



**Desborough Town Council**  
Town Clerk: Graham Thomson  
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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 19 March 2020, 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 March 2020

**AGENDA**

**183./19 CHAIR'S WELCOME AND ANNOUNCEMENTS**

**184./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE**

**185./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS**

**186./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.

**187./19 TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 20 FEBRUARY 2020**

**188./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

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

**189./19 TOWN COUNCIL VACANCY**

As Members will know, Cllr Stroud resigned as a Town Councillor. However, although there is now a vacancy in the office of Councillor for the Loatland Ward of the Town Council it is too close to the scheduled May whole-Council election for a by-election to be held (in accordance with the Local Government Act 1972).

**190./19 TO RECEIVE A PRESENTATION FROM KETTERING BOROUGH COUNCIL ON THE FUTURE DEVELOPMENT FOR HOUSING OF THE FORMER LAWRENCE'S SITE**

The Council has been approached by Kettering Borough Council's Head of Housing to make a presentation on the proposals for housing on the site of the former Lawrence factory, Gladstone Street.

The Head of Housing will brief town Councillors about the Borough Council's plan for the Lawrences site which is to build 42 new homes for affordable rent. The Borough Council will submit a planning application for this scheme during the next few months and prior to that it wishes to consult key partners and stakeholders such as the Town Council. The Borough Council's intention is to start building towards the end of 2020.

The presentation is an opportunity to receive information, comment, and ask questions. The Council should not make any formal decision or give any opinion about the proposals which might fetter its discretion or ability to comment on any future formal planning application.

The Council is RECOMMENDED to consider and note the presentation.

**191./19 TO CONSIDER AND DETERMINE THE COUNCIL'S ACTIONS IN RELATION TO COVID-19**

This report was as up to date as possible on Friday 13 March 2020, it may be necessary to update the report by the time of the meeting.

As Members will be aware, there have been reports of a local individual having contracted COVID-19 (Coronavirus). The current (at the time of writing) advice from the Government and NHS is that there is no need to panic and that the spread of the virus can be best delayed by hand washing with hot water and soap.

- 191.1./19      Cleaning and Sanitisation**  
In conjunction with other users of the building, the Council has introduced an enhanced cleaning and sanitisation regime aimed at infection control.
- It is prudent for the Council to be aware of COVID-19 (Coronavirus) pandemic and the impact that widespread infection could have on the Council's ability to conduct its business. For the time being the advice is to adopt a "business as usual" approach, whilst taking normal and common-sense hygiene precautions as advised by the NHS.
- 191.2./19      Council & Public Meetings**  
At this stage there is no reason to cancel Council meetings. There is no advice from the Ministry of Housing, Communities and Local Government (MHCLG) that requires Councils to suspend normal business meetings. Ordinary and common-sense precautions should be taken in line with NHS guidance.
- Individual Councillors may make their own decision about whether their attendance at Council meetings is in their own best interests, the interests of their families, and the interests of the Council. Councillors and officers should be aware of the symptoms of COVID-19 but only need to self-isolate if so advised by the 111 online coronavirus service or a medical professional.
- The normal rules for having a quorum at meetings still apply (for Council meetings the quorum is four Councillors).
- 191.3./19      Local Elections 2020**  
Local elections were scheduled to take place on Thursday 7 May 2020. It has been reported (4pm Friday 13 March 2020) that the Government has accepted the recommendation of the Electoral Commission and postponed the elections for a year.
- 191.4./19      Statutory Responsibilities**  
Many aspects of the Council's business are discretionary and can be deferred if necessary. There are however several things that must be done by law and that have a statutory deadline. Examples are:
- holding the Annual Parish/Town Meeting on a date between 1 March and 1 June inclusive (no date has yet been fixed for the meeting).
  - holding the annual meeting of the council on a day in May (Desborough's annual meeting is scheduled for 21 May 2020).
  - approving for signature the Annual Governance and Accountability Return (AGAR) before 1 July.
- Should the Government advise or order that local authority meetings should not take place, it is logical to expect the Government to deal with the associated consequences, such as the statutory timeframes. The National Association of Local Councils (NALC) is in communications with the Government and the Local Government Association (LGA) and will make sure that town Councils' duties are properly taken into account.
- 191.5./19      Decision-Making**  
In view of the possibility or likelihood of Councils being unable to meet, Northants CALC has suggested that Councils consider a motion to provide for delegation to an officer any decision that must be made if the Council is incapacitated and unable to hold a meeting.
- It is suggested that any delegation in response to the current situation should be clear, specific, and time-limited. There should also be a requirement to publish any decisions taken under the delegated authority as soon as possible.
- A suggested form of words would be  
*"In response to the COVID-19 outbreak in the UK and in the event that it is not possible to hold a meeting of the Council in a reasonable time, the Town Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and which must be made in order to comply with a commercial, statutory, or other deadline. The delegation does not*

*extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.”*

The Council is RECOMMENDED to consider extending the delegation scheme as suggested by Northants CALC.

**191.6./19**

**Business Continuity Risk Assessment**

A draft business continuity risk assessment in response to the outbreak has been drafted (see Appendix A). The assessment covers the major eventualities such as the Council not being able to meet and of having no available staff. It also provides for the appointment of temporary cover (for example for meetings), a locum or locum service (for longer periods), and an Acting Proper Officer if necessary.

Whilst the document concentrates on the impact on the Town Council it should also be noted that requests might be received from other Councils for emergency staff cover. This matter is already delegated to the Personnel Committee. If it is not possible to hold a meeting of the Personnel Committee (or the Council) in due time then the matter would fall within the extended delegation above (if approved), but any such decision would be made following consultation with the Chair or Vice Chair if possible.

The Council is RECOMMENDED to approve the risk assessment and the provisions relating to any necessary temporary appointments.

**191.7./19**

**Additional Precautions**

At this stage it is not proposed that any further provisions are necessary. However, the Council will be obliged to follow and implement any Orders or directions from the Government, and appropriate advice from NHS England.

**192./19**

**TO CONSIDER THE LEASE OF THE POCKET PARK**

As Members know, the Pocket Park is on land owned by the Borough Council. The Town Council leases the park from the Borough Council at a current cost of £1,500 per year. The Town Council in turn has an arrangement with the Desborough Pocket Park Committee which looks after the park on a day to day basis. The Pocket Park Committee is required to produce a management plan of works which the Town Council submits to the Borough Council for approval. The Town Council makes budgetary provision to fund the lease, required maintenance, the Council's other obligations, and also for limited development in accordance with the agreed management plan. The Council also has insurance responsibilities for the park, the volunteers, and visitors to the site.

Responsibility for the maintenance carried out by the Committee would fall to the Town Council in the event that the Pocket Park Committee withdrew. The Borough Council retains responsibility for most (but not all) of the trees on site, and the boundary but there are a number of areas where responsibility is shared, and others where it is not altogether clear.

It is important to note that the Council's support for the Pocket Park and the volunteers involved is not in question. However, the Pocket Park Committee has requested that the Town Council relinquishes the lease and allows the Committee to develop and deliver a Management Agreement directly with the Borough Council.

The Council is RECOMMENDED to consider the request from the Pocket Park and if approved to instruct the Town Clerk to bring the lease to an end.

**193./19**

**TO CONSIDER AND APPROVE STANDING ORDERS**

The Council is RECOMMENDED to consider any alterations deemed necessary to the Standing Orders (circulated separately).

**194./19**

**TO CONSIDER AND APPROVE THE FINANCIAL REGULATIONS**

The Council is RECOMMENDED to consider any alterations deemed necessary to the Financial Regulations (circulated separately).

