

**Minutes of the meeting of Desborough Town Council  
held on Thursday 20 February 2020**

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

Also present: G Thomson (Town Clerk), and 21 members of the community.

**164./19 CHAIR'S WELCOME AND ANNOUNCEMENTS.**

The Chair welcomed those present to the meeting and made safety, welfare, and procedural announcements.

**165./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.**

The Town Clerk reported that no apologies for absence had been received.

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

**166./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.**

**173.1./19 To Consider Community Grants - Desborough in Bloom**

Councillor Burnham declared a non-pecuniary interest in this item.

**173.2./19 To Consider Community Grants - Rothwell North Working Party**

Councillor Burnham and James declared a non-pecuniary interest in this item.

**173.4./19 To Consider Community Grants - Desborough Carnival Committee - Fireworks**

Councillor Watson declared a non-pecuniary interest in this item.

**174./19 Parking at Loatlands Primary School**

Councillor Watson declared an interest in this item.

**179./19 To Receive and Note the Planning Report and Consider Commenting on Applications**

Councillor Read declared a non-pecuniary interest in this item insofar as it related to Appeal APP/L2820/W/19/3241209.

**167./19 TO NOTE OR CONSIDER ANY REQUESTS FOR DISPENSATION.**

Extracted from the report of the Town Clerk:-

*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.*

The Town Clerk reported that no requests for dispensation had been received, but that Councillors Burnham, Draycott, and James had resigned as Trustees and Committee member of Desborough Library and Community Hub (DLCH), and subsequently amended their declarations of interests, and that therefore their dispensations had been removed as unnecessary.

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

**168./19 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16 AND 23 JANUARY 2020**

The minutes of the meetings held on 16 and 23 January 2020 had been previously circulated.

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

**169./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

A member of the public spoke about the consultation into the provision of public charging points for ultra-low emission ('plug-in') vehicles and stated that the information used by the County Council in drawing up the proposals had been out of date. It was also stated that the recent accident at Gold Street showed that the junction would be safer if traffic speeds were slower.

**170./19 POLICE REPORT / CRIME FIGURES**

Extracted from the report of the Town Clerk:-

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

The Town Clerk reported that no new information had been received.

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

**171./19 TO CONSIDER THE COUNCIL'S RESPONSE TO THE FINDINGS OF THE STANDARDS COMMITTEE IN RESPECT OF A FAILURE TO DECLARE INTERESTS**

Extracted from the report of the Town Clerk:-

*Pursuant to the decision at the last meeting, the Borough Council was informed that the Council had decided to not accept the recommendation to cancel the dispensations for the four Trustee Councillors (three who had been found to have failed to declare interests within the 28 day period and a further Councillor who subsequently became a Trustee.*

*At its meeting 3 February 2020, the Borough Council's Standards Advisory Committee considered the Council's response. The Monitoring Officer subsequently emailed the Town Clerk as follows:-*

*"Graham*

*"You will be aware that I took a report to the Standards Committee on Monday 3<sup>rd</sup> February reporting the outcome of the standards investigation into Desborough Town Councillors. Your email explaining their decisions and actions was helpful.*

*"Standards Advisory Committee members were very disappointed that the Town Council had elected not to set aside the dispensations that had been granted last summer to those councillors who had a conflict of interest and who had subsequently - and promptly - apologised for not declaring that conflict of interest after the investigation report had concluded they should have done so. It was felt that maintaining the dispensations undermined the sincerity of the apology and did not address the core issue that a conflict of interest should be dealt with by absenting oneself from the decision making process one way or another.*

*"The Standards Advisory Committee have therefore asked the Town Council to think again and reconsider their decision. A statement in principle and an action by each member not to apply the dispensation is all that is required to close this item down.*

*"The Committee also took the view that training for all Desborough Town Councillors was required on standards issues in future and they have asked me to organise such training.*

*"Please can you let me know that this item and email will be placed on your next Town Council agenda?"*

*Yours*

*Martin Hammond  
Executive Director"*

*The Council is RECOMMENDED to consider the Borough Council's request.*

Cllr Holmes reported that he had been in contact with the Monitoring Officer who had offered to convene a Hearing Panel in line with the normal procedures of the Borough Council, and stated that he had agreed to be bound by the outcome. Disappointment was expressed at the response of the Standards Advisory Committee especially with the suggestions of whole Council training. It was stated that the response by the Standards Advisory Committee had brought the Town Council into disrepute.

