
**Minutes of the meeting of Desborough Town Council
held on Thursday 20 December 2018**

Councillors present: G Holmes (Chairman), C Archer, L Burnham, S Draycott, I James, B Keys, B McElhinney, J Read, S Stroud, and J Taylor.

Also present: G Thomson (Town Clerk), and eight members of the community.

200./18 CHAIRMAN'S WELCOME AND ANNOUNCEMENTS

The Chairman welcomed those present to the meeting and referred to the successful Gala Night, the Christmas Tree Festival, and the Gala Night in Rothwell which he had been unable to attend. He added that there had been two events run on Saturdays in the library which had gone well despite the weather. He stated that the County Council was holding a consultation on the future of the library service and would be hosting a drop-in consultation session on the afternoon of 8 January 2019, before the public discussion on the Town Council's budget for 2019/20 that evening. He added that reports had been received of a remarkable act of public spiritedness in Desborough and suggested that the matter be placed on the agenda of the January meeting.

201./18 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Sawford.

**RESOLVED that:-
the apology be noted.**

202./18 DECLARATIONS OF INTEREST

Cllr Burnham declared an interest in item 221./18 insofar as it related to KET/2018/0926 (No. 86 Pioneer Avenue, Desborough).

203./18 REQUESTS FOR DISPENSATION

The Town Clerk reported that requests for dispensation to participate and vote in any discussion relating to Desborough Library until the next election had been from the following Councillors: Cllrs Burnham, Draycott, Holmes, McElhinney, Read, and Taylor. He stated that in accordance with the Scheme of Delegation, he had approved the dispensation for each Councillor on the grounds that:-

- i) without the dispensation the number of persons unable to participate in the transaction of the matter would be so great as to impede the transaction of the council business (S33a); and,
- ii) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote (S33b).

In response to a question from Cllr Stroud, the Town Clerk confirmed that this was entirely in accordance with the Code of Conduct.

**RESOLVED that:-
the information be noted.**

204./18 MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2018

The minutes of the meeting held on 15 November 2018 had been previously circulated.

**RESOLVED that:-
the minutes be confirmed and signed by the Chairman.**

205./18 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No members of the public wished to make representations.

206./18 KETTERING BOROUGH COUNCILLORS AND THE COUNTY COUNCILLOR

Extracted from the report of the Town Clerk:

Following the request at the last meeting the Town Clerk wrote to the Kettering Borough Councillors and the County Councillor inviting them to attend the meeting and asking for any report (as usual). The following responses were received:

Cllr Matthews: "I must offer my apologies as I have another engagement for the same evening. My intention is to deliver a report to you this week, which will be relegated to the end of the agenda "for councillors to note"?"

*Cllr Soans: "Cllr Matthews's report is reproduced at information item 223.1/18
"Thank you for your kind invitation, however, I am unable to attend as I am currently on sick leave and may be for some time."*

Chair: _____

Cllr Derbyshire: *“James unfortunately i am not able to attend please convey my apologies on my behalf to the committee.”*

Cllr Tebbutt: *“As promised last month my report from the Planning Policy meeting follows, I am unable to present in person.”*

Cllr Tebbutt’s report is reproduced at information item 193.2/18.

Cllr Dearing: *“Unfortunately i will be away on business that day and can not guarantee what time i will be back.*

“Given that the Town Council want to find a way to work together on matters of common concern, perhaps the Council would like to send me details of what they might consider I could work with them on.

“We can then arrange a meeting that will suit everyone to move ideas forward.”

The Council is REQUESTED to consider the way forward.

RESOLVED that:-

the Borough and County Councillors be invited to a future Council meeting to discuss the regeneration of the town centre, and the Construction Management Plan from Persimmon Homes Ltd.

207./18 TO RECEIVE A REPORT FROM THE ROTHWELL NORTH WORKING PARTY

Extracted from the report of the Town Clerk:

Meetings of the Working party continue. In the meantime, the Council has received a copy of the draft Construction Management Plan from Persimmon Homes Ltd (Persimmon). The document is a draft for consultation and has to be submitted to the Planning Authority (Kettering Borough Council) for approval. The current plan is available on the Council’s website (in documents) and it will be replaced with each version of the plan received. The Town Clerk has discussed the plan with a Senior Planner at Persimmon Homes Midlands to clarify a number of issues.

In summary, the Rothwell North development will be built over a number of years and also provide a Strategic Link Road which will link the A6 to the B576. The Construction Management Plan seeks to identify and control construction practices on site to minimise the impact upon surrounding residents and businesses. It has been confirmed that sales from the development are needed to fund the construction of infrastructure works.

Persimmon considers that the historic road layout of Rothwell means it would be completely unacceptable for HGV’s to be routed through the town. It has therefore concluded that the best route is through Desborough instead, concluding that the B576 which passes through Desborough is the most appropriate route for HGV traffic as the road is a B-road designed and constructed for such vehicles.

In order to ensure that construction traffic does not deviate from the approved route, Persimmon will implement an ANPR system. The current intention is to have six cameras at strategic points to identify any vehicles which do not follow the correct route. However, in discussion with the Town Clerk, Persimmon confirmed that it was considering a proposal that a reduction to four cameras could achieve the same thing. A plan showing the proposed location of the cameras has been requested.

The Strategic Link Road is to be constructed prior to the occupation of the 250th dwelling, which would mean that all construction traffic would enter the site via the A6 only and thereby completely avoid Desborough. The Town Clerk has requested that at the point at which the Link Road is used a camera or cameras be located on the B576 to identify any site vehicles incorrectly using the road, with appropriate penalties being applied for offenders.

It would appear that the build rate will be in the order of 50 to 100 properties per year and the Link Road is to be provided within 4 years or at the occupation of the 250th property. In order for the Link Road to be ready in time, construction works on it would have to commence about a year ahead of the requirement for it - at about 100 to 150 properties.

Working hours on site would be limited to: 07:00 to 18:00 Monday to Friday, 07:30 to 14:00 on Saturdays, with no working on Sundays or Bank Holidays (unless a programme of works has previously been approved in writing by the Local Planning Authority). The intention of the plan is for the 07:00 to 08:00 period will be for staff arrivals and deliveries to site in an attempt to avoid the busy rush hour period and also avoid the period for school drop-offs at Montsaye Academy. Contractors will be encouraged to make deliveries to site outside of both peak traffic hours and school pick up and drop off times, i.e. avoiding 08:00 to 09:00 and 14:30 to 15:30. No noisy plant operations are to commence before 08:00 on any day.

