

Parish of HIGHAM FERRERS
NOTICE OF A MEETING OF THE TOWN COUNCIL

NOTICE IS HEREBY GIVEN THAT –
A Meeting of the Town Council will be held virtually using zoom video conferencing
on the **TWENTY-SEVENTH day of APRIL 2021 at 7.30pm.**

The meeting will be open to the public unless the Council otherwise direct.

If you wish to speak at the meeting or attend the meeting but not speak
please use the zoom joining details below.

Join Zoom Meeting

<https://us02web.zoom.us/j/83741346807?pwd=NGdjQk5QV21UL0RLNWWhZOEQ3S1pSQTO9>

Meeting ID: 837 4134 6807

Passcode: 638824

One tap mobile

+442034815237,,83741346807#,,, *638824# United Kingdom

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Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

AGENDA

1. **APOLOGIES**
To receive and accept apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
3. **MINUTES**
To approve and sign as a correct record the minutes of the meeting held on the 30th March 2021.
4. **PUBLIC FORUM (15 minutes)**
To allow any member of the public to address the meeting for a period of no longer than three minutes each. If the item raised by the member of the public is not on the agenda the Clerk will advise how the issue will be addressed. No decisions can be taken under this item.
5. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.

6. **TOWN CLERK'S REPORT**

To receive and note the Town Clerk's Report.

7. **QUESTIONS**

An opportunity for Councillors to ask questions pursuant to standing order 9. (Questions must relate to business of the Town Council and not be related to items of business on the agenda. Every question shall be put and answered without discussion.)

8. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**

To receive reports from Councillors on meetings they have attended as representatives to other bodies.

9. **FINANCE**

9.1. To approve accounts for payment as at 27th April 2021.

9.2. To approve the bank account reconciliation as at 31st March 2021.

10. **COMMITTEE MEETINGS**

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

10.1. Planning and Development Committee held on the 13th April 2021.

10.2. Policy and Resources Committee held on the 13th April 2021.

Recommendations

(i) **REVIEW OF POLICIES**

That the following policies be reviewed without change: -

- Data Protection Policy
- Data Breach Policy
- Management of Records
- Subject Access Procedure
- Statement of Community Engagement.
- Training Statement of Intent.
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(ii) **LEGIONELLA**

Legionella Management Policy

That the Council adopt the Legionella Management Policy as drafted.

Responsible Person for legionella.

That the Town Clerk be appointed as Responsible Person for legionella.

Deputy Responsible Person for legionella.

That the Assistant Clerk be appointed as Deputy Responsible Person for legionella.

11. **GOVERNMENT CONSULTATION, LOCAL AUTHORITY REMOTE MEETINGS, CALL FOR EVIDENCE**

To agree a response to the Government consultation, Local Authority Remote Meetings, A Call for Evidence.

12. **DEED OF GRANT OF EASEMENT (DISCHARGE) FOR PARKER WAY OPEN SPACE**

To agree to seal a Deed of Grant of Easement (Discharge) between the Town Council, David Wilson Homes and Anglian Water.

13. **TOWN COUNCILLOR EMAIL ADDRESSES**

To agree to set up Councillor .gov emails post elections.

14. **ANTI-SOCIAL BEHAVIOUR IN HIGHAM FERRERS**
To discuss the ongoing issues on all open spaces and parks in Higham Ferrers.
15. **REQUEST FOR A MEMORIAL BENCH AT THE CEMETERY**
To consider a request for the placement of a memorial bench at the Cemetery.
16. **REQUEST FOR USE OF CASTLE FIELDS FOR ‘BRASS ON THE GRASS’
EVENT**
To consider a request from Tourism to use Castle Fields for their ‘Brass On the Grass’ event.
17. **ITEMS TO REPORT**
An opportunity for Councillors to report items.
No decisions or discussions can be made under this item.
18. **VOTE OF THANKS TO RETIRING COUNCILLORS.**
Cllr Pam Whiting to propose a ‘Vote of Thanks’ to retiring Councillors.

Mrs S J Mitcham BA (Hons), FILCM
Town Clerk: S J Mitcham
Date: 21st April 2021.

The Public and Press are welcome to attend the meeting. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.