

The Meeting of the Desborough Town Council held at the Library, High Street, Desborough on Thursday 16th February 2017

PRESENT

Councillors: Cllr A Matthews (Chairman), Cllr R Brooks (Vice Chairman), Cllr D Howes, Cllr J Putt, Cllr R Cutsforth, Cllr M Tebbutt

Clerk: James McKechnie

Also in attendance: Members of the Public

022/17	To receive apologies for absence – Cllr D Soans, Cllr J Pearce, Cllr R Marlow, Cllr J Derbyshire, Cllr A Turigel and Cllr K Sills
023/17	To receive and approve for signature the minutes of the meeting held on Thursday 19th January 2017 The minutes of the meeting held on 19 th January 2017 were approved as a true record and signed by the Chairman.
024/17	To note any matters arising from the minutes not included on the agenda for report only None
025/17	To receive declarations of interest - None
026/17	Chairman's Announcements – Cllr Matthews announcement: <ul style="list-style-type: none"> • The A6 Bypass Road closure work is going according to plan. • Planned Road Closure of Station Road & Havelock Street to repair the Pedestrian Crossing will take place on 8th March between 7pm and 9pm.
027/17	Police: Monthly Report & Crime figures – No officer present. The Clerk reported that the crime figures were distributed in advance of the meeting and posted on the website.
028/17	Representations from Members of the Public – A member of the public spoke on the budget. A member of the public spoke on the Pocket Park Funding. A member of the public spoke about the Multi Wheeled Sports Facility. A member of the public spoke on the County Council Budget and the Library Toilets. A member of the public spoke about the Bridleway and Path at the end of Harrington Road. A member of the public addressed the Council regarding road Safety and minutes. A member of the public addressed the Council on the Car Park. A member of the public addressed the Council on the financial budget.
029/17	To Receive reports from: <p>a. County Councillor Matthews reported: The budget meeting of the County Council held on Tuesday was disrupted and had to go into closed session. It is planned to increase the Council Tax and one of the matters was the cost of Adult Social Care.</p> <p>b. Borough Councillors Cllr Tebbutt reported: Last night February 15 at its executive meeting the KBC budget for the next financial year was agreed. There is no increase in the KBC element of council tax, a balanced budget again being produced in continuing very difficult times, a fantastic achievement. Council house rents will be reduced by 1% as directed by government. At its meeting on January 25th the Planning Policy committee agreed a revised Local Development Scheme 2017-2020 which will be forwarded to Full Council at its next meeting, on March 1st, for adoption. It also received and noted the Monitoring Update of the Kettering Town Centre Area Action Plan.</p> <p>c. Clerk – <u>Review of Desborough Town Council Policies & Procedures:</u> Desborough Town Council must ensure that an annual review of all policies and procedures is carried out by 31st March 2017. A review of the Town Council's Policies and Procedures has been undertaken by the Clerk and a report presented to the Town Council for consideration.</p> <p><u>Annual Audit: Internal & External</u> I can confirm that Desborough Town Council's will this year continue to be audited by</p>

