

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee, which will be held on Tuesday 18th June 2019 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.

From 7pm a maximum of ten minutes will be set aside for the meeting to receive reports from the Police and a further maximum of 10 minutes will be set aside for the meeting to receive reports of elected Members of Lincolnshire County Council and East Lindsey District Council.

Mrs. L.M. Phillips

Town Clerk

Dated this 12th Day of June 2019

AGENDA

TOWN COUNCIL

(Chairman: Councillor F.W.P. Treanor)

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. Chairman's Remarks

3. 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.

4. Council Minutes

To approve as a correct record the notes of the Council Meetings held on 14th May 2019 and 21st May 2019. (Attached).

5. Committee Minutes

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

- a. Personnel – 5th February 2019
- b. Community Resources – 19th March 2019
- c. Governance and Finance – 16th April 2019
- d. Planning – 30th April 2019

6. Town Clerk's Report / Update

7. Louth 6th Form Options

- a. Councillors to receive a presentation from Mr. J. Lascelles, Headmaster of KEVIGS, on their attached letter re. future of post 16 education and resolve upon a response.
- b. Councillors to note a letter from LCC re. LTC's Louth Academy Consultation Response.

- c. In light of the above and Louth Academy's letter to LTC re. LTC's Louth Academy Consultation Response, Councillors to discuss any further action that it can take.

8. Annual Governance and Accountability Return (AGAR) 2018/19

- a. To receive the report of the internal auditor. (Attached).
- b. To receive the Balance Sheet for the year ended 31st March 2019 and approve signing by the Chairman and the Responsible Financial Officer (RFO). (Attached).
- c. To approve the Annual Governance Statement (Section 1 of the AGAR) for financial year 2018/19 and authorise signing by the Chairman and Town Clerk. (Attached).
- d. To approve the Accounting Statements (Section 2 of the AGAR) for financial year 2018/19 and authorise signing by the Chairman and the RFO. (Attached).

9. Annual Town Meeting

Council to receive the notes of the Annual Town Meeting held on 30th April 2019 and consider any proposals raised therein by members of the public. (Attached).

10. Review of Policies and Procedures

Council to review and adopt the following:

- a. General Data Protection
 - i. Cemetery Privacy Notice
 - ii. Email Contact Privacy Notice
 - iii. General Privacy Notice
 - iv. Staff and Councillor Privacy Notice
 - v. Data Protection Policy
 - vi. Information Security Incident Policy
 - vii. Removable Media Policy
 - viii. Retention of Documents Policy
 - ix. Secure Disposal of Information Policy
 - x. Subject Access Requests Policy
- b. Complaint's Procedure
- c. Policy on Handling of Freedom of Information Requests
- d. Media Policy

11. Councillor Surgeries

Council to approve the use of the Sessions House for Councillors Surgeries.

12. Request for Litter Bin on Virginia Drive

Cllr. DF to propose that the Council consider supporting a request to ELDC for the provision of a bin on Virginia Drive. At this time it is not known if a contribution to costs will be required. However, ELDC have confirmed that standard steel bins cost approximately £300.

13. Part Night Street Lighting

Following receipt of a request from a member of the public to reinstate street lighting through the night in his locale, Council to consider setting up a working group to investigate and report back.

14. Public Land off Charles Street

Council to note damage to fence at the above (picture attached) and discuss and resolve upon taking any action open to it, if required.

15. Letter from Mr. P. Edwards, ELDC Service Manager – Development Control

Council to discuss the above, circulated by email on 5th June 2019 and either resolve upon questions that they would like asking before a formal response is considered or formulate a response, especially to the two questions posed:

- a. Do the Council still wish to be notified of Planning Applications?
- b. Are the Council happy for their first point of contact to be the Town Clerk?

16. Councillor's Name Badges

Council to consider a proposal from Cllr. MB to acquire magnetic name badges for Councillors and Staff.

17. Speed Traffic Reduction

Council to receive a proposal from Cllr. MB to consider looking into operating a Community Speed Watch Scheme in conjunction with other Councils e.g., training volunteers to work with LCC Road Safety Partnership who would visit other towns to check traffic speeds while their volunteers would visit Louth.

18. Closed Session Items

Committee 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 commercial third party and sensitive nature in relation to:

- a. **War Memorial** – Council to discuss preparations for Remembrance Events.
- b. **Cemetery Workshop** – Council to receive an update re. electricity supply, discuss ramifications and resolve upon the way forward.
- c. **Cemetery Lodge** - Council to receive an update, discuss and resolve upon the way forward.

19. Next Meeting

Committee to note that the next scheduled meeting of Louth Town Council will take place on 2nd July 2019.

PLANNING COMMITTEE**(Chairman: Councillor Mrs. S. Crew, All Members)****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. Chairman's Remarks**3. 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.

4. Minutes

To approve as a correct record the notes of the Planning Committee meeting held on 21st May 2019.

5. 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 06-18-19).

6. Proposed Works to Trees in the Conservation Area

Committee to consider and comment, if required, on the following proposed work to trees within the Conservation Area:

a. Location: 1 Spring Court

Proposals: T1 – Pine – Side prune lower branches by approximately 1-1.5m to leave a minimum crown spread of 2m

Reasons: T1 – To alleviate overhang to neighbouring garden and reduce shading to property.

b. Location: 8 Horncastle Road

Proposals: T25 – Lime – Reduce in height from approx. 22m to 18m to previous high pollard points. Side prune by 1.5m to reduce spread from 12m to 9m. Crown lift to 5.2m over highway and garden.

Reasons: T25 – To reduce excessive shading to property.

7. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 16th July 2019.

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05-14-19 TC MINS

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14TH MAY 2019**

Present The Mayor, Councillor George Horton (GEH), (in the chair)

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LC), A. Cox (AC) Mrs. S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), 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.E. Wing (DEW)

Councillors not present: None

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent, the Mayor's Serjeant, Mr. G. Darnell, the new Mayor's Chaplain, Fr. J. Younger, 1 member of the press and 15 members of the public were also present.

