

Louth Town Council

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

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clerk@louthtowncouncil.gov.uk



Annual Meeting - Election of Mayor

To the Members of the Town Council of Louth:

You are hereby summoned to attend the Annual Meeting of Louth Town Council which will be held on Tuesday 16th May 2023 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 no public forum.

L.M. Phillips

Mrs. L.M. Phillips

Town Clerk

Dated this 11th Day of May 2023

AGENDA

ROBED TOWN COUNCIL

(Membership: All Cllrs.)

1. Election of Mayor (Chairman)

Council to receive nominations and to elect the Mayor of Louth (Chairman) to hold office until the Annual Meeting of Louth Town Council in 2024, followed by:

- a) Mayor to sign the Declaration of Acceptance of Office
- b) Mayor's Address - The Mayor to address and thank the Council.
- c) Vote of Thanks to the Retiring Mayor
 - i. The Mayor will offer a vote of thanks to the retiring Mayor.
 - ii. The Mayor will present a replica of the Arms of the Town to the retiring Mayor.
- d) Reply of the Retiring Mayor
 - i. Cllr. JB will reply and present the Arms, for Services to the Town, to his chosen recipient.
- e) Appointment of Chaplain, The Mayor will announce the arrangements they have made.

2. Election of Deputy Mayor

Council to receive nominations and to elect Deputy Mayor (Vice Chairman) to hold office until the Annual Meeting of Louth Town Council in 2024.

3. Councillors Declarations of Acceptance of Office and Council Vacancies

Town Clerk to confirm any Council vacancies and that signed Declarations of Acceptance of Office have been received from all Councillors.

4. 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.

5. Declarations of Interest

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.

6. Council Minutes

To approve as a correct record the notes of the Council Meetings held on 14th March 2023 and 25th April 2023.

7. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a) Planning – 5th April 2023
- b) Governance and Finance – 21st February 2023

8. Louth Town Council Governance

Council to confirm that Governance Documents such as Standing Orders, Financial Regulations, Risk Management and Internal Controls, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, all policies relating to GDPR, the Handling of Freedom of Information Requests Policy, Media Policy and other policies and procedures were reviewed and adopted in 2022/23. (Available to view from the office or print at www.louthtowncouncil.gov.uk).

9. Committees of the Council

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to re-establish Committees, as Committees of Louth Town Council and confirm membership, terms of reference and delegated authority as contained within Standing Orders:

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members
- c) Community Resources Committee (C), All Members; and
- d) Personnel (H) Committee, 7 Members (not to include the Mayor), (2022/23: JMS, SC, EB, GEH, DEW, JS, DH).

10. Town Clerk

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations and as previously approved on 21st February 2023.

11. Representation on External Bodies and Arrangements for Reporting Back

Council to note representation as follows:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC, Mrs. JS and AL.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, DH and Mrs. SC.
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW with Cllrs. Mrs. JS to substitute, as required.
- d) CCTV Partnership – Cllr. Mrs. EB and Town Clerk

12. Council's Membership of Other Bodies

Council to note that Louth Town Council is a subscriber to / associate of / registered with:

- a) Lincolnshire Association of Local Councils (LALC)
- b) National Association of Local Councils (NALC)
- c) LALC Annual Training Scheme
- d) Historic Towns Forum (Free associate)
- e) The Information Commissioners Office
- f) The Institute of Cemetery and Crematorium Management
- g) Rural Market Towns Group

13. Meetings of the Council

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm that it approved its schedule of meetings for 2023/24 on 25th April 2023, these to be physical meetings unless legislation allows. The Town Clerk to issue summons by email, accordingly.

14. Nominated Key Holders

Council to note nominated key holders of The Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building's alarm being activated overnight or at weekends are currently as follows: JB, DH, SC with the newly elected Mayor to also join.

15. Cheque Signatories

Council to note signatories, as follows and resolve upon replacements for Mrs. SEL and AL on the NSI Account:

- a) Lloyds Account – EB, JMS, LMC, JS, SC
- b) NSI Account – SC, EB, Mrs. SEL, DH and AL

16. LALC Management Committee

Council to note that it has been asked to nominate a member/clerk to act as representatives on the Association's Management Committee. (Attached).