Following a full discussion it was

**RESOLVED that:-**

**the Monitoring Officer be advised that the Town Council has reconsidered the matter as requested and rejected the request to cancel the dispensations.**

**172./19 TO RECEIVE AND COMMENT ON THE COUNTY COUNCIL'S CONSULTATION ON THE PROVISION OF PUBLIC CHARGING POINTS FOR ULTRA-LOW EMISSION ('PLUG-IN') VEHICLES (ULEVS)**

Extracted from the report of the Town Clerk:-

*The County Council has launched a consultation into the possible installation in Desborough of two charging points for electric vehicles. We know from our recent consultation exercise that 29 people actively supported the installation of such charging points and seven were against. The information provided with the consultation explains how sites are selected:*

*When looking for potential locations for electric vehicle charging points, Virgin Media and Vattenfall consider a number of different criteria. Various technical aspects are taken into consideration to ensure the safety of users. For this reason, it is not always possible to install charge points in certain locations:*

- Electric Vehicle registrations in the local area;*
- Resident requests for electric vehicle charging points;*
- Predicted future update data;*
- Access to off-street charging;*
- Areas close to high streets and local amenities;*
- Away from live equipment e.g. lamp posts (at least 2.5m);*
- Away from the front of residential homes;*
- Areas where there is a good pavement width to allow for charge points and pedestrians;*

- Areas with existing power and connectivity.

The consultation runs until 24 February 2020 and is accessed online here [www.surveymonkey.com/r/nccvpach](http://www.surveymonkey.com/r/nccvpach)

The proposed locations are Princes Avenue and Pioneer Avenue (the location plans in a Desborough context <https://ibb.co/VkZvz6>)

Princes Ave (Google Map link here <https://ibb.co/n7ZRhNb>)

The footpath in this location is quite narrow, is just off a 90 degree corner, and the houses opposite face the site. It has been suggested that the proposed site does not have "a good pavement width to allow for charge points and pedestrians", and is not "away from the front of residential homes".

Pioneer Ave (Google Map link here <https://ibb.co/7XvpMXY>)

This site does not appear to have "a good pavement width to allow for charge points and pedestrians" but more importantly, the undeveloped area shown on Google maps has had planning consent since April 2017 for four dwellings, and these are now almost complete. Therefore the proposed site is not "away from the front of residential homes", there would be houses facing the site from both sides.

It is also important to note that the location photographs show four spaces at each site but the stated intention is to have only two.

It has been suggested that if either or both of these locations is rejected, an alternative would be the site of the former toilet block on Buckwell Street.

The Council is REQUESTED to consider its response to the consultation.

It was reported that the BP garage might be installing a charging point. It was noted that the use of Google Maps to look for locations rather than visiting the town was not a good service and it was suggested that it might be possible to incorporate charging points in future parking provision.

**RESOLVED that:-**

**the County Council be invited to visit the town to work with the Council to identify possible locations.**

173./19

#### **TO CONSIDER COMMUNITY GRANTS**

Extracted from the report of the Town Clerk:-

*In accordance with the Community Grants Awarding Policy the Council considers recommendations from the Community Grants Advisory Panel on applications for grants received from organisations. 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 a community member and the following recommendations made:*

173.1./19

#### **Desborough in Bloom**

Councillor Burnham having declared a non-pecuniary interest in this item, took no part in the discussion or voting thereon.

Extracted from the report of the Town Clerk:-

*The request was for £1,250 out of a total of £2,500 for the purchase of plants and compost to enable planting of baskets, tubs, pagoda, and troughs. The remaining funds will be 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 and the activity would be reduced.*

*The Advisory Panel recommended a grant of £1,250. The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.*

**RESOLVED that:-**

**the recommended grant of £1,250 be awarded.**

173.2./19

#### **Rothwell North Working Party**

Councillors Burnham and James having declared a non-pecuniary interest in this item, took no part in the discussion or voting thereon.

