

**Minutes of the meeting of Desborough Town Council
held on Thursday 17 October 2019**

Councillors present: S Draycott (in the Chair), C Archer, L Burnham, G Holmes, B Keys, P Sawford, S Stroud, J Taylor, and J Watson.

Also present: Police Sergeant R Offord, G Thomson (Town Clerk), and 16 members of the community.

88./19 CHAIR'S WELCOME AND ANNOUNCEMENTS

The Chair welcomed those present to the meeting. He began the meeting with the sad news that Kettering Borough Councillor David Soans has passed away the previous week. The Council and members of the public stood for a minute's silence.

The Chair stated that the planning application for a change of use to day nursery for up to 200 children at The Ritz and Conferencing Suites, 7-9 Station Road, Desborough ([KET/2019/0328](#)) had been withdrawn by the applicant and no decision would be made by Kettering Borough Council (KBC).

The Chair reported the outcome of the Magistrates Court hearing into the Borough Council's prosecution with regard to the alleged breaches of the Community Protection Notice (CPN) served on the landowner of land at: Birchfield Springs Nursery, Desborough Road, Rushton under the Anti-Social Behaviour Crime and Policing Act 2014. He invited the Town Clerk to summarise the situation. The Town Clerk stated that as an alternative to a full trial, KBC had negotiated a legally binding agreement with the landowner setting out what he will do to minimise the impact of his activities on the community, similar in terms to the CBO that would have been requested.

The Town Clerk outlined the conditions including:-

- wheel washing to remove external mud from vehicles prior to that vehicle leaving the site;
- the road outside the site to be monitored at regular intervals for mud during operational hours at least twice a day, and hourly in wet or snowy weather, and keep records of such monitoring;
- if necessary, use an effective road sweeper machine at least twice a day, and hourly in wet or snowy weather, to remove any mud deposits;
- restricting the vehicles and plant which may be stored at the site;
- providing KBC a list of vehicles (including registration numbers) and plant on site considered necessary for the purported implementation of planning permission no. KET/2010/0242, and the four lorries allowed;
- restricting the hours that HGV and plant may enter or leave the site
- if all restrictions are lifted in respect of the use of HGVs on Rushton Road via Triangular Lodge, all lorries and plant will use that route.

The Town Clerk confirmed that any breach of this Notice was a legal offence subject to prosecution, and that the landowner had agreed to pay towards the Council's costs in initiating prosecution through the Courts.

He stated that KBC had asked that any evidence of any breach of the full conditions should be passed to KBC as soon as possible, being as clear and accurately recorded (such as date stamping on photographs, so that it can be drawn upon it that proves necessary.

89./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Councillors James and Read.

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

Chair: _____

90./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

The following declarations of interest were made:-

Item 96./19 "Proposed stopping up of highway land"

Councillors Burnham, Draycott, Holmes, and Taylor declared non-pecuniary interests in this item.

Item 107./19 "To consider a report from the Community Grants Advisory Panel and determine any grant payments"

Councillor Draycott declared a non-pecuniary interest in this item insofar as it related to Desborough Town Welfare Committee.

Item 107./19 "To consider a report from the Community Grants Advisory Panel and determine any grant payments"

Councillor Watson declared a non-pecuniary interest in this item insofar as it related to Desborough Carnival Committee.

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

91./19 TO NOTE ANY REQUESTS FOR DISPENSATION

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

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

92./19 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2019

The minutes of the meeting held on 19 September 2019 had been previously circulated.

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

93./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

A member of the public spoke about traffic regulation at the junction of Pioneer Avenue and Rothwell Road, and also on Unity Street, and commented about inconsiderate drivers parking on verges.

94./19 POLICE REPORT / CRIME FIGURES

Extracted from the report of the Town Clerk:-

Sgt Offord has been invited to the meeting and hopes to attend. The latest crime figures for the Kettering sector, Loatland area and St. Giles area are shown at Appendix A. Specific comments have been received about criminal damage to planted tubs and hanging baskets throughout the town.

Sgt Offord introduced the crime figures and explained the context of the data. He encouraged people to look at the graphs and trends rather than individual figures which could prove misleading. He explained that parking enforcement was now easier with evidence being recorded digitally rather than tickets being affixed to vehicles. In response to questions he added that in many cases the timing of responses from the Police was limited by the willingness of victims to make themselves available, and to make statements.

Sgt Offord extended an invitation to Councillors and members of the public to attend a "ride along" with Police officers to gain an understanding of the issues and realities of modern policing.

Sgt Offord was thanked for his report and it was

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

95./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 B.