Deliveries to site will be strictly limited to working hours only and no delivery vehicles will be permitted to wait outside the site outside of normal working hours; drivers must make alternative arrangements when waiting for access to site. This point is of concern if drivers choose to wait in Desborough or the A576.

The Council is REQUESTED to make comment on the draft plan and outline any areas where changes should be sought.

Chair: _____

It was stated that the Borough Council had rejected the plan. Comment was made that there were a number of unfinished or underdeveloped sites owned by Persimmon and the community could not be confident that the link road would ever be completed. It was also noted that the road from Desborough leading to the proposed site entrance had a 7.5 T weight restriction. The Town Clerk outlined the discussions he had had with the Persimmon's representative. Following a full discussion it was

RESOLVED that the Council comment as follows:-

Desborough Town Council objects to the Construction Management Plan from Persimmon and would request that the plan be amended:

- (a) to state that no development should take place before the completion of the SLR;
- (b) there should be consequential amendments to the ANPR system to detect any vehicles travelling through Desborough parish;
- (c) in the event that the Planning Authority does not wish to, or is not able to, require the prior construction of the Strategic Link Road, the Council's second preference is for all construction traffic to be routed through Rothwell rather than Desborough on the grounds of:-
 - (i) the weight limit on the road from Desborough to the site;
 - (ii) the realistic probability of damage to the road structure;
 - (iii) the realistic probability of damage to the bridge; and,
 - (iv) the disturbance through a parish neighbouring the site being both unwelcome and unnecessary;
- (d) should the Council's previous options (numbered a) and c) above) be not accepted, the Council would wish that the Plan be amended to require all waiting (or early arriving) vehicles to wait outside the parish of Desborough (and outside the area covered by the ANPR system) to prevent unnecessary and undue disturbance, air pollution, and noise pollution;
- (e) the Council also wishes to seek amendment to the Plan to require that the ANPR system remains in place following the opening of the Strategic Link Road, and cameras be moved or added to in order to detect any construction vehicles using any route through Desborough parish;
- (f) the Council also wishes to seek amendment to the Plan to require that the ANPR system is monitored or subject to verification by a third party in the event of public complaint.

208./18 DESBOROUGH LIBRARY POSSIBLE FUNDING FROM DESBOROUGH TOWN COUNCIL

Extracted from the report of the Town Clerk:

Since the last meeting, the County Council's cabinet has approved a report from Officers relating to the Library Service. The County Council's proposal is that Desborough Library will be run by a community group (DLCH) in the current location but will remain part of the countywide statutory provision. That report stated:-

"Discussions have taken place with Desborough Town Council and a newly formed Charitable Incorporated Organisation (CIO). The CIO and The Friends of the Library group are currently supporting the library's published opening hours with volunteer support.

"This would be a community managed library, supporting community need, providing a book lending service as well as additional services such as Blue Badge applications and bus pass renewals where appropriate, at the group's discretion. Some universal children's services currently provided in Desborough Library will continue to be delivered.

"This could mean changes to the current opening hours, either an increase or a decrease, but there will be an agreed minimum.

"This library will form part of the countywide statutory provision. Desborough sits just outside the border of the 5-mile radius of Kettering Library. Ensuring that this library is included in the statutory provision will ensure coverage across the district. There is high usage of children's centre services, high numbers of active library users and higher populations for 0-10 year olds and 60 plus populations nearby.

"As Desborough Library would remain part of the statutory provision, should it become unviable as a community-run library, NCC would seek to find alternative provision to ensure it continued to provide a statutory service.

"There is £2,000 Section 106 money available to invest in the development of this library."

The rationale for the change is that Desborough Library is just over 5 miles away from another statutory service (Kettering) and that it has high levels of people aged 0-10 and over 60. However, Members should note that previously this distance was not seen as an impediment to closure, and there is no guarantee that the decision will not be reversed in future.

Chair: _____

The current consultation into the use of some of the Council's reserves has not yet expired (the closing date is 21 December 2018) and until the outcome is known the Council should not make a decision about the use of its reserves. However, attempts to secure other funders may continue. Kettering Borough Council has been asked to consider a capital contribution and has indicated a preference for library buildings to remain in the County Council's ownership. It is RECOMMENDED that negotiations with the Library Service and County Council continue with a view to the library being community run and owned locally.

It was suggested that attempts be made to run the library before any building purchase. Concern was expressed that the town was being asked to pay twice for the provision, and that the business plan for the DLCH had not been made public. It was reported that there would be no ongoing debt for the Council if the library was purchased. The Chair reported that the County Council had required that the business plan information be kept private and that the document had been drafted in response to the County Council's very specific set requirements. He added that the Library Service had indicated that a new business plan would be necessary to take into account the changed position of NCC. It was suggested that a copy of the initial draft business plan had been circulated to Councillors but that this had been on the basis of leasing the library which it was added was no longer an option. Following a frank exchange of views it was

**RESOLVED that:-
the recommendation be accepted.**

209./18 WEBSITE REVIEW AND DEVELOPMENT

Extracted from the report of the Town Clerk:

The contracts for the website and the emails etc. expire during 2019 (February and April). If the Council is minded to move to an alternative provider for the website in the coming year it will be necessary to give notice immediately. Investigations into alternative provider have begun, and comments about what the Council is required to have, and would like to see in its website, are being gathered.

It has previously been reported that the site is cumbersome to use and training offered by the provider is offered but at a comparatively high cost in addition to the hosting and other costs. In order to avoid a delay of a year it is RECOMMENDED that:-

- a) the current provider be served notice to terminate the contracts;*
- b) investigations into alternatives continue urgently;*
- c) the Town Clerk be authorised to secure a suitable provider as a matter of urgency and make arrangements for a redesigned website, hosting, management, emails, and domain name, in order that the Council remains compliant with relevant legislation.*

**RESOLVED that:-
the recommendations be accepted.**

210./18 HARRINGTON ROAD PARKING

Extracted from the report of the Town Clerk:

Complaints have been received about on-road parking throughout the town, but in particular Harrington Road / Green Crescent. According to Northamptonshire Highways (NCC), the only long term solution in this street would be the introduction of formal parking restrictions (i.e. yellow lines) around the junction to keep this area clear. Hundreds of such requests are made to Northamptonshire Highways each year and consequently they are assessed and dealt with in batches each year. The process is therefore lengthy. If this particular scheme were to be adopted now it would be Spring 2020 before lines were put down on the road. An alternative to speed up this process would be for the Town Council to fund a separate Traffic Regulation Order (TRO) for these works which would be processed by Northamptonshire Highways. The cost of the TRO is £3,650 and with the cost of the road markings this would be about £4,000 in total. In the short term it is understood that a temporary "Please park safely and legally" sign will be mounted on the lamp column opposite the junction.

