

# 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's Planning Committee, Community Resources Committee and Personnel Committee which will be held on Tuesday 5<sup>th</sup> July 2022 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 in relation to items on the Agenda only, and your attendance is requested during this period.

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, in advance to discuss attendance arrangements.

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 30<sup>th</sup> Day of June 2022

## AGENDA

### 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 14<sup>th</sup> June 2022. (Attached).

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

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 07-05-22). (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 in the Louth Conservation Area (details circulated by email 30<sup>th</sup> June 2022):

- a) **Location:** 48 Westgate **Proposal:** T1 – Yew – Reduce in height by approximately 10ft and reshape the sides accordingly. **Reasons:** T1 – Tree is blocking sun to terrace and summerhouse of adjacent property.

#### 7. Minerals and Waste Local Plan - Consultation

Committee to resolve upon whether it wishes to submit a corporate response to the above. Details of which can be found at: <https://www.lincolnshire.gov.uk/planning/minerals-waste> Details also circulated by email on 29th June 2022.

#### 8. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 26<sup>th</sup> July 2022.

**COMMUNITY RESOURCES COMMITTEE**  
**(Chairman: Membership: All Cllrs.)**

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

The Mayor will initially take the chair for this item. Committee to receive nominations and to elect the Chairman of the Community Resources Committee to hold office until the Annual Meeting of Louth Town Council in 2023.

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

Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2023.

**3. Apologies for Absence**

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

**4. Declarations of Interest / Dispensations**

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

**5. Minutes**

To approve as a correct record the notes of the Community Resources Committee Meeting held on 10<sup>th</sup> May 2022. (Attached).

**6. Cemetery**

Committee to note that negative comments have been received regarding the state of the fire damaged buildings at Louth Cemetery and the area immediately around them. Committee to note that the Payback Team are to undertake a tidy up project in this area and resolve that the Town Clerk should look to have the roof of the damaged shed replaced using funds in EMR Cemetery Workshop/Lodge and/or EMR Cemetery Facilities.

**7. Queen's Jubilee Parish Council Grant**

Committee to consider giving delegated authority to the Town Clerk to make an application for the above to purchase a special commemorative bench for placement in the town for public enjoyment.

**8. Allotments**

Committee to consider raising the rent charged to the Allotment Association.

**9. Training**

Committee to note that the Town Clerk and her Assistant attended a training session on Health and Safety in relation to holding events. The session was run by the Lincolnshire Event Safety Partnership and was held on the evening of Thursday 23<sup>rd</sup> June in Skegness. Committee to confirm receipt of notes from the session, circulated by email on 30<sup>th</sup> June 2022 and register their interest, by show of hands, if they would be interested in attending such a session in the future.

**10. Working Group**

Committee to re-establish the Asset Working Group and agree its remit and membership, see attached sheet.

**11. Next Meeting**

Committee to note that the date of the next scheduled Community Resources Committee meeting is 5<sup>th</sup> July 2022.

**PERSONNEL COMMITTEE****(Membership: Cllrs. Mrs. JMS, Mrs. SC, Mrs. JS, Mrs. EB, GEH, DEW, DH)****1. Election of Personnel Committee Chairman**

The Mayor will initially take the chair for this item. Committee to receive nominations and to elect the Chairman of the Personnel Committee to hold office until the Annual Meeting of Louth Town Council in 2023.

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

Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2023.

**3. Apologies for Absence**

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

**4. Declarations of Interest / Dispensations**

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

**5. Minutes**

To approve as a correct record the notes of the Personnel Committee Meeting held on 22<sup>nd</sup> March 2022. (Attached).

**6. Appraisals**

As advice from ELDC has not been forthcoming Committee to resolve that the Town Clerk should progress with appraisals as previously undertaken.

**7. Closed Session**

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party nature in relation to.

a) **Mayor's Serjeant**

**8. Next Meeting**

Committee to note that the date of the next scheduled Personnel Committee meeting is 1<sup>st</sup> November 2022.

06-14-22 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 14<sup>TH</sup> JUNE 2022**

**Present** Councillor J. Baskett (JB) (in the chair).

**Councillors:** Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), D.J.E. Hall (DJEH), D. Hobson (DH), M. Lamb (ML), A. Leonard (AL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**Councillors not present:** D. Ford (DF), J. Garrett (JG), G.E. Horton (GEH) and Mrs. S.E. Locking (SEL).

