

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



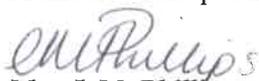
To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 30th September 2025 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

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

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


Mrs. L.M. Phillips

Town Clerk

Dated this 25th Day of September 2025

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. Mrs. K. Parsons, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Council Meeting held on 9th September 2025.

4. Committee Minutes

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

- a. Planning Committee – 19th August 2025
- b. Personnel Committee – 22nd July 2025

5. Rate Relief Application

Council to approve an application to ELDC made by the London Road Sports Partnership for rate relief and authorise signing by the Town Clerk.

6. Annual Governance and Accountability Return (AGAR) 2024/25

- a. Committee to note that the Council's External Auditor has completed its limited assurance review of Louth Town Council for the year ended 31st March 2025.
- b. Committee to receive the Notice of Conclusion of Audit and note that this has been posted on the Council's website and noticeboards to meet legislative deadlines.
- c. Committee to receive and note Section 3 – External Auditor Report and Certificate 2024/25, note the external auditor's comments and resolve upon any action that should be taken, if required.

7. Internal Audit 2025/26

Committee to approve continuation of current quadripartite arrangement. (See attached).

8. Town Centre Retail

Cllr. Mrs. KP to address the Council on her perception of the current situation and ask Council to consider what it might/could do to help.

9. Hubbard's Hills

Council to receive an update on activity since February 2025.

10. Budget Setting

Councillors to note that they should submit details to the Town Clerk of projects that they would like to see included in the budget for 2026/27, together with costings by 31st October.

11. Sexual and General Harassment

Following the introduction of new legislation in 2024 which placed greater responsibilities and legal requirements on all Employers (which includes each individual Councillor), to take proactive steps to prevent Sexual Harassment at Work and undertake related training on an annual basis, Councillors to:

- a. Review the Council's Sexual and General Harassment Policy (no amendments other than to dates)
- b. Sign to confirm that they have received, read, understood and will abide by the policy; and
- c. Watch a short training video on the above.

12. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 18th November 2025.

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)

1. Apologies for Absence

To receive 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 9th September 2025. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 09-30-25). (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 Work to Trees

Committee to consider the following proposed works to trees:

- a. **Proposals:** T1 – Mixed Broad/Conifers - Felling. **Location:** 18 Lee Street, LN11 9HJ **Reasons:** T1 – blocking light and compromising telephone lines.

7. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 21st October 2025.

09-09-25 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 9th SEPTEMBER 2025**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), D.E. Wing (DEW).

Councillors Not Present: M. Barnes (MB), J. Baskett (JB), Mrs. P.F. Watson (Mrs. PFW).

Mayor's Serjeant, Mrs. S. Dykes, the Mayor's Chaplain, Reverend K. Dally, Reverend M. Croft, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

Prior to the commencement of the formal meeting:

- The Council received the following reports from elected Members of East Lindsey District Council (ELDC): In her capacity as an ELDC Cllr, Mrs. JMS reported that she was chairing ELDC's Car Park Scrutiny panel and encouraged people to contact her with their thoughts regarding parking in Louth. She relayed that disabled parking in Louth may be reviewed and that there may be scope to increase prices in the ELDC-run car parks. She informed the meeting that she was planning to recommend that car parks should be adequately signed to indicate their precise locations. Cllr. Mrs. JMS went on to inform attendees that ELDC, Boston Borough Council and South Holland District Council were to be consulted on entering a district leisure contract, and finalised by reporting the sad news that a former Mayoress of Louth had recently passed away.
- The Mayor's Chaplain, Rev. K. Dally said prayers.

T74. Apologies for Absence

Apologies for absence were received from Cllrs. JB and Mrs. PFW.

T75. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. JD declared that he had recently become a member of the Green Party.

T76. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meetings held on 19th August 2025 be approved as the minutes.