Extracted from the report of the Town Clerk:-

*The request was for £1,000 out of a total of £1,000 for advertising and campaigning costs in relation to the planning and construction of the Rothwell North development. Without a grant from the Council, or with a smaller grant, the activity would be reduced.*

*The Advisory Panel recommended a grant of £600. The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.*

**RESOLVED that:-**

**the recommended grant of £600 be awarded.**

**173.3./19 Citizens Advice Services Corby and Kettering**

Extracted from the report of the Town Clerk:-

*The request was for £5,000 out of a total of £5,000 for the continuation of scheme of home visits to Desborough residents. Without a grant from the Council, the project would not go ahead. With a smaller grant the activity would be reduced.*

*The Advisory Panel recommended a grant of £5,000 as an exception to the normal maximum grant limit. The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.*

**RESOLVED that:-**

**the recommended grant of £5,000 be awarded.**

**173.4./19 Desborough Carnival Committee - Fireworks**

Councillor Watson having declared a non-pecuniary interest in this item, took no part in the discussion or voting thereon.

Extracted from the report of the Town Clerk:-

*Members may also recall awarding a grant of £1,250 to Desborough Carnival Committee for the fireworks display. The event had to be cancelled at short notice on public safety grounds owing to the very poor weather conditions. Unfortunately there were payments made by the organisers which were not recoverable. The Advisory Panel considered these costs (relating to the fireworks company and the insurance) and recommended that the grant should still be paid in full. The Council is REQUESTED to determine whether the award should be made and if so to confirm the amount.*

**RESOLVED that:-**

**the grant of £1,250 previously awarded be confirmed.**

**173.5./19 Budget**

The Town Clerk reported that having agreed those grants, the total spend from this year's budget (including the two grants paid this year from last year's budget) was £16,135. The budget allocation was £15,000 and the balance can be accommodated from savings elsewhere in the Administration budget.

**RESOLVED that:-**

**the balance be accommodated from savings in the Administration budget.**

**174./19 PARKING AT LOATLANDS PRIMARY SCHOOL**

Councillor Watson having declared an interest in this item, left the room and took no part in the discussion or voting thereon.

Extracted from the report of the Town Clerk:-

*A request was made to the County Council for the establishment of a parking space dedicated for the use of people with disabilities outside Loatlands Primary School in Harrington Road. There are already two such spaces outside Havelock Junior School*

*As Members will recall, there is a legal process involved in such road changes leading to a Traffic Regulation Order which includes consultation and potentially a period of dealing with any objections, before any changes can be made to the highway. The County Council currently reviews requests on an annual basis as part of a series of reviews in each of the Districts and Boroughs around the County. The process can take up to 18 months to complete, with assessments starting in Spring/Summer ready to advertise proposals in Autumn/Winter each year. As part of this process, the views of the Town Council should be sought. There is no suggestion that the Town Council should contribute financially to the scheme.*

*The Council is REQUESTED to consider placing on record its support (or otherwise) for the provision of a disabled parking space outside Loatlands School.*

**RESOLVED that:-**

**the Council place on record its support for the provision of a disabled parking space outside Loatlands School.**

**175./19 TO CONSIDER POLICIES AND DOCUMENTS FOR REVIEW**

Extracted from the report of the Town Clerk:-

*As members will be aware, it is necessary for the Council to review the Standing Orders and the Financial Regulations each year, and it is appropriate to consider the Scheme of Delegation at the same time (the final of the four "constitutional documents"). These documents will be presented to the March meeting and proposed amendments will take into account experience since they were last reviewed.*

*The Council currently has over 25 other policies, procedures, and assessments. It has been suggested that two or three of these be reviewed at each ordinary Council meeting on a rolling basis, with any additional documents fitting into the review cycle as appropriate.*

Members are REQUESTED to:-

- (a) advise the Town Clerk by 8 March 2020 of any suggested changes to the three remaining constitutional documents;
- (b) approve a rolling programme of review of the remaining documents as suggested.

**RESOLVED that:-**

- i) Councillors inform the Town Clerk by 8 March 2020 of any changes they would like in the Standing Orders, Financial Regulations, and the Scheme of Delegation; and,
- ii) a rolling programme of review of policies, procedures and risk assessments be approved.

