

**MINUTES OF THE ANNUAL TOWN MEETING  
HELD IN THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 13<sup>TH</sup> MAY 2014 AT 6.30PM**

**Present:** The Mayor, Councillor D.E. Wing, in the Chair

The Town Clerk, Mrs. L.J. Blankley, The Mayor's Secretary, Mrs. L.M. Phillips, Louth Town Partnership Chairman, Mr. J. Gale, Mr. M. Forman, Town Councillors, District Councillors, County Councillor and members of the public and press were also present. (Total present = 60)

**1. Welcome by the Mayor**

The Mayor welcomed those present to the meeting and explained how the evening would progress.

**2. Election of Chairman**

It was proposed by Town Councillor Mrs. M. Ottaway, seconded by Town Councillor Mrs. S.E. Locking and approved by those present that Councillor D.E. Wing, The Mayor of Louth should be Chairman for the meeting.

**3. Annual Town Meeting Minutes 2013**

The notes of the Annual Town Meeting which took place on 14<sup>th</sup> May 2013 were discussed and following a proposal by Town Councillor Mrs. M. Ottaway MBE, seconded by Town Councillor Mrs. S.E. Locking were signed by the Chairman as a correct record of that meeting.

**4. Annual Report of the Town Council**

The Mayor informed those present of the following:

- a. The number of electors in the parish is approximately 13,000.
- b. 21 councillors represent the town comprising 3 for each of the 7 wards with no vacancies during the year.
- c. Councillors performance for the last year was 82% attendance a decrease of 4% on the previous year, with one long term absence, at 19 Town Council Meetings, 24 Planning and Environment / Planning Committee, 10 General Purpose and Finance / Governance and Finance Committee, 2 Cemetery Committee (now defunct), 5 Personnel Committee, 3 Property Committee Meetings (now also defunct) and 12 Community Resources Committee Meetings held on a total of 25 occasions.
- d. Councillors also attended working groups, liaison with other authorities, Area Committees, Town and Parish Assemblies, Action for Market Town events, Residents Groups, Local Action groups, and representatives on charitable trust boards.
- e. Major topics for the year which the Town Council considered were:
  - i. Livestock Market – commencing with ELDC announcement of Marketing of the site, Organised Public Meeting, Launched LTC Petition to call for fair process by ELDC, supported KLS proposals in principle as a potential business plan, participated in ELDC Scrutiny process. Invited by Cllr Colin Davie (LCC) encouraging retention on site enhanced by 'louthcentric' attractions.
  - ii. Responded to ELDC Core Strategy consultation
  - iii. Worked with ELDC Planning Policy Officer on SHLAA (Phase 2)
  - iv. Opposing results of updated Retail and Economic Assessment for Louth...ongoing...
  - v. Completed Economic Viability Survey for Louth Town Centre for ELDC
  - vi. Supported Aldi Planning Application to add to quantitative supermarket offer
  - vii. Opposed ELDC Car Parking Charges / Location changes and joined Joint Market Towns Appeal regarding impact on on-street parking encouraging early review, resulting in changes for 2014.
  - viii. Discussed Civil Parking Enforcement Issues with LCC Parking Services Manager.
  - ix. Discussed Traffic Regulation Orders and Residents Parking with LCC Highways Officer.
  - x. Requested full traffic review and road infrastructure for Louth to take into future
  - xi. Raised concerns regarding quality of Market with ELDC - ongoing
  - xii. Supported re-launch of Town Shopwatch scheme by Lincolnshire Police and Retailers.
  - xiii. Responded to Boundary Commission Electoral Review successfully arguing case.
  - xiv. Supported Louth in Bloom Projects financially and physically resulting in EMIB Silver Gilt Award 2013.
  - xv. Objected to Lincolnshire County Council Libraries Proposals
  - xvi. Continued to support Flood Warden and River Lud Attenuation Scheme with majority funding confirmed for a project start date of January 2015. LTC will be financially responsible for maintenance following completion. Hubbards Hills Trust working with Environment Agency on proposed management plans.

