

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, its Planning, Governance and Finance and Personnel Committees which will be held on Tuesday 20th July 2021 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.

Any public, wishing to attend and/or speak on an agenda item are asked to please contact the Town Clerk, using the above email address, in advance, 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 July 2021

Safety Precautions due to COVID-19:

Measures will be implemented as appropriate according to relevant government guidance. However, if restrictions imposed as a result of Covid-19 are eased on 19th July as expected please note Louth Town Council will continue to take some precautionary measures to uphold its legal responsibility to protect its officers, elected members and others from risk to their health and safety. As a minimum these will include • ventilating the room, • socially distanced seating, • no tables and asking that attendees: • Please do not touch items other than their own, • Please bring their own pen and paper, • Please take their own items/rubbish home with them, • Please bring their own drink, • Please do not come to the meeting if they have any symptoms or have been in contact with someone who is sick. • Please inform the Town Clerk as far in advance of the meeting as possible if you will not be able to attend. • Please note that the rules of debate as prescribed within Standing Orders will be adhered to. If Cllrs. wish to speak during the meeting, they will need to raise their hand, the Chairman will note this and will call upon people in the order he has noted. When asked to speak, Cllrs. should stand and speak loudly or make their way to the microphone.

• Please note hand sanitising and the use of masks will also be encouraged.

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 6th May 2021.

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

- a. To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 07-20-21). (Attached).
- b. To ratify comments made by the Planning Working Group under delegated powers, in the absence of a Planning Committee Meeting. (Attached).

5. **Planning Correspondence**

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

6. **Proposed Works to Trees Protected by a Tree Preservation Order**

Committee to consider the following:

- a. **Location:** Deighton Hall, Deighton Close – **Proposals:** A1 – several Beech, Cedar, Chestnut, Copper Beech, Elm, Gaen, Holly, Lime, Oak, Scots Pine, Silver Birch, Sycamore, Wellingtonia and Yew, T2 – (Turkey Oak) – Remove the lateral at 6.5m to the west back to the main union. T4 (Ash) – Remove the lateral at 5m to the south back to the main union. T6 (Sycamore) – Reduce the lower scaffold branch to the north. T9 (Sycamore) – Tip end reduction of 2m to leave a finished length of 11m. T13 (Ash) – Fell to ground level and replace with 4 no. Hazel. T19 (False Acacia) – Fell to ground level and replace with 1 no. Pedunculate Oak. T20 (Sycamore) – Fell to ground level. **Reasons:** A1 – T2 – To reduce leverage due to the crack. T4 – To give clearance over the carriageway. T6 – To reduce leverage on the main stem for risk reduction. T9 – To clear the roof of the neighbouring property. T13 – Dieback is severe. T19 – Tree is in decline. T20 – To prevent further damage to buildings. (Details circulated by email 14/7/21).

7. **Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 17th August 2021.

GOVERNANCE AND FINANCE COMMITTEE

Chairman: Cllr. Mrs. E. Ballard, 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 Governance and Finance Committee meeting held 6th May 2021.

4. **Review of Notices, Policies and Procedures**

Council 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 use:

- 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 – Attached.
- 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. Co-option Policy – No changes.

- o. LTC Vehicle Usage and Driving at Work Policy – No changes.
- p. Members Allowance Policy – Attached.

5. Next Meeting

Committee to note that the next scheduled Governance and Finance Committee meeting is on 12th October 2021.

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, 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. Council Minutes

To approve as a correct record the notes of the Council Meetings held on:

- a. 29th June 2021
- b. 4th May 2021
- c. 27th April 2021

4. Committee Minutes

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

- a. Community Resources – 30th March 2021
- b. Governance and Finance – 26th April 2021
- c. Personnel – 16th February 2021
- d. Planning – 13th April 2021
- e. Planning – 16th March 2021

5. Annual Town Meeting Minutes 2021

To receive the notes of the Annual Town Meeting held on 20th April 2021 and note that no proposals were raised by members of the public.

6. Louth Hospital

Council to consider the following proposals from Cllr. Mrs. J. Makinson-Sanders:

- a. That Louth Town Council resolves to write to the CCG and United Lincolnshire Health Trust to express its grave concern at the unexpected and sudden permanent closure of Cawthorpe Ward operating out of Louth County Hospital, noting that local GPs were not even informed it had closed.
- b. That the Council asks all relevant organisations (to be agreed on the day) to explain exactly what services are going to be actively offered at Louth County Hospital once Covid has subsided and in the light of these responses to organise a public meeting once all restrictions are lifted for local concerns to be answered by NHS leaders, to include services at Grimsby and Scunthorpe as well as within Lincolnshire.

7. Tribute to Keyworkers

Following the Council's decision on 3rd November 2020 (to defer this item until such a time as a clearer picture could be seen regarding the outcome of the Coronavirus crisis), Council to consider whether it can yet move forward with this and if so how.

8. Working Group

Council to establish the membership of the Louth Environment Working Group.

9. Louth Bypass

- a. Cllr. Mrs. JMS to propose that the Council request LCC to amend the signage from the Louth Bypass indicating there is a coach park at the cattle market. The signs also to say that the market is now on a Monday.
- b. Following emails circulated to Councillors on 5th July from Cllr. S. Parkin, Council to consider a proposal by Cllr. Ford that LTC write to LCC to request they review the issues affecting Louth bypass, including

surface dressing, drainage and pedestrian access affected by overhanging vegetation. Given the high volume of traffic Louth Town Council to express its concern that any further delay will create problems for drivers, especially in the upcoming winter months.

10. Grants

Council to approve a go live date for the LTC grant application form 2021/22 of Tuesday 10th August and closing date for applications of noon on Tuesday 5th October 2021.

11. Christmas

Committee to delegate authority to the Town Clerk to make arrangements, along the same lines as in previous years, provided that costs are contained within budget and to accept the kind offer of a free real tree from Mr. Strawson.

12. Public Space Protection Order

Further to circulation of details of the above by email on 14th July 2021 Council to consider whether it would like to put forward any areas for inclusion.

13. Welcome Back Funding

Council to receive a report from the Town Clerk.

14. 100th Anniversary of Louth's War Memorial

Council to note that the above will take place on 4th August 2021. The Mayor is organising a short ceremony to take place at the War Memorial from 10.50am to mark the occasion, a 'page' has been added to the Town Council website documenting the history of the War Memorial, a leaflet has been produced and a pop up exhibition is to be erected shortly in the vicinity of the War Memorial.

15. ELDC Councillors' Community Grants Scheme

Council to note that it has received a grant from the above of £1,000 awarded by ELDC Councillors Horton, Leonard, Hall, Jackson and Parkin for use on purchasing Reactive Speed Signs for the town.

16. Closed Session Item

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and legal nature in relation to Hubbard's Hills.

17. Next Meeting

Council to note that the next scheduled Town Council meeting is on 14th September 2021.

PERSONNEL COMMITTEE

(Chairman: Cllr. Mrs. J. Makinson-Sanders, Membership: Cllrs. Mrs. EB, SC, DEW, GEH, JB, JS)

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 Personnel Committee meeting held on 6th May 2021.

4. Closed Session Item

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 and sensitive nature in relation to personnel matters.

5. Next Meeting

Committee to note that the next scheduled Personnel Committee meeting is on 28th September 2021.

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD ONLINE BY ZOOM VIDEO CONFERENCE
ON THURSDAY 6TH MAY 2021**

Present Councillor D. Hobson (DH), (in the chair).

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), 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), G. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

Councillors not present: D.E. Wing (DEW).

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

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. KN should be elected as Vice Chairman.

P3. Apologies for Absence

Apologies for absence were received from Councillor DEW.

P4. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS - items 6, 7 and 10 with regards to membership of ELDC
- b. Cllr. A L- items 6, 7 and 10 with regards to membership of ELDC
- c. Cllr. DJEH - items 6, 7 and 10 with regards to membership of ELDC Planning Committee.
- d. Cllr. GEH - items 6, 7 and 10 with regards to membership of ELDC and Planning application 8 as known to the applicant (Cllr. wont vote).
- e. Cllr. Mrs. EB - Planning application 11 as known to the applicant (Cllr. wont vote).