The current consultation into the use of the Council's reserves has not yet expired (the closing date is 21 December 2018). However, it is safe to assume that there may be many comments about parking in a number of areas throughout the town.

The Council is REQUESTED to give its views on the proposed restrictions which could be put this forward for consideration for the next Kettering Area parking review.

It was noted that there were many areas of the town where on-street parking was problematic and that a lack of enforcement was leading to conflict. It was also stated that housing development in the vicinity could make the situation much worse.

**RESOLVED that:-
the area be submitted to the County Council for the next Kettering Area parking review.**

Chair: _____

211./18 PLANS FOR THE COMING YEAR, BUDGET DISCUSSION

Extracted from the report of the Town Clerk:

The Council's Financial Regulations state that:

"At the beginning of the budget process the Council will consider any capital projects that are in progress or which are planned. No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the Council's approved budget."

and,

"At the December meeting each year, draft spending plans and income proposals for the forthcoming year should be submitted to Council, together with forecasts for the next two years. These should be accompanied by a report from the RFO on the estimated level of resources and issues arising from the proposals."

Given that the Council is currently conducting a consultation exercise on budget plans it will not be possible to develop the required proposals until the after the consultation closing date of 21 December 2018.

**RESOLVED that:-
the report be noted.**

212./18 SPECIAL MEETING

Extracted from the report of the Town Clerk:

The draft budget will be presented to the January Council meeting on 17 January 2019, and must be approved before a decision on any precept can be made. The Council's precept must be submitted to the Council tax billing authority (Kettering Borough Council) by 25 January 2019. In accordance with the views expressed by Councillors, arrangements have been made for members of the community to discuss the budget for the coming year with the Council before detailed budgets are drawn up. The meeting will be held in the in Desborough Library on Tuesday 8 January 2019 at 7.00pm. This meeting is a further opportunity for members of the community to influence the Council's plans for the coming years.

**RESOLVED that:-
the report be noted.**

213./18 ONE-WAY SYSTEM

Extracted from the report of the Town Clerk:

As Members will know, proposals were perviously made for a one-way system in the Gladstone Street / Nichols Street area. There was some neighbour consultation at the time the results of which were mixed: not wholly supportive. Despite assurances apparently given by then Town Councillors, the scheme was not progressed prior to the by-election. The costs at that time exceeded the budget available and were apparently being reviewed to see what could be removed without compromising the scheme.

Revised estimates for the cost of the original scheme have been requested but not yet received.

Any decision to continue with the scheme would require a new consultation exercise and the proposals would need to be refreshed. The current consultation into the use of the Council's reserves has not yet expired (the closing date is 21 December 2018). It is RECOMMENDED that a decision on the matter be deferred until the outcome of the consultation is known.

The Chair reported that the previous consultation had received mixed reviews and the previous proposals were not being progressed by the previous Council administration and was being scaled down to the budget available.

**RESOLVED that:-
the recommendation be accepted.**

214./18 OUTDOOR PLAY AREA (SECTION 106)

Extracted from the report of the Town Clerk:

Proposals for an outdoor play area using the £20,000 received from developers under Section 106 have been discussed for some time. The Town Clerk has held urgent consultations with the Borough Council and has provisionally agreed a process and outline proposals for the installation of a play area in the Greenspace using natural materials (such as wood and stone). The intention is to work in partnership with the Borough Council to prepare drawings based on the model at the Rushton Road play area, the specification being approved by the Town Council, the contractor selected and employed by the Town Council, and the work being carried out as soon as possible.

Chair: _____

It is RECOMMENDED that the proposed method of partnership working be approved.

**RESOLVED that:-
the recommendation be accepted.**

215./18 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:

The Council is RECOMMENDED to approve the report (Appendix A).

**RESOLVED that:-
the recommendation be accepted.**

216./18 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT

Extracted from the report of the Town Clerk:

The report set out at Appendix B details those invoices and payments and the Council is RECOMMENDED to approve payment.

It was reported that the speed signs appeared to be giving misleading indications and might be in need of recalibration.

**RESOLVED that:-
the recommendation be accepted.**

217./18 DATA PROTECTION OFFICER

Extracted from the report of the Town Clerk:

Last year, the Council subscribed to the Data Protection Officer service provided (at no additional cost) by Northants County Association of Local Councils (NCALC). NCALC is offering to continue the DPO service to member councils during the 2019/20 financial year and there will be a small charge (£10) for this service to cover administration costs. Happily, the Council has not used the service in the current financial year but those Council's which did have to were greatly assisted. It is RECOMMENDED that the Council subscribe to the DPO service provided by NCALC at a cost of £10.

**RESOLVED that:-
the recommendation be accepted.**

218./18 HYGIENE SERVICES

Extracted from the report of the Town Clerk:

As Members will know, the toilet in the public area of the Council's offices is a shared facility with the library. As a direct result of the County Council's financial difficulties, some months ago the Library Service cancelled the contract for the nappy bin in that toilet. The indications are that the County Council will not reinstate the service in the near future.

The Town Council does not have any disposal facility for female staff or visitors in the public toilet (which is shared with the library) or in the toilet off the meeting room (which is the Council's entirety). Providing facilities for the discreet and hygienic disposal of feminine hygiene waste is a legal requirement.

The large room is now being used by children during Town Council time, there are more adult visitors to the Council's offices than previously, and there is more use of the meeting rooms during the day and in evenings. It is therefore RECOMMENDED that a nappy bin and a feminine hygiene unit be provided in the publicly accessible toilet with fortnightly emptying at a total cost of £81.64 per year over a three year contract.

**RESOLVED that:-
the recommendation be accepted.**

219./18 PURCHASE OF FINANCE SOFTWARE

Extracted from the report of the Town Clerk:

In his role as Responsible Finance Officer, the Town Clerk is currently using a collection of spreadsheets for financial data and whilst these will do the job there is no audit trail and there is a risk of data corruption (backups are regularly taken). The use of the current system is time consuming and will be especially so at the year end given that three people have acted as Responsible Finance Officer in the current financial year. Investigations into specific and dedicated software solutions has been carried out in order to reduce the time taken dealing with finances. The three major competitors in the field were compared on the grounds of cost, usability, training, support, and the output provided. Whilst there are many different software options available, most are designed primarily for businesses with Profit and Loss accounts. This means there are complicated ledgers that are unnecessary for Councils, and don't produce the reports needed to meet statutory obligations.

