

**Minutes of the meeting of Desborough Town Council
held on Thursday 16 May 2019**

Councillors present: G Holmes (in the Chair: item 1 and 2), S Draycott (in the Chair: minute 3./19 onwards), C Archer, L Burnham, I James, B Keys, B McElhinney, P Sawford, S Stroud, and, J Taylor.

Also present: G Thomson (Town Clerk), and 13 members of the community.

1./19 ELECTION OF CHAIR FOR THE 2019/20 MUNICIPAL YEAR

RESOLVED that:-

Councillor Jean Read be elected as Chair for the 2019/20 municipal year.

2./19 APPOINTMENT OF VICE CHAIR FOR THE 2019/20 MUNICIPAL YEAR

RESOLVED that:-

Councillor Steve Draycott be appointed as Vice-Chair for the 2019/20 municipal year.

Councillor Draycott took the Chair at this point.

3./19 TO RECEIVE THE ACCEPTANCE OF OFFICE FROM THE CHAIR AND VICE-CHAIR OR TO AGREE THAT THEY MAY BE DELIVERED AT A LATER DATE

The Town Clerk received delivery of the signed acceptance of office from the Vice-Chair and it was **RESOLVED that:-**

the Council approves the delivery of the Chair's acceptance of office to the Town Clerk before the next Council meeting.

4./19 CHAIR'S WELCOME AND ANNOUNCEMENTS

The Chair thanked Cllr Holmes for all his work over the past year, welcomed newly co-opted Cllr Watson to her first meeting, and wished former Cllr Gilbey well. He referred to the following events:

- Royal British Legion (Desborough and Rothwell branches) street party - 9 June 2019;
- Royal British Legion (Desborough Women's Section) annual fashion show - 26 June 2019;
- Desborough Carnival, request for volunteers - 29 June 2019.

The Chair stated that Montsaye Academy and Friends of Montsaye had raised nearly £400 at the Spring Fair. He added that the former Chair had attended Desborough Town Football Club's presentation evening and had bestowed the first three Honoured Citizen Awards. The Chair concluded by referring to the clearing of drains on Rushton Road following Street Doctor / Fix My Street reports, and the benches at the pedestrian area of High Street having been temporarily removed for refurbishment.

5./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Read.

RESOLVED that:-

the apologies be noted.

6./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.

No declarations of interest were made.

7./19 TO NOTE ANY REQUESTS FOR DISPENSATION

The Town Clerk reported that no requests for dispensation had been made.

RESOLVED that:-

the information be noted.

8./19 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 18 APRIL 2019

The minutes of the meeting held on 18 April 2019 had been previously circulated. It was noted that "Pioneer Avenue" had been incorrectly written as "Rothwell Road" and it was

RESOLVED that:-

the minutes as amended be confirmed and signed by the Chair.

9./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

A member of the public enquired about the legality of selling cars at the roadside and was advised to report the matter to Kettering Borough Council.

A member of the public referred to a suggestion that spoil from the Rothwell North housing development was being taken to the Rushden Road "Birchfield Springs" site.

Chair: _____

10./19 TO NOTE THE GRANT OF HONOURED CITIZEN AWARDS

Extracted from the report of the Town Clerk:

In accordance with the Council's policy, nominations were received relating to individuals who had "made a significantly positive contribution to the communities in Desborough Town Council area". The Awards Advisory Working Party met and recommended that awards be made. In accordance with the policy the Town Clerk, in consultation with the Chair of the Council, approved the Awards.

The citation read:

"in recognition of your outstanding care and consideration given to Alvin Jarvis of Leicester Nirvana at a match with Desborough Town FC following an horrific injury to the player. Your efforts were beyond anything which could have been expected and the Council wishes to place on record its sincere appreciation. We value what you have done. Thank you."

Awards in the form of framed certificates were presented at the annual awards ceremony of Desborough Town Football Club by the Chair of the Council to: Anne Fraser, Ceri Palmer, and Gary Melville.

