

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 at the Town Hall, Market Square, Higham Ferrers on
the **THIRTY-FIRST day of JANUARY 2023 at 7.30pm.**

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

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 20th December 2022.
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. **REPORTS FROM UNITARY COUNCILLORS**
To receive written reports from the North Northamptonshire Unitary Councillors.
10. **FINANCE**
 - 10.1. To approve accounts for payment as at 31st January 2023.
 - 10.2. To approve the bank account reconciliation as at 31st December 2022
 - 10.3. To receive and note the budget report as at 31st December 2022.
 - 10.3. To approve the following expenditure:

- (i) Annual membership of CPRE (Campaign to Protect Rural England) £36
 - (ii) Advert in the Nene Valley News, £195 per month to end of December 2023
 - (iii) Replacement water heater in the portacabin £72 (plus contractor installation cost to follow)
 - (iv) Electrical Safety Inspection and Certification of the portacabin.
- 10.4. To ratify the following expenditure under the Clerk's delegated powers:
- (i) Replacement automatic flushing cistern in the men's toilet, light sensor repair and replacement toilet roll holders in the public toilets. £1059.42

11. **COMMITTEE MEETINGS**

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

11.1. Planning and Development Committee held on the 10th January 2023.

11.2. Environment and Recreation Committee held on the 10th January 2023.

Recommendations

11.2.1. **RIVERSIDE PARK IMPROVEMENT SCHEME**

(i) **RESOLVED TO RECOMMEND:**

That a Preliminary Ecological Appraisal be undertaken for Riverside Park. That a budget of £1650 be set for the appraisal with comparative quotes sought.

12. **INTEGRATED CARE NORTHAMPTONSHIRE AND THE LOCAL AREA PARTNERSHIPS**

To appoint a representative to the Local Area Partnership for East Northants Urban.

13. **NEIGHBOURHOOD PLAN STEERING GROUP**

To agree Councillor representation to the Neighbourhood Plan Steering Group.

14. **UNITED CHARITIES**

To consider being the appointed administrators of the Higham Ferrers United Charities.

15. **PROPOSED USE OF THE COMMUNITY ROOM FOR A BOOK EXCHANGE**

To consider a request from Cllr B Prigmore to run a book exchange from the community room.

16. **CONSULTATION WARD BOUNDARY REVIEW**

To consider making a response to the initial consultation from the Local Government Boundary Commission for England on the pattern of wards for North Northamptonshire.

17. **COMMUNITY CENTRE PUBLIC CONSULTATION**

17.1. To receive and note the minutes from the Community Centre Working Party meeting held on the 26th January 2023.

17.2. To receive and note the format for the community centre consultation.

17.3. To approve additional expenditure to facilitate the community centre consultation.

18. **TOWN TEAM WORKING PARTY**

18.1. To receive and note the minutes from the Town Team Working Party meeting held on the 17th January 2023.

18.2. **Farmers Market Review of Fees**

That the Farmers' Market pitch fee remain at £20 payable in advance for a standard pitch with a fee of £30 charged for an extended pitch (up to 6m in length x3m). That a charge of £5 be made for those who require electrical hook up.

19. **CHRISTMAS SPARKLE WORKING PARTY**

- 19.1. To receive and note the minutes of the Sparkle Working Party meeting held on the 23rd January 2023.
- 19.2. To agree that Christmas Sparkle is scheduled to be held on the 18th November 2023. The framework of the event the same as last year with the Council to arrange all outside stalls and with the detail of the event planned by the working party in conjunction with the Town Clerk.
- 19.3. To delegate authority to the Town Clerk to incur expenditure for the Christmas Sparkle within the budget.
- 19.4. To delegate authority to the Town Clerk to agree sponsorship arrangements in conjunction with the Working Party.
- 19.5. To agree stall pitch fees and criteria for selection for stall holders as follows: -
- That Council aim to secure approximately 35 Trade Stalls, to include no more than 4 alcohol traders who must sell different ranges such as beer/rum/gin/prosecco, with half of remaining stalls to be food and half craft. In addition, to aim to secure approximately 10 Charity stalls.
 - That the pitch fees for a 3mx3m stall be set at £90 for a trade stall and £15 for a charity stall. Pro-rata rate per additional metre.
 - That the selection criteria for stall holder applications be as follows:
 - Diversity – Traders with a unique product range will get priority.
 - When more than one trader with similar produce applies the following criteria must be considered:
 - Location – the most local trader will get priority
 - Farmers Market Traders
 - Previous experience with the Traders
 - Prompt completion of necessary paperwork and supporting documentation

20. **CORONATION WORKING PARTY**

- 20.1. To receive and note the minutes of the Coronation Working Party meeting held on the 30th January 2023.
- 20.2. To agree the date for a celebration event.
- 20.3. To agree the framework and detail of the event be planned by the working party in conjunction with the Town Clerk.
- 20.4. To delegate authority to the Town Clerk to incur expenditure for the event within the budget.

21. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

To resolve 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 for the next item.

22. **PENSION REVALUATION**

To note the results of the pension revaluation and accept the proposed contribution rates from 31st March 2023 to 31st March 2026.

23. **GROUNDS MAINTENANCE CONSORTIUM CONTRACT**

To receive and note the report to update on the Grounds Maintenance arrangements from 1st January 2024.

24. **REOPEN MEETING TO PUBLIC AND PRESS**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

25. **ITEMS TO REPORT**

An opportunity for Councillors to report items. No decisions or discussions can be made under this item.

Miss Alicia J Schofield

Town Clerk

A J Schofield

Date: 25th January 2023

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.