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

Initialled by Chair: _____

- 95.1./19 UPDATE: KET/2019/0540, 32 VICTORIA STREET, DESBOROUGH, CHANGE OF USE OF DOMESTIC PROPERTY TO OSTEOPATH/CHIROPODY CLINIC, ETC.**
 Extracted from the report of the Town Clerk:-
This application, to which the Council objected, has been withdrawn and no further action will be taken by the Planning Authority.
RESOLVED that:-
the information contained in the report be noted.
- 95.2./19 PROPOSED RESIDENTIAL DEVELOPMENT OF UP TO 260 DWELLINGS WITH ACCESS AT LAND OFF HARBOROUGH ROAD, DESBOROUGH (KET/2019/0606)**
 Extracted from the report of the Town Clerk:-
The Council is REQUESTED to consider its view on the application and any potential projects for S106 contributions.
 Concern was expressed, amongst other things, that the proposal was contrary to a number of policies, the current over supply of development sites, at the access arrangements, the potential impact of traffic and traffic incidents, traffic speeds, and the proposed site being outside the accepted development boundary.
RESOLVED that:-
the objection, suggested conditions, and S106 requirements as set out at Annexe A be submitted.
- 95.3./19 PROPOSED RE-DEVELOPMENT OF SITE TO CREATE 40 DWELLINGS WITH ACCESS, PARKING AND ASSOCIATED WORKS AT LAND OFF MANOR HOUSE GOLD STREET, DESBOROUGH (KET/2019/0644)**
 Extracted from the report of the Town Clerk:-
The Council is REQUESTED to consider its view on the application and any potential projects for S106 contributions.
 Whilst acknowledging that the site was small and retained the Manor House, concern was expressed, amongst other things, that the proposal would increase significantly the congestion at the Gold Street junction, the current over supply of development sites, at the access arrangements, the potential impact of traffic and traffic incidents, and traffic speeds.
RESOLVED that:-
the objection, suggested conditions, and S106 requirements as set out at Annexe B be submitted.
- 96./19 PROPOSED STOPPING UP OF HIGHWAY LAND**
 Councillors Burnham, Draycott, Holmes, and Taylor declared non-pecuniary interests in this item.
 Extracted from the report of the Town Clerk:-
The Council has been consulted by the Highway Authority on a proposal to “stop up” about two square metres of highway land in the County Council’s ownership. The area of land in question is located at the external corner of the buggy store at the library and which was taken into the covered area when the then SureStart extension was built. It was formerly highway verge. The Highway Authority has no objection to the extinguishment of this area of highway and the subsequent registration of the land as part of the property. This must now happen irrespective of any potential change in ownership of the building.
The Town Council’s views and the views of Kettering Borough Council have been sought under S116 of the Highways Act 1980 with a view to regularising the situation. The Council is REQUESTED to consider whether it consents to the proposal.
RESOLVED that:-
the Council consents to the proposal.
- 97./19 TO RECEIVE AN UPDATE RELATING TO THE TRAFFIC REGULATION IN THE PIONEER AVENUE AREA**
 Extracted from the report of the Town Clerk:-
An update will be provided to the meeting.
 The Town Clerk reported that a site was to be held the following day and a report would be presented to the next meeting on whether consensus was achieved.
RESOLVED that:-
the report be noted.

98./19 ARRANGEMENTS FOR FILLING THE TOWN COUNCIL VACANCY: BY-ELECTION

Extracted from the report of the Town Clerk:-

As Members will know, a by-election is to be held on 24 October 2019 between the hours of 07:00 and 22:00 to elect a Councillor to fill the current vacancy. The Town Council's large meeting room will be used as a polling station owing to the unavailability of the usual space at Loatland School.

RESOLVED that:-

the information contained in the report be noted.

99./19 TO NOTE A REPORT FROM A MEETING WITH KBC

Extracted from the report of the Town Clerk:-

Cllr Taylor and the Town Clerk attended a meeting with KBC's Head of Environmental Care Services. Although the meeting was intended to be about the Dunkirk Avenue play area a number of other issues of mutual interest and concern were raised, including the Braybrooke Road Play Area, car parking provision, Christmas Lights, CCTV, Cycle Paths, and asset ownership. Further information on progress will be reported in due course.

Other matters which will be raised with KBC include the standards of grounds maintenance which allow weeds to grow out of the paving slabs and in the gutters, and also the deteriorating state of the fabric of the Lawrence's building.

Councillor Taylor stated that the meeting had been constructive and had covered a range of issues.

RESOLVED that:-

the information contained in the report be noted.

100./19 TO CONSIDER THE COUNCIL'S RESPONSE TO THE CLIMATE EMERGENCY QUESTION

Extracted from the report of the Town Clerk:-

The arguments about climate change are well known and information is available elsewhere. It has been suggested that the Council might review its activities with a view to minimising environmental impact. This would involve looking at all the Council's activities and building-in environmental and energy-saving measures. One way which has been suggested elsewhere is to have a separate budget for climate emergency matters. All projects and expenditure items would be assessed for climate change credentials and if there was a cost implication for using the "environmental advantageous" option then the additional cost should come from the climate emergency budget.

Some specific activities might include:-

- *reduction of printing by the use of a projector and screen for meetings instead of printing copies of minutes, agenda and reports;*
- *replacement (over time) of existing Christmas lights to low energy LED or solar powered lights;*
- *actively supporting small and large planning applications with specific provision for new renewable energy;*
- *promoting practical action by local people;*
- *Bringing together groups of people for bulk purchases;*
- *Developing and promoting lift-sharing schemes;*
- *Buying green;*
- *Reducing and removing single-use plastics from the Council's operations where possible;*
- *Using green transport;*
- *Minimising waste going to landfill or incineration;*
- *Ensuring the climate change or nature implications of decisions are known;*
- *Designating safe walking and cycle routes.*

This is not a definitive list and there will be many suggestions in future in this emerging field. It should also be noted that climate change expertise is limited amongst town and parish Councils. The Council is REQUESTED to consider its response.

It was noted that much of the action points listed were not under the control of the Town Council. However, it was considered that the Council should do what it could to recognise and minimise its impact on the environment: such as in its purchasing, and supporting walking and cycling routes.

RESOLVED that:-

the report be supported and suggested measures be adopted where possible.

101./19 TO RECONSIDER THE RECOMMENDATION OF KETTERING BOROUGH COUNCIL'S STATUTORY OFFICERS GROUP TO CANCEL THE DISPENSATIONS GRANTED TO COUNCILLORS

Extracted from the report of the Town Clerk:-

Pursuant to the decision at the last meeting, further clarification was sought from the Borough Council's Monitoring Officer specifically in regard to the recommendation that the Council cancels the dispensations for Councillors who are Trustees of the DLCH.

The Borough Council's Monitoring Officer has clarified that nothing in the process the Town Council adopted has led the Borough Council or the Monitoring Officer to question the legal validity of the dispensations made. He also confirmed that the recommendation to cancel the dispensation is merely that, a recommendation. It is not a sanction and not a requirement. However, the Monitoring Officer's view is that the exercise of the dispensation is discretionary and with hindsight it turned out to be unhelpful that the Members concerned asked for a dispensation when there was a conflict of interest created at the point that they accepted the role of trustee, after they had been elected, and with again with the benefit of hindsight no Councillors at all voted against making a building purchase loan of £120,000 to DLCH.

The Monitoring Officer's purpose in recommending that the dispensation was removed was in the interests of transparency, and to remove future challenges to the Council's decision-making. The Council is REQUESTED to consider the matter.