1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. FWPT be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2020.

a. Declaration of Acceptance of Office

Cllr. FWPT read out and signed the official Declaration of Acceptance of Office witnessed by the Town Clerk and took the Chair.

b. Mayor's Address

The Mayor thanked fellow Councillors for their support in his election.

c. Vote of Thanks to Retiring Mayor

It was **RESOLVED** that a vote of thanks be given to the Retiring Mayor. Cllr. FWPT thanked the retiring Mayor, Cllr. GEH for his hard work over the past year and presented him with a replica of the Arms of the Town as a token of the Council's appreciation of his services during his mayoralty.

d. Reply of the Retiring Mayor

Cllr. GEH thanked the Mayor for his kind words and spoke of how honoured he had been to have been the Mayor for the year, meeting so many volunteers, without whom, Louth would be a lesser place. He continued that one of the tireless volunteers he had known for many years through the Royal British Legion was Mr. Andrew Warne, and was delighted to present to him the Arms of the Town. Mr. Warne accepted the shield and thanked the Council. Cllr. GEH then thanked everyone for their support and presented gifts to the Town Clerk, Mrs. L. Phillips, the Assistant Town Clerk, Mrs. M.C. Vincent, Cllr. FWPT and Mayoress Mrs. J. Treanor who had served as Deputy Mayor and Deputy Mayoress during his term of office, the Mayor's Serjeant, Mr. G. Darnell and Cllr. Mrs. JMS who had acted as Consort when the Mayoress was unavailable. He gave thanks to his wife, the Mayoress for all her support and to the Mayor's Chaplain, Rev. N. Brown (who had been unable to attend and who he would deliver his gift personally to).

e. Appointment of Chaplain

The Mayor announced that Fr. John Younger had kindly agreed to act as his Chaplain. Fr. Younger addressed the Council and gave a brief history of his childhood and family connections with Louth having moved back to Louth eight years ago after working in the Diocese of Nottingham.

2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. DEW be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2020. Cllr. DEW was thereby elected as Deputy Mayor and was invested with the badge of office.

3. Councillor Declarations of Acceptance of Office and Council Vacancies

The Town Clerk confirmed that all Council Declarations of Acceptance of Office had been signed by all Councillors and that there was a vacancy on St. Michael's Ward. The Council **RESOLVED** to approve timescales for co-option of: Advertise – 15/05/19, Closing Date – 25/06/19, Interviews – 02/07/19.

4. Apologies for Absence

None.

5. **Declarations of Interest**

None.

6. **Council Minutes**

Council Minutes were received and it was **RESOLVED** by vote of the Council to approve as a correct record the Minutes of the Council Meetings held on 16th April 2019.

7. **Committee Minutes**

Committee Minutes were received and it was **RESOLVED** by vote of the Council to adopt the resolutions contained therein of the Planning Committee meeting held 2nd April 2019.

8. **Committees of the Council**

It was **RESOLVED** that the Planning Committee, Governance and Finance Committee, Community Resources Committee and Personnel Committee should be re-established as Committees of Louth Town Council and that their terms of reference, delegated authority and membership (all members on all Committees except Personnel which has a membership of 5) should be confirmed. Cllr. FWPT then informed the Council that as Mayor he would need to step down from the Personnel Committee which would leave a vacancy. It was **RESOLVED** that Cllr. Mrs. SC become a member of the Personnel Committee.

9. **Louth Town Council Governance**

It was **RESOLVED** to confirm that Standing Orders, Financial Regulations and the Code of Conduct had been received by members and had been correctly adopted/reviewed on 19th March 2019. It was also noted that adopted policies of Louth Town Council were available to view on www.louthtowncouncil.gov.uk.

10. **Town Clerk**

It was **RESOLVED** that the Town Clerk be granted delegated authority as contained within Standing Orders and Financial Regulations.

11. **Representation on External Bodies and Arrangements for Reporting Back**

It was **RESOLVED** to agree on the following representation at meetings:

- a. Louth United Charities – Mrs. MO and Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC
- b. KEVIGS Foundation – Cllrs. AL, Mrs. EB and Mrs. SC
- c. Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW
- d. Carers Contact – Cllr. Mrs. JMS
- e. CCTV Partnership – Cllr. Mrs. EB and Town Clerk

12. **Council's Membership of Other Bodies**

It was noted that the Council was a member or associate of:

- 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 Federation of Burial and Cremation Authorities
- f. The Information Commissioners Office

13. **Register of Assets**

It was **RESOLVED** to confirm that that schedules of land and assets were reviewed and adopted by Town Council on 19/03/19.

14. **Insurance**

The Council noted that the arrangements for insurance cover of all insured risks had been reviewed and resolved upon on 19/3/19.

15. **Meetings of the Council**

It was **RESOLVED** that the dates of the meetings of Louth Town Council and Committees were as the schedule which was reviewed and adopted on 16th April 2019 and that the Town Clerk be authorised to issue summons accordingly.

16. **Nominated Key Holders**

The Council **RESOLVED** to nominate 4 Councillors to be 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. Nominated Councillors: FWPT, DJ, Mrs. SC and DH.

17. Cheque Signatories

Following the recent election and the loss of two bank signatories the Council **RESOLVED** to nominate replacement signatories, as follows:

Lloyds Account – Cllr. AL

NSI Account – Cllrs. AL and DJEH

18. Other Annual Council Business

It was **RESOLVED** to approve the deferral of other Annual Council Business to the Council's next meeting on 18th June 2019.

19. Next Meeting

Councillors noted that the date of the next scheduled Louth Town Council and Committee meetings would take place on Tuesday 21st May 2019 when Chairmen / Vice Chairmen and working groups would be elected / established.

The Meeting Closed at 7.45pm.

Signed _____ (Chairman) Dated _____

05-21-19 TC MINS

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 21ST MAY 2019**

Present The Mayor, Councillor (FWPT) (in the chair).

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC) Mrs. S. Crew (SC), H. Filer (HF), D. Ford (DF), D.J.E. Hall (DJEH), 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), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: J. Garrett (JG) and D. Hobson (DH).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent and 1 member of the public were also present.

55. Apologies for Absence

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

56. Declarations of Interest / Dispensations

The following Declarations of Interest was made:

- a. Cllr. Mrs. EB - Item 5b as on an Independent appeals Panel (MAT).
- b. Cllr Mrs. JMS – item 4 as a member of ELDC

57. Publications Received

The Council noted that the Clerks and Councils Direct May 2019 could be viewed in the office.

58. Working Groups

It was **RESOLVED** to re-establish/establish working groups of the Council and approve the use of their existing remit and elect the membership as follows:

- a. **Events Group** – Cllrs. FWPT, DEW, JS, MB, LMC, HF, DJ and the Town Clerk (one extra Councillor to the previous group).
- b. **Flood Liaison Group** – Cllrs. DH, Mrs. PFW, Mayor and the Town Clerk.
- c. **Award Group** – Cllrs. DEW, MB, HF, Mrs. SC and KN.
- d. **Past Mayors** – Cllrs. FWPT, Mrs. SEL, Al, Mrs. PFW, Mrs. JMS, DEW, Mrs. EB, GEH and to form the new group
- e. **Tidy Louth** with the remit to 'look at problems with tidiness in Louth and to formulate solutions for these issues.' – Cllrs. DF, Mrs. SC, MB, JS, KN and DJ. (Note at the beginning of this item Cllr. Mrs. JMS declared an interest as a member of ELDC).

59. Correspondence

The Council noted correspondence regarding:

- a. Weed Treatment by LCC due to commence in Louth w/c 13th May 2019. Weed treatments can take up to three weeks to be effective, dependent upon conditions. Councillors should email the Town Clerk with any areas of weeds which are large or well established, these will be passed on and LCC will make alternative arrangements for removal.
- b. The reply from Tollbar MAT following Louth Town Council's objection to Louth Academy's Proposals to change the age range of Louth Academy from 11-18 to 11-16.