- 195./19 TO CONSIDER AND APPROVE THE SCHEME OF DELEGATION**  
The Council is RECOMMENDED to consider any alterations deemed necessary to the Scheme of Delegation (circulated separately and irrespective of the decision on any temporary extension).
- 196./19 TO CONSIDER AN UPDATE ON PROJECTS**  
An update on current projects will be presented.
- 197./19 TO RECEIVE REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS**
- 197.1./19 County Councillor Matthews**  
Any report received from the County Councillor will be circulated.
- 197.2./19 Borough Councillors**  
Any report received from the Borough Councillors will be circulated.
- 197.3./19 Rothwell North Working Party**  
Any report received will be circulated.
- 197.4./19 Other Groups**  
Any reports received from other groups will be noted.
- 198./19 TO RECEIVE AND NOTE THE PLANNING REPORT AND CONSIDER COMMENTING ON APPLICATIONS**  
The planning and planning related applications and appeals notified by the Planning Authorities are set out at Appendix B. In accordance with the views expressed by Councillors, any comments were submitted to the relevant authority as set out in the report. The Council is REQUESTED to consider commenting on any applications.
- 199./19 TO RECEIVE AND NOTE 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.
- 200./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE THOSE MADE IN ACCORDANCE WITH THE SCHEME OF DELEGATION**  
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.
- 201./19 TO NOTE INFORMATION ITEMS**
- 201.1./19 To Note the Data From the TVAS Speed Signs**  
Details of the most up-to-date data relating to traffic speeds will be circulated at the meeting.
- 201.2./19 Police Report / Crime Figures**  
The latest crime figures for the Kettering sector, Loatland area and St. Giles area should be available at the meeting.
- 201.3./19 To Receive any Update on the Reorganisation of Councils in Northamptonshire**  
Any update received will be presented.

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**APPENDIX A**

See separate document here <https://desboroughtowncouncil.gov.uk/wp-content/uploads/2020/03/08a-Business-Continuity-Risk-Assessment-DRAFT-20200313.pdf>

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**APPENDIX B**

**Planning, Appeal, and Licensing Matters**

**KET/2020/0069**

84 Rushton Road, Desborough

Proposed development: Single storey rear extension

**KET/2020/0092**

Land at 21-23 Church View Road, Desborough

Proposed development: 4 no. dwellings

**KET/2020/0130**

126 Dunkirk Avenue, Desborough

Proposed development: Single storey rear extension, porch to front, removal of two chimneys and timber decking to rear

**KET/2020/0138**

Roundabout at junction of B576 Harborough Road, Ironwood Avenue, Desborough

Proposed development: 3 no. identical non-illuminated free-standing signs

**KET/2020/0150**

Roundabout at junction of A6 Rothwell-Desborough Bypass and Braybrooke Road, Desborough

Proposed development: 4 no. identical non-illuminated free-standing signs

**KET/2020/0158**

27A Station Road (land between 25-29), Desborough

Proposed development: KET/2016/0420 (Retail unit and 2 no. two bedroom and 4 no. one bedroom flats above):  
Amended window details

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**APPENDIX C**

**Finance Report - Monthly Bank Reconciliation**

Bank reconciliation	20/02/2020
Barclays Current	£1.00
Barclays business saver	£1.00
Unity Current T2	£60,228.96
Unity Deposit	£118,186.96
CCLA	£301,549.00
Wellers Hedleys client account	£60,000.00
Reconciled Balance	£539,966.92

Income	
CCLA Interest	£186.82
Refund - Starboard Systems (Scribe)	£168.00
Refund - Rural Trader	£90.24
Room hire	£32.00

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**APPENDIX D**

**Accounts for payment**

Cost centre	Supplier	Reason	VAT	Total
Administration	Wellers Law Group LLP	Interim legal fees	£140.00	£840.00
+ Democratic Services	Mr G Thomson	Salary (March)	£0.00	£2,015.43
+ Democratic Services	LGSS Pensions	Pension (combined contributions)	£0.00	£953.56
+ Democratic Services	HMRC	PAYE	£0.00	£2,876.19
+ Town Council Office	TalkTalk business	Internet and telephone (Mar)	£5.39	£32.34
+ Democratic Services	Autela Payroll Services	Payroll	£8.04	£48.24

+ Paid in accordance with delegated or continuous authority