P5. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 13th April 2021 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 05-06-20) and **RESOLVED** as follows:

- a. **N/105/00704/21** – Land off Kenwick Gardens – to continue to object on the grounds previously raised (on 8th October 2019) in regard to the related outline planning permission application reference N/105/01569/19. LTC felt that its objections to the outline application still stood and ask that they be taken into account again here. It would add that frequent flooding nearby on Kenwick Road is not address by the flood assessment. The Council wished to see attenuation ponds fenced to ensure the safety of young children and measures put in place, in advance, to maintain them for the next ten years. The Council felt that the houses lacked detailing to make them harmonious with those already surrounding.
- b. **N/105/00722/21** – 73 Eastgate – objected to the form the security gate takes as proposed in this application but might be minded to support if the design were changed.
- c. **N/105/00592/21** – The Paddocks, 114 Horncastle Road – supported this application but have general concerns about the aesthetics in an AONB.
- d. **N/105/02041/20** – Hallam's Close - originally objected to this application on 17th November 2020 (reasons immediately below). After further consultation and discussion on 19th January 2021 it resolved to reiterate previous objections and add to them, see section below marked 'Additional Comments' and after consideration again on 6th May 2021 it resolved to continue to object for those reasons given on previous occasions, which while relating to previous applications are still valid in regard to this

amendment. The Council also wished to reiterate that it does not feel that there is a need for a large shed with sleeping area. Access on this unadopted road is poor and parking, sightseeing and particularly commercial deliveries to site would be impossible with no lorry access and turning circle, there is inadequate servicing to the site. It would be highly dangerous for lorries to attempt delivery as they would need to reverse out along the entire length of the road to exit. The inevitable increase in traffic generated by this venture and increased delivery activity would have a negative impact on access and highway safety and would cause noise and disturbance to neighbours. How could the business and the health of the Llamas be sustained with little or no services to site. The proposals will have a detrimental effect on the AONB in which the site is located. If any kind of building is erected it will be a departure from the historical use and layout of the land, no matter where on the site a building is sited it will have a negative impact on the public's visual amenity in the AONB and the noise and disturbance generated by visitors to the site and increased traffic will harm the peaceful surroundings, increase pollution in the area, set a precedent in the AONB and stray from the traditional vernacular of the area. The Council feel that this site does not lend itself to this use and finally, it is concerned that the objection submitted to ELDC by Mrs. Furlong on 8th April 2021 should be heeded. Particularly, that part of Mrs. Furlong's objection which related to wide ridge and furrow ploughing remains which can be seen on the site. The Council felt that these should be thoroughly investigated and in this regard recommended that an archaeological survey should be undertaken to explore the site. The Council also has concerns about the nearby public footpath and its users.

i. Access and Highway Safety / Traffic Generation

The access road leading to the site (Julian Bower) is a narrow, single car, farm track which is unadopted and not suitable for the level of traffic which this venture will generate and which should not be used for commercial purposes. If a commercial venture, such as this, is to be run from a site along Julian Bower the road should be adopted and made into a proper two lane road. The junction of Julian Bower with London Road is extremely dangerous being located on the brow of a hill, where vehicles entering the town from the countryside often crest the hill travelling too fast.

ii. Relevant Previous Planning History / Noise and Disturbance from the Scheme

Louth Town Council are concerned that this business has been running for a number of months without the correct permissions. It believes that these proposals constitute over intensive use of a site sold 18 months ago for horses which has resulted in the residents of Julian Bower being subjected to constant upset and disruption since commercial activity on the site commenced. The amount of passing traffic has increased exponentially, this has damaged the surface of the road, cars are using people's driveways to turn around in, cars are parking down the road, blocking it, endangering lives as emergency vehicles would struggle to pass and causing a nuisance etc. The amount of pedestrians using the road has also increased significantly too and there is no public footpath. The Police have also had to be involved because of breaches of the peace.

iii. Other Concerns

Louth Town Council is concerned that:

1. Approval of this application will set a dangerous precedent as it is afraid that it is the lead up to other applications for a residential dwelling(s) and other businesses on the site.
2. This application and any made in the future will both individually and cumulatively have a detrimental effect on the AONB within which the site is located
3. Health and Safety is being breached by allowing Llamas in the vicinity of people eating picnics.
4. This application proposes that a gate across Julian Bower itself be installed, which would be wholly unacceptable and surely illegal.
5. This application would necessitate the use of floodlights which would be a nuisance and source of light pollution.
6. An emergency sleeping room has been proposed. This is wholly unacceptable, unrequired for such livestock and has not been necessary in the past eighteen months.

iv. Additional Comments

Louth Town Council discussed the above application on 19th January, following submission by the applicant of additional supporting documents. Louth Town Council resolved to object again as it felt that these documents do not address all of the concerns raised originally by the Town Council in relation to access and traffic. They also raised further objections as follows:

1. Traffic generation/Noise and disturbance/Adequate parking and servicing/Overlooking and loss of privacy

The Council were concerned to note that within the documentation it is mentioned

numerously that approval of the proposals will result in a very limited increase in use of the road. However, the Council questioned these statements, given the proposals to provide additional services such as birthday parties, refreshment facilities for walkers and community events.

2. Overbearing nature of proposal/Public Visual Amenity/Loss of ecological habitats

- a. The Council were concerned that the building proposed for the site is described as small when it is the equivalent size of a 3 bedroom house and at 6 meters tall it will tower over the landscape and block views of the AONB in which the site is located.
- b. The Council were also concerned that as the site is located in the AONB account should be taken of how such an important area would be protected and how biodiversity would be properly managed across the site by the scheme. Further comments from other organisations such as The Lincolnshire Wolds Countryside Service and The Lincolnshire Wildlife Trust plus those from the Historical Officer and all pertaining to the site being of scientific interest have not been dealt with.

v. Other Concerns

The Council were dismayed to hear that a wooden access stile on the edge of the field had been damaged and not fixed, hindering the public's use of the public footpath running through the site. The Council also heard that appropriate fencing had not been installed and consequently the Llamas were escaping on a regular basis. The Council considered that sleeping quarters were not necessary on site as Llamas are traditionally 'left out' and have no need for human intervention.

- e. All other applications were supported.

P7. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

Approved – N/105/02261/20 – Planning Permission – Former Park Ave Football Ground – LTC supported with condition.

- i. Approved – N/105/02122/20 – Planning Permission – Little Lane – LTC Supported.
- ii. Approved – N/105/00416/21 – Section 73 – Drive through Bolingbroke Road – LTC supported.
- iii. Approved – N/105/00108/21 – Planning Permission – 11 Grosvenor Road – LTC supported.
- iv. Approved – N/105/00340/21 – Planning Permission – Allinson House, Lincoln Way - LTC supported with condition.
- v. Approved – N/105/02056/20 – Listed Building Consent – 78 Westgate – LTC supported.
- vi. Approved – N/105/00350/21 – Planning Permission – 134 Eastgate – LTC supported.

b. Withdrawn Applications

- i. N/105/00495/21 - Listed Building Consent – 19 Mercer Row
- ii. N/105/00111/21 – Planning Permission – Holly Tree Cottage, 19 Lee Street

c. Enforcement

- i. Land off Alexander Drive, Louth – Untidy land

d. Temporary Road Closures

- i. **ORGANISATION RESPONSIBLE FOR RESTRICTION:** Foxhall Construction
REASON FOR RESTRICTION Scaffold installation
LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Northgate/Cannon Street and Chequergate/Nichol Hill
PERIOD OF RESTRICTION: 2/5/21 – 9/5/21
- ii. **ORGANISATION RESPONSIBLE FOR RESTRICTION:** Louth Independent Traders
REASON FOR RESTRICTION To enable social distancing with Pavement Cafe
LOCATION & NATURE OF RESTRICTION: Cornmarket
PERIOD OF RESTRICTION: Between 29/3/21 and 3/10/2021 Monday, Tuesday, Thursday and **SUNDAYS** every week.

P8. Working Group

It was **RESOLVED** to re-establish the Planning working group which reports directly to the Planning Committee, approve the terms of reference, as circulated with the agenda and that all Councillors be members.

P9. Street Naming

It was **RESOLVED** that a request be sent to extend the name Kenwick Gardens to the proposed new builds, but

that if this was not possible, to agree to name it Kenwick View.

P10. Proposed Works to Trees

It was **RESOLVED** to ratify the following proposed tree work as an extension of time to make the decision could not be obtained.

Location: Byford House, 149A Eastgate. Proposal: T1 – Cypress – Fell and T2 – Yew – Fell.

