

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee and Governance and Finance Committee which will be held on Tuesday 15th December 2020 by Zoom Video Conference at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7pm unless there is a need to hold a public forum. Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) should advise the Town Clerk, using the above email address, in advance and may 'join' the meeting using the following details:

To join by computer: <https://us02web.zoom.us/j/88116898339?pwd=MDN6emcrQUFqU1B6Zk83aUlnNUh3QT09>

Meeting ID: 881 1689 8339, Passcode: 233687

To join by telephone:

+44 203 901 7895, +44 131 460 1196, +44 203 051 2874, +44 203 481 5237, +44 203 481 5240

Meeting ID: 881 1689 8339, Passcode: 233687

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

A handwritten signature in blue ink, appearing to read 'L.M. Phillips'.

Mrs. L.M. Phillips

Town Clerk

Dated this 10th Day of December 2020

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 17th November 2020.
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 12-15-20). (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

Committee to comment, if required, on the following proposed works to trees:

- a. **Location:** 18 Blue Stone Rise – **Proposal:** T3 – Lime – Current height 17m and spread 10m; raise canopy by 7m and reduce lower western canopy by approximately 2m to suitable growth points – **Reasons:** To allow more light into the garden.
- b. **Location:** 32B Westgate – **Proposal:** T1 – Apple – Remove – **Reasons:** Low amenity value.
- c. **Location:** 32B Westgate – **Proposal:** G1 – 2 x Willow – Fell – **Reasons:** Showing signs of decay.

7. Waiting Restrictions Consultation

Committee to note that LCC have received requests to implement waiting restrictions on Westgate and Upgate (see attached). Committee to consider supporting.

8. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 19th January 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 on 17th November 2020.

4. Budget 2021/22

- a. Committee to receive and discuss draft budget and resolve upon a recommendation from FOG to put to Town Council on 19th January 2021.

5. Next Meeting

Council to note that the date of the next scheduled Governance and Finance Committee meeting is 2nd February 2021.

11-17-20 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD ONLINE BY ZOOM VIDEO CONFERENCE
ON TUESDAY 17th NOVEMBER 2020**

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

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. 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), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

Councillors not present: A. Cox (AC).

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

Public Forum

A member of the public wished to object to a planning application to mount a digital hoarding on a wall in Eastgate, they felt that the location, directly opposite the Orme Almshouses, being of historic interest (Grade II Listed) was not appropriate. Further, the member of the public had concerns regarding the distraction of such a hoarding to traffic travelling along Eastgate and Ramsgate. As most of those living in the Almshouses were elderly and did not use IT, the member of the public wished to know how to make a complaint to ELDC Planning without using the internet. Cllr. AL suggested that written letters should be sent to him which he would scan and then email to the Planning Department at ELDC.

163. Apologies for Absence

No apologies for absence were received.

164. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a) Cllr. GEH – Item 7 as daughter is a Senior Housing Officer at ELDC.
- b) Cllr. Mrs. JMS –
- c) items 4, 5 and 6 as a member of ELDC.
- d) Cllrs. DJEH – planning items as a member of ELDC Planning Committee.
- e) Cllr. AL – Planning applications 1 and 3 as known to the applicants.
- f) Cllr. Mrs. EB – Planning application 1, 3 and 7 as known to the applicant.
- g) Cllr. KN – Planning application 1 as known to the applicant.
- h) Cllr. FWPT – Planning application 1 as known to the applicant.
- i) Cllr. Mrs. PFW – Planning application 1 as known to the applicant.
- j) Cllr. Mrs. SEL – Planning application 1 as known to the applicant.
- k) Cllr. JS – Planning application 2 as had worked for them.

165. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 20th October 2020 be approved as the Minutes.

166. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 11-17-20) and **RESOLVED** as follows:

- a) N/105/01913/20 - 152-154 Eastgate – objected to this application on the grounds:

Effect on listed buildings and conservation area

This internally illuminated, wall mounted, digital hoarding would be completely out of place directly opposite to the Grade II Listed Almshouses and the Grade II Listed War Memorial. The proposed materials would be out of keeping with and would therefore have a detrimental impact on Louth's Conservation Area, within which this proposal is located. It would cause a significant change to the character and appearance of a main entrance to the town located within the Conservation Area. Louth Town Council would like to see a Heritage Assessment carried out.

Overbearing nature of the scheme / Noise and disturbance from the scheme

This proposal with its intermittently changing and bright flashing images would cause light pollution and be a disturbance to and annoyance to the elderly residents of the Almshouses, who live directly opposite and who currently enjoy reasonably tranquil surroundings for a town centre location. It would be crass and visually invasive. It would also be disrespectful to the town's War Memorial which is also directly opposite, especially during sombre times of remembrance when a significant portion of the town gathers here to pay their respects to the town's war dead.

Highway safety

This proposal being located immediately adjacent to a roundabout and also on one of the main entrances/exits of the town, near to Morrison's where there is considerable movement of pedestrians and vehicles is dangerous and would cause a hazard to drivers and pedestrians alike as it would draw and divert the attention of all.

Other concerns

Louth Town Council is concerned that this proposal will have no benefit to Louth; neither local businesses, nor the promotion of employment opportunities. It is administered by Carter Jonas, a national agency whose application has no regard for the locality. It would be an eyesore imposed by remote commercial interests. The application also contains many inaccuracies and contradictions like quoting street names that don't exist, muddling whether it is or isn't in a Conservation Area. It has clearly been prepared by someone as a cut-and-paste exercise with no knowledge of, or regard to the location.