The Council congratulated the recipients of the Award and the Chair invited anyone who wished to make a nomination to do so in accordance with the policy available on the Council's website and in the library and Council office.

RESOLVED that:-

the information be noted.

11./19 TO RECEIVE REPORTS ON ACTIVITY IN THE LAST YEAR**11.1./19 NORTHAMPTONSHIRE POLICE**

In the absence of the a representative of the Police, it was noted that there had been six crimes listed by Neighbourhood Watch from 12 April to 8 May 2019.

RESOLVED that:-

the information be noted.

11.2./19 VOLUNTEER RIGHTS OF WAY WARDEN

A written report from the Volunteer Rights of Way Warden was presented as attached at Report No. 1.

RESOLVED that:-

- i) **the Council's appreciation be communicated to Mr Martin; and**
- ii) **information be noted.**

11.3./19 VOLUNTEER TRAFFIC CAMERA WARDEN / CCTV

It was reported that there was nothing new to report.

RESOLVED that:-

the information be noted.

11.4./19 KETTERING BOROUGH COUNCIL

It was noted that no Borough Councillors' reports had ben received and none was in attendance. The Town Clerk reported that he had been informed by KBC's Executive Officer that he understood that existing Borough and County Councillors would have their terms of office extended to May 2021, but that elections to the shadow Unitary Councils would be held in May 2020. He added that there would be extended periods for both Unitary Councillors and Town/Parish Councillors to 2025 with four-year terms thereafter.

It was reported that only two of Desborough's four Borough Councillors had attended the annual Borough Council meeting. It was stated that whilst there was every sympathy for people in ill-health, it was necessary to have elected representatives advocating for the town at this time of great change, and that if Councillors were not able to carry out the role then they should resign.

RESOLVED that:-

the information be noted.

11.5./19 NORTHAMPTONSHIRE COUNTY COUNCIL

It was noted that the County Councillor had not provided a report and was not in attendance. A member of the public referred to the parking restrictions on Pioneer Avenue. It was also reported that some highways painting had been completed.

RESOLVED that:-

the information be noted.

Initialed by Chair: _____

11.6./19 CITIZENS ADVICE SERVICES

The Town Clerk referred to the written report submitted by Citizens Advice Services Corby and Kettering as attached at Report No. 2.

RESOLVED that:-
the information be noted.

11.7./19 DESBOROUGH MEN'S SHED

No report was presented.

RESOLVED that:-
the information be noted.

11.8./19 DESBOROUGH IN BLOOM

No report was presented.

RESOLVED that:-
the information be noted.

11.9./19 DESBOROUGH CIVIC SOCIETY

No report was presented.

RESOLVED that:-
the information be noted.

11.10./19 DESBOROUGH TOWN CENTRE PARTNERSHIP

No report was presented.

RESOLVED that:-
the information be noted.

11.11./19 DESBOROUGH AND ROTHWELL YOUTH COUNCIL

It was stated that there was nothing new to report.

RESOLVED that:-
the information be noted.

11.12./19 ROTHWELL NORTH WORKING PARTY

It was stated that efforts were ongoing to have the scheme and the out-dated plan amended. It was also noted that the groundworks currently on site were required archaeological investigations.

RESOLVED that:-
the information be noted.

11.13./19 DESBOROUGH & DISTRICT TWINNING ASSOCIATION

A report was given on forthcoming visits to Netherlands in June, from France in July/August, and to Estonia in July.

RESOLVED that:-
the information be noted.

12./19 To consider making Grants under the Community Grant Scheme

Extracted from the report of the Town Clerk:

In accordance with the Community Grants Awarding Policy, at the May and October meetings, the Council considers applications for grants received from organisations. The Council's budget is £15,000 of which none has been spent. The policy contains, amongst other provisions:

- *"any grant awarded is at the discretion of the Council and will not normally exceed £1,250";*
- *"At the discretion of the Council any organisation or group with permanent bar facilities in operation may be excluded"; and,*
- *"grant applications cannot be made retrospectively".*

Three applications were received in the recent application round, and a meeting of the Awards Panel was convened. The meeting was attended by Councillors and community members and the following recommendations made.