It is RECOMMENDED that specialised finance software be obtained at an annual cost of £347.00

Chair: _____

plus VAT.

**RESOLVED that:-
the recommendation be accepted.**

220./18 ELECTIONS 2019 AND CASUAL VACANCY POLICY

Extracted from the report of the Town Clerk:

With the Order being laid before Parliament postponing the normal elections in Northamptonshire from May 2019 to May 2020 it has been confirmed that serving Councillors' terms of office will be extended by a year. The impact is that any vacancies between now and winter 2019 would have to be filled by by-election or if no election is called, by co-option. The Council does not have a clear policy on how this would operate (although there is legislation governing it), and a policy is set out at Appendix C. The Council is RECOMMENDED to approve the policy.

**RESOLVED that:-
the policy be accepted and adopted.**

221./18 COMPLAINTS POLICY AND PROCEDURE

Extracted from the report of the Town Clerk:

The Council is RECOMMENDED to adopt the revised policy and procedure set out at Appendix D.

**RESOLVED that:-
the policy and procedure be accepted and adopted.**

222./18 VEXATIOUS, ABUSIVE OR DISCRIMINATORY COMMUNICATIONS POLICY

Extracted from the report of the Town Clerk:

The Council is RECOMMENDED to adopt the revised policy set out at Appendix E (to follow).

The Town Clerk reported that the Complaints policy adopted incorporated provisions to deal with such communications and suggested that the "Vexatious, Abusive or Discriminatory Communications Policy" be deleted.

**RESOLVED that:-
the "Vexatious, Abusive or Discriminatory Communications Policy" be deleted.**

223./18 DBS POLICY

Extracted from the report of the Town Clerk:

Given that the Town Clerk is "lone working" most of the time, and has access to and dealings with potentially vulnerable adults and children it is RECOMMENDED that the post of Town Clerk be subject to an enhanced DBS check and the policy set out at Appendix F be adopted.

**RESOLVED that:-
the policy be accepted and adopted.**

224./18 RECORD RETENTION POLICY

Extracted from the report of the Town Clerk:

The Council is RECOMMENDED to consider revisions to this policy at the January meeting.

**RESOLVED that:-
consideration of the revised policy be deferred.**

225./18 WEBSITE POLICY

Extracted from the report of the Town Clerk:

The Council is RECOMMENDED to adopt the revised policy set out at Appendix H.

**RESOLVED that:-
the policy be accepted and adopted.**

226./18 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT

Extracted from the report of the Town Clerk:

In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning or licensing authority as set out in the report attached at Appendix I.

**RESOLVED that:-
the information contained in the report be noted.**

227./18 VEHICLE SPEEDS, TRAFFIC, AND CCTV

Extracted from the report of the Town Clerk:

A report on meetings held in the last month will be provided.

It was noted that no report was available.

**RESOLVED that:-
the information be noted**

Chair: _____

228./18 TO NOTE ITEMS OF INFORMATION

Extracted from the report of the Town Clerk:

The report of the Town Clerk (Appendix J) contains information on the following matters and the Council is RECOMMENDED to note the information contained in the report. No decisions of a financial nature will be made in relation to this item.

228.1/18 To note the report from the County Councillor

228.2/18 To note the report from Kettering Borough Councillor Tebbutt

228.3/18 Update on the Neighbourhood Plan

228.4/18 To receive updates from Desborough community groups and representative

228.5/18 To receive a report about the Youth Council

228.6/18 Community Speed Watch

228.7/18 Illegal Encampments Procedures

228.8/18 Training report

228.9/18 To receive a report from the Police

228.10/18 Revised Work Plan for 2018-19

RESOLVED that:-

the information contained in the reports be noted.

The meeting closed at 20:22

Chair: _____

Date: _____

Chair: _____

**DESBOROUGH TOWN COUNCIL
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APPENDIX A

**FINANCE REPORT
Monthly Bank Reconciliation**

Bank reconciliation	17/11/2018
Barclays Current	£15,792.22
Barclays Business Saver	£465,522.27
Unpresented payments	£3,434.76
Reconciled Balance	£477,879.73

**DESBOROUGH TOWN COUNCIL
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APPENDIX B

Accounts for Payment

Supplier	Reason	VAT	Total Amount
Talk Talk Business	Internet and telephone	£9.59	£57.67
SurveyMonkey	Online Consultation (November and December)	£11.66	£70.00
Quantum Print	Autumn 2018 update leaflet printing (less discount for non delivery)	£0.00	£150.00
Office Depot	Copier paper and First Aid Kit	£6.71	£40.28
Kettering Borough Council	Supply and installation of Christmas lights	£0.00	£2,850.00
Corby Borough Council	Supply of services to maintain speed signs in Desborough	£296.00	£1,776.00
Freestyle Ltd.	Retention payment from skatepark and pump track	£720.00	£4,320.00
Autela Group Limited	Payroll services	£10.40	£62.40
Graham Thomson	Mileage (118 miles @ 45p) Training (88), Consultation leaflets (18), Kettering Borough Council meeting (12)	£0.00	£53.10
AES Europe	Pocket Park retention	£167.37	£1,004.22
Rural Trader UK Ltd	Special Meeting 08/01/2019 Advert	£14.40	£86.40
Graham Thomson	Salary (December 25 hours / week) Overtime (November 48 hours) (to be paid 19/12/18)	£0.00	£1,926.14
HMRC	PAYE / NI (employee's and employer's contributions) November (to be paid in December)	£0.00	£786.07
LGSS Pensions	Pension (employee's and employer's contributions) November	£0.00	£884.93

Graham Thomson
Town Clerk

Chair: _____

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APPENDIX C

CASUAL VACANCY POLICY

A copy of the draft policy is [here](#).

**DESBOROUGH TOWN COUNCIL
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APPENDIX D

COMPLAINTS POLICY AND PROCEDURE

A copy of the draft policy is [here](#).

**DESBOROUGH TOWN COUNCIL
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APPENDIX E

VEXATIOUS, ABUSIVE OR DISCRIMINATORY COMMUNICATIONS POLICY

A copy of the draft policy will be added in due course.

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APPENDIX F

DBS POLICY

A copy of the draft policy is [here](#).

**DESBOROUGH TOWN COUNCIL
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APPENDIX G

RECORD RETENTION POLICY

A copy of the draft policy will be submitted to the January 2019 meeting.