T77. Committee Minutes

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

- a. Planning Committee – 22nd July 2025
- b. Governance and Finance Committee – 24th June 2025
- c. Personnel Committee – 6th May 2025

T78. Mayor's Announcements

The Council received a list of the Mayor's engagements from 20th May 2025 to 9th September 2025 and heard a short presentation from Cllr. DH about the events he had attended during his busy first few months as Mayor, including the Louth Lions Annual Car Show on 1st June and their Beer Festival on 28th June, as well as performances from the Louth Choral Society on 6th June, the Louth and District Concert Society on 14th June and the Phoenix Singers on 9th July. He continued that he had joined the Louth branch of Parkinsons UK for their 20th anniversary celebrations on 24th July and had attended the St. Barnabas Care for a Cuppa morning on 9th July, along with events in Spalding and Grantham. Cllr. DH shared that highlights included the launch of Austen Fen slipway by the Louth Navigation Trust in collaboration with local contributors and landowners, which saw a new facility open to all and free to access, allowing water-based activities such as kayaking and paddleboarding. He also spoke of his attendance at the 80th VJ Day commemorations organised by the newly reformed Royal British Legion on 15th August, the Louth Run for Life event held 29th June, and shared that he and the Mayoress of Louth had signed up to take part in the Santa Run for Life in December. Cllr. DH ended by expressing his thanks for the support he had received during his time as Mayor and that he looked forward to continuing to represent Louth Town Council both in the town and beyond.

T79. Presentation from Reverend M. Croft

The Council received a presentation from Rev. M. Croft on the emerging vision for the Church of England in Louth. Rev. Croft saw St. James' Church as a quintessential part of Louth and wanted to develop a wider role for the Church which might grow it into what he described as the 'St. James' Campus'. He encouraged Councillors to join the initial consultations for the project, as the church were looking for collaborators to share ideas and develop the project further.

T80. Allotment Rent

After reviewing the above following the recent purchase of Trinity Allotments, it was proposed, seconded and **RESOLVED** to continue with the current rent arrangement.

T81. Complaints Procedure

The Council reviewed the recently updated Complaints Procedure. It was proposed, seconded and **RESOLVED** to adopt the policy for use.

T82. IT Policy

The Council reviewed a draft IT Policy, which was required by the Smaller Authorities' Proper Practices Panel (SAPPP) in order for the Council to meet the requirements of the new Assertion 10 on its Annual Governance and Accountability Return. It was proposed, seconded and **RESOLVED** to amend page two of the policy to read 'no personal use is permitted' and approve for use.

T83. Budget

Councillors noted that they should submit details of projects that they would like to see included in the next budget together with costings to the Town Clerk by 31st October 2025.

T84. Next Meeting

It was noted that the date of the next scheduled Town Council meeting would take place on 30th September 2025.

The Meeting Closed at 8.06pm.

Signed _____ (Chairman) Dated _____



Local support for charitable/non-profit making organisations

Please complete Section A, and then obtain support from the Parish and Town Council and Local Ward Member, who should complete Section B.

The details of your Parish/Town Council, and Local Ward Member can be obtained from our website www.e-lindsey.gov.uk, or alternatively please ring Customer Services on 01507 601111

Section A

1. Organisation name: London Road Sports Partnership Ltd
2. Property address: LN119QP Postcode
3. Main objective of the organisation: Providing Sports Facilities through three local clubs Hockey Cricket Football

Section B

1. Parish or Town Council

I confirm that the Parish/Town Council ~~does~~ / ~~does not~~* support the above organisation
(*Please delete as appropriate.)

Signed:

Full name:

Capacity in which signed:

Date: / /

Comments

2. Local Ward Member

I confirm that I ~~do~~ / ~~do not~~* support the above organisation
(*Please delete as appropriate.)

Signed:

Full name:

Capacity in which signed:

Date: / /

Comments

Louth Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Louth Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Louth Town Council on application to:</p> <p>(a) <u>MRS. L. PHILLIPS, TOWN CLERK + RFO</u> <u>LOUTH TOWN COUNCIL, THE SESSIONS</u> <u>HOUSE, EASTGATE, LOUTH, LN11</u> <u>9AJ</u></p> <p>(b) <u>MONDAY TO FRIDAY 10AM TO 1PM</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £1.00 (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>MRS. L. PHILLIPS</u> <u>TOWN CLERK + RFO</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>24/9/25</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Louth Town Council – LI0231

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

20/09/2025

SCOPE OF INTRENAL AUDIT

Annually the Council is required to be internally audited to ensure that it is operating properly. The audit is undertaken in accordance with the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide, which is updated annually. To satisfy this requirement the Council is part of a quadripartite arrangement in which the Town Clerk's from Skegness, Mablethorpe, Alford and Louth each undertake the internal audit of one of the other Town Council's. The internal audit aims to identify any areas for improvement and will allow the internal auditor to tick the relevant boxes on and sign off the Annual Internal Auditor Report section of the Annual Governance and Accountability Return (AGAR). The AGAR and supporting documents are also submitted annually to an independently appointed External Auditor for review.