12.1./19 3rd Desborough Scout Group

Extracted from the report of the Town Clerk:

The request was for £2,000 out of a total of £9,346 for the refurbishment and extension of the external storage facility at the Desborough Community Centre. Funds had been raised from other

Initialled by Chair: _____

sources to supplement the grant request. Without a grant from the Council, or with a smaller grant, further fundraising would be undertaken.

The Advisory Awards Panel recommended a grant of £2,000 as an exception to the normal maximum grant limit.

The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

RESOLVED that:-

a grant of £2,000 be awarded as an exception to the normal policy.

12.2./19 Desborough Town Bowling Club

Extracted from the report of the Town Clerk:

The request was for £975 out of a total of £1,480 to recarpet the general area of the clubhouse and to upgrade security (new security gates). The security work has already taken place, and the facility has a bar. Funds have not been raised from other sources. Without a grant from the Council the work would proceed, and with a smaller grant, fundraising would be undertaken.

The Advisory Awards Panel recommended that no grant be made.

The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

RESOLVED that:-

consideration of the application be deferred pending the outcome of a request to the applicants to provide further information on the activities of the club to a future meeting.

12.3./19 Desborough Green Space Junior Parkrun (a branch of Parkrun Ltd)

Extracted from the report of the Town Clerk:

The request was for £1,700 out of a total of £2,000 for the purchase a defibrillator, additional first aid kits for volunteers, storage, Walkie Talkies, and additional equipment. Funds have not been raised from other sources but discounts have been obtained. Without a grant from the Council the activities would continue but with borrowed equipment, relying on volunteers' own devices, and the defibrillator from the Leisure Centre

The Advisory Awards Panel recommended a grant of £1,700 as an exception to the normal maximum grant limit.

The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

RESOLVED that:-

a grant of £1,700 be awarded as an exception to the normal policy.

13./19 To note the arrangements for the Annual Town Meeting to be held on 30 May 2019

Extracted from the report of the Town Clerk:

The date fixed for the Annual Town Meeting was 23 May 2019. As Members will know, it has now been confirmed that the UK will take part in elections to the European Parliament on that date.

The day of the elections and the weeks leading to them are what is defined in law as a "sensitive period" (often referred to as "purdah"). There is a lot of law about what can and cannot happen during this period, all designed to prevent Councils and Councillors from influencing electors in any way. In order to give as much notice as possible, the Town Clerk consulted Councillors and the date of the meeting was postponed by one week to 30 May 2019 at 7pm. The Council is REQUESTED to note the change.

RESOLVED that:-

the information be noted.

14./19 To consider the appointment of representatives to outside bodies

Extracted from the report of the Town Clerk:

As Members may know, appointments and nominations to "outside bodies" terminate at the statutory annual meeting of the Council in May (this meeting). There is no right for any organisation to have Councillor or Council appointed representatives, and only rarely does a Council have a right to make appointments (this is usually for charities as a foundation Trustee). Following a review of some organisations that have previously had Council representation, the Council is REQUESTED to appoint representatives (which do not have to be Councillors) to the organisations set out in Appendix A where it is clear what role the representative is expected to fulfil, and what the aims, intentions, and ambitions of the organisation are.

