

**MINUTES OF THE MEETING OF HIGHAM FERRERS**  
**TOWN COUNCIL HELD ON TUESDAY 25<sup>th</sup> MAY 2021 AT 7.30PM**  
**AT THE BEDE HOUSE, ST MARY'S CHURCHYARD**

**PRESENT:**

	The Mayor (Councillor Mrs C Reavey)	
	The Deputy Mayor (Councillor Mrs A Gardner)	
Councillor Mrs P H Whiting		Councillor N Brown
Councillor H L Jackson		Councillor Mrs J Bone
Councillor B Prigmore		Councillor G Salmon
Councillor C P O'Rourke		Councillor P McCann
Councillor B Spencer		Mrs Sandra Mitcham (Town Clerk)
David Wicks (Mayor's Sergeant)		Ms Alicia Schofield (Assistant Clerk)

21/94. **APOLOGIES**

Cllr P Tomas, Cllr V K Paul, Cllr A M T Reading.

21/95. **DECLARATIONS OF INTEREST**

**Other Interests**

Cllr H L Jackson, item 23, member of the Hachenburg Twinning Association.

21/96. **MINUTES**

**RESOLVED:**

21/96.1. That the minutes of the meeting held on the 27<sup>th</sup> April 2021 be signed by the Mayor as a true and correct record.

**RESOLVED:**

21/96.2. That the minutes of the meeting held on the 17<sup>th</sup> May 2021 be signed by the Mayor as a true and correct record.

21/97. **PUBLIC FORUM (15 minutes)**

None.

21/98. **MAYORS ANNOUNCEMENTS**

The Mayor welcomed Cllr Jennie Bone, Cllr Gary Salmon and Cllr Paul McCann to their first full council meeting and congratulated Cllr Bone, Cllr Jackson and Cllr Pentland on their election onto the Unitary Council.

The Mayor reported on her activities since the last meeting as follows:

- 18<sup>th</sup> May, I attended with Cllr Whiting, Cllr Gardener the Funeral of Cllr Anna Sauntson. On our behalf Cllr Pam Whiting wrote and delivered a eulogy that portrayed Anna as the loyal, kind, caring and determined lady that we all knew. Thank you, Pam, and also thanks to the councillors past and present and the Bedesmen who, unable to come into the church because of covid restrictions, formed the guard of Honour outside.
- Today I should have been unveiling the three giant chairs, that have been carved from the felled oak trees, at Nightingale Way play area, however this has been postponed because of installation issues.

21/99. **TOWN CLERK'S REPORT**

**Police Report**

The link to the report for March 2021 <https://www.streetcheck.co.uk/crime/nn108bt>

60 Crimes for March: -

- Anti-Social Behaviour – 28
- Burglary -4
- Criminal Damage and Arson – 6
- Drugs - 1
- Public Order – 2
- Shoplifting – 6
- Vehicle Crime – 1
- Violent and sexual offences - 8
- Other Theft – 4

Following the JAG meeting it is understood Higham is due to be allocated a dedicated PC in about 15 weeks. We will keep the PCSO. PC Mitchinson has retired.

**Double Yellow Lines, Kimbolton Road**

Residents of Kimbolton Road have met with Northamptonshire Highways Community Liaison Officer, Sarah Barnwell. Ms Barnwell attended a meeting on Kimbolton Road in March which enabled residents to explain the issues being faced by dangerously parked cars and speeding cars. She is recommending double yellow lines are painted along Kimbolton Road as a road traffic safety measure. The residents have contacted the Council to inform of the meeting and that Council will be consulted by Northamptonshire Highways on the forthcoming application for the double yellow lines. The residents hope to obtain the support of the Town Council for the application when it is made. Full details will be provided to Council when the application is received.

**Letter from the Mayor of Hachenburg**

A letter of condolence following the death of Anna Sauntson has been received from the Mayor of Hachenburg.

**Unitary Councillor Pentland**

Due to limited available space at this meeting at the Bede House because of the need for social distancing, Unitary Councillor Pentland was not in attendance. They have not yet met as a Unitary Authority so there is nothing to report at this time.

**Use of the Pavilion by the Cricket Club**

The Clerk advised of the breach of the covid rules for the Pavilion with the use by the cricket club of the changing rooms when they were still closed. We are now working with the club on a revised risk assessment given the English Cricket Board say changing rooms may now be used.

**RESOLVED:**

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

21/100. **QUESTIONS**

Cllr C P O'Rourke enquired if there had been a formal response from Hachenburg following the sending of the silver salver to mark the 30<sup>th</sup> anniversary of the Twining. The Clerk will remind them, she had liaised with them at the time and was aware a response from them was intended.