176./19

**TO CONSIDER A TRAINING POLICY**

Extracted from the report of the Town Clerk:-

*As Members know, the Council has a comprehensive list of policies. However, one policy recommended by Northants CALC which the Council does not have relates to training. NCALC recommends that Council have a "Training Statement of Intent" and a "Training Plan". A draft Training & Development Policy incorporating the two is being prepared and will be circulated before the meeting as Appendix A.*

*The Council is REQUESTED to consider the draft policy.*

**RESOLVED that:-**

**the policy be adopted.**

177./19

**TO CONSIDER A REPORT RELATING TO THE SALE OF DESBOROUGH LIBRARY BUILDING**

Extracted from the report of the Town Clerk:-

*As members will recall, the Council has repeatedly voted to set aside money for the preservation of library services in Desborough. Most recently, in July 2019 a detailed and specific set of resolutions was made to enable the library building to be purchased by the Charitable Incorporated Organisation Desborough Library and Community Hub (DLCH) whilst protecting the Council's investment.*

*There have been protracted and difficult discussions, and innumerable twists and turns in making progress towards the current position. Set out below is a section by section update alongside the text of the Council's resolution.*

	<b>Resolution</b>	<b>Update</b>
(i)	<i>the Town Clerk be authorised to secure appropriate legal advice on any matter related to the proposals to protect the Council and its assets as set out in the report, and to act on advice given;</i>	<i>Following a quotation exercise, the town and parish Council specialist team from Wellers Hedleys (Wellers Law Group LLP) was appointed as the Council's legal team. Their work has included liaising with the solicitors of the other three parties involved, and advising on the legal charge questions and the lease documentation for the Council's offices.</i>
(ii)	<i>DLCH and the Town Council shall be responsible for their own legal and other fees in relation to this matter;</i>	<i>The total cost of the legal fees is currently estimated at £1,150 plus VAT. This sum includes the separate issue of the Council's lease for the office accommodation which expired at the end of last year and would have had to be renewed anyway.</i>
(iii)	<i>it shall be a condition of any grant or loan that the Council's lease for the office accommodation in the property must be continued on broadly similar terms for a minimum of five years (to December 2024) with scope for only an inflation-related increase the at mid-term review;</i>	<i>The draft lease affords the Council broadly the same terms as the previous lease with the County Council. The proposed lease runs to 31 March 2025; has a rent review date of 1 April 2023, and any rent increase is related directly to the RPI (rounded up to the nearest £250). It also covers usage of the library by the Council and of the Council's large meeting room by the Library, and removes the recharge for utilities.</i>
		<i>It is not possible for the Council to sign a formal lease with DLCH unless the latter owns the building. In order to comply with this resolution a lease agreement will be signed guaranteeing the lease on the terms agreed.</i>

	<b>Resolution</b>	<b>Update</b>										
		<i>NB. Dates may change slightly depending on the date of commencement of the lease.</i>										
(iv)	<i>a building purchase loan of £120,000 be made to DLCH in perpetuity as a first charge on Desborough Library, High Street, Desborough, NN14 2QS, ("the property");</i>	<i>The County Council offered the building for sale at £360,000. This is funded as follows:- MECT £150,000 DTC £120,000 NCC £90,000</i>										
		<ul style="list-style-type: none"> <li><i>• The NCC contribution is, in effect, a discount but it is legally classed as a deferred payment, meaning that the "purchase price" is actually £270,000.</i></li> </ul>										
		<ul style="list-style-type: none"> <li><i>• The MECT contribution is a loan for a five year period repayable if the building ceases to be a functioning library or is sold during that period. After the five years the loan is converted to a grant.</i></li> </ul>										
		<ul style="list-style-type: none"> <li><i>• All three funders require a charge on the property to ensure that they have first call ahead of ordinary creditors on the proceeds in the event that the building is sold. Eventually, agreement has been reached to resolve the conundrum of three first charges by way of the three parties having a first share of any proceeds in proportion with their contributions up to 100%</i></li> </ul>										
		<p><i>For a period of five years from the sale, a legal document (inter-creditor agreement) provides that if the property was sold, and sold for less than £360,000, each party would bear the shortfall based on the proportion of their respective initial loans:-</i></p> <table border="0" style="margin-left: 40px;"> <tr> <td><i>MECT</i></td> <td><i>41.7%</i></td> </tr> <tr> <td><i>DTC</i></td> <td><i>33.3%</i></td> </tr> <tr> <td><i>NCC</i></td> <td><i>25.0%</i></td> </tr> </table> <p><i>After five years MECT is removed from the equation and NCC and DTC will bear any shortfall based on the proportion of funding:</i></p> <table border="0" style="margin-left: 40px;"> <tr> <td><i>NCC</i></td> <td><i>42.9%</i></td> </tr> <tr> <td><i>DTC</i></td> <td><i>57.1%</i></td> </tr> </table>	<i>MECT</i>	<i>41.7%</i>	<i>DTC</i>	<i>33.3%</i>	<i>NCC</i>	<i>25.0%</i>	<i>NCC</i>	<i>42.9%</i>	<i>DTC</i>	<i>57.1%</i>
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		<i>The building purchase loan payment will be made to the client account of the Council's legal advisors Wellers Hedleys (Wellers Law Group LLP) for onward transmission in accordance with accepted commercial practices.</i>										
(v)	<i>in the event that the property is subsequently sold:- (1) if no other property in the Town Council's area is procured by with or for DLCH or any successor to provide library services then the building purchase loan (£120,000) shall be repayable to the Town Council immediately on the sale;</i>	<i>This provision is included in the charge document between the Council and DLCH.</i>										