RESOLVED that:-

i) the following appointments be made:-

- a. Desborough and Rothwell Youth Council - Cllr Claire Archer, Cllr Bill McElhinney;**
- b. Desborough Pocket Park Committee - Cllr Bill Keys, Cllr Jo Taylor;**

Initialled by Chair: _____

- c. **Leicestershire and Northants Rail Action Committee - Cllr Phil Sawford;**
d. **Rothwell North Working Party - Cllr Linda Burnham, Cllr Irene James;**
ii) **consideration of any appointment to Desborough Civic Society, and to Desborough Town Centre Partnership be deferred pending further information;**
iii) **no appointment be made to Desborough Town Lands and Loakes's Charity.**

15./19 To consider and if so resolved to appoint to Committees, Advisory Panels, and areas of responsibility

Extracted from the report of the Town Clerk:

As Members will know, the membership of internal bodies and appointments terminates at the statutory annual meeting of the Council in May (except financial account signatories). The following are due for review:-

Responsibility	Note
Volunteer Path Warden	Currently Mr Martin
Volunteer Road Safety and CCTV Warden	Currently Mr Hill
Awards Advisory Panel	Honoured Citizen Awards. 2018/19 membership was: Cllrs: Archer, Read, Taylor Community members: Mrs McElhinney, Mrs Watson, Mr Birney
Community Grant Advisory Panel	2018/19 membership was: Cllrs: Draycott, James, Read, Taylor Community members: Mesdames Campbell, Huseyin, Mount, Taylor, Messrs: Dixon, Martin
Personnel Committee	Councillors only
Independent review Councillors	Must not be account signatories. Minimum of one to be named. Currently: Cllrs Burnham, James, Sawford
Financial account signatories (continue until removed or replaced)	Must not be independent review Councillors. Three plus RFO preferred. Currently Cllrs: Draycott, Holmes, McElhinney Town Clerk (as RFO): G Thomson
Data Protection Officer	The Council has previously appointed Northants County Association of Local Councils (currently appointed until March 2020)

The Council is RECOMMENDED to consider the matter and if so resolved to make appointments.

RESOLVED that:-

the following appointments be made:-

- i) **Volunteer Path Warden - Mr Martin;**
ii) **Volunteer Road Safety and CCTV Warden - Mr Hill;**
iii) **Awards Advisory Panel**
a. **Cllrs Archer, Read, Taylor, Watson;**
b. **Community members Mrs McElhinney, Mr Birney, and two other members of the community to be appointed at the next meeting**
iv) **Community Grants Advisory Panel**
a. **Cllrs Archer, Read, Taylor, Watson;**
b. **Community members Dixon, Mount, and two other members of the community to be appointed at the next meeting.**

16./19 To consider alterations to the Council's Standing Orders, Financial Regulations, Scheme of Delegation, Terms of Reference, and principal policies.

Extracted from the report of the Town Clerk:

Throughout the last year a number of the Council's controlling documents have been reviewed, and introduced. Terms of reference for bodies have briefly set out in the minute approving the membership. It is important not only that these documents exist but that they are kept up to date. The list of documents set out at Appendix B is comprehensive with links to the Council's website and specific details of proposed alterations will be circulated before the meeting. The list of

Initialed by Chair: _____

documents will be added to throughout the year. The Council is REQUESTED to consider any amendment to the documents and to re-adopt the documents as amended.

RESOLVED that:-

- i) the Community Grants Advisory Panel, and the Awards Advisory Panel each number four Councillors and four voting, non-Councillor members; and,
- ii) the proposed amendments be otherwise accepted.

17./19 To consider options for CCTV in the town

Extracted from the report of the Town Clerk:

At the last meeting the Council heard about various options for improving the CCTV system in the town. The costs revealed were in excess of the budget provision "for Additional Police or PCSOs, or crime detection by CCTV" of £5,000. Discussions since the last meeting have suggested that it might be possible to increase crime detection by CCTV with a combination of the previous proposals, extension to monitoring, and further coverage on major roads. Consideration must also given to the capacity and arrangements for monitoring any system or improved system. Given the cost of initial installation and the high ongoing running costs (which would fall to the Council), and the possibility of grant funding it is RECOMMENDED that:-

- (a) *the Council indicates whether or not it might be minded to increase the budgetary provision if a workable scheme was devised;*
- (b) *a small task and finish Working Party be convened to look at the options available as previously proposed and currently under consideration in the light of (a) above, taking into account the views of the Police and local residents, the availability of grant funding for the Council;*
- (c) *a report be presented to a future meeting with clear, costed, recommendations with details of funding available.*

It was noted that there was a possibility of applying for grant funding for improvements from the Police and Fire Commissioner's Office. It was suggested that any extension or improvements to the CCTV system should be future-proofed.

