



**Desborough Town Council**  
Town Clerk: Graham Thomson  
High Street, Desborough, NN14 2QS  
01536 628816 [clerk@desboroughtowncouncil.gov.uk](mailto:clerk@desboroughtowncouncil.gov.uk)

To: All Town Councillors

You are hereby summoned to attend the Meeting of Desborough Town Council to be held online using ZOOM on Thursday 18 June 2020, commencing at seven o'clock for the purpose of transacting the following business. Members of the press and public are invited to attend remotely (further details below).

To join the meeting follow this link

<https://us02web.zoom.us/j/83296630761?pwd=QXBTRWh4OUR2SVlrUhrUDZ3WXMvZz09>

Meeting ID: 832 9663 0761

Password: 0153762172

If you wish to join by audio telephone only (your normal call charges will apply) dial one of the following numbers: 0203 481 5240; or 0131 460 1196; or 0203 051 2874; or 0203 481 5237 and use the same meeting ID and password given above.

**NOTE TO MEMBERS OF THE PUBLIC**

Members of the public who wish to follow proceedings are welcome to use the login details above using Zoom. If you wish to follow proceedings by telephone only please contact the Town Clerk for further information. All members of the public will be muted and not able to be heard unless the Chair of the meeting invites them to speak.

Owing to the remote nature of attendance, any members of the public wishing to address the Council are requested to provide details to the Town Clerk before the meeting either by emailing the usual form (available on the Council's website here [Your Right to Speak at Council Meetings](#) or here Home > Policies > Your Rights > Your Right to Speak at Council Meetings) to the Council using the email address above, by sending the same information to the Town Clerk by email, or using the email us facility on the Council's website.

Signed,

Graham Thomson  
Town Clerk

12 June 2020

**AGENDA**

**195./19 CHAIR'S WELCOME AND ANNOUNCEMENTS**

**196./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ANY CHANGES TO THE PROTOCOL ON REMOTE ACCESS TO MEETINGS**

Following the last meeting the protocol has been reviewed (available on the Council's website here (<https://desboroughtowncouncil.gov.uk/documents/protocol-on-remote-access-to-meetings/>).

It is RECOMMENDED that one change is made as follows:-

*"2.3. All participants other than Councillors will be muted as they enter the meeting room."*

**197./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE**

**198./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS**

**199./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.

**200./19 TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 21 MAY 2020**

The minutes of the meeting held on 21 May 2020 have been previously circulated.

**201./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC NOTIFIED IN ADVANCE OF THE MEETING**

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

**202./19**

**TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN**

When it last discussed the matter, the Council agreed that it was still appropriate to have a Neighbourhood Plan (which was one of the questions asked at the last meeting). Activity on the Plan has been delayed largely due to market conditions but partly due to other priorities.

The Council wished to engage a good, locally experienced, specialist Neighbourhood Planning consultant. The Council attempted on a number of occasions throughout the year without success to find a consultant which fitted the brief and was prepared to do the work.

However, one benefit of the Covid-19 crisis is that consultants now seem interested in smaller or more challenging contracts simply because they need the work. One potential contractor has confirmed interest and it is anticipated that others will now be interested.

In relation to the question about where the budget has been spent - it hasn't. None of the £10,000 which was in the budget was spent (time in pursuing these issues is funded from the salaries budget rather than individual project budgets). As Members know, allocating money in a budget does not mean that it has been spent, and unspent budgetary provision does not roll over from year to year but is returned to the general balances unless allocated in the following year's budget. So it is misleading to suggest that this administration has spent £30,000 (including this year's budget) on neighbourhood planning: it has however allocated £10,000 in the budget and that amount remains.

For clarity, there is no existing Neighbourhood Plan group, working party, or committee. The previous Working Party was a "task and finish" group and was therefore disbanded after completing its work. However, the Council's decision that any new such group should include business and industry and groups not traditionally represented remains in place.