	<b>Resolution</b>	<b>Update</b>
	(2) <i>if another property in the Town Council's area is procured by with or for DLCH or any successor to provide library services using the proceeds of the sale of the current property then the building purchase loan will transfer to the new property on exactly the same terms;</i>	<i>This provision is included in the charge document between the Council and DLCH.</i>
	(3) <i>if another property in the Town Council's area is procured by with or for DLCH or any successor to provide library services not using the proceeds of the sale of the current property then the building purchase loan shall become immediately repayable to the Town Council;</i>	<i>This provision is included in the charge document between the Council and DLCH.</i>
(vi)	<i>if at any time DLCH wishes to return the building purchase loan to the Council irrespective of the ownership of the property it may do so in full at one time and the restrictions and protections afforded by the charge on the property shall be removed;</i>	<i>This provision is included in the charge document between the Council and DLCH.</i>
(vii)	<i>a library running costs grant of £30,000 be made to DLCH after the completion of the purchase as a contribution towards the ancillary costs and running costs of the first year of operation;</i>	<i>The grant will be paid in accordance with the resolution on completion of the purchase of the building.</i>
(viii)	<i>any further grant or loan to be decided as part of the Council's annual budgetary process in future years;</i>	<i>Budgetary provision of £15,000 for Grants to Organisations was made in the 2020/21 budget. No additional funding was set aside for DLCH or the library either within the Grants to Organisations budget or separately.</i>
(ix)	<i>the remaining £60,000 budgetary provision be returned to the Council's general reserves."</i>	<i>This has already been done.</i>

*In accordance with Standing Order 9.2.3, the Council is RECOMMENDED to approve the signing of the lease; the lease agreement; the legal charge; and the inter-creditor agreement.*

**RESOLVED that:-**

**the Council approves: the signing of the lease; the lease agreement; the legal charge; the inter-creditor agreement; the payment of the legal fees; the building purchase loan; and the one-off grant, all as set out in the report.**

178./19

**TO RECEIVE REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS**

178.1./19

**County Councillor Matthews**

Extracted from the report of the Town Clerk:-

*Any report received from the County Councillor will be circulated.*

County Councillor Matthews reported that the relevant legal processes were complete and that elections to the shadow Unitary authority would take place on 7 May 2020. He stated that the final NCC budget had been approved earlier in the day and that there would be a 3.99% increase in Council tax which included provision for a pothole repairing machine. He reported that progress was being made in containing expenditure in the current financial year.

County Councillor Matthews also reported that the commissioners for the Children's Trust aimed to start in July, and that Arthingworth Road would be closed for repair between 9 to 20 March 2020. With regard toggle Street, he stated that if the plans to build more dwellings

on Gold Street were pursued then it would be useful to have an idea of the costs of junction safety works such as four-way traffic lights.

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

#### 178.2./19 **Borough Councillors**

Extracted from the report of the Town Clerk:-

*Any report received from the Borough Councillors will be circulated.*

*Cllr Tebbut: The comments from the public consultation on the Part 2 Local Plan are now being collated and assessed by the officers and will be reported to the Planning Policy Committee at its next meeting in March. They will then, it is anticipated, be forwarded to the Secretary of State. Please thank the Town Council for its contribution.*

Borough Councillor French reported that planting on the Greenspace had taken place but it would need £120,000 to turn it into a country park; that plans were to be submitted for the Lawrence site for 42 new build dwellings at a total cost of £7,280,000 and added that work would commence at the end of 2020; that the Tin Tabernacle was owned by the Borough Council and he sought suggestions for its use; and added that he would report on the one-way proposals and car parking at Buckwell Street would be presented in future.