**DESBOROUGH TOWN COUNCIL
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APPENDIX H

WEBSITE POLICY

A copy of the draft policy is [here](#).

Chair: _____

**DESBOROUGH TOWN COUNCIL
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APPENDIX I

PLANNING AND LICENSING REPORT

Planning Matters

The following applications were noted and no comment made by the Town Council.

[KET/2018/0905](#)

117 Union Street,, Desborough

Proposed development: Single storey rear extension

[KET/2018/0913](#)

2 Swift Close, Desborough

Proposed development: Change of use from amenity land to garden land

[KET/2018/0908](#)

3 Ise View Road (land adj),, Desborough

Proposed development: Demolition of garage and construction of single storey dwelling

[KET/2018/0907](#)

The Lodge, Rothwell Road,, Desborough

Proposed development: Barn conversion to holiday let

[KET/2018/0926](#)

86 Pioneer Avenue, Desborough

Proposed development: Two storey rear extension and installation of French doors and Juliet balcony to rear first floor bedroom

Graham Thomson
Town Clerk

Chair: _____

**DESBOROUGH TOWN COUNCIL
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APPENDIX J

Information Items

228.1/18 To note the report from the County Councillor

Cllr Matthews provided the following report.

"My report covers a number of issues which have occurred, or have been discussed, over the last few months and are not in any order of priority.

[1] INFORMATION SIGN TO URC AND HOLY TRINITY [RC] CHURCH

An enquiry was received about the loss of the signage for these churches, at the corners of Victoria Street /High Street and King Street / Union Street. It appears that Balfour Beatty did not re-instate the original [battered] signs when installing the new lamp columns, as they were not part of the contract agreement.

A compromise was effected whereby the [most prominent] sign at Victoria Street junction was replaced at NO COST with an offer made to install a new King Street sign at a fixed cost, which was declined. I understand the churches are pleased with this result.

[2] PEDESTRIAN CROSSINGS

Recently, I have been questioned about three pedestrian crossings – two already installed and a third on request.

[i] The crossing on Station Road has very worn markings and I am in talks with Kier Wsp to establish whether these can be refreshed sooner rather than later.

[ii] The new crossing between the Library and the Well Pharmacy is well used, but it can be difficult for motorists to see pedestrians crossing here in the dark. My contact advises that the cowl around the orange dome is there to stop stray light into adjacent premises but the top lights are correctly installed to light this crossing. Complaints about poor visibility from motorists are quite common, not helped by pedestrians who wear dark clothing at night, or show a degree of impatience in wanting to cross the road on such crossings.

[iii] Another request to install a new crossing on Harborough Road, adjacent to the edge of the Grange Estate was presented to me. NCC has not received a formal request for a crossing here and does not have the resources to install the correct crossing.

On a road of this width, a signalled crossing would be required and the best estimate for this would be £150k +. There are already pedestrian refuges adjacent to Gapstile Close and on Ironwood Avenue.

[3] LIBRARIES UPDATE

The decisions re: the future of the County's libraries move closer with the current consultation running from 12th December to 6th February 2019.

14 libraries are [now] scheduled to operate as NCC run statutory libraries, another 5 as Community Managed statutory libraries with NCC support [Desborough is in this category], leaving a balance of 17 Community Managed non-statutory libraries.

Of course these are not the final outcomes and details could still change.

[4] NCC FINANCES

The Government Commissioners have reported that their recommendations, regarding NCC's Capital Receipts being applied to assist its financial position, have been accepted by the Government Minister. What this means is £70 million of NCC Capital Receipts can now be used to balance the books – this is called capital dispensation.

£35 million will be used to erase the deficit in 2017/18 and a further £20 million to replenish the [hugely depleted] reserves.

Draft Budget Proposals for 2019/20 have been released. The focus is building on work already underway to stabilise the County Council's finances. To this end the budget includes a series of targeted investments in NCC Assets and Services, to promote better support for some of the most vulnerable people and to reduce the costly, externally provided, support contracts within children's and adult social care services.

[5] DESBOROUGH TOWN COUNCIL AUTUMN 2018 UPDATE

[a] A welcome update but I find some of the details misleading or incorrect. The reference to "the almost bankrupt County Council" is incorrect. A bankrupt is a term [normally] used where a person is unable to meet his [or her] unsecured debts. NCC is not bankrupt and has significant Capital Receipts which [until recently] had restricted applications. It IS CORRECT that NCC has struggled for sufficient cash to dispense its statutory duties in social care and children's services i.e. demand led services.

[b] What proposals [from the previous administration] are largely un-costed? Three estimates for the proposed car park on Buckwell Close were obtained, but this scheme was shelved anyway

The play park for Loatlands Ward was subject to a restrictive covenant and the High Street bus shelter was [eventually] agreed as a KBC expense, as it will be sited on KBC's land. That leaves one scheme which appears to be "in limbo" – the One Way Traffic Scheme for Gladstone Street and Nichols Street. By my recollection £35,000 was earmarked for this scheme and residents are still asking when it will start. To try and answer this question I have requested an update from DTC on 10th October and again on 29th October, but have not even received an acknowledgement, or any reply. Do the [committed] residents in the streets affected know DTC's decision?

6j CHRISTMAS LIGHTS ON HIGH STREET

Pleased to see some new lights on the lamp standards on the High Street. My empowerment grant, actioned in haste before Balfour Beatty installed these new standards, ensures that Desborough still has lights on the High Street. Additional electrical connections were not part of the contract price and a retro fit would have been horrendously expensive for DTC and/or the Town Centre Partnership.

[7] CHANGES TO YEARS OF ELECTION ORDER 2018

REFER TO <http://www.legislation.gov.uk/uksi/2018/1324/contents/made>

TOWN CLERK'S NOTES FOR CLARIFICATION

The date for the conclusion of the County Council's consultation into the future of library provision is 8 February 2019.

The link provided by Councillor Matthews for the changes to the elections timetable is incorrect and should be <https://www.gov.uk/government/consultations/the-proposed-reorganisation-of-local-government-in-northamptonshire>

Cllr Matthews comment about emails being not receiving a response has been investigated and a draft response was found which had not been sent. The Town Clerk has apologised to Cllr Matthews for this error, and apologises to the Council. For the sake of completeness, the response was as follows"

"Dear Mr Matthews,

"Ah, the vagaries of local politics.

"The Council has made it clear that it desires openness and transparency in decision-making and especially on expenditure items. As you will also know, the Council has decided to consult residents about expenditure plans, and that work is going on right now. You will appreciate, I am sure, that real consultation is not an overnight event, nor is it selecting a few residents and asking their opinion.