- b) N/105/01942/20 - Aldi Stores - objected to this application on the grounds that allowing this condition to be altered could have a detrimental impact on the vitality and viability of the town centre. Louth Town Council believe that this condition was imposed originally to deter shoppers from being drawn to just one location for all of their needs. It was imposed to assist the other businesses of the town and give them a chance of drawing custom from shoppers who might originally have only intended to visit just Aldi. Thereby assisting in maintaining the vitality and viability of the town centre and the unique shopping experience that Louth offers.
- c) N/105/02041/20 – Hallam's Close - objected to this application on the grounds:

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.

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.

Other Concerns

Louth Town Council is concerned that:

- 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.
- d) All other planning applications were supported.

167. Planning Correspondence

The following correspondence was noted.

a) ELDC Planning Decisions

- i) Approved – N/105/01559/20 – Planning Permission – Meridian House Units 3 and 4 – LTC Objected
- ii) Approved – N/105/01594/20 – Planning Permission – 79 Brackenborough Road – LTC supported
- iii) Approved – N/105/01554/20 – Planning Permission – 107 Update – LTC Supported
- iv) Approved – N/105/01619/20 – Planning Permission – 37 Sandringham Drive – LTC Supported
- v) Approved – N/105/01511/20 – Planning Permission – 9 South Terrace – LTC Supported
- vi) Approved – N/105/01453/20 – Planning Permission – 1 Hill Terrace – LTC Supported
- vii) Approved – N/105/01458/20 – Planning Permission – 3 Gospelgate – LTC Supported

- b) **Enforcement**
 - i) Location: 73 Eastgate, Installation of metal shutters to a Grade II Listed Building
- c) **Temporary Traffic Restrictions**
 - i) ORGANISATION RESPONSIBLE – Northern Powergrid
Charles Street (between 16m & 65m South of Hawthorne Avenue) current – extended now to 30/10/20

168. Proposed Works to Trees

The following proposed works were noted:

- a) Location: Spout Yard Park Proposal: T1 -- Goat Willow -- Pollard to a height of 2.5m. T2 Silver Birch - Crown lift to 4m. T3 -- Alder No work required. T4 -- Rowan -- Remove crossing, rubbing, diseased and dead branches as well as the lower branch which hangs into the park over the path. T5 Alder Remove top 2 metres from front stem of T5 Alder, at node to reduce weight on that stem.

169. Report from Chairman of Planning following attendance at ELDC Housing Demand Stakeholder Workshop

Cllr. SC gave a brief overview of the ELDC Housing Demand Stakeholder Workshop. Cllr. SC reported that she would also be attending a follow up from this, but assured Councillors that answers given would be her own personal views unless she knew it was the view of the Planning Committee as a whole.

170. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 15th December 2020.

The Meeting Closed at 7:58pm.

Signed _____ (Chairman) Dated _____

| Our Ref | Authority | Application No | Type | Applicant | Proposal | Location / Ward | Conservation Area? | Previous LTP Comments | WG Recommendations | Expiry Date for LTP Comments |
|---------|-----------|-----------------|----------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1 | ELDC | N/105/ 01954/ | Planning Permission | Mr. J. Guiliatt | Extension and alterations to the existing dwelling to provide an attached single garage and utility with a first floor enlarged bedroom and an additional bedroom over on the site of part of the existing dwelling which is to be demolished. | 10 Sandringham Drive, LN11 0JE, North Holme Ward | No | None | Support. | 16th December 2020 |
| 2 | ELDC | N/105/ 02010/20 | Detailed Particulars | Mr. R. Douglas | Detailed Particulars relating to the erection of 26no. detached houses, 13no. pairs of semi detached houses, 3no. blocks of 3no. houses, 3no. blocks of 4no. houses, 1no. block of 6no. houses, 1no. block of 7no. houses (86no. dwellings in total) and associated garages, provision of associated open space, attenuation ponds and swales and a childrens play area (outline planning permission N/105/00431/17 - erection of up to 89no. dwellings approved on 30th July 2018). | Land Off Lebourne Road, St Mary's Ward | No | 3/7/17 - Louth Town Council again unanimously (of those voting) OBJECT to this application for the same reasons as previously submitted with the additional justification of the Anglian Water Report and wildlife considerations. The local District Councillor has been requested to Call in the Application to ensure that it is discussed by the Planning Committee. 15/5/17 - Louth Town Council again OBJECT to this amended application for the same reasons as originally logged and emphasise that the creeping development that is now occurring goes against the Public Inquiry recommendations in this area which is not sustainable and will result in insufficient S106 agreements that do not provide the required level of facilities 30/3/17 - Louth Town Council OBJECTS to this application on the following grounds: 5 year Housing supply already satisfied, Area of land abuts that which was dismissed by Public Enquiry Historic Surface Water Issues on land with steep gradient making solutions more problematic 1.9km from Town Centre making non car journeys less likely and will add to traffic issues in / around the town. Impact on area of landscape value and cumulative impact with recently approved adjacent site. Ecology survey may have been edited before submission from original report. Believed to be owls, bats and newts requiring protection. | Object on the grounds of flooding. Historically, this is an area which has frequently flooded and the proposed attenuation pond is too small for likely water capture. There is also no evidence of a culvert to drain water off when full and there is no information about who will maintain the attenuation pond (example at Sturt Close where no maintenance has been evident since building and culvert now completely overgrown and unable to function). SUDs plan not evident. There should be no problem with the proposed layout if a SUDs scheme is properly implemented. We understand that the EA are doing a full study of the water runoff in the area following problems with Stewton Beck. This development will also run additional water into Stewton Beck increasing the problems. | 18th December 2020 |
| 3 | | N/105/ 02064/20 | Planning Permission | Mrs. J. Mallender | Single storey extension to existing house to provide an enlarged kitchen, diner and lounge area. | 46 Hawthorne Avenue, LN11 0LD, St James Ward | No | None | Support. | 16th December 2020 |
| 4 | | N/105/ 02072/20 | Section 73 | Mr. I. Fletcher | in relation to condition no. 6 (Access) previously imposed on planning permission ref. no. N/105/01656/19 for erection of a house. | Plot at Rowar, House 3, Crowtree Hill, St. Mary's Ward | No | Louth Town Council objected to this application on 8th October 2019 and were of the opinion that the proposals are an example of garden grabbing. The Council were also concerned that proposals went against original permissions for the site which stipulated that the middle entrance should only be used by Rowar House. Councillors also believed that neighbouring properties would experience a loss of privacy and overlooking and that the suggested arrangements for parking for such a large house were inadequate. Finally, because houses in the area tend to be large but also have very large gardens they considered these proposals to be out of keeping and thought that their design, appearance and massing would be overbearing in the setting. | | 16th December 2020 |
| 5 | ELDC | N/105/ 02125/20 | Planning Permission | Ms D. Lait | Change of use, conversion of, alterations to existing house to provide 2 no. houses with provision of vehicular parking. | 121 - 123 Church Street, LN11 9DE, Priory Ward | Yes | None | Support. | 16th December 2020 |
| 6 | ELDC | N/105/ 02181/20 | Planning Permission | Mr. & Mrs. Fuller | Extension and alterations to existing dwelling to provide additional living accommodation to include a study in the roof space and cladding to existing extension. | 11A Willow Drive, LN11 0AH, St. Margaret's Ward | No | None | Support. | 22nd December 2020 |

