

**MINUTES OF A MEETING OF HIGHAM FERRERS TOWN COUNCIL HELD ON  
TUESDAY 29th NOVEMBER 2016 AT THE TOWN HALL AT 7.30PM.**

**PRESENT:**

	The Mayor (Councillor Mrs P H Whiting)	
	The Deputy Mayor (Councillor P Tomas)	
Councillor R D Hamblin		Councillor C P O'Rourke
Councillor H L Jackson		Councillor Mrs S Mantle
Councillor D C Lawson MBE		Councillor Mrs A M Saunston
Councillor Mrs V M Newbery		Councillor Mrs T Reavey
Mrs S J Mitcham (Town Clerk)		Miss A Schofield (Assistant Town Clerk)

**IN ATTENDANCE:** District Councillor G Harwood MBE.

16/300. **PRAYERS**

The meeting was opened with prayers led by Canon Richard Stainer.

16/301. **APOLOGIES**

Cllr D Drage, Cllr R Gell, Cllr B A Prigmore, Cllr A M T Reading, Cllr J Smithers, and Cllr Mrs O J Mayes.

16/302. **DECLARATIONS OF INTEREST**

**Other interests**

Cllr Mr H L Jackson, item 22, owns cemetery plots.

Cllr Mrs A M Saunston, item 22, owns cemetery plots.

16/303. **MINUTES**

**RESOLVED:**

That the minutes of the meeting held 25<sup>th</sup> October 2016 be signed by the Mayor as being a true and correct record.

16/304. **POLICING**

No Police present. Cllr Mrs A M Saunston asked if any crime figures had been made available and queried the lack of Police representation at the meeting. The Clerk confirmed she had requested and was expecting a Police representative. A letter is to be sent to the Police to express disappointment that no representative was able to attend the meeting.

16/305. **PUBLIC FORUM (15 minutes)**

No public present.

16/306. **MAYORS ANNOUNCEMENTS**

The Mayor informed Members of the death of the wife of the former Clerk, Mr David Linnell. A condolence card has been sent by the Mayor on behalf of Council. A reminder was given for the Christmas dinner menu and balances due.

The Mayor reported on the events she had attended:-

- Monday 31<sup>st</sup> October – Flag raising at Huntingdon District Council to celebrate the Battle of Britain
- Wednesday 2<sup>nd</sup> November – U3A Celebration tea with the Mayor of Rushden at the Pemberton centre
- Wednesday 2<sup>nd</sup> November – Burton Latimer Mayor's Charity Fashion Show at

Bosworth Garden centre

- Saturday 5<sup>th</sup> November – Joined the Mayors of Rushden and Irthlingborough at Rushden Bowls Club for the Royal British Legion Remembrance Evening
- Tuesday 8<sup>th</sup> November – Joined with members of the Royal British Legion to unveil ‘The Poppy Man’ at a live broadcast with radio Northampton and photos by the Evening Telegraph
- Friday 11<sup>th</sup> November – Attended the United States Air Force Memorial Service at the American Cemetery at Maddingley
- Sunday 13<sup>th</sup> November – Remembrance Service in the Market Square
- Sunday 13<sup>th</sup> November – Northampton Derngate for the Northamptonshire Youth Orchestra Concert
- Friday 18<sup>th</sup> November – Kettering Civic Dinner
- Saturday 19<sup>th</sup> November – Christmas Sparkle. The Mayor thanked all the Town Hall staff for their excellent work and thanked all the volunteers who helped on the day.
- Friday 22<sup>nd</sup> November – Northampton Civic Dinner

The Mayor gave notice of a forthcoming concert Tuesday 27<sup>th</sup> December. The Searchers concert is to be hosted by the Swivel Club on behalf of the Mayor and the Mayor of Rushden with the profits to be split between both Mayors’ charities.

16/307. **TOWN CLERKS REPORT  
CCTV**

A report on the activity for October as circulated.

**Community Facilities Funding**

Both the MUGA Project and Greenway Extension are through to stage 2 of the process. Full applications to be submitted by 4<sup>th</sup> January 2017.

**Christmas Closing Hours**

The office will close on Friday 23<sup>rd</sup> December at midday and re-open on Tuesday 3<sup>rd</sup> January 2017 at 9am.

**Meeting Dates**

Planning and Development Committee – 6<sup>th</sup> December 2016. Meeting will now commence at the slightly later time of 6.45pm.

Policy and Resources Committee – 6<sup>th</sup> December 2016 – 7.30pm

Full Council 20<sup>th</sup> December 2016 - 7.30pm

**RESOLVED:**

That the Town Clerks report be received and noted.