"I take your comment about the then incoming administration's "tacit promise to return part of the precept to the residents of this town. This has not happened and the funds for this scheme have languished in DTC's bank account for many months" to be entirely political and I shall make no comment about that.

"The Council has started the budget process for next year, and has corrected the budget approved under the previous administration. I am sure that things will become clearer in the coming weeks. However, you are always welcome to attend the Council meetings in person, as are your colleagues on the Borough Council."

228.2/18 To note the report from Kettering Borough Councillor Tebbutt

Councillor Tebbutt stated that he is "unable to present *in person*" but submitted the following report:-

"Planning Policy Committee met on 28th November where the latest status of the Site Specific Part 2 Local Plan - Draft Plan consultation responses were presented and the 'next steps' agreed. These are detailed in full on the committee papers, available on the website including:-

"Further work will be undertaken in relation to category 3 housing and housing for older persons to inform the housing chapter of the plan.

"Also Further criteria will be applied to protect GI corridors from development and associated impacts (including the River Ise and Tailby Meadows SSSI) relating to Policy TCE 1.

"Additionally to assess and investigate the Old Dairy Site, Desborough to establish whether it has potential to deliver a medium sized food store.

"A Neighbourhood Plan Progress Report was provided, this included that DTC has declared that a Working Party will review the current draft Plan before reporting its finding to the Town Council. The Borough Council has committed to continue to support the Steering Group in preparing its plan.

"Broughton were congratulated on the 'making' of its Plan and Development Order which has become part of the statutorily Development Plan.:

228.3/18 Update on the Neighbourhood Plan

Kettering Borough Council's Planning Policy Committee received the following report at its November meeting:

"The Desborough Neighbourhood Plan was being led by Desborough Town Council. The Group were working with consultants, Lathams, and advanced to a stage whereby a Draft Plan had been consulted upon in February 2016 and July 2017. In October 2017, the Borough Council advised that the Neighbourhood Plan receive an independent health check ahead of its Submission for

Chair: _____

Examination. An updated document was produced in late October 2017, this was referenced in evidence presented at a planning appeal against refusal of outline planning permission for a residential development at land to the south of Desborough.

“Earlier this year, 10 Desborough Town Councillors resigned from their posts on the Council. As a result, Reserved Powers were put in place for the Town Council’s functions, and no further progress was made in Submitting or progressing the Neighbourhood Plan. A new Town Council is now in place and has committed to the development of a Neighbourhood Plan. It has declared that a Working Party will review the current draft Plan before reporting its finding to the Town Council next month. The Borough Council has committed to continue to support the Steering Group in preparing its Plan.”

It should be noted that the Evidence Base and Policy Review which was carried out independently drew attention to a large number of issues. The Town Clerk is attempting to retrieve source information from the original consultants. In the meantime, Working Party members have been sent copies of the Plan as it stands and also directed to guidance documents and examples of promising practice in Plans already adopted for comparison purposes. Early indications are that the Plan in its current form would not pass the review by an independent inspector and further external support will be needed to make the Plan fit for purpose.

228.4/18 To receive updates from Desborough community groups and representatives

228.5/18 To receive a report about the Youth Council

228.6/18 Community Speed Watch

Community Speed Watch is a volunteer programme, run between Northamptonshire Police and Northamptonshire County Council. The program aims to increase the awareness of the dangers of speeding through education. Drivers detected for speeding receive a police warning letter and their records are held to identify any repeat offenders. Repeat offenders (detected twice or more) can also expect a visit from the police. Volunteers are provided equipment, training, and support from the Police. The scheme cannot proceed without the Council’s approval to the Police, although the Council has no involvement in the scheme. A volunteer has come forward to assist co-ordinate the scheme. It was necessary to advise the Police of the Council’s view before the meeting and the Town Clerk consulted Councillors and confirmed the Council’s assent to the scheme operating in Desborough.

228.6/18 Illegal Encampments Procedures

The Chief Constable, and the Police and Crime Commissioner, have reported that the number of unauthorised encampments in Northamptonshire has increased this year. As a result of concerns raised they have looked again at the Police approach, particularly when camps are set up on important public spaces such as parks. A new policy for dealing with unauthorised encampments has been developed and introduced across the force. This new policy ensures consistency in approach, and will provide reassurance to those communities affected by such encampments and any peripheral criminality which takes place. They have produced a leaflet to explain the powers available to both the police and the local authority, a copy of which is on the Council’s website.

228.6/18 Training report

As previously approved, the Town Clerk attended the intensive CiLCA training course over the weekend of 1 and 2 December 2018. The course was a useful reminder of the law and promising practices. There are a few policies and documents which will need to be created or amended, and a number of procedures which will need to be properly recorded. Councillors will be informed of changes as they take place, and policies and documents will be presented for approval as necessary.

228.6/18 To receive a report from the Police

PS 783 Robert Offord is unable to attend the meeting but has submitted a report as set out at Appendix K. In reviewing the report, Councillors are asked to note the change to the recording of Harassment from April 2018 where a lot more are now being recorded compared to the year 2017-18. Anti Social Behaviour has fallen around 10% but the crime levels have increased, but some of this will be down to a change in recording of harassment that falls under ‘Violence against the person’.

228.6/18 Revised Work Plan for 2018-19

The revised work plan is attached as Report No. 1.

Chair: _____

DESBOROUGH TOWN COUNCIL
20 DECEMBER 2018

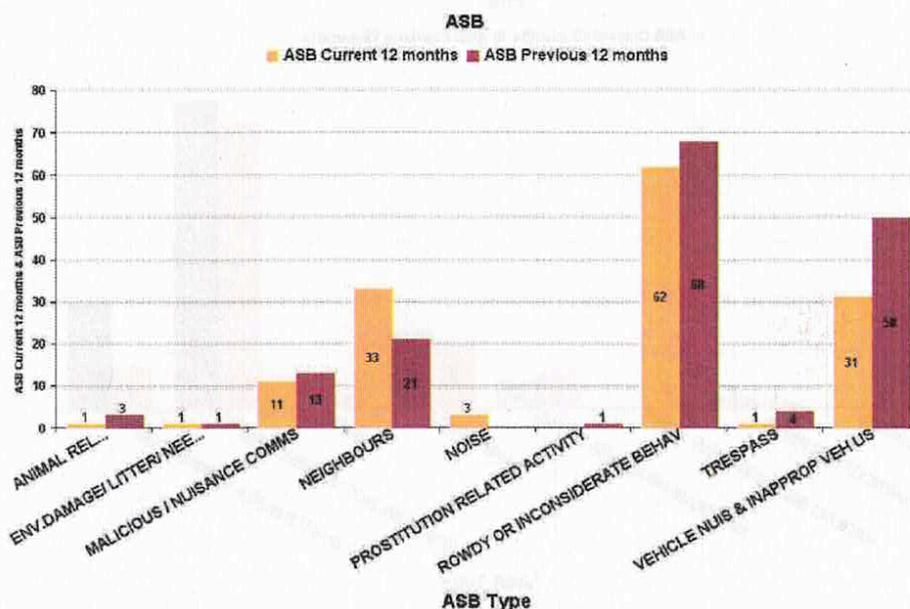
APPENDIX K

POLICE REPORT

PS 783 Robert Offord
Kettering and Corby Rural, Neighbourhood Policing
Northamptonshire Police

