

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 an extraordinary meeting of Louth Town Council which will be held on Friday 17th December 2021. The meeting will be held in The Old Court Room, The Sessions House, Eastgate, Louth at **11.00am** unless legislation is changed in the meantime allowing meetings by Zoom (if this occurs I will forward a link for the meeting as soon as I can). The business to be dealt with at the meeting is listed in the agenda below.

Please note, there will be a 15 minute public forum between 10.45am and 11.00am when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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

Mrs. L.M. Phillips

Town Clerk

Dated this 13th Day of December 2021

Safety Precautions due to COVID-19:

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

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declaration 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. Precept

- a. Council to receive a recommendation from the Governance and Finance Committee made on 7th December 2021 to resolve to approve a precept request for 2022/23 of £283,063 an increase on 2021/22 of 2.69% (which percentage is expected to decrease further when up to date tax base figures are received).
- b. Council to delegate authority to the Town Clerk to complete the necessary form and submit to ELDC (Collection Authority).

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

- a. To consider and make observations on all planning applications received including those listed below:
- i. N/105/02137/21 – Land to the North of Julian Bower – Section 73 application in relation to condition no. 2 (approved plans), condition 8 (surface water drainage scheme), condition no. 18 (scheme mitigation), and condition no. 21 (footpath link) as imposed on planning permission reference no. N/105/01436/18 which was for the erection of 14 no. dwellings.
<https://publicaccess.e-lindsey.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

5. **Proposed Works to Trees**

Committee to consider the following proposed works to trees in the Louth Conservation Area:

- i. **Location:** 155 Eastgate. **Proposals:** T1 – Maple – Crown reduce height by approximately 1m to leave a finished height of approximately 3m. T2 – Beech – Crown lift to 2.5m, crown reduce height by approximately 2m and lateral spread by approximately 1m to leave a height of approximately 3.5m and a radial spread of approximately 2m. T3 – Handkerchief tree – Crown reduce to approximately 1m above pruning sites, to leave at a height of approximately 3m. T4 – Yew – Reduce from approximately 3.5m to approximately 2m (to height of boundary wall).
Reasons – For general maintenance. (Details circulated 13th December 2021).
- ii. **Location:** Maxey Court. **Proposals:** T1 and T2 – Leyland Cypress’ – Fell and remove.
Reasons: Excessive shading, size and close proximity to property. (Details circulated 13th December 2021).