Chairman

Date

	<p>Northants Calc Internal Auditor, Tina Charteress. I have already contacted Tina to discuss the Town Council’s forthcoming Audit arrangements and can confirm the following date:</p> <p>Pre-Audit Visit 17th February at 11am at Desborough Town Council Office</p> <p><u>Meeting Dates for Year 2017/18</u></p> <p>It was reported that the Annual Parish Meeting will be a standalone event from Desborough Town Council Meetings. An informal approach where members of the public can come and chat to Councillors and give their views.</p> <p>Desborough Town Council full meeting scheduled for September will be held on the second Thursday of the month which is 14th September.</p> <p><u>Public Footpath Order</u></p> <p>Desborough Town Council are asked to support the Footpath Order received from Northamptonshire County Council.</p> <p>Desborough Town Council <u>Agreed</u> (proposed by Cllr Cutsforth and seconded by Cllr Brooks) to support the Footpath Order.</p> <p><u>Grant Applications</u></p> <p>I am delighted to inform the Council that two Grant Applications have been made and both have been successfully won.</p> <p>Firstly, a Grant in Kind for work on Neighbourhood Plan in regards to ‘Site Specific’ Assessments for Housing and a Supermarket. The financial value of this grant is around £8,000.00</p> <p>Secondly, a Grant of £20,000.00 from Kettering Borough Council’s Renewable Fund towards the building of an under 10-year-old play park on Neuville Way has been successful.</p>
030/17	<p>Reports from Community Groups: None</p>
031/17	<p>Multi Wheel Sports Facility – Working Party Update</p> <p>a. To agree the company to deliver the project – Cllr Putt reported:</p> <ul style="list-style-type: none"> • Tender Process closed on Thursday 9th February • Financial Regulations had been fully adhered to • Desborough Town Council advertised the ‘Tender’ on the ‘Government Contract Finder’ Website. • Four companies contacted Desborough Town Council expressing an interest, requesting the Tender Packs. All four companies were sent these packs. • Desborough Town Council received two completed ‘Tenders’ from contractors. • Therefore, I can confirm that Desborough Town Council’s ‘Financial Regulations’ have been followed and met. <p>The Working Group met in advance of this full Council Meeting on 13th February</p> <p>To fully assess both bids. The Working Party was supported by two Officers from Kettering Borough Council, one being an Engineering Technician and the other a Senior Community Services Officer. The Owner of an Independent Skating Company also supported the Working Party in assessing the bids.</p> <p>Much discussion and debate took place in assessing both comprehensive ‘Tender Bids’. Both had many points of interest.</p> <p>Overall Tender 2 scored the highest marks, although being the most expensive, it clearly came out on top with rideability, layout, size and imagination.</p> <p>The Working Party recommend to the Full Council for Resolution that Tender 2 be awarded the Contract to supply and build the Multi Wheeled Sports Facility at the cost of £125,000.00.</p> <p>The Town Council Resolved (proposed by Cllr Tebbutt and seconded by Cllr Cutsforth) to award the contract to supply and build the Multi Wheeled Sports Facility at a cost of £125,000.00 to Tender 2.</p> <p>The Working Party would like to take the opportunity to formally thank the Kettering Borough Council Officers and the Owner of the independent Skating Company for their support</p>
032/17	<p>Play Park (Loatlands Ward) Working Party Update – The Clerk reported that stakeholders continued to be engaged regarding the Neuville Way site and a further update would be given when available.</p>

Chairman

Date

033/17	Car Park Update a. Surveyor costs – No update available.																																																												
034/17	Grant Scheme – Working Party Update Cllr Brooks reported that the working party had now received further information regarding the Desborough in Bloom Grant Application and recommend that, the grant of £2,000.00 be awarded. Desborough Town Council Agreed (proposed by Cllr Brooks and seconded by Cllr Cutsforth) to award a grant of £2,000.00 to Desborough in Bloom.																																																												
035/17	Neighbourhood Plan for Desborough – Update The Clerk reported: That the Steering Group was working hard with the consultants on the plan with a new project plan due soon. The next meeting of the Steering Group will be held on 8 th March.																																																												
036/17	Pocket Park – The Clerk reported that the Pocket Park signage project is still going ahead and could carryover into next year. It was Agreed (proposed by Cllr Brooks and seconded by Cllr Tebbutt) to Earmark the money into 2017/18.																																																												
037/17	<p>Financial:</p> <p>a) Accounts for Payment RESOLVED: The following payments were APPROVED (Proposed by Cllr Matthews and seconded by Cllr Brooks):</p> <table border="1"> <thead> <tr> <th>Payed By</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td></td> <td>Mr J McKechnie</td> <td>Salary & Expenses (Feb 17)</td> </tr> <tr> <td>BACS</td> <td></td> <td>HM Revenue & Customs</td> <td>PAYE & NI (Feb 17)</td> </tr> <tr> <td>BACS</td> <td></td> <td>NCC Pension Fund</td> <td>Pension Contributions Employer & Employee (Feb 17)</td> </tr> <tr> <td>BACS</td> <td>£33.41</td> <td>Talk Talk Business</td> <td>Telephone Line Rental / Broadband + calls (Feb17)</td> </tr> <tr> <td>BACS</td> <td>£1,164.74</td> <td>Kettering Borough Council</td> <td>Business Rates Jan to March 17</td> </tr> <tr> <td>BACS</td> <td>£3,379.50</td> <td>Kettering Borough Council</td> <td>Christmas Lights erect & remove</td> </tr> <tr> <td>BACS</td> <td>£2,372.60</td> <td>Northamptonshire County Council</td> <td>Premises Rent</td> </tr> <tr> <td>BACS</td> <td>£275.00</td> <td>Northants Calc</td> <td>Whole Council Training Jan 17</td> </tr> <tr> <td>BACS</td> <td>£1,800.00</td> <td>Derek Latham & Co Ltd</td> <td>Interim Payment for Feasibility Study for Car Park</td> </tr> <tr> <td>BACS</td> <td>£180.00</td> <td>2commune Ltd</td> <td>Domain name hosting & Management 2 years to 20/04/19</td> </tr> <tr> <td>BACS</td> <td>£45.00</td> <td>Northamptonshire County Council</td> <td>Supply 2 A2 Rights of Way Plans for Neighbourhood Plan</td> </tr> <tr> <td>BACS</td> <td>£360.00</td> <td>Rampchild Ltd</td> <td>Consultant on MWSF</td> </tr> </tbody> </table> <p>b) Receipts – Noted as shown below</p> <table border="1"> <thead> <tr> <th>Paid into Barclays</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>17/01/17</td> <td>£2,000.00</td> <td>Northamptonshire County Council</td> <td>Payment made by mistake</td> </tr> </tbody> </table> <p>c) Monthly Bank Reconciliation – noted for January</p> <p>d) Internal Audit & Terms of Reference It was Resolved (proposed by Cllr Matthews and seconded by Cllr Brooks) that Desborough town Council would continue to engage the services of Ncalc for Internal Audit and the Terms & Conditions for the next 3 years to March 2020.</p>	Payed By	Amount	Payee	Reason for Payment	BACS		Mr J McKechnie	Salary & Expenses (Feb 17)	BACS		HM Revenue & Customs	PAYE & NI (Feb 17)	BACS		NCC Pension Fund	Pension Contributions Employer & Employee (Feb 17)	BACS	£33.41	Talk Talk Business	Telephone Line Rental / Broadband + calls (Feb17)	BACS	£1,164.74	Kettering Borough Council	Business Rates Jan to March 17	BACS	£3,379.50	Kettering Borough Council	Christmas Lights erect & remove	BACS	£2,372.60	Northamptonshire County Council	Premises Rent	BACS	£275.00	Northants Calc	Whole Council Training Jan 17	BACS	£1,800.00	Derek Latham & Co Ltd	Interim Payment for Feasibility Study for Car Park	BACS	£180.00	2commune Ltd	Domain name hosting & Management 2 years to 20/04/19	BACS	£45.00	Northamptonshire County Council	Supply 2 A2 Rights of Way Plans for Neighbourhood Plan	BACS	£360.00	Rampchild Ltd	Consultant on MWSF	Paid into Barclays	Amount	Received from	Reason for Payment	17/01/17	£2,000.00	Northamptonshire County Council	Payment made by mistake
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038/17	<p>Planning:</p> <p>a) Planning Applications received</p> <p>KET/2016/0889 – Mr Stapleford – 19 Station Road, Desborough – Full Application: Change of use of part of ground floor from bank branch to restaurant. Alterations to</p>																																																												

