

**MINUTES OF A MEETING OF HIGHAM FERRERS TOWN COUNCIL HELD ON  
TUESDAY 24<sup>th</sup> APRIL 2018 AT THE TOWN HALL AT 7.30PM.**

**PRESENT:**

The Mayor (Councillor P Tomas)	
The Deputy Mayor (Councillor J Smithers)	
Councillor D Drage	Councillor C P O'Rourke
Councillor Mrs A Gardner	Councillor Mrs C Reavey
Councillor R D Hamblin	Councillor D C Lawson MBE
Councillor R Gell	Councillor Mrs A Sauntson
Councillor H L Jackson	Councillor Mrs S Mantle
Councillor Mrs V M Newbery	Miss A Schofield (Assistant Town Clerk)
Councillor B Prigmore	D Wicks (Mayor's Sergeant)
Mrs S J Mitcham (Town Clerk)	

**IN ATTENDANCE:** District Councillor Miss Harriet Pentland.

18/065     **APOLOGIES**

Councillor Mrs P H Whiting, Councillor A M T Reading.

18/066.     **DECLARATIONS OF INTEREST**

Cllr B Prigmore – item 16, a volunteer with SERVE.

Cllr P Tomas – item 19, pre-determined position, holds strong views regarding the library.

Cllr D Drage – item 19, pre-determined position, holds strong views regarding the library.

**Pecuniary Interests**

Cllr C P O'Rourke – item 15, a member of Candocare and his partner receives an income from Candocare.

18/067.     **MINUTES**

**RESOLVED:**

That the minutes of the meeting held on the 27<sup>th</sup> March 2018 be signed by the Mayor as being a true and correct record.

18/068.     **PUBLIC FORUM (15 minutes)**

None.

18/069.     **MAYORS ANNOUNCEMENTS**

The Mayor reported on the events he had attended.

- 31<sup>st</sup> March, Gospel Church, Rushden, raising funds for the Sanctuary.
- 14<sup>th</sup> April, Conservative Club fundraising event, Rushden.
- 20<sup>th</sup> April, Corby Mayor's Civic Dinner, Best Western Hotel.

18/070.     **TOWN CLERK'S REPORT**

**Northants FA**

Northants FA have signed a lease with the Duchy of Lancaster for a 11 acre site on Newton Road, Higham Ferrers. A planning application will be submitted in due course.

**Annual Town Meeting**

Attached are the draft minutes for information.

**Police Report**

26<sup>th</sup> March – Attempted burglary, Millfields.

26<sup>th</sup> April – Burglary, Meadow View.

### **Extraordinary Meeting**

An extraordinary meeting is to be scheduled to consider library issues, date to be either the 3<sup>rd</sup> or the 10<sup>th</sup> May.

#### 18/071. **QUESTIONS**

None.

#### 18/072. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

Cllr V Newbery reported from the Twinning AGM held on the 16<sup>th</sup> April 2018. 15 members attended with apologies from 7 members. The Chair is Virginia Gudgeons, Vice Chair, Gill Mercer, Treasurer, John Gudgeons, Secretary, Kay Gillespie. The Auditor for 2019 is Jean Steel and the Publicity Officer is Dave Robinson. The next AGM was set for the 15<sup>th</sup> April 2019. The General Meeting followed the AGM. 33 people are going to Hachenburg, including Cllr Smithers and the Assistant Clerk and her mother. A skittle evening is planned for June to raise funds for next years visit and a raffle will be hold on the coach.

Cllr H L Jackson attended the Rushden East meeting on the 27<sup>th</sup> February. The Consortium presented another Master Plan due to the discovery of a colony of newts and archaeological remains in the Phase 1 area. They have decided to place a Town Park in the area. The position of the schools and playing fields has moved closer to Higham Ferrers. The cemetery has moved closer to the top of the Newton Road, closer to the Court estate and Newton Road houses although it was not clear if the land for the cemetery had been investigated and confirmed suitable. An updated timeline and the Master Plan should be available early September. The next meeting is the 24<sup>th</sup> May.

#### 18/073. **FINANCE**

##### 18/073.1 **To approve accounts for payment as at 31<sup>st</sup> March 2018.**

#### **RESOLVED:**

That the accounts for payment total of £14,789.65 be approved for payment. Copy attached to the minutes.

##### 18/073.2. **To approve the accounts for payment as at 30<sup>th</sup> April 2018.**

#### **RESOLVED:**

That the accounts for payment total of £25,690.98 be approved for payment. Copy attached to the minutes.

##### 18/073.3. **To approve the bank account reconciliation as at 31<sup>st</sup> March 2018.**

#### **RESOLVED:**

That the bank reconciliation as at 31<sup>st</sup> March 2018 be signed by the Mayor after being checked by Cllr Mrs V Newbery.

##### 18/073.4. **To receive and note the budget report as at 31<sup>st</sup> March 2018.**

#### **RESOLVED:**

That the budget report as at 31<sup>st</sup> March 2018 be received and noted.

##### 18/073.5. **To approve the following expenditure:-**

###### (i) **Computer for the Finance Officer**

#### **RESOLVED:**

That a new computer be purchased for the Finance Officer at a cost of £565.50.

18/074. **COMMITTEE MEETINGS**

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

18/074.1. Planning and Development Committee held on the 10<sup>th</sup> April 2018.

**RESOLVED:**

That the minutes of the Planning and Development Committee held on the 10<sup>th</sup> April 2018 be received and adopted.

18/074.2. Policy and Resources Committee held on the 10<sup>th</sup> April 2018.

**RESOLVED:**

That the minutes of the Policy and Resources Committee held on the 10<sup>th</sup> April 2018 be received and adopted.