60. Training

It was **RESOLVED** to agree to book the seven courses which Councillors had requested to attend and to also give the Town Clerk the delegated authority to book any further relevant courses for Councillors. The Town Clerk reminded Councillors that the Pool Van was available for them to travel to courses, or if there were a group of Councillors to please use one vehicle to travel in. Mileage expenses in a private vehicle could be claimed.

61. 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 commercial third party and sensitive nature in relation to:

- a. Use of Sessions House Car Park – Following a vote of the Council it was **RESOLVED** that the Council should not agree to the use of the Sessions House Car Park for the storage of a caravan.
- b. Cemetery Electricity – It was **RESOLVED** that the Town Clerk be given delegated authority to investigate and progress the moving / new installation of the Cemetery Workshop electricity meter.
- c. Southgate Lodge – It was **RESOLVED** that the Council approve the list of covenants as tabled for use in the sale of Southgate Lodge and that the Town Clerk would liaise with the Council's solicitor to confirm the best terminology to be used.

It was **RESOLVED** to move out of closed session.

62. Next Meeting

The Council noted that the date of the next scheduled Town Council meeting was 18th June 2019.

The Meeting Closed at 9.28pm.

Signed _____ (Chairman) Dated _____



King Edward VI Grammar School

Encouraging Excellence and Nurturing Talent in Every Individual

For the attention of:

Victoria Atkins MP
John Edwards RSC
Patricia Bradwell, Deputy Leader LCC
Craig Leyland, Leader of East Lindsey District Council
George Horton, Leader of Louth Town Council.

c.c.

County, District and Town Councillors for Louth and Wolds

14th March 2019

Future of Post 16 Education

Dear Victoria, John, Patricia, Craig and George,

Since the announcement that Louth Academy will be closing their Sixth Form we have received support and requests from various parties in our local community for King Edward VI to provide leadership and wider provision for 16+ education within the local community.

King Edward VI has always offered traditional A-level courses. In the past it has not made any other provision because these alternative pathways were being provided by other schools locally and would have undermined their offers and gone against our joint agreement on post 16 collaborative working.

The culmination of five years of collaborative working between MDTC and Cordeaux was crystallised by the drawing together of this expertise into a comprehensive post-16 provision for Louth: this knowledge and experience of the post 16 offer across Louth, the needs of Louth students, and a realistic appraisal of the post 16 market place and funding arrangements was the logic behind the participation of all the key stakeholders in the Louth Joint Sixth Form.

Based upon that experience of the needs of post 16 students in Louth, King Edward's has continued to implement its part of the Louth Joint Sixth Form - broadening our A Level offer to incorporate Media Studies, Business Studies, Theatre Studies, Photography and Sociology. In addition we have also reduced our Sixth Form entry criteria and subject entry criteria to bring it in line with the more comprehensive offer envisaged in the Louth Joint Sixth Form.

Following the recent announcement of the closure of Louth Academy's Sixth Form we are considering exploring the possibility of broadening our current provision to incorporate the BTEC Diploma pathway into the Trust's post 16 offer to ensure that the middle pathway of the broad comprehensive offer envisaged under the Louth Joint Sixth Form might be resurrected.

Headmaster James Lascelles

King Edward VI Education Trust, Edward Street, Louth, Lincolnshire, LN11 9LL Chair of Trustees: Mr Andrew Harrison

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King Edward VI Grammar School

Encouraging Excellence and Nurturing Talent in Every Individual

This offer would be based around a suite of full time L3 BTEC Diplomas linked to sponsorship and work experience opportunities with businesses, professions and other partners in Louth. This offer could include the L3 BTEC Diplomas in:

Business - working with local solicitors, accountants, banks, estate agents and surveyors;

Gaming and Webdesign - working with local IT and Web/Gaming design firms;

Uniformed Public Services building on our links through our Combined Cadet Force with the Army, Air Force, Louth ATC, and wider community links with the Police;

Children's Play Learning and Development - working in partnership with Donnington on Bain primary school, and the Louth Primaries.

In addition, if our plans for our new Sports Hall and Elite Performance Centre are successful, this would enable us to add in the **L3 BTEC Diploma in Sport** working with our partners in Magna Vitae, the Louth sports clubs, and Lincoln and Loughborough Universities. Furthermore, phase two of our site development - once our new Sports Hall is built - is to convert our existing activity hall into a Physics and Engineering department thus enabling us, in time, to bring in the **L3 BTEC in Engineering** working with local and Humber Bank engineering firms via the links we have within our governing body and parental community.

Our initial thoughts, as members, are to suggest that the directors investigate whether it is possible to build a business case to establish provision for this BTEC Diploma pathway either within our existing offer or preferably via a studio/free school, possibly using the vacant site adjacent to the school on Crowtree Lane. Crowtree House is currently sitting empty, requires refurbishment and is currently ring fenced for Sixth Form boarding provision.

Today the school is still addressing the issues and the impact of previous last minute changes in strategic area planning on King Edward's. We are therefore exceptionally reluctant to move any further forward before we have received advice, support and reassurance from stakeholders on this suggestion: especially if there are other strategic plans to develop 16+ provision in the local area.

We would welcome your thoughts.

With kindest regards

Headmaster James Lascelles

King Edward VI Education Trust, Edward Street, Louth, Lincolnshire, LN11 9LL Chair of Trustees: Mr Andrew Harrison

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HS/

20th May 2019

Mrs Philips
Louth Town Council
The Sessions House
Eastgate
Louth
Lincolnshire
LN11 8AJ

Heather Sandy
Interim Director of Education
Lincolnshire County Council
County Offices
Newland
Lincoln LN1 1YL
Tel: 01522 550989

Dear Mrs Philips,

Thank you for your letter sharing Louth Town Council's response to the Louth Academy Consultation on the proposal to change the age range of Louth Academy from 11-18 to 11-16.

Whilst this consultation does not involve any decision making in the power of the County Council, we would like to take the opportunity to respond to the concerns you have raised.

Firstly, we are aware that the predecessor school to Louth Academy, Monks Dyke Tennyson College, struggled to sustain a financially and educationally viable sixth form offer and outcomes at the provision declined as the school attempted to do this. Numbers at the sixth form have been historically low for a number years and young people and their families have not been choosing this provision at the numbers required for it to thrive for several years. We understand that the response to the consultation has been minimal with around twenty written responses and no attendance at any of the open events held.

The Wolds College building transferred to AET Academy Trust when the school converted to an academy, in line with national policy. When Toll Bar MAT took over sponsorship of the school from AET, they worked with a local, experienced vocational provider but with such small numbers they could not make the continuation of vocational courses educationally or financially viable. The County Council is continuing to meet with providers in this area to map provision and monitor the offer in the wider East Lindsay area. Whilst we have no powers to make providers locate provision in Louth or on the East Coast, we continue to use our intelligence to influence the offer for children and young people.