RESOLVED that:-

- i) the Council is minded to increase the budget for a suitable scheme;
- ii) a small task and finish Working Party be convened to look at the options available as previously proposed and currently under consideration taking into account the views of the Police and local residents, the availability of grant funding for the Council;
- iii) the Working Party comprise Cllrs: Burnham, Read, Stroud, Watson; and Mr Hill, together with a representative from the Police;
- iv) a report be presented to a future meeting with clear, costed, recommendations with details of funding available.

18./19 To confirm that the Council meets the statutory criteria to exercise the General Power of Competence

Extracted from the report of the Town Clerk:

In accordance with the Localism Act 2011, the Council is required to confirm at each relevant annual meeting that it meets the criteria to hold the General Power of Competence. The Council's Standing Orders require this at each statutory annual meeting (a recommendation to remove the unnecessary requirement is elsewhere on the agenda). A relevant statutory annual meeting is defined in law as one following ordinary elections. The next election is currently expected to be May 2020.

RESOLVED that:-

the Council notes that the Council met the criteria to hold the General Power of Competence at the last relevant annual meeting.

19./19 The Office of Proper Officer

Extracted from the report of the Town Clerk:

The Council previously appointed the former Administration Assistant as Deputy Proper Officer. Now that the Town Clerk is the only employee, it is suggested that alternative arrangements be made. The Town Clerk will outline options available to the Council. The Council is REQUESTED to consider the matter and adopt appropriate arrangements.

The Town Clerk reported that tentative discussions had been held amongst Clerks for mutually beneficial and reciprocal arrangements for short-term absences such as annual leave.

RESOLVED that:-

the Council notes the situation and awaits the outcome of the discussions.

20./19 To receive and note the Planning 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 authority as set out in the report attached at Appendix C.

RESOLVED that:-

the information contained in the report be noted.

21./19 To note the consultation relating to the location of a new bench

Extracted from the report of the Town Clerk:

As Members will recall, a grant was received from the County Council for “the purchase & installation of roadside seat, adjacent to a bus stop, on one of the principal residential roads in Desborough”. At the last meeting, three possible locations were suggested and consultation is under way with the occupiers of properties in the vicinity of the proposed locations. A report of the final results of the consultation will be presented to the June meeting. The Council is RECOMMENDED to note the report.

RESOLVED that:-

the information contained in the report be noted.

22./19 To receive the finance report

Extracted from the report of the Town Clerk:

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

RESOLVED that:-

the information contained in the report be noted.

23./19 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 E details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority; and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.

The Town Clerk withdrew the recommendation for payment of the invoice from Corby Borough Council on the grounds that further information was needed before payment could be authorised.

RESOLVED that:-

the information contained in the report be noted.

The meeting closed at 20:22

Signed by the Chair: _____

Date: _____

Initialed by Chair: _____

DESBOROUGH TOWN COUNCIL
16 MAY 2019

APPENDIX A

Appointment of representatives to outside bodies

Committees, Working Parties, Advisory Panels, posts of responsibility, and representation on outside bodies for the Municipal Year 2019/2020

