

# Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



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

You are hereby summoned to attend a meeting of Louth Town Council and its Community Resources and Personnel Committees which will be held on Tuesday 28<sup>th</sup> September 2021 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.

**Please note, 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.**

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, 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.

*L.M. Phillips*  
Mrs. L.M. Phillips

Town Clerk

Dated this 23<sup>rd</sup> Day of September 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 they 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

#### (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. **Council Minutes**  
To approve as a correct record the notes of the Council Meeting held on 14<sup>th</sup> September 2021. (Attached).
4. **Committee Minutes**  
To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:
  - a. Planning – 17<sup>th</sup> August 2021

**5. Afghan Relocation Assistance**

On a proposal by Councillor Ford, Council to consider tasking the Town Clerk with looking at the most appropriate ways for the Town Council to assist in supporting other agencies such as East Lindsey, Platform Housing and the third sector to enable our town to give sanctuary, where needed, and support to those whose lives have been overturned and traumatised by the Taliban takeover of Afghanistan. If agreed, Clerk to report back to Council on a regular basis and seek support, where needed, from Town Councillors.

**6. Queen's Platinum Jubilee – Beacon Lighting**

Further to circulation of details of the above on 20<sup>th</sup> September 2021, Council to consider whether it would like to commemorate the event by lighting its beacon and if so agree that the Events Working Group should meet to formulate recommendations on the event, for Council approval.

**7. Christmas Tree Festival**

Council to resolve upon whether it would like to take part in the 2021 St. James' Church Christmas Tree Festival which will run from 2/12/21 to 8/12/21 (setting up on 1/12 and dismantling on 9/12) cost £10 to enter plus the cost of a tree and decorations. Council to nominate representatives.

**8. Re-opening of Railway Line to Louth**

Council to note that a request has been received from a member of the public that the Town Council contact LCC, as the authority responsible for public transport and ask them to support the above campaign.

**9. 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 item, information being of a confidential nature in relation to Hubbard's Hills.

**10. Next Meeting**

Council to note that the date of the next scheduled Town Council meeting is 26<sup>th</sup> October 2021.

**COMMUNITY RESOURCES COMMITTEE**

**(Chairman: Cllr. A. Leonard, 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 17<sup>th</sup> August 2021.

**4. Asset Working Group**

Committee to arrange a meeting of the above to review Town Council assets and formulate recommendations.

**5. CCTV**

Further to discussions on 17<sup>th</sup> August, Councillors to note that they should submit their suggestions for the possible location of a new CCTV camera to the Town Clerk by 1<sup>st</sup> October in order that a meeting of the Asset Working Group and ELDC's CCTV Representative(s) can be arranged.

**6. Next Meeting**

Committee to note that the date of the next scheduled Community Resources Committee meeting is 25<sup>th</sup> January 2022.

**PERSONNEL COMMITTEE**

- 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 20<sup>th</sup> July 2021.
- 4. Town Clerk's Appraisal**  
Committee to resolve upon representatives to undertake the Town Clerk's Appraisal in 2021/22.
- 5. Mayor's Serjeant**  
Committee to discuss replacement arrangements.

09-14-21 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 14<sup>TH</sup> SEPTEMBER 2021**

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

**Councillors:** J. Baskett (JB), M. Bellwood (MB), S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), 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) and D.E. Wing (DEW).

**Councillors not present:** Mrs. E. Ballard (EB), L. Cooney (LMC), A. Cox (AC), G. Horton (GEH) and Mrs. P.F. Watson (PFW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent, Cllr. R Jackson (ELDC), the Mayor's Sergeant, the Mayor's Chaplain, the Council's Solicitor and the Council's District Valuer were also present.

**Public Forum**

- The Mayor, Cllr. Darren Hobson, thanked Mr. Glenn Darnell, the Mayor's Sergeant for all his hard work and devotion over the previous 10 years and wished him well in his retirement.
- Cllr. R. Jackson (ELDC) presented a tabled report and also spoke on subjects including the audit and scrutiny at ELDC.
- Cllr. Mrs. JMS spoke on the scrutiny at ELDC and also the possible siting of a nuclear waste site in the district (one of 3 options). Further, she reported that covid tests were available on the market on Wednesdays, Fridays and Saturdays. She continued that the new Hub at Horncastle (noting that the green credentials were for the building only and not all the equipment inside) was due to open 16<sup>th</sup> September 2022. Lastly, she reported that the new 3G football pitch in Louth would be next to the sports hall.
- Cllr. AL reported that although ELDC had amalgamated with South Holland District Council as well as Boston Borough Council there had been a damning report regarding the management of the current organisation and there had been many senior management changes following this.

