

Louth Town Council

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

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To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council and its Community Resources Committee, which will be held on Tuesday 2nd July 2019 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note, 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.

From 7pm a maximum of ten minutes will be set aside for the meeting to receive reports from the Police and a further maximum of 10 minutes will be set aside for the meeting to receive reports of elected Members of Lincolnshire County Council and East Lindsey District Council.

Mrs. L.M. Phillips

Town Clerk

Dated this 27th Day of June 2019

AGENDA

TOWN COUNCIL

(Chairman: Councillor F.W.P. Treanor)

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. Chairman's Remarks

3. Declarations of Interest / Dispensations

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

4. Council Minutes

To approve as a correct record the notes of the Council Meeting held on 18th June 2019. (Attached).

5. Committee Minutes

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

- a. Governance and Finance – 5th March 2019
- b. Planning – 21st May 2019

6. Town Clerk's Report / Update

7. Co-option of Councillor to Vacancy on St. Michael's Ward

Council to receive representations from each of the five applicants for the above position and resolve upon the co-option of a new member for Louth Town Council on St. Michael's Ward.

8. Correspondence Received

- a. **Public Toilets**– Council to discuss correspondence and reply from management company, circulated by email on 24th May and resolve upon a response.
- b. **Town Centre Transport** – Council to discuss correspondence, circulated by email on 25th June and resolve upon a response.

- c. **Parking** – Council to discuss correspondence, circulated by email on 25th June and resolve upon a response.
- d. **Lincolnshire Wolds Countryside Service** – Council to note that the Lincolnshire Wolds Area of Outstanding Natural Beauty (AONB) Annual Review 2018/19 has been received and is available to view in the office.

9. **Closed Session Items**

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

- a. **Cemetery Lodge** – Council to receive an update, discuss and resolve upon the way forward.
- b. **St. Aethelheard's Chapel** – Council to receive a proposal from the members of St. Aethelheard's and resolve upon the way forward.
- c. **Julian Bower** – Council to receive legal advice and resolve upon the way forward.

10. **Next Meeting**

Committee to note that the next scheduled meeting of Louth Town Council will take place on 24th September 2019.

COMMUNITY RESOURCES COMMITTEE (Chairman: Councillor A. Leonard, All Members)

1. **Apologies for Absence**

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

2. **Chairman's Remarks**

3. **Declarations of Interest / Dispensations**

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

4. **Minutes**

To approve as a correct record the notes of the Community Resources Committee meeting held on 21st May 2019.

5. **Benches**

Committee to receive a report from the Town Clerk and resolve upon the way forward.

6. **Sessions House**

Committee to authorise emergency revenue expenditure to repair Sessions House roof.

7. **Next Meeting**

Committee to note that the date of the next scheduled Community Resources Committee meeting is 24th September 2019.

06-18-19 TC MINS

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 18th June 2019**

Present The Mayor, Councillor (FWPT) (in the chair).

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

Councillors not present: Cllr. D. Wing

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent, Cllr. Sarah Parkin (LCC), Cllr. Roz Jackson (ELDC), a member of the press and 1 member of the public were also present.

Public Forum

- Cllr. Mrs. PFW reported that work on Keddington Lock was due to commence in November and would be carried out by the Drainage Board, using their own equipment, free of charge. Further she reported that at the Louth Navigation Trust meeting it had been reported that British Canoeing were looking at three landing sites along the navigation canal, one at Tetney Lock, in conjunction with the multi-user path.
- There was a discussion regarding Springside and the Gatherums alluding to the on-going building work and the discovery of a natural spring.
- Cllr. AL reported that there would be a Christmas Lights meeting at Sessions House on Monday 24th June at 12 noon.
- Cllr. DF reported that there would be a Tidy Louth meeting at 10am on Monday 24th June.

Police Consultation

Apologies were received from the Police.

District and County Councillor Consultation

- Apologies were received from Cllr. Bridges.
- Cllr. Parkin reported that she had arranged for a walk about to take place with Cllr. Davies of LCC to look at problems in Louth. She asked Councillors to email her with any issues that they would like raised. Cllr. Mrs. JMS requested that Cllr. Parkin raise and report back to LTC regarding the overgrowth and poor state of the roundabouts coming into Louth and buses on Westgate. Cllr. Parkin informed Councillors that there were parking issues outside Lacey Gardens School and the state of the road surface along St. Bernard's Avenue would be brought up. Cllr. JG requested that hedge cutting be raised as he was of the opinion that LCC were neglecting to undertake this as regularly as required. Cllr. JS requested that parking on pavements be raised. Cllr. Parkin informed her that this was a Police matter and issues should be reported to them.
- Cllr. Jackson (ELDC) tabled a report for Councillors perusal, drawing attention to the items on it re. flooding and housing and asking Councillors to make their residents aware of these. She also reported that there was a disused bus stop opposite the Park Avenue Shops which looked run down and at which there was a concentration of anti-social behaviour. Cllr. Mrs. JMS requested it be included as an agenda item at a forthcoming meeting. The Town Clerk reported that she had been in discussion with Waterloo Housing regarding this and was waiting for them to produce evidence of ownership, when this had been acquired she would agenda it.
- Cllr. Mrs. JMS reported that at the end of June English Heritage were going to look at the future of the Town Centre, and referred to the previous report by Qube and that ELDC had no conservation expert.