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

**NB:** Cllrs LMC, HF and MB left before item 7.

**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. DH should be elected as Vice Chairman.

**P3. Apologies for Absence**

Apologies for absence were received from Councillor DF, JG, GEH and SEL.

It was **RESOLVED** that Standing Orders be suspended as this meeting (following the previous two meetings) would exceed the three hours duration for meetings stated.

**P4. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. JMS - items 7, 8, 9 and 10 with regards to membership of ELDC
- b. Cllr. AL - items 7, 8, 9 and 10 with regards to membership of ELDC
- c. Cllr. DJEH - items 7, 8, 9 and 10 with regards to membership of ELDC Planning Committee.

**P5. Minutes**

It was **RESOLVED** that the notes of the Planning Committee meeting held on 10<sup>th</sup> May 2022 be approved as the Minutes.

**P6. Active Travel Scheme**

The Town Clerk reported that LCC had declined to take part in an imminent public meeting. It was **RESOLVED** that the Town Council should show solidarity with traders in the centre of town and others cumulatively affected by the ripples that these changes had sent through the town and that a public meeting should be organised, regardless of LCC's previous response.

**NB:** Cllrs LMC, HF and MB left before item 7 at 10:20pm.

**P7. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 06-14-22) and **RESOLVED** as follows:

- a. N/105/00905/22 - objected to this application on the grounds that it is too close to the boundary, will cause overshadowing and loss of light for the neighbour at 169.
- b. All other applications were supported.

**P8. Planning Correspondence**

The Committee noted the following planning correspondence:

- a. ELDC Planning Decisions

- i. Approved – N/105/00446/22 – Planning Permission – The Lodge 5 Crowtree Lane – LTC supported.
  - ii. Approved – N/105/02501/21 – Planning Permission – 11 Line Grove – LTC supported.
  - iii. Approved – N/105/00346/22 – Planning Permission – 69 Broadbank – LTC supported.
  - iv. Approved – N/105/02655/21 – Planning Permission – 10 Cornmarket – LTC supported.
  - v. Approved – N/105/02668/21 – Planning Permission – Site of former 179 Newmarket – LTC supported.
  - vi. Approved – N/105/00425/22 – Planning Permission – 16 Little Lane – LTC supported.
  - vii. Approved – N/105/00227/22 – Planning Permission – 46 Buttercup Lane – LTC supported.
  - viii. Approved – N/105/00419/22 – Planning Permission – 2 Swallow Drive – LTC supported.
  - ix. Refused – N/105/00411/22 – Planning Permission – 31 Northgate – LTC supported
- b. LCC Planning Permission
- i. N/105/00808/22 - PL/0053/22 – Planning Permission – Demolition and building of new construction Children’s Home – LTC supported
- c. Planning Enforcement
- i. Land Adjacent Playing Field, Julian Bower, Breach of condition 12 on planning permission reference – letter of confirmation of receipt of complaint
  - ii. Land Adjacent Playing Field, Julian Bower, Removal of hedging and construction of a staircase without planning permission – letter of confirmation of receipt of complaint
  - iii. Hallams Close, Julian Bower – use of land for a music event. – letter of confirmation of receipt and complaint.
- d. Appeals
- i. Appeal Decision – 30 Trinity Lane, Appeal Ref: APP/D2510/D/22/3295420 – The appeal is dismissed insofar as it relates to the existing front bay window to be replaced with UPVC, allowed insofar as it relates to the existing front wall to be shortened in length.
  - ii. Appeal Decision – Land off Horncastle Road Louth Appeal ref APP/D2510/W/22/3291656 – the appeal is dismissed.
  - iii. Costs decision – Land off Horncastle Road Louth Appeal ref APP/D2510/W/22/3291656 – application for award of costs is refused.
- e. Withdrawn Application
- i. N/105/00344/22 – 4 Cisterngate – withdrawn on 1st June 2022
- f. Temporary Road Closures
- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC  
REASON FOR RESTRICTION Classic Car Show  
LOCATION & NATURE OF RESTRICTION: 40mph speed limit order – A16 Bypass (between A16 Grimsby Road/North Holme Road roundabout to A157/B1200 roundabout, No right turn order from Deighton Close Farm entrance onto the A16 bypass northbound, from A16 bypass northbound into Deighton Close Farm entrance  
PERIOD OF RESTRICTION: 3/6/22 9:00-18:00
  - ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
REASON FOR RESTRICTION Emergency communication pipe repair  
LOCATION & NATURE OF RESTRICTION: Wellington Street between Woodlands and Taverners Court  
PERIOD OF RESTRICTION: 13/5/22 – 19/5/22
  - iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC  
REASON FOR RESTRICTION Outfields Festival  
LOCATION & NATURE OF RESTRICTION: Road Closure B1520 Ugate, London Road, Tennyson Road (westbound between Newmarket and Linden Walk) Linden Walk (northbound between Tennyson Road and Newmarket. No right turn from Tennyson Road to Linden Walk, From Newmarket into Tennyson Road, from Linden Walk onto Newmarket and Hill Terrace onto Linden Walk. No left turn from Quarry Road onto Linden Walk, and Newmarket onto Tennyson Road.  
PERIOD OF RESTRICTION: 18/6/22 10:00-23:59
  - iv. ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser  
REASON FOR RESTRICTION Street Party  
LOCATION & NATURE OF RESTRICTION: Hawthorne Avenue  
PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted.
  - v. ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser  
REASON FOR RESTRICTION Street Party  
LOCATION & NATURE OF RESTRICTION: Abbey Road  
PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted.
  - vi. ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser  
REASON FOR RESTRICTION Street Party  
LOCATION & NATURE OF RESTRICTION: Linden Walk  
PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted

- vii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser  
REASON FOR RESTRICTION Street Party  
LOCATION & NATURE OF RESTRICTION: Westgate  
PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted
- viii. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC  
REASON FOR RESTRICTION KEVIGS Open Evening  
LOCATION & NATURE OF RESTRICTION: Road Closure Order: Crowtree Lane, Irish Hill, The Paddock: No waiting and loading at any time order: Crowtree Lane, Irish Hill, The Paddock  
PERIOD OF RESTRICTION: 7/7/22 16:00-21:00
- ix. ORGANISATION RESPONSIBLE FOR RESTRICTION: Northern Powergrid  
REASON FOR RESTRICTION Connections for new flat development  
LOCATION & NATURE OF RESTRICTION: Road Closure order on Northgate between Eastgate and James Street)  
PERIOD OF RESTRICTION: 12/6/22 7:00-19:00

**P9. Proposed Works to Trees**

The following tree work was noted:

- a. Location: Brook House, 65 James Street Proposal: T1 – Willow – Reduce back to previous pollard points. Reasons: T1 – to let light back into the back garden.
- b. Location: 63 James Street, Proposal: T1 – Willow – Pollard to previous points, a reduction in height of approximately 3m from a current height of 10-12m. Remove branches overhanging the River Lud. Reasons: T1 – Maintenance work requested by the Environment Agency. Tree is also blocking light to neighbouring properties.
- c. Location: Trinity Lodge. Proposal: T1 – Birch – Reduce in height from 8m to 6m. Reasons: None supplied.

**P10. Street Naming**

It was noted that further to consultation with the Planning Working Group the following extra street name suggestions were put forward in relation to Phase 2 of the Land South of the Chestnut Drive development: Cherry, Larch, Hornbeam, Blackthorn.

**P11. Traffic Proposals re. Waiting Restrictions on Monks Dyke Road**

It was **RESOLVED** to support the LCC plans for waiting restrictions on Monks Dyke Road.

**P12. Planning Working Group**

It was **RESOLVED** to re-establish the Planning Working Group as a working group to the Committee and approve remit and membership as per previous year.

**P13. Next Meeting**

It was noted that the date of the next scheduled Planning Committee meeting was 5th July 2022.

The Meeting Closed at 10:32pm.