Name of Body	Name of representative(s)
Personnel Committee	Cllr Gil Holmes Cllr Bill McElhinney Cllr Jean Read Cllr Phil Sawford
CCTV Working Party	Cllr Linda Burnham Cllr Jean Read Cllr Simon Stroud Cllr Jo Watson Mr Rick Hill Representative from Northants Police
Volunteer Path Warden	Mr Bob Martin
Volunteer Road Safety and CCTV Warden	Mr Rick Hill
Awards Advisory Panel	Cllr Clair Archer Cllr Jean Read Cllr Jo Taylor Cllr Jo Watson Four community reps to be appointed
Community Grant Advisory Panel	Cllr Clair Archer Cllr Jean Read Cllr Jo Taylor Cllr Jo Watson Mr Dixon Ms Miranda Mount Two other community reps to be appointed
Internal Control Councillors	Cllr Linda Burnham Cllr Irene James Cllr Phil Sawford
Financial account signatories (continue until removed or replaced)	Cllr Steve Draycott Cllr Gil Holmes Cllr Bill McElhinney Mr Graham Thomson
Data Protection Officer	Service supplied by Northants County Association of Local Councils
Desborough Civic Society	Defer for further information
Desborough Town Centre Partnership	Defer for further information
Desborough and Rothwell Youth Council	Cllr Claire Archer Cllr Bill McElhinney
Desborough Pocket Park Committee	Cllr Bill Keys Cllr Jo Taylor

Initialled by Chair: _____

Name of Body	Name of representative(s)
Desborough Town Lands and Loakes's Charity	No representative
Leicestershire and Northants Rail Action Committee	Cllr Phil Sawford
Rothwell North Working Party	Cllr Linda Burnham Cllr Irene James
Desborough Community Speed Watch	None - but scheme endorsed

Initialed by Chair: _____

COUNCIL POLICIES, TERMS OF REFERENCE, RISK ASSESSMENTS

No.	Policy (link to current policy)	Adopted	Brief summary of changes proposed (link to draft version)
	<u>Constitutional Documents</u>		
01	Standing Orders	18/10/18	Insertion of the word “relevant” to comply with the Localism Act 2011, General Power of Competence. SO 2.3.3.
02	Financial Regulations	21/03/19	Procurement (4.12.)
03	Members’ Code of Conduct	16/02/17	None
04	Scheme of Delegation	18/10/18	Incorporation of in-year changes
	<u>Financial Policies and Procedures</u>		
05	Treasury Management Strategy and Reserves Policy		Update
06	Internal Controls Procedures	21/02/19	None
07	Governance Risk Assessment	21/02/19	None
08	Other Risks Risk Assessment	21/03/19	None
09	Expenses and Travel Policy	15/11/18	Updating amounts
	Other Policies and Procedures		
10	Community Grant Awarding Policy	18/10/18	Powers and Acknowledgement of grants
11	Honoured Citizen Award Policy	20/09/18	None
12	Your right to speak at Council meetings form	18/10/18	None
13	Freedom of Information Publication Scheme	15/11/18	None
14	Subject Access Request Procedure	06/03/18	None
15	Complaints Policy and Procedure	06/03/18	Minor amendments for consistency
	<u>Operational Procedures</u>		
16	Safeguarding Is Everyone’s Responsibility Policy	15/11/18	None
17	Planning and Licensing Policy	18/10/18	None
18	Records Retention Policy	20/02/18	Amended retention times and records.
19	Equal Opportunities Statement	16/02/17	None, to be updated during 2019
20	Casual Vacancies and Co-Options Policy and Procedure	20/12/18	Minor changes in the light of experience
21	Social Media Policy	18/04/19	None
22	Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures	18/04/19	None

Initialed by Chair: _____

No.	Policy (link to current policy)	Adopted	Brief summary of changes proposed (link to draft version)
23	Meetings with Developers Policy and Procedure	18/04/19	None
24	Whistleblowing Policy		New policy, future meeting
	Staffing Policies		
25	Grievance Procedures	16/02/17	None, to be updated during 2019
26	Disciplinary Procedure	16/02/17	None, to be updated during 2019
27	Employer Pensions Discretions Policy	15/11/18	Technical changes recommended by LGPS
	Website and Data Protection Policies		
28	Website Policy	16/02/17	Updated for new site and combined with Disclaimer. Full review in 2019
29	Website Disclaimer	05/03/18	To be deleted
30	Data Protection Policy	06/03/18	None
31	Data Breach Policy	06/03/18	Updated on advice of DPO: reportable & recordable breaches.
32	Draft GDPR Security Compliance Checklist		New
33	DRAFT GDPR Councillor Resignation Checklist		New
	Terms of Reference		
34	Draft Personnel Committee		New
35	Draft Awards Advisory Panel		New
36	Draft Community Grant Advisory Panel		New