Amongst other things, the internal audit checks that the Council has:

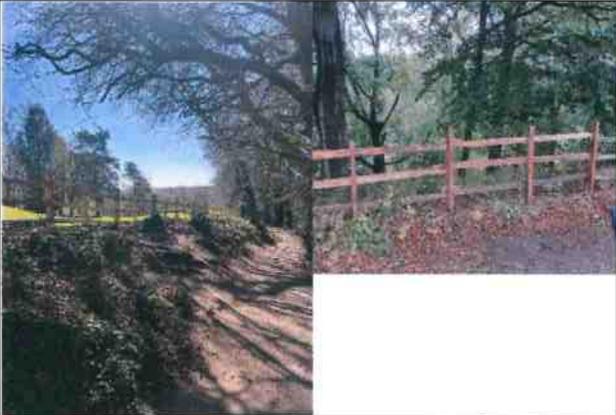
1. Key Governance documents in place which have been reviewed in year and are appropriate.
2. Complied with its financial regulations and payments are supported by invoices.
3. Kept appropriate accounting records and carried out periodic bank reconciliations throughout the year.
4. Assessed the significant risks to achieving its objectives and made arrangements to manage these.
5. Adequate insurance.
6. Has internal controls in place to safeguard its finances and these are adhered to.
7. Calculated its precept requirement using an adequate budgeting process, progress against the budget is regularly monitored and reserves are appropriate.
8. Approved all expenditure.
9. Properly recorded and promptly banked all income. Income was received in accordance with current prices.
10. Properly accounted for, recorded and approved petty cash payments and that these were supported by receipts.
11. VAT was appropriately accounted for on all income and expenditure.
12. Salaries and allowances were paid in line with approvals and PAYE, NI and Pension deductions were properly applied.
13. Maintained its asset register.
14. Prepared its accounting statements correctly, these agreed to the cashbook and had an adequate audit trail.
15. Properly recorded its Debtors and Creditors.
16. Published online the correct information and is satisfied that the website complies with the transparency code.
17. Provided correctly for the period for the exercise of public rights.
18. Complied with the publication requirements for the previous year's AGAR.
19. Complied with proper process / practice in relation to employees and members.
20. Operated only within its legal powers.
21. An appropriate scheme of delegation in place for officers and/or committees, spending limits are set and adhered to.
22. Appropriate back up and storage facilities for files (paper and electronic).
23. Met its responsibilities in relation to other services it provides e.g., burials, allotments etc.

The full list of checks undertaken in 2024/25 can be viewed by typing the following link into your web browser:

<https://www.louthtowncouncil.gov.uk/wp-content/uploads/Internal-Audit-Checklist-LOUTH-TC-2024-2025-PDFA.pdf>

HUBBARDS HILLS UPDATE – SEPTEMBER 2025

Since the Hubbard’s Hills Working Group’s last update in March, the following has been undertaken/has occurred:

Bin emptying continuation agreed until 31st August 2025	
Grass cutting continuation agreed until 31st August 2025	
Bin emptying annual contract awarded	
Grass cutting annual contract awarded	
Some emergency tree works undertaken, more to come	
Top path fencing repaired	
Letter sent to lady who attended Council to speak about dogs	
Accepted 2 free trees for every 1 felled from tree contractor (6ft -10ft oaks or hornbeams)	
Work to 1st bridge after the Pahud memorial identified and undertaken by contractor for free	
Took ownership of Google Reviews and Trip Advisor	
Fallen trees removed from grassed areas and from over river	
Weir cleared	Picture taken before 

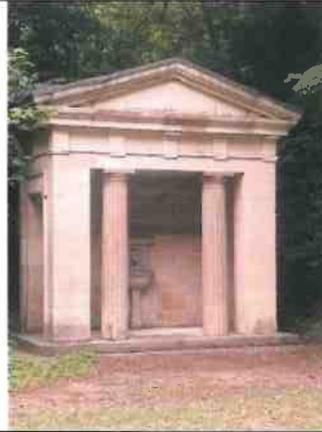
Waders bought to assist in clearing river channel