The Meeting Closed at 8:48pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 01014/21	Planning Permission	Lincolnshire Conservation Ltd	Change of use, conversion of and alterations to existing buildings, comprising of commercial and residential which are listed buildings to provide a house and 3no. self contained flats.	2-4 Nicol Hill and 35a Eastgate Louth - St James Ward	Yes	None	Support	23/07/2021
2	ELDC	N/105/ 01015/21	Listed Building Consent	Lincolnshire Conservation Ltd	Internal and external alterations to existing buildings, comprising of commercial and residential to restore and convert to provide a house and 3no. flats.	2-4 Nicol Hill and 35a Eastgate Louth - St James Ward	Yes	None	Support	23/07/2021
3	ELDC	N/105/ 01360/21	Planning Permission	Mr M Atkinson	Extension and alterations to the existing dwelling to provide a single garage and utility with a first floor bedroom and ensuite over	20 MILL LANE, LOUTH, LN11 0EZ - North Holme Ward	No	None	Support	21/07/2021
4	ELDC	N/105/ 01422/21	Listed Building Consent	Mrs. J. Smith	External alterations to the existing building for the installation of an awning	69 EASTGATE, LOUTH, LN11 9PL - St James Ward	Yes	None	Support	27/07/2021
5	ELDC	N/105/ 01421/21	Planning Permission	Mrs. J. Smith	Installation of an awning.	69 EASTGATE, LOUTH, LN11 9PL - St James Ward	Yes	None	Support	27/07/2021
6	ELDC	N/105/ 01357/21	Planning Permission	Mr. Varrall	Extension and alterations to the existing dwelling to provide a velux window Juliet balcony	PEAR TREE LODGE, HIGH HOLME ROAD, LOUTH, LN11 0EY - St James Ward	Yes	None	Object, on the grounds of overlooking and possible breach of privacy.	19/07/2021
7	ELDC	N/105/ 01426/21	Planning Permission	Green's Park Home	Change of use of land for the siting of 47no. mobile homes.	BRACKENFREYA WOODS, BRACKENBOROUGH ROAD, LOUTH, LINCOLNSHIRE, LN11 0NP - North Holme Ward	No	None	Support in principle but feel proposals are overintensive.	27/07/2021
8	ELDC	N/105/ 01463/21	Planning Permission	Mr. P. Bentley	Erection of a detached house and alterations to existing vehicular and pedestrian access. Existing garage to be demolished	1 GROSVENOR ROAD, LOUTH, LN11 0BB - St Margaret's Ward	No	None	Object on the grounds that this is a small site	30/07/2021

Comments submitted by the Planning Working Group (7/5/21 - 22/6/21) for Ratification

Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	LTC Consultation Decision
ELDC	N/105/ 00371/21	Listed Building Consent	Mr. S. Hague,	Internal alterations to the existing building to provide a toilet for the disabled, additional internal doors, works to the damp proof course and replacement fascia sign	18-20 CORNMARKE T, LN11 9PY - Priory Ward	Yes	Support
ELDC	N/105/ 00780/21	Planning Permission	Mr. A. Dean,	Extension and alterations to the existing dwelling to provide a first floor bedroom, ensuite and dressing room. 7 ROBINSON LANE, LOUTH, LN11 9FB	7 ROBINSON LANE, LOUTH, LN11 9FB - Priory Ward	no	Support
ELDC	N/105/ 00837/21	Planning Permission	Mrs. M. Wright,	Alterations to existing dwelling to provide 3 no replacement windows and a front door.	202 EASTGATE, LOUTH, LN11 9AG - St James Ward	Yes	Support
ELDC	N/105/ 00867/21	Planning Permission	L Tetley	Erection of a detached dormer bungalow and garage.	LAND OFF, STEWTON LANE, LOUTH - St. Michael's Ward	No	Had concerns about flooding, the proposal being of an overbearing nature and access and highway safety. Flooding: the adjacent balancing ponds are higher than the site. The ponds have never been maintained and do not work as overgrown and the mechanisms are not working. Drainage and surface water plans are not clear. Overbearing nature of the proposal. very large footprint house which overwhelms the site. Access and highways safety. Access road has poor visibility onto Stewart Lane when exiting the site. Working Group were concerned about the safety of pedestrians and other road users
ELDC	N/105/ 00898/21	Planning Permission	Mr. S. Lawson,	Extension and alterations to existing garage to provide a first floor for storage.	69 CROWTREE LANE, LOUTH, LINCOLNSHIRE, LN11 0QW - St Mary's Ward	Yes	Support
ELDC	N/105/ 00898/21	Planning Permission	Mr. R. Newton,	Extension and alterations to existing garage to provide a first floor for storage	69 CROWTREE LANE, LOUTH, LINCOLNSHIRE, LN11 0QW - St Mary's Ward	Yes	Support
ELDC	N/105/ 00902/21	Planning Permission	Mr. I. Fairburn,	Erection of 2no. blocks of 4no. industrial units with associated car parking and construction of a vehicular access	PLOT 66 BOLINGBROKE ROAD, FAIRFIELD INDUSTRIAL ESTATE, LOUTH, LINCOLNSHIRE, LN11 0WA - Northolme Road	No	Support
ELDC	N/105/ 00930/21	Planning Permission	Mr. & Mrs. Taylor	Extension and alterations to include the conversion of existing garage to provide an enlarged kitchen/dining room, study, reception room, games room and bedroom with an en-suite	57 HORNCASTLE ROAD, LOUTH, LN11 9LH - St Mary's Ward	No	Support
ELDC	N/105/ 00936/21	Planning Permission	Mr. L. Crew,	Alterations to part of existing school to provide a replacement roof.	Kidgate Primary Academy, KIDGATE, LOUTH, LN11 9BX- Priory Ward	Yes	Support

ELDC	N/105/	00958/21	Planning Permission	Mrs K Cross	Extension to existing dwelling to provide a garden room.	62 CHURCH STREET, LOUTH, LN11 9BY - Priory Ward	Yes	Support
ELDC	N/105/	00984/21	Planning Permission	Mr. K. & Mrs H. Bell,	Extension and alterations to the existing dwelling to provide a first floor dressing room and ensuite/shower room.	1 Sudbury Place, LN11 9YA - St. Mary's Ward	No	Support
ELDC	N/105/	01018/21	Planning Permission	Mr A Scott	Extension to the existing dwelling and erection of a boundary wall and access gates to the maximum height of 1.8 metres.	CROSSHILLS, 134 HORNCastle ROAD, LOUTH LN11 9QT - St. Mary's Ward	No	Support
ELDC	N/105/	01202/21	Planning Permission	Mr S and Mrs S Flynn	Erection of a replacement house and detached garage on the site of an existing dwelling which is to be demolished	101 HORNCastle ROAD, LOUTH, LN11 9QT - St. Mary's Ward	No	Support
ELDC	N/105/	01205/21	Planning Permission	Mr R Noble	Extension to existing outbuildings to provide a ground floor gym, tractor/mower store and w.c. with first floor music/leisure room with toilet and kitchenette over.	AYGARTH HOUSE, LEGBOURNE ROAD, LOUTH, LN11 8LQ - St. Michael's Ward	No	Support
ELDC	N/105/	01219/21	Planning Permission	Mr. R. Dale,	First floor extension to existing house to provide an enlarged bedroom and bathroom	83 BRACKENBOROUGH ROAD, LOUTH, LN11 0AD - North Holme Ward	No	Support
ELDC	N/105/	01243/21	Planning Permission	Right Car T/A Poekingtons Renault	Extension to the existing tarmacadam hardstanding for car display/sales area	POCKLINGTON RENAULT, NORTH HOLME ROAD, FAIRFIELD INDUSTRIAL ESTATE, LOUTH, LINCOLNSHIRE LN11 0HS - North Holme Ward	No	Support
ELDC	N/105/	01245/21	Planning Permission	Mrs. S. Price,	Erection of a boundary wall with piers and gates to a maximum height of 2.1m on the site of part of existing wall and fence which is to be removed, which is within the curtilage of a listed building	137 EASTGATE, LOUTH, LINCOLNSHIRE, LN11 9QE - St James Ward	Yes	Support
ELDC	N/105/	01261/21	Listed Building Consent	Mrs. S. Price,	Erection of a boundary wall with piers and gates to a maximum height of 2.1m on the site of part of existing wall and fence which is to be removed, which is within the curtilage of a listed building	137 EASTGATE, LOUTH, LINCOLNSHIRE, LN11 9QE - St James Ward	Yes	Support
ELDC	N/105/	01280/21	Planning Permission	Mr. L. Foster	Alterations to existing house to provide 2no. replacement windows on the front elevation	3 TRINITY LANE, LOUTH, LN11 8DL - Priory Ward	Yes	Support
ELDC	N/105/	02010/20	ed matters app	Mr. R. Douglas,	for the erection of up to 89no. dwellings (Outline Planning Permission N/105/00431/17). LAND OFF, LEGBOURNE ROAD, LOUTH	LAND OFF, LEGBOURNE ROAD, LOUTH - St Mary's Ward	No	Agreed to continue to object to this application on behalf of Louth Town Council, pending future ratification. The Planning Working Group were concerned about safety and the risk to life posed by the large attenuation pond and wished to request that fencing be erected to mitigate this. The Planning Working Group also asked that ELDC insist that a maintenance agreement for the swales and ponds be agreed which as a minimum adheres to the recommendations contained within the Flood Risk Assessment and Drainage Assessment