16/308. **QUESTIONS**

None.

16/309. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

None.

16/310. **FINANCE.**

16/310.1. **To approve accounts for payment as at 29<sup>th</sup> November 2016.**

Cllr Mrs T Reavey queried the 2 payments to Inter County Cleaning Services. The Clerk explained that although both payments were listed on the monthly report, 1 payment reflected a clean for the month of October while the other a clean for November.

**RESOLVED:**

That the accounts for payment total of £41,732.50 be approved for payment

16/310.2. **To approve the bank account reconciliation as at 31<sup>st</sup> October 2016.**

**RESOLVED:**

That the bank reconciliation as at 31<sup>st</sup> October 2016 be signed by the Mayor after being checked by Cllr D C Lawson MBE.

16/310.3. **To approve the following expenditure:**

(i) **Land survey of Saffron Road**

**RESOLVED:**

That the quote of £1995 be accepted for a land survey of Saffron Road Recreation Ground.

16/311. **PUBLIC SPACE PROTECTION ORDERS CONSULTATION**

To consider recommendations of the working party on the review of the Public Space Protection Orders.

**RESOLVED:**

That a request be made to renew the following Dog Control Orders:-

**Dogs On Lead Area**

Saffron Road Recreation Ground – fenced off area

**Dogs Exclusion Areas**

Play Area – Villa Rise

Play Area – Fitzwilliam Leys

Play Area – Saffron Road Recreation Ground

Cemetery – Vine Hill Drive

Play Area – in front of 55 Larkin Gardens

**RESOLVED:**

That a request be made to make the following new Dog Control Orders:-

**Dogs Exclusion Areas**

Play Area – Adjacent 25 Larkin Gardens

Play Area - Adjacent 21 Elliot Way

**RESOLVED:**

That a request be made to make the following Designated Public Space Orders:-

Renew Saffron Road Recreation Ground

Add Castle Fields, Riverside Park and the Cemetery

16/312. **2018 BOUNDARY REVIEW CONSULTATION**

To agree a response to the consultation on the 2018 Boundary Review.

**RESOLVED:**

That no comments be made.

16/313. **REMOVAL OF BT PAYPHONE CONSULTATION**

To agree a response to the consultation to remove the BT payphone located in Vine Hill Drive.

**RESOLVED:**

That no objection be made to the removal of the BT payphone.

16/314. **COMMITTEE MEETINGS**

16/314.1. **Planning and Development Committee held on 15<sup>th</sup> November 2016.**

**RESOLVED:**

That the minutes of the Planning and Development Committee held 15<sup>th</sup> November 2016 be received and adopted.

16/314.2. **Policy and Resources Committee 15<sup>th</sup> November 2016.**

**RESOLVED:**

That the minutes of the Policy and Resources Committee held 15<sup>th</sup> November 2016 be received and adopted.

**Recommendations:**

**Policy for Dealing with Unreasonable Complainant Behaviour**

**RESOLVED:**

That the Policy for Dealing with Unreasonable Complainant Behaviour be reviewed without change.

**Tree Management Policy**

**RESOLVED:**

That the Tree Management Policy be reviewed without change.

**Annual Investment Strategy**

**RESOLVED:**

That the Annual Investment Strategy be reviewed without change.

**Leader and Mayor Protocols**

**RESOLVED:**

That the Leader and Mayor Protocols be reviewed without change.

**Flag Flying Policy**

**RESOLVED:**

That the Flag Flying Policy be reviewed without change.

**Complaints Procedure**

**RESOLVED:**

That the Complaints Procedure be reviewed without change.

**Budget Review**

**RESOLVED:**

That the proposed amendments and virements to budgets be agreed as per the attached Report.

**Purchase of Open Space**

**RESOLVED:**

That the Council do not sell the piece of open space in Ullswater Close due to the difficulties surrounding release of the covenant.

**Relocation of Town Hall Offices**

**RESOLVED:**

That the Council inform Northamptonshire County Council that they would not be taking up the offer of use of the meeting space on the first floor at the library for offices.

16/315. **CHRISTMAS SPARKLE 2017**

16.315.1. To agree a provisional date for Christmas Sparkle 2017.

**RESOLVED:**

That the item be deferred to the working party.

16.315.2. To set up a Christmas Sparkle 2017 working party and agree the membership.

**RESOLVED:**

That a Christmas Sparkle 2017 working party be established comprising 5 Councillors, 2 representatives from Higham Ferrers Tourism and 2 representatives from the Church. Councillor membership to comprise Cllr H L Jackson, Cllr P Tomas, Cllr Mrs A M Saunston and Cllr C P O'Rourke. An invite to join the working party will be extended to those Councillors not present at the meeting.