**Louth Town Council
Draft Budget 2022/23**

	Actual Last Spend Year	Actual Spend Year To 30/9/21	Current Annual Bud	Projected Spend 2021/22	Proposed Budget 2022/23	
101 Governance and Finance						
1002 Miscellaneous	-	12	50	50	50	
1190 Interest Received	839	8	300	800	700	
Governance and Finance : Income	839	20	350	850	750	
4020 Office Administration Costs	2,515	1,082	4,500	2,164	3,500	Stationery, equipment, IT licences/services/upgrades, year end assistance
4022 Postage	250	159	300	318	400	Reduced in 18/19 originally to save time and costs. Cllrs. agree to receive summons and agenda by email. Slight increase suggested in 22/23 to allow for price increases and increase in burial costs.
4023 Meeting Expenses	-	-	300	-	300	Allows for room hire for ATM and an adhoc public meeting
4024 Councillors Expenses	-	-	500	-	100	
4025 Insurances	5,166	5,326	5,300	5,326	6,000	In March 22 the Council come to the end of a 3 year deal.
4026 Fees and Subscriptions	2,592	2,563	2,750	2,750	2,805	LALC + NALC, LALC Training Scheme, FBCA, ICCM. 2805 allows for a 2% increase in prices.
4028 Audit Fee (Internal & External)	1,000	800	1,000	800	1,000	
4750 Contingency	631	-	500	250	500	
Governance and Finance : Indirect Expenditure	12,154	9,930	15,150	11,608	14,605	
401 Community Resources Day to Day						
1000 Property Income	2,252	1,686	1,000	1,136	1,500	Athletics = £1, OMH = £250, Wayleaves £132, MV = £1, JB (M) = £135, JB (G) = £80, St. A's Electric CE480, Ants and Nats £180
1001 Allotment Rent Received	550	-	550	550	550	
1002 Miscellaneous	-	1,000	200	1,000	200	
1009 LCC Contribution (Grass)	4,864	-	4,864	4,864	4,960	LCC have confirmed contribution will not be lower than this in 22/23
1010 Interments	21,639	15,258	17,000	17,000	20,000	
1011 Monuments	6,108	1,649	6,000	6,000	6,000	
1012 Exclusive Burial Rights	17,354	7,277	12,000	12,000	14,500	
1013 Plaques	-	-	214	214	214	
1014 Chapel Rent	407	-	407	214	214	
Community Resources Day to Day : Income	53,174	26,870	42,235	42,978	48,138	
4001 Salaries	41,097	21,354	46,000	44,396	49,500	Allows for 2 x 2 increases
4002 Employers Costs Super / NI	7,592	3,957	13,000	8,177	16,500	Allows for increases in Employers NIC, Employers superannuation contributions and 2 members of Pension Scheme
4003 Grave Digging	3,400	3,700	3,600	5,160	4,000	
4005 Community Payback Team	-	-	3,120	-	-	Vire half (£1,560) to gravedigging now
4027 Training	855	495	1,700	1,000	1,700	For staff & Cllrs outside of LALC Training Scheme
4104 Civic Property	15	-	500	15	500	Repairs to civic regalia/inscription of mayor's board
4200 Clocks / Floodlights	2,144	-236	2,400	2,400	2,400	
4205 Christmas Lights / Celebrations	10,480	-	12,500	10,500	12,500	Annual safety testing of catenary wires, erection and dismantling of cross street lights, tree lights and crib lights, attendance of electricians at switch on, purchase of tree decorations and banners, assistance in erecting tree
4210 Lovely Louth Competition	225	69	550	469	500	Summer and winter competition, awards and presentation
4220 CCTV Maintenance	4,515	-	4,515	4,515	4,515	ELDC have yet to confirm cost for 22/23
4222 Street Furniture Maintenance	842	-	3,000	1,500	1,500	Repair and replacement of benches, bins, signs etc.
4223 Amenity Grass Cutting	16,530	9,993	23,500	16,711	23,000	Allows for approximately 12 cuts with a cylinder mower and follow up strimming
4280 Floral / In Bloom	1,896	598	3,000	2,500	3,000	Town centre planting, watering and floral enhancement
4282 Hubbards Hills Mtce Contrib.	45,000	45,000	35,000	45,000	40,000	£45,000 requested by Trust, £5,000 to be taken from EMR
4285 Minor Mtce & Cleaning Services	2,476	1,039	4,700	4,700	4,700	Cleaning at SH and Cem Chapel and Toilets. Minor repairs.
4302 Security / Fire	1,822	762	8,000	2,100	2,500	Fire safety, alarm monitoring and maintenance contracts, call outs and minor repairs/new alarm system
4303 SH Utilities	5,232	1,504	6,500	6,000	6,000	
4304 SH Communications	1,509	950	1,530	1,450	1,600	2 x phone lines, wifi and photocopier/printing
4306 SH Rates	5,614	5,614	5,650	5,614	5,614	
4307 SH Building Maintenance	70	173	2,000	2,000	2,000	Repairs as required
4308 SH Statutory Equipment Checks	266	-	250	250	250	
4501 Cem Rates	792	911	1,000	911	1,000	
4505 Cem Utilities	1,257	2,493	2,000	2,493	2,500	
4506 Cem Communications	-	-	500	-	-	Current staff use their own phones. This amount left in in case of staff changes in future.
4520 Cem Maintenance-Supplies	1,467	1,062	2,000	2,000	2,000	
4530 Cem Grass Cutting / Strimming	4,876	3,704	7,000	6,000	6,000	
4531 Cem Fuel - Equipment	523	624	650	750	800	
4532 Cem Waste Disposal	1,625	808	1,750	1,750	1,750	
4533 Cem Vehicle Running Costs	1,868	442	2,000	2,000	2,000	Insurance, MOT, service, replacement parts and labour
4540 Cem Protective Clothing	480	100	600	600	600	Steel toe boots, uniform (fleeces, trousers etc)
4550 Cem Plants, Shrubs, Trees etc	400	183	400	183	200	
4551 Cem General Repairs/Maint.	1,430	1,410	3,000	3,000	3,000	
4552 Purchase of Plaques	-	-	60	60	60	
4600 Cem Equipment Replacement	1,288	-	3,000	3,000	3,000	Rolling programme of replacement
4750 Contingency	2,000	-	3,000	1,500	2,000	
4751 GDPR Compliance	40	40	250	250	100	
4752 Trinity Allotment Rent	752	763	790	763	802	Due April each year. Figure due calculated by adding RPI to the previous years costs. 5% used here as a worst case scenario
4753 Tidy Louth	-	-	1,500	-	500	£1,500 proposed by working group. Set up and promote schools environment competition £500 (to be taken from here). LED Lights campaign £300. Research into environmentally friendly heat sources for SH £500. Wildflower planting on roundabouts £200. Funding over and above £500 to be taken from other budget heads, as required, such as EMR Boiler.
4754 Community Apiary	809	-	1,000	1,000	-	
4755 Speed Awareness	-	-	8,000	-	-	Change name of EMR Speed Signs to EMR Speed Awareness
Community Resources Day to Day : Indirect	171,187	107,512	219,515	190,716	208,591	
501 Personnel Day to Day						
4001 Salaries	47,168	23,359	53,500	47,430	59,250	56,050 Allows for 2 x 2 increases of current. Add another £3,200 will cover additional office assistance of 5hrs/pw