ELDC	N/105/	02041/20	Planning Permission	Mrs. M. Ewing,	<p>Change of use of land to be used for Llama trekking and construction of a detached building to provide a briefing room and classroom, reception area, indoor eating/leisure area with an emergency sleeping area on the first floor. Construction of vehicular parking area, a corral area with fencing to a maximum height of 1.2 metres, fencing and gates to a maximum height of 1.2 metres and picnic area. Existing field shelter on site to be removed. (Some works commenced)</p>	<p>HALLAMS CLOSE, JULIAN BOWER, LOUTH, LN11 9QN - St Mary's Ward</p>	No	<p>25th May 2021 – Louth Town Council's Planning Working Group met and agreed to continue to object to this application on behalf of the Town Council, pending ratification, reiterating all previous reasons for objection and highlighting their concern that the shed will sit very high in the road view and will be unsightly and noting the strong and continued neighbourhood objections.</p> <p>Access and Highway Safety / Traffic Generation</p> <p>The access road leading to the site (Julian Bower) is a narrow, single car, farm track which is unsuitable for the level of traffic which this venture will generate and which should not be used for commercial purposes. If a commercial venture, such as this, is to be run from a site along Julian Bower the road should be adopted and made into a proper two lane road.</p> <p>The junction of Julian Bower with London Road is extremely dangerous being located on the brow of a hill, where vehicles entering the town from the countryside often crest the hill travelling too fast.</p> <p>Relevant Previous Planning History / Noise and Disturbance from the Scheme</p> <p>Louth Town Council are concerned that this business has been running for a number of months without the correct permissions. It believes that these proposals constitute over intensive use of a site sold 18 months ago for horses which has resulted in the residents of Julian Bower being subjected to constant upset and disruption since commercial activity on the site commenced. The amount of passing traffic has increased exponentially, this has damaged the surface of the road, cars are using people's driveways to turn around in, cars are parking down the road, blocking it, endangering lives as emergency vehicles would struggle to pass and causing a nuisance etc. The amount of pedestrians using the road has also increased significantly too and there is no public footpath. The Police have also had to be involved because of breaches of the peace.</p> <p>Other Concerns</p> <p>Louth Town Council is concerned that:</p> <ul style="list-style-type: none"> *Approval of this application will set a dangerous precedent as it is afraid that it is the lead up to other applications for a residential dwelling(s) and other businesses on the site. *This application and any made in the future will both individually and cumulatively have a detrimental effect on the AONB within which the site is located -Health and Safety is being breached by allowing Llamas in the vicinity of people eating picnics *This application proposes that a gate across Julian Bower itself be installed, which would be wholly unacceptable and surely illegal. *This application would necessitate the use of floodlights which would be a nuisance and source of light pollution. *An emergency sleeping room has been proposed. This is wholly unacceptable, unrequired for such livestock and has not been necessary in the past eighteen months. <p>Additional Comments</p> <p>Louth Town Council discussed the above application on 19th January, following submission by the applicant of additional supporting documents. Louth Town Council resolved to object again as it felt that these documents do not address all of the concerns raised originally by the Town Council in relation to access and traffic. They also raised further objections as follows:</p> <ul style="list-style-type: none"> -Traffic generation/Noise and disturbance/Adequate parking and servicing/Overlooking and loss of privacy <p>However, the Council questioned these statements, given the proposals to provide additional services such as birthday parties, refreshment facilities for walkers and community events.</p> <p>-Overbearing nature of proposal/Public Visual Amenity/Loss of ecological habitats The Council were concerned that the building proposed for the site is described as small when it is the equivalent size of a 3 bedroom house and at 6 meters tall it will tower over the landscape and block views of the AONB in which the site is located.</p> <p>-The Council were also concerned that as the site is located in the AONB account should be taken of how such an important area would be protected and how biodiversity would be properly managed across the site by the scheme. Further comments from other organisations such as The Lincolnshire Wildlife Countryside Service and The Lincolnshire Wildlife Trust also arose from the Historical Officer and all remained on the site because of scientific interest have and been dealt with.</p>
ELDC	N/105/	02231/20	Listed Building Consent	Mr. M. Johnson	<p>Internal alterations to provide lobby areas which include automated doors to the interior of both entrances (works already completed)</p>	<p>OLD MARKET HALL, MARKET PLACE, LOUTH, LN11 9NR - Priory Ward</p>	Yes	<p>Support</p>

PLANNING COMMITTEE 20th JULY 2021

PLANNING CORRESPONDENCE TO NOTE

ELDC Planning Decisions

Approved – N/105/00399/21 – Planning Permission – 8 Alexandra Road – LTC supported.
 Approved – N/105/00494/21 – Planning Permission – 19 Mercer Row – LTC supported.
 Approved – N/105/00272/21 – Planning Permission – 49 Horncastle Road – LTC supported.
 Approved – N/105/02378/20 – Listed Building Consent – The Millers Daugter – LTC supported.
 Approved – N/105/00142/21 – Planning Permission - The Distillery, Fusion Way – LTC supported.
 Approved – N/105/00438/21 – Planning Permission – 1 Bramley Close – LTC supported.
 Approved – N/105/00641/21 – Planning Permission – Plot 63 Bolingbroke Road – LTC supported.
 Approved – N/105/02056/20 – Listed Building Consent – 78 Westgate – LTC supported.
 Approved – N/105/00350/21 – Planning Permission – 134 Eastgate – LTC supported.
 Approved – N/105/00570/21 – Planning Permission – 9 Victoria Road – LTC supported.
 Approved – N/105/00625/21 – Planning Permission – 24 St Mary’s Park – LTC supported.
 Approved – N/105/00434/21 – Planning Permission – 48 Stewton Lane - LTC remained neutral.
 Approved – N/105/00469/21 – Outline Planning – The Old Dairy, Stewton Lane - LTC remained neutral.
 Approved – N/105/00612/21 – Planning Permission – 24 Queen Street – LTC supported.
 Refused – N/105/00653/21 – Planning Permission – 3 Trinity Lane – LTC Supported.
 Approved – N/105/00722/21 – Planning Permission – 73 Eastgate – LTC objected
 Approved – N/05/00673/21 – Planning Permission – 2 Crowtree Lane – LTC supported
 Approved – N/105/00371/21 – Listed Building Consent – 18-20 Cornmarket – LTC supported
 Approved – N/105/00614/21 – Planning Permission – 2 Grays Road – LTC supported
 Approved – N/105/00592/21 – Planning permission – The Paddocks 114 Horncastle Road – LTC supported but concerns about the aesthetics in an AONB.
 Approved – N/105/00837/21 – Planning Permission – 202 Eastgate – LTC Supported
 Approved – N/105/00898/21 – - Planning Permission - 69 Crowtree Lane – LTC Supported
 Approved – N/105/00798/21 – Planning Permission – 39 Hight Holme Road = LTC Supported
 Approved – N/105/02310/20 – Planning Permission – Land at former railway, Keddington Road – LTC Objected
 Approved – N/105/00930/21 – Planning Permission – 57 Horncastle Road - LTC Supported
 Approved – N/105/00936/21 – Planning Permission – Kidgate Primary Academy - LTC Supported
 Approved – N/105/00902/21 – Planning Permission – Plot 66 Bolingbroke Road - LTC Supported
 Consent – N/105/ 02231/21 – Listed Building Consent – Old Market Hall, Market Place - LTC Supported
 Approved – N/105/00780/21 – Planning Permission – 7 Robinson Lane - LTC Supported
 Approved – N/105/ 00984/21 – Planning Permission – 1 Sudbury Place - LTC Supported
 Approved – N/105/ 00958/21 – Planning Permission – 62 Church Street - LTC Supported
 Approved – N/105/ 01219/21 – Planning Permission – 83 Brackborough Road - LTC Supported

Other Correspondence

24th June 2021 – Louth Llama Trekking application presentation to the Planning Committee 1/7/21.

Withdrawn Applications

N/105/00111/21 – Holly Tree Cottage, 19 Lee Street – Withdrawn

Enforcement

Land at Newmarket/Upgate – Untidy land

38 Elizabeth Court – Untidy wall/wall in need of repair in a conservation area.

14 Westgate – Installation of a satellite dish on property in conservation area.

73 Eastgate – Installation of shutters to a Grade II listed building.

Land at Newmarket/Upgate – confirmation that land is not suitable to consider under section 215

38a Church Street – Untidy Wall / Wall in need of repair in conservation area - not suitable to consider under section 215

Hallam's Close, Julian Bower – Confirmation that use for Lama trekking is unauthorised.

Hallam's Close, Julian Bower – Further confirmation that use for Lama trekking is unauthorised following owners advertising on social media.
Ground Floor Flat, 18 Aswell Street, unauthorised advertisement in a conservation area.

Temporary Road Closures

ORGANISATION RESPONSIBLE FOR RESTRICTION: Foxhall Construction

REASON FOR RESTRICTION: Scaffold installation

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on: Northgate/Cannon Street and Chequergate/Nichol Hill

PERIOD OF RESTRICTION: 9/5/21 – 16/5/21

ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water,

REASON FOR RESTRICTION: New Connection,

LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Kidgate (Between Aswell Street & Lee Street), **Suspension Of One Way Order on:** Kidgate,

PERIOD OF RESTRICTION: 26/7/2021 to 28/7/2021

ORGANISATION RESPONSIBLE FOR RESTRICTION: Cadwell Park

REASON FOR RESTRICTION: Superbikes event

LOCATION & NATURE OF RESTRICTION: **30mph speed limit** on A153 from Ranyard Lane Goulceby to 500 metres North of New Lane Tathwell **No Waiting/No Loading** at any time order on A153 (1200 metres North and South of Bluestone Heath Road junction) Bluestone Heath Road (1200 metres Northwest and Southeast of A153) **Road Closure** (access for British Superbikes Traffic only) order in place on A153 (from Bluestone Heath road to junction North of Cadwell Park main entrance) Left

Turn Only from A153 onto A16 (Louth bypass), Road Closure Order on Bluestone Heath Road (Rowgate road to A153), Old Main Road Scamblesby, South Street Scamblesby, Watery Lane Scamblesby, Mill Lane Scamblesby, Chapel Lane Scamblesby, Rowgate Road Scamblesby.