**T41. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB, LMC, AC, GEH and Mrs PFW.

**T42. Declarations of Interest / Dispensations**

Cllrs. Mrs. JMS, AL and DEW – Items in relation to Hubbard's Hills.

**T43. Council Minutes**

It was **RESOLVED** to approve as a correct record, the notes of the Council Meeting held on the 20<sup>th</sup> July 2021.

**T44. Committee Minutes**

It was **RESOLVED** to adopt the resolutions contained within the following Committee Meetings: Community Resources – 06/05/21, Governance and Finance – 06/5/21, Personnel – 06/05/21, Planning – 06/05/21 and 20/07/21

The meeting was adjourned at 7:14pm for five minutes to allow the Mayor to disrobe and the Mayor's Sergeant to leave.

**T45. 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 business to be discussed in the following item, information being of a confidential and legal nature in relation to Old Mill House.

The Council received advice from their solicitor and the District Valuer. It was **RESOLVED** to:

- a. Note the advice.
- b. Accept the offer given.
- c. Give delegated authority to the Town Clerk to progress the matter, incurring expenditure with solicitors etc., as required.

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

**T46. Budget Setting**

It was noted that ideas for future projects, for inclusion in the budget, together with costings, should be submitted to the Town Clerk by email, by 22nd September 2021.

**T47. Annual Governance and Accountability Return (AGAR)**

- a. It was noted that the Council's External Auditor had completed its limited assurance review of Louth Town Council for the year ended 31st March 2021.
- b. It was **RESOLVED** to receive and approve the Notice of Conclusion of Audit.
- c. It was **RESOLVED** to receive Section 3 – External Auditor Report and Certificate 2020/21 and it was noted that the Council had received an unqualified audit, the external auditor having found no issues on which to make comment.
- d. It was noted that the official period for inspection of its financial records expired on 11th August 2021.

**T48. Next Meeting**

The Council noted that the date of the next scheduled Town Council meeting was 26<sup>th</sup> October 2021.

The Meeting Closed at 8.15pm.

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

08-17-21 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 17<sup>TH</sup> AUGUST 2021**

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

**Councillors:** J Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

**Councillors not present:** Mrs. E. Ballard (EB), A. Cox (AC), H. Filer (HF) J. Garrett (JG), D. Jackman (DJ), K. Norman (KN) and D.E. Wing (DEW).

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

**C7. Apologies for Absence**

Apologies for absence were received from Cllrs: Mrs EB, HF, JG, KN and DEW.

**C8. Declarations of Interest / Dispensations**

Cllrs. Mrs. JMS, AL, DJEH and GEH – item 4 as members of ELDC.

**C9. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 6<sup>th</sup> May 2021 be approved as the Minutes.

**C10. Closed Session Item**

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential nature in relation to CCTV.

Following discussion of a tabled report it was **RESOLVED** as follows:

- a. To support the replacement of CCTV cameras by ELDC, at their cost, with new 4G units (as already installed at the bus station) numbered as per the plan provided as follows: 417, 420, 421, 418, 419, 422, 423, 425, 426. New cameras to be owned by LTC.
- b. To support the removal of the camera numbered 427 on the plan.
- c. To request that the officer in charge of CCTV at ELDC attend a future Asset Working Group meeting to discuss the placement of a new camera in a location to be discussed and agreed
- d. To ask that the camera numbered 422 on the plan not be removed

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

**C11. Next Meeting**

The Committee noted that the date of the next scheduled Community Resources meeting was 28<sup>th</sup> September 2021.

The Meeting Closed at 8.24pm.

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

Dated \_\_\_\_\_

07-20-21 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 20<sup>TH</sup> JULY 2021**

**Present** Mrs. J. Makinson-Sanders (JMS), (in the chair).

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), Mrs. S. Crew (SC), G.E. Horton (GEH), J. Simons (JS) and D. Wing (DEW).

**Councillors not present:** None.

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

**H6. Apologies for Absence**

None.

**H7. Declarations of Interest / Dispensations**

None.

**H8. Minutes**

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 6<sup>th</sup> May 2021 be approved as the Minutes.

**H9. 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 business to be discussed in the following item, information being of a confidential and sensitive nature in relation to personnel matters.

Following consideration of a tabled report it was **RESOLVED** to approve a salary increase for Cemetery Staff.

**H10. Next Meeting**

The Committee noted that the next scheduled Personnel Committee meeting would be on 28<sup>th</sup> September 2021.

The Meeting Closed at 10:20pm.

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

Dated \_\_\_\_\_