

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

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)



## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning, Community Resources and Personnel Committees which will be held on Tuesday 1<sup>st</sup> November 2022 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

**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](mailto: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 27<sup>th</sup> Day of October 2022

## AGENDA

### PLANNING COMMITTEE

**(Chair: Cllr. Mrs. S. Crew, Vice Chair: 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. **Minutes**

To approve as a correct record the notes of the Planning Committee Meeting held on 11<sup>th</sup> October 2022. (Attached).

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

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 11-01-22). (Attached).

#### 5. **Planning Correspondence**

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

#### 6. **Louth Transport Board / Active Travel Scheme**

Committee to receive a report from the Mayor of Louth on discussions held by the above at a meeting held on 25<sup>th</sup> October.

#### 7. **Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 22<sup>nd</sup> November 2022.

**COMMUNITY RESOURCES COMMITTEE**  
**(Chair: Cllr. A. Leonard, Vice Chair: Cllr. L.M. Cooney, 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 Community Resources Committee meeting held on 30<sup>th</sup> August 2022. (Attached).

**4. Tribute to Keyworkers**

- a. **Bench** Committee to note that a bench and plaque have now been installed on the bank of the canal as previously agreed.
- b. **Church Plaque** Committee to receive an update from the Town Clerk and resolve upon the way forward.

**5. Queen's Platinum Jubilee Bench**

Committee to note that ELDC have agreed in principle to the siting of the above in the St. James' Church Green area, subject to design specifications, inspection and maintenance procedures. Committee to approve that the Town Clerk be granted delegated authority to make the arrangements for a commemorative bench in this location to meet ELDC's requirements.

**6. Solar Christmas Trees**

Committee to receive an update from the Town Clerk.

**7. 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 items, information being of a third party confidential nature.

**a. Cemetery**

Committee to note that an application to the Ministry of Justice for a licence to exhume cremated remains and reinter the same within London Road Cemetery has been received by LTC which will require signing by the Town Clerk prior to submission to the Ministry of Justice. Committee to approve signing and give delegated authority to the Town Clerk to deal with the matter.

**8. Next Meeting**

Committee to note that the next meeting of the Community Resources Committee is scheduled to take place on 31<sup>st</sup> January 2023.

**PERSONNEL COMMITTEE**

**(Chair: Cllr. Mrs. J. Makinson-Sanders, Vice Chair: Cllr. Mrs. S. Crew,  
Membership: Cllrs. Mrs. JMS, Mrs. SC, Mrs. JS, Mrs. EB, GEH, DEW, DH)**

**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 5<sup>th</sup> July 2022. (Attached).

**4. Appraisals**

Committee to note that advice from ELDC is still awaited but to ensure annual timescales are met approve contingency arrangements allowing the Town Clerk to progress the matter if the advice is not received by Christmas 2022.

**5. Next Meeting**

Committee to note that the next meeting of the Personnel Committee is scheduled to take place on 31<sup>st</sup> January 2023.

## 10-11-22 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 11<sup>TH</sup> OCTOBER 2022**

**Present**

Councillor S. Crew (SC), (in the chair).

**Councillors:** J Baskett (JB), H. Filer (HF), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**NB:** Cllr. GEH left at 9pm and Cllr Mrs. PFW left at 9:15pm.

**Councillors not present:** Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), D. Ford (DF), J. Garrett (JG), Mrs. S.E. Locking (SEL) and J. Simmons (JS).

The Town Clerk's Assistant Mrs. M.C. Vincent was also present.

**P49. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB, LMC, DF, Mrs. SEL and JS.

**P50. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. JMS - items 4,5 and 6 with regards to membership of ELDC.
- b. Cllr. AL - items 4,5 and 6 with regards to membership of ELDC and planning item 3 with a business related pecuniary interest (abstained from voting).
- c. Cllr. DJEH - items 4,5 and 6 with regards to membership of ELDC Planning Committee.
- d. Cllr. GEH – Planning item 2 as known to the applicant.

**P51. Minutes**

It was **RESOLVED** that the notes of the Planning Committee meeting held on 28<sup>th</sup> September 2022 be approved as the Minutes.