PERIOD OF RESTRICTION: 20/8/21 to 22/8/21

ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: New Connection

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on: B1520 Upgate between Meridian View and a point 120m South)

PERIOD OF RESTRICTION: 18/8/21 – 20/8/21

05-06-21 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD ONLINE USING THE ZOOM PLATFORM
ON THURSDAY 6TH MAY 2021**

Present Councillor D. Hobson (DH), (in the chair).

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), 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), G. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

Councillors not present: D.E. Wing (DEW).

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

G1. Election of Governance and Finance Committee Chairman

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

G2. Election of Governance and Finance Committee Vice Chairman

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

G3. Apologies for Absence

Apologies for absence were received from Cllr. DEW.

G4. Declarations of Interest / Dispensations

None.

G5. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 26th April 2021 be approved as the Minutes.

G6. Working Group

It was **RESOLVED** that the Financial Overview Group (FOG) should be re-established as a working group to the Committee, its terms of reference (as circulated with the agenda) should be approved, and its membership should consist of Cllrs: Mrs. EB (Chair), JB, MB, LMC, SEL, JS (Vice Chair) and FWPT.

The Meeting Closed at 9.23pm.

Signed _____ (Chairman) Dated _____

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



REMOTE MEETINGS

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Who are we?

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Louth Town Council started holding remote meetings in May 2020 as part of its range of measures to ensure it complies with Regulations made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During the Coronavirus pandemic, the Government has temporarily removed the legal requirement for local authorities to hold public meetings in person. Although these powers are now not in place, this policy will be kept in place should the pandemic return and these powers be re-introduced.

Working Groups can still be held via remote means, ie using video or telephone conferencing technology. No formal decisions can be made at these meetings, any decisions (ie planning comments) must be ratified at the next Committee meeting.

Should the need return and regulations are in place to hold all meetings remotely, the following will apply: Louth Town Council record the Zoom virtual meetings onto local hardware – the recordings are not held by any third party.

Members of the public are entitled to speak during the Public Forum (held before the meeting) on agenda items and can join the meeting either by using the details included on the agenda or by contacting the Town Clerk at least 2 hours before the meeting for an invitation. Members of the public wishing to speak are also politely requested to register their intention with the Town Clerk before the meeting.

The audio and, where practicable, the video recording of any meeting (including that of any member of the public joining the meeting) can be made available to any member of the public up to the date when the minutes of that meeting are agreed as correct at the relevant Committee / Council Meeting.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.louthtowncouncil.gov.uk. This Notice was updated in July 2021.

Contact Details

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Louth Town Council, The Sessions House, Eastgate, Louth, LN11 9AJ.

Email: clerk@louthtowncouncil.gov.uk

Louth Town Council

MEMBERS ALLOWANCE POLICY

Payment of the prescribed rates of travelling allowance to Members of the Town Council in accordance with The Local Authorities (Members Allowances) (England) Regulations 2003:

Members may claim Allowances for an ‘approved duty’ which Louth Town Council has decided will include the following:

- a) The attendance at a training course, conference or meeting as approved by the Council.

1. Travelling Allowances

This allowance will only be paid for ‘approved duties’ as specified in section 26(1) of the Local Authorities (Members Allowances) (England) Regulations 2003. Louth Town Council has determined these approved duties to be as set out in the above paragraph a):

‘The undertaking of an approved duty on behalf of the Council such action as having been previously authorised by the Council’.

Where Members travel by public transport, (not including taxi or private hire), allowances will be paid for the exact amount evidenced by a receipt submitted to Louth Town Council.

Members are expected to travel by the cheapest form of public transport to venues out of the region and where it is cheaper than the car mileage allowance reclaimable.

Members will receive the agreed travel costs and are expected to liaise with other Members attending the same training course to limit the number of claims submitted. Members will be entitled to claim a mileage allowance not exceeding the current rate set by HMRC.

Members may have use of the Council van to travel to a venue if the van is available at that time. (A copy of the Members driving licence would be required prior to use).

2. Council Employees

Employees of the Council are entitled to claim for aforesaid travel and other allowances when attending approved courses, meetings and conferences as per the agreed terms and conditions of employment.

3. Claiming Procedure

The claimant must make all claims for allowances in writing on the appropriate form available from the Town Clerk’s office. Payments will be made on receipts and or claim.

4. The Office of Mayor

The Mayor shall be able to claim such travel allowance in pursuant of his/her Mayoral duties throughout their term of office subject to the completion of the appropriate form available from the Town Clerk’s office. Payments will be made on receipts and or claim.

All Civic Hospitality, to include Mayor Making, Civic Service and the Christmas Hospitality shall be catered for within the parameters of the budget set by Louth Town Council. Any expense above and beyond this budget must be met by the Mayor of the day, unless previously authorised prior to the event.

06-29-21 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 29TH JUNE 2021**

Present The Mayor, Cllr. D. Hobson (DH) (in the chair).

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), L. Cooney (LMC), A. Cox (AC) S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), G. Horton (GEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

Councillors not present: M. Bellwood (MB), H. Filer (HF), D. Jackman (DJ), Mrs. P.F. Watson (PFW).

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

T16. Apologies for Absence

Apologies for absence were received from Cllrs. MB, HF, DJ and Mrs. PFW.

T17. Declarations of Interest / Dispensations

Cllr. Mrs. SEL – item 9 as previous Warden and now Deputy Warden of King Edward VI Almshouse, School and Educational Charity, Louth.

Cllr. Mrs EB – item 9 as Warden of King Edward VI Almshouse, School and Educational Charity, Louth.

Cllr. AL – any item relating to ELDC or Hubbard's Hills.

T18. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Annual Council Meeting held on the on 6th May 2021.

T19. Finance

On a recommendation by FOG it was **RESOLVED** to approve and authorise the following:

- a) Receipts and Payments – Cashbooks 1 and 2 – Month 12
 - i) Cash Book 1 Receipts £10,302.33 Payments £37,067.19
 - ii) Cash Book 2 Receipts £100.00 Payments £143.10
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2021.
- c) Earmarked Reserves Report as at 31st March 2021.
- d) Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
 - i) Lloyds Treasurers Account (balance on statement 52) – £314,829.37
 - ii) Petty Cash (balance as at 31st March 2020) – £192.30
 - iii) Lloyds Deposit Account (balance on statement 5) – £166,650.51
 - iv) National Savings and Investment Account (balance on statement 9) – £111,323.47

T20. Annual Governance and Accountability Return (AGAR) 2020/21

On a recommendation by FOG it was **RESOLVED** to:

- a) Receive and note the report of the internal auditor.
- b) Receive the Balance Sheet for the year ended 31st March 2021 and approve signing by the Chairman and Responsible Financial Officer (RFO).
- c) Approve the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2020/21 and authorise signing by the Chairman and the Town Clerk.
- d) Approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2020/21 as certified by the RFO and authorise signing by the Chairman.
- e) Approve the dates for public inspection these being 1st July 2021 to 11th August 2021.

T21. Working Group

It was **RESOLVED** that the Council establish the following working group as a working group to the Council and approved the name and remit as follows:

Name: Louth Environment Working Group. **Remit:** To take recommendations to Council, to focus attention on the wider environment in Louth and address issues relating to the environmental and sustainability where relevant

to Louth Town Council's broader remit. **Delegated Authority:** Investigate and enquire only bringing recommendations back to Council.

T22. Committees of the Council

Following correspondence received in accordance with Standing Orders, the Council reconsidered the resolution made at Town Council on 6th May 2021 under minute no. T8. Following an email from Cllr. Mrs. JMS which was read out, further discussion and advice from the Town Clerk and LALC, it was **RESOLVED** to increase the membership of the Personnel Committee by two, those extra members being elected: Cllr. JB and Cllr. JS.

NB: Cllr. AC left the room from 7:40pm to 7:41pm at the end of this item.

T23. Louth United Charities

It was **RESOLVED** to re-elect Cllr. AL to serve a new term of office on Louth United Charities.

T24. King Edward VI Almshouse, School and Educational Charities

It was **RESOLVED** to elect Cllr. DH to serve a term on the King Edward VI Almshouse, School and Educational Charity, Louth.