Desborough Loatland

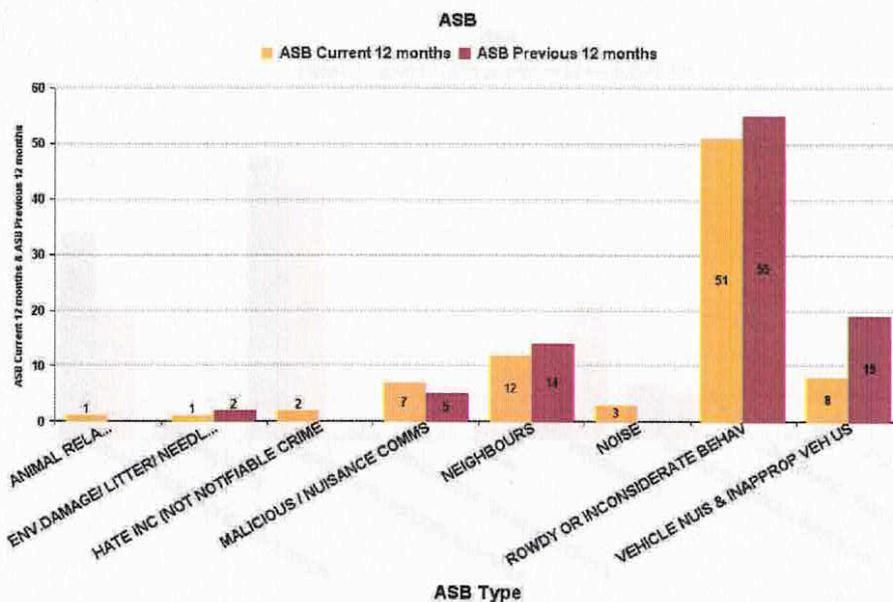
ASB Type	Current 12 mths	Previous 12 mths	+/- Crime	% Change
ANIMAL RELATED INC ANTI-SOCIAL	1	3	-2	-66.67%
ENV.DAMAGE/ LITTER/ NEEDLES	1	1	0	0.00%
MALICIOUS / NUISANCE COMMS	11	13	-2	-15.38%
NEIGHBOURS	33	21	12	57.14%
NOISE	3		3	-100.00%
PROSTITUTION RELATED ACTIVITY		1	-1	-100.00%
ROWDY OR INCONSIDERATE BEHAV	62	68	-6	-8.82%
TRESPASS	1	4	-3	-75.00%
VEHICLE NUIS & INAPPROP VEH US	31	50	-19	-38.00%
Sum:	143	161	-18	-11.18%



Chair: _____

Desborough St Giles

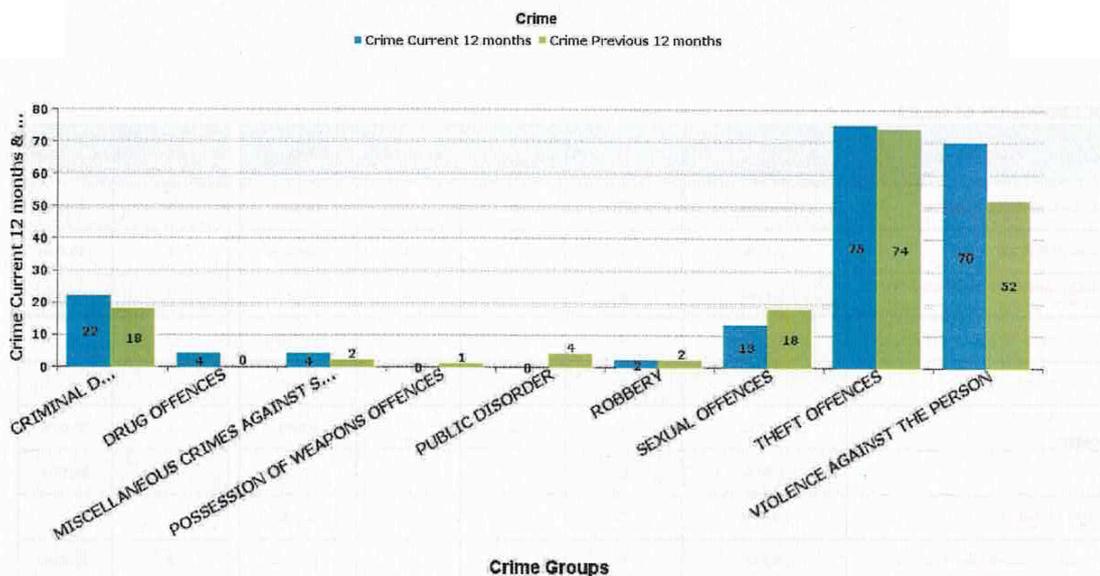
ASB Type	Current 12 mths	Previous 12 mths	+/- Crime	% Change
ANIMAL RELATED INC ANTI-SOCIAL	1		1	-100.00%
ENV.DAMAGE/ LITTER/ NEEDLES	1	2	-1	-50.00%
HATE INC (NOT NOTIFIABLE CRIME	2		2	-100.00%
MALICIOUS / NUISANCE COMMS	7	5	2	40.00%
NEIGHBOURS	12	14	-2	-14.29%
NOISE	3		3	-100.00%
ROWDY OR INCONSIDERATE BEHAV	51	55	-4	-7.27%
VEHICLE NUIS & INAPPROP VEH US	8	19	-11	-57.89%
Sum:	85	95	-10	-10.53%