4002 Employers Costs Super / NI	14,697	8,229	17,000	15,746	23,500	Allows for increase in employers superannuation contributions and 2 members of Pension Scheme (current). Add another £1500 will cover additional office assistance of 5hrs/pw
4008 Clerk Travel Expenses	-	-	250	-	250	Not currently claimed but kept in case needed for new clerk in post
4027 Training	-	-	500	-	500	
Personnel Day to Day : Indirect Expenditure	61,865	31,588	71,250	63,176	83,500	
601 Town Council Day to Day						
4052 Tourism/promotions	-	340	2,000	1,000	1,000	Leaflet printing, advertising
4089 Citizens Advice Bureau	1,000	-	1,000	1,000	1,000	Yearly contribution made
4090 Grants S137 Open Resource	1,200	-	6,000	4,556	4,000	Distributed via yearly grants giving exercise (reduced to previous level)
4100 Civic Expenses	-	15	1,500	1,500	1,500	For Mayor Making, Civic Service, Christmas Get Together
4102 Mayoral Allowance	-	-	500	200	500	For mileage expenses only
4103 Mayors Serjeant Expenses	650	379	650	450	650	Paid in 2 instalments
4105 Election Expenses	-	-	2,000	-	2,000	Vire balance to EMR Elections
4106 Deputy Mayor's Expenses	-	-	200	-	100	For mileage expenses only
4111 Remembrance Day Parade Grant	274	-	800	600	800	Funds for organisation of town remembrance parade
4309 Principal Loan Repayment	20,513	-	-	-	-	Loan was repaid on 31st Jan 2021
4311 Flood Schemes Maintenance	12,394	-	12,890	12,803	13,405	Increased by 4% on amount budgeted in 21/22
4312 War Memorial	-	2	500	100	300	
Town Council Day to Day : Indirect Expenditure	36,031	736	28,040	22,209	25,255	
Total Income					48,888	
Total Expenditure					331,951	
Precept Required					283,063	
2022/23 Annual Cost Per Band D Property					53.80	
2021/22 Annual Cost Per Band D Property					52.39	
2022/23 Annual Increase/Decrease Per Band D Property					1.41	
2022/23 Monthly Cost Per Band D Property					4.48	
2021/22 Monthly Cost Per Band D Property					4.37	
2022/23 Weekly Cost Per Band D Property					1.03	
2021/22 Weekly Cost Per Band D Property					1.01	
2022/23 % Increase/Decrease Per Band D Property					2.69%	