| Our Ref | Authority | Application No | Type | Applicant | Proposal | Location / Ward | Conservation Area? | Previous LTP Comments | WG Recommendations | Expiry Date for LTP Comments |
|---------|-----------|-----------------|---------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------|-----------------------|--------------------|------------------------------|
| 7 | ELDC | N/105/ 02188/20 | Planning Permission | DS Smith Packaging Ltd | Replace existing flat roof with pitched roof. | Windsor Road, Fairfield Industrial Estate, LN11 0YG, North Holme Ward | No | None | Support | 24th December 2020 |
| 8 | ELDC | N/105/ 02260/20 | Planning Permission | Mr. and Mrs. Lacey | Extension and alterations to the existing dwelling to provide an enlarged kitchen. | 175 Eastfield Road, LN11 7AS, Trinity Ward | No | None | | 2nd January 2020 |
| 9 | ELDC | N/105/ 02255/20 | Section 73 App | Mr. A. Holdsworth and Ms. L. Francis | Section 73 application in relation to condition no. 2 (approved plans), condition no. 4 (foul drainage), condition no. 5 (existing hedge to be retained), condition no. 6 (domestic access and turning space), condition no. 7 (floor slab levels), condition no. 11 (details of boundary treatment), condition no. 12 (materials schedule) and condition no. 14 (contamination) imposed on planning permission ref. no. N/105/01716/17 for erection of a house. | Former Quarry, Uppgate, LN11 9HF, St. Mary's Ward | | | | 3rd January 2020 |

PLANNING CORRESPONDENCE TO NOTE

ELDC Planning Decisions

Approved – APP/D2510/D/20/3256643 – Planning Permission Appeal – 54 Westgate – LTC Objected
Approved – LCC - PL/009/20 – Planning Permission - St Bernard's School, Wood Lane – LTC supported but requested one-way system considered
Approved – ELDC - N/105/01928/20 – Planning Permission - 16 Ashley Road – LTC Supported
Approved – ELDC - N/105/01825/20 – Section 73 – Luda Barns, Keddington Corner, Louth – LTC Supported
Approved – ELDC - N/105/01613/20 – Planning Permission – 6 Northgate – LTC Supported
Approved – ELDC - N/105/01690/20 – Planning Permission – 15 David Avenue – LTC Supported
Approved – ELDC - N/105/01697/20 – Planning Permission – 59 Wallis Road – LTC Supported
Approved – ELDC - N/105/01591/20 – Planning Permission – 28 Bradley Close – LTC Supported
Approved – ELDC - N/105/01632/20 – Planning Permission – 3 Westmour Units, Warwick Road – LTC Supported
Approved – ELDC - N/105/01458/20 – Planning Permission – 3 Gospelgate – LTC Supported
Approved – ELDC - N/105/00981/20 – Section 73 – Former Julian Bower Playing Fields - LTC Objected
Approved – ELDC - N/105/01624/20 – Consent to Display – Starbucks, Bolingbroke Road – LTC Supported.
Refused – ELDC - N/105/01913/20 – Consent to Display – 152-154 Eastgate – LTC Objected
Approved – ELDC - N/105/01816/20 – Planning Permission – Pocklington Renault, North Holme Road – LTC Supported

Enforcement

Location: 17 Mercer Row – vinyl to shop stall riser and fascia - ELDC written to inform them of breach of planning control.
Location: 14 Westgate - installation of satellite dish – being investigated by ELDC.