Chair: _____

DESBOROUGH ST GILES

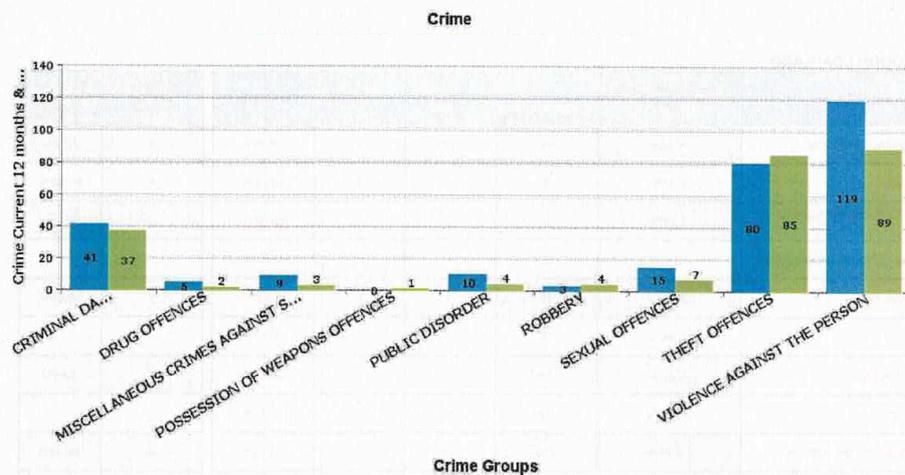
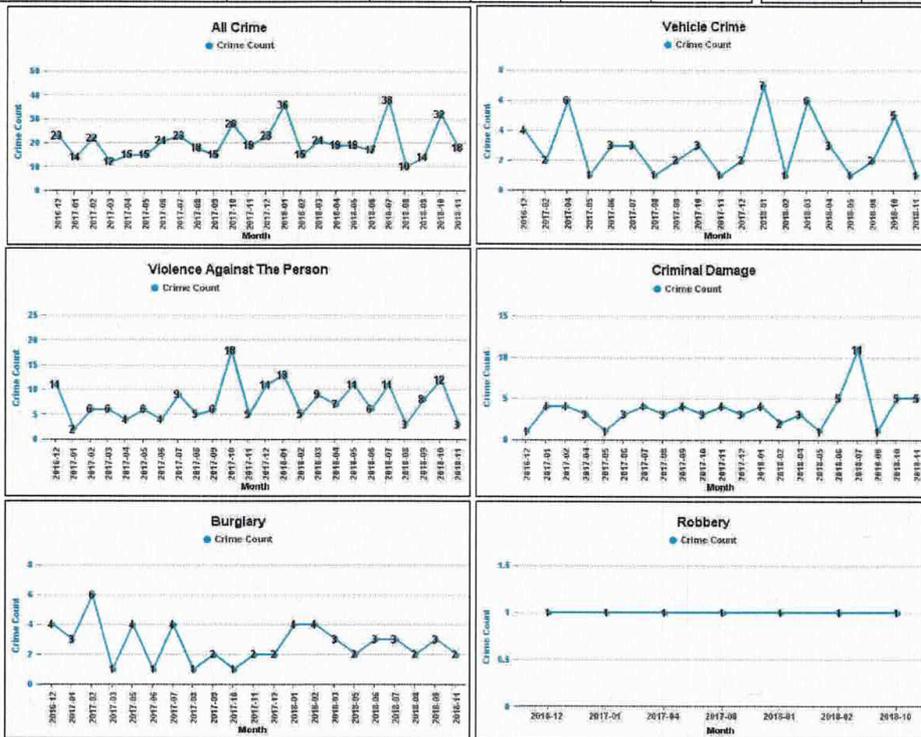
Crime Group	% of Current 12mths Crime Against All Crime	Current 12 mths	Previous 12 mths	+/- Crime	% Change	Number of resolved Crimes	Resolved Rate (past 12mths)
CRIMINAL DAMAGE & ARSON	11.58%	22	18	4	22.22%	2	9.09%
DRUG OFFENCES	2.11%	4	0	4	-100.00%	4	100.00%
MISCELLANEOUS CRIMES AGAINST SOCIETY	2.11%	4	2	2	100.00%	1	25.00%
POSSESSION OF WEAPONS OFFENCES		0	1	-1	-100.00%		
PUBLIC DISORDER		0	4	-4	-100.00%		
ROBBERY	1.05%	2	2	0	0.00%	1	50.00%
SEXUAL OFFENCES	6.84%	13	18	-5	-27.78%	6	46.15%
THEFT OFFENCES	39.47%	75	74	1	1.35%		
VIOLENCE AGAINST THE PERSON	36.84%	70	52	18	34.62%	8	11.43%
Sum:	100.00%	190	171	19	11.11%	22	



Chair: _____

DESBOROUGH LOATLAND

Crime Group	% of Current 12mths Crime Against All Crime	Current 12 mths	Previous 12 mths	+/- Crime	% Change	Number of resolved Crimes	Resolved Rate (past 12mths)
CRIMINAL DAMAGE & ARSON	14.54%	41	37	4	10.81%	3	7.32%
DRUG OFFENCES	1.77%	5	2	3	150.00%	4	80.00%
MISCELLANEOUS CRIMES AGAINST SOCIETY	3.19%	9	3	6	200.00%		
POSSESSION OF WEAPONS OFFENCES		0	1	-1	-100.00%		
PUBLIC DISORDER	3.55%	10	4	6	150.00%	5	50.00%
ROBBERY	1.06%	3	4	-1	-25.00%		
SEXUAL OFFENCES	5.32%	15	7	8	114.29%	1	6.67%
THEFT OFFENCES	28.37%	80	85	-5	-5.88%		
VIOLENCE AGAINST THE PERSON	42.20%	119	89	30	33.71%	23	19.33%
Sum:	100.00%	282	232	50	21.55%	36	



Chair: _____

DESBOROUGH TOWN COUNCIL
20 DECEMBER 2018

REPORT NO.1

Revised Work Plan 2018-19

January 2019

Procedural items

- Risk Assessments review
- Local Government Transparency Code update (from December)
- Business Plan / Strategy
- Review of existing policies and introduction of recommended policies

Development items

- Website review confirmation
- External Contract review (from November 2018)

February 2019

Procedural items

- Review of existing policies and introduction of recommended policies
- Business Plan / Strategy

March 2019

Procedural items

- Review of local government reorganisation proposals
- Review of bodies on which the Council nominates representation
- Review of existing policies and introduction of recommended policies

April 2019

Procedural items

- Review of Committee Structure
- Review of existing policies and introduction of recommended policies.

Chair: _____