Cllr B Prigmore referred to the cost of Cloudy IT and the setting up of the 16 councillor email accounts. He referenced the spoof emails received and asked what was being done to prevent them. The Clerk stated that the cost referenced was not wholly attributable to the set-up cost of the councillor email accounts. She reminded of the reasons the working party put forward for the creation of the accounts over the continued use of private addresses. The new email accounts had not been hacked; the receipt of spoof emails was different to hacking. Additional protection is required to prevent receipt of spoof emails. This protection would entail additional cost so the matter will come to Council for consideration.

21/101. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

None.

21/102. **FINANCE**

21/102.1. **To approve accounts for payment as at 25<sup>th</sup> May 2021.**

**RESOLVED:**

That the accounts for payment total of £49,063.86 as at 25<sup>th</sup> May 2021 be approved for payment. Copy attached to the minutes.

21/102.2. **To approve the bank account reconciliation as at 30<sup>th</sup> April 2021.**

**RESOLVED:**

That approval of the bank account reconciliation as at 30<sup>th</sup> April 2021 be deferred until the next meeting following a problem with the delivery of the accounts paperwork to Cllr Mrs P H Whiting.

21/103. **COMMITTEE MEETINGS**

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

21/103.1. **Planning and Development Advisory Committee held on the 18<sup>th</sup> of May 2021.**

**RESOLVED:**

That the minutes of the Planning and Development Committee held on the 18<sup>th</sup> May 2021 be received and adopted.

21/103.2. **Environment and Recreation Advisory Committee held on the 18<sup>th</sup> of May 2021.**

**RESOLVED:**

That the minutes of the Environment and Recreation Committee held on the 18<sup>th</sup> May 2021 be received and adopted.

21/104. **ANNUAL YEAR END ACCOUNTS FOR 2020/21**

21/104.1. **To receive and note the Annual Internal Audit report for 2020/21.**

**RESOLVED:**

That the Annual Internal Audit report for 2020/21 be received and noted.

21/104.2. **To approve the Annual Governance Statement 2020/21.**

**RESOLVED:**

That the Annual Governance Statement 2020/21 be approved.

21/104.3. **To approve the Accounting Statements 2020/21.**

**RESOLVED:**

That the Accounting Statements 2020/21 be approved.

21/104.4. **To receive and note the budget report for 2020/21.**

**RESOLVED:**

That the budget report for 2021/21 be received and noted.

21/105. **BANK ACCOUNTS**

**RESOLVED:**

That the signing instructions for all bank accounts and amendments to previous mandates held be approved as follows: -

**Unity Trust Bank**

- Remove Jason Smithers, Sheila Mantle, Anna Sauntson, Derek Lawson MBE
- Signing Instructions - Sandra Mitcham or Alicia Schofield plus 2 Councillors
- Authorised Councillors - P H Whiting, A M T Reading, H L Jackson, P Tomas, T Reavey, A Gardner, G Salmon, C O'Rourke, V K Paul.

**Internet Banking with Unity Trust**

- Sandra Mitcham, Alicia Schofield and Donna Anderson – Authorised to view and submit payments. Add Emily Arrow to view and submit payments.
- The following Councillors to authorise payments. Two Councillors required to authorise any payment - P H Whiting, A M T Reading, H L Jackson, P Tomas, T Reavey, A Gardner, G Salmon, C O'Rourke, V K Paul.

**Cambridge Building Society**

- Remove Anna Sauntson and add Cllr Mrs Whiting.
- Sandra Mitcham plus 2 Councillors out of T Reavey, P Whiting and H L Jackson, or 3 Councillors

**Nationwide Building**

Sandra Mitcham plus 2 Councillors out of T Reavey, P H Whiting and H L Jackson.

**Melton Mowbray Building Society**

Sandra Mitcham plus 2 Councillors out of T Reavey, P H Whiting and H L Jackson.

**Cambridge and Counties Bank**

Sandra Mitcham plus 2 Councillors out of T Reavey, P H Whiting and H L Jackson.

**CCLA**

- Remove Derek Lawson MBE. Add Cllr T Reavey.
- Signatories two of Sandra Mitcham, Cllr T Reavey, P H Whiting and H Jackson.

21/106. **CODE OF CONDUCT**

**RESOLVED:**

That the Code of Conduct based on the North Northamptonshire Council model be approved.

21/107. **GENERAL POWER OF COMPETENCE**

**RESOLVED:**

That the Town Council confirm their continued eligibility to use the power following the May 2021 elections.

21/108. **CO-OPTION OF A COUNCILLOR**

**RESOLVED:**

That following vote, Mr Gerald Kelly be co-opt to the Town Council to fill the vacancy.