17. Louth Trump Cards

Council to consider granting permission for excerpts from the Brown's Panorama to be included on Trump Cards for Louth. ELDC, Louth Museum and Heritage Lincolnshire are hoping to produce 105 packs with funding that they have procured, the majority of which will be offered for sale at Louth Museum.

18. Date of Next Meeting

Council to note that the date of the next scheduled Town Council meeting is 20th June 2023.

03-14-23 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th MARCH 2023**

Present The Deputy Mayor, Cllr. J. Simmons (JS) (in the chair).

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), L. Frost (LF), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), P. Starsmore (PS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW)

Councillors not present: J. Garrett (JG), J. Baskett,

The Town Clerk, Mrs. L.M. Phillips and 21 members of the public were also present.

T74. Chairman's Remarks

The Chairman had no remarks to make.

T75. Apologies for Absence

Apologies for absence were received from Cllrs. JB and JG.

T76. Declarations of Interest / Dispensations

- a) Cllr. DJEH – agenda item 6 – as a member of the ELDC Planning Committee
- b) Cllr. Mrs. JMS and AL – agenda item 6 – as a member of ELDC and agenda item 12 – as a Trustee of Hubbard's Hills
- c) Cllr. DEW – agenda item 6 – as a Trustee of Hubbard's Hills.
- d) Cllr. GEH – agenda item 6 – as the ELDC Ward Member.

T77. Council Minutes

It was **RESOLVED** to approve the minutes of the meeting of 10th January 2023 as a correct record.

T78. Committee Minutes

It was **RESOLVED** to adopt the resolutions contained within the Planning Committee Minutes of 13th December 2022, 10th January 2023 and 31st January 2023.

T79. Presentation from Mr. J. Timson re. Proposed New 3G Football Pitch at Wood Lane

The Council received a presentation from Mr. Timson who was leading a group which objected to the above. Their 3 main objectives were to 1) stop the pitch from going on that site, 2) locate an alternative site, 3) press ELDC to make a positive decision around Charles Street. Mr. Timson detailed the groups objections and concerns. He talked about raising money to take ELDC to a judicial review if they approved the Planning Application above and asked if the Town Council would assist with that. The Council explained that it could not make a decision on that while in the period before an election known as purdah. It therefore asked Mr. Timson to come back to Council after the election and it **RESOLVED** that the Town Clerk should write to ELDC and request that any decision on this planning application should be deferred until after the election.

T80. Co-option

Cllr. JS read out the letters of application for co-option that had been received. The Council then received presentations from the applicants and it was **RESOLVED** that Miss Laura Frost be co-opted onto Louth Town Council.

T81. Cheque Signatories

It was **RESOLVED** that Councillors SC, JS and LMC be added to the Council's bank mandate as cheque signatories.

T82. Deputy Mayor Elect 2023/24

The Committee noted that:

- a) The current Deputy Mayor, Councillor Mrs. J. Simmons was in line to ascend to the position of Mayor in 2023/24.
- b) Candidates were expected to fulfil the role as Mayor as per the Mayoral Job Specification.
- c) Both the Mayor Elect and Deputy Mayor Elect for 2023/24 would be subject to re-election onto Louth Town

Council and formal election at the Annual Town Council meeting on 16th May 2023.
Councillor Mrs. JMS requested that the vote be taken in confidence. It was **RESOLVED** that Cllr. SC be elected as Deputy Mayor Elect for 2023/24.

T83. Elections – May 2023

Councillors confirmed receipt of election of documentation by email and receipt of the election timescales. Council noted that nomination packs etc., could also be found on ELDC's website.

T84. Coronation of King Charles III

The Council noted that the Events Working Group had met and received their recommendations. It was **RESOLVED** that the Council should pursue the following:

- a) Purchase and erect Union flag bunting for the town.
- b) That the town's planters should be planted with plants in Coronation colours.
- c) That LCC should be asked if it would be decorating the roundabouts for the Coronation, similar to as for Remembrance.
- d) Participate in and promote St. James' Church Community Blossoms event and consider how LTC could assist with planting at the front of the Church.
- e) Defer commissioning a bespoke Coronation planter pending advice from ELDC as to whether such would be allowed in the Cornmarket.