The Council has not provided transport for any 6th form students to access the Louth Academy sixth form since the academic year 2016/17. Following the Academy's decision to close its sixth form provision, the Council will continue to provide subsidised transport support for the students living in this area to their nearest sixth form at Louth King Edward VI Academy (currently transporting 35 students) as well as to the nearest college which is Grimsby Institute of FE for the majority of students. Additionally, for young people living in the designated transport area for Grimsby

College, transport will be agreed exceptionally to Grimsby Franklin College given these students can utilise the existing transport to Grimsby Institute of FE at no additional cost to the Council. The Council asks for a contribution of £570 per annum to access the transport provided by the Council. Alternatively, we are also aware that students are able to make use of the transport which is provided by the Tollbar MAT to access the Waltham sixth form and dedicated transport provided by Grimsby Institute of FE to this college. The Council therefore believes that access remains available to a reasonable choice of post 16 options following the closure of the Louth Academy sixth form. We would be unable to cite carbon pollution as a reason to reduce this choice and not allow students to travel to Grimsby as this is not in line with our policy. Whilst pupils are able to access this transport, our data does show that the vast majority do chose to travel to Grimsby.

With regard to your concerns about the openness and transparency of the County Council's approach, we would dispute this. Whilst the school was still a maintained school, the sixth form became educationally and finically unviable. We supported the Head Teacher at that time to suspend new admissions and allow any new sponsor coming to consider what might be possible. Unfortunately, Toll Bar Academy Trust have also agreed the provision is not sustainable and so have conducted an open consultation in line with all Department for Education guidance.

Lincolnshire County Council works closely with Toll Bar Academy Trust, as we do with all providers leading education for Lincolnshire's children and young people. We have been delighted with the progress they have made for students at Somercotes Academy and look forward to further developments at Louth Academy.

Kind regards,



Heather Sandy
Interim Director of Education
Lincolnshire County Council

Annual Internal Audit Report 2018/19

LOUTH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/05/18

05/06/19

STEVEN FLETCHER

Signature of person who carried out the internal audit



Date

05/06/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Louth Town Council

INTERNAL AUDIT REPORT 2018/19

Internal Auditor: **Steve Fletcher**

Date of Audit: **5th June 2019**

Internal Control	Findings, Recommendations & Notes to Town Council and Town Clerk & RFO
Proper Book Keeping	The RBS Rialtas Suite system is used to record payments and receipts and is used as the basis of the cashbook Controls appear adequate for cash receipts and cheque payments. A sample check of items and summary totals of payments approved by Council agrees with the cashbook totals and balances. A sample check of cash reconciliation shows correct procedures have been undertaken throughout the financial year. Section 137 expenditure has been properly identified in the accounts.
Standing Orders & Payment Controls	Financial regulations and other Town Council Policies have been reviewed and changes approved by Council during the 2018/19 financial year. From a sample of payments in the cashbook, payments appear to be properly supported by invoices and these are approved each month by Council. VAT statements are produced from the RBS Financial software system and appear to be in order.
Risk Management & Risk Assessment	Following an in depth review of the Town Council minutes and financial documentation, they are presented in a 'user friendly' way and there is no evidence of any unusual financial activities. A risk assessment and asset assessment has been undertaken and approved by the Council during the financial year 2018/19. Insurance provision appears to be adequate with payment to insurance provider shown on bank statement and in the cashbook.
Budget Controls	A budget has been prepared that supports the precept demand for financial year 2019/20 and was duly approved by the Town Council (15.01.2019).

Internal Controls	Internal budgetary control measures appear robust and adequate and the appointment of an internal auditor was resolved by the Town Council during the financial year 2018/19.
Income Controls	Controls for minimal income and receipting/recording of such appear adequate.
Loans	From the sample reconciliation of the Public Works Loan Board (ref 13108302) information sums within correspond and balance to £ 39,187.81 as at 31.03.2019.
Petty Cash	From a sample check of the petty cash and summary totals of payments, sums within the cashbook balance and supporting receipts confirm amounts spent. The petty-cash float held within the office balances with receipts (£158.67 as at 31.03.2019 and £93.97 as at 05.06.2019). Satisfactory controls and risk assessments are in place in relation to the management and reconciliation of the petty-cash account.
Payroll	Payments pertaining to the payroll for all staff of the Town Council were approved by Council during the Financial year 2018/19 and all PAYE and NI calculations and payments have been duly authorised and made.
Asset Controls	The Town Council has a comprehensive asset register which clearly identifies council assets and their individual and combined values.
Bank Reconciliation	Bank reconciliations are complete for the financial year 2018/19 and supported by payment and receipt entries within the cashbook and corresponding bank statements.
Year End Procedures	I am satisfied that all year end procedures have been duly undertaken and completed in an appropriate way and the form in support of the accounts to the External Auditor has been completed to this effect.

Internal Auditors Comment:

I recommend that the Town Clerk & RFO be congratulated on providing continued excellent administration support and comprehensive financial records on behalf of Louth Town Council.



Steve Fletcher – 5th June 2019

LOUTH TOWN COUNCIL

Internal Audit: Visit 5th June 2019.

Financial Period: 1st April 2018 to 31st March 2019.

CONTROL	TEST	Y/N	COMMENTS / RECOMMENDATIONS
Assets	Asset Register	Y	
	Updated	Y	
	Valuations	n/a	
	Zero Balances	n/a	
Attendance Register	Elected Members	Y	Evidenced in minutes
Budget	Process Followed	Y	Final budget 2019/20 agreed at full Council
	Reports to Council	Y	Evidence: Reported to full Council at meetings
	Variances	Y	As above
Cash Book	Up to date	Y	Evidence: in bank reconciliation folder
	Balanced	Y	As above
	Discrepancies	N	None
Cash	Records Kept	Y	Evidence: Reported to full Council at meetings
Credit Card	Records Kept	Y	Evidence: in bank reconciliation folder
Petty Cash	Records Kept	Y	Identified in Financial Regulations
	Balance	Y	£158.67 (as at 31.03.19) £93.97 (as at 05.06.19)
Cheque Books	Completed / countersigned	Y	Cheque Stubs 007943 to 008371
Cancelled Cheques	Procedure	Y	Evidence: within bank reconciliation folder
Direct Debits / Credits	Approved by Council	Y/N	Council has ratified payments by DC/DD.
Financial Regulations	Updated / Approved	Y	Reviewed and adopted
Income	Properly Received	Y	Receipts no 50-100 (inc – note no 84 unused) + 1801 to 1847 (inc)
	Promptly Banked	Y	Evidenced in minutes, Paying in Slips 500149 to 500161
	Anticipated	Y	Evidenced in minutes
	Received	Y	Evidenced in receipt books / bank statements
Internal Auditor	Appointment of	Y	Evidenced in minutes / financial regulations
Payment Controls	Invoices	Y	Evidenced in bank reconciliation folder
	Minuted	Y	Evidenced in minutes