Temporary Traffic Restrictions

ORGANISATION RESPONSIBLE – MLP Traffic Ltd

Northgate between Eastgate and a point 25m North) on 17/1/2021

ORGANISATION RESPONSIBLE – Anglian Water

Charles Street (Between 30m and 65m south of Hawthorne Avenue) between 12/1/21 and 14/1/21

County Offices, Newland,
Lincoln, LN1 1YL
www.lincolnshire.gov.uk

CWC 3/12
PL 15/12



Our Ref: WEST/H/KF/625
Date: 25th November 2020

Lincolnshire County Council
Place Directorate
Highways Asset Management
Minor Works and Traffic
Lancaster House
36 Orchard Street
Lincoln
LN1 1XX
Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

To whom this may concern

Dear Sir/Madam

WESTGATE, LOUTH – WAITING RESTRICTIONS

Lincolnshire County Council recently received a request to implement waiting restrictions on Westgate in Louth.

Investigations have shown that vehicles are experiencing difficulties in this area due to inconsiderate parking. Visibility is impaired with both vehicles and pedestrians experiencing issues.

The restrictions are intended to improve visibility and safety for all users. The proposal is shown on the attached plan (H/KF/625/001).

Before proceeding further, I wish to consider the views of residents and organisations who may be interested in this matter. If your comments are in the form of an objection to the proposals and if they cannot be resolved, they will be reported through the County Council's procedures at the appropriate time.

Any observations on these proposals should reach me in writing or via email by 4th January 2021.

Yours faithfully

For Programme Leader Minor Works and Traffic



County Offices, Newland,
Lincoln, LN1 1YL
www.lincolnshire.gov.uk



Our Ref: WEST/H/KF/618
Date: 25th November 2020

To whom this may concern

Lincolnshire County Council
Place Directorate
Highways Asset Management
Minor Works and Traffic
Lancaster House
36 Orchard Street
Lincoln
LN1 1XX
Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

UPGATE, LOUTH – WAITING RESTRICTIONS

Lincolnshire County Council recently received a request to implement waiting restrictions on Upgate in Louth.

Investigations have shown that vehicles are experiencing difficulties in this area due to inconsiderate parking. Visibility is impaired with both vehicles and pedestrians experiencing issues.

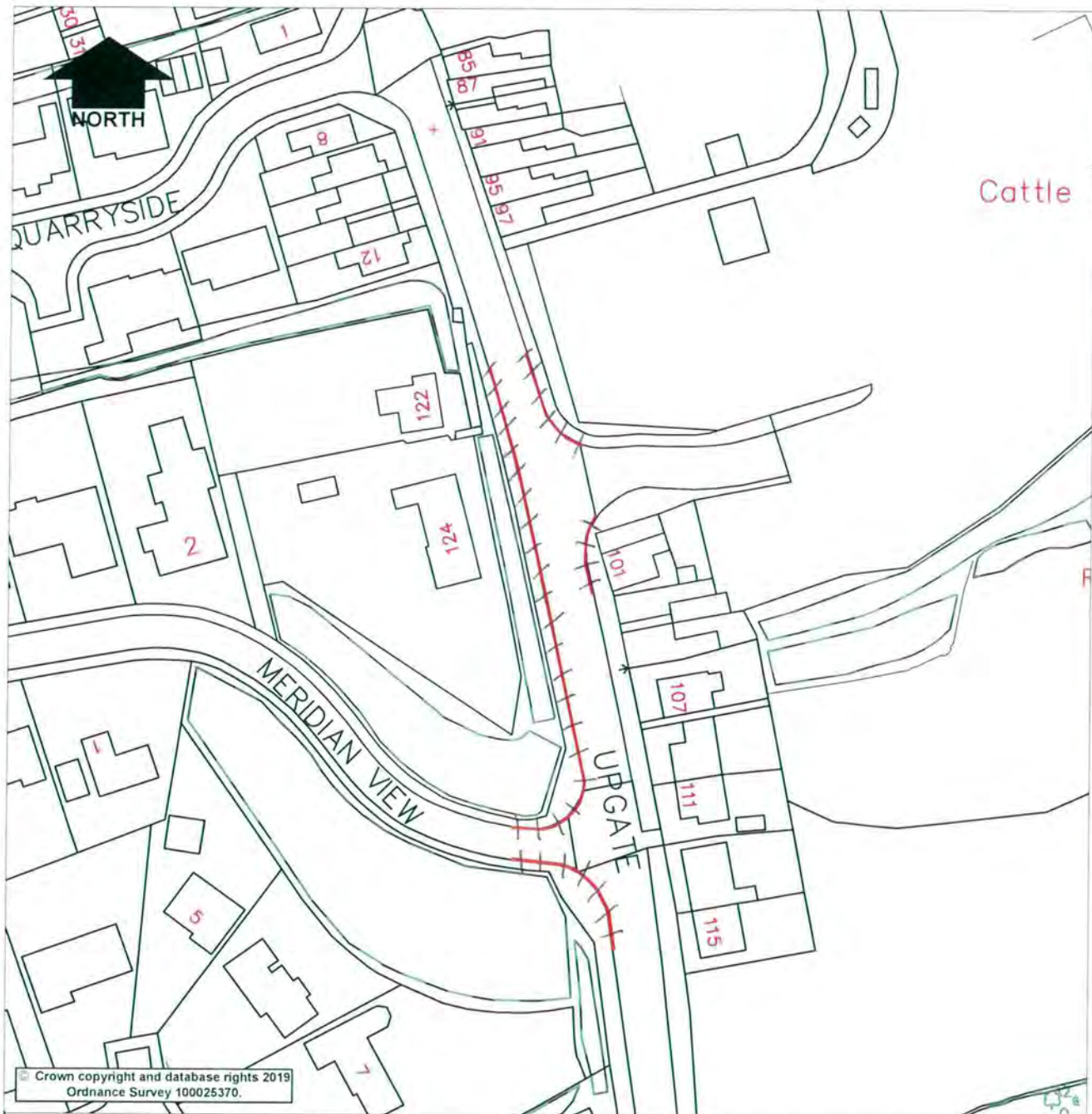
The restrictions are intended to improve visibility and safety for all users. The proposal is shown on the attached plan (H/KF/618/001).