Initialed by Chair: _____

DESBOROUGH TOWN COUNCIL
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APPENDIX C

Planning and Licensing Matters

[KET/2019/0246](#)

4 Eyam Close, Desborough
Single storey rear extension

[KET/2019/0263](#)

9 Rothwell Road, Desborough
Creation of vehicular access, excavate front garden and construct retaining wall

[KET/2019/0272](#)

96 Harborough Road, Desborough
Proposed development: Single storey rear extension

[KET/2019/0267](#)

153 Pioneer Avenue, Desborough
Proposed development: Single storey side extension

[KET/2019/0229](#)

35 Union Street, Desborough
Front porch and canopy over bay

[KET/2019/0249](#)

8 Buttercup Road, Desborough
Proposed development: Garage conversion to habitable accommodation

Initialled by Chair: _____

DESBOROUGH TOWN COUNCIL
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APPENDIX D

Finance Report

Monthly Bank Reconciliation

	Bank Statement date
Bank reconciliation	30/04/2019
Unity Trust Bank Current	£0.00
Unity Trust Bank Saver	£100,001.00
Barclays Current	£159,709.05
Barclays Business Saver	£293,892.18
CCLA Public Sector Deposit Fund	£0.00
Unpresented payments	£1,263.76
Reconciled Balance	£552,338.47

The process of moving money into the CCLA Public Sector Deposit Fund is underway moving funds initially into the Unity accounts.

Unpresented payments

Cost centre	Code	Description	Total	Comment
Administration	Community Grant	Desb Town JFC	£500.00	Cheque not presented
Administration	Community Grant	Desb District Guiding	£150.00	Bank details received 19/02/19
Administration	Community Grant	Vine Community Trust	£500.00	Delayed start to works, payment to now be made
Administration	MS Office	MS Office Business for Mac	£113.76	Purchase not yet made
Balance			£1,263.76	

DESBOROUGH TOWN COUNCIL
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APPENDIX E

Accounts for payment

Further items will be added as received.

Supplier	Reason	VAT	Total Amount
Northants CALC	Whole Council development session	£0.00	£299.00
Corby Borough Council	Maintenance of speed signs	£320.00	£1,920.00
Kettering Borough Council	Pocket Park Lease	£200.00	£1,200.00
Northamptonshire County Council	Office rent (Apr - Jun)	£0.00	£2,000.00
Graham Thomson	Salary (May 25 hours / week) Overtime (April hours)	£0.00	£2,081.09
Graham Thomson	Purchase of certificate frames	£0.00	£18.00
	Continuous authority for payments (amount may vary slightly month to month)		
Talk Talk Business	Internet and telephone	£9.59	£57.54

Initialed by Chair: _____

DESBOROUGH TOWN COUNCIL
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REPORT NO. 1

Report of the Path Warden on Rights of way within Desborough

I have been around the paths of Desborough over the past year and have only one path of concern in the Town Council's area, which is UC8 which has been reported over the years, the greater part of it is in Rushton parish, where it is numbered GY11. This cuts across the site is now covered in woodland. I have used it occasionally and it is difficult to follow because of this. The County Council ignored my advice to just leave a ride through it, and so we have this path that cannot be used. This was planted out some 30 years ago, so I will report it to the NCC to remind them.

The paths that lead across from Federation Avenue (UC2 leading to UC10 that go to Thorpe Underwood and Newbottle Bridge) have been cleared, as the law requires, without being reminded, which is a happy conclusion after many years reporting to the NCC rights of way department that they are difficult to get through.

