

**MINUTES OF A MEETING OF HIGHAM FERRERS TOWN COUNCIL HELD ON  
TUESDAY 27<sup>th</sup> JUNE 2017 AT THE TOWN HALL AT 7.30PM.**

**PRESENT:**

The Mayor (Councillor P Tomas)	
The Deputy Mayor (Councillor J Smithers)	
Councillor R J Gell	Councillor Mrs S Mantle
Councillor R D Hamblin	Councillor Mrs V M Newbery
Councillor H L Jackson	Councillor Mrs T Reavey
Councillor D C Lawson MBE	Councillor B Prigmore
Mrs S J Mitcham (Town Clerk)	Miss A Schofield (Assistant Town Clerk)

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

17/112. **APOLOGIES**

Cllr A M T Reading, Cllr C P O'Rourke, Cllr D Drage, Cllr Mrs O Mayes, Cllr Mrs A Sauntson, Cllr Mrs P H Whiting

17/113 **DECLARATIONS OF INTEREST**

None.

17/114. **MINUTES**

**RESOLVED:**

That the minutes of the meeting held on the 30<sup>th</sup> May 2017 be signed by the Mayor as being a true and correct record.

17/115. **PUBLIC FORUM (15 minutes)**

District Cllr G Harwood MBE reported meeting with the Clerk that day and receiving an update on Council issues.

17/116. **MAYORS ANNOUNCEMENTS**

The Mayor reported on the events he had attended:

- 11<sup>th</sup> June, ENC Chairman's Reception at Thrapston
- 24<sup>th</sup> June, Strawberry Fayre at the Shrubbery

17/117. **TOWN CLERK'S REPORT**

**Police**

Copies of the response from the PCC and Inspector Lyons have been circulated. In response to correspondence sent following the last meeting; the PCC will visit Higham Ferrers on 22nd September in the morning, with details to be confirmed. Inspector Daryl Lyons is available between 9am and midday at the following locations:-

23rd June – Wellingborough Police Station

14th July – Oundle Police Station

25th August - Thrapston Fire Station

22nd September - Rushden Fire Station

20th October – Wellingborough Police Station

The Clerk has held a meeting with Inspector Lyons and he hopes to be able to attend a future meeting. Sharon Wildman is the new Sergeant. A copy of the Police and Crime Plan 2017 -2021 has been circulated.

**Road Closures for Road Works**

Wykeham Road 3<sup>rd</sup> to 7<sup>th</sup> July 8.30am to 4.30pm

York Road 6<sup>th</sup> to 13<sup>th</sup> July 8.30am to 4.30pm

### **Changes to the Bus Service**

Following the changes to the X46, X47 and 50 service the Clerk has requested passenger loading figures. A copy of an email received from Stagecoach setting out the background to the changes has been circulated

### **Reported Crime**

Incidents reported for Higham Ferrers for the month of April

Burglary	3
Anti-social behaviour	18
Violent crime (including domestic)	6
Criminal damage and arson	3
Shoplifting	6
Public order	1
Other	1

Further to question, the Clerk advised she believed the shoplifting was linked to the Co-op.

Cllr R Gell reported the buses were currently using Rushden Lakes as timing practice pending the opening. To address query raised regarding the sum of Section 106 monies allocated to the bus service and the timeframe, the Clerk will consult ENC and NCC. Query will also be raised regarding the figures reported on the radio for the numbers that will be travelling to Rushden Lakes.

### **RESOLVED:**

That the Town Clerk's Report be received and noted.

### 17/118. **QUESTIONS**

Cllr D Hamblin said he still had concerns regarding the situation with the Market Square Car Park ownership and maintenance. The Clerk reminded that the car park was owned by the Town Council but is adopted highway and Northamptonshire Highways are therefore responsible for maintenance and that it was felt no further benefit was to be gained from staff time on the issue.

### 17/119. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

None.

### 17/120. **FINANCE**

#### 17/120.1. **To approve accounts for payment as at 30<sup>th</sup> June 2017.**

#### **RESOLVED:**

That the accounts for payment total of £107,577.09 be approved for payment. Copy attached to the minutes.