Before proceeding further, I wish to consider the views of residents and organisations who may be interested in this matter. If your comments are in the form of an objection to the proposals and if they cannot be resolved, they will be reported through the County Council's procedures at the appropriate time.


Any observations on these proposals should reach me in writing or via email by 4th January 2021.

Yours faithfully

For Programme Leader Minor Works and Traffic



Key



Proposed 'No Waiting At Any Time'
(Double yellow lines)

Lincolnshire
COUNTY COUNCIL
Highways Alliance

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

| Rev | Description | Drawn | Ch'kd | Auth | Date |
|---------------|---------------------------------------|-------|-------|--------|-------|
| | Update, Louth | KF | | | 11/20 |
| | | Ch'kd | | Date | |
| Status | Project No | Arch | | Transd | |
| | 618 | | | | |
| Drawing Title | Proposed No waiting At any time | | | Scale | NTS |
| Drawing No | H/KF/618/001 | | | Rev | 0 |

11-17-20 GF MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD ONLINE USING THE ZOOM PLATFORM
ON TUESDAY 17th NOVEMBER 2020**

Present Cllr. Mrs. E. Ballard (EB), (in the chair).

Councillors: J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. 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), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

Councillors not present: A. Cox (AC)

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

171. Apologies for Absence

No apologies for absence were received.

172. Declarations of Interest / Dispensations

Cllr. JS – item 4 as haS worked for one of those groups that have applied for a grant application. Cllr. JS to leave the meeting during this item due to being a pecuniary interest.

173. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 3rd November 2020 be approved as the Minutes.

NB: Cllr. JS left the meeting at 8:01pm returning at 8:24pm. Cllr. DJ left the meeting at 8:07pm.

174. Closed Session Item

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:

- a. Grants – Following discussions it was **RESOLVED** to award a grant of £1,200 to Louth and District Help for the Homeless (application 1). Further, the Town Clerk to request from Louth Playgoers Society Ltd. (application 2) updated information regarding their situation following lockdown. A revised report to be brought back to a future meeting. It was noted that this type of organisation (ie Theatre) would be eligible for funding under Section 145 of the Local Government Act and so if awarded a grant, it should not be taken from the S137 budget.

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

175. Next Meeting

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 1st December 2020.

The Meeting Closed at 8.25pm.

Signed _____ (Chairman)