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

#### 178.3./19 **Rothwell North Working Party**

Extracted from the report of the Town Clerk:-

*A meeting was convened by the Borough Council to discuss the latest proposals with regard to the development. The developer currently proposes that the spine road will be opened on occupation of the 150th property (or three years). In the meantime, it proposes an amended version of the ANPR monitoring system previously discussed. It now proposes two ANPR cameras: one near the roundabout close to Eckland Lodge and the other at the entrance to the site.*

*The details of all vehicles heading into Desborough and passing Eckland Lodge on the B576 will be recorded. The details of all vehicles entering or leaving the development site will also be recorded. Finally, the details of all vehicles passing Eckland Lodge heading out of Desborough will be recorded. Put simply, every vehicle using the site should have its details recorded four times - if it doesn't then it cannot have used the approved route and the financial penalties process obtains. The data for all other vehicles will be filtered out so details of smaller vehicles will not be retained. Heavy vehicles which do not enter the site will be filtered out too; so deliveries to factories or other building sites will not be retained.*

*The developer points out that not all heavy vehicles in Desborough will be connected with the Rothwell North development and asks that if anyone suspects that a vehicle connected with the site is using any route to/from the site other than the A576 (Harborough Road / Rothwell Road) should take a note of the date and time, the number plate, and any contractor or company name on the vehicle. It is also worth noting that the ANPR system may not be in place from the first day of works at the B576 access.*

*The proposed alternative access directly onto the A6 has not been possible.*

*Restrictions on delivery times will also be in place to avoid times of expected conflict (08:00 - 09:00, 14:30 - 15:30).*

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

#### 178.4./19 **Neighbourhood Watch**

It was reported that there had been a problem with the reporting system and the report would be circulated when available.

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

#### 179./19 **TO RECEIVE AND NOTE THE PLANNING REPORT AND CONSIDER COMMENTING ON APPLICATIONS**

Extracted from the report of the Town Clerk:-

*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.*

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

**179.1./19 Appeal APP/L2820/W/19/3241209**

Councillor Read having declared a non-pecuniary interest in this item took no part in the discussion thereon.

**RESOLVED that:-**

**the information contained in the report be noted.**

**179.2./19 The Ritz and Conferencing Suites, 7-9 Station Road, Desborough**

[KET/2019/0878](#) Change of use from wedding venue and conference centre to a day nursery for up to 60 children, access ramps to South and East elevations

Concern was expressed at the proposal especially in relation to the internal layout, parking provision, pedestrian and vehicular access arrangements, and the likelihood of congestion on Station Road. It was noted that although the numbers using the building had been reduced there would still be a dangerous conflict between vehicles and pedestrians.

**RESOLVED that:-**

**the Town Clerk be authorized to comment as follows:-**

**Desborough Town Council objects to the proposal for the following reasons:**

- a) **Concerns of safety in regard to the internal layout and levels as proposed;**
- b) **The low height of ceilings in the proposed sensory room and soft play room;**
- c) **The toilet provision is insufficient;**
- d) **Insufficient fire safety routes;**
- e) **Inconsistent and inappropriate sizes of doorways;**
- f) **Pedestrian access routes into the application site from adjoining licensed premises appear to be not closed off;**
- g) **Parking provision is insufficient for the number of staff and visitors to the site;**
- h) **Traffic movements on site and traffic circulation would present a danger to traffic entering and leaving the site, and especially to pedestrians;**
- i) **The access road / pedestrian access to the site is too narrow for expected vehicle movements and pedestrians;**
- j) **Traffic entering and leaving the site at critical times of the day would cause excessive disruption on Station Road;**
- k) **The constant conflict at peak times caused by vehicles and pedestrians using the same access road.**

**Should the Planning Authority be minded to approve the application, Desborough Town Council would wish to see:-**

- a) **a formal method of segregating pedestrians and vehicles on the entrance road;**
- b) **a formal method of controlling traffic entering and leaving the site to permit only one way traffic along the access road (for example traffic lights);**
- c) **internal reorganisation to increase the number of toilets, lower the floor level or raise the ceiling level in the proposed sensory room and soft play room;**
- d) **confirmation that all relevant doorways conform to mobility standards.**

**180./19 TO RECEIVE AND NOTE THE FINANCE REPORT**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

**the recommendation be accepted.**

**181./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE THOSE MADE IN ACCORDANCE WITH THE SCHEME OF DELEGATION**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

**the payments listed in the report, and agreed elsewhere in the meeting, be approved.**

**182./19 TO NOTE INFORMATION ITEMS****182.1./19 Project Update**

Extracted from the report of the Town Clerk:-

*Any update on projects will be presented.*

The Town Clerk outlined the current situation with projects and indicated that a number of items remained with Kettering Borough Council for action.