shopfront and installation of extractor system. No objection subject to – Welcome the development of further restaurant, unsure of the appropriateness of wooden cladding on the front of the building for conservation area. But existing tiling is not good. Wish to see proposals for 1st floor and rear single/store/garden to complete the picture, prior to full endorsement. Ground floor plan LAD1 states 52 covers, but highlights only 38 seats.

KET/2017/0026 – Mr Harris – 78 Federation Avenue, Desborough – Full Application: Single storey front extension, new pitched roof to existing single storey rear extension with insertion of bifold doors and 3 No. rooflights, loft conversion with partial hip to gable roof extension, dormer to rear and 4 No. roof lights to front. No Objection subject to – As long as the privacy of the neighbours is not endangered by overlooking from proposed loft room.

KET/2017/0019 – Hampton Brook Ltd, CJC Ltd & Dunkelman & Son Ltd – Site B, Eagle Drive, Desborough – Full Application: Construction of warehouse, production area and offices with associated parking and service yard. No objection subject to – Appropriate attention given to HGV movements and not leading to them parking on the B576. Appropriate pedestrian path access along Stoke Road to all premises.

KET/2017/0036 – Hampton Brook Ltd, CJC Ltd & Partridge and Print Ltd – Site C, Eagle Avenue, Desborough - Full Application: Construction of warehouse, production area and offices with associated parking and service yard. No objection subject to – Appropriate attention given to HGV movements and pedestrian path access along Stoke Road to all premises.

KET/2017/0060 – Mr Hall, Mr Robert Mitchell – 2 Linsley Drive, Desborough – Full Application: Single storey side and rear extension incorporating existing garage. No objection

KET/2017/0061 – Mr & Mrs Claypole – 12 Furlong Road, Desborough – Full Application: First floor side extension and front porch canopy extension. No objection.

KET/2017/0069 – Mr Bains - 85A Braybrooke Road, Desborough – Full Application: Single storey front and side extensions, conversion of existing garage to habitable accommodation and insertion of windows to front, rear and side elevations. No objection subject to – That parking on the shared drive is not acceptable at any time.