Stepping stones reseated



Inspection checklist agreed and implementation of weekly checks imminent

The sides of the Pahud memorial were washed down



The bins and signs were washed down

The inside of the toilet block was pressure washed due to a drains problem

Bees relocated from hollow tree identified for felling



Anglian Water were concerned there was a leak at the toilet block. Further investigation revealed that the amount of water being used was reasonable and highlighted that a new meter had been installed just before the TC took back responsibility as the old meter had not worked properly, which suggested that perhaps Anglian Water had never been in possession of accurate data

Fallen tree removed from bottom footpath



Hallington End steps cleared

Bottom path cleared

Entry road from OMH to toilets tidied



Tree debris removed from river

Entry corner opposite OMH strimmed and cleared

Lions Duck Race took place



Memorial Tree scheme went live

HH Trust installed new bridge and steps near to stepping stones



Hole in riverbank near duck pond filled

<p>Stone in weir near to stepping stones to be replaced</p>	
<p>Quotes being sought for installation of steps up bank from stepping stones to clear mud slide</p>	
<p>Bench identified for repair</p>	
<p>Areas for planting of trees and wild flowers under consideration</p>	
<p>Work needed to top corner of toilet block where a tall vehicle has clipped it</p>	
<p>Work needed to weir</p>	
<p>Work needed in ladies toilet on toilet seats and backboards</p>	
<p>Word needed in gents toilets to partially blocked pipe</p>	
<p>New way marker near start of green railings to be considered</p>	
<p>Signage review to be undertaken to make it clear where dogs should be on or off leads</p>	
<p>New signs to confirm no parking overnight, no camping, no fires, no bbqs to be considered with addition of QR codes where more information on the hills can be obtained / donations can be made, feedback can be given</p>	

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

POLICY

1. Louth Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. Louth Town Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. Louth Town Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. Louth Town Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. The Council will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.
10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

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Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

14. The Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party such as a volunteer, client, customer, contractor, member of the public or visitor to the Council. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
15. If we find that the allegation is well-founded, we will take the steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:
- warning the individual about the inappropriate nature of their behaviour
 - banning the individual from Council premises
 - reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. Responsibilities

Employee responsibilities

- 16.1. The Council requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.
- 16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:
- in a work situation

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- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3. A breach of this policy will be treated as a disciplinary matter.

17. Council responsibilities

- 17.1. The Council will be responsible for ensuring all members of staff, including officers and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.
- 17.2. The Council will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.
- 17.3. Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

Complaining about harassment and/or bullying

18. Informal method

- 18.1. The Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.
- 18.2. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

19. Formal method

- 19.1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Town Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser
 - the nature of the alleged harassment
 - the dates and times when the alleged harassment occurred
 - the names of any witnesses
 - any action already taken by you to stop the alleged harassment.

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

- 19.2. Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Chairman of the Personnel Committee.
- 19.3. On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved. Only one investigation need take place into both the Employee's complaint and any subsequent Disciplinary action. In the event of a potential criminal matter it will be referred to the Police. If this matter concerns the behaviour of a councillor it will be referred to the Monitoring Officer.
- 19.4. On conclusion of the investigation, which will normally be within 10 days of the meeting with you, a report of the findings will be submitted to the Personnel Committee who will hold the grievance meeting.
- 19.5. You will be invited to attend a meeting of a Grievance Panel which will consist of 3 members of the Personnel Committee, at a reasonable time and location, to discuss the matter once the committee hearing the grievance has had the opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6. You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Town Clerk within 5 days of receiving the outcome. This will be presided over by the Mayor/Deputy Mayor.
- 19.7. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8. The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.
- 19.9. Employees will be given paid time off to obtain help with any resulting physical or mental health problems.

09-09-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 9th SEPTEMBER 2025**

Cllr. P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), D.E. Wing (DEW).

Councillors not present: M. Barnes (MB), J. Baskett (JB), Mrs. P.F. Watson (Mrs. PFW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

P35. Apologies for Absence

Apologies for absence were received from Cllrs. JB and Mrs. PFW.

P36. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH - Item 4, 5, 6 and 7 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH - Item 4, 5, 6 and 7 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 4, 5, 6 and 7 as a member of ELDC.

P37. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 19th August 2025 be approved as the minutes.

P38. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 09-09-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 02637/25/FUL – to object on the grounds that the proposed security rollers are not permitted in and are not in keeping with the Conservation Area.
- b. 02638/25/ADV – to object on the grounds that placement of the wooden sign is described as sitting on the housing for the security roller shutters, which themselves do not have permission.
- c. 02940/25/LBA – to object on the grounds that shutters are not permitted in or in keeping with the Conservation Area and the installation of such will have a negative effect on the listed building.
- d. To support all other applications.