**RESOLVED:**

That the working party Terms of Reference be agreed as:-

To review feedback from 2016

To agree a format of the day and organise the event

To agree a budget for recommendation to full Council

To review Christmas lighting with a view to upgrading those in the Market Square

16/316. **REMOVAL OF NON-PERMITTED ITEMS FROM THE CEMETERY**

16/316.1. To consider a report from the Town Clerk and to agree adoption of a Procedure for the Removal of Non Permitted Items from the Cemetery.

**RESOLVED:**

That the Procedure for the Removal of Non Permitted Items from the Cemetery be adopted as circulated further to the addition of:-

Council will, where possible, seek a meeting at the Town Hall or schedule a phone call with the plot owner.

16/316.2. To agree the amendments to the Cemetery Rules and Regulations.

**RESOLVED:**

That the amendments to the Cemetery Rules and Regulations be agreed as circulated.

16/316.3. To consider adoption of the form for persons to complete at the time of plot purchase.

**RESOLVED:**

That the form for persons to complete at the time of plot purchase be adopted as circulated.

16/317. **CLOSURE OF MEETING TO PUBLIC AND PRESS**

**RESOLVED:**

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.

16/318. **COMMITTEE MEETINGS**

**Personnel Committee held 18th November 2016.**

**RESOLVED:**

That the minutes of the Personnel Committee held 18<sup>th</sup> November 2016 be received and adopted.

**Recommendations:**

**Staff Salary Review 2016/17**

**RESOLVED:**

That salaries be increased with effect from 1<sup>st</sup> April 2017 as follows:-

- Assistant Clerk from SCP 26 to SCP 27
- Administration Officer from SCP 21 to SCP 22
- Administration Officer/Finance from SCP 18 to SCP 19
- Town Hall Cleaner SCP 12 to SCP 13
- Parks and Open Spaces Warden 1 SCP 13 to SCP 14
- Parks and Open Spaces Warden 2 SCP 11 to SCP 12

**That the Parks and Open Spaces Warden be paid essential car user allowance for the use of his van.**

**RESOLVED:**

That the item be deferred with non-essential user allowance to be used in the interim.

Cllr D C Lawson MBE referred to the recent staff appraisals held.

**RESOLVED:**

That the work of the Town Clerk be acknowledged and thanks be given to the Town Clerk and all the staff.

16/319. **RUSHDEN EAST**

16/319.1. To receive a report from the Town Clerk on the Rushden East Board meeting held 1<sup>st</sup> November 2016.

**RESOLVED:**

That the report circulated be received and noted.

16/319.2. To receive a report from the Town Clerk on the meeting with the Duchy of Lancaster held 23<sup>rd</sup> November 2016.

**RESOLVED:**

That the report circulated be received and noted.

To consider a report from the Town Clerk and agree a Position Statement.

16/319.3. **RESOLVED:**

That the revised Position Statement be agreed as circulated. That the Position Statement be sent with a covering letter to those as listed in the report. That a working party be set up as detailed in the report. That the members of the working party also be signatories to the covering letter. That the working party membership consist of:-

- 16/319.4.
- Representatives on the Rushden East Board
  - Leader of the Council
  - District Council Ward Members
  - Town Clerk

To agree what development the Council would consider in Higham East.

**RESOLVED:**

That the development considered appropriate for Higham East be agreed as:

- 150 houses
- Educational employment and managed workspace employment, no B8 employment
- Cemetery, allotments, sports fields, school, community building, local shops, medical facilities
- Hotel
- Service Station

16/320. **MUGA WALL**

To consider a report from the Town Clerk on the wall near the MUGA.

**RESOLVED:**

That the worse section of the wall be taken down. That part of the wall is replaced with 2.4m green palisade fencing to the same specification as the outside perimeter of the MUGA and Tennis Courts. That a budget allocation of £7,000 be agreed for the works.

16/321. **APPEAL AGAINST CEMETERY FEES**

To consider a report from the Town Clerk and agree a response on the appeal against application of non-resident rates to the interment of cremated remains.

**RESOLVED:**

That the appeal be upheld and the resident rate be applied to the interment of cremated remains.

16/322. **RE-OPEN THE MEETING TO THE PUBLIC AND PRESS**

**RESOLVED:**

That the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

16/323. **ITEMS TO REPORT.**

Cllr C P O'Rourke referred to the Remembrance Service and expressed thanks to the Royal British Legion and the Working Mens Club for their hospitality.

Mayor

Date