**P52. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 10-11-22) and **RESOLVED** as follows:

- a. PL/0099/22 Wolds College – Support but wished it noted that losing any of the original conditions on the original planning permission imposed should not adversely affect the local residents, i.e. noise and dust, and that Louth Town Council holds Lincolnshire County Council responsible to bring back further education to Louth.
- b. All other applications were supported.

**P53. Planning Correspondence**

The Committee considered the following planning correspondence:

- a. ELDC Planning Decisions
  - i. Approved – N/105/01507/22– Planning Permission - 82 Newmarket – LTC supported
  - ii. Approved – N/105/025024/22- Planning Permission – 7 Park Avenue – LTC supported
  - iii. Approved – N/105/00614/22 – Outline Erection – 31 Edward Street – LTC objected
  - iv. Approved – N/105/00905/22 – Planning Permission – 171 Eastfield Road – LTC objected
- b. Temporary Road Closures
  - i. Organisation responsible for restriction: Anglian Water  
Reason for restriction: Remedial works  
Nature and location of restriction: Road closure Order - Eastgate (between Nichol Hill and New Street)  
Period of restriction: 23/10/2022 - 23/10/2022 (Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

- ii. Organisation responsible for restriction: Lincolnshire County Council  
Reason for restriction: Reconstruction of Carriageway.  
Nature and location of restriction: Road closure Order - A631 (Between A157 & a point 200m Northwest) A157 (Between 200m West & 200m East of A631) 40mph speed limit Order - A631 (Between A157 & a point 400m Northwest) A157 (Between 400m West & 400m East of A631)  
Period of restriction: 14/11/2022 - 11/12/2022. Closures 19:00 to 06:30 only. 40mph Speed Limit 24/7. (Restrictions to be implemented for days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance).
- iii. Organisation responsible for restriction: Patented Housing Ltd  
Reason for restriction: Installation of electric, water mains and sewer to new housing development.  
Nature and location of restriction: Road closure Order – A157 between Louth Road (Between A158 and Silver Street). Silver Street (Closed full length Access to be maintained for emergency services/ residents and business specifically located on Silver Street.  
Period of restriction: 31/10/22-14/11/22. (Restrictions to be implemented for 14 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance). Diversion route or access will be signposted.
- c. Enforcement  
Notification that an S215 Notice has been issued to the owners of the New Orleans Jazz Club which compelled the owners to tidy the property in accordance with that schedule. While the work is continuing on the building ELDC are satisfied that the building is not now affecting the public amenity.
- d. Withdrawn Applications  
Notification that application N/105/01291/22 relating to 5 Westgate, LN11 9YN was withdrawn on 23rd September 2022.
- e. Proposed Waiting Restrictions  
Notification that LCC propose to prohibit waiting in the vicinity of 21 Kenwick Road to 23 Kenwick Road and in the Vicinity of Mayfield Crescent junction with 25 Kenwick Road.

Item e. on the correspondence was discussed. It was considered to be an accident spot due to the increase of traffic using the newsagent which is now a pick up shop for courier parcels. It was **RESOLVED** that the Town Clerk write to LCC (TRO) again regarding the Proposed Waiting Restrictions at 21 Kenwick Road to 23 Kenwick Road requesting that they consider the following as a Town Councillor, pertinent to this situation had not be in attendance as the previous meeting: That the proposed waiting restriction is not implemented and instead a one-way system in put in place entering from over the bridge and exiting by the newsagent, further that it be recommended that the wall of the newsagent be removed to allow for more car parking there.

**P54. Proposed Works to Trees**

The following proposed works to trees was noted:

Location: The Limes, Westgate. Proposal: T1 – Beech – Remove. T2 – Plum – Remove. Reasons: T1 and T2 – Drive access.

**P55. Proposed Environmental Weight Limit**

It was **RESOLVED** to support the proposed imposition of a 7.5T Environmental Weight Limit on George Street, Gospelgate and Schoolhouse Lane, but also to request that all road markings in the area be renewed as badly worn signs add to the confusion of the one-way system.