T25. Business Rate Relief

It was **RESOLVED** that the Council give delegated authority to the Town Clerk to sign the Louth Navigation Trust's application to ELDC for Business Rate Relief on behalf of the Town Council to confirm the Town Council's support for such.

NB: A discussion took place after the last agenda item regarding the proposed closure of some of ELDC's Area Offices, especially that located in Louth. The Town Clerk informed Councillors that as this matter had not been included on the agenda the Council were unable to make a formal resolution on the matter. However, Council felt so strongly about the issue that it unanimously agreed that the Town Clerk should write a strong letter of objection to ELDC, also enquiring as to why Louth Town Council had not been consulted on the matter, using delegated authority, previously afforded to her. The Council felt that the matter constituted an emergency as it was perceived that the proposals were being progressed quickly and there would not be time to call another Town Council meeting to discuss before ELDC made formal decisions. Therefore, it requested that the letter be sent as soon as possible.

The Meeting Closed at 8.03pm.

Signed _____ (Chairman) Dated _____

05-04-21 TC MINS

**MINUTES OF THE EXTRA-ORDINARY LOUTH TOWN COUNCIL MEETING
HELD ONLINE USING THE ZOOM CONFERENCING PLATFORM
ON TUESDAY 4th MAY 2021**

Present The Mayor, Cllr. D. Hobson (DH) (in the chair).

Councillors: J. Baskett (JB), A. Cox (AC), S. Crew (SC), D.J.E. Hall (DJEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), J. Simmons (JS), and Mrs. P.F. Watson (PFW).

Councillors not present: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), G.E. Horton (GEH), D. Jackman (DJ), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), F.W.P. Treanor (FWPT) and D. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent and the Council's Solicitor (Wilkin Chapman LLP) were also present.

340. Apologies for Absence

Cllrs: Mrs. EB, MB, HF, GEH, DF, KN and FWPT. (NB a number of these apologies arrived by email after the meeting but with a timestamp before the meeting start time hence these apologies were not given at the meeting).

341. Declarations of Interest / Dispensations

None.

342. Closed Session

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

- a. The Council received a 3 page document updating them on the matter which included options for future action. Following lengthy discussion and advice from the Council's Solicitor it was **RESOLVED** to follow option 1 and await comment.

The Vote: Cllrs. AC and JS abstained from voting.

- b. It was **RESOLVED** to continue to give delegated authority to the Town Clerk to progress the matter (and incur expenditure with the solicitor/DV as necessary), in conjunction with the Council's Solicitors, the Mayor and the Chairman of the Community Resources Committee.

The Vote: Cllrs. AC and JS abstained from voting.

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

343. Next Meeting

The Council noted that the date of the next scheduled Council Meeting was 6th May 2021.

The Meeting Closed at 1:15pm.

Signed _____ (Chairman) Dated _____

04-27-21 TC MINS

**MINUTES OF THE EXTRAORDINARY LOUTH TOWN COUNCIL MEETING
HELD ONLINE USING THE ZOOM CONFERENCING PLATFORM
ON TUESDAY 27th APRIL 2021**

Present The Mayor, Cllr. D. Hobson (DH) (in the chair).

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

NB: Cllr. Mrs. JMS joined the meeting at approximately 7:45pm.

Councillors not present: H. Filer (HF) and D. Wing (DEW).

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

336. Apologies for Absence

Cllr. HF and Cllr. Mrs. JMS may be late.

337. Declarations of Interest / Dispensations

None.

338. Closed Session

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential nature in relation to a complaint.

- a. Following the Council's Complaints Procedure which included a summary of the complaint given by the complainant, a summary of the Council's position given by the Town Clerk and questions asked of both by Councillors and of the Council by the Complainant, it was **RESOLVED** that the Council had accepted the complainants wish to leave and found that it had acted in accordance with its procedures. However, the Council were sympathetic to the complainant's position and thus also resolved that it would not seek to pursue him financially over the matter, provided he was able to clear and vacate the site, in accordance with the lease, by 30th June 2021. Further, the Council wished the complainant well for the future and were also happy to agree, in principal, to support him in any forthcoming ventures of the same nature, if it could practically do so.

NB: At periods during this item the Town Clerk and the Complainant went into the Waiting Room. Cllr. AC left for a comfort break at 9:04pm returning at 9:07pm. Cllrs. AC, LMC and Mrs. PFW left the meeting between 9:34-37pm and Cllr. KN left the meeting at 9:43pm. Cllr. GEH abstained from voting.

It was **RESOLVED** to suspend Standing Orders at 9:57pm in order that the meeting could continue past the 3 hour mark.

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

339. Next Meeting

The Council noted that the date of the next scheduled Council Meeting was 5th May but that this might change to the 4th May 2021.

The Meeting Closed at 10:02pm.

Signed _____ (Chairman) Dated _____

ANNUAL TOWN MEETING 20TH APRIL 2021

Held on the Zoom Virtual Conference Platform

Chairman – The Mayor of Louth, Councillor Darren Hobson

Present – Town and District Councillors, Members of the Public and Members of Community Groups.

Total 27.

1. The Chairman, Councillor Darren Hobson, welcomed all present to the meeting.
2. Following a proposal by Councillor Mrs. EB, seconded by Councillor Mrs. JMS and a vote of those present, the notes of the 2019 Annual Town Meeting were approved as the minutes to be signed by the Chairman forthwith.

3. Annual Report of the Town Council 2020/21

The Chairman reported as follows: I am sure you will join with me in declaring 2020-21 as one of the most challenging years in recent history. As a Nation we have seen huge losses but the way in which everyone has pulled together and each have made sacrifices for the greater good has been commendable. Remarkably dedicated volunteers worked tirelessly to help those shielding or in need with their shopping, food and other items. New social media groups were set up and flooded with ideas, humour and information sharing. The NHS has done the Nation proud. I would like to thank all members of our community for their assistance throughout this pandemic who give us hope of a return to normality. During the last year Louth Town Council has, through virtual meetings, continued to conduct business and provide support as best it can to the community. When the Covid-19 Lockdown was announced in March 2020, the Town Council quickly took steps to enable the continued running of the Town Council's services. The Town Clerk and her assistant worked from home through the first lockdown period but the Cemetery Staff continued to work at the Cemetery undertaking all the work relating to the funerals held there along with grass cutting and topple testing.

Unfortunately, last year no Annual Town Meeting was held due to lockdown. Special legislation was approved by the Government to make this legal and this legislation included other measures bought in to aid the running of local councils and authorities.

All Louth Town Council meetings from 19th May 2020 moved to the virtual conferencing platform, Zoom. At our first Zoom meeting of the 2020-21 Council year, I was elected as Mayor and Councillor Mrs. Jill Makinson-Sanders was elected Deputy Mayor.

During lockdown and the subsequent tier restrictions the Mayoral duties were, as you might expect, very different to previous years: no Civic Receptions or Civic events were held at all throughout the county and prescheduled Town Council events had to be cancelled, however contingency plans were put in place. The Mayoress and myself were able to attend or mark the occasions of:

- a. 100th Anniversary of the Louth Flood, and a video was made laying a wreath at the cemetery memorial in remembrance
- b. 75th Anniversary of VJ Day as well as Remembrance Sunday – again, videos were made and informally the laying of wreaths took place at the War Memorial and St James' Church. Councillor Treanor, as Mayor at the time, marked the 75th Anniversary of VE Day in a similar manner.
- c. The opening of the Louth Navigation Trust's 250 year anniversary celebrations
- d. The Christmas Light Switch On – which was a virtual event with a video made and promoted on Facebook.
- e. The opening of a new café in town and the annual pop-up charity card shop at St James' Church.

f. Christmas Carols and Readings at St James' Church on Christmas Eve.

As well as these events, we visited many of the essential shop owners after the first lockdown to thank them for their help in keeping the people of Louth going. We also visited both the Louth Community Food Bank and the Neighbourhood Kitchen to thank the volunteers for all their hard work in helping people who were in need at that time. On Christmas Day we visited the Salvation Army Church to thank those volunteers delivering Christmas dinners to local residents.

In April this year, when non-essential shops were finally allowed to open after the last lockdown, we again walked around the town to see many of the independent shop owners to ask how they had coped through the 2021 lockdown and their thoughts for the future.

Throughout the year, I have written a blog which has been promoted on both the Town Council's website and Facebook.

As part of other measures put in place by the Town Council to support the community, the Clerk's assistant was sent on secondment for three months to help at the Foodbank in Louth for an hour each morning (along with a group of volunteers) - at this time the demand on the foodbank had quickly increased.

To ensure that the residents of Louth were kept up to date with the pandemic, advice and services available; the Council set up dedicated pages on their website to signpost:

- i. All food produce shops and takeaways which would deliver to those now having to stay at home to shield or isolate
- ii. The contact details for local help such as foodbanks, medicine collection and volunteering services
- iii. The contact details for primary regional and national advice pages.