Dated _____

Louth Town Council

Draft Budget 2021/22

| | Actual 2019/20 | Annual Budget + c/f's 2020/21 | Actual Year To 30/9/20 | Projected 2020/21 | Proposed 2021/22 | |
|---------------------------------------------------------------|-------------------|----------------------------------|---------------------------|----------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 101 Governance and Finance | | | | | | |
| 1002 Miscellaneous | 16 | 50 | 0 | 50 | 50 | |
| 1190 Interest Received | 932 | 300 | 35 | 300 | 300 | |
| Governance and Finance :- Income | 948 | 350 | 35 | 350 | 350 | |
| 4020 Office Administration Costs | 1,877 | 2,600 | 1,612 | 2,600 | 4,500 | Stationery, equipment, IT consumables/upgrade year and workstation |
| 4022 Postage | 195 | 250 | 137 | 250 | 300 | Reduced in 18/19 originally to save time and costs Cllrs agree to review amounts and agenda by email Slight increase suggested in 21/22 to allow for price increases |
| 4023 Meeting Expenses | 91 | 300 | 0 | 0 | 300 | Allows for room hire for ATM and ad-hoc public meeting |
| 4024 Councillors Expenses | 245 | 500 | 0 | 100 | 500 | Allows for a claim of £20 by each Cllr for mileage |
| 4025 Insurances | 5,193 | 5,300 | 5,166 | 5,166 | 5,300 | In 21/22 Council will enter into year 3 of 3 year deal (Price may increase slightly as need to add reinsurance (parade insurance)) |
| 4026 Fees and Subscriptions | 2,467 | 2,700 | 2,442 | 2,700 | 2,750 | LALC + NALC, LALC Training Scheme, FBCA, ICCM 2750 allows for a 10% increase in price |
| 4028 Audit Fee (Internal & External) | 800 | 1,000 | 0 | 1,000 | 1,000 | |
| 4750 Contingency | 60 | 500 | 0 | 500 | 500 | |
| Governance and Finance :- Indirect Expenditure | 10,928 | 13,150 | 9,357 | 12,316 | 15,150 | |
| 401 Community Resources Day to Day | | | | | | |
| 1000 Property Income | 97,743 | 714 | 701 | 714 | 1,000 | Athletics = £1, DMH = £250, Wayleaves £130, MV = £1, JB (M) = £135, Asway = £500 JB (G) = £80 |
| 1001 Allotment Rent Received | 550 | 575 | 550 | 550 | 550 | |
| 1002 Miscellaneous | 203 | 100 | 0 | 100 | 200 | |
| 1009 LCC Contribution (Grass) | 4,676 | 4,817 | 0 | 4,864 | 4,864 | LCC have confirmed contribution will not be lower than this in 21/22 |
| 1010 Interments | 15,351 | 23,000 | 8,315 | 17,000 | 17,000 | |
| 1011 Monuments | 5,760 | 5,500 | 4,292 | 5,500 | 6,000 | |
| 1012 Exclusive Burial Rights | 10,566 | 8,000 | 10,038 | 12,000 | 12,000 | |
| 1013 Plaques | 214 | 214 | 0 | 214 | 214 | |
| 1014 Chapel Rent | 1,278 | 1,000 | 107 | 407 | 407 | |
| Community Resources Day to Day :- Income | 136,341 | 43,920 | 24,003 | 41,349 | 42,235 | |
| 4001 Salaries | 37,870 | 42,000 | 20,989 | 42,000 | 46,000 | Allows for 2 x 2 increases |
| 4002 Employers Costs Super / NI | 6,773 | 13,000 | 3,857 | 8,000 | 13,000 | Allows for increase in employers superannuation contributions and 2 members of Pension Scheme |
| 4003 Grave Digging | 3,600 | 3,400 | 2,100 | 3,400 | 3,600 | |
| 4005 Community Payback Team | 1,230 | 3,120 | 0 | 0 | 3,120 | |
| 4027 Training | 564 | 1,700 | 200 | 500 | 1,700 | For staff & Cllrs outside of LALC Training Scheme |
| 4104 Civic Property | 500 | 500 | 15 | 15 | 500 | Repairs to civic regulation/signage of mayor's board |
| 4200 Clocks / Floodlights | 2,320 | 2,000 | 260 | 2,400 | 2,400 | |
| 4205 Christmas Lights / Celebrations | 11,156 | 13,844 | 0 | 10,500 | 12,500 | Annual safety testing of category wires, election and dismantling of cross street lights, tree lights and chrl lights, attendance of electricians at switch on, purchase of tree decorations and banners, assistance in erecting tree |
| 4210 Lovely Louth Competition | 262 | 550 | 15 | 250 | 550 | Summer and winter competition, awards and presentation |
| 4220 CCTV Maintenance | 4,515 | 4,515 | 0 | 4,515 | 4,515 | ELDC have confirmed cost for 21/22 |
| 4222 Street Furniture Maintenance | 0 | 3,000 | 0 | 3,000 | 3,000 | Repair and replacement of benches, bins, signs etc |
| 4223 Amenity Grass Cutting | 14,877 | 23,142 | 9,918 | 20,000 | 23,500 | Allows for approximately 14 cuts with a cylinder mower and follow up strimming |
| 4280 Floral / In Bloom | 2,265 | 3,735 | 1,596 | 3,192 | 3,000 | Town Centre planting, watering and floral enhancement |
| 4282 Hubbards Hills Mtce Contrib. | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 | Requested by Trust |
| 4285 Minor Mtce & Cleaning Services | 4,213 | 4,700 | 685 | 3,000 | 4,700 | Cleaning at 5th and Cem Chapel and Toilets Minor repairs |
| 4302 Security / Fire | 1,500 | 2,000 | 965 | 2,000 | 8,000 | Fire safety, alarm monitoring and maintenance contracts, call outs and minor repairs, new alarm system |
| 4303 SH Utilities | 3,147 | 6,500 | 1,962 | 5,000 | 6,500 | |
| 4304 SH Communications | 1,499 | 1,530 | 719 | 1,530 | 1,530 | 2 x phone lines, wifi and photocopy printing |
| 4306 SH Rates | 5,524 | 5,600 | 5,614 | 5,614 | 5,650 | |
| 4307 SH Building Maintenance | 600 | 600 | 0 | 600 | 2,000 | Repairs to damp affected areas |
| 4308 SH Statutory Equipment Checks | 0 | 250 | 139 | 139 | 250 | |
| 4501 Cem Rates | 678 | 1,000 | 792 | 792 | 1,000 | |
| 4505 Cem Utilities | 1,734 | 2,800 | 619 | 2,000 | 2,000 | |
| 4506 Cem Communications | 0 | 500 | 0 | 0 | 500 | Current staff use their own phones This amount left in case of staff changes in future |
| 4520 Cem Maintenance-Supplies | 2,196 | 1,800 | 956 | 1,800 | 2,000 | |
| 4530 Cem Grass Cutting / Strimming | 5,896 | 8,104 | 2,689 | 7,000 | 7,000 | |
| 4531 Cem Fuel - Equipment | 307 | 500 | 439 | 500 | 650 | |
| 4532 Cem Waste Disposal | 1,089 | 1,667 | 938 | 1,667 | 1,750 | Increased slightly to account for possible price rise |
| 4533 Cem Vehicle Running Costs | 1,461 | 3,000 | 130 | 2,000 | 2,000 | Insurance, MOT, service, replacement parts and labour |
| 4540 Cem Protective Clothing | 395 | 600 | 0 | 600 | 600 | Steel toe boots, uniform (flavours, trousers etc) |
| 4550 Cem Plants, Shrubs, Trees etc | 0 | 400 | 400 | 400 | 400 | |
| 4551 Cem General Repairs/Maint. | 2,234 | 3,000 | 582 | 3,000 | 3,000 | |
| 4552 Purchase of Plaques | 30 | 60 | 0 | 60 | 60 | |
| 4600 Cem Equipment Replacement | 2,000 | 2,000 | 213 | 2,000 | 3,000 | Rolling programme of replacement |
| 4750 Contingency | 2,000 | 2,000 | 0 | 2,000 | 3,000 | |
| 4751 GDPR Compliance | 250 | 250 | 40 | 250 | 250 | |
| 4752 Trinity Allotment Rent | 0 | 759 | 752 | 752 | 790 | Due April each year Figure due calculated by adding RPI to the previous years costs 3% used as a worst case scenario |
| 4753 Tidy Louth | 0 | 1,500 | 0 | 0 | 1,500 | Proposed by working group |
| 4754 Community Apiary | 0 | 1,000 | 809 | 1,000 | 1,000 | |
| NEW Speed Awareness | 0 | 0 | 0 | 0 | 8,000 | Should allow for purchase of 2 new reactive speed signs possibly solar powered, link to cloud, sensors and/or other associated equipment / preventative measures |
| Community Resources Day to Day :- Indirect Expenditure | 167,685 | 211,626 | 103,393 | 186,476 | 229,515 | |
| 402 Community Resources Projects | | | | | | |
| 4296 Replacement Security Maglok | 0 | 1,000 | 0 | 0 | 0 | Vote sent to EMR Accommodation |
| Community Resources Projects :- Indirect Expenditure | 0 | 1,000 | 0 | 0 | 0 | |
| 501 Personnel Day to Day | | | | | | |
| 4001 Salaries | 43,989 | 53,000 | 23,584 | 47,500 | 53,500 | Allows for 2 x 2 increases |