- f. Town Council Routine activities
- i. Launched Louth Town Council Newsletter in Love Louth Magazine with a distribution of 15,000 copies including every home in Louth.
  - ii. Assisted English Heritage re-assessment of Louth using Brown's Panorama
  - iii. Supported 6 Charity Street Collection requests
  - iv. Supported 4 requests for Discretionary Business Rate Relief
  - v. Supported Athletics Club Grant Application
  - vi. Responded to 6 Traffic Regulation Orders
  - vii. Responded to 6 Street Lighting Scheme proposals
- g. Planning
- Councillor R. Featherstone, Chairman of the Planning Committee reported the following:
- i. Commented on 199 planning applications.
  - ii. Hosted a Public Meeting to ensure public access to all information / developers / ELDC Planning Team for Legbourne Road (Southern Gateway) Planning Application
  - iii. Consulted on Planning Appeals
  - iv. Commented on 24 'Works' to trees, including successfully objecting to removal of townscape trees at The Quarry, Ugate.
  - v. Consulted on and made suggestions for 8 highway improvements / traffic management schemes and 2 Footpaths.
  - vi. Major / Notable Planning Application Consultations:
    1. EARLY Sports/Leisure Complex – Supported = ongoing
    2. Biomass Plant, Victoria Road –Objected = now Withdrawn
    3. Mount Pleasant Housing Development – Objected = Refused
    4. Southern Gateway – Objected and supported Community Action group = Refused
    5. Aldi / Malt Kiln – Supported = Approved
    6. Legbourne – Wind Turbine – Objected = Refused
    7. ELDC Roundabout signage – Objected = Refused
    8. Land off Riverhead – continue to object ... flooding = Approved (Variance)
    9. Meridian House – change of use – Objected – protect office accommodation = Refused
    10. Fulmar Drive – Objected = Refused won on Appeal
    11. Ashwater House – Support business impacted by Fulmar Drive scheme
- h. Governance and Finance
- Councillor B. Burnett, Chairman of the Governance and Finance Committee conveyed the following:
- i. Reviewed Council responsibilities and created New Committee Structures introduced October 2013.
  - ii. Finance Overview Group meets monthly
  - iii. Oversees Audit procedures – LTC received an unqualified audit for 2012/13
  - iv. Carried out an Insurance Review
  - v. Carried out Risk Review, tightening Internal Controls accordingly.
  - vi. Carried out a thorough Budget Setting exercise resulting in Precept and Support Grant of £213,112 for 2014/15 or £41.31 per band D property an increase of 2.9% on 2013/14 due to the reduction of Support Grant by 25%.
  - vii. Approved subscriptions to Lincolnshire Association of Local Councils (LALC), Action for Market Towns and LALC Training
  - viii. Scrutinised CCTV Tendering Exercise and attended ELDC Scrutiny Review
  - ix. Approved Grant for Planning Application Fee - Skatepark proposals
  - x. Released Springside and Gatherums grant for phase II Horsesteps
  - xi. Approved Superannuation revised rates
- i. Expenditure and Income
- The Responsible Financial Officer, Mrs. L. Blankley made those present aware that the accounts and all documentation associated with them were available for inspection and would remain so until 30/5/14.
- i. Approved net expenditure against Loans, Reserves and Precept monies of £173,770 (audited April 2014)
  - ii. Hubbards Hills £30,000 day to day maintenance expenditure
  - iii. Cemetery Net Cost £28,436
  - iv. Loan Repayment £20,513 Loan Balance and Term remaining - £133,182.06 complete 2021
  - v. Grants – £4,300 – 13 Awards – and Run For Life 2014.
- j. Personnel Committee
- Councillor A. Leonard JP, Chairman of the Personnel Committee informed those present of the following:

- i. Produced Policy handbook for Employees and Members, adopted by Town Council
  - ii. Supported officers and Councillors attending training courses throughout the year – Councillors - planning, Clerk Training – Management, first aid
  - iii. Ensures the well-being of 4 Town Council employees
  - iv. New model contracts developed
  - v. Created a Budget to employ apprentice in future
  - vi. Employed specialist personnel advisor to ensure employment legislation compliance
- k. Council Premises –The Sessions House  
Councillor Mrs. J. Makinson-Sanders reported the following:
  - i. Instils Civic Pride by Flying The Flag(s)
  - ii. Councillors are Fire Wardens and nominated keyholders
  - iii. Hosted visits from WI, Schools and Brownies
  - iv. Hosted an Heritage Open Days Event, planning 3 day participation in 2014
  - v. Considered Community Radio and LTP Accommodation requests
  - vi. Brown's Panorama Open twice a week with newly introduced volunteer guiding service
  - vii. Participated in Charity Event - Coppers on the wall
  - viii. Hosted Action Groups Meetings
- l. Town Assets:
  - i. Review of All Assets commenced to ensure best use
  - ii. Adopted 4 benches in the Market Place to safeguard / retain for public use
  - iii. Commenced Town Signs Refurbishment Project
  - iv. Produced Brown's Panorama leaflets, assisting in promotion of Museum and St James Church
  - v. Review of Christmas Lights commenced
  - vi. English Heritage Inclusion of War Memorial as Grade II listed – inclusion in WW1 HOD projects
  - vii. Continued support for Hubbard's Hills Trust including replacement for vandalised Bridge
  - viii. Partnership working with Coastal Grazing Marshes Project to recognise importance of Louth as Livestock Market destination to provide Community Notice Board
  - ix. Partnership working with LCC to provide replacement Bus Shelter on Kenwick Road with Notice Board and Planter.
- m. London Road Cemetery:
  - i. 56 burials took place in 2013 made up of 34 full burials and 22 sets of ashes
  - ii. Exhumation of Ashes, 1
  - iii. Total Town council responsibility of 29,018 burials since 1855 as at 31/12/13
  - iv. 21 weeks of Community Payback attendance
  - v. Commenced Project working with Grimsby Institute students based at LRAC
  - vi. Continued working with Lincolnshire Family History society transcribing records.
  - vii. Meadow survey in conjunction with Lincolnshire Wildlife Trust Officer
  - viii. Project plan with phased approach to re-open archway access and structural repairs
  - ix. Improved facilities standards – toilets and chapel
- n. Into 2014/15  
The Mayor apprised attendees of the Town Council's plans going into 2014/15:
  - i. Monitor EA progress on River Lud Attenuation Scheme to meet January 2015 target start
  - ii. Continue to ensure that Louth Livestock Market Site is dealt with in Louth's best interest
  - iii. Respond to the updated Retail and Economic Assessment for Louth to ensure that Louth is correctly represented.
  - iv. Working with ELDC to ensure that Housing Allocation for Louth is appropriate in size and location(s).
  - v. Continued support of Hubbards Hills Trust and the implementation of their Management Plan and Grant Funding Bid.
  - vi. Investigate the creation of a Youth Council for Louth
  - vii. Promote Local Democracy and encourage candidates for Parish Elections May 2015