**NB:** Cllr. GEH left at this point at 9pm.

**P56. Active Travel Scheme**

The Assistant to the Town Clerk explained the tabled results from the two LTC Active Travel Surveys completed by business owners and residents/visitors. The Committee thanked staff for the work they had undertaken on the survey results and accepted them. It was **RESOLVED** that Cllr. DH would do an independent analysis of the main results and then all the results in full, (including all suggestions / comments made in their raw state with a few redactions as supplied to Councillors by email previously), results would be published on the website, and if possible, a large version be created for display at the meeting; that 50 copies of the main results of the survey (not all the raw comments/ suggestions of residents/ visitors) , also be printed out and be available for the Active Travel Scheme meeting in the Church on Monday 17<sup>th</sup> October 2022.

**NB:** During this item Cllr. Mrs PFW left the meeting at 9:32pm.

**P57.** It was noted that the date of the next scheduled Planning Committee meeting was 1<sup>st</sup> November 2022.

The Meeting Closed at 9:24pm.

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

Dated \_\_\_\_\_

UNAPPROVED

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserv-ation Area?	Previous LTC Comments	LTC Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	N/105/ 01857/22	Consent to Display	Mr. D. Coates	1no. externally illuminated fascia sign, 2no. window vinyls, 1no. free standing externally illuminated monolith sign, 1no. free standing hoarding sign and 1no. roadside banner.	Plot 5, Lincoln Way, Fairfield Industrial Estate, North Holme Ward	No	New	Support.	10/11/2022
2	ELDC	N/105/ 01857/22	Planning Permission	Mrs. S. Wildey	Extension to existing dwelling to provide additional living accommodation.	4 Stockwith Drive, LN11 8BN, Trinity Ward	No	New	Support.	04/11/2022
3	ELDC	N/105/ 01892/22	Planning Permission	Mr. and Mrs. Sutton	Erection of a dwelling with a detached garage and construction of a vehicular access.	Julian Bower House, Julian Bower, LN11 9QN, St. Mary's Ward	No	New	In AONB. Garden grabbing? Open to meeting.	10/11/2022
4	ELDC	N/105/ 01905/22	Planning Permission	Mr. N. Sopp	Conversion of existing sports hall to create performance, assembly and examination area, together with ancillary accommodation to ground floor and creation of science labs and design technology classrooms at the first and second floors, along with the creation of a new entrance link.	King Edward VI School, Edward Street, LN11 9LL, St. Mary's Ward	Yes	New	Support but point out that the lane next to it is actually a public footpath.	02/11/2022
5	ELDC	N/105/ 01961/22	Planning Permission	InstaVolt	Installation of two rapid electric vehicle charging stations along with associated equipment.	McDonalds Restaurant, Lincoln Way, Fairfield Industrial Estate, LN11 0LS, North Holme Ward	No	New	Support	03/11/2022
6	ELDC	N/105/ 01992/22	Consent to Display	Miss R. Kendrew	1no. free standing internally illuminated totum sign.	McDonalds Restaurant, Lincoln Way, Fairfield Industrial Estate, LN11 0LS, North Holme Ward	No	New	Support but have concerns over height	10/11/2022
7	ELDC	N/105/ 00281/21	Planning Permission	Mr. C. Bowen	Change of use of land to site 12no. holiday cabins, provision of a communal bin store, cycle stores and erection of a fence and entrance gates to the maximum height of 1.5m. Amendment: Amended layout submitted and revised Design and Access Statement and Heritage Impact Assessment.	Thorpe Hall, Lincoln Road, South Elkington, LN11 0QR, Binbrook Ward	Yes	Louth Town Council considered this application on 9th November 2021 and continue to strongly object as previously on the grounds that this application is totally inappropriate for a Grade II* listed property. The gardens were laid down in 1906 by Gertrude Jekyll the famous and celebrated garden designer, the rest is a "Deer Park" of renown. This is one of the most important houses in Louth. It is very close to the roundabout in a 60mph speed limit so could have very poor access problems. The Civic Trust strongly object. There has been no historical assessment. The Environment Agency and the Council are concerned that there are no drainage plans. It can be seen that the land drains downhill towards the river Lud, details of the proposed drainage scheme are a necessity. The property is in the AONB and within the curtilage of the Gertrude Jekyll gardens. The Council is not against progress but feel that this sort of venture needs to be good quality and has got to be the right development in the right place. The Council wants the town to flourish, nothing stays the same, everything changes but it is looking after its heritage for the generations to come. Thorpe Hall has been in existence since the 1600's and it is really important that it is ensured that it be there for future generations and the grounds are integral to the house and history of the site	Continue to object as previously on the grounds that this application is totally inappropriate for a Grade II* listed property. The gardens were laid down in 1906 by Gertrude Jekyll the famous and celebrated garden designer, the rest is a "Deer Park" of renown. This is one of the most important houses in Louth. It is very close to the roundabout in a 60mph speed limit so could have very poor access problems. The Civic Trust strongly object. There has been no historical assessment. The Environment Agency and the Council are concerned that there are no drainage plans. It can be seen that the land drains downhill towards the river Lud, details of the proposed drainage scheme are a necessity. The property is in the AONB and within the curtilage of the Gertrude Jekyll gardens. The Council is not against progress but feel that this sort of venture needs to be good quality and has got to be the right development in the right place. The Council wants the town to flourish, nothing stays the same, everything changes but it is looking after its heritage for the generations to come. Thorpe Hall has been in existence since the 1600's and it is really important that it is ensured that it be there for future generations and the grounds are integral to the house and history of the site	02/11/2022