#### 17/120.2 **To approve the bank account reconciliation as at 31<sup>st</sup> May 2017.**

#### **RESOLVED:**

That the bank reconciliation as at 31<sup>st</sup> May 2017 be signed by the Mayor after being checked by Cllr D C Lawson MBE.

#### 17/120.3. **To approve the following expenditure:-**

#### **RESOLVED:**

That Annual Membership of the CPRE be renewed at a cost of £36.

17/121. **COMMITTEE MEETINGS**

**Planning and Development Committee held on the 13<sup>th</sup> June 2017**

17/121.1. **RESOLVED:**

That the minutes of the Planning and Development Committee held on the 13<sup>th</sup> June 2017 be received and adopted.

17/121.2. **Policy and Resources Committee held on the 13<sup>th</sup> June 2017.**

**RESOLVED:**

That the minutes of the Policy and Resources Committee held on the 13<sup>th</sup> June 2017 be received and adopted.

**Recommendations**

**Review of Policies**

(i) **RESOLVED:**

(ii) That the Management of Records Policy be reviewed without change.

(iii) That the Training Statement of Intent be reviewed without change.

(iv) That the Health and Safety Policy be reviewed without change.

(v) That the Discipline and Grievance Policy be reviewed without change.

That the Dignity at Work – Bullying and Harassment Policy be reviewed without change.

(vi) **Statement of Community Engagement**

**RESOLVED:**

That the revised draft of the Statement of Community Engagement as circulated be adopted.

(vii) **Flag Flying Policy**

**RESOLVED:**

That the following amendment be made to the Flag Flying Policy:-

- Insert a clause to state that the flags would be flown at half- mast in accordance with guidance issued by the Government.

- That Merchant Navy Day (3rd September) be included in the list of flag flying days for the ‘Red Ensign.’

(viii) **Town Mayor Handbook**

**RESOLVED:**

That the draft Mayors’ Handbook as circulated be adopted following the amendments/changes detailed below:-

- Paragraph 5.8 to read - The Deputy Mayor should not attend functions as Deputy Mayor, but only when deputising for the Mayor.

- Paragraph 6.3 -The signatories of the account will be 2 Councillors, Town Clerk and Administration Officer.

- Paragraph 14.2. Town Carol Service

(ix) **Budgets**

**RESOLVED:**

That the revised budget as attached to the minutes be approved.

(x) **Electronic Agendas**

**RESOLVED:**

That the Council purchase pdf software to enabling editing and merging of pdf documents at a cost of £185 pa.

17/122. **LAND ADJACENT THE FERRERS SCHOOL**

**RESOLVED:**

That the report from the Town Clerk on the meeting with the Duchy of Lancaster and their development partners on the 16<sup>th</sup> May 2017 be received and noted.

- 17/123. **TOWN TEAM UPDATE**  
The Clerk reported the Town Guide had now been delivered to all residents. The tourist welcome signs had been ordered. The Rushden Lakes site meeting 21<sup>st</sup> June was very useful.  
**RESOLVED:**  
That the minutes from the Town Team meeting held on the 8<sup>th</sup> May 2017 be received and noted.
- 17/124. **CHRISTMAS SPARKLE**  
The Clerk advised that a meeting had been held with the Fair contractor that day. The Police have been approached and it is hoped that Specials will be available to support at the event. Walkie-talkie radios are to be hired so there are enough available. The Clerk continues with the process of implementation of the Health and Safety recommendations from the ENC Safety Officer  
**RESOLVED:**  
That the minutes from the Events Working Party meeting held on the 22<sup>nd</sup> May 2017 be received and noted.
- 17/125. **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.
- 17/126. **RUSHDEN EAST**  
17/126.1. At the Board meeting there was discussion of the feedback from the Design Review.  
**RESOLVED:**  
That the report from the Town Clerk on the Rushden East Board meeting held on 9<sup>th</sup> May 2017 be received and noted.
- 17/126.2. **RESOLVED:**  
That the report from the Town Clerk on the Rushden East Board meeting held on 25<sup>th</sup> April 2017 be received and noted.
- 17/127. **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.
- 17/128. **ITEMS TO REPORT**  
Cllr D Hamblin spoke of a desire for an agenda item in relation to the Market Square Car Park and was advised the submission of a written resolution will be required as detailed in Standing Orders

Mayor

Date