## 5. Presentations by Community Groups

### a. Louth Town Partnership

Chairman of the Partnership, Mr. Jerry Gale told those present that he had now done his first full year in office and a new Town Manager and Town Co-ordinator had been appointed. The Partnership were looking to change their constitution to become a Community Interest Company. The Board would be business led. Bunting was to be put up later in the month and the Partnership were working in conjunction with Louth Town Council on the In Bloom project. A new office had been acquired and a

landline telephone number and wifi. Becoming a CIC would make the Partnership into a Limited Company and it was hoped that this would have occurred by July 2014. The Partnership had already held their first event of the year (a new one in their calendar) and had several more planned plus a new late night shopping event to be held on the evening of the Christmas Lights Switch On. It was reported that overall the events generate a good profit. The Partnership currently produce the Love Louth Magazine 4 times a year (may drop to 3 times a year) which is delivered to 14,000 homes and has the potential to make more money. The Love Louth name has become a recognised brand and more merchandise is being considered. The web site [lovelouth.co.uk](http://lovelouth.co.uk) is a success and the Town Co-ordinator has done a lot of work to promote the partnership on social networking sites. A volunteer photographer has been recruited and there are 15 volunteers on the partnerships books who have given 4,000 volunteer hours which would have cost £45,000 if they had had to be paid for.

**b. In Bloom**

Councillor Mrs. S.E. Locking the Chairman of the Louth In Bloom group reported that Louth had entered the East Midlands in Bloom competition for the last two years and had achieved a Silver Gilt Award on both occasions being just five marks short of a gold award the previous year. She said that the group were a small band of dedicated and enthusiastic volunteers who would be doing some painting and tidying up in the town soon and who would appreciate any help the public can give even if it's just picking litter up off the street when they see it or pulling up weeds from the path or street that they see. Mrs. Locking thanked the Town Clerk for all her help and input and reiterated that notices of the time and date on which the group would be undertaking a street tidy up and painting exercise in the market place would be put up and any volunteers would be much appreciated.

**6. Public Forum**

The following points were raised by members of the public present:

- a. A gentleman asked if Louth Town Council could put pressure on LCC regarding the traffic warden who he felt was unreasonable. He also felt the system in place was difficult to use and was putting people off coming to Louth.
- b. A lady opined that of the 10 playgrounds in Louth not one was suitable for a disabled child to play in alongside able bodied children.
- c. A gentleman asked on behalf of Louth Old Boys, Louth Hockey Club, Louth Athletics Club and Louth Cricket Club if Louth Town Council would support them in their quest for an extension to the lower speed limit past the London Road Cemetery and Pavilion.

It was agreed that the above items would be discussed at future Council Meetings.

- d. A gentleman asked how Louth Town Council could influence ELDC regarding the Cattle Market. The Mayor replied that Louth Town Council did not have the power to influence them but could ensure that due and proper process was followed by ELDC.
- e. Mr. Alan Mumby, the Chairman of the Keep Louth Special group presented the groups response to the recent Retail Assessment Report produced by ELDC for perusal and use by Louth Town Council, as necessary.

There being no other issues raised the Chairman thanked everyone for coming and closed the meeting at 7.21pm.

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

Persons present who may be required to confirm notes as minutes 2015

|                     |                   |                       |
|---------------------|-------------------|-----------------------|
| Mick Forman         | Linda Blankley    | Roger Featherstone    |
| Darren Hobson       | Jerry Gale        | Neil Ward             |
| Ian Warsap          | Lynda Phillips    | Gus Robertson         |
| Ian Weston          | Roz Jackson       | Andrew Austin         |
| Keith Snape         | Pam Elliott       | Dave Wing             |
| Lesley Hough        | John Hough        | Dave Hall             |
| Eileen Ballard      | Pauline Watson    | Laura Stephenson      |
| Trevor Marris       | Molly             | George Horton         |
| Jackie Featherstone | Graham Richardson | Jill Makinson-Sanders |
| Andrew Leonard      | Brian Burnett     |                       |
| Sue Locking         | Margaret Ottaway  |                       |