Our Ref	Author-ity	Application No		Type	Applicant	Proposal	Location / Ward	Conserv-ation Area?	Previous LTC Comments	LTC Planning Working Group Comments	Expiry Date for LTC Comments
8	ELDC	N/105/	0198/22	Planning Permission	M. Preston	Change of use, conversion of and alterations to the existing mixed use building, which currently comprises of ground floor commercial use and first floor flat, into 2no. dwellings.	49 RAMSGATE, LOUTH, LN11 0NG - St James Ward	No	New	Have no objections to the conversion in principle but have concerns about the design, layout and small rooms.	16/11/2022
9	ELDC	N/105/	01857/22	Consent to Display	Duncan and Toplis	Consent to display 2no. externally illuminated elevation signs (1no. on south elevation and 1no. on east), 1 no. free standing monolith sign and 1no. free standing car park entrance sign. <b>Amendment (to 1 above):</b> Amended description to better reflect proposals, in accordance with amended information received.	Plot 5, Lincoln Way, Fairfield Industrial Estate, North Home Ward	No	New	Not received in time for Planning Working Group to consider.	18/11/2022



## PLANNING COMMITTEE 1<sup>ST</sup> NOVEMBER 2022 PLANNING CORRESPONDENCE TO NOTE

### 1. ELDC Planning Decisions

- a. Approved – N/105/01489/22 – Planning Permission – 4 Union Street - LTC supported
- b. Approved – N/105/01568/22 – Planning Permission – 56 Horncastle Road - LTC supported
- c. Approved – N/105/01567/22 – Planning Permission – 1 Southfield Houses, Kenwick Road - LTC supported
- d. Approved – N/105/01607/22 – Planning Permission – Plot59, Bolingbroke Road – LTC supported
- e. Approved – N/105/01183/22 – Planning Permission – 84 Church Street – LTC objected
- f. Approved – N/105/01495/22 – Planning Permission – 12 Market Place – LTC supported
- g. Approved – N/105/02321/22 – Planning Permission – Former Louth Wallis House – LTC supported
- h. Approved – N/105/01465/22 – Outline Planning Permission – 17 Queen Street – LTC supported

### 2. Temporary Road Closures

- a. Organisation responsible for restriction: LCC

Reason for restriction: Fireworks

Nature and location of restriction: Road closure Order – B1200 Elkington Road (Between Westgate and A16 Elkington Roundabout), No waiting and loading at any time Order A16 Louth Bypass, B1200 Elkington Road, 40mph speed limit Order – A16 Louth Bypass

Period of restriction: 5/11/22 – 17:00 to 21:00 (Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance) Alternative route or access arrangements: Diversion routes and vehicular or pedestrian access arrangements will be signposted.