T85. Hubbard's Hills

Mr. A. Leonard, the Chairman of the Hubbard's Hills Trust (HHT), spoke confirming that the HHT would be using money it had in its bank to pay for major projects such as riverbank repair, replacement of gabion baskets including production of specially made baskets for the curves, clearance of trees and replanting. He reported that 250m on both sides of the river needed attention and that the HHT had the funds to finance that. He confirmed that the replacement bridge was being made and this would have a more natural look. He explained that the 1st instalment of 23/24 funds from the Town Council was due by the end of April. He said that the riverbanks would cost in the region of £85,000 to repair and that this would swallow up a large portion of the HHT's reserves. He said that the HHT didn't want to be in a position where funds were short and asked if the Town Council would consider accepting the invoice for the bridge when it came, funds for that to be taken from those earmarked for use on Hubbard's Hills. He reported that the invoice would be in the region of £16k but that the Town Council would be able to claim the VAT back on it. The Council **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item being of a 3rd party nature in relation to Hubbard's Hills. A discussion of confidential information ensued. Following this it was **RESOLVED** to return to open session and finally it was **RESOLVED** that the Town Council would meet the invoice for the bridge in the region of £16k provided that the invoice was addressed to the Town Council.

As the length of the meeting was approaching 3 hours, it was **RESOLVED** to suspend Standing Orders to allow it to continue.

T86. Closed Sessions Item

The Council **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item being of a commercial nature in relation to grasscutting. The Council discussed quotes that had been received in relation to grasscutting of the Cemetery and of amenity grass. It was **RESOLVED** to move back into open sessions and that D. Skells Transport Management Ltd be awarded the work for both the Cemetery and the Amenity Grass.

T87. Date of Next Meeting

It was noted that the date of the Council's next scheduled meeting was 25th April 2023.

The Meeting Closed at 9.42pm.

Signed _____ (Chairman) Dated _____

04-25-23 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 25th APRIL 2023**

Present The Mayor, Cllr. J. Baskett (JB) (in the chair).

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), D.J.E. Hall (DJEH), G.E. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW)

Councillors not present: J. Garrett (JG), D. Hobson (DH), H. Filer (HF), L. Frost (LF)

The Town Clerk, Mrs. L.M. Phillips was also present.

Cllrs. Mrs. JMS and AL spoke about the Active Travel Scheme, reading out an email conversation between Cllr. R. Davies and Cllr. A. Hall:

“Cllr. R. Davies: Ahead of Next Week’s Louth Transport Board I would like to provide an update as to the Active Travel Scheme elements around the town centre.

Cornmarket – Further to feedback from various sources, the Louth Transport Board, at the last meeting, recognised that the prevailing view was that the Experimental Order provisions of a full time closure of the Cornmarket area were not balanced to the needs of the location and the surrounding businesses and market operations. It was determined that the Council should be looking to move to a seasonal arrangement which allowed for the café culture to be dominant for part of the year and for parking to be reinstated over the winter months. This has been reviewed and given the timeframes for the relevant legal processing to establish this arrangement it was determined that to open the Cornmarket in the very short period before the “season” begins would be terribly confusing leading to further dissatisfaction.

The scheme will therefore be left to expire at the end of the Experimental Traffic Order at which point the Cornmarket will then revert to previous arrangements. In the meantime the relevant processes for establishing a seasonal regime and the requirements in terms of legal order processing, signage, appropriate street furniture during the closure and their associated management regimes will be put in place prior to the 2024 “season”.

Mercer Row & Market Place – Consideration is still required as to how these two areas are treated. At the last Transport Board it was determined that this was to be subject to discussion after a local “walk around” by the Executive Member for Highways which would also consider any other opportunities to enhance existing walking and cycling opportunities in the town.

I will be present at the Transport Board meeting on Tuesday so I will happily take any arising questions.

Cllr. A. Hall: Many thanks for your email. In terms of the Cornmarket clearly my recollection of the meeting varies from yours. I believed that the board agreed that the Cornmarket would be reverted back to car parking within 72 hours. The time frame given by the Executive member Cllr Richard Davies. Why wasn’t the boards decision implemented?

Apologies this couldn’t wait until the next meeting. However, I feel that a response to this query is required before deciding on my attendance of future meetings. If the board isn’t going to be listened to by elected representatives, it is a complete waste of everyone’s time.

