Road (Between Newmarket/Upgate & A157). 30mph Speed Limit Order in place on B1520 London Road (Between permanent 30mph terminal point & a point 400m South of Louth Cricket Club entrance). No Right Turn Order in place: From Quarryside onto B1520 London Road, from Meridian View onto B1520 London Road, from Julian Bower onto B1520 London Road. No Left Turn Order in place from Primrose Hollow onto B1520 London Road.

PERIOD OF RESTRICTION: 01/07/2023 – 02/07/2023 (Restrictions to be implemented for 2 days as and when required during this period, signage will be displayed on site in advance).

- d. ORGANISATION RESPONSIBLE FOR RESTRICTION: Clancy OBO Anglian Water

REASON FOR RESTRICTION: Locate buried sluice valve

NATURE AND LOCATION OF RESTRICTION: Road Closure Order in place on Monks Dyke Road (Between Almond Crescent & Millgood Close).

PERIOD OF RESTRICTION: 10/07/2023 – 12/07/2023 (Restrictions to be implemented for 3 days as and when required during this period, signage will be displayed on site in advance).

e. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC
REASON FOR RESTRICTION: Carriageway repairs
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Nichol Hill.
PERIOD OF RESTRICTION: 14/06/2023 – 23/06/2023 (Restrictions to be implemented for 9 days as and when required during this period, signage will be displayed on site in advance).

3. Enforcement

- a. 94 Mount Pleasant Avenue, Louth, LN11 9DJ – Please note the full investigation into a potential breach of planning control caused by unauthorised works to front porch of the aforementioned address.