| | | | | | | |
|--------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|-----------------------------------------------------------------------------------------------|
| 4002 Employers Costs Super / NI | 13,191 | 17,000 | 7,349 | 15,000 | 17,000 | Allows for increase in employees superannuation contributions and 2 members of Pension Scheme |
| 4008 Clerk Travel Expenses | 0 | 250 | 0 | 0 | 250 | Not currently claimed but kept in case needed for new clerk in post |
| 4027 Training | 71 | 500 | 0 | 500 | 500 | |
| Personnel Day to Day :- Indirect Expenditure | 57,251 | 70,750 | 30,933 | 63,000 | 71,250 | |
| 601 Town Council Day to Day | | | | | | |
| 4052 Tourism/promotions | 0 | 2,000 | 0 | 500 | 2,000 | Leaflet printing advertising |
| 4089 Citizens Advice Bureau | 1,000 | 1,000 | 0 | 1,000 | 1,000 | Yearly contributions made |
| 4090 Grants S137 Open Resource | 4,000 | 4,000 | 0 | 1,200 | 4,000 | Distributed via yearly grants giving exercise |
| 4100 Civic Expenses | 768 | 1,500 | 0 | 0 | 1,500 | For Mayor Making Civic Service Christmas Gift Together |
| 4102 Mayoral Allowance | 504 | 500 | 0 | 0 | 500 | For mileage expenses only |
| 4103 Mayors Serjeant Expenses | 650 | 650 | 325 | 650 | 650 | Paid in 2 instalments |
| 4105 Election Expenses | 3,312 | 2,000 | 0 | 0 | 2,000 | Vire balance to EMR Elections |
| 4106 Deputy Mayor's Expenses | 0 | 200 | 0 | 0 | 200 | For mileage expenses only |
| 4111 Remembrance Day Parade Grant | 789 | 800 | 0 | 0 | 800 | Funds for organisation of town remembrance parade |
| 4309 Principal Loan Repayment | 20,513 | 20,514 | 10,257 | 20,514 | 0 | Loan will be repaid on 31st Jan 2021 |
| 4311 Flood Schemes Maintenance | 12,272 | 12,762 | 0 | 12,762 | 12,890 | Increased by 4% on amount budgeted in 2021 |
| 4312 War Memorial | 0 | 3,000 | 0 | 274 | 500 | |
| Town Council Day to Day :- Indirect Expenditure | 43,808 | 48,926 | 10,582 | 36,900 | 26,040 | |
| 602 Town Council Projects | | | | | | |
| 4294 Flood Memorial Centenary Renov | 1,030 | 30 | 0 | 0 | 0 | |
| Town Council Projects :- Indirect Expenditure | 1,030 | 30 | 0 | 0 | 0 | |
| 105 VAT for reclaim | | | 7,851 | 15,702 | 15,702 | |
| Total Income | 137,289 | 44,270 | 24,038 | 41,699 | 58,287 | |
| Total Expenditure | 280,702 | 344,482 | 154,265 | 298,692 | 341,955 | |
| Precept Required | | | | | 283,668 | |
| * 2021/22 Annual Cost Per Band D Property | | | | | 55.1 | |
| * 2020/21 Annual Cost Per Band D Property | | | | | 61.32 | |
| * 2021/22 Annual Increase/Decrease Per Band D Property | | | | | -6.22 | |
| * 2021/22 Monthly Cost Per Band D Property | | | | | 4.59 | |
| * 2020/21 Monthly Cost Per Band D Property | | | | | 5.11 | |
| * 2021/22 Weekly Cost Per Band D Property | | | | | 1.06 | |
| * 2020/21 Weekly Cost Per Band D Property | | | | | 1.18 | |
| * 2021/22 % Increase/Decrease Per Band D Property | | | | | -10.14% | |
| * Based on 20/21 tax base figure | | | | | | |
| 5148 | | | | | | |