It was noted that at no point was there a suggestion of any criminal or unlawful activity but that since the recommendation from the Borough Council was for the dispensations to be cancelled then they ought to be. A view was expressed that the recommendation was the Borough Council substituting its judgement for the Town Council's and that to accept the recommendation would undermine the process which had produced valid dispensations. It was noted that the previous Council administration had repeatedly voted to allocate money for this purpose. It was suggested that if the dispensations were cancelled then it would allow a clean break on library issues.

Following a full and frank discussion it was

RESOLVED that:-

a decision on the matter be deferred to allow Members time to reflect.

102./19 TO CONSIDER A DRAFT OF THE COUNCIL'S THREE TO FIVE YEAR PLAN

Councillors Holmes and Sawford declared personal interests in item 11.

Extracted from the report of the Town Clerk:-

Members will recall that the Internal Auditor made a specific recommendation that the Council should allow the Town Clerk to bring forward a three to five year plan to ensure that the reserves are used effectively and to the benefit of the community over the course of time. The Council accepted this recommendation and it is time to start preparations for this work.

The Council will fix the budget for 2020/21 in January 2020 (at the latest). It will also fix the precept in January 2020 (after the budget). Councillors will be aware that the whole Council election is due in May 2020. Therefore the incoming Administration will be working with the current Administration's budget. Given the comments made over the last year by Councillors collectively and individually, it is assumed that whatever budget decisions are made, the precept next year will be similar to this year: sufficient to cover ordinary running costs in line with other towns, but excluding "project" expenditure funded from reserves.

There is nothing to prevent the Council from earmarking funds for some future purpose, but the Council needs to be able to show progress against these earmarked projects over time. Whatever the Council decides to do, it needs to be able to demonstrate that there is a plan to reduce the unallocated balances to somewhere in the region of 3 to 12 months' precept. There is no statute or law which specifies the amount of unallocated reserves which can be held but the Joint Panel on Accounting & Governance (JPAG) has clarified under "proper practices" this expectation for a Council of our type.

So, put simply, there are four basic options:-

- a) allocate (earmark) a sufficient amount of reserves for identified future schemes to reduce the un earmarked / unallocated amount to about £75,000;
- b) increase the precept to between £200,000 - £300,000;
- c) spend significant amounts of money this financial year to reduce the balances;
- d) identify specific areas where money could be spent and work up outline costed schemes, earmarking those for future spend when the circumstances are right.

In law, there is no requirement for the Council to consult residents on spending decisions or strategy. Last year, the Council decided to carry out a consultation exercise but despite the attendant publicity and a personal hand-delivery of leaflets, the Autumn Update 2018 consultation did not produce a massive response on any particular suggestion - perhaps leading to a conclusion that the community accepted that the Council should be deciding these things.

Initialled by Chair: _____

In no particular order there are some items which might be worthy of further consideration.

- (1) *Road / Traffic Improvements (inc Gladstone Street / Nicholls Street)*
There are a number of hotspots in the town where traffic movements are problematic, together with multiple parking problems.

One area of specific interest is the Gladstone Street / Nicholls Street loop, which has been suggested as a one-way system on a number of occasions. If the Council was minded to pursue a scheme it would be necessary to approve the details of the proposals, and a new consultation process would be necessary in accordance with The Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996. This would be carried out by the Highway Authority. When the proposals were last costed the anticipated cost was approximately £77,000 (plus VAT). If the Council wishes to proceed with this proposal it will be necessary to work through the Highway Authority.
- (2) *Signage improvements*
The signage into, and around, the Town could be reviewed, standardised, and improved. This might include signposting towards notable businesses such as factory shops, Union Street shops, parking, schools, health services, library, and of course the Town Council's offices.
- (3) *Working with businesses*
There are a number of factory shops and retail units in the town. The Council could seek to bring these together to co-ordinate and co-operate with advertising and to synchronise opening hours, for example.
- (4) *Local Government Reorganisation*
The new Unitary Authority (UA) may wish to delegate or contract with the Town Council to deliver services on behalf of the larger authority. Although the matter has not been discussed in any detail by the Town Council, the presumption is that the Town Council will either not accept any downward delegation, or will not accept any unless the full cost (and on-costs) are completely covered. It is speculated that the UA will not wish to transfer to Town / Parish Councils anything which is income generating. Although it is too early to have any certainty, the most likely items would include streetlights, estate grass cutting, grounds maintenance (the Recreation Ground, the Pocket Park, possibly the Greenspace).
- (5) *Compulsory purchase of derelict ground sites*
It is possible for the Town Council to ask the Borough Council to exercise compulsory purchase powers of derelict sites in very specific circumstances. However, it must be remembered that the costs of doing so are likely to be high, as will legal costs, and there are no guarantees that a proposed compulsory purchase would be successful.
- (6) *Employ a local amenities officer / "lengthsman" / handy person*
This idea has been around for some time. The idea is for the person to carry out those small tasks around the town that others neglect to do, or cannot / will not do in a reasonable time. Equally, this post might undertake tasks such as maintaining the speed signs. To some extent, it would perhaps be better to delay consideration of this idea until the likely views of the Unitary Authority are known.
- (7) *The Lawrence's site*
Over the course of the last year the Borough Council has indicated that the site is to be razed and replaced with residential property. It has been noted elsewhere that the building is in a poor and deteriorating state and informal indications from the Borough Council suggest that development of the site may not be too far in the future.
- (8) *Public toilets*
This was investigated at the time of the preparations for the current year's budget. Given that the Council does not own any property in the town it is difficult to see where toilets could be located.
- (9) *Welcome Packs / Town Guides*
There are a quite a few towns and parishes where a welcome pack is provided to new residents. Some have a simple postcard directing people to the Council's website. Other places have a parish guide which is distributed to all residences. These packs / guides usually include details of the Council, other elected representatives, what major organisations do, where to go, regular "what's on?" events, reports on Council activity, and so on.
- (10) *War Memorial*
The war memorials where the poppy wreaths are laid each year are listed and no further names can be added. There is a lengthy process for names to be added to any (non listed) memorial (mainly to ensure that the fallen appear on only one memorial in the country). In the last year one

potential omission was suggested but this was not proceeded with. It has been suggested that a new obelisk could be installed (at the southernmost corner) which would not be part of the existing monument but could be used in future to mark the fallen from previous conflicts who have been missed and for those lost in current or future conflicts.

(11) **Automated External Defibrillators (AEDs)**

There are very few publicly accessible defibrillators (AEDs) in the town. Advice from East Midlands Ambulance Service suggests that the maximum distance between casualty and any AED that they would ask anyone to fetch is 500 metres. The use of an AED and effective CPR are the only definitive treatment for victims of sudden cardiac arrest. Without immediate treatment, 95% of cardiac arrests are fatal. When a heart beats in an irregular rhythm, it requires a shock from a defibrillator. Delivering a shock within 3-5 minutes after the victim has collapsed increases their survival chance from 6% to 74%. Further coverage across the town could be provided in a planned way in collaboration with building owners and businesses.

The Council is REQUESTED to consider the report, identify any items it does not wish to consider further, identify items it would like to see in a three to five year plan, and suggest priority items for action in the short term.

It was suggested that items of ambition for the next three to five years be included in the forthcoming budget consultation process.

RESOLVED that:-

consultation on the community's ambitions for the next three to five years be included in the budget consultation process.

103./19 INSURANCE ARRANGEMENTS 2020/2021

Extracted from the report of the Town Clerk:-

As Members may recall, the Council entered into a three-year deal with Inspire arranged through Came & Company Local Council Insurance at a cost of £1,746.19 for each of the next three years (index-linked by 4%) and the covers detailed in the Council's current schedule of insurance.

Confirmation has been received that the Council's renewal premium will be £1,747.08, including insurance premium tax (IPT) plus the Administration fee of £50, giving a total annual premium of £1,797.08. This takes into consideration the Council's long-term agreement which expires in November 2021. The Council is RECOMMENDED to authorise the continuation of the insurance.

RESOLVED that:-

the recommendation be accepted.

104./19 TO CONSIDER PURCHASING THE CLERKS' MANUAL 2019

Extracted from the report of the Town Clerk:-

The Clerks' Manual published by the Society of Local Council Clerks is one of the most respected reference works in the local Council sector. The law in this country is ever-changing and the 2019 edition of The Clerks' Manual has been brought firmly into the digital era, without losing the wealth of knowledge which it has always included. The Manual covers English and Welsh law and has over 80 different categories from Accounting and Audit through to Websites, Newsletters and Council Publicity. The Council is RECOMMENDED to approve the purchase of the reference work at a cost of £47.50.

RESOLVED that:-

the recommendation be accepted.

105./19 TO CONSIDER COMMUNITY PAYBACK IDEAS

Extracted from the report of the Town Clerk:-

The Council has been informed that nominations are being received for placements and projects suitable for community payback. Anyone can nominate a project or placement on behalf of their community to be undertaken by Community Payback. Suggestions should be sent to the Northamptonshire Probation Trust. The Council is REQUESTED to consider nominating a project or placement.

RESOLVED that:-

suggestions including works at the Pocket Park and Millennium Green be put forward.

106./19 TO CONSIDER ANY RESPONSE TO A CONSULTATION ON 5G

Extracted from the report of the Town Clerk:-

The Government is currently consulting on proposed reforms to permitted development rights to support the deployment of 5G and extend mobile coverage. This consultation seeks views on the principle of amending permitted development rights for operators with rights under the Electronic Communications Code (Code Operators) to support deployment of 5G and extend mobile coverage, and the circumstances in which it would be appropriate to do so. The consultation also seeks views on whether it is appropriate to impose specific limitations, conditions and restrictions on any

Initialed by Chair: _____

amendments to permitted development rights to mitigate the impact of any new development. The Council is REQUESTED to consider making a response.

RESOLVED that:-

the Town Clerk be authorised to respond on behalf of the Council.

107./19 TO CONSIDER A REPORT FROM THE COMMUNITY GRANTS ADVISORY PANEL AND DETERMINE ANY GRANT PAYMENTS

Extracted from the report of the Town Clerk:-

A report and recommendations for any grants considered appropriate will be submitted to the meeting Report No 1.

107.1./19 ZELHOFF 2020 GROUP OF 3RD DESBOROUGH SCOUT GROUP

It was noted that the Advisory Panel recommended a grant of £1,500 as an exception to the normal maximum grant limit.

RESOLVED that:-

the recommendation be accepted.

107.2./19 DESBOROUGH CARNIVAL COMMITTEE - FIREWORKS DISPLAY

It was noted that the Advisory Panel recommended a grant of £1,250 as an exception to the normal maximum grant limit.

RESOLVED that:-

the recommendation be accepted.

107.3./19 DESBOROUGH CARNIVAL COMMITTEE - CARNIVAL

It was noted that the Advisory Panel recommended a grant of £1,500 as an exception to the normal maximum grant limit.

RESOLVED that:-

the recommendation be accepted.

107.4./19 DESBOROUGH TOWN WELFARE COMMITTEE

Cllr Draycott having declared an indirect personal interest in the item, remained in the Chair but took no part in the discussion or voting thereon.

It was noted that the Awards Advisory Panel recommended no grant be made at this time but asked that the Town Clerk offer to work with the Committee representatives with a view to their being able to comply with the due diligence issues and finding a suitable project which it would be lawful for the Council to contribute towards in future.

RESOLVED that:-

the recommendation be accepted.

107.5./19 POLICY

It was noted that the Panel was recommending a quarterly application process rather than biannual.

RESOLVED that:-

the Council's policy be amended to provide for quarterly application windows.

108./19 TO NOTE AN UPDATE RELATING TO THE PROPOSED CCTV UPGRADING

Extracted from the report of the Town Clerk:-

In accordance with the decision at the last meeting, KBC has been requested to provide costs for a camera covering Braybrooke Road, and discussions have also taken place with a view to reducing the monitoring costs. Further details will be provided to a future meeting when received.

RESOLVED that:-

the information contained in the report be noted.

109./19 NORTHANTS CALC AGM

Extracted from the report of the Town Clerk:-

To receive a report from the annual meeting of Northamptonshire County Association of Local Councils (Northants CALC) Report No 2.

RESOLVED that:-

the information contained in the report be noted.

110./19 TO NOTE A REPORT ON THE BRAYBROOKE ROAD PLAY AREA

Extracted from the report of the Town Clerk:-

See Appendix C.

It was noted that the Borough Councillors had not attended the meeting.

Initialled by Chair: _____

RESOLVED that:-

- a) KBC be requested to survey the area and to provide estimated costs and plans for equipping the area; and,
- b) the Council sets aside a maximum of £30,000 towards equipping the play area and installation of equipment for Braybrooke Road Play Park on condition that the Borough Council carries out the work and retains ownership of the equipment.

111./19 TO RECEIVE REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS**111.1./19 COUNTY COUNCILLOR MATTHEWS**

Extracted from the report of the Town Clerk:-

Cllr Matthews has stated that he has no report for the meeting.

RESOLVED that:-

the report was noted.

111.2./19 DESBOROUGH IN BLOOM

It was reported that some of the tubs and baskets around town were being damaged. It was also reported that there were weeds growing through paved areas, and that the Gladstone Square garden area had been damaged by falling masonry.

RESOLVED that:-

the maintenance issues be reported to KBC.

111.3./19 ROTHWELL NORTH WORKING PARTY

It was noted that the annual meeting of the Working Party was to be held on 21 October 2019. It was also noted that the Planning Authority was to consider matters relating to the development at its meeting in October.

RESOLVED that:-

- a) Cllr Burnham be authorised to speak at the Planning meeting on behalf of the Council; and,
- b) the information contained in the report be noted.

112./19 FINANCE REPORT**112.1./19 TO RECEIVE THE FINANCE REPORT**

Extracted from the report of the Town Clerk:-

The Council is RECOMMENDED to approve the report at Appendix D. Details in the report will be updated before the meeting as information is received.

RESOLVED that:-

the report be accepted.

112.2./19 REFERENDUM PRINCIPLES

Extracted from the report of the Town Clerk:-

Confirmation has been received that referendum principles (capping) will not apply to English parishes for the coming financial year. Nevertheless, it is clear that there is an expectation that Councils need to continue to exercise restraint in setting precepts. Any significant increases in precepts / Council tax (for example those necessitated by taking on additional services) are clearly articulated to the local community and, if at all possible, have already received their support.

RESOLVED that:-

the information contained in the report be noted.

112.3./19 TO RECEIVE THE AUDIT REPORT

Extracted from the report of the Town Clerk:-

The external audit report has been received and the accounts signed off (available [here](#)). Two items were raised:-

(a) Basis of Accounts

“Section 2 has not been prepared in accordance with proper practices. The income and expenditure basis must be used to prepare its accounts for the third and subsequent years that the income and/or expenditure exceeds £200k. Please ensure that the 2018/19 figures are restated in the prior year comparatives when completing next year’s AGAR.”

The accounts have been produced in the same way for many years, and exactly the same as last year. There are two methods of drawing up accounts “Receipts and Payments” and “Income and Expenditure”. Receipts and Payments is used for Council’s whose income or expenditure is under £200,000 whilst Income and Expenditure is used for those over £200,000

Initialed by Chair: _____

for three or more years. This accounting year was the third year and the guidance is for accounts to be prepared on the "Income and Expenditure" basis.

The Council's precept has been set as follows:-

2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
£20,000	£67,000	£350,000	£349,700	£280,000	£76,016

Given the stated position of the Council, it seems very unlikely that the precept would return to a figure over £200,000 in the coming year. Therefore the 2019/20 accounts will probably be prepared on the Receipts and Payments basis. We cannot know what might happen following the election but any new administration will not be able to increase the precept so next year's accounts will be on the Receipts and Payments basis too.

Comparing different years is not possible when they are prepared on a different basis. In the interests of openness and transparency the accounts for 2018/19 were prepared on the Receipts and Payments basis that will be likely to be used in the forthcoming years.

To use the "income and expenditure" method for 2018/19 would require 2017/18 to be recalculated on the "income and expenditure" method, 2018/19 would be completed using the "income and expenditure" method; with the precept having fallen to well below the £200,000 level 2019/20 would be calculated using the "receipts and payments" method, meaning that 2018/19 would have to be recalculated using the "receipts and payments" method. In summary: the Council would have to draw accounts in both "income and expenditure" and in "receipts and payments" for three years. This was explained and accepted by the external auditor, however they failed to reflect this in the certificate.

If the accounting basis next year is Income and Expenditure then this year's will have to be restated. If the accounting basis next year is Receipts and Payments then this year's will not need to be restated, which would save confusion.

(a) Variances between years

The Council was informed that all information requested had been provided and the external auditor report and certificate would be issued in due course. However, on the afternoon of Tuesday 24 September 2019 an email was sent to the Council asking for further explanations by Thursday 26 September 2019. These further explanations were sent early on Thursday morning, within the timescale set, and to the satisfaction of the auditor. Unfortunately owing to a mis-communication the external auditor issued the final certificate at one minute past midnight on the morning of 26 September 2019.

The auditor has confirmed:

"Firstly we would like to apologise that a mis-communication lead to the file being closed ahead of the extended deadline given for providing additional information. As previously explained; we are not permitted to re-issue our report once the closure documents have been issued."

"We can confirm that had the information regarding the numerical breakdown of the variance in Section 2 Box 3 between the current and prior years been provided prior to the signing and certification of our report, it would not have been necessary to have raised the other matter stated below:

The smaller authority has not provided an adequate explanation for the variance between the current and prior year for Section 2, Box 3.

"Unfortunately we are unable to re-issue our report once it has been issued. Therefore, please feel free to display this email along with the report to clarify the situation, as we are now in receipt of an adequate explanation."

The Council is REQUESTED to note the position.

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

112.4./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.

RESOLVED that:-

Initialled by Chair: _____

the payments listed in the report and those grants approved during the meeting be approved.

The meeting closed at 21:12

Signed by the Chair: _____

Date: _____

Initialed by Chair: _____

DESBOROUGH TOWN COUNCIL
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APPENDIX A

The crime figures for September 2019 are available in .pdf form on the Council's website here: <https://desboroughtowncouncil.gov.uk/wp-content/uploads/2019/10/Crime-figures-201909.pdf>

DESBOROUGH TOWN COUNCIL
17 OCTOBER 2019

APPENDIX B

Planning and Licensing Matters

[KET/2019/0606](#)

Harborough Road (land off), Desborough

Proposed development: Residential development of up to 260 dwellings with access considered

[KET/2019/0632](#)

165 Dunkirk Avenue, Desborough

Proposed development: Single storey rear extension

[KET/2019/0644](#)

Manor House (land rear of) Gold Street, Desborough

Proposed development: Re-development of site to create 40 no. dwellings with access, parking and associated works

[KET/2019/0646](#)

Desborough Road (land off), Braybrooke

Proposed development: Agricultural store

[KET/2019/0651](#)

17 Leys Avenue, Desborough

Proposed development: KET/2018/0829 - Amended scheme: First floor rear extension with attic

[KET/2019/0671](#)

The Cedars, Rushton Road, Desborough

Proposed development: Demolition of outbuildings and erection of an ancillary residential annexe room

Initialled by Chair: _____

Proposed Residential Development Of Up To 260 Dwellings with Access At Land Off Harborough Road (Land Off), Desborough (KET/2019/0606)

Desborough Town Council wishes to object to the application for the following reasons:-

- a) The proposal is contrary to the development plan which includes saved policies from the Local Plan for Kettering Borough (LP), and the North Northamptonshire Joint Core Strategy (JCS); specifically LP Policy 7, and JCS Policies 28, and 29.
- b) The proposed development is on a Greenfield site which sits outside the development limits which are defined in the LP and is therefore in the open countryside. The proposal is, as a matter of fact, in conflict with Policy 7.
- c) In accordance with Policies 28 and 29 the expected delivery for Desborough is 1,360. Planning permission already exists for over 1,600 dwellings in the Desborough area, so the 1,360 requirement has already been exceeded. The JCS is a recently examined and adopted part of the development plan and Policies 28 and 29 are not out of date. Consent for this application would not be in line with the expectations of Policy 29.
- d) There is currently an excess of 5 years' supply of deliverable housing land and granting permission for this proposed development would not be appropriate and would take housing provision for Desborough well beyond what is acceptable in light of the strategy set out in the JCS.
- e) The proposals would present a real risk to the businesses in Desborough which rely on HGV access. Respectively Rothwell Road (south of Pioneer Avenue), Braybrooke Road (from its junction with Harborough Road to the edge of the town), Stoke Road, Pipewell Road, and Rushton Road (where it passes through Rushton) are all weight restricted routes (to 7.5 tonnes). Consequently, whilst these restrictions remain, vehicles exceeding 7.5 tonnes seeking to access Desborough may do so only via Harborough Road and Brampton Wood Road (the latter being a somewhat narrower road compared to Harborough Road). So any closure of Harborough Road has the potential to create problems with deliveries to and from all larger businesses.
- f) There is no protection proposed for vehicles turning right out of the proposed development leading to a real risk of collision which in turn could cause significant disruption to residents and especially businesses in the town.
- g) This is a heavily trafficked road and no evidence has been provided that the highway authority has agreed to move the speed limit.
- h) Speeds far in excess of 30mph are witnessed on Harborough Road within the 30mph zone and therefore will be higher at the application site so any cycle route and footpaths should be sufficiently wide to provide for appropriate safety separation from the road. JCS Policies 8 & 15 (amongst other things) deal with the creation of safe and well connected streets through strengthened connectivity and making provision for pedestrians and cyclists.
- i) The site is within the Northamptonshire Vales national character area (NCA). In this context it is indisputable that a housing development would materially affect the underlying character of the immediate locality, the proposal would result in the unjustified loss of open countryside and would have a detrimental impact on the character and appearance of the area.
- j) Although the site is opposite an industrial development, and close to a development comprising a farm diversification, it is outside the accepted boundary of residential development;
- k) Desborough Town Council has misgivings about the capacity of the foul water sewage system in the vicinity of the site;
- l) Straight Furlong (UC11) at the south eastern edge of the site is used by local people for dog walking and / or leisure and has views into the site of fields beyond the hedgerow. If the

Initialled by Chair: _____

application were permitted the perception of open countryside would be replaced with the perception of built development.

- m) In relation to housing provision the thrust of the JCS (in housing terms) is to provide housing in a balanced manner in the plan led system advocated by the NPP but this does not mean that all development should necessarily be permitted until the Part 2 LP is adopted.
- n) This proposal could not be permitted without unacceptable distortion of the recently adopted spatial strategy. Desborough Town Council believes that the proposal for 260 dwellings would move beyond that point.
- o) This proposal would cause an unacceptable impact on the operation of the adopted spatial strategy, harm to the character and appearance of the area, and would clearly and demonstrably outweigh the benefits in this case.

If the Planning Authority is minded to approve the application, Desborough Town Council would wish the following changes as a minimum:-

- (i) the access to / egress from the site to be as safe as possible to minimize, so far as is possible, the risks of any traffic incidents particularly given that the weight restrictions elsewhere increases the likelihood that any collision on Harborough Road could involve a larger vehicle.
- (ii) It is noted that it is proposed that right turns into the development would be protected by ghost islands rather than full traffic islands. Desborough Town Council believes that the risks would be reduced if either full traffic islands were required, where accesses were to be controlled by traffic lights, or if the developers were required to place a barrier in the centre of the carriageway to prevent any right turns (vehicles then having to use the roundabouts to the east and west to change direction for access / egress to the site).
- (iii) Cycleways should not link to culs-de-sac but to green areas instead;

Conditions and Obligations

If the Planning Authority is minded to approve the development, even in a modified form, this Council would wish to see the following as conditions and obligations (CIL and / or S106), contributions towards projects agreed with Desborough Town Council to include:-

- 1) the provision of a 3m footway / cycleway from the site to link the development to existing routes in the town;
- 2) provision of a bus stop and shelter at the site;
- 3) improvements to the route to Braybrooke Road from the site;
- 4) improvements to the appearance of the boundary of the town and the gateway entrance;
- 5) contributions towards:-
 - a. general improvements to the town centre;
 - b. parking in the town centre area;
 - c. the completion of a cycle path network throughout the town;
 - d. the Braybrooke Road play area;
 - e. a community hub;
 - f. the extension of opening hours of Desborough library;
 - g. primary educational provision;
 - h. medical and dental facilities in the town.

Initialled by Chair: _____

ANNEXE B**Proposed Re-development of site to create 40 dwellings with access, parking and associated works at land off Manor House Gold Street, Desborough (KET/2019/0644)**

Desborough Town Council wishes to object to the application for the following reasons:-

- a) The proposal is contrary to the development plan which includes saved policies from the Local Plan for Kettering Borough (LP), and the North Northamptonshire Joint Core Strategy (JCS); specifically LP Policy 7, and JCS Policies 28, and 29.
- b) In accordance with Policies 28 and 29 the expected delivery for Desborough is 1,360. Planning permission already exists for over 1,600 dwellings in the Desborough area, so the 1,360 requirement has already been exceeded. The JCS is a recently examined and adopted part of the development plan and Policies 28 and 29 are not out of date. Consent for this application would not be in line with the expectations of Policy 29.
- c) There is currently an excess of 5 years' supply of deliverable housing land and granting permission for this proposed development would not be appropriate and would take housing provision for Desborough well beyond what is acceptable in light of the strategy set out in the JCS.
- d) The development as proposed would increase the traffic at the pinch point and accident site of the junction of Gold Street and the B576 Harborough Road, and increase congestion and therefore vehicle emissions at this location.
- e) There is no protection proposed for vehicles turning right out of the proposed development leading to a real risk of collision which in turn could cause significant disruption to residents and especially businesses in the town.
- f) In relation to housing provision the thrust of the JCS (in housing terms) is to provide housing in a balanced manner in the plan led system advocated by the NPP but this does not mean that all development should necessarily be permitted until the Part 2 LP is adopted.
- g) This proposal could not be permitted without unacceptable distortion of the recently adopted spatial strategy. Desborough Town Council believes that the proposal for 40 dwellings would move beyond that point.
- h) This proposal would cause an unacceptable impact on the operation of the adopted spatial strategy, harm to the character and appearance of the area, and would clearly and demonstrably outweigh the benefits in this case.

If the Planning Authority is minded to approve the application, Desborough Town Council would wish the following changes as a minimum:-

- (i) the access to / egress from the site to be as safe as possible.
- (ii) It is noted that it is proposed that right turns into the development would be protected by ghost islands rather than full traffic islands. Desborough Town Council believes that the risks would be reduced if either full traffic islands were required, where accesses were to be controlled by traffic lights, or if the developers were required to place a barrier in the centre of the carriageway to prevent any right turns (vehicles then having to use the roundabouts to the east and west to change direction for access / egress to the site).
- (iii) Cycleways should not link to culs-de-sac but to green areas instead;

Conditions and Obligations

If the Planning Authority is minded to approve the development, even in a modified form, this Council would wish to see the following as conditions and obligations (CIL and / or S106), contributions towards projects agreed with Desborough Town Council to include:-

- 1) the provision of a 3m footway / cycleway from the site to link the development to existing routes in the town;

Initialled by Chair: _____

- 2) Significant improvements to the Gold Street / B576 junction in line with the “double roundabout” proposal previously considered by Northamptonshire Highways;
- 3) contributions towards:-
 - a. general improvements to the town centre;
 - b. parking in the town centre area;
 - c. the completion of a cycle path network throughout the town;
 - d. a community hub;
 - e. the extension of opening hours of Desborough library;
 - f. primary educational provision;
 - g. medical and dental facilities in the town.

Report on meeting of Braybrooke Road Play Park, held on Monday 7 October 2019.

Present at the meeting were Cllrs Archer, Burnham, James and Watson along with two Desborough residents, Anne Liddle and Donna Varley.

The park is of a triangular shape, flanked on each side by Braybrooke Road, homes and Straight Furlong. It is historically a designated play area and up until end of 1991/beginning of 1992, was well equipped with four swings, a roundabout and a slide. The equipment was removed and residents were told at the time that it had to go due to wear and tear and it would be replaced. However, this didn't happen. Many times since, the issue of equipping the park has been raised, but to no avail. Prior to 2011, a goalpost was erected, despite some neighbours concerns and this was well received following their concerns. However, in more recent times, this site has been under used by the town's youth and demands to revitalise the area have been received.

Following a member of the public's heartfelt request for this issue to be raised and looked into further, DTC appointed a working party to look at the possibility of moving forward with the idea of revitalising the play area.

At the meeting on Monday, the working party discussed the options that seemed viable. It was agreed by the working party (WP) that a park, suitable for children between the ages of 0 and 7 years, should be created. This would suit the space and would lead to less opportunity for anti-social behaviour as the equipment would not suit those older than 7. Children in this age range are generally accompanied by a parent or guardian and these adults should also be provided with suitable seating. Environmental aspects could be a welcome addition, possibly in the form of a bug hotel. The equipment should be a mix of pre-fabricated, built for purpose equipment, along with more natural items such as rocks, natural wooden structures and suitably safe surfaces to encourage the use of both gross and fine motor skills in this age range. As part of a wish list, to go alongside the much wanted, and needed, equipment, the working party would like to encourage local businesses and charitable donations to enable the purchase of more sensory equipment and possibly equipment to improve inclusivity to children of all needs.

A request for the area to be cited as a no dogs allowed is also put forward as, due to the size of the area, it would be almost impossible for the toddler park to be fenced off securely. Bins should be provided to maintain the area and to keep with the environmental theme, these should cater for recyclable and non-recyclable waste.

With the constant warnings of a rise in childhood obesity, homes being built with smaller gardens and an obvious lack of facilities in this part of the town, the need for parents to be able to access somewhere for their children to run around, improve their motor skills, to learn the value of social interaction, improve skills in communication and to foster a sense of community is priceless.

The WP are aware that there has to be a price put on everything. We have been assured by Environmental Services, at KBC, that the park can be equipped, using a mix of manmade and natural structures, for a cost of £30,000 or less. The working party would like to propose that DTC invests this funding into the park for the young people and their parents in this town with a view to raising funds from grants to fulfil their wish list for more specialised equipment.

It is also requested that the money is paid to KBC for the installation of this equipment and that any future liabilities or maintenance of the facility remains with them.

Proposal to the full council: To approach KBC to survey the area and to provide estimated costs and plans for equipping the area.

To agree to fund, to a maximum of £30,000, the equipping and installation of equipment for Braybrooke Road Play Park.

Initialed by Chair: _____

DESBOROUGH TOWN COUNCIL
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APPENDIX D

Finance Report

Monthly Bank Reconciliation

Bank reconciliation 30/09/2019	Amount
Barclays Current	£53,799.49
Barclays business saver	£400,300.14
Unity Current T2	£35,137.94
Unity Deposit	£14,323.65
CCLA	£25,010.00
	£528,571.22

DESBOROUGH TOWN COUNCIL
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APPENDIX E

Accounts for payment

Table may be updated before the meeting.

	Cost centre	Supplier	Reason	VAT	Total
	Administration	Printers4u.com	Printer toner	£31.99	£191.94
	Administration	Pocket Park Committee	Pipe laying (invoice to be provided)	£66.67	£400.00
	Administration	Came & Company	Insurance	£0.00	£1,797.08
+	Town Council Office	TalkTalk business	Internet and telephone	£3.91	£23.48
+	Democratic Services	Mr G Thomson	Salary (October 25 hours/ week) Overtime (September 60 hours)	£0.00	£2,065.16
+	Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions Oct)	£0.00	£981.04
	Administration	SLCC	The Clerk's Manual 2019	£0.00	£47.50

Initialed by Chair: _____

Community Grant Scheme Advisory Panel Report

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 £9,965 remains. The policy contains, amongst other provisions:-

- any grant awarded is at the discretion of the Council and will not normally exceed £1,250;
- It is a condition of any grant application that the activity must bring direct benefit to the residents of Desborough. The Council cannot give financial assistance to individuals under this Policy.

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.

1. Zellhoff 2020 Group of 3rd Desborough Scout Group

The request was for £1,500 out of a total of £6,850 for the group attending the international camp in Zellhof, Austria in July / August 2020. Funds had been raised from other sources to supplement the grant request. Without a grant from the Council, or with a smaller grant, further fundraising would be undertaken.

The Advisory Panel recommended a grant of £1,500 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.

2. Desborough Carnival Committee

Two separate applications were received from the Carnival Committee.

2.1. Fireworks Display

The request was for £1,250 out of a total of £2,100 for the costs involved in staging the annual firework display. Funds have been raised from the Carnival and gate receipts. Without a grant from the Council, or with a smaller grant, further funds would have to be drawn from the parent Carnival Committee.

The Advisory Panel recommended a grant of £1,250 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.

2.2. Carnival

The request was for £1,500 out of a total of £3,000 for the purchase of gazebos to use on carnival day. Funds have been raised from the Carnival and event receipts. Without a grant from the Council, or with a smaller grant, fewer gazebos would be bought.

The Advisory Panel recommended a grant of £1,500 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.

3. Desborough Town Welfare Committee

The request was for an unspecified amount towards an unspecified amount of expenditure made as confidential payments to individuals in need in the town. The organisation does not have a constitution, audited accounts, or bank statements. It was noted that payments would be made to individuals (against the Council's policy); there was no way of assuring the public where the money was spent; there would be no evidence of spend; it was neither open nor transparent; and there was no possibility of an audit trail of payments.

The Awards Advisory Panel recommended no grant but asked that the Town Clerk offer to work with the Committee representatives with a view to their being able to comply with the due diligence issues and finding a suitable project which it would be lawful for the Council to contribute towards in future. The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.

Grant application windows

The current policy provides for two application windows each year with two rounds of grant consideration (May and October). The Advisory Panel suggested that if there were four application rounds each year it might lead to better knowledge of the availability of the grants and a better uptake. The Council is REQUESTED to consider whether it wishes to make any changes to the existing policy.

Initialled by Chair: _____

Northants CALC Annual Meeting

A focus of the meeting was Local Government Reorganisation and the Chief Executive of the Cornwall Association of Local Councils spoke on Life after Unitary Reorganisation – The Parish & Town Council Perspective. She described the journey that parish and town councils had been on since Cornwall went unitary in 2009. She outlined that services that had previously been delivered by the principal councils now fell to parish and town councils to continue if they wanted to, and the inescapable realities that brought in terms of increased Band D tax rates levied by parish and town councils (average £56.50 in 2008/9 to £124.65 in 2018/19).

She described the challenges of change and said that for councils that wanted to achieve things it was a great opportunity. She said that "The biggest challenge is your mindset" and pointed out that it would take at least three or four electoral cycles for unitary local government to be considered the normal way of doing things (as opposed to the "new" way). Sarah suggested that parish and town councils prepare by mapping everything in their communities and having a conversation with the electorate about what was important to them to protect.

She described the key role that the Cornwall Association played and continues to play in being the bridge between parish and town councils and Cornwall Council. She ended by saying that divorce, death and moving are known to be highly stressful life events, and that Local Government Reorganisation was like all three rolled together!

After such a thought-provoking and challenging presentation there were lots of questions, with subjects ranging from how to "sell" large Band D increases to the electorate, the status of Neighbourhood Plans after LGR, and how new councils are created in previously unparished areas.