A Town Council Facebook page was quickly created so that important information could be communicated in a timely fashion to residents through the popular social media platform.

The Council agreed to support the Neighbourhood Kitchen/Meals at Home – called 'Apart – Not Alone' by assisting in the production and delivery of a leaflet. The previous Mayor, Councillor Treanor, kindly donated from his Charity Fund.

Councillors became referrers for the local Food Bank which enabled them to get help for members of the public in a much timelier fashion.

Councillors also set up a WhatsApp group intended to be used as a support network and for the sharing of information. From 11th March to 18th May 2020 the Town Clerk carried out the running of the Town Council along with the Mayor and Deputy Mayor using delegated authority ratified by the Council.

On 19th May 2020, the first Zoom Town Council meeting of 2020-21 was held, which was the Annual Town Council Meeting.

The Town Council

- a. The Town Council is made up of 21 councillors representing the town comprising of three Councillors for each of the seven wards. There are currently no vacancies.
- b. Council meetings during this year were all held remotely using the Zoom platform due to Covid-19 Restrictions. Legislation was put in place for this by Central Government.
- c. Attendances for the last year (to 30th March 2021) were 87%, which is an increase of 5% on 2018-19 with six councillors missing no meetings at all.

- d. During the year there have been 12 Town Council Meetings, 11 Planning Committee, 7 Governance and Finance Committee, 4 Personnel Committee, and 5 Community Resources Committee meetings held on a total of 21 occasions (to 13th April 2021).
- e. Councillors and officers also attended online conference working groups, meetings with other authorities and associations and online meetings related to representatives on charitable trust boards.

Town Council Routine activities:

- a. Hosted Public Forums at scheduled meetings receiving comments, mainly on planning issues.
- b. Attended the Lincolnshire Association of Local Councils (LALC) AGM, attended the Institute of Cemetery and Crematorium Management Annual Meeting and ICCM information and training sessions. Both staff and Councillors also attended training sessions through LALC. All of these events were held online. A member of the Council was elected onto the LALC County Committee.
- c. Supported the work of Hubbard's Hills Trust with £45,000, continuing to fund operational costs.
- d. Provided storage facilities under agreement for Louth Naturalists' Antiquarian and Literary Society.
- e. Celebrated national events and anniversaries, flying flags for events such as the Queen's birthday, VE & VJ 75th anniversaries and St. George's Day and most recently flew the flag at half-mast on the announcement of the death of His Royal Highness The Prince Philip for the period of national mourning.
- f. Approved the Budgets and Precept for 2021-22 and submitted the request to East Lindsey District Council.

Major topics / events for the year which the Town Council promoted:

- a. 75th Anniversary of VE and VJ Day – on Youtube and Facebook.
- b. Louth Flood 100th Anniversary – Louth Town Council originally had produced a leaflet for this, but on going into lockdown, a virtual tour was created with the assistance of the Louth Museum and Dr. Richard Gurnham, who wrote the tour route. Two thousand five hundred people have watched the video since its launch, which is 45 minutes long and was featured on BBC Look North and BBC Radio Lincolnshire.
- c. Organised the Lovely Louth competition and awarded the winners.
- d. Organised a new Festive Window competition and awarded the winners.
- e. Organised a new Light Up Louth competition and awarded the winners.
- f. Discussed and responded to various consultations including, most recently, CCTV in Licensed Vehicles and the Review of the East Lindsey District Council Local Plan.
- g. Supported residents' requests for litter bins.
- h. A Speed Awareness Working Group was formed to look at combatting such antisocial behaviour in the town and obtained a grant from ELDC Councillors in the sum of £1,000 for use in purchasing a third reactive speed sign.
- i. Supported a proposal to pay tribute to key workers in the town, the details of which are to be finalised.
- j. Requested Lincolnshire County Council carry out a footpath review to assist the elderly and wheelchair users.
- k. Lobbied Lincolnshire County Council to rethink the positioning of the new St. Bernard's Avenue crossing.
- l. Signed the petition to reopen the East Lincolnshire Railway between Grimsby and Peterborough via Louth.
- m. Supported ELDC's concerns for elderly and vulnerable people regarding the amount of unsolicited and nuisance phone calls received by them.
- n. Supported residents in ensuring that the replacement of the AstroTurf pitch at London Road benefitted as many as possible.
- o. Supported a new 'Best Loved Tree Competition' in partnership with Transition Town Louth and the Louth Leader.

Planning Committee

The Chairman of the Planning Committee, Councillor Mrs. S. Crew reported that the Planning Committee has delegated responsibility for all items relating to planning, make comments on planning applications, traffic regulation orders, proposed works to trees, street naming, planning enforcements and planning appeals. Note planning decisions, other correspondence received e.g., temporary road closures and consideration of matters relating to road safety and enforcement complaints.

- a. Commented on 135 planning applications (to 13/04/2021) and amendments following recommendations from the Planning Working Group who meet prior to Committee meetings. This was a substantial decrease on pre covid years applications, the number consider in 2018/19 being 161.
- b. Recorded variances of planning consultation responses compared to ELDC outcome including N/105/02367/20 – Copse and Pond Legbourne Road, N/105/02328/20 - Land at Wintringham Way, N105/01942/20 – Aldi Supermarket, N/105/00981/20 – Former Julian Bower Playing Fields, N/105/01559/20 – Meridian House Units 3 and 4, N/105/01569/19 – Outline Erection – 12 no. dwellings Land adjacent to Kenwick Gardens, Legbourne Road, N/105/01170/20 – Dexters Alehouse and Kitchen, Kidgate, N/105/00692/20 – Consent to Display – 15 Market Place, N/105/00504/20 - John Barkers Property, Upgate, N/019/01451/20 - siting of 116no. holiday lodges and excavation of land at Brackenborough Arms Hotel, N/105/00981/20 Section 73 application in relation Julian Bower Playing Fields, N/105/02255/20 Section 73 App Former Quarry, Upgate, N/105/01961/19 Erection of 237no. dwellings, associated garages, provision of 3no. Land Off Brackenborough Road
- c. Considered 21 ‘Proposed Works’ to trees (to 13/4/21)
- d. Received 23 Temporary Traffic Restrictions/Closure notices.
- e. Consulted on one street naming proposal at a development for land adjacent Playing Field on Julian Bower
- f. Notable Planning Application Consultations some of which were attended by a representative of LTC at ELDC Planning Committee:
 - i. Land off Brackenborough Road 237no. dwellings, associated garages etc

Governance and Finance Committee

The Chairman of the Governance and Finance Committee reported that all of the members on the Town Council sit on the Governance and Finance Committee. They all share responsibility for the financial management of the Council although the finances are administered by the responsible financial officer, who is the Town Clerk.

They ensure that the responsible Financial Officer acts properly and that the council avoids the risk of fraud, bad debts or carelessness. It is incumbent upon them to ensure that the accounts have been properly prepared and approved, that the Town Council has an effective system of internal controls, that it complies with the law, that it has assessed all possible risks to public money and that it has appointed a competent and independent internal auditor. They make sure that the accounts are publicised for general inspection and that there are no hidden issues, (such as impending claims against the Council) and also that any significant differences in the figures from previous years can be explained. Louth Town Council received an unqualified external audit for 2019/2020.

A group of Councillors sit on the Finance Overview Group which meets prior to the Governance and Finance Committee meetings to make recommendations to the committee members, such as risk management policy statements in respect of all activities of the Council. It has recently carried out a risk management review, adding to internal controls accordingly. It has also reviewed governance documents (Standing Orders and Financial Regulations) and insurances and have prepared and adopted a number of new policies and procedures during the year.

As chair of the Governance and Finance Committee I keep an eye on the arrangements for financial management and check financial documents such as the cheque schedules regularly.

The Governance and Finance Committee are responsible for the collation and production of the annual budgets and recommendations to the Town Council, and to oversee financial transactions of Louth Town Council. The committee also oversees the Council's formal grant giving process, assessing and making resolutions on applications received.

The Committee reviews Financial Regulations, Standing Orders, the Code of Conduct, internal controls and any other matters required. It has to ensure that all statements of the AGAR (Annual Governance and Accountability Return), can be approved by the Full Council. Its responsibility is to develop general policies and strategies on behalf of the council, for implementation.

Louth Town Council participate in a quadripartite internal audit arrangement with three other local councils, Skegness, Mablethorpe and Alford.

It carried out a thorough examination of the council's income and expenditure and undertook a budget setting exercise.

