

**MINUTES OF A MEETING OF HIGHAM FERRERS TOWN COUNCIL HELD ON  
TUESDAY 26<sup>th</sup> MAY 2015 AT THE TOWN HALL AT 7.30PM.**

**PRESENT:**

	The Mayor (Councillor R J Gell)	
	The Deputy Mayor (Councillor Mrs P H Whiting)	
Councillor D Drage		Councillor R D Hamblin
Councillor H L Jackson		Councillor D C Lawson MBE
Councillor Mrs S Mantle		Councillor Mrs O Mayes
Councillor Mrs V M Newbery		Councillor B A Prigmore
Councillor Mrs A Sauntson		Councillor J Smithers (Item 15/117 onwards)
Councillor P Tomas		
Mrs S J Mitcham (Town Clerk)		Mr D Wicks ( Mayors Sergeant)

**IN ATTENDANCE:** PC D Brown and District Councillor G Harwood

- 15/113. **APOLOGIES**  
Cllr A M T Reading. Apologies from Cllr J Smithers for being late.
- 15/114. **COUNCILLOR DECLARATION OF INTERESTS**  
**RESOLVED:**  
That the receipt of Councillor Declarations of Acceptance of Office prior to 18<sup>th</sup> May 2015 be noted.
- 15/115. **DECLARATIONS OF INTEREST**  
**Other Interests**  
Cllr R Gell Item 12.1- Chq Nos 501289 and 501285 – Mayor Making Costs.
- 15/116. **MINUTES**  
**RESOLVED:**  
That the minutes of the meetings held on 28<sup>th</sup> April 2015 and 18<sup>th</sup> May be signed by the Mayor as being a true and correct record.
- 15/117. **POLICING**  
PC D Brown gave the following report:-
- |                          | <b>2014</b> | <b>2015</b> |
|--------------------------|-------------|-------------|
| <b>Burglary Dwelling</b> | 1           | 0           |
| <b>Criminal Damage</b>   | 7           | 11          |
| <b>Violence</b>          | 11          | 3           |
- The following questions were raised:-
- No significant problems with the Beer Festival
  - Cycling on footpaths was a low priority for the Police.
  - PC Brown had been into Ferrers School to talk about the possible consequences of carrying a knife and hoped to go into the Manor School.
  - PC Brown agreed to check how the applications for the 6 prospective Parish Constables was progressing.
- 15/118. **PUBLIC FORUM (15 minutes)**  
District Councillor G Harwood congratulated Cllr Gell on becoming Mayor.

- 15/119. **MAYORS ANNOUNCEMENTS.**  
The Mayor presented a Long Service Plaque to former Councillor M Beesley.  
  
He reported he had attended Mayor Making at Rushden Town Council.
- 15/120. **PLANNING.**  
15/120. To consider responses to the following planning applications received: -  
(i) **15/00818/FUL: Extension to front at 17 Meadow View, Higham Ferrers.**  
**RESOLVED:**  
That no comments or objections be made.
- (ii) **15/00765/TPO: T1, T2, T3, T4 and T5- beech – Reduce the lateral growth that overhangs the gardens of 66, 68 and 70 Kimbolton Road by approximately 35% and T2 – Beech – Remove the two lowest branches growing over the garage back to the trunk: 68 Kimbolton Road, Higham Ferrers.**  
**RESOLVED:**  
That no comments or objections be made.
- (iii) **15/00528/LBC: Works to roof, repairs to chimney render and repairs to guttering at 11 Market Square, Higham Ferrers.**  
**RESOLVED:**  
That no objections or comments be made.
- 15/120.2 **To note determinations on planning applications.**  
**RESOLVED:**  
That the report on determinations of planning applications previously considered be noted.
- 15/120.3 **To consider request from David Wilson Homes to pay the S106 monies re Station Road in one lump sum.**  
**RESOLVED:**  
That the Council agree to the request from David Wilson Homes to pay the S106 payment re Public Open Space in one lump sum with indexation up front.
- 15/121. **TOWN CLERKS REPORT**  
**15/83 Policing**  
Inspector Mead has advised that 6 volunteers have been accepted into the force as Parish Special Constables as a result of the ‘knock and drop campaign. These will be undertaking training.  
**15/96. School Crossing Patrol.**  
There have been no applications to date and the closing date is 29<sup>th</sup> May. *This would be extended until end of June.*  
**Freedom of Information Requests**  
The following requests have been received since the last meeting.