**RESOLVED that:-**

**the information contained in the report be noted.**

**182.2./19 To Note the Data From the TVAS Speed Signs**

Extracted from the report of the Town Clerk:-

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

The Town Clerk stated that it was important to ensure that drivers did not get used to the locations and displays and therefore these were changed as often as practical.

**RESOLVED that:-**

**the information contained in the report be noted.**

**182.3./19 End of Project Report - Citizens Advice Services Corby & Kettering**

Extracted from the report of the Town Clerk:-

*The end of project of the project funded by the Town Council has been received. During the year, the organisation moved to larger premises and increased membership and participation.*

**RESOLVED that:-**

**the information contained in the report be noted.**

**182.4./19 Annual Report - Desborough Shed**

Extracted from the report of the Town Clerk:-

*The annual report of the Shed (Desborough Community Workshop and Studio Shed) has been received. During the year, the organisation moved to larger premises and increased membership and participation.*

**RESOLVED that:-**

**the information contained in the report be noted.**

**182.5./19 To Receive an Update on the Reorganisation of Councils in Northamptonshire**

Extracted from the report of the Town Clerk:-

*Any update received will be presented.*

**RESOLVED that:-**

**the information contained in the report be noted.**

**The meeting closed at 19:55**

**Signed by the Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Training & Development**

Desborough Town Council  
Training Statement of Intent

1. Commitment to training.	This council is committed to training in order to ensure that staff and councillors can operate appropriately and effectively for the benefit of the community. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.
2. Training Needs	This council acknowledges that it is important to train staff and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include: <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• Local, regional and national conferences</li> </ul>
3. Identifying Training Needs	Training needs may be triggered in several ways; the list below is indicative, but not exhaustive: <ul style="list-style-type: none"> <li>• Staff appraisals (although staff may identify their own training needs at any time)</li> <li>• A change in working practices (as a result of, for example, a complaint, accident or new policy)</li> <li>• The introduction of new equipment</li> <li>• Changes in legislation</li> <li>• New councillors joining the council</li> <li>• New chair of the council or committees</li> </ul>
4. Resourcing Training	This council will make enough provision in its budget to ensure that staff and councillors are suitably trained to carry out their functions and duties. There will also be enough funds set aside for appropriate technical literature and other publications.
5. Evidence of the benefit of trained staff and councillors	The benefit of training will be evidenced through, for example:- <ul style="list-style-type: none"> <li>• Well chaired meetings</li> <li>• Professional and pertinent responses to planning applications</li> <li>• Well documented policies and reports</li> <li>• Well managed projects</li> <li>• Well managed finances</li> <li>• Well informed staff and councillors</li> <li>• High professional conduct of staff and councillors</li> </ul>

## Training Plan (Councillors)

### Training Needs

Councillors training needs will be identified on an ongoing basis. Councillors or staff can identify Councillor training needs. Opportunities to attend courses will be investigated by the Town Clerk and brought to the attention of all Councillors.

### Training Requirements

All new Councillors will be provided with a New Members Pack including, but not limited to, The Good Councillor's Guide, Code of Conduct, Standing Orders, Financial Regulations, and Policies	Within one week of the date on which they are elected or co-opted
All Councillors shall receive basic training at the start of their term of office (Off to a Flying Start – Northants CALC, or similar)	Within six months of the date on which they are elected or co-opted
The Chair of the Council, and the Chairs of any standing Committees shall receive chairmanship skills training.	Within six months of the date on which they are elected to the office of Chair of the Council or one of its standing committees
All Councillors shall receive ad hoc training related to the Council's aims and objectives. This is particularly important when there is a change of legislation or when the Council embarks on a new project	As soon as reasonably possible, and within three months of the training need being identified
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Council's needs and responsibilities.	Ongoing

### Training Budget

The Council will assess the Council's training needs and will allocate sufficient budget to cover training course delegate fees, attendance at conferences/briefings, travel expenses and the purchase of training books and publications.

