

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

NOTICE IS HEREBY GIVEN THAT –
A Statutory Meeting of the Town Council will be held virtually using zoom video conferencing
on the **TWENTY-EIGHTH day of JULY 2020 at 7.30pm.**

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

To speak at the meeting: email clerk@highamferrers-tc.gov.uk for the zoom link
by midday on the day of the meeting.

To attend but not speak: email clerk@highamferrers-tc.gov.uk for the zoom link
by 6.30pm on the day of the meeting.

AGENDA

1. APOLOGIES

- 1.1. To receive and accept apologies for absence.
- 1.2. To approve the absence of Cllr David Hamblin from meetings due to ill health until May 2021 (local Government Act 1972 s.85(1) and (2))
- 1.3. To approve the absence of Cllr Anna Sauntson from meetings for health reasons until May 2021 (local Government Act 1972 s.85(1) and (2))

2. 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.

3. MINUTES

- 3.1. To approve and sign as a correct record the minutes of the meeting held on the 30th June 2020. (copy herewith) Pages 1-6
- 3.2. To agree an addition to the minutes of the meeting held on the 26th May 2020 under the 20/94 Finance as follows:
 - 20/94.5. **To agree how to invest proceeds of maturity of the Cambridge and County 1-year bond.**
 - RESOLVED:**
That the 1-year bond of £75,000 be reinvested in a 1-year bond with Cambridge and Counties Bank with the interest being paid into the 31 day account.

4. 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.

5. MAYORS ANNOUNCEMENTS

To receive a verbal report from the Mayor.

6. TOWN CLERK'S REPORT

To receive and note the Town Clerk's Report. (copy herewith) Pages 7-21

7. **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.)
8. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
9. **REPORTS FROM DISTRICT COUNCILLORS AND COUNTY COUNCILLOR**
An opportunity for Council to receive written reports from the Ward District Councillors and the County Councillor.
10. **FINANCE**
- 10.1. To approve accounts for payment as at 28th July 2020. (copy herewith) Pages 22-23
- 10.2. To approve the bank account reconciliation as at 30th June 2020.
- 10.3. To receive and note the budget report as at 28th July 2020. (copy herewith) Pages 24- 28
- 10.4. To approve the following expenditure: - (copy herewith) Page 29
- (i) Annual tree works.
- (ii) Video intercom system for the front door of the Town Hall. £960-£1420.
11. **COMMITTEE MEETINGS**
- 11.1. To receive and adopt the minutes of the following committees: -
Planning and Development Committee held on the 14th July 2020. (copy herewith) Pages 30 -31
- 11.2. Environment and Recreation Committee held on the 14th July 2020. (copy herewith) Pages 32 -34
- Recommendations**
- (i) **TIMBER TRIM TRAIL AT CASTLE FIELDS**
That the revised timber trail design for Castle Fields consisting of 10 items be approved at a cost of £6736.
- (ii) **REVIEW OF FEES FOR HIRE OF FACILITIES CONSIDERING THE IMPACT OF COVID-19**
That
- The school be asked if they are likely to use the facilities in 2020/21 and a fee to be negotiated.
 - A fee to be negotiated per match for the cricket club in the region of £45 a match.
 - The Tennis Club fee be reviewed at the September meeting once likely usage until March 2021 is known.
- (iii) **FENCING TO VILLA RISE PLAY AREA**
That the wooden fence at Villa Rise play area be replaced with 1m high galvanised playsafe specification bow top fencing with a budget cost of £5975. Cost to be met from Section 106 monies held for maintenance of the play areas.
- (iv) **5 A SIDE FOOTBALL PITCH, SAFFRON ROAD RECREATION GROUND**
Improvement Works to the Pitch
That works be undertaken to improve the 5 aside football pitch with the importation and grading of soil for seeding at a cost of £840.
12. **LICENSING**
To consider a response to the consultation for a license review: -
Premises Licence, Green Dragon Hotel, 4 College Street, Higham Ferrers. (copy herewith) Page 35

13. **CONSULTATION MODEL CODE OF CONDUCT**
To consider a response to the consultation from the Local Government Association on the Model Code of Conduct. (copy herewith) Pages 36- 58
14. **TWINNING WITH HACHENBURG**
To consider what, if any, action to take to mark the 30th Anniversary of the Twinning Association. (copy herewith) Page 59
15. **CIVIC SERVICE OF THANKS AND CELEBRATION OF LIFE, COVID-19**
To consider whether to hold a Civic Service, when COVID 19 guidelines permit, to give thanks to the work of the NHS and others during the COVID 19 pandemic and a celebration of the lives of those who have lost their lives to the illness. (copy herewith) Page 60
16. **USE OF CASTLE FIELDS FOR A CIRCUS**
To review the use of Castle Fields by James Richards Circus. (copy herewith) Page 61
17. **COMMUNITY CENTRE PROJECT**
To review the draft sketches and agree next steps. (copy herewith) Pages 62-92
18. **DEFIBRILLATOR MAINTENANCE COSTS**
To consider whether to cover maintenance costs for a defibrillator provided by the Rotary Club. (copy herewith) Page 93
19. **VJ DAY 75th ANNIVERSARY**
To consider what, if any, action to take to mark VJ Day 75th Anniversary. (copy herewith) Pages 94 -95
20. **TOWN AND FARMERS MARKET WORKING PARTY**
To receive and note the minutes of the Town and Farmers' Market Working Party meeting held on the 7th July 2020. (copy herewith) Pages 96 -97
21. **COVID-19**
 - 21.1. To receive any verbal updates and discuss any actions required by the Town Council.
 - 21.2. To set up a working party to assist the office with developing and scrutinising risk assessments and guidelines for opening Council premises and services. 98
22. **CLOSURE OF MEETING TO THE 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.
23. **PERSONNEL COMMITTEE MEETING**
To receive and adopt the minutes of the Personnel Committee held on the 21st July 2020. (To follow)
24. **RE-OPEN THE MEETING TO PUBLIC AND PRESS**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
25. **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 *S J Mitcham*

Date: 22nd July 2020.

The Public and Press are welcome to attend the meeting. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.