

**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 **THIRTIETH day of MAY 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**
  - 3.1. To approve and sign as a correct record the minutes of the meeting held on the 25<sup>th</sup> April 2023.
  - 3.2. To approve and sign as a correct record the minutes of the meeting held on the 15<sup>th</sup> May 2023.
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 30<sup>th</sup> May 2023.  
10.2. To approve the bank account reconciliation as at 30<sup>th</sup> April 2023.  
10.3. To receive and note the budget report as at 30<sup>th</sup> April 2023.  
10.4. To approve the following expenditure: -  
(i) Queen Elizabeth II Bench, £1480 from EMR Higham Ferrers Improvement Fund.  
(ii) Anti-slip treads for wooden bridge at Riverside Park, £318.89

11. **COMMITTEE MEETINGS**

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

- 11.1. Planning and Development Committee held on the 16<sup>th</sup> May 2023.

**Recommendations**

(i) **VEHICLE ACTIVATED SPEED SIGNS**

That the council agree with the proposed locations of 3 of the speed signs – Midland Road, High Street and Station Road. That the council enquire as to whether the Wharf Road location can be moved further down the street towards the Infant School. That if the Wharf Road location cannot be moved for any reason the council agree to go ahead in the current proposed location.

That the purchase of 2x EVOLIS VISION Radar Speed Signs be approved at a cost of £4,500 with all integrated features, along with the additional brackets and solar panels to allow for movement across the 4 sites at a cost of £50 (for 2 brackets) and £760 (for 2 solar panels). Total purchase cost £5,399.99 (not including installation of posts).

That the council apply to the Police and Crime Commissioner Road Safety Community Fund for 60% of the total project cost with the 40% balance from the Higham Ferrers Improvement Fund.

- 11.2. Environment and Recreation Committee held on the 16<sup>th</sup> May 2023.

**Recommendations**

(i) **SAFFRON ROAD PLAY AREA BENCHES**

That one bench is purchased at a cost of £781 plus the cost of removal of the old bench and installation of the new one at a cost of £80. That the new bench is purchased in the colour of Traffic Yellow RAL 1023. That the wooden bench in the worst condition in the Saffron Road Play Area is removed and replaced with this new bench. Cost to be met from the Public Seating budget.

(ii) **REVIEW OF THE CEMETERY RULES AND REGULATIONS**

That following review of the Cemetery Rules and Regulations council approve the minor amendments as drafted.

(iii) **COMMUNITY ROOM**

That the council establish a Community Room Working Party to consider and bring forward recommendations for ways to increase the use of the Community Room.

12. **ANNUAL YEAR END ACCOUNTS FOR 2022/23**

- 12.1. To receive and note the Annual Internal Audit report for 2022/23.  
12.2. To approve the Annual Governance Statement 2022/23.  
12.3. To approve the Accounting Statements 2022/23.  
12.4. To receive and note the budget report for 2022/23.

13. **MATURITY OF 1 YEAR BOND**

To agree how to invest proceeds of maturity of the Cambridge and County 1 year Bond.

14. **WORKING PARTIES**

To review working parties and their membership.

15. **HIGHAM FERRERS LIBRARY SECTION 106 CONTRIBUTIONS**
- 15.1. To confirm an outline plan be submitted to NNC for their Capital Board meeting on the 26<sup>th</sup> June to seek the s106 contribution for Higham Ferrers library. (copy herewith) Pages 56-59
- 15.2. Request from Barry Prigmore, as an individual and operator of the book exchange in the pavilion building.  
*To consider use of s106 contributions for a community library, which the book exchange is in all but name, to upgrade a section of the pavilion in 3 stages.* (copy herewith) Pages 60-61
16. **TO CONSIDER A RESPONSE TO A REQUEST FOR REPAIR TO CAR DAMAGE**  
To consider response to a request for repair to car damage following an incident in the open space area to the front of Henry Chichele Primary School that is used for the parking of cars during school hours, cost £1564.52 (copy herewith) Pages 62-64
17. **SPARKLE WORKING PARTY MEETING**
- 17.1. To receive and note the minutes of the Sparkle working party meeting held on the 24<sup>th</sup> April. (copy herewith) Pages 65-67
- 17.2. That a Christmas tree decorative light cone with star be purchased at a cost of £1070 to facilitate a christmas tree yarnbombing project. That the christmas decoration project budget be increased by £1070 to cover the cost.
18. **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: 24<sup>th</sup> May 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.