5261 21/22 tax base figure

**Louth Town Council
Draft Budget 2022/23
Earmarked Reserves - (Ring fenced funds/sinking funds)**

	Opening Balance + Transfers 21/22	Actual Balance At 30/9/21	Proposed Budget 22/23	
321 EMR Flood Memorial	-	-	-	
322 EMR CCTV refurbishment	10,000.00	10,000.00	-	C/f £10,000 balance (sinking fund for future refurbishment)
325 EMR Street Furniture	1,075.00	1,075.00	-	C/f £1,075 balance
326 EMR Anniversary of Louth Flood	301.67	301.67	-	C/f £301.67 balance (use to reprint flood leaflet)
327 EMR Contingency	14,127.00	11,727.00	5,000.00	C/f balance and add £5,000
329 EMR Quality Council/Office	4,245.00	4,245.00	-	C/f balance (use to remodel reception as suggested)
337 EMR Conservation Area	500.00	500.00	-	C/f balance
338 EMR Civic Events	1,889.00	1,889.00	-	C/f balance (use re. Queen's Platinum Jubilee Celebrations)
339 EMR War Memorial	8,500.00	8,500.00	-	C/f balance (originally for cleaning, use on tree work)
340 EMR Grants S137 Reserve	1,066.00	1,066.00	-	C/f balance
346 EMR Christmas Illuminations	8,364.00	8,364.00	-	C/f balance poss vire here underspend in day to day
347 EMR Art Trail	1,000.00	1,000.00	-	C/f balance
348 EMR IT Replacement	4,207.87	4,207.87	-	C/f balance
349 EMR Civic Regalia	2,000.00	2,000.00	-	C/f balance
352 EMR TCP Floral Enhancement	2,500.00	2,500.00	-	C/f balance (use re. Covid Tribute)
353 EMR Capital Expenditure	97,201.80	97,201.80	-	C/f balance (use to undertake cem development survey)
359 EMR Accommodation	7,890.00	4,054.21	-	C/f balance poss vire here underspend in day to day fire/security
360 EMR Cem External Wall	4,000.00	4,000.00	-	C/f balance
362 EMR Civic Property	3,045.94	3,045.94	-	C/f balance
363 EMR Flood Alleviation Scheme (Change name to HH)	26,500.00	26,500.00	-	C/f balance (suggest name of EMR be changed to HH)
364 EMR Clerks Training	2,540.00	2,540.00	-	C/f balance
365 EMR Accomm Office Equip/Stor	4,224.00	4,224.00	-	C/f balance
366 EMR Cemetery Planting Project	458.00	458.00	-	C/f balance
370 EMR Cemetery Gates	3,000.00	3,000.00	-	C/f balance
380 EMR Cem Road Maintenance	4,000.00	4,000.00	-	C/f balance
381 EMR Cem Equipment Replacement	8,637.00	8,637.00	-	C/f balance (sinking fund for new mower)
382 EMR Cem Tree Surgery	3,380.00	3,380.00	1,000.00	C/f balance and add £1,000
383 EMR Cem Workshop/Lodge	8,056.24	8,056.24	-	C/f balance (use to look into/install aircourse heating at Chapel)
385 EMR Vehicle Replacement	14,658.00	14,658.00	-	C/f balance
386 EMR Cemetery Facilities	3,825.00	3,825.00	-	C/f balance
390 EMR Accomm Roof	8,136.00	8,136.00	1,000.00	C/f balance
391 EMR Accomm Boiler	12,000.00	12,000.00	-	C/f balance
392 EMR Accomm Structural	5,000.00	5,000.00	-	C/f balance
393 EMR Accomm Car Park	2,000.00	2,000.00	-	C/f balance
394 EMR Street Signs/Furniture	15,660.00	15,660.00	-	C/f balance
395 EMR SH Internal Decorating Foyer	2,000.00	2,000.00	-	C/f balance
396 EMR Speed Signs (Change name to EMR Speed Awareness)	1,512.00	1,512.00	500.00	C/f balance. Change name of EMR
397 EMR Tourism	2,115.00	2,115.00	-	C/f balance
398 EMR Elections	16,000.00	16,000.00	-	C/f balance and vire £2,000 from day to day budget to make £18,000
399 EMR Funding for Sports Assets	2,000.00	3,000.00	1,000.00	C/f balance and add £1,000 (sinking fund for emg)
	317,614.52	312,378.73	8,500.00	

Ring fence a further £8,000 of general reserve, as above.