	VAT Payments	Y	VAT Payments are offset against reclaims
	VAT Reclaimed	Y	VAT claimed
	S. 137	Y	A separate record of section 137 spend is recorded
Payroll	In House	Y	SAGE Payroll System used
	Salaries Approved	Y	Evidenced in Council minutes and payment schedules signed
	PAYE Correct	Y	Calculated using SAGE Payroll System
	Cllr Allowances	N	To be reviewed in future audit
Reconciliation	All Accounts	Y	Evidenced in bank reconciliation
	Up to date	Y	As above
	Balanced to statements	Y	As above
Risk Management	Approved	Y	Reviewed by full Council
	Unusual Activities	N	n/a
	Insurance Cover	Y	Minutes refer to insurance cover
	Reviewed	Y	As above
	Controls	n/a	n/a
Standing Orders	Updated / Approved	N	Reviewed and adopted
Internal audit 2017/18	Accounts Agree	Y	Internal Auditor report evidenced
	Audit trail Adequate	Y	Excellent Audit trail; financial records / documents supplied



Mr S Fletcher
IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC

23/05/2019

Louth Town Council Current Year

12:07

Balance Sheet as at 1st April

31st March 2017

31st March 2018

31st March 2017		31st March 2018	
Current Assets			
4,247	VAT Refunds	18,207	
241,697	Lloyds TSB Current/Deposit	258,904	
108,861	National Savings Bank	109,651	
120	Petty Cash	159	
354,926		386,920	
354,926	Total Assets		386,920
Current Liabilities			
0			0
354,926	Total Assets Less Current Liabilities		386,920
Represented By			
205,917	General Reserve		229,683
149,009	Earmarked Reserves		157,237
354,926			386,920

The above statement represents fairly the financial position of the authority as at 1st April and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

LOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.LOUTHTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	314,947	354,926	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	243,084	269,286	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,882	46,587	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	80,502	91,303	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	20,513	20,513	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	139,972	172,062	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	354,926	386,920	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	350,679	368,713	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,282,863	1,301,218	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	57,725	39,188	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

CM Phillips

Date

06/06/19

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

ATM 04/30/19 MINS

LOUTH TOWN COUNCILANNUAL TOWN MEETING 30TH APRIL 2019

Chairman – Councillor George Horton

Present – Town and District Councillors, Members of the Public and Members of Community Groups.
Total 52.

1. The Chairman Councillor George Horton welcomed all present to the meeting.
2. Following a proposal by Councillor Mrs. MO, seconded by Councillor Mrs. JMS and a vote of those present the Chairman signed the notes of the 2018 Annual Town Meeting and approved them as the minutes.
3. Annual Report of the Town Council 2018/19
 - a. There are currently no vacancies on the Council with 21 councillors representing the town comprising 3 for each of the 7 wards. However, you may be aware that the Town Council has two contested wards which will be fought out at the forthcoming elections on 2nd May. It will also then have a vacancy on St. Michael's Ward which it will look to fill by co-option in the coming months.
 - b. Councillor's meeting night attendances for the last year (to 16/04/2019) was 82% an increase of 5% on the previous year with three councillors missing no meetings at all. During the year there have been 16 Town Council Meetings, 13 Planning Committee, 6 Governance and Finance Committee, 7 Personnel Committee, and 7 Community Resources Committee Meetings held on a total of 25 occasions.
 - c. Councillors also attended working groups, meetings with other authorities, the ELDC Area Forums, Project Boards, Residents Groups, Local Action groups, and are representatives on charitable trust boards.
 - d. The Town Council was also represented at Civic Services throughout the County and in Louth including celebrations for Remembrance Sunday and the 100th Anniversary of the end of WWI.
 - e. Town Council Routine activities
 - i. Hosted Public Forums at most scheduled meetings (except through the Election announcement period) receiving comments ranging from the promotion of Louth Pie Day to the collapse of Keddington Lock, services at Louth Hospital to surface water run off on Grimsby Road.
 - ii. We hosted and attended quarterly CCTV meetings, attended the Clerk and Councillors Networking Day held by the Lincolnshire Association of Local Councils, attended the SLCC Annual Conference and the NALC National Conference and hosted a Lincolnshire-wide Councillor Training Session.
 - iii. Supported the work of Hubbard's Hills Trust by continuing to fund day to day operational costs.
 - iv. Provided storage facilities under agreement for LANALS and Hubbard's Hills.
 - v. Celebrated National events and anniversaries, flying flags for events such as the Queen's birthday and St. George's Day.
 - vi. Received presentations on various subjects ranging from Colin Horton the ELDC Arboriculture Officer, Mrs. S. Williamson and Dr. Owen of LECCG on Louth Hospital and Mr. M. Forman and Mr. J. Gale re. Love Louth.
 - vii. Approved the Budgets and Precept for 2019/20 and submitted the request to ELDC.
 - f. Major topics / events for the year which the Town Council considered / carried out were:
 - i. Hosted the Lincolnshire Voices exhibition at Sessions House celebrating 100 years since the end of World War I.
 - ii. Organised the Beacon Lighting at St. James's Church in celebration of 100 years since the end of World War I.
 - iii. Organised a Public Meeting with regards to the 'downgrading' of services at Louth County Hospital.
 - iv. Organised and hosted the Lovely Louth competition and awards night.
 - v. Discussed / responded to various consultations including:
 1. Review of Gambling Licensing Policy
 2. Street light between Florence Wright Avenue and Pasture Drive

3. Louth Hospital
4. ELDC Review of Sex Establishment Licensing Policy
- vi. Supported residents' requests for Litter Bins and Discretionary Rate Relief requests from Generations Church and Louth Men's Shed.

g. Planning Committee

- i. Commented on 161 planning applications (to 30/04/2019) and amendments following recommendations from the Planning sub group who meet prior to Committee meetings. This is an increase of 1.25% on 2017/18 (159).
- ii. Recorded variances of planning consultation responses compared to ELDC outcome including Southlands Avenue (01625/18), South Street (01950/18), Land off Legbourne Road (01297/18), Eastgate (01965/18), Louth Golf Club (01991/18), Upgate (02410/18), Eastfield Road (02306/18), Westgate (00077/19), Ramsgate Road (01940/18) and Stewton Lane (00004/19).
- iii. Considered 21 'Proposed Works' to trees (to 2/4/19).
- iv. Received 35 Temporary Traffic Restrictions/Closure notices.
- v. Consulted on one street naming proposal at a development off Monks Dyke Road.
- vi. Notable Planning Application Consultations some of which were attended by a representative of LTC at ELDC Planning Committee:
 1. Land adjacent to 82 Eastfield Road
 2. Land rear of 72 Church Street
 3. 50 St. Mary's Park
 4. Land West off Grimsby Road