The Council's expenditure in 2020/2021 included:

- a. Installation of a new container at the Cemetery
- b. Upgrade of IT equipment at the Town Council offices
- c. Hubbard's Hills £45,000 day to day maintenance expenditure
- d. Cemetery net cost (to 28th February 2021) is £21,681
- e. Loan payment of £10,256.70 (Sessions House) was made in January 2021 completing payment of the full loan
- f. Christmas tree and lights, including safety checks, repairs, installation, Market Place tree and rental and installation. Etc. £10,480
- g. Funding – £1000 was awarded to Lindsey Citizens Advice as allowed under the LGA 1972, s142 (2a) and £1,200 to help for the homeless under the LGA 1972 s137 and a further £2000 was awarded to Louth Playgoers under the LGA 1972 s145 power to give to a theatre.
- h. Flood alleviation scheme – payments towards the maintenance of the structure which was completed in 2017 and is located near the Hallington end of Hubbard's Hills. As agreed with the Environment Agency and commenced this year and required the council to contribute £12,394.26.
- i. The Mayor continued to receive no honorary payment for undertaking the Mayoral role, and there were no Mayoral mileage expenses due to the pandemic.
- j. We also ensure that public notice requirements are complied with.

Personnel Committee

The Chairman of the Personnel Committee, Councillor Mrs. J. Makinson-Sanders thanked the Town Council' staff you for the hard they all put in during the pandemic and said it was much appreciated by the community - two in the office, two at the cemetery and the Council's beloved Mayor's Sergeant. She also praised the Council's volunteer for his voluntary work at the cemetery. She then reported that the Personnel Committee:

- a. Has responsibility to oversee all staffing matters in conjunction with the Town Clerk e.g., staffing structures, salaries, wages, employment contracts, policies and procedures, recruitment, appointments, compilation of job descriptions and person specifications.
- b. Maintained Policy handbook for Employees and Members, adopted by Town Council.
- c. Supported officers and Councillors attending online training courses throughout the year.
- d. Ensured that the Council complied with its statutory Pension Scheme requirements.

Community Resources Committee

The Chairman of the Community Resources Committee reported that the Committee:

- a. Has responsibility for all inspection / maintenance / refurbishment / terms and conditions / regulations and charges re. Louth Town Council owned or 'responsible for' assets e.g. Church Clock or 'default' assets e.g. war memorial.
- b. Council Premises –The Sessions House – now owned by the Town Council, is usually used as follows but has been subject to restrictions due to the pandemic.
 - i. Provides office accommodation for the Town Clerk and office based staff.
 - ii. Hosts council, working group and public meetings.
 - iii. Instils Civic Pride by Flying Flag(s).
 - iv. Councillors are nominated keyholders.
 - v. Hosts visits from schools, twinning groups, art groups and charity events.
 - vi. Hosts Action Group Meetings.
 - vii. Hosts award ceremonies.
 - viii. Provides storage facilities for LANALS.
 - ix. Stores the Town Council/Borough Council archives along with the Town Charters and Mayoral Robes and Maces.
 - x. Brown's Panorama hangs in the Court Room.
- c. London Road Cemetery:
 - i. In total the Town Council has responsibility for 29,439 burials since 1855 as at 31st March 2021
 - ii. 60 interments took place in 2020/21 made up of 35 full burials and 25 sets of ashes
 - iii. A volunteer has kindly assisted this year in the administration required to record Topple Testing as it is undertaken. They have also photographed every single gravestone in the cemetery, cataloguing the wording on each memorial and they have double checked that the Council's records match the location of graves on the ground.
 - iv. We continue to cultivate the Meridian Meadow area and the Meridian Orchard, a community initiative (which contains 26 apple trees all species native to Lincolnshire, 2 blackcurrant bushes and a mulberry bush) in conjunction with the Lincolnshire Wildlife Trust Officer.
 - v. We support biodiversity by allowing the growth of the wildflower meadow and other set aside areas.
 - vi. Following a comprehensive tree survey highlighting problems with the avenue of Lime trees running east to west across the Cemetery, remedial action in the form of pollarding and mulching continues and restriction of vehicular access in the area has been implemented with lockable bollards.
 - vii. Professional cleaning was undertaken of the Louth Flood Memorial this year to commemorate the 100th Anniversary of the Louth Flood.
 - viii. A new container was installed (following arson attacks in 2019/20).
 - ix. One Chapel located at the Cemetery is rented by St. Aethelherd's Greek Orthodox Church.
- d. Louth Allotments
The five sites are managed by The Louth Cottage Garden and Allotment Association.
- e. Civic Pride in the Town – organises the Lovely Louth, Light Up Louth and Festive Window Display Competitions and organises the erection of the Town's Christmas Tree, Nativity and Town Lights. The town's planters and troughs are replenished throughout the spring and summer. Upkeep of the War Memorial and decoration with poppy garlands and wreaths for Remembrance Sunday. Litter picking equipment is available.
- f. Pay for the running costs of the Parish Clock and external lights at St. James' Church

4. Presentation by Mr. Edward Brindle, Chairman of Louth Playgoers Society Ltd

Mr. Brindle gave a brief history of the Louth Playgoers Society and the Riverhead Theatre since relocating and converting the Old Drill Hall in 2002. Mr. Brindle thanked Louth Town Council for the grant in 2020/21 of £2,000 which contributed towards the cost of re-upholstering the seating in

the Studio Theatre and expressed how important the Studio Theatre was to both local community and theatre groups. He continued that having the grant meant that the society could bring forward the project of reupholstery, taking advantage of the theatre being closed due to Covid. (A photo of the new upholstered seating in blue was shown to those attending); he thanked those in the society, including the Manager, Assistant Manager and volunteers that had worked on the project throughout the year. Mr Brindle gave a brief overview of the theatre and community projects they had put in place during the last year, mostly online, live streaming and digital due to Covid restrictions, but they had also held a socially distanced festival outside. Mr Brindle outlined equipment and procedures that they were currently putting in place so that the theatre could open when restrictions were lifted; this included such items as purifying units.

5. Presentation by Mr. Patrice Purves, Chairman of Louth & District Help for the Homeless

- a. Mr. Purves began with an outline of the Charity, explaining they were a small group with volunteer trustees, and the only cost to them was their website.
- b. Mr Purves explained that they gave loans of £4-500 to those people trying to get off the streets to start tenancies. Although people were encouraged to repay back the loans, this did not always happen.
- c. He continued by explaining that they were funded by donations, fundraising and grants (such as LTC grant) and reiterated the importance of the loans to those who had been homeless; it was expected that there would be an increased use of the charity funds once the furlough scheme stopped later in the year.
- d. Questions were put to Mr. Purves relating to the possible lack of single bed flats in Louth as well as the issues found rehousing those homeless who owned a pet.

6. Floor Open to the Public

- a. Questions were asked regarding the cemetery, if there had been a significant increase in deaths in Louth due to Covid and what capacity the Cemetery had left in terms of graves. The Town Clerk answered both questions, no significant increase in deaths and that the Cemetery had 15/20 years of grave space left (based on current annual use). Covid related deaths were reported March 20 until Feb 2021: Louth Central and South – 2 deaths, Louth North and East – 16 deaths.
- b. Questions were asked regarding littering in Louth; David Ford and the Wombles were thanked for the litter-picking they carried out in the town. Andrew Leonard (Hubbards Hills Trust) reported that already in Hubbard's Hills two skips had been required over two weeks to deal with the littering. Further questions were asked regarding ELDC and scheduling of litter picking, and it was reported that although ELDC litter picked in the town, they did not do so on the main entrance roads to the town.
- c. A representative from LincsLSar (Lincolnshire Lowland Search and Rescue) wished to thank Louth Town Council for a grant they had received in 2019/20 but due to the cancellation of the Annual Town Meeting (Covid 19), he had been unable to formally thank them.
- d. Councillor Darren Hobson was congratulated for being Mayor Elect and for all the work he had carried out in the past year.
- e. The pedestrianisation of Louth consultation was raised and it was thought that opinions of shop owners in the town were split. It was reported by one person that 45 parking spaces would be lost – some of which were 'disabled spaces', and no extra provision had been made for the elderly or for people with disabilities. It was confirmed that the Lions had offered to do the planting of troughs in the Cornmarket (a part of the café culture) and that this would take place in May once the risk of frost had passed.
- f. The Chairman thanked everyone for attending.

The meeting finished at 7:23pm

Signed _____ (Chairman) Dated _____

05-06-21 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD ONLINE USING THE ZOOM PLATFORM
ON THURSDAY 6TH MAY 2021**

Present The Mayor, Councillor D. Hobson (DW) (in the chair).

Councillors: Mrs. E. Ballard (EB), Mrs. J. Makinson-Sanders (JMS), G.E. Horton (GEH) and Mrs. S Crew (SC).

Councillors not present: D. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent, Cllrs: JB, HF, AL, SC, JG, DF, LMC, JS, DJ, DJEH, MB, PFW and AC were also in attendance.

H1. Election of Personnel Committee Chairman

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

H2. Election of Personnel Vice Chairman

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

H3. Apologies for Absence

D. Wing (DEW).

H4. Declarations of Interest / Dispensations

None.

H5. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 16th February 2021 be approved as the Minutes following the correction that Cllr. Mrs JMS, not Cllr. GEH had declared a declaration as having a family member involved in HR.

The Meeting Closed at 9.54pm.

Signed _____ (Chairman)

Dated _____