

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

NOTICE IS HEREBY GIVEN THAT –
A Statutory Meeting of the Town Council will be held at the
TOWN HALL, MARKET SQUARE, HIGHAM FERRERS on the
TWENTY-SEVENTH day of NOVEMBER 2018 at 7.30pm.

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

AGENDA

1. **PRAYERS**
Prayers read by the Town Clerk.
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 the 30th October 2018.
5. **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.
6. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
7. **TOWN CLERKS REPORT**
To receive and note the Town Clerks Report.
8. **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.)
9. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
10. **REPORTS FROM DISTRICT COUNCILLORS AND COUNTY COUNCILLOR**
An opportunity for Council to receive written reports from the Ward District Councillors and the County Councillor.
11. **FINANCE**
 - 11.1. To approve accounts for payment as at 27th November 2018.
 - 11.2. To approve the bank account reconciliation as at 31st October 2018.
 - 11.3. To receive and note the budget report as at 27th November 2018.

- 11.4. To approve the following expenditure:-
- (i) Condition Survey of 5 and 5A College Street, cost £500.
 - (ii) Tidy up works at Mallard Close Open Space, cost £1,290.

12. COMMITTEE MEETINGS

- 12.1. To receive and adopt the minutes of the following committees: -
Planning and Development Committee held on the 13th November 2018.

- 12.2. Environment and Recreation Committee held on the 13th November 2018.

Recommendations

(i) **Cemetery Fee Review for 2019/20**

That the following cemetery fees for 2019/20 remain the same at:-

- Purchase of a child plot - £100
- Burial of stillborn child - £0
- Burial of child under 12 years- £135
- Headstone (1.4m in height) - £85, each additional 0.1m - £10
- Additional inscription - £45
- Flower vase with/without inscription - £45
- Purchase of cremation plot - £140
- Interment of ashes single depth - £185
- Interment of ashes double depth - £200
- Memorial stone, horizontal or vertical - £50
- Administration fee (no undertaker for ashes interment) - £50
- Registration of transfer of burial rights - £50
- Searches and certified copies/extracts - £30

That the following cemetery fees for 2019/20 be amended:-

- Purchase of Burial Plot (at time of death) - Increase of £10 to £320
- Burial of person over 12 single depth - Increase of £5 to £425
- Burial of person over 12 double depth - Increase of £5 to £525
- Single kerbset – Increase of £5 to £90
- Double kerbset -Increase of £5 to £125

That an additional cemetery fee for 2019/20 be introduced for the purchase of a burial plot in advance of the time of death.

- Advance Purchase of a Burial Plot - £420.

(ii) **Fees Review for 2019/20**

Sports Club Fees

That the following fees for 2019/20 remain the same at:-

- Football Clubs: Football Pitch - £16 per match, Changing Rooms - £25 (plus VAT) per match.
- Cricket Club: Pitch - £220 per season, Changing Rooms £300 (plus VAT) per season
- Tennis Club are £162.50 per quarter to include all matches, club and coaching sessions and use of the cabin.

Hire of Castle Fields for fairs

That the fee for 2019/20 for the use of Castle Fields for fairs etc remain the same, subject to negotiation by the Clerk, with a minimum fee of £500.

Casual hire of Tennis Courts and MUGA

That the fees for 2019/20 remain the same at:-

- Hire of Tennis Courts - £5 (inc VAT) per hour. (Half price if a Tennis Club Member)
- Regular users - seasonal fee of £50 per annum and a 20% reduction (£40) for tennis club members. (Courts still need to be booked and keys collected.)
- MUGA - £10 (inc VAT) per hour.

School use of facilities

That the fee for 2019/20 remain the same at £1,250 per annum (plus VAT) taking account of the use of the cabin.

Pavilion hire

That the fees remain the same for 2018/19.

| Category of Hire | Room Type | Price per Hour (£) (Mondays – Saturdays inclusive) | Price per Hour (£) (Sundays/Public Bank Holidays) |
|---------------------------------|-----------|---|--|
| Commercial | Hall 1 | £12.50 | £18.75 |
| Charity | Hall 1 | £10 | £15 |
| Community | Hall 1 | £9.50 | £14.25 |
| Under 13's Party | Hall 1 | £8.50 | £12.75 |
| Private Function / Party | Hall 1 | £11 | £16.50 |

(iii) **Notice Board at the Cemetery**

That a notice board be purchased for location on the side of the Cemetery Chapel at a cost of £1,807 supply and delivery. That the notice board be 1.2m wide x 1m high, black with gold text, border and Higham Ferrers crest to match existing within the town.

(iv) **Interpretation Panel for Mallard Close Open Space**

That an interpretation panel be installed at Mallard Close Open Space. That a budget of £1,450 be agreed to progress with the artwork and layout and a budget of £1,100 be agreed for the purchase and installation of the panel.

13. **PURCHASE OF A BRANDED GAZEBO**

To consider the purchase of a branded gazebo for use at events or the printing of existing gazebos.

14. **PLAY AREA OFF LNDEN AVENUE**

To consider a request from Sovereign Fields Management Company for support to remove the play equipment at the play area off Linden Avenue.

15. **EXTENSION TO THE GREENWAY**

To receive an update and agree to seal a lease between the Council and Ferrers School.

16. **EAST NORTHAMPTONSHIRE LOCAL PLAN CONSULTATION**

To agree a response to the East Northamptonshire Local Plan Consultation.

17. **CORRESPONDENCE PRIORITIES**

To consider a response to correspondence received regarding the Council's priorities.

18. **ANNUAL RETURN AND AUDIT 2017-18**

To receive and note the External Auditors Report and Conclusion of Audit 2017-18.

19. **LIBRARY UPDATE**

To receive an update on the Library.

20. **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.

21. **CCTV CONTRACT**

To consider the CCTV contract.

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: 21st November 2018.

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.

NOTE:

THE COUNCIL CHAMBER IS ON THE FIRST FLOOR. A STAIR LIFT IS AVAILABLE. IF YOU WISH TO USE THE STAIR LIFT WE WOULD BE GRATEFUL IF YOU COULD CONTACT US IN ADVANCE OF THE MEETING TO MAKE ARRANGEMENTS AND ENSURE SUFFICIENT TIME IS AVAILABLE FOR ITS USE PRIOR TO THE START OF THE MEETING.