h. Governance and Finance Committee

- i. All of the members on the Town Council sit on the Governance and Finance Committee. We all share responsibility for the financial management of the council although the finances are administered by the responsible financial officer which is the Town Clerk.
- ii. We ensure that the Responsible Financial Officer acts properly and that the council avoids the risk of fraud, bad debts or carelessness. It is incumbent upon us to ensure that our accounts have been properly prepared and approved, that we have an effective system of internal controls, that we comply with the law, that we have assessed all possible risks to public money and that we have appointed a competent and independent internal auditor. We make sure that the accounts are publicised for general inspection and that there are no hidden issues, (such as impending claims against the council) and also that any significant differences in the figures from previous years can be explained.
- iii. A group of councillors sit on the Finance Overview Group which meets prior to the Governance and Finance Committee meetings to make recommendations to the committee members, such as risk management policy statements in respect of all activities of the Council. The Chair of the Governance and Finance Committee keeps an eye on the arrangements for financial management and regularly checks financial documents such as the cheque schedules.
- iv. Recommendations made to and approved by the Governance and Finance Committee include overseeing the audit procedures. Louth town council received an unqualified external audit for 2018/19 and the 2019/20 annual return will be submitted following approval shortly. Louth Town Council participate in a quadripartite internal audit arrangement with three other local Councils, Skegness, Mablethorpe and Alford. We also ensure that public notice requirements are complied with. We carried out a risk review, adding to and tightening internal controls accordingly.
- v. We reviewed our governance documents such as standing orders and financial regulations as well as our insurances and have prepared and adopted a number of new policies and procedures during the year.
- vi. We carried out a thorough budget setting exercise resulting in a precept of £318,524.50 for 2019/20 or £63.79 for a band d equivalent – an annual increase of £9.21 which equates to a weekly increase of just under 18p, compared to last year. Largely due to taking on extra services such as amenity grass cutting which was formerly carried out by LCC. LTC did undertake this service in 2018/19 but it was at late notice and meant that the council did not have sufficient funds.

- vii. In 2019/20 LTC have significantly increased funds for grass cutting in an effort to ensure that the town is sufficiently aesthetically enhanced for residents and in an attempt to boost the economy that the town derives from tourism. ELDC no longer fund elections therefore LTC have had to set monies aside to cover these. LTC have also included the provision of a contingency fund which will be put towards repair work required to the cemetery lodge, if it is not sold, or it will be put towards the provision of extra services. Some extra finds have been included for Christmas lights and associated costs as following the collapse of the Ponte Morandi in Italy health and safety requirements have been changed and the catenary wires from which the lights hang and the lamp columns from which the solar trees are suspended now have to be subjected to specialist and rigorous health and safety testing by qualified persons.
 - viii. LTC have also instigated a rolling programme of refurbishment/replacement of its decorative town signs. The attractive oak signs have braved all weathers since 1967 and some can, unfortunately, no longer be repaired. LTC has also begun to inventory all of the benches in the town which it will shortly discuss with a view to remedial/replacement works required.
 - ix. The Town Council has also again provided an extra £10,000 for the maintenance of Hubbard's Hills which it agreed should be repeated from 2018/19.
 - x. We carried out a thorough examination of the council's income and expenditure and undertook a budget setting exercise. Our approved expenditure for 2018/19 included:
 - 1. Hubbards Hills £45,000 day to day maintenance expenditure
 - 2. Cemetery net cost £19,395
 - 3. Loan repayment for the Sessions house is £20,513. Our loan balance outstanding is £48,541.65 which will be complete in 2021
 - 4. Christmas decorations for the town including safety checks, repairs, installations, solar trees and the Christmas tree at a cost of £16,635
 - 5. Grants of £4,084 which included monies to run for life, Louth 2nd Scouts, Louth 4th Scouts, Zero Degrees, Lindsey Blind Society, Louth Old Boys and Louth Hockey Club. The Town Council also gave £1,000 to the Citizens Advice
 - 6. Flood alleviation scheme to which we, with the agreement of the environment agency, contribute £11,914 towards the maintenance of the structure which was completed in 2017 and is located near the Hallington end of Hubbard's Hills
 - 7. Pool van for council business use
 - 8. Installation of updated and new emergency lighting at the Sessions House
 - 9. CCTV maintenance of £3,386.16
 - 10. Installation of a door entry system at Sessions House
 - xi. We the council receive regular feedback from the responsible financial officer on the accounts and are therefore aware of the council's financial position. This ensures that everything is open and above board and that we have what we need as councillors responsible for the Council's finances.
- i. Personnel Committee
- i. Maintained Policy handbook for Employees and Members, adopted by Town Council.
 - ii. Supported officers and Councillors attending training courses throughout the year including First Aid, CILCA, Burials Course, VAT, Elections 2019, Diversity and Community Engagement, Freedom of Information and General Data Protection, Charity Law, Health and Fire Safety Awareness.
 - iii. Following a staff restructure recruited a Town Clerk's Assistant to replace the vacated post and we welcome Mrs. Maria Vincent who joined our existing three employees in September 2018.
 - iv. Ensured that the Council complied with its statutory Pension Scheme requirements.
- j. Community Resources Committee
- i. Council Premises –The Sessions House
 - 1. Provides office accommodation for the Town Clerk and office based staff.
 - 2. Hosts council, working group and public meetings
 - 3. Instils Civic Pride by Flying The Flag(s)
 - 4. Councillors are Fire Wardens and nominated keyholders
 - 5. Hosted visits from schools, twinning groups, art groups and charity events
 - 6. Hosted Action Group Meetings