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

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 00971/22	Planning Permission	Mr. R. Hobson	Planning Permission - Erection of a house with a link to an existing detached office to be used as an annexe with attached garage and workshop, and existing building partly on the site to be demolished and construction of a vehicular access which is an amendment to that previously approved under application reference N/105/00434/21	48 STEWTON LANE, LOUTH, LINCOLNSHIRE, LN11 8SB - St. Michael's Ward	No	On original application - Louth Town Council wished to remain neutral and make no comments on 16th March 2021.	Remain neutral, no comments.	06/07/2022
2		N/105/ 01042/22	Planning Permission	Mrs R Summerlin	Planning Permission - Erection of 11no. industrial units and construction of an associated vehicular access road.	PLOT 63, BOLINGBROKE ROAD, FAIRFIELD INDUSTRIAL ESTATE, LOUTH - North Holme Ward	No	None	Support but ask that it is ensured that there is adequate parking for large number of units.	06/07/2022
3	ELDC	N/105/ 00997/22	Planning Permission	Mr M Towler	Planning Permission - Two storey side extension to existing dwelling to provide additional living accommodation, existing store to be demolished.	6 FREER GARDENS, LOUTH, LN11 8AW - Trinity Ward	No	None	Support.	06/07/2022
4	ELDC	N/105/ 01055/22	Outline Planning Permission	Charterpoint (Louth) Limited,	Outline erection of up to 30no. dwellings with garages with means of access to be considered	LAND WEST OFF, GRIMSBY ROAD, LOUTH- North Holme Ward	No	18th July 2014 in relation to 01050/14   Outline erection of up to 240 dwellings and extra care accommodation for the elderly- Louth Town Council OBJECTS to this application on the grounds of volume of traffic with access onto the Grimsby Road at this point where visibility is problematic at the brow of the hill, addition to volume of traffic at North Holme Road / Grimsby Road junction would be added to requiring a monitoring exercise. Speed of traffic at this point is also a current issue making safe exit onto the Grimsby Road problematic at certain times of the day. Pedestrian access into the town centre is poor for children, elderly and less able bodied with a raised narrow footpath being the only link. Perceived safety problem with attenuation ponds, and potential issues arising from attenuation scheme impacting on dwellings lower down the townward slopes from this site. There are know surface water issues from this site before any building takes place which impact on the roads and neighbouring properties Louth Town Council are aware that this is an Outline application however there are also general concerns arising from the number of planned properties and placing undue pressure on local services such as the NHS, schools etc.	Support but have reservations about road names. Wild Flower Way, Bluebell Lane are fine but St. James' Lane, Church View and Church Way are too similar to other streets in Louth. Recommend that wild flower names are used such as Honeysuckle, Camplion, Comflower, Columbine, Snowdrop, Anemone, Foxglove, Poppy, Violet.	06/07/2022
5	ELDC	N/105/ 01039/22	Listed Building Consent	Mrs G Todd	Listed Building Consent - Internal and external alterations to existing dwelling to provide 2no. roof lights and a master bedroom to second floor.	20 LEE STREET, LOUTH, LN11 9JH - Priory Ward	Yes - Grade II listed	None	Support.	06/05/2022
6	ELDC	N/105/ 01092/22	Planning Permission	Mr. J Appleby	Planning Permission - Change of use, conversion of and extensions and alterations to existing shop and flat to form a single dwellinghouse. Demolition of existing rear extension	31 NORTHGATE, LOUTH, LN11 0LT		Louth Town Council supported the earlier application on 5th April 2022 which was refused by ELDC.	Support.	06/07/2022
7	ELDC	N/105/ 00755/22	Planning Permission	Mr & Mrs L Cocke	Planning Permission - change to proposal- Two storey extension to existing dwelling to provide additional living accommodation	13 WESTGATE, LOUTH, LN11 9YJ - St. Mary's Ward	Yes	Louth Town Council supported this application on 10th May 2022.	Support.	14/07/2022
8	ELDC	N/105/ 01211/22	Planning Permission	Mr N Thompson	Permission - Erection of a tractor store with first fl	HAYFIELD, 103 HORNCASTLE ROAD, LOUTH, LN11 9QT - St. Mary's Ward	No	None	Open to Committee for discussion.	18/07/2022

**PLANNING CORRESPONDENCE TO NOTE**

**1. ELDC Planning Decisions**

- a.** Approved – N/105/02616/22 – Planning Permission – 10 Legbourne Road – LTC supported
- b.** Approved – N/105/00371/22 – Planning Permission- 65 Charles Street – LTC supported
- c.** Refused – N/105/00613/22 – Planning Permission- 1 Grosvenor Road – LTC objected
- d.** Approved – N/105/0875/22 – Listed Building Consent – 2-4 Nichol Hill – LTC supported
- e.** Approved – N/105/874/22 – Planning Permission – 2-4 Nichol Hill – LTC supported
- f.** Approved – N/105/00819/22 – Planning Permission - 21 Southlands Ave – LTC supported
- g.** Approved – N/105/00813/22 – Planning Permission – Kidgate Primary School – LTC supported



05-10-22 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 10TH MAY 2022**

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

**Councillors:** Mrs. E. Ballard (EB), J Baskett (JB), M. Bellwood (MB), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), M. Lamb (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), B. O'Brien (BO), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

**Councillors not present:** L.M. Cooney (LMC), H. Filer (HF), J. Garrett (JG), K. Norman (KN), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

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

**C36. Apologies for Absence**

Apologies for absence were received from Cllrs. LMC, JG, KN, FWPT and DEW.