On the by-way, known as "straight furlong" I had to press the R.O.W department to link Bridge Road to the above mentioned way (UC11) as it was very boggy in the winter. This was done after a number of messages to and fro.

Through the past year I have only had to clear some minor overhanging bushes, so all seems well after a few years of agitating.

Bob Martin, Path Warden for Desborough

Initialed by Chair: _____

DESBOROUGH TOWN COUNCIL
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REPORT NO. 2

Citizens Advice Services Corby & Kettering
Quarterly Grant Report to Desborough Town Council

March - May 2019

Grant Purpose

The grant is to support residents of Desborough who require assistance and support in their own homes when their circumstances mean that they find it difficult to access our advice services in our usual premises. Appointments will be available to assist with disability benefits as in our previous offer but will also expand to include help with a variety of subjects to include wider benefit issues and those requiring help with debt problems. The grant allows us to help and support 80 people who would otherwise be unable to receive our help and find a way forward.

Outcomes

We have visited 12 Desborough residents this quarter in with issues relating to both benefits, debt and energy related issues and completion of disability forms, of these 6 have received repeat visits. This equates to a total of 23 home visits so far for the 6 month period which is just above target for the first half. As previously, we are still awaiting some outcomes from disability applications as these can take up to 12 months on some occasions but with the clients seen so far, we have assisted in claiming £34511 to date in additional benefit income which is not disability related and dealt with a total of £38413 in debt owed. The clients visited all required help and support in the areas of benefits, disability claims and debt and we also found that other help was needed in certain cases. This included completing financial health checks which also includes advice on finding the best deal for energy payments.

We work with our clients holistically ensuring that all issues are identified and that appropriate advice/support is given in all areas.

The home visiting service is continuing to be popular as we envisaged and clients have been really appreciative of us being able to visit them in their homes.

Please see the case study below as an example of our work on this project;

Case Study

Client contacted our office to arrange a home visit for assistance with his current energy tariff with British Gas which ends 31st March 2019. He has dual fuel, economy 7, home energy secure March 2019 tariff, paper bills and paid by direct debit.

Client is concerned that the new fixed price tariff offered by BG will increase his costs by roughly £160 pa based on last year's consumption. Client has just bought a new laptop but considers himself to be technically inefficient to set up an online account. Client was given information and advice on the switching procedure and tariff types and that many companies offer a better deal if dealt with online.

It was explained to client that we would help set up a new plan on line for him if it was monetary beneficial. Client happy with this.

We met with client last year to outline Warm Home Discount and Priority Services Register. He is now on PSR and has to apply again for WHD this year following a successful application last year. WHD needs to be taken into account when looking to switch.

Using energycompare.citizensadvice.org.uk there is a potential saving of £193 pa to be gained with BG Energy plus boiler cover 2020 based on last year's usage. Client keen to go ahead with this.

Client has had his larynx removed following throat cancer and has to use a voice box. Consequently he does not have confidence in speaking with people he does not know. I phoned BG with client present and spoke with Nicole. She says that this tariff is only available through USwitch.

Using the client's laptop, USwitch website was downloaded and account set up to switch client to this new tariff. 14 day cooling off notice now in place and client will inform me if there are any issues after this.

This tariff requires client to set date for a smart meter to be fitted, explained the benefits of smart meters to client who was happy with this.

A benefit check was completed and showed that the client is in receipt of Employment and Support Allowance and Personal Independent Payments and all his entitlements at this point.

It was diarised to contact client in 3 weeks to confirm that he is happy with outcome and to see if he requires further help.

*Update: No issues and client had Smart meter fitted and is happy with the outcome and diarised for next year to do WHD and to see if the tariff is still appropriate.

Expenditure to date;

Salaries	£ 2300
Travel expenses	£ 342
Total	£ 2642

Initialed by Chair: _____