<b>Date Received</b>	<b>Details</b>	<b>Date Answered/Target Date</b>
15 <sup>th</sup> May 2015	Copies of invoices relating to figures quoted in FOI ref 01/2015 re Skateboard Park	12 <sup>th</sup> June 2015
19 <sup>th</sup> May 2015	Asking for details of Mayoral Expenses and Allowances	17 <sup>th</sup> June 2015

It was requested that the Clerk allocate a cost to dealing with each Freedom of Information request.

**RESOLVED:**

That the Town Clerks report be received and noted.

**15/122. QUESTIONS.**

None.

**15/123. REPORTS OF REPRESENTATIVES TO OTHER BODIES.**

None.

**15/124. FINANCE.**

**15/124.1 To approve accounts for payment as at 26<sup>th</sup> May.**

**RESOLVED:**

That the accounts for payment totalling £24116.15 be paid

**15/124.2 To approve the Bank Account reconciliation as at 30<sup>th</sup> April 2015.**

**RESOLVED:**

That the bank reconciliation as at 31<sup>st</sup> March 2015 be signed by the Mayor after being checked by Cllr D C Lawson MBE.

**15/124.3 To receive and note the budget report as at 30<sup>th</sup> April 2015.**

**RESOLVED:**

That the budget report as at 30<sup>th</sup> April 2015 be received and noted.

**15/124.4 To consider following expenditure:-**

**(i) Tree Works.**

Quote A- £4848. Quote B - £6950 and Quote C £3620.50

**RESOLVED:**

That the lowest quote of £3620.50 be accepted from Wilby Trees to undertake the tree works in Saffron Road Recreation Ground, Castle Fields, Cemetery and Riverside Park as specified in the tree survey.

**(ii) RESOLVED:**

**Annual Inspection of Skateboard Park.**

That the estimate of £85 per year be accepted from Play Inspections to undertake an annual inspection of the Skateboard Park.

**(iii) Replacement Bins for Saffron Road Recreation Ground.**

**RESOLVED:**

That the quote of £360.95 plus installation be accepted from Earth Anchors for a Sentinel Bin (same design as existing) to replace the damaged bin near the Saffron Moat.

**(iv) Maintenance Works at Saffron Road Play Area.**

**RESOLVED:**

That the quote of £2712.04 be accepted to undertake works as highlighted by Wicksteed Leisure in the annual inspection report for the Saffron Road Play Area. That a quote of £1145 be accepted from Mancraft Fencing to install a hydraulic self closer gate to replace the broken gate on the road side entrance to the play area, and repair the gate on the field side entrance, subject to satisfactory guarantees being received about the new gate.

For the future the Clerk would check whether a Councillor could accompany the Inspector.

**(v) Tree Survey – Castle Fields**

**RESOLVED:**

That the quote of £350 be accepted from RGS Surveys to survey the trees that form the boundary to Midland Road and Little Castle Fields.

(vi) **Security Fencing - Common Land**

This matter had been brought forward to secure the area to prevent further horses being left there. This would be temporary whilst options for a permanent boundary were researched,

**RESOLVED:**

That the matter be deferred whilst a site visit be undertaken by Cllr Gell and Cllr HL Jackson to assess what would be required as a permanent solution.

15/124.5 **To ratify expenditure under Clerk's delegated powers.**

**RESOLVED:**

That the following expenditure under the Clerks delegated powers be ratified:-  
All figures include VAT.