21/109. **WORKING PARTIES**

**RESOLVED:**

That the working parties and their membership be reviewed and agreed as follows:-

<p><b>Christmas Sparkle Working Party</b>  Mayor (Cllr Mrs C Reavey)  Deputy Mayor (Cllr Mrs A Gardner)  Cllr Mrs P Whiting  Cllr N Brown  Cllr H L Jackson  Cllr J Bone  Representative from Tourism  Representative from Methodist Church  Representative from St Mary's Church  Representative from Wilson Browne</p>	<p><b>Community Centre Working Party</b>  To be disbanded, noting that if the project proceeds to the next stage it is suggested a committee be formed.</p>
<p><b>Royal Working Party</b>  Mayor (Cllr Mrs C Reavey)  Deputy Mayor (Cllr Mrs A Gardner)  David Wicks  Rev Michell Dalliston  Methodist Minister</p>	<p><b>Charters Working Party</b>  Cllr H L Jackson  Cllr A M T Reading  Carol Fitzgerald  Gwen Tobin  Brenda Lofthouse</p>
<p><b>Community Room Working Party</b>  Cllr C Reavey  Cllr Mrs A Gardner  Cllr B Prigmore  Cllr H L Jackson  Cllr B Spencer</p>	<p><b>Town Team Working Party</b>  Cllr B Prigmore  Cllr Mrs P Whiting  Cllr Mrs C Reavey  Cllr Mrs A Gardner  Cllr C P O'Rourke  Cllr N Brown  Cllr G Salmon</p>
<p><b>Climate Change Working Party</b>  To be disbanded pending review of the Council's business plan.</p>	<p><b>Covid Working Party</b>  To stay in situ until all pandemic restrictions are released.  Mayor (Cllr Mrs T Reavey)  Deputy Mayor (Cllr Mrs A Gardner)  Leader (Cllr Mrs P H Whiting)  Deputy Leader (Cllr A M T Reading)  Chair of all Committees</p>
<p><b>Honorary Freedom Working Party</b>  Mayor (Cllr Mrs T Reavey)  Deputy Mayor (Cllr A Gardner)  Leader (Cllr Mrs P H Whiting)  Cllr A M T Reading  Cllr B Prigmore  Cllr N Brown</p>	

21/110.

**GROUNDS MAINTENANCE CONTRACT**

**RESOLVED:**

That the grounds maintenance contract expiry date of 31<sup>st</sup> October 2022 be received and noted. That given the timescales required for contracting ourselves that further consideration of the contract be taken, ideally, to the June Policy and Resources

Committee. That, in the meantime, the other consortium councils be approached to ascertain their intentions and the Unitary Ward Councillors be asked to help by making enquiries of North Northamptonshire Council as to their intentions to carry on with a consortium contract arrangement.

21/111. **COMMUNITY ROOM AT THE FORMER LIBRARY BUILDING**

**RESOLVED:**

That Council enter into a peppercorn lease for use of the community room at the former Library Building.

21/112. **CEMETERY SPACE, RE-USE OF GRAVES**

**RESOLVED:**

That contribution be made to the costs of promoting a parliamentary bill with other councils to facilitate the reuse of burial plots over 100 years old.

21/113. **PRE-PLANNING CONSULTATION FOR 5G TELECOMMUNICATION MAST ON LAND OFF SCHOOL LANE**

To consider a response to the pre-planning consultation from CK Hutchison Networks (UK) Ltd on behalf of the operator Three for the siting of a 5G Telecommunication Mast on land off School Lane.

**RESOLVED:**

That the siting and appearance of the mast is wholly unsuitable. The mast is proposed on land to the front of Henry Chichele Primary School. It is on highway verge that forms part of the central open area and amenity space for the Kings Meadow housing estate. School Lane is the main road on to the estate. The mast will be highly visible as you approach the school and for all those accessing the estate and using the amenity space. The school overlooks the mast and it is immediately adjacent to the school playground where the children will be playing. The location of a mast so close to the school will no doubt raise concerns from the general public with regard to the perceived health risk. The current location is not supported.

21/114. **CHARTER PROJECT**

**RESOLVED:**

21/114.1. **Charter Working Party Minutes**

That the minutes of the Charter Working Party meeting held on the 14<sup>th</sup> May 2021 be received and noted.

21/114.2. **Interpretation Panel**

That the heritage trail panel for the Market Square be changed from lectern style to double-sided to allow for an interpretation board for the charters be placed to the back of the proposed heritage trail board.

21/114.3. **Extension to the Project End Date**

That an extension to the end date of the project be agreed to 31<sup>st</sup> December 2021.

21/115. **RAUNDS WITHDRAWAL FROM HACHENBURG AGREEMENT**

**RESOLVED:**

That Council write to Raunds Town Council requesting that the words 'twinned with Hachenburg' be removed from their town signposts within the next 30 days.

21/116. **ITEMS TO REPORT**

None.