P39. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC approved – 02369/25/ADV – Consent to Display – 24 Market Place, LN11 9PD – LTC objected 22/07/25.
- ii. ELDC approved – 02291/25/FUL – Planning Permission – 61a Broadbank, LN11 0EW – LTC supported 03/06/25.
- iii. ELDC approved – 02295/25/RVC – Section 73 Application – Land Rear of 64 Kenwick Road – LTC objected 24/06/25.
- iv. ELDC refused – 02107/25/FUL – Planning Permission – 15 Bridge Street, LN11 0DR – LTC supported 19/08/25.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Anglian Water

Reason for Restriction: Emergency – burst main.

Nature and Location of Restriction: Emergency Road Closure Order – Love Lane (between 50m and 100m north of Crowtree Lane).

Period of Restriction: 15/08/25 – 21/08/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- ii. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair damaged fire hydrant.
Nature and Location of Restriction: Emergency Road Closure Order – George Street (between Gospelgate and a point 40m southeast).
Period of Restriction: 27/08/25 – 02/09/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

c. **Enforcement**

- i. **Location:** 24a Christopher Close, Louth. **Nature of Investigation:** Without planning permission, erection of a timber fence and posts exceeding 1.00 metre in height above the ground level adjacent to a highway. The Planning Enforcement department has now issued an Enforcement Notice in respect of the unauthorised development, the requirements for which takes effect on 13th September 2025 and must be complied with by 8th November 2025 or face legal action.

P40. Proposed Works to Trees

The Council discussed the below proposed work to trees. It was subsequently proposed, seconded and **RESOLVED** to support the following work, provided the felled trees were replaced with appropriate species:

- a. **Proposals:** T1 – Conifer – fell. T2 – Ash – fell. T3 Conifer – reduce in height to circa 15-18m finished height (just below where tree splits into co-dominant stems). **Location:** Riverhead House, Stainsway, LN11 0DE. **Reasons:** T1 – following the failure of the top half of the tree during a storm, the remaining stem needs removing. T2 – tree is a poor specimen with considerable die back and many cracks and splits throughout. Given the failure of the conifer beside it, the ash will now be subject to increased wind loading and poses a risk to both dwelling and vehicle from the conifer failure. T3 – the tree splits into co-dominant stems circa 15-18m up which poses a high risk of failure. It naturally has a conical shape to this point so reduction in height would not affect its aesthetics but would mitigate risk of failure.

P41. Conservation Area

After discussion, it was proposed, seconded and **RESOLVED** to invite the ELDC Portfolio Holder, Mr. T. Ashton, to a future meeting to clarify ELDC's stance on planning issues such as uPVC windows, signage materials, etc., in the Conservation Area.

P42. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 20th September 2025.

The Meeting Closed at 8.36pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	03013/25/FUL	Planning Permission	Mr. L. Hackett	Extension and alterations to existing driving range to create covered floodlit bays.	Louth Golf Club, 59 Crowtree Lane, Louth, LN11 9LJ - St. Mary's Ward	No	New	Support	01/10/2025
2	ELDC	03090/25/OUT	Outline Erection	Snap Properties Ltd	Outline erection of 49no. dwellings (with means of access and landscaping to be considered).	Land at Fanthorpe Lane, Louth - North Holme Ward	No	New	Object on the grounds of 1) Access and Highway Safety - A restriction meaning that Fanthorpe Lane (an unadopted country lane maintained by its residents) cannot be used as an access point must be imposed. But two accesses must be provided as a single point of access poses dangerous risks if the road is blocked and emergency services require access. 2) Traffic generation. 3) Overbearing nature of the proposal. 4) Layout and density of buildings. 5) Flood risk from surface water run off, especially at the well used A16/Grimsby Road roundabout. 6) No biodiversity gain evident. 7) Insufficient infrastructure in the town to support e.g., too few schools, GP surgeries etc., and the Louth water treatment works will struggle to accommodate as it is already beyond capacity. 8) Wellbeing of residents. The noise from the bypass to residents of the proposed properties will be intolerable.	01/10/2025
3	ELDC	03178/25/FUL	Planning Permission	Mrs. A. Bourne	Erection of 1no. dwelling with detached carport, vehicular access gates with pillars and alterations to existing access, excavation of land to form 2no. wildlife ponds and to include associated bunding.	Land at Ouroboros, 114 Horncastle Road, Louth - St. Mary's Ward	No	New	Support	08/10/2025
4	ELDC	02463/25/RVC	Section 73 Application	Snap Properties Ltd	Section 73 application to vary condition no.1 (approved plans) previously imposed on planning permission ref. no. N/105/01921/23 for the erection of 90no. Dwellings.	Westfield Park Development, Grimsby Road - North Holme Ward	No	New	Support	01/10/2025
5	ELDC	03181/25/FUL	Planning Permission	Mr. and Mrs. Hardcastle	Alterations to existing dwelling, which is a listed building, to provide replacement windows and doors to south and west elevations and resurfacing of existing courtyard.	45 Westgate, Louth, LN11 9YE - St. Mary's Ward	Yes	New		15/10/2025
6	ELDC	03182/25/LBA	Listed Building Consent	Mr. and Mrs. Hardcastle	Internal and external alterations to existing dwelling.	45 Westgate, Louth, LN11 9YE - St. Mary's Ward	Yes	New		15/10/2025