Cllr. R. Davies: We would have liked to action that immediately but unfortunately due to the legal timescales needed to be given for orders it wouldn't have been possible in a sensible fashion, hence this slightly staged approach.

We are getting to the point we agreed of having a seasonal scheme.

The one key issue we need to nail down is how we engage with the local community to ensure everyone understands the regime.”

T88. Apologies for Absence

Apologies for absence were received from Cllrs. JG, HF, DH, LF

T89. Declarations of Interest / Dispensations

- a) Cllr. AL – Agenda item 10 – as the Chairman of the Hubbard’s Hills Trust
- b) Cllr. Mrs. JMS – Agenda item 10 – as a member of the Hubbard’s Hills Trust (Dispensation in operation)
- c) Cllr. GEH – Agenda item 7 – as a member of ELDC.
- d) Cllr. DEW – Agenda item 9 – as an acquaintance of the Chairman and Secretary of the Trinity Allotments and Agenda item 10 – as a member of the Hubbard’s Hills Trust
- e) Cllr. DJEH – Agenda item 7 – as a member of ELDC and as a Cllr. who gave funds from their ELDC Cllr. Grant.

T90. Town Clerk’s Remarks

The Town Clerk thanked those Councillors who were stepping down from the Council at the Election on 4th May, for their work in the community and assistance over the years, giving each a card. She reminded Councillors that if they were returned they would each need to complete a Declaration of Acceptance of Office form before the start of the next meeting and she reported that a Governance and Finance Committee meeting would be called on 2nd May.

T91. Council Minutes

It was **RESOLVED** to approve the minutes of the meeting of 13th December 2022 as a correct record.

T92. Committee Minutes

It was **RESOLVED** to adopt the resolutions contained within the following Minutes:

- a) Planning Committee – 21st February 2023
- b) Planning Committee – 14th March 2023
- c) Community Resources Committee – 30th August 2022
- d) Community Resources Committee – 1st November 2022
- e) Community Resources Committee – 31st January 2023
- f) Governance and Finance Committee – 22nd November 2022
- g) Governance and Finance Committee – 3rd January 2023
- h) Personnel Committee – 5th July 2022
- i) Personnel Committee – 1st November 2022
- j) Personnel Committee – 7th December 2022
- k) Personnel Committee – 6th February 2023

T93. Review of Policies and Procedures

The Council reviewed its Co-option Policy and it was **RESOLVED** to approve this for use with the deletion of ‘normal Town Council’ from the second paragraph of section 1 and the addition 1) at paragraph 1 of section 2, after the words ‘in writing’ of ‘Explaining why you would like to join the Council, what you could bring to the Council and how you meet the Town Councillor – Person Specification.’ 2) at part b of section 2 after the words ‘opportunity to’ the addition of ‘view applications immediately prior to a meeting and ask questions of the candidates at the meeting.’

T94. Rate Relief Support

It was **RESOLVED** that the Town Clerk should be given delegated to authority to sign a Rate Relief application to ELDC from Edan Lincs on behalf of the Town Council, confirming its support.

T95. Meeting Dates

It was **RESOLVED** to approve the schedule of proposed meeting dates for 2023/24.

T96. Payment for Trinity Allotments 2023/24

It was **RESOLVED** to send payment of £881.98 in respect of the annual rent of the Trinity Allotments, calculation based on the 2022 payment (£790.31 plus 11.6% RPI for 2022) and make enquiries as to how much the owner might be prepared to sell the land for.

T97. Hubbard’s Hills

Mr. A. Leonard reported that a contractor had been instructed to start the Riverbank work which would cost circa £85k and the Trust were setting aside another £10k on top of that as a contingency against any unforeseen costs. Mr. Leonard confirmed that if costs started to sky rocket the Trust would have to halt the work while they replenished funds. The work was to start at the Hallington end of the Hills and progress to the duck pond. It would be a belt and braces job and particular attention would be paid to the bends which were the worst areas. The new bridge was to be of green Oak and would be very strong. Work was due to start on that in the coming weeks. These two items would take up most of the Trust’s reserves and the Trust hoped to use the 1st instalment of the Council’s maintenance contribution