**DESBOROUGH TOWN COUNCIL**  
**16 JANUARY 2020**

**APPENDIX B**

**Planning, Appeal, and Licensing Matters**

[KET/2020/0041](#)

7 Headlands, Desborough  
 Single storey rear extension

[KET/2020/0088](#)

13 Addison Road, Desborough  
 Single storey extension to extend beyond the rear wall of the original property by 6m with maximum height of 3.5m and an eaves height of 2.4m

[KET/2019/0878](#)

The Ritz and Conferencing Suites, 7-9 Station Road, Desborough  
 Change of use from wedding venue and conference centre to a day nursery for up to 60 children, access ramps to South and East elevations

[Appeal APP/L2820/W/19/3241209](#)

An appeal against a refusal to determine an application (KET/2019/0521) at 13 Ironwood Avenue (1st & 2nd floor side with single story front extensions; raised roof to create flat roof terrace with glass barrier and lift access; vehicular access to garages; installation of solar panels, CCTV camera's, security lighting and signs; replace rear fencing with brick walls and increase height to 2.3m with additional 2.3m walls to front boundary with gates; 1.3m high canopy over rear garden).

The Planning Authority believes that there was insufficient detail and clarity of information to assess and/or determine the submission. In accordance with the delegation scheme, an objection was submitted stating that it was impossible to be clear from the information submitted by the applicant what is the exact scale and nature of the proposals and their impact on the property and the locality. From what can be seen, the proposals appear to be out of keeping with the open nature of the road and locality. The proposals might relate to an HMO which would be out of keeping with the area and may lead to an increased requirement for parking within the curtilage of the property.

If the Council's understanding of the proposals is correct, the proposals would be visually imposing and out of keeping especially with regard to the security wall with a height of 2.3 metres, and the glazed raised roof line.

In addition to the above, the proposals appear to include into the site a shared area of road to the rear of the property. It is the Council's understanding that this shared road is available for the use of several properties.

Refusal

[KET/2019/0606](#)

Residential development of up to 260 dwellings with access at land off Harborough Road.  
 This application was refused by the Planning Authority (this Council submitted an objection).

**DESBOROUGH TOWN COUNCIL**  
**20 FEBRUARY 2020**

**APPENDIX C**

**Finance Report - Monthly Bank Reconciliation**

Bank reconciliation	31/12/2019	31/01/2020
Barclays Current	£100.00	£1.00
Barclays business saver	£117,318.12	£1.00
Unity Current T2	£7,123.26	£2,000.00
Unity Deposit	£127,128.73	£83,000.14
CCLA	£300,000.00	£456,549.00
Reconciled Balance	£551,670.11	£541,551.14
<b>Income</b>		
CCLA Interest		£188.78
Other income (Christmas lights grant)		£2,450.00
<b>Charges and fees</b>		
Unity Trust Bank		£12.00

**DESBOROUGH TOWN COUNCIL**  
**20 FEBRUARY 2020**

**APPENDIX D**

**Accounts for payment**

Cost centre	Supplier	Reason	VAT	Total
Administration	Wellers Law Group LLP	Interim legal fees	£150.00	£900.00
Projects	Desborough Library and Community Hub	One-off grant (NB payment withheld until purchase of the library and office lease completed)	£0.00	£30,000.00
Projects	Wellers Law Group LLP	Payment to Client account for loan to Desborough Library and Community Hub	£0.00	£120,000.00
Democratic Services	Northants CALC Ltd	Whole Council Training	£0.00	£299.00
Memberships and Subscriptions	Society of Local Council Clerks	Subscription	£0.00	£254.00
Administration	Netwise uk	.gov.uk domain	£0.00	£80.00
+ Democratic Services	Mr G Thomson	Salary (February)	£0.00	£2,015.23
+ Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions)	£0.00	£953.56
+ Town Council Office	TalkTalk business	Internet and telephone (Feb)	£5.39	£32.34
+ Administration	Office Depot	Stationery	£6.08	£30.41
+ Administration	SurveyMonkey	Online survey	£3.17	£19.00
Town Council Office	Mr G Thomson	Postage	£0.00	£2.72
+ Administration	Aquatic Solutions UK	Remove vegetation from pond at Pocket Park (replacement invoice)	£172.00	£1,032.00
Administration	Printerinks4u	Tonor	£31.99	£191.94

+ Paid in accordance with delegated or continuous authority