

**Parish of HIGHAM FERRERS
NOTICE OF MEETING OF THE
TOWN COUNCIL**

NOTICE IS HEREBY GIVEN THAT –
A Meeting of the Town Council will be held at the **TOWN HALL, MARKET SQUARE,
HIGHAM FERRERS** on the **TWENTY-EIGHTH day of FEBRUARY 2017**
at 7.30pm.

The meeting will be open to the public unless the Council otherwise direct.

AGENDA

1. **PRAYERS**
Prayers led by Canon Richard Stainer.
2. **APOLOGIES**
To receive and accept apologies for absence.
3. **DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
4. **MINUTES**
To approve and sign as a correct record the minutes of the meeting held on 31st January 2017.
5. **POLICING**
To discuss policing matters and exchange information with representatives of the police.
6. **PUBLIC FORUM (15 minutes)**
To allow any member of the public to address the meeting for a period of no longer than three minutes each.
7. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
8. **TOWN CLERKS REPORT**
To receive and note Town Clerks Report.
9. **QUESTIONS**
An opportunity for Councillors to ask questions pursuant to standing order 9.
(Questions must relate to business of the Town Council and not be related to items of business on the agenda. Every question shall be put and answered without discussion.)
10. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
11. **FINANCE**
 - 11.1. To approve accounts for payment as at 28st February 2017.
 - 11.2. To approve the bank account reconciliation as at 31st January 2017.
 - 11.3. To receive and note the budget report as at 31st January 2017.
 - 11.4. To approve the following expenditure:-

- (i) Repair of the fencing, Parker Way, £2,080
- (ii) Clean and jet wash all play equipment at Villa Rise and Fitzwilliam Leys play areas, £270

12. COMMITTEE MEETINGS

To receive and adopt the minutes of the following committees:-

12.1. Planning and Development Committee held on 14th February 2017.

12.2. Policy and Resources Committee held on the 14th February 2017.

RISK ASSESSMENTS

(i) **Recommendation:**

That the report on the review of risk assessments and the 'Financial Risk Assessment' attached to the minutes be approved.

REVIEW OF COUNCIL INTERNAL CONTROLS AND INTERNAL AUDIT

(ii) **Recommendation:**

That having carried out the annual review of the Council's Internal Controls and Internal Audit procedures that the documents be adopted.

DONATIONS, SERVE

(iii) **Recommendation:**

That the Council give donation of £500 to SERVE towards the cost of a sound proof partition.

REVIEW OF POLICIES

(iv) **Recommendation:**

That the following policies be reviewed without change.

- Sickness Absence Policy.
- Retirement Policy.
- Standing Orders
- Equal Opportunities Policy
- Financial Regulations
- Safeguarding Policy
- Data Protection Policy
- Social Media Policy

ADOPTION OF POLICIES

(v) **Recommendation:**

The draft policy - Recording of Delegated Decisions be adopted.

MAPPING SOFTWARE

(vi) **Recommendation:**

That the Council purchase the Land Registry Layer for the mapping software at a cost of £85 and Cemetery Searcher at a cost of £200 plus £100 pa for hosting.

INTERPRETATION BOARD – SAFFRON MOAT

(vii) **Recommendation:**

That the Council allocate a budget of £3210 to undertake the research and production of artwork for an interpretation board at the Saffron Moat, purchase an interpretation board and undertake archaeological supervision on installation should it be required by Heritage England. The project was part funded by £1700 from Cllr Empowerment funds from Cllr Lawson MBE. Balance from Higham Ferrers Improvement Reserve.

13. PROPOSED YELLOW LINES REMOVAL

To agree to proceed with the proposal to remove sections of yellow lines in College Street, Linnets Lane, Wharf Road and Wood Street.

14. REQUEST TO UNDERTAKE TEST PITS ON OPEN SPACE

To consider a request from HiFARS to dig test pits on the open space by the walnut tree.

15. **IMPROVEMENTS FOR THE YOUTH**
To consider suggestions from a resident of improvements for the youth of Higham Ferrers.
16. **MUGA REFURBISHMENT**
To agree the contractor for the MUGA refurbishment.
17. **EAST NORTHAMPTONSHIRE LOCAL PLAN PART 2 REGULATION 18 CONSULTATION**
To consider a response to the consultation.
18. **PROPOSAL FOR A CHURCH SCHOOL ON RUSHDEN EAST**
To agree comments on the proposal for a church school on Rushden East.
19. **CLOSURE OF MEETING TO PUBLIC AND PRESS**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and the Public be excluded from the meeting.
20. **RUSHDEN EAST**
 - 20.1. To receive and note a report on the Rushden East meeting held on 2nd February 2017 with Bidwells, Barratts and Taylor Wimpey.
 - 20.2. To receive and note a report from the Town Clerk on the Rushden East Board meeting held on 20th February 2017.
 - 20.3. To receive and note a report from the Town Clerk on the Rushden East Stakeholder Group meeting held on 21st February 2017.
21. **PERSONNEL COMMITTEE**
To receive and adopt the minutes of the Personnel Committee held on 22nd February 2017.
22. **RE-OPEN THE MEETING TO THE PUBLIC AND PRESS**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
23. **ITEMS TO REPORT**
An opportunity for Councillors to report items and to request future agenda items. No decisions can be made under this item.

Mrs S J Mitcham BA (Hons), FILCM
Town Clerk
Date: 22nd February 2017

NOTE:

THERE IS NO DISABLED ACCESS TO THE COUNCIL CHAMBER ON THE FIRST FLOOR. ARRANGEMENTS CAN BE MADE TO USE A VIDEO LINK. SEVEN DAYS NOTICE IS REQUIRED TO MAKE ARRANGEMENTS FOR AN EXTRA MEMBER OF STAFF TO BE IN ATTENDANCE.