**C37. Declarations of Interest / Dispensations**

None.

**C38. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 8<sup>th</sup> March 2022 be approved as the Minutes.

The Meeting Closed at 8.29pm.

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

Dated \_\_\_\_\_

## **LOUTH TOWN COUNCIL WORKING GROUPS 2022/23**

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

Membership	7 + Chairman and Vice Chairman of Town Council
Required Councillors	Chairman and Vice Chairman of Town Council
Members in 2021/22	Cllrs: MB, HF, LMC, DF, DHEH, DH (Chair TC) JS, JB (Vice TC) and FWPT
Officers	Town Clerk
Remit	To make recommendations to Council regarding forthcoming events to be organised by the Town Council, as required and to be available to act as volunteers at events.
Delegated Powers	None. Investigate and enquire with recommendations to Town Council.
Meetings	As required.

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

Membership	Current Mayor and all current serving past Mayors
Members in 2021/22	Cllrs: Mrs. EB, DH, GEH, AL, Mrs. SEL, Mrs. JMS, FWPT, Mrs PFW and DEW
Remit	To meet as required resolving any issues relevant to the Mayoral role such as Mayoral protocol, civic regalia and robes
Delegated Powers	None.
Meetings	As required.

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

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

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

Membership	9
Required Councillors	Chairman CR and GF Committees + 7 others
Members in 2021/22	Cllrs: AL (Chair CR), Mrs. EB (Chair G&F), AC, MB, LMC, HF, DF, Mrs JMS, JS.
Remit	To review all Assets of Louth Town Council to ensure best use and bring recommendations back to the Community Resources Committee.
Delegated Powers	None.
Meetings	As required.

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

Membership	5
Members in 2021/22	Cllrs: MB, SC, HF, DF and FWPT
Officers	Town Clerk
Remit	To arrange floral / decorative schemes for the town liaising with ELDC and LCC to obtain necessary approvals.
Delegated Powers	Delegated Authority of budgets and reserves to Town Clerk under guidance of group.
Meetings	As required.

**Speed Awareness Working Group - Reports to Town Council**

Membership	6 + Mayor
Members in 2021/22	Cllrs. JB, MB, SC, DF, DJEH, DH (Mayor), GEH
Remit	To investigate problem areas within the town and potential traffic calming measures. To liaise with other authorities, as required.
Delegated Powers	None. Investigate and enquire with recommendations to CR Committee or Town Council.
Meetings	As required.

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

Membership	5 + Chair and Vice Chair of GF Committee
Required Councillors	Chairman and Vice Chairman of GF Committee + 5 others
Members in 2021/22	Cllrs: Mrs. EB (chair), JB, MB, LMC, SEL, JS (Vice Chair) and FWPT
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.

**Louth Environment Working Group – Reports to Community Resources Committee / Town Council**

Membership	6
Members in 2021/22	JB, MB, DJEH, HF, DF and JS
Non-Councillors	As and when required by the group, to draw on expert opinion within the town of Louth
Remit	To investigate and enquire and report to Town Council or CR Committee
Delegated Powers	None.
Meetings	As required.

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

22-03-22 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 22<sup>nd</sup> MARCH 2022**

**Present** Mrs. J. Makinson-Sanders (JMS), (in the chair).

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), Mrs. S. Crew (SC), G.E. Horton (GEH), J. Simons (JS) and D. Wing (DEW).

**Councillors not present:** None

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

**H30. Apologies for Absence**  
None.

**H31. Declarations of Interest / Dispensations**  
None.

**H32. Minutes**  
It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 25<sup>th</sup> January 2022 be approved as the Minutes.

**H33. NJC Pay Scales**  
It was noted that the National Joint Council for Local Government Services (NJC) had reached agreement on the new pay scales for 2021/22, which required implementation from 1st April 2021 and which would result in the payment of backpay for all staff from that date.

**H34. Safeguarding Policy**  
The Safeguarding Policy was reviewed and it was **RESOLVED** to accept it with the following change made: High Level Procedure, Item 2 – change 'Manager' to 'Town Clerk'.

**H35. Next Meeting**  
The Committee noted that the date of the next scheduled Personnel Committee meeting was 10<sup>th</sup> May 2022.

The Meeting Closed at 8:15pm.

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

Dated \_\_\_\_\_