**PLANNING COMMITTEE 30th SEPTEMBER 2025
PLANNING CORRESPONDENCE TO NOTE**

1. ELDC Planning Decisions

- a. ELDC approved – 02748/25/ADV – Consent to Display – 55-57 Eastgate, LN11 9PL – LTC objected 19/08/25.
- b. ELDC approved – 02747/25/LBA – Listed Building Consent – 55-57 Eastgate, LN11 9PL – LTC objected 19/08/25.
- c. ELDC approved – 02076/25/FUL – Planning Permission – 25 Southlands Avenue, LN11 8EW – LTC supported 03/06/25.
- d. ELDC approved – 02888/25/RVC – Section 19 Application – 252 Eastgate, LN11 8DJ – LTC supported 19/08/25.
- e. ELDC refused – 02638/25/ADV – Consent to Display – 52a Uptate, LN11 9EX – LTC objected 22/07/25.

2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Network Plus
Reason for Restriction: Gas main replacement.
Nature and Location of Restriction: Road Closure Order – Kenwick Road (between B1200 and Southlands Avenue)
Period of Restriction: 26/08/25 – 12/10/25 (restrictions to be implemented for 55 days as and when required during this period. Signage will be displayed on site in advance).
- b. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Water mains repair.
Nature and Location of Restriction: Road Closure Order – Cinder Lane (between 70m and 110m north of Newmarket B1200).
Period of Restriction: 20/10/25 – 22/10/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – leak on main.
Nature and Location of Restriction: Emergency Road Closure Order – Keddington Road (between 10m and 40m west of Elm Drive).
Period of Restriction: 16/09/25 – 22/09/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- d. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – leaking main.
Nature and Location of Restriction: Emergency Road Closure Order – Eastfield Road (between 30m and 60m east of the riverbank).
Period of Restriction: 18/09/25 – 24/09/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- e. **Organisation Responsible for Restriction:** Lincolnshire County Council
Reason for Restriction: Jetpatcher repairs.
Nature and Location of Restriction: No Waiting and No Loading at Any Time Order – Abbey Road (between 20m northwest and 20m southeast of Park Avenue).
Period of Restriction: 28/10/25 – 28/10/25, 07:00 to 15:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

f. Organisation Responsible for Restriction: Lincolnshire County Council

Reason for Restriction: Road improvements.

Nature and Location of Restriction: Traffic signal refurbishment, including implementation of two-way temporary traffic signal with pedestrian crossing facilities – North Holme Road (between High Holme Road and Louth Academy).

Period of Restriction: 27/10/25 – 31/10/25, 08:00 to 17:00 (restrictions to be implemented for 5 days as and when required during this period).

3. Enforcement

- a. Location:** 58 Church Street, Louth, LN11 9BY. **Nature of Investigation:** Development not in accordance with approved details N/105/01723/23 and N/105/01055/24/DC concerning the materials used. An officer has now investigated the matter and advised the owner of the property to submit a planning application for the altered wall details within the next 28 days for the Council’s consideration. If the planning application is refused, it is possible that formal enforcement action will commence against the breach of planning control. If an application is not submitted, a further visit to the location will be made to assist the situation. If the breach of planning control has been resolved, the Council will take no further action, and the matter will be closed.

Lee Street, Louth, Lincolnshire, LN11 9HJ

X marks the location of the tree in question