7. Provides storage facilities and a base for Louth in Bloom, Hubbard's Hills and storage for LANALS.
 - ii. London Road Cemetery:
 1. 58 burials took place in 2018/19 made up of 31 full burials and 27 sets of ashes.
 2. In total the Town Council has responsibility for 29,337 burials since 1855 as at 31st March 2019.
 3. Twice a week the Community Payback Team, attend the Cemetery. They have several projects both ongoing and in the pipeline one example of these being removing the ivy from old grave stones which were moved to the edge of the cemetery many years ago, to allow the public to see the historical stones.
 4. The Payback Team also assist with general maintenance as required, from emptying bins to painting.
 5. We continue to cultivate the Meridian Meadow area and the Meridian Orchard, a community initiative (which contains 26 apple trees all species native to Lincolnshire, 2 blackcurrant bushes and a mulberry bush) in conjunction with the Community Payback Team and the Lincolnshire Wildlife Trust Officer.
 6. Supporting Biodiversity by allowing the growth of the wildflower meadow.
 7. Memorial testing is undertaken on a rolling programme.
 8. Following a comprehensive tree survey highlighting problems with the avenue of Lime trees running east to west across the Cemetery, remedial action in the form of pollarding and mulching continues and restriction of vehicular access in the area has been implemented with lockable bollards.
 - iii. Civic Pride in the Town – hosts the annual Lovely Louth Competition, provides the Town Christmas Tree, Solar Trees and Town Lights and has litter picking equipment available.
 - iv. Contribute towards the maintenance of the Parish Clock at St. James' Church and pay for the running costs.
4. Presentation by Mr. W. Goodwin, Community Speed Watch -Area Coordinator East Lindsey and Boston
- i. Mr Goodwin explained to those present the way in which the Community Speed Watch system works. A brief summary is listed below:
 1. It is run by members of the community. At least 6 volunteers are required. Local Councils can fund the purchase of the equipment i.e., Speed laser guns, signs, a click counter and hi-vis jackets. Speed Indicator Devices (large LED signs) which monitor the speed of traffic are also required.
 2. Volunteers are covered by the Council's indemnity insurance.
 3. A vehicle seen to be speeding is tracked with the gun. If a vehicle is speeding – i.e., speed limit plus 10% plus 2 mph faster than the speed limit. The details of the vehicle / speed /date etc., is noted and details are uploaded onto a password protected spreadsheet.
 4. The registrant of the vehicle then receives a letter from the Lincolnshire Road Partnership notifying them of their speed. If they are tracked again, they receive a second letter. On the third letter, they receive a visit and then will be fined.
 - ii. Cllr. George Horton thanked Mr. Goodwin for his presentation.
5. Performance by Louth Zero Degrees Show Chorus
The Chorus Group, who had received a grant from Louth Town Council in 2018/19, gave a short summary of their activities and then sang three songs from their repertoire.
6. Floor Open to the Public
No-one wished to speak in the Public Forum.
7. The Chairman thanked Mr. A. Warne from the British Legion and closed the meeting at 8.35pm.

Signed _____ (Chairman)

Dated _____

Agenda Item 14. – Town Council - 18th June 2019 - Public Land off Charles Street



05-21-19 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 21ST MAY 2019**

Present The Mayor, Councillor (FWPT) (in the chair).

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC) Mrs. S. Crew (SC), H. Filer (HF), D. Ford (DF), D.J.E. Hall (DJEH), 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) and D.E. Wing (DEW).

Councillors not present: J. Garrett (JG), D. Hobson (DH) and Mrs. P.F. Watson (PFW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent and 3 members of the public were also present.

20. Election of Planning Committee Chairman

It was **RESOLVED** that Cllr. Mrs. SC be elected as Chairman. Cllr. Mrs. SC took the Chair.

21. Election of Planning Committee Vice Chairman

It was **RESOLVED** that Cllr. DJ should be elected as Vice Chairman.

22. Apologies for Absence

Apologies for absence were received from Cllrs. JG, DH and Mrs. PFW.

23. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DF – Planning application 4 – as a neighbour.
- b. Cllr. Mrs. SEL – Planning application 3 – as a friend of the applicant.
- c. Cllr. LMC – Planning application 7 – as known to the applicant.
- d. Cllr. Mrs. JMS – all planning applications as a member of ELDC.
- e. Cllr. AL – Planning application 1 and 2 as a fellow food supplier, planning application 9 as a friend, planning application 10 as a competitor business.

24. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 30nd April 2019 be approved as the Minutes.

25. Working Group

It was **RESOLVED** to re-establish the Planning working group which reports directly to the Planning Committee and approve the use of their existing remit and full Council membership.

26. Applications received by the Local Planning Authority

It was noted the Cllr. DJEH did not vote on any of the planning applications.

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 05-21-19) and **RESOLVED** as follows:

- a. N/105/00371/19 Planning Permission and N/105/00372/19 Listed Building Consent – both supported with the condition that the tiled entrance floor be retained.
- b. N/105/00621/19 – Planning Permission - objected to this application on 30th April 2019 on the grounds that a new house on the proposed site would have a detrimental effect on Louth's Conservation Area as its design and appearance (being new) would not be in keeping with the current properties and surroundings on Union Street. The Council discussed the amendment (addition of statement of significance) and resolved to continue to object for the above reasons and to add that these proposals were garden grabbing and would leave an incredibly tight border. The Broadbank property would be left with a much smaller garden and no rear access. The Council thought that this property was one of the oldest in the road and as such should not be reconfigured.

- c. N/105/00649/19 – Planning Permission - object on the grounds of adequate parking and servicing and access and highway safety. The Council were of the opinion that parking in the area was already very difficult and the removal of an opportunity for off street parking would exacerbate this and be detrimental to the area.
- d. All other applications were supported.

27. Planning Correspondence

The Committee noted the following decisions and notifications

LCC Planning Decisions re. replacement of streetlights:

1. Approved – PL/0052/19 – Listed Building Consent – 1 Eastgate Louth – LTC Supported
2. Approved – PL/0053/19 – Listed Building Consent – 6 Upgate – LTC Supported
3. Approved – PL/0054/19 – Listed Building Consent – 17 Upgate – LTC Supported
4. Approved – PL/0055/19 – Listed Building Consent – 23-25 Upgate – LTC Supported
5. Approved – PL/0056/19 – Listed Building Consent – 26 Upgate – LTC Supported

ELDC Planning Decisions:

1. Refused – N/105/01752/18 – Planning Permission – Park Avenue Football Ground – LTC Objected
2. Approved – N/105/00368/19 – Planning Permission – Cannon Street House – LTC Supported
3. Approved – N/105/00439/19 – Planning Permission – 7 Lee Street – LTC Supported

LCC Temporary Traffic Restrictions:

1. Essential maintenance works by Cyden Homes - Public Right Of Way (PROW) 4 (Between Stutte Close & Stewton Lane opposite PROW 5) 17/6/2019 to 17/9/2019 (Closures to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)
2. REASON FOR RESTRICTION: Outfields Music Festival - Road Closure Order in place on: Upgate/London Road (Between Newmarket & A16) No Waiting/No Loading At Any Time Order in place on: Upgate/London Road, (Between 100 metres & 750 metres South of Newmarket) 22/6/2019 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)
3. Louth Run For Life - Road Closure Order in place on: Market Place, Market Place Car Park, Cornmarket, Mercer Row, Upgate, Gospelgate, Edward Street, George Street, Breakneck Lane, Crowtree Lane (Edward Street to Love Lane), No Right Turn Order in place: From Kidgate onto Upgate, No Waiting/No Loading At Any Time Order in place on: Cornmarket, Mercer Row, Market Place, Market Place Car Park - 08.30 Hrs to 13.30 Hrs 30/6/2019 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance).
4. Reconstruction works - Road Closure Order in place on: A16/B1520/A157 Roundabout (Closed for 150 metres on all approaches), A157/B1200 Roundabout (Closed for 150 metres on North, East & West approaches), A157 (Closed between B1200 & a point 800 metres Southeast), Planting Side (Between A157 & a point 100 metres South) 17/6/2019 to 5/7/2019 (Restrictions to be implemented overnight only as & when required in each location during this period, signage detailing accurate dates & times will be displayed on site in advance).