63. Apologies for Absence

Apologies for absence were received from Cllr. D.E. Wing.

64. Chairman's Remarks

Cllr. FWPT remarked that he had spent a fantastic weekend as Mayor at the Zero Degrees Festival starting off at Party in the Pews, and then on Saturday at a concert including the Dutch Albatross Choir. On Sunday he attended Vintage Day which was a big party atmosphere with the Dave Pearce Orchestra. He concluded that there was a programme of events over the next two weeks for the festival.

65. Declarations of Interest / Dispensations

The following Declarations of Interest was made:

- a. Cllr. Mrs. SEL – item 7 as a Warden of KEVASEC
- b. Cllr. DJEH - item 15 as a member of ELDC
- c. Cllr. DH – Item 7 as a Director of another Academy in Louth and as an acquaintance of Mrs. Sandy.
- d. Cllr. Mrs. EB - Item 7b as on an Independent Appeals Panel (MAT).
- e. Cllr. Mrs. JMS – item 8 as a member of the Hubbard's Hills Trust and items 12 and 15 as a member of ELDC
- f. Cllr. AL – item 7b as an acquaintance of Mr. Hanson (given at relevant point during meeting), item 8 as a member of the Hubbard's Hills Trust
- g. Cllr. Mrs. JMS – item 8 as a member of the Hubbard's Hills Trust and items 12 and 15 as a member of ELDC
- h. Cllr. SC – item 14 as a member of the Louth Lions (given at the relevant point during meeting)

66. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on 14th May 2019 and 21st May 2019.

67. Committee Minutes

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the Personnel Committee meeting held on 5th February 2019, the Community Resources Committee meeting held on 19th March 2019, the Governance and Finance Committee meeting held on 16th April 2019 and the Planning Committee meeting held on 30th April 2019.

68. Town Clerk's Report/Update

The Clerk drew the Council's attention to her tabled report and also reported that there had been a number of issues with leaks in the Sessions House during the previous few weeks of bad weather, which she was looking into as a matter of urgency.

69. Louth 6th Form Options

During this item Cllr. Mrs EB left the room (7:30pm).

- a. The Clerk reported that Mr. J. Lascelles, Headmaster of KEVIGS, had sent apologies that afternoon and was unable to attend the meeting. It was **RESOLVED** that the Council defer their response to his letter.
- b. Councillors noted the letter from LCC re. LTC's Louth Academy Consultation Response.
- c. Following a lengthy discussion regarding 6th form education in Louth, including the situation with the cost /time of transporting students to Grimsby College, the lack of SEND education and the situation of the former Wolds College building, it was **RESOLVED** that a private meeting should be set up between LTC, LCC and KEVIGS.

70. Annual Governance and Accountability Return (AGAR) 2018/19

- a. It was **RESOLVED** to receive and note the report of the internal auditor.
- b. It was **RESOLVED** to receive the Balance Sheet for the year ended 31st March 2019 and approve signature by the Chairman and the Responsible Financial Officer (RFO).
- c. It was **RESOLVED** to approve the Annual Governance Statement (Section 1 of the AGAR) for financial year 2018/19 and authorise signature by the Chairman and Town Clerk.
- d. It was **RESOLVED** to approve the Accounting Statements (Section 2 of the AGAR) for financial year 2018/19 and authorise signature by the Chairman and the RFO.

71. Annual Town Meeting

The Council **RESOLVED** to receive the notes of the Annual Town Meeting held on 30th April 2019 and it was noted there were no proposals raised therein by members of the public.

72. Review of Policies and Procedures

The Council **RESOLVED** to review and adopt the following policies and notices:

- a. General Data Protection
 - i) Cemetery Privacy Notice
 - ii) Email Contact Privacy Notice
 - iii) General Privacy Notice
 - iv) Staff and Councillor Privacy Notice
 - v) Data Protection Policy
 - vi) Information Security Incident Policy
 - vii) Removable Media Policy
 - viii) Retention of Documents Policy
 - ix) Secure Disposal of Information Policy
 - x) Subject Access Requests Policy
- b. Complaint's Procedure
- c. Policy on Handling of Freedom of Information Requests
- d. Media Policy

73. Councillor Surgeries

It was **RESOLVED** that the Sessions House would not be used for Councillors Surgeries.

74. Request for Litter Bin on Virginia Drive

It was **RESOLVED** to support a request to ELDC for the provision of a bin on Virginia Drive noting that at that time it was not known if a contribution to costs would be required but that ELDC had confirmed that standard steel bins cost approximately £300).

75. Part Night Street Lighting

It was **RESOLVED** that the Town Clerk write to both Councillor Bridges and Councillor Parkin to ascertain a) why it cost £300 per lamp post to have LED lights installed b) what was the cost of having timers added to the lighting? c) what the savings were to LCC last year due to the reduced lighting times?

