

**MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH
ON TUESDAY 28TH NOVEMBER 2017**

Present Councillor Mrs. P.F. Watson (PFW) (in the chair)

Councillors: E. Ballard JP, Mrs. D. Blakey (DB), Mrs. S. Crew (SC), J. Garret (JG), C. Green (CG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton (GEH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway MBE (MO), L.S. Stephenson (LMS), F.W.P. Treanor (FWPT), D. Turner (DT) and D.E. Wing (DEW).

Councillors not present: Mrs. J. Speed (JS)

The Town Clerk, Mrs. L.J. Blankley and her Secretary, Mrs. L.M. Phillips, and two invited guests were also present. There was one member of the press and no members of the public present.

Public Forum:

Councillor Jackson informed those present that she had in excess of 800 signatures calling for urgent attention to St Bernards Road to be submitted to LCC.

Councillors Mrs. Makinson-Sanders reported that the Anglian Water project using Westgate Fields compound area was over-running.

Councillor Mrs. Watson reminded Councillors that her charity quiz was to take place on Friday 1st December 2017 and that Mayor's Mince Pies and Mulled Wine would be at 6pm on 21st December 2017 prior to Carols for All at St James Church.

389. Apologies for Absence

Apologies were received from Cllrs JS and Cllr LMS (who would be late). The Town Clerk also reported that Councillor Bridges was unable to attend due to a business commitment.

390. Chairman's Remarks

The Chairman had no remarks.

391. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr PFW – Item 4 as a Trustee / Director of Magna Vita, Item 11 and 16 as a member of ELDC.
- b. Cllr GEH – Item 16 Pecuniary Interest as a leaseholder on the site.
- c. Cllr JMS – Items 11, 14 and 16 as a member of ELDC
- d. Cllr FWPT – Item 16 as a member of ELDC
- e. Cllr CG – Item 11 and 16 as a member of ELDC
- f. Cllr RJ – Item 16 as a member of ELDC and Item 14 – Spout Yard Grant - family member.
- g. Cllr DJEH – Item 14 Spout Yard Grant – family member
- h. Cllr MO – Item 14 Run For Life Grant – family member

392. Presentation

Mark Humphreys (MH) and James Brindle (JB) of Magna Vitae Trust Ltd the apprised the council of activities and plans for SO Festival 2018 which included:

- a. MVT was formed in 2014 to oversee and deliver previous council activities.
- b. Commenced a three year agreement with ELDC in 2015 ending in March 2018. Plans were in place to reduce financial liability from ELDC including the SO Festival delivery.
- c. Arts Council funding of £600k is in place to support the SO festival from 2018 to 2021, together with £75k per annum from ELDC.

- d. MH confirmed that the budget for the SO Festival is reduced for 2018 and that there would be no inland presence with the events mainly in Skegness and a presence in Mablethorpe. The event has also been moved to the first weekend in September to take advantage of more stable weather patterns and the earlier dark evenings for visitors.
- e. MH and JB confirmed that the establishing of MVLТ and improved credibility now means that other funding partners would be accessible to them for future opportunities.
- f. Councillors raised issues – lack of SO branding in Louth 2018, Income raising opportunities, Skegness centric, date changes, lack of benefit for whole district.

Councillor Turner arrived at 19.17hrs

The Chairman thanked MH and JB for attending the meeting, MH offered to return in the future to provide further updates.

393. County and District Councillors Report

The following items were raised:

- a. Cllr JMS – issues with Hotbox pothole repairs being concentrated in south of the county. She also commented that there was a lack of Area Forum ideas being put forward by parishes and that there needed to be support for fairer funding for Lincolnshire.
- b. Cllr PFW – declared an interest as a member of Health Scrutiny, She commented that good comments had been made regarding Louth Hospital at the recent Health Scrutiny meeting. Following a proposal by Cllr JMS, seconded by Cllr EB it was **RESOLVED** by vote of the Council that Andrew Morgan should be invited back to speak to the Council regarding Hospital services.