28. Street Naming

It was **RESOLVED** to suggest:

- a. That the names of Shrubs for the 10 names required off Legbourne Road be suggested as theme with the developer to choose the names.
- b. Peregrine to be the bird for the name required off Shearwater Close.

29. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 18th June 2019.

The Meeting Closed at 7.46pm.

Signed _____ (Chairman) Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Working Groups Recommendation/ Comments	Expiry Date for LTC Comments
1	ELDC	N/105/ 00856/19	Planning Permission	Park Broom Homes (Spofforth) Ltd,	Application to vary conditions no. 8 (contamination monitoring), no. 10 (scheme of works), no. 12 (landscaping), no. 14 (boundary treatments), no. 17 (carriage way alterations), no. 20 (cycle parking facilities), no. 21 (recycling), no. 30 (surface and foul water) as imposed on planning permission reference no. N/105/03627/08.	LAND AT 32 QUEEN STREET, LOUTH, LN11 9AU - Priory Ward	Yes	10th March 2014 - Due to the complexity of the nature of this application, Louth Town Council have no observations. 16/3/2010 Louth Town Council again OBJECTS to this development with no change to the previous comments to the amendments recently considered. 19/9/2009 Louth Town Council wish to OBJECT on the grounds of: Restricted / loss of access to domestic and business properties in the proximity of the development; Excessive massing and over-intensive building within the space; Detrimental impact on the street scene; Design not in keeping with Louth features of conservation area; Noise disturbance to neighbours; Loss of 11 town centre parking spaces; Car Park Design restricts pedestrian access and egress to The Gatherums community facility.		19/06/2019
2	ELDC	N/105/ 00836/19	Planning Permission	Ms. S. Dench	Change of use from Class A1: Shops to a mixed use of Class A1: Shops and Class A3: Restaurants and Cafe, of the Town & Country Planning (Use Classes) Order 1987 as amended, (works completed).	132 EASTGATE, LOUTH, LN11 9AA - Priory Ward	Yes	New	Support	19/06/2019
3	ELDC	N/105/ 00862/19	Planning Permission	Mr. S. J. & H. Cooper & Wilkinson,	Alterations to the side and rear of existing dwelling to provide replacement doors and windows.	26 GEORGE STREET, LOUTH, LINCOLNSHIRE, LN11 9JU - St. Mary's Ward	Yes		Support	19/06/2019
4	ELDC	N/105/ 00807/19	Listed Building Consent	Mr. S. Doughty - The Butterfly Trust	Consent to display 1no. non-illuminated fascia sign.	14 MERCER ROW, LOUTH, LN11 9JQ - Priory Ward	Yes	New	Pleased to note wooden and hand painted but felt fonts and colours	19/06/2019
5	ELDC	N/105/ 00829/19	Planning Permission	Mr. P. Wooding	Extension to existing workshop to raise the roof height.	A16 GARAGE, GRIMSBY ROAD, LOUTH, LN11 0EA - North Holme Ward	No	New	Support	19/06/2019
6	ELDC	N/105/ 00902/19	Planning Permission	Mr. M. Barford	Erection of a detached house.	PLOT REAR OF 38, ST MARYS LANE, LOUTH- North Holme Ward	Yes	New		19/06/2019
7	ELDC	N/105/ 00903/19	Planning Permission	Mr. & Mrs. Price	Extension to existing dwelling to provide a utility, w.c. and dining room and an additional first floor bedroom. Now with amendment	104 HIGH HOLME ROAD, LOUTH, LN11 0HE - St James Ward	No	New	Support	21/06/2019

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Working Groups Recommendation/ Comments	Expiry Date for LTC Comments
8	ELDC	N/105/ 02478/18	Planning Permission	Mr. A. Lidgard	Siting of 37no. static caravans and excavation of land to form an extension to existing pond to provide a wildlife pond. - Amendment - Layout amended to allow additional landscape and footpath link. Drainage and phasing plans submitted.	BRACKENBOROUGH ARMS HOTEL, CORDEAUX CORNER, BRACKENBOROUGH, LOUTH, LN11 0SZ - Fulstow Ward	No	Louth Town Council supported this application on 5th February 2019 as it accepts that this development could bring much needed business to the area. However, it has grave concerns over the lack of pedestrian access e.g., footpaths from the site into town along the very dangerous A16 road which has notoriously dangerous bends and fast traffic moving along it. Louth Town Council do not believe that encouraging visitors to walk into town through the Industrial Estate is a viable solution and would welcome positive action to remedy this situation which could be achieved by ELDC working in partnership with LCC and/or perhaps by the imposition of conditions that require the formation of footpaths along the A16, work on the road itself to truncate it and minimise the extent of the bends, installation of a mini roundabout at the junction of the A16 with Cordeaux Corner and a reduction of the speed limit in this area.	Improved drainage plan and inclusion of footpath.	19/06/2019
9	ELDC	N/105/ 00941/19	Planning Permission	Mr. S. Lawson,	Erection of 2no. houses each with integral double garage and construction of 2no. vehicular accesses.	THE PADDOCKS, 114 HORNCastle ROAD, LOUTH, LN11 9QT - St. Mary's Ward	No	New		19/06/2019
10	ELDC	N/105/ 00819/19	Planning Permission	J. Howard, K. Anderson, J. Bradley & M. Howard, - Snape Properties	Detailed Particulars relating to the erection of 34no. detached houses, 59no. pairs of semi detached houses, 8no. detached bungalows (160no. dwellings in total) erection of associated garages, construction of a foul water pumping station and construction of a vehicular access (outline planning permission N/105/01050/14 - erection of up to 240no. dwellings granted on 13th November 2014).	LAND WEST OFF, GRIMSBY ROAD, LOUTH, LINCOLNSHIRE. North Holme Ward	No	On 23rd October 2014 Louth Town Council continued to object - repeat reasons stated previously, and question stance of LCC response regarding NPPF and interpretation and acceptance of severe highways issues. Concern also about sustainable foot travel into the town centre as it is difficult to see how footpaths to the south forming the main route into the town can be improved by widening, when they are restricted and inaccessible by nature.	Object as previously on grounds of: a) Traffic generation / Access and highway safety / Effect on conservation area, b) Flood risk, c) Overshadowing / Overlooking and loss of privacy, d) Access / Adequate servicing, e) Infrastructure / Local services	25/06/2019
11	ELDC	N/105/ 00715/19	Planning Permission	Mr. J. Trouten	Consent to Display - 1no. non illuminated free standing sign.	FORMER 43, CHESTNUT DRIVE, LOUTH, LN11 7AX - Fulstow Ward	No	New	Support	27/06/2019
12	ELDC	N/105/ 00990/19	Planning Application	Mr. A. & Mrs. M. Sheedy,	Extensions and alterations to existing dwelling to provide enlarged kitchen and dining area, new utility, w.c and garage with bedrooms over on site of existing conservatory which is to be demolished.	59 WALLIS ROAD, LOUTH, LN11 8DS - St. Michael's Ward	No	New	Support	01/07/2019