

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

NOTICE IS HEREBY GIVEN THAT –

A Statutory Meeting of the Town Council will be held at the Town Hall, Market Square, Higham Ferrers on the **THIRTIETH day of NOVEMBER 2021 at 7.30pm.**

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

AGENDA

1. **PRAYERS**
Meeting to be opened with prayers led by Rev Michelle Dalliston
- 2.. **APOLOGIES**
To receive and accept apologies for absence.
3. **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.
4. **MINUTES**
To approve and sign as a correct record the minutes of the meeting held on the 26th October 2021. (copy herewith) Pages 1-7
5. **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.
6. **MAYORS ANNOUNCEMENTS**
To receive a verbal report from the Mayor.
7. **TOWN CLERK'S REPORT**
To receive and note the Town Clerk's report. (copy herewith) Pages 8-15
8. **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.)
9. **REPORTS OF REPRESENTATIVES TO OTHER BODIES**
To receive reports from Councillors on meetings they have attended as representatives to other bodies.
10. **REPORTS FROM UNITARY COUNCILLORS**
To receive written reports from the North Northamptonshire Unitary Councillors.
PLANNING AND LICENSING

11. To consider a response to the following planning and licensing applications:- (copy herewith) Pages 16 -48

11.1. NE/21/ 00498/FUL: Construction of 133 dwellings, internal roads, public open space, landscaping and other ancillary works, including creation of a new vehicular and pedestrian access from Prospect Avenue and pedestrian access from Shirley Road at Land Off Shirley Road, Rushden

11.2. 21/01450/LAPNEW- Licence – Working Men’s Club, Westfields Terrace, Higham Ferrers. Pages 49-50

12. **FINANCE**

12.1. To approve accounts for payment as at 30th November 2021. (copy herewith) Page 51

12.2. To approve the bank account reconciliation as at 31st October 2021

12.3. To receive and note the budget report as at 31st October 2021. (copy herewith) Pages 52-61

12.4. To review the budget for 2020/21. (copy herewith) Pages 62-63

12.5. To approve the following expenditure:- (copy herewith) Page 64

(i) Town Hall Survey

13. **COMMITTEE MEETINGS**

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

13.1. Planning and Development Committee held on the 16th of November 2021. (copy herewith) Pages 65-67

13.2. Environment and Recreation Grounds Committee held on the 16th November 2021. (copy herewith) Pages 68-70

Recommendations

(i) **CEMETERY FEE REVIEW FOR 2022/23**

That the cemetery fees for 2022/23 remain the same as 2021/22 as follows:

- Purchase of a burial plot- £330
- Purchase of a child plot - £100
- Burial of child under 12 years- £135
- Burial of person over 12 years single depth - £425
- Burial of person over 12 years double depth - £525
- Burial of stillborn child - £40
- Headstone (1.4m in height) - £85, each additional 0.1m - £10
- Additional inscription - £45
- Single kerbset or other memorial - £95
- Double kerbset or other memorial - £130
- Flower vase with/without inscription - £45
- Purchase of cremation plot - £140
- Interment of ashes single depth - £185
- Interment of ashes double depth - £200
- Scattering of ashes - £55
- Memorial stone for cremated remains, horizontal or vertical - £55
- Administration fee (no undertaker for ashes interment) - £50
- Registration of transfer of burial rights - £50
- Searches and certified copies/extracts - £30

(ii) **NON-PERMITTED ITEMS AT THE CEMETERY**

That work to remove the loose stone chippings or items that are easily broken with shards a potential hazard for visitors and contractors to the Cemetery is a priority and will continue. That given the staff allocation required for the work to remove the remaining non-permitted items, the work should become a project for the business/forward plan with a low priority.

(iii) **SPORTS AND FACILITY FEE REVIEW FOR 2022/23**

Sport Clubs and Facility Fees

That the fees for 2022/23 remain the same as 2021/22 as follows:

- Football Clubs: Football Pitch only - £16 per match, Changing Rooms - £25 (plus VAT) per match.
- Cricket Club: Pitch - £220 per season, Changing Rooms £300 (plus VAT) per season.
- Tennis Club are £162.50 per quarter to include all matches, club and coaching sessions and use of the cabin.

Casual hire of Tennis Courts and MUGA

That the fees for 2022/23 remain the same as 2021/22 as follows:

- Hire of Tennis Courts - £5 (inc VAT) per hour. (Half price if a Tennis Club Member)
- Regular users - seasonal fee of £50 per annum and a 20% reduction (£40) for tennis club members.

MUGA - £10 (inc VAT) per hour.

School use of facilities

That the fees for 2022/23 remain the same as 2021/22 as follows:

For the period after May half term through to the end of the summer term £300 plus VAT.

Pavilion hire

That the fees for 2022/23 remain the same as 2021/22 as follows:

Category of Hire	Room Type	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
Commercial	Hall 1	£12.50	£18.75
Charity	Hall 1	£10	£15
Community	Hall 1	£9.50	£14.25
Under 13's Party	Hall 1	£8.50	£12.75
Private Function / Party	Hall 1	£11	£16.50

Hire of Castle Fields for fairs etc.

That the fee for 2022/23 for the use of Castle Fields for fairs etc remain the same, subject to negotiation by the Clerk, with a minimum fee of £500.

14. **DISCHARGE PIPE FROM 110 WHARF ROAD ONTO RIVERSIDE PARK**
To receive an update and consider the report findings regarding the situation with the discharge pipe from 110 Wharf Road. (To follow)
15. **CONSULTATION ON ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2016**
To agree a response to the consultation on Environmental Permitting (England and Wales) 2016. (copy herewith) Pages 71-80
16. **JUBILEE EVENT BUDGET**
To agree request from working party for a budget of £7500 for the event.

17. **CHRISTMAS SPARKLE WORKING PARTY**
To receive and note the minutes of the Christmas Sparkle Working Party meeting held on the 3rd November 2021. (copy herewith) Pages 81 -83
18. **CLOSURE OF MEETING TO 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.
19. **PERSONNEL COMMITTEE MINUTES**
To receive and adopt the minutes of the Personnel Committee held on the 11th November 2021.
20. **RE-OPEN MEETING TO PUBLIC AND PRESS.**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.
21. **ITEMS TO REPORT**
An opportunity for Councillors to report items. No decisions or discussions can be made under this item.

Mrs S J Mitcham BA (Hons), FILCM
Town Clerk
S J Mitcham
Date: 24th November 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.