to tide them over. He confirmed that sections of the Lincolnshire Fencing on the top path were being replaced amongst other things. There had been some vandalism in the toilets. The Trust were looking to restore the railings at the Crowtree Lane end of the Hills and there might be a need to make good the road leading in from Crowtree Lane as LCC were reluctant to take responsibility. Cllr. LMC wondered how much interest the Trust had earned on payments made by LTC since its inception in 2009. Mr. Leonard did not have those figures to hand but stated that under Company Law the Trust had to have a business account and the interest rate on that was currently 0.06% minus bank charges. Cllr. Mrs. PFW wondered if as a Charity the Trust ought to have two accounts. Mr. Leonard confirmed that the admin cost to keep on top of two was too much, having to pay for each cheque. Cllr. JS wondered if the administration could be done digitally. Cllr. JB thought that the new agreement was a good one and was happy that Mr. Leonard was coming to Council to talk. He wondered if Mr. Leonard would do a walk around of the Hills with Councillors to show them on the ground the work that was needed, being done, planned etc. He also wondered if the Trust had thought of involving the public any more. Mr. Leonard spoke on Cllr. JB's last point saying that the Trust were worried about volunteers in the Hills as the liability if one had an accident was huge. It was **RESOLVED** to approve payment of the 1st instalment of the Council's maintenance contribution to the Hubbard's Hills Trust in the sum of £24,500.

T98. Coronation of King Charles III – Bespoke Planter

The Council received an update from the Town Clerk who redistributed a drawing of the original proposed planter and a second revised drawing, which addressed the concerns that had been raised previously. A mock up of a similar planter in position in the Cornmarket was also circulated. A discussion ensued. Cllr. GEH requested a recorded vote and it was **RESOLVED** as follows:

That the Town Council leave the decision on a planter until after the elections, for the new Council.	
For	EB, JB, SC, GEH, ML, AL, SEL, JMS, BOB, DEW, PS
Against	MB, LMC, JS, PFW
Abstain	DJEH, KN,

T99. St. James' Church Clock

Council noted that there was a problem with the clock at St. James' and that in 1965 it had obtained a faculty to install the electrical winding mechanism and since had met the cost of repairs and electricity. The Town Clerk reported that the situation was slightly different than noted on the agenda as she had that day been informed that an initial inspection had already taken place, the cost for which was £350 + VAT and a further quote for work had been received in the sum of £1,397 + VAT. It was **RESOLVED** that the Council would meet the cost of the aforementioned.

T100. Date of Next Meeting

It was noted that the date of the Council's next scheduled meeting was 16th May 2023.

The Meeting Closed at 9.02pm.

Signed _____ (Chairman) Dated _____

LALC MANAGEMENT COMMITTEE NOMINATION FORM

Every four years, following the ordinary elections, our member councils are invited to nominate councillors/clerks to act as representatives on the Association's Management Committee. The Association's Annual General Meeting appoints the Committee to administer the Association's affairs on its behalf throughout the year, and together with the Chief Executive and officers, the Committee oversees the budget, delivery of services to member councils, and Association representation as appropriate with other bodies. The Committee comprises a President, Vice-Presidents and Treasurer (appointed each year by the AGM ex-officio), together with six councillors and two clerks, elected by the AGM. The Chair and Vice Chair will be elected at the first meeting following the AGM.

This year's AGM will be held via ZOOM on Thursday 29th June at 7pm, and appointment of the Committee will be an agenda item for delegates to consider that day.

Committee members will serve for a four-year period until the year of the next ordinary elections in 2027. Any casual vacancies, when they arise, are filled mid-term by co-option.

The Committee meets four times a year – usually in January, April, July, October. Extra-ordinary Meetings and sub-committees will be appointed as and when the need arises. Meetings are generally held at the office in Dunholme, usually on a Thursday evening – the Committee sets the dates and times. Travelling expenses are reclaimable. There will be the opportunity to join remotely, should you not be able to travel.

If your Council would like to nominate someone for a place on the Association's Management Committee, please complete the form below and return to LALC no later than 15th June 2023. Please note that there is a maximum of one representative per council.

Name of Council:

Name of nominee:

Nominee personal statement - why you wish to join the Management Committee (no more than 100 words)

Nomination agreed at meeting of the Council on:

..... (Signed by Clerk and Proper Officer)

Please return by e-mail to: enquiries@lalc.co.uk