394. Council Minutes

The notes of the following council meetings were approved by resolution of the Council as the Minutes:

- a. Town Council Meeting 17th October 2017 – proposed by Cllr PFW, seconded by GEH
- b. Town Council Meeting – 7th November 2017 – proposed by Cllr PFW, seconded by GEH

395. Committee Minutes

The following minutes were received and resolutions contained therein adopted by resolution of the council of the following Committee Meetings:

- a. Planning Committee – 3rd October 2017 – approved by Committee 17th October 2017 proposed by Cllr DJEH, seconded by Cllr Mrs. MO
- b. Planning Committee – 17th October 2017 – approved by Committee 7th November 2017 Proposed by Cllr DJEH, seconded by Cllr CG
- c. Governance and Finance Committee – 12th September 2017 approved by Committee 17th October 2017 Proposed by Cllr EB, seconded by Cllr CG
- d. Community Resources – 3rd October 2017 approved by Committee 7th November 2017 proposed by Cllr DT, seconded by Cllr AL
- e. Personnel Committee – 12th September 2017 approved by Committee 7th November 2017 proposed by Cllr JMS, seconded by Cllr DEW
- f. Personnel Committee – 3rd November 2017 approved by Committee 28th November 2017 proposed by Cllr JMS, seconded by Cllr DEW
- g. Personnel Committee – 7th November 2017 approved by Committee 28th November 2017 proposed by Cllr JMS, seconded by Cllr DEW

396. Town Clerk's Report on Matters Outstanding

The Town Clerk reminded councillors that the Christmas Lights Switch On would take place on Sunday 3rd December at 3.30pm and that she needed some volunteers to assist with the school choir. Cllrs LHW, DB, EB, DJEH and SC put themselves forward.

397. Correspondence Received

The Council noted that the following correspondence had been received:

- a. From: M. Humphreys (Magna Vita CEO) Re: Support for application to LCC for Brown Tourism Signs to the Meridian Leisure Centre (available in the office) – **RESOLVED** to

- support following a proposal by Cllr SC, seconded by Cllr JG.
- b. From: LCC Children's Services /Re: Consultation on Lincolnshire Admissions Arrangements for September 2019 [www.lincolnshire.gov.uk/admissionsconsultation which ends 18/12/2017](http://www.lincolnshire.gov.uk/admissionsconsultation%20which%20ends%2018/12/2017) - Noted. Cllr Mrs. EB declared an interest as a member of a school appeals panel.
 - c. From: Community Lincs Re: Save and Warm Initiative – group meetings and 1:1 support for assistance with energy providers and complex cases (available in office) - Noted
 - d. From: Lincolnshire Partnership NHS Foundation Trust Re: Engagement Event – Big Conversation to improve Mental Health and Dementia services for older adults Wednesday 13th December 2017 10am – 12pm Louth Library - Noted
 - e. From: Local Resident Re: Kiln Lane Car Park Complaint update (available in office) – Noted

Cllr LMS arrived at 19.53hrs

398. Temporary Road Closures

The Council noted that the following temporary road closures had been received:

- a. Aswell Street – 05/12/17 – 14/12/17 as and when required for essential maintenance works by M & M Contractors.
- b. Charles Street – 04/12/17 – 07/12/17 as and when required for essential maintenance works by M & M Contractors
- c. Lee Street - 11/12/2017 – 21/01/2018 as and when required for essential maintenance works by M & M Contractors

399. Discretionary Rate Relief

Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. JG it was **RESOLVED** to support a request for Rate Relief from Louth Navigation Trust as a tenant of Navigation Warehouse.

400. Reports / Feedback

The Council received feedback from representatives attending and commented as follows:

- a. LCC Highways Parish Cluster Meeting – Thursday 16th November 2017 – The Town Clerk and Cllr GEH confirmed that the evening had been informative and useful. The Town Clerk had circulated the slideshow that was used on the night which explains how highways functions are scheduled and managed and also distributed a leaflet with useful contact numbers in. Highways officers also confirmed that further to an enquiry by the Town Clerk that Virgin were contributing to the final slurry / surface dressing costs to their excavation work which will be managed by LCC Highways in April 2018. LCC also confirmed that they were closely monitoring the work for faults and quality. It was then proposed by Cllr DT, seconded by Cllr Mrs. JMS and **RESOLVED** by vote of the council that LTC should write to Richard Branson to remonstrate the issues that Louth was experiencing due to the installation of Virgin cabling.
- b. Part night street lighting changes – following a proposal by Cllr MO seconded by Cllr AL it was **RESOLVED** by the council to confirm the invitation to Councillor Davies to attend a future meeting and that feedback to the scrutiny exercise should include:
 - i. Issues with potholes that cannot be seen in the dark
 - ii. Have claims to LCC insurers increased?
 - iii. Could alternate lights be considered?
 - iv. Poor quality calibration equipment means that the timings are not accurate or as late as inferred.