76. Public Land off Charles Street

It was **RESOLVED** that the Council take no action to become involved in the land ownership and leave any organisation to mend the fence to the Louth Lions.

77. Letter from Mr. P. Edwards, ELDC Service Manager – Development Control

The Council noted a letter from Mr. Edwards regarding his aim to further improve ELDC efficiency and move to full electronic communication. It was **RESOLVED** that Louth Town Council still wished to be notified of Planning Applications and that they were happy for the first point of contact to be the Town Clerk. However, it also wished to retain the existing arrangements which were that any applications proposing ten or more houses or where the development had a floor space over 1,000sqm. It also wished to reiterate that it was a statutory consultee.

78. Councillor's Name Badges

Following discussions regarding various badge formats, it was **RESOLVED** that the Town Clerk would write to ELDC to enquire as to whether they were able to produce lanyard badges for Louth Town Councillors and staff, and if so, what cost these would be.

79. Speed Traffic Reduction

Following discussions and a straw poll of Councillors who would be interested in taking part in the Community Speed Watch Scheme, it was **RESOLVED** that Cllr. MB would investigate further with neighbouring Town/Parish Councils to ascertain their interest in working in partnership, each Council's volunteers monitoring traffic in another Council's patch (rather than their own) in order to avoid the likelihood of recognition and antisocial behaviour. (It should be noted that Cllr. KN left the room at 9:20pm returning at 9:23pm).

80. Closed Session Item

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

- a. **War Memorial** – It was **RESOLVED** that in accordance with its powers under section 137 and 139 of the LGA 1972 and subject to permission by LCC, the Town Clerk should arrange for the installation of an electrical point for use during Remembrance Sunday commemorations. This, in the opinion of the Council was in the interests of the area, its inhabitants and would benefit them in a manner commensurate with the expenditure.
- b. **Cemetery Workshop** – It was **RESOLVED** to approve temporary use of part of the Cemetery Chapel by staff as a welfare/office, due to the poor state of the current workshop following the two arson attacks. It was further **RESOLVED** that the Town Clerk should investigate possible positions for and costs for the installation of a container (including welfare unit).
- c. **Cemetery Lodge** – The Council received a tabled confidential report and legal advice and **RESOLVED** to approve the requests with the inclusion of caveats re. timescales, security fencing, screening, delivery times, vehicle weight restrictions, signage and any other advised by their Solicitors.

It was **RESOLVED** to move out of closed session.

81. Next Meeting

The Council noted that the date of the next scheduled Town Council meeting was 2nd July 2019.

The Meeting Closed at 9.55pm.

Signed _____ (Chairman) Dated _____

05-21-19 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 21ST MAY 2019**

Present

The Mayor, Councillor (FWPT) (in the chair).

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

Councillors not present: J. Garrett (JG), D. Hobson (DH) and Mrs. P.F. Watson (PFW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent and 1 member of the public were also present.

37. Election of Community Resources Committee Chairman

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

38. Election of Community Resources Vice Chairman

It was **RESOLVED** following two nominations and a vote that Cllr. DJEH should be elected as Vice Chairman.

39. Apologies for Absence

Apologies for absence were received from Cllrs. JG, DH and Mrs. PFW (arrived at 8:21pm).

40. Declarations of Interest / Dispensations

None.

41. Minutes

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 19th March 2019 be approved as the Minutes.

42. Correspondence

The Committee noted that the Federation of Burial and Cremation Authorities would hold their AGM on 12th September in Bristol.

43. Working Group

It was **RESOLVED** to re-establish the working groups to the Committee and approve the use of their existing remit and elect the membership as follows:

- a. **Asset Review Group** – Cllrs. AL, DJEH, Mrs. JMS, Mrs. EB, JS, KN, HF, Mayor and Town Clerk.
- b. **Floral Enhancements** – Mrs. SC, HF, DJ, MB, DF and Town Clerk.
- c. **Christmas Lights Group** – Cllrs. AL, DJEH, MB, HF, LMC and Town Clerk.
- d. **Town Signs and Street Furniture** – Cllrs. AL, DJEH, Mrs EB, JS, DF, MB, Mrs SC and Town Clerk.

44. Christmas Lights Working Group

The group noted that a meeting was required and it was agreed that the Town Clerk should circulate dates.

45. Town Signs / Street Furniture Working Group

The group noted that a meeting was required and it was agreed that the Town Clerk should circulate dates.

46. Floral Enhancement

The Committee received a report from the Town Clerk regarding the highway safety concerns that LCC have regarding attachments to lamp columns. It was **RESOLVED** that the Floral Working Group and the Town Clerk would be given delegated authority to investigate and make arrangements for floral arrangements around the town for the summer of 2019 with costs to be met from Floral/In Bloom budgets.

(Note that Cllr. Mrs. PFW entered the meeting during this discussion).

47. Next Meeting

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 2nd July 2019.

The Meeting Closed at 8.25pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED