



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Town Councillors

You are hereby summoned to attend the Meeting of Desborough Town Council to be held in the Library, High Street, Desborough on Thursday 21 November 2019, commencing at 7pm for the purpose of transacting the following business. Members of the press and public are invited to attend.

Signed,

Graham Thomson
Town Clerk

13 November 2019

AGENDA

113./19 CHAIR'S WELCOME AND ANNOUNCEMENTS.

114./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.

115./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.

116./19 TO NOTE OR CONSIDER ANY REQUESTS FOR DISPENSATION.

To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.

117./19 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17 OCTOBER 2019

118./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Note: no decisions can be made in response to matters raised under this item.

119./19 TO NOTE THE OUTCOME OF THE TOWN COUNCIL BY-ELECTION

Members will be aware that Jim French was elected as Councillor for the Loatland ward in the recent by-election. Cllr French has signed his declaration of acceptance of office. Owing to the unavailability of space at Loatland School, the Council's large meeting room was used as a Polling Station. No major difficulties were reported but it is not known if the facility will be used in future. The Council is REQUESTED to note the report.

120./19 TO NOTE THE ANNOUNCEMENT OF THE BOROUGH COUNCIL BY-ELECTION

Members should be aware that the Borough Council has given notice of a by-election for the vacancy for a Borough Councillor in the St Giles ward. If contested, the poll would take place on 12 December 2019 to coincide with the General Election. The Council is REQUESTED to note the report.

121./19 THE GENERAL ELECTION AND MEETING TIMETABLE IMPLICATIONS

As Members will be only too aware, a General Election to the UK Parliament was called for 12 December 2019. This was the date previously scheduled for the December Council meeting. The Council meeting has therefore been cancelled. The Council had also planned to issue a consultation leaflet in relation to the budget and work plans during this period, and thereafter hold a separate consultation meeting. The Council must notify KBC of any Council tax precept by 24 January 2020, and it must fix the budget **before** agreeing to any Council tax requirement (precept).

Although Councils are asked to maintain a "business as usual" attitude, there are restrictions on publicity in all forms and restrictions on certain activities during the pre-election (Purdah) period. Relevant legislation is the Local Government Act 1986, and the Code of Recommended Practice on Local Authority Publicity. The Code states that Local Authorities *"should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members."*

The definition of publicity is wide and refers to any communication, in whatever form, addressed to the public at large or to a section of the public. The Publicity Code specifically says that 'the code therefore applies in relation to all decisions by local authorities relating to paid advertising and leaflet campaigns, publication of free newspapers and newsheets and maintenance of websites – including the hosting of material which is created by third parties'.

Revised timetable

Clearly, the Council will not be able to publish the consultation leaflet before the election without a serious risk of breaching the Code (or being accused of such). Therefore it is proposed that the leaflet be published after Christmas with a combined consultation / budget setting meeting in January after the ordinary Council meeting. Alternatively, the consultation meeting could be held a week or so before the scheduled Council meeting. Whichever option is selected must allow time for the analysis of views expressed.

Date	12/12	23/12	30/12	31/12	05/01	Sat 04/01 or Thu 09/01	16/01	19/01	23/01	24/01
Option A	Election	Leaflet printed		Leaflet delivered			Council meeting	Closing date	Special Council / consultation meeting	Deliver precept demand to KBC
Option B						Special consultation meeting				

The Council is RECOMMENDED to approve:-

- a) the cancellation the meeting scheduled for 12 December 2019;
- b) the publication and delivery of the consultation leaflet on the budget / future as last year by 5 January 2020;
- c) determine the closing date for comments and suggestions;
- d) determine the date and arrangements for any special Council / consultation meeting.

122./19

TO RECEIVE AN UPDATE RELATING TO THE TRAFFIC REGULATION IN THE PIONEER AVENUE AREA

Following the site visit, consensus was arrived at for a raft of alterations to traffic regulation and parking in the vicinity, summarised below.

Pioneer Avenue: the proposal is to extend the length of the yellow lines from the Pioneer Avenue and Rothwell Road junction to 29 metre or thereabouts. It is understood that colleagues in Highways consider this suggestion to be acceptable.

Unity Street: the suggestion was to consider changing the priority and right of way at both ends of Unity Street, together with introducing yellow lines around the corners. It is understood that changing give way priorities may necessitate further parking restrictions at each junction to ensure that vehicles would be on the correct side of the road leading up to the junctions. It might be necessary to realign kerbs or introduce islands to reinforce the change of priorities. It is understood that Highways colleagues would not be supportive of the change in priority / give way, but would support the parking restrictions around the corners.

The Council is RECOMMENDED to support the extension and introduction of yellow lines as described and approve the submission of the relevant requests to the County Council.

123./19

TO RECEIVE A REPORT ABOUT THE TVAS SPEED SIGNS

Details of the most up-to-date data relating to traffic speeds will be circulated to the meeting.

As Members will be aware, the Council owns three TVAS speed signs (the grey ones) which monitor speeds on principal roads in the town. For some years, the Council had a contract with Corby Borough Council (CBC) for taking and supplying to DTC the data from the devices and for changing the batteries. For a variety of reasons, CBC were not regularly providing data and as the contract had expired control has been returned to DTC. All three signs are being read weekly and having access to the full data, rather than a summary, has already proven useful. The plan is to change the displays regularly to keep them visible to motorists and to change the locations of the devices over time. There is a licence which dictates where the devices can and cannot be located.

The cost of the contract with CBC was approximately £2,000 per year. It takes about an hour a week to maintain the devices, which is now being carried out by the Volunteer Road Safety Warden and the Town Clerk. It will be necessary to buy appropriate personal protective equipment (such as high visibility jackets and vests), and items such as wires, clips, fuses, and replacement batteries in due course.

The Council is RECOMMENDED to note the situation and authorise the purchase of necessary PPE and sundry items to maintain the signs.

124./19 TO CONSIDER A RESPONSE TO THE ARMED FORCES COVENANT

As Members may be aware, the Armed Forces Covenant is a promise from the nation that those who serve or have served in the armed forces, and their families, are treated fairly. The Council has been invited to consider signing the Armed Forces Covenant (AFC) to demonstrate its intention to support the Armed Forces community.

One aspect of the covenant is to improve the understanding of the roles of our Armed Forces and to support their needs. The covenant campaign aims to develop and sustain mutually-beneficial relationships with communities, businesses, and organisations in the public and private sectors in order to support the employment of reservists, improved transition to civilian life for those leaving the Forces, and improved career opportunities for Service spouses / partners. The campaign also supports adult volunteers in the military sponsored cadet organisations. Raising awareness of these matters in local government is an important part of the campaign.

Across the UK, almost 4400 organisations have signed the Covenant; 471 are in the East Midlands, including some Town and Parish Councils. All Local Authorities at County, City, District, and Borough level have signed the Covenant.

The draft covenant is set out at Appendix A. Key to the Covenant are the bespoke pledges in Section 2 which the Council should consider and, where necessary, edit to show how it can support defence personnel.

The Council is REQUESTED to consider adopting the covenant and, if so resolved, to determine the specific pledges.

125./19 TO RECEIVE REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS

125.1./19 COUNTY COUNCILLOR MATTHEWS

Any report from the County Councillor will be circulated.

125.2./19 BOROUGH COUNCILLORS

Any report from Borough Councillors will be circulated.

125.3./19 ROTHWELL NORTH WORKING PARTY

Any report received in advance of the meeting will be circulated.

126./19 KETTERING SPORTS AWARDS 2019

It is pleasing to note that in the Borough Council's Kettering Sports Awards 2019, the category of Community Organisation / Group of the Year: Desborough Green Space Junior Parkrun. The Council is REQUESTED to note the report.

127./19 POLICE REPORT / CRIME FIGURES

At the last meeting, Members may recall Sgt. Offord inviting people to a "ride along" shift with the Police to find out more. The Town Clerk took the opportunity to spend a day with the Police (having first signed a confidentiality agreement). The day started at the Desborough Police House, included a visit to the new offices at Kettering, the custody suite, and the control centre; it ended with a few hours in a response vehicle. What was particularly striking was how much of the very valuable and necessary work doesn't show up in the statistics, and the reasons why. It was heartening to see the effective use of technology reducing "paperwork" and learn a bit about new systems being introduced. The Town Clerk suggests that any Councillor who is at all interested in the work of the Police to contact Sgt Offord to enquire about a similar session.

The latest crime figures for the Kettering sector, Loatland area and St. Giles area will be available at the meeting.

128./19 CHRISTMAS DECORATIONS

Similar to previous years, the Council has received a grant of £2,450 from Kettering Borough Council's Economic Development unit as a contribution to the cost of purchasing, installing, and maintaining Christmas lights in Desborough for the 2019 season. The anticipated charge from KBC for the works this year is £2,500 which will be funded from the grant and the budgetary provision. The Council is REQUESTED to note the report and approve the continuation of the contractual arrangement with KBC for erection, dismantling, storing, and replacing the Council's decorations.

- 129./19 TO RECEIVE AND NOTE THE PLANNING REPORT**
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.
- 130./19 TO RECEIVE THE FINANCE REPORT**
The Council is RECOMMENDED to approve the report at Appendix C. Details in the report will be updated before the meeting as information is received.
- 131./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT**
The report set out at Appendix D 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.
- 132./19 TO CONSIDER AND ADOPT A REVISED MEMBERS' CODE OF CONDUCT**
As Members may be aware, the Council adopted the Members' Code of Conduct of Kettering Borough Council when it was last significantly reviewed in 2012. Since then, there have been minor textual changes, all adopted by the Town Council. It is up to each Council to approve its own Code but there is a convention in many areas of adopting the Code of the Monitoring Officer's own Council, thus making investigations and recommendations easier and clearer.

The Borough Council has updated the Code to correct typographical errors and to considerably expand the section relating to bullying. The textual changes have been incorporated into the Council's existing Code and the Council is RECOMMENDED to adopt the revised Code as set out in Appendix E.
- 133./19 TO RECONSIDER THE RECOMMENDATION OF KETTERING BOROUGH COUNCIL'S STATUTORY OFFICERS GROUP TO CANCEL THE DISPENSATIONS GRANTED TO COUNCILLORS**
A decision on this matter was deferred at the last meeting to allow Members time to reflect. The report from the last meeting is reproduced below:-

"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."
- 134./19 REPORT OF THE PERSONNEL COMMITTEE MEETING HELD ON 11 NOVEMBER 2019**
The minutes of the meeting of the Personnel Committee held on 11 November 2019 is attached at Report No. 1.
- 135./19 EXCLUSION OF PUBLIC AND PRESS**
In accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and members of the public may be temporarily excluded from the following item of business on the grounds that it involves the disclosure of information of a confidential nature and to do otherwise would be prejudicial to the Public Interest.
- 136./19 REPORT OF THE PERSONNEL COMMITTEE MEETING HELD ON 11 NOVEMBER 2019**
The minutes of the meeting of the Personnel Committee held on 11 November 2019 is attached at Report No. 2.



Desborough Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans, and military families contribute to our business and our country.

Signed: _____

Name: _____

Position: _____

Date: _____



The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

- and -

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

- 1.1. We Desborough Town Council will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:
- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
 - *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed and pledges changed at any time in the future to reflect changing circumstances.

- 2.1. We recognise the value of serving personnel, reservists, veterans, and military families; and will aim to uphold the principles of the Armed Forces Covenant, by:
- **Armed Forces Champion:** appointing an Armed Forces Champion to promote support for the Armed Forces community;
 - **Promoting the Armed Forces:** promoting the fact that we are an Armed Forces-friendly Council, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
 - **Veterans:** Recognising that military veterans are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
 - **Service Spouses & Partners:** encouraging local businesses to support the employment of Service spouses and partners;
 - **Reserves:** encouraging local businesses to support the employment of Reservists;
 - **Cadet Organisations:** encouraging support for and membership of local military cadet units;
 - **Armed Forces Events:** publicising Armed Forces events such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day, and Remembrance activities;
 - **Armed Forces Charities:** encouraging support for Armed Forces charities;.
 - **Commercial Support:** encouraging local businesses to consider offering discounts to members of the Armed Forces community.
- 2.2. We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.

(Amend as appropriate)

Planning and Licensing Matters

[KET/2019/0686](#)

48 Paddock Lane, Desborough
Conversion of house back into 2 no. dwellings

[KET/2019/0670](#)

8 Headlands, Desborough,
Rear dormer with Juliette balcony and loft conversion to habitable accommodation

[KET/2019/0726](#)

7 Addison Road, Desborough
Two and single storey rear extension

[KET/2019/0735](#)

20 Church View Road, Desborough
First floor side extension

Finance Report

Details to follow

Accounts for payment

Table may be updated before the meeting.

Cost centre	Supplier	Reason	VAT	Total
Administration	SLCC	Postage for reference book	£0.80	£4.80
Administration	Mr G Thomson	Parking (by-election count), Toilet tissue, Diary, Key cutting for TVAS	£1.30	£17.30
+ Town Council Office	NCC	Office rent 011019 - 311219	£0.00	£2,000.00
+ Democratic Services	Mr G Thomson	Salary (November 25 hours/week) Overtime (October 48 hours)	£0.00	£1,939.06
+ Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions Nov)	£0.00	£911.11
+ Town Council Office	TalkTalk business	Internet and telephone		To be confirmed

Draft Code of Conduct

The draft revised Code of Conduct is available on the Council's website [here](#).

**Minutes of the meeting of the Personnel Committee
Of Desborough Town Council
held on Monday 11 November 2019**

Councillors present: J Read (Chair), G Holmes, P Sawford, J Taylor

Also present: G Thomson (Town Clerk)

- 1. APOLOGIES FOR ABSENCE.**
The Town Clerk reported that no apologies for absence had been received.
- 2. DECLARATIONS OF INTEREST.**
The Town Clerk reported that no declarations of interest had been made.
- 3. TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.**
No representations were made.
- 4. TO CONSIDER AMENDMENTS TO THE TERMS OF REFERENCE**
Extracted from the report of the Town Clerk:
It is opportune to review the Terms of Reference for the Committee in the light of experience.
DECIDED that:-
the Council be recommended to approve the revised terms of reference set out at Annexe A.
- 5. EXCLUSION OF PUBLIC AND PRESS**
DECIDED that:-
in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and members of the public be temporarily excluded from the following item of business on the grounds that they involve the disclosure of information of a confidential nature and to do otherwise would be prejudicial to the Public Interest.
 - 5.1. TO NOTE PROGRESS WITH THE APPRAISAL POLICY**
A report updating the Committee with the progress towards implementing the Appraisal Policy was noted.
 - 5.2. ANNUAL SALARY REVIEW**
The review was deferred until a future meeting.
 - 5.3. TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER TERMS AND CONDITIONS**
The Committee considered a report relating to changes to the National Joint Committee for Local Government Services (NJC) salary scheme which had taken effect on 1 April 2019, and considered the working hours of the Town Clerk. In order to regularise the situation it was recommended that the part-time post be converted into a full time post, NJC pay awards and those set out in staff contracts be automatically applied when due, and the NJC pay award be backdated to 1 April 2019.
- 6. READMITTANCE OF PUBLIC AND PRESS**
The Chair welcomed any members of the public back to the meeting.

**Desborough Town Council
Personnel Committee
Terms of reference**

Purpose

The overall purpose of this Committee is to effectively and efficiently discharge the Council's duties as an Employer.

Membership

The Personnel Committee comprises four Councillors and the Committee must follow the Standing Orders in relation to staffing matters, especially with regard to the requirement for confidentiality.

Quorum and Voting

The quorum is three members of the Committee. Voting will be by show of hands.

Frequency, Timing and Procedure of Meetings

The Committee will be convened by the Town Clerk as and when necessary, and at least annually.

	Council	Personnel Committee		Town Clerk	
		Decision	Recommendation	Decision	Recommendation
Recruitment and retention - Town Clerk					
Determine the pay and conditions of the post of Town Clerk;	Yes		Yes		Yes
To form a recruitment panel for the Town Clerk of three including the Chair of Council (with voting rights whether a member of the Committee or not) to:-					
(a) select a longlist;		Yes			
(b) select a shortlist;		Yes			
(c) interview		Yes			
(d) select the preferred candidate, offer the post and agree terms;		Yes			
(d) formally determine the appointment.	Yes		Yes		
Recruitment and retention - Senior Posts					
To form a recruitment panel for posts on the establishment (above SCP 28) of up to three including the Chair of Council (with voting rights) to:-					
(a) select a longlist;				Yes	
(b) select a shortlist;		Yes			
(c) interview and appoint.		Yes			
Recruitment and retention - Other Posts					
To form a recruitment panel for all posts on the establishment (at SCP 28 and below) of up to three including the Town Clerk (with voting rights) to:-					
(a) select a longlist;					Yes
(b) select a shortlist;		Yes			Yes
(c) interview and appoint.		Yes			Yes

	Council	Personnel Committee		Town Clerk	
		Decision	Recommendation	Decision	Recommendation
To select and appoint casual, temporary, and agency staff at SCP 28 and below (where the post has been approved by Council).					Yes
General Management and Training					
Line management	Yes for Town Clerk			Yes for all other posts and volunteers	
Personal development plan, performance management and appraisals: setting and reviewing.		Yes for Town Clerk		Yes for all other posts	
Approval of Training and Development	Yes for Councillors and Town Clerk			Yes for all other posts	
Approval of leave and absences	Yes for Town Clerk (delegated to Council Chair)			Yes for all other posts	
Absence issues in accordance staff contracts, and the Council's policy and guidelines		Yes for Town Clerk		Yes for all other posts	
To place staff at the disposal of other local authorities for the purpose of joint arrangements, partnership working, or emergency cover		Yes for Town Clerk		Yes for all other posts	
Policies					
Monitoring policies in relation to employment matters		Yes			Yes
Health and Safety policies	Yes		Yes		Yes
Approval of Officer Codes of Conduct	Yes		Yes		
Administration of other personnel procedures		Yes for Town Clerk		Yes for all other posts	
Grievance, Disciplinary and Appeals					
To form an Appeals Panel to manage the appeals procedure (convened as required by the Council Chair or Town Clerk as appropriate): Appeals Panel to comprise three Members who have had no prior involvement with the matter under appeal.		Yes			
To determine disciplinary and capability matters in accordance with the Council's policy and procedures relating to the Town Clerk		Yes			
To consider and determine any decision to dismiss the Town Clerk in accordance with the Council's policy and procedures	* Yes		* Yes		

	Council	Personnel Committee		Town Clerk	
		Decision	Recommendation	Decision	Recommendation
To determine disciplinary and capability matters in accordance with the Council's policy and procedures relating to all posts except the Town Clerk.				Yes	
General					
Determine the overall establishment / staffing structure	Yes		Yes		Yes
To consider and determine redundancy and redeployment	* Yes for Town Clerk	* Yes for all other posts			Yes
Consultation with Trades Unions represented within the establishment (as appropriate)		Yes			
Decision on whether or not to fill vacant positions	* Yes for Town Clerk				Yes
Decision on appointment of consultants / advisors for the Committee		Yes			Yes
Determination of personnel policies and the employee handbook;		Yes			Yes
To determine the pay and conditions of staff except for the Town Clerk;		Yes			Yes
Approve incremental progression in accordance with employee contracts		Yes			Yes
Approval of job descriptions and person specifications		Yes			Yes
Assessment during and at end of probationary periods		Yes for Town Clerk		Yes for all other posts	
Issue contracts of employment		Yes for Town Clerk		Yes for all other posts	
Issues relating to the Local Government Pension Scheme and administration of retirement as they affect the Town Clerk.	* Yes		Yes		
Issues relating to the Pension Scheme as they affect individual employees and administration of retirement, in accordance with policies set by Council.		* Yes			
Other matters					
To consider and determine any other matters referred to the Committee by Council within the scope of the Committee's role.		Yes			Yes

* decisions to be made following the receipt of appropriate external advice.