- b. Organisation responsible for restriction: LCC

Reason for restriction: Remembrance Parade

Nature and location of restriction: Road closure Order – - Louth: Upgate, Mercer Row, Market Place, Eastgate, Northgate, Ramsgate

Period of restriction: 13/11/2022 (Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)

Alternative route or access arrangements: Diversion routes and vehicular or pedestrian access arrangements will be signposted.

08-30-22 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON THURSDAY 30<sup>TH</sup> AUGUST 2022**

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

**Councillors:** J. Baskett (JB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), M. Lamb (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), B. O'Brien (BO), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**Councillors not present:** Mrs. E. Ballard (EB), M. Bellwood (MB), J. Garrett (JG), G.E. Horton (GEH), K. Norman (KN) and J. Simmons (JS).

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

**C12. Apologies for Absence**

Apologies for absence were received from Cllr. Mrs. EB, JG, GEH, KN and JS.

**C13. Declarations of Interest / Dispensations**

Cllr. Mrs. JMS item 7 as a member of ELDC

Cllr. DJEH item 7 as on the ELDC scrutiny group.

**C14. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 5th July 2022 be approved as the Minutes.

**C15. Cemetery**

It was noted that following discussions on 5th July the Town Clerk had enquired of ELDC as to whether planning permission would be required to demolish the old Cemetery Workshop building. A response had not yet been received. In the meantime, following the Cemetery Review undertaken on 23rd August it had emerged that permission might also need to be sought from the Diocese. The final report generated from the Cemetery Review was expected to be with the Council by 30th September 2022.

**C16. Queen's Jubilee Parish Council Grant**

It was noted that further to discussion of the above on 5th July 2022, a grant of £1,000 had been approved by ELDC, for use by LTC on a commemorative bench, this was received on 23rd August 2022.

**C17. Allotments**

It was **RESOLVED** that the rent charge made to the Allotments Association be increased to £790 from 2023 and that this be increased per year by RPI. This figure mirrored the cost of rent paid by LTC for the Trinity Centre allotments only per year.

**C18. London Road Pavilion**

The updated report from ELDC was noted and it was **RESOLVED** that all partners (Hockey, Football and Cricket Clubs) would be invited to the LTC meeting on 20th September 2022 along with Mr. J. Lascelles from KEVIGS to provide an update on 'The Partnership'.

**C19. Next Meeting**

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 1st November 2022.

The Meeting Closed at 9:41pm.

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

07-05-22 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 5<sup>TH</sup> JULY 2022**

**Present**

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

**Councillors:** S Crew (SC), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (JMS),  
J. Simmons (JS) and D. Wing (DEW).

**Councillors not present:** Mrs. E. Ballard (EB).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent, Cllrs: MB, ML and AL 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**

Cllr. Mrs. EB.

**H4. Declarations of Interest / Dispensations**

Mrs. JMS – item 6 as a member of ELDC.

**H5. Minutes**

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 22<sup>nd</sup> March 2022 be approved as the Minutes.

**H6. Appraisals**

Cllr. Mrs. JMS to contact ELDC and arrange for a Zoom meeting to take place with all committee members and the Town Clerk regarding current staff appraisal rolling programmes.

**H7. Closed Session**

The Council **RESOLVED** to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party nature in relation to:

- a) **Mayor's Serjeant** – it was **RESOLVED** that Mrs. Sandra Dykes would be the new Mayor's Serjeant and should be recompensed for expenses (twice yearly) as per budget. Further it was agreed that the Town Clerk should look to provide items of uniform as required (funds to be taken from the Civic budget). Cllr. Mrs. JMS thanked the Town Clerk's assistant for standing in as Mayor's Serjeant over the past year.

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

**H8. Next Meeting**

The Committee noted that the date of the next scheduled Personnel Committee meeting was 1st November 2022.

The Meeting Closed at 9.42pm.

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

Dated \_\_\_\_\_