Louth Town Council

Draft Budget 2021/22

Ear Marked Reserves - (Ring Fenced funds/sinking funds)

| | Annual Budget + c/f's 2020/21 | Actual Year To 30/9/20 | Projected 2020/21 | Proposed 2021/22 | |
|---------------------------------------------|----------------------------------|---------------------------|----------------------|---------------------|--------------------------------------------------------------------------------------------------------------------|
| 321 EMR Flood Memorial | - | - | - | - | C/F £10,000 balance (sinking fund for future refurbishment) |
| 322 EMR CCTV Refurbishment | 10,000.00 | - | - | - | Town Signs completed C/F £1,075 balance |
| 325 EMR Street Furniture | 19,253.00 | 9,028.00 | 18,178.00 | 1,075.00 | Report walk leaflets (change title) C/F balance |
| 326 EMR Anniversary of Louth Flood | 500.00 | 198.33 | 400.00 | - | C/F balance |
| 327 EMR Contingency | 16,135.00 | 4,590.00 | 7,000.00 | - | C/F balance |
| 329 EMR Quality Council/Office | 4,245.00 | - | - | - | C/F balance |
| 337 EMR Conservation Area | 500.00 | - | - | - | C/F balance |
| 338 EMR Civic Events | 1,889.00 | - | - | - | C/F balance |
| 339 EMR War Memorial | 6,000.00 | - | - | 2,500.00 | C/F balance |
| 340 EMR Grants 137 Reserve | 1,066.00 | - | - | - | C/F balance |
| 346 EMR Christmas Illuminations | 5,000.00 | - | - | 1,000.00 | C/F balance and add £1,000 to make £6,000 Sinking fund for new decorations |
| 347 EMR Art Trail | 1,000.00 | - | - | - | C/F balance |
| 348 EMR IT Replacement | 2,707.87 | - | - | 1,000.00 | C/F balance and add £1,000 to make £3,707.87 |
| 349 EMR Civic Regalia | 1,000.00 | - | - | 1,000.00 | C/F balance and add £1,000 to make £2,000 |
| 352 EMR TCP Floral Enhancement | 2,500.00 | - | - | - | C/F balance |
| 353 EMR Capital Expenditure | 97,201.80 | - | - | - | C/F balance |
| 359 EMR Accommodation | 6,890.00 | - | - | 1,000.00 | C/F balance and add £1,000 (also use £1,000 from Security Magik to make £8,890 Use to replace SH alarm system etc) |
| 360 EMR Cem External Wall | 4,000.00 | - | - | - | C/F balance |
| 362 EMR Civic Property | 2,045.94 | - | - | 1,000.00 | C/F balance add £1,000 to make £3045.94 |
| 363 EMR Flood Alleviation Scheme | 26,500.00 | - | - | - | C/F balance |
| 364 EMR Clerks Training | 2,540.00 | - | - | - | C/F balance |
| 365 EMR Accommodation Office Equipment/Stor | 2,000.00 | - | - | - | C/F balance |
| 366 EMR Cemetery Planting Project | 458.00 | - | - | - | C/F balance |
| 370 EMR Cemetery Gates | 2,000.00 | - | - | 1,000.00 | C/F balance add £1,000 Lock to metal feature gates at entrances to cem |
| 380 EMR Cem Road Maintenance | 3,000.00 | - | - | 1,000.00 | C/F balance to make £4,000 (Some patching required in future) |
| 381 EMR Cem Equipment Replacement | 8,637.00 | - | - | - | C/F balance |
| 382 EMR Cem Tree Surgery | 3,380.00 | - | - | - | C/F balance |
| 383 EMR Cem Workshop/Lodge | 8,056.24 | - | - | - | C/F balance |
| 385 EMR Vehicle Replacement | 14,658.00 | - | - | - | C/F balance |
| 386 EMR Cemetery Facilities | 3,347.00 | 2,750.00 | - | 500.00 | C/F balance add £500 to make £3,847 |
| 390 EMR Accommodation Roof | 7,136.00 | - | - | 1,000.00 | C/F balance add £1,000 |
| 391 EMR Accommodation Boiler | 10,000.00 | - | - | 2,000.00 | C/F balance add £2,000 to make £12,000 |
| 392 EMR Accommodation Structural | 5,000.00 | - | - | - | C/F balance |
| 393 EMR Accommodation Car Park | 2,000.00 | - | - | - | C/F balance |
| 394 EMR Street Signs / Furniture | 15,660.00 | - | - | - | C/F balance |
| 395 EMR SH Internal Decorating | 2,000.00 | - | - | - | C/F balance |
| 396 EMR Speed Signs | 512.00 | - | - | 2,000.00 | C/F balance and add £2,000 to make £2512 |
| 397 EMR Tourism | 2,115.00 | - | - | - | C/F balance |
| 398 EMR Elections | 14,000.00 | - | - | - | C/F balance and use £2,000 from day to day elections to make £16,000 |
| 399 EMR Funding for Sports Assets | 2,000.00 | - | - | 1,000.00 | C/F balance and add £1,000 to make £3,000 |
| Earmarked Reserves Total | 316,932.85 | 16,566.33 | 25,578.00 | 17,075.00 | |

Ring fence a further £17,075.00 of general reserve, as above.