Stephen Pell	Replace dog bins	50.00
Stephen Pell	Re attach down pipe - College Street	25.00
Pear Technology Services Ltd	Maplink technical support - Annual	90.00
Inter County Cleaning Services Ltd	Monthly cleaning - Pavilion	119.62
Colemans	Stamps	67.52
Colemans	Stationery	5.57
Inter County Cleaning Services Ltd	Janitorial supplies	16.20
Stephen Pell	Install bench	45.00
Stephen Pell	Repair hole in play area	35.00
Stephen Pell	Relocate goal post & re set drains- car park	200.00
Stephen Pell	Re set drains saffron road car park	120.00
Colson and Loaring	Fix public toilets- hot water	54.00
Rutherfords Locksmiths Ltd	2 keys cut & labels	6.48
Rutherfords Locksmiths Ltd	Padlock - Car Park	15.80
The Market Square Bakery	Mayor Making Catering	308.75
Richard Gell	Refreshments - Mayor Making 2015	107.40

15/125. **END OF YEAR ACCOUNTS**

15/125.1. **To approve the Accounts Statements for 2014/15 as contained in the Annual Return.**

**RESOLVED:**

That the Accounting Statements for 2014/15 in the Annual Return be approved

15/125.2. **To approve the Annual Governance Statement for 2014/15 as contained in the Annual Return.**

**RESOLVED:**

That the response 'Yes' be given to questions 1- 8 and N/A to questions 9 and that the Annual Governance Statement for 2014/15 be approved.

15/126. **INVESTMENTS**

15/126.1 **To agree that on maturity of the Fixed Rate 1 year saver at Nationwide Building Society that £150,000 be reinvested in the same account.**

**RESOLVED:**

That on maturity of the Fixed Rate 1 year saver at Nationwide Building Society that £150,000 be reinvested in the same account.

15/126.2. **To agree transfer of funds between accounts.**

**RESOLVED:**

- That £50,000 be transferred to Nationwide Building Society 95 day Saver – (Rate 1%)
- That £25000 be transferred to Nationwide Building Society Easy Access Account (Rate .9%)
- That £50,000 be transferred from Co-operative Bank Account to Unity Trust Current Account.

Concerns were expressed about the funds held in the Co-operative Bank. The Policy and Resources Committee to review current account banking arrangements.

15/127. **BANK ACCOUNTS**

**RESOLVED:**

That the signatories for the bank accounts be as follows:-

**Co-operative Bank**

Sandra Mitcham or Julie Morriss plus 2 Councillors to sign.

Authorised Councillors:- DC Lawson MBE, Mrs V M Newbery, Mrs A M Sauntson, Mrs PH Whiting, AMT Reading, HL Jackson, D Drage, Mrs O Mayes, Mrs S Mantle, P Tomas.

**Unity Trust Bank**

Sandra Mitcham or Julie Morriss plus 2 Councillors

Authorised Councillors:- DC Lawson MBE, Mrs V M Newbery, Mrs A M Sauntson Mrs PH Whiting, AMT Reading, HL Jackson, D Drage, Mrs O Mayes, Mrs S Mantle P Tomas.

**Internet Banking with Unity Trust**

Sandra Mitcham, Julie Morriss and Danielle Edwards – Authorised to view and submit payments.

The following Councillors to authorise payments. Two Councillors required to authorise any payment:-

DC Lawson MBE ,Mrs V M Newbery, Mrs A M Sauntson, Mrs PH Whiting AMT Reading, HL Jackson, Mrs O Mayes, Mrs S Mantle, D Drage.

**Cambridge Building Society**

Sandra Mitcham plus 2 Councillors out of Mrs V M Newbery, Mrs A M Sauntson and HL Jackson.

**Nationwide Building**

Sandra Mitcham plus 2 Councillors out of Mrs V M Newbery, Mrs P H Whiting and HL Jackson.

15/128. **POWER OF GENERAL COMPETENCE.**

**RESOLVED:**

That the Council continues to be eligible to use the ‘General Power of Competence’. It has a ‘Qualified Clerk’ and 14 Councillors were elected at the last election, which meets the criteria as set out in the Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012.