401. Councillor Proposals

Council to considered the following:

- a. It was proposed by Cllr JMS, seconded by Cllr DT and **RESOLVED** by the council to raise concerns that with the formation of the new Louth Academy the hire, and use, of playing fields and school buildings is no longer available to the community of Louth with its deleterious effects on community cohesion in the town. It was agreed to write to the academy on behalf of all of the sporting, community and hobby groups that had lost their meeting places and to impress the importance of sport on health and education whereby access to suitable facilities was paramount. It was further proposed by Cllr AL seconded by Cllr LHW and **RESOLVED** by vote of the council to write to ELDC to enquire if there had been any

contractual arrangements in place regarding use of school sports fields when the Meridian Leisure Centre had been built on existing pitches used by the community. Note – Cllr EB declared an interest as being on the local schools appeal panel and abstained from voting. Cllrs Mrs. JMS and Mrs. PFW also declared an interest as members of ELDC.

402. Grant Applications 2018

The Council considered recommendations from FOG (20th November 2018) (attached) and following a proposal by Cllr SC, seconded by Cllr FWPT it was **RESOLVED** that all recommendations should be accepted except Zero Degrees (No 11) as this would be considered on another occasion to be met from tourism funds. It was further proposed by Cllr EB, seconded by Cllr SEL and **RESOLVED** by vote of the council that the administration and grant procedures should be re-examined.

403. Budget 2018/19

Council received draft budget for 2018/19 prepared by the Town Clerk and councillor proposals for consideration and following a proposal by Cllr GEH, seconded by Cllr EB it was resolved by vote of the council to recommend to FOG that the 2018/19 for direct Town Council remit budgets only should be for £45,058 comprising the day to day budgets £44,058 and a new EMR for the Flood Memorial in the cemetery (Centenary commemoration in 2020) of £1,000.

404. Exclusion of Public and Press

Following a proposal by Cllr. DT, seconded by Cllr. Mrs. SC it was **RESOLVED** to move into closed session during the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: Council to receive feedback from Town Clerk regarding responses from ELDC, LMA and Legal Advisor and resolve as necessary.

405. Louth Livestock Market

The committee received confidential feedback from Cllr. AL. Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. DJEH it was **RESOLVED** to move back into open session.

406. Exclusion of Public and Press

Following a proposal by Cllr. DT, seconded by Cllr. Mrs. SEL it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: Council to receive recommendations from Personnel Committee regarding office staff structure and recruitment of Town Clerk and resolve as necessary (Confidential paper to be circulated).

407. Staffing Issues

Following a proposal by Cllr. Mrs. PFW, seconded by Cllr. AL it was **RESOLVED:**

- a. that the future office structure should be reduced to a complement of two posts comprising:
 - i. Town Clerk 37 hours Scale Point 32 - 37 dependent on experience, qualifications and satisfactory appraisals
 - ii. Deputy Town Clerk 27.5 hours Scale 22 -27 progression dependant on qualifications and satisfactory appraisals
- b. That 5 days accrued annual leave (over and above that planned to be taken in December) is paid in lieu, and
- c. That an agreement regarding additional extra hours worked is achieved without further discussion based on previous award made in March 2017 being 60 hours at office assistant rate. Additional payments to be made with December salary and statutory P45 to be issued and superannuation membership to be terminated on 22nd December 2017.
- d. That following the approval of the revised office structure, job descriptions and job specifications by the Town Council that:
 - i. Personnel Committee (advised by retained Personnel Advisor at all stages to ensure compliant with employment legislation) to be given delegated authority to appoint a new Town Clerk based on the following process:
 - ii. Advertise the vacancy with LALC, ELDC and 'Jobsearch' website - Free of Charge and further SLCC and Fish4jobsweb site via local media at necessary cost.

- iii. Create an application pack comprising - application form, Job Description, Job Specification, Town Council Information pack, Key Dates (see below) and offer for informal meeting with Town Clerk / Assistant to be available on TC website / despatched on request.
- iv. Advert / pack to include an invite to attend an informal meeting with all Councillors and observe Council meetings to be held on 9th January 2017, following which Councillors to feedback comments to Personnel Committee.
- v. Closing date for applications Tuesday 16th January 2017
- vi. Shortlisting to be carried out using previously agreed / validated process
- vii. Interviews will be held on Friday 26th January 2017 (may be subject to change)
- viii. Town Council to ratify appointment on Tuesday 30th January 2017
- ix. Selected Candidate to be offered position Wednesday 31st January 2018
- x. Start date to be agreed dependant on notice requirements of current role / negotiation.

408. Next Meeting

The Council noted that the date of the next scheduled meeting was 9th January 2018 or as called by the Chairman.

The Meeting Closed at 9.53pm

Signed _____ (Chairman) Dated _____