KET/2017/0064 – Mr Ash Perfecta Assets – 77 Harrington Road, Desborough – Full Application: Two storey rear extension and replacement windows & doors. No objection.

KET/2017/0077 – Mr & Mrs Rowe – 138 Dunkirk Avenue, Desborough – Full Application: Two storey & single storey rear extension. No objection.

Notices of Approval received:

KBC has approved permission for the following applications:

KET/2016/0704 – Mr Parker – 3 Loatland Street (land adj.), Desborough – Full Application: 1no. detached dwelling.

KET/2016/0712 – Mr Nolan – 115 Dunkirk Avenue, Desborough – Full Application: Demolition of garage. Erection of two-bedroom dwelling with garages and associated parking for the new dwelling and 115 Dunkirk Avenue.

KET/2016/0869 – Mr & Mrs Edwards – 18 Foxlands, Desborough – Full Application: Two storey and single storey rear extension and steps leading to extended patio. Garage conversion including new pitched roof to existing garage and porch.

KET/2016/0865 – Mr A Campbell – 6 Doulton Close, Desborough – Full Application: First floor front & rear extension.

KET/2016/0844 – Albany Sheds Co. Ltd, Mr F Burbage – Station Yard, Rushton Road, Desborough – Full Application: Open sided building.

KET/2016/0874 – Mr Arcadio Gerry's Offshore Incorporations Limited – The Kings Arms, 111 High Street, Desborough – Advertising Consent: 3 no. externally illuminated fascia signs and 1 no. externally illuminated projecting sign.

KET/2016/0882 – Mr Arcadio Gerry's Offshore Incorporations Limited – The Kings Arms, 111 High Street, Desborough - Application for Listed Building Consent:

	<p>Reconfiguration of toilets. Redecoration throughout and replacement tile flooring. Replacement external signage.</p> <p><u>Notices of Refused received:</u> KBC has refused permission for the following applications: KET/2014/0637 – Mr Lord Persimmon Homes – Harrington Road (Land off), Rothwell – Full Application with EIA: Residential development for 200 dwellings with associated open space.</p>
039/17	<p>Review of Desborough Town Council Policies and Procedures A review of the Town Council's Policies and Procedures had been undertaken by the Clerk and a report was presented to the Town Council for consideration. It was AGREED (proposed by Cllr Matthews and seconded by Cllr Howes) to adopt the below detailed reviewed policies and procedures, incorporating the recommended amendments:</p> <ul style="list-style-type: none"> • Internal Controls Procedures; • Risk Assessment; • Financial Regulations; • The Code of Conduct for Desborough Town Council; • Standing Orders; • Freedom of Information Act 2000: Desborough Town Council Publication Scheme; • Complaints Procedure; • Disciplinary Procedures; • Equal Opportunities; • Grant Scheme Policy; • Grievance Procedures; • Archiving Policy; • Vexatious, Abusive or Discriminatory Communications Policy; • Bullying & Harassment Policy; • Website Policy and Disclaimer. <p>Review of the effectiveness of Internal Controls including Risk Assessment -Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Town Council AGREED (proposed by Cllr Matthews and seconded by Cllr Brooks) that it believes there is an adequate system of internal controls in place to safeguard the assets and finances of the Town Council to mitigate against the risk of loss or damage.</p>
040/17	<p>Information Technology – Review of current position & requirements Cllr Matthews presented the report which outlined the current Information Technology position of the Council and the recommended requirements. It was Resolved (proposed by Cllr Cutsforth and seconded by Cllr Brooks) to invest £3,270.00 on the equipment required.</p>
041/17	<p>Public Engagement Leaflet – Production & Distribution It was Agreed (proposed by Cllr Brooks and seconded by Cllr Cutsforth) that to produce and distribute a Quarterly Leaflet to all properties in the Town at printing costs of £225 and distribution costs of £50.00 per 1,000 leaflets.</p>
042/17	<p>Town Centre Regeneration – Cllr Sills</p>
043/17	<p><i>Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the press and public be excluded for the following item of business:</i></p> <p>Employment Matters Cllr Matthews presented a report to Councillors for consideration Desborough Town Council Resolved (proposed by Cllr Brooks and seconded by Cllr Cutsforth) to employ an Administration Assistant. <i>The Press and public were re-admitted to the meeting – none were present.</i></p>
044/17	<p>Items for the next agenda – Cllr Tebbutt asked for the signage of the office to be placed on the agenda.</p>
045/17	<p>To note the date of the next meeting: Thursday 16th March 2017 commencing at 7.00pm, Desborough Library, High Street, Desborough.</p>
	<p>THE MEETING CLOSED AT 9.00PM</p>