*Recommendations*

(i) **Review of Policies**

**RESOLVED:**

That the following policies be reviewed without change:-

- Recording of Delegated Decisions.
- Statement of Community Engagement.
- Training Statement of Intent.

(ii) **New Cemetery**

**RESOLVED:**

- That the Council agree not to pursue a joint cemetery at Rushden East due to the location being too far from Higham.
- That the Council take up the offer from the Duchy of Lancaster to investigate plots 5,6, 10 and 11 close to the Chelveston border. Cost of £4800 for the hydro -geo - survey. Should this land prove suitable Chelveston Parish Council would be approached to ask if they wanted to work jointly on the project.
- That work be undertaken on the existing cemetery to look at the older areas to consider reclaiming unused plots of 100 years old and use of space in path areas in the older section of the cemetery.

(iii) **GDPR Compliance**

**RESOLVED:**

That the following policies be adopted as drafted

- Data Protection Policy
- Subject Access Request Procedure
- Data Breach Policy
- Records Retention Policy

18/075. **PLANNING**

Cllr Mrs A Sauntson requested an entry be made in the minutes to make it clear that as a member of both the Town and District Councils, she will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, she cannot be bound in any way by any view expressed in the Parish tier or by the decisions of this Council.

To consider a response to the following planning application:

**18/00004/FUL: Construction of a new link road between Ditchford Lane and Rushden Lakes (with associated site clearance and earthworks) alongside junction works, footpaths, cycleways, lighting, hard and soft landscaping and associated works.**

**RESOLVED:**

That the Council object to the application for the following reasons:

1. Safety concerns in regard to traffic backing up onto the A45 from the increase in traffic on the slip road leading to the Ditchford Lane junction. Consideration needs to be given to widening the slip road off the A45 leading to the Ditchford roundabout. At busy times traffic already backs up on the A45 to access this slip road and it would therefore be beneficial to have two lanes to accommodate the predicted increase in traffic.
2. The adverse effect of an increase in traffic volume on Ditchford Mill Bridge, which is a bridge of historic importance and should be protected from over use.

18/076. **HERITAGE LEAFLET**

18/076.1. **RESOLVED**

That the Heritage Trail leaflet be approved as drafted. That the Town Manager and those involved in the preparation of the leaflet be congratulated and thanked for their work.

18/076.2. **RESOLVED:**

That 5,000 copies of the Heritage Trail leaflet be printed at a cost of £437.

18/077. **NENE VALLEY FESTIVAL**

**RESOLVED:**

That the Clerk be given delegated authority to work on the project to pull together events and activities to link with the Nene Valley Festival and to apply for Awards for All funding.

18/078. **CAR PARKING BYELAWS AT SAFFRON ROAD CAR PARK**

**RESOLVED:**

That works proceed with updating the car park byelaws in Saffron Road car park. That a budget of £1,000 be set to cover advertisement of the order, consultation and signage.

18/079. **CO-OP BUS STOP LAY-BY**

**RESOLVED:**

That approval is given to the drawing detailing the alterations to the co-op bus lay and that a request is made to the County Council to progress the project.

18/080. **GRANT APPLICATION FROM SERVE**

The Clerk confirmed the available budget allocated for grants was £500. It was noted that only 15% of the members of SERVE are residents of Higham Ferrers.

**RESOLVED:**

That a grant is not awarded to SERVE towards replacement of the existing conservatory at the SERVE Therapy Centre.

18/081. **APPOINTMENT OF A DATA PROTECTION OFFICER**

**RESOLVED:**

That the Northants CALC Data Protection Officer Service be appointed as the Council's Data Protection Officer.

18/081. **RUSHDEN LIVING**

18/801.1. **RESOLVED:**

That the notes from the meeting held on the 3<sup>rd</sup> April 2018 with LXB and Made in Northamptonshire be received and noted.

18/801.2. **RESOLVED:**

That the Clerk be given delegated authority to put together a bid to LXB for contributions for items to help mitigate the impact of the Rushden Living proposal on Higham Ferrers should planning permission be granted by East Northamptonshire Council.

18/082. **LIBRARY WORKING PARTY**

18/082.1. **RESOLVED:**

That the report from the Library Working Party meeting held on the 3<sup>rd</sup> April 2018 be received and noted.

18/082.2. Cllr B Prigmore reported that the return date for the forms handed out at the drop in session is the 30<sup>th</sup> April. The results will be being presented to Council. The submission of the Stage 2 Expression of Interest is the 31<sup>st</sup> May.

The Clerk had attended the Library 21 meeting. 16 libraries were represented, 3 by Town or Parish Councils with the remainder being community groups, of which 3 of the groups were well prepared and in a good position for the Stage 2 Expression of Interest. Forms from the drop in session to date had recorded 30 plus volunteers, 5 people are interested in setting up an organisation to run and manage the library and 4 people would serve as members of a committee to manage the library but do not wish to be involved in the set up. Many of the requirements of the Stage 2 Expression of Interest could be met as a Town Council. The terms of contract for the purchase of the building include provision for Candocare to remain to 2020 and a 50% uplift clause. The Clerk has many outstanding questions with the County Council and has given a response deadline to them of next Tuesday.

**RESOLVED:**

That the verbal report from the Library Working Party following the drop in held on the 19<sup>th</sup> April 2018 and the verbal report from the Clerk following the Library 21 meeting held on the 18<sup>th</sup> April 2018 be received and noted.

18/083. **ITEMS TO REPORT**

Cllr C P O'Rourke had received 2 reports in the last 10 days of the bins in the Saffron Road recreation ground being full. He also referred to the Higham Ferrers Bowls Club open day on the 13<sup>th</sup> May as mentioned at the Annual Town Meeting. It was suggested someone from the Council might attend the open day.

Mayor

Date