15/129. **LOCAL GREEN SPACE**

**RESOLVED:**

That the Local Green Spaces as designated in the Neighbourhood Plan be submitted to East Northamptonshire Council for inclusion in the Four Town Plan.

15/130. **NEIGHBOURHOOD PLAN**

**RESOLVED:**

That the Neighbourhood Plan with the following amendments:-  
Page 50 - Add the impact on residents of 'Hot Food Takeaways'  
Page 51 – Add 'Pods' (after School Club) where the schools are mentioned.

be submitted to East Northamptonshire Council with the required supporting documentation.

15/131. **JOINT STANDARDS COMPLAINTS COMMITTEE**

**RESOLVED:**

That Cllr D C Lawson MBE be nominated to serve on the Joint Standards Complaints Committee at East Northamptonshire Council.

25/132. **COMPLAINT ABOUT RE FORMER RON MANNING CENTRE AND OTHER ISSUES.**

Following a verbal complaint about the sign for the Ron Manning Centre being removed and replaced with SERVE, the resident had now written in raising the issue again despite receiving an answer and making other comments and complaints.

**RESOLVED:**

That the Council respond 'that although they appreciate the concerns raised, they have no control over the building and cannot demand the name 'Ron Manning Centre' be reinstated. The Clerk to draft a response to the issues raised and agree the content with the Leader, Cllr D C Lawson MBE.

15/133. **DEFIBRILLATOR**

The Council had discussed previously the provision of an 'Automated External Defibrillator' at a cost of £2020 plus installation. Higham Ferrers Doctors Surgery had agreed for it to be erected on their wall. Concerns were raised about its effectiveness and ongoing costs.

**RESOLVED:**

That a Public Access Defibrillator not be purchased and erected on the side of the Doctors Surgery.

15/134. **OUTDOOR GYM EQUIPMENT**

The location for the 5 pieces of equipment had been agreed at the last meeting adjacent to the Saffron Road Play Area. The intention was to source grant funding for the project.

Costs as follows:-

- Fresh- Air Fitness ([www.fresh-airfitness.co.uk](http://www.fresh-airfitness.co.uk))- £8,017.65 plus VAT
- Park Leisure ([www.zoneoutdoorfitness.org.uk](http://www.zoneoutdoorfitness.org.uk)) - £15,859 plus VAT
- Wicksteed Leisure ([www.wicksteed.co.uk](http://www.wicksteed.co.uk))- £14,685 plus VAT

Fresh Air Fitness is a specialist supplier of this equipment. There are several installations in the area by this company. Little Paxton near St Neots had several pieces of equipment and on contacting the Clerk they had no issue with the company. The Clerk had been to look at the installation and there were no reasons to not recommend them.

Questions were raised about the guarantees offered by each company.

**RESOLVED:**

That the Clerk obtained information about the guarantees for comparison and consideration by the Policy and Resources Committee. To confirm the proposed contractor for the installation of Outdoor Gym Equipment and agree to apply for grant funding

15/135. **HOLIDAY ACTIVITIES ON SAFFRON ROAD RECREATION GROUND.**

15/135.1 **To confirm the free use of the facilities on Saffron Road Recreation Ground by Northamptonshire Sport for 1 week during the Summer Holidays for a Holiday Club.**

**RESOLVED:**

That the Council agree free use of the facilities by Northamptonshire Sport for a 'Holiday Club' for 1 week from 3rd August.

15/135.2. **To consider the request by TCF Tennis and Kettering Tennis Coaching to use the tennis courts in August for a Tennis Camp and agree a fee.**

**RESOLVED:**

That the TCF Tennis and Kettering Coaching be permitted to use the tennis courts on 17th -19th August at times specified for fee of £60 inclusive of VAT. This is subject to evidence being seen of Public Liability Insurance, coaching qualifications and appropriate level of declaration of criminal convictions.

15/136. **ITEMS TO REPORT.**

Clerk to include an item on the Policy and Resources agenda about the process for contracts and orders.

Mayor

Date