Finally, the Council was asked if the Council would guarantee that the four points in the previous resolution would all be met before the new unitary authorities are in place. The four points being:-

- (a) that the Council determines it is still appropriate to have a Neighbourhood Plan - done.
- (b) that the aim is to have the plan as far advanced as possible before reorganisation. That remains the aim unless the Council resolves otherwise.
- (c) to employ a good, locally experienced, specialist Neighbourhood Plan consultant - this looks more likely now than at any point since the Council decision.
- (d) to determine that any future Neighbourhood Plan group should provide for the inclusion of business and industry, and groups not traditionally represented - that has already been agreed.

**203./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.

## TO RECEIVE AN UPDATE ON BOROUGH AND COUNTY COUNCIL ISSUES AND CONSIDER FURTHER ACTION

With the beginning of the easing of the lockdown in response to Covid-19 local authorities are working together. The Town Clerk has met with representatives of the County and Borough Councils to discuss the Government's recently released guidance focusing on the design principles for safer urban spaces in light of the gradual re-opening of non-essential retail. The opportunity was also taken to pursue the matters on which the Town Council is in the hands of the County or Borough Council.

The Government's guidance gives examples of interventions that may be undertaken by the owners and operators of public spaces to keep people safe as urban spaces become busier. It provides a framework for identifying the issues associated with the use of public places in light of the need for social distancing. It focuses primarily on areas which are likely to have high footfall. It also includes practical interventions, which are temporary, for adapting and managing public places. It is intended to build a Kettering Common Place Action Plan as well as feeding into the county wide Recovery Task Force to ensure consistency in terms of approach and implementation.

The initial stage is to identify activity 'hot spots' within Desborough – for example popular footfall routes taken through town, potential pinch point areas, allowance for outside queuing which the plan will need to consider. The first steps to be taken will include: warning and advisory signs relating to social distancing; investigations into extending and joining up cycle routes; introduction of temporary cycle racks; and, the possible relaxation or introduction of parking restrictions and highway restrictions to facilitate or enable queuing. Government guidance on Safer Public Spaces is available here [www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19](http://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19), and guidance on reopening High Streets is here [www.gov.uk/government/publications/reopening-high-streets-safely-fund-guidance](http://www.gov.uk/government/publications/reopening-high-streets-safely-fund-guidance).

- (i) Signage for shoppers and parking restrictions  
Temporary Department for Transport "Covid 19 – Maintain Social Distance" signs have been installed at the entrances to High Street and Station Road. In addition to this signing Kettering Borough Council is likely to introduce "softer" Social Distancing reminders on the shopping streets to act as an additional reminder, probably in the form of sleeves over bollards.

As the effects of the reopening of retail premises are unknown the Councils will keep under review any locations with Northamptonshire Highways and KBC where problems are occurring that have not been foreseen. KBC Environmental Health will also monitor any "hot spots" where queues may be compromising social distancing and speak to the retailer as appropriate.

- (ii) Actions to promote walking and cycling  
Possible measures for consideration for funding from the Government's initiative to help pedestrians maintain social distancing and to promote cycling with the reopening of the retail businesses were also discussed. In the High Street area, where pedestrians are likely to congregate such as by the Co-Op and the Chemists, there is sufficient footway width for pedestrians to queue whilst still maintaining social distancing.
- (iii) Railway Bridge pedestrian safety  
On the B576 Northamptonshire Highways has confirmed that it will fund a section of two pedestrian barrier rails adjacent to the access from Burdock Way to prevent pedestrians / cyclists spilling into the carriageway.
- (iv) Station Road carriageway narrowing  
Along Station Road the width of the existing carriageway at the High Street end precludes introducing barriers in the road to increase footway width. Further along Station Road the footways widen considerably which should allow social distancing.
- (v) High Street bollards / railings  
The perennial problems of vehicles parking on the footpaths in the vicinity of the High Street zebra crossing have also been discussed. A scheme introducing railings to the north side of the crossing (on the Co-Op side) and both sides of the crossing (on the chemist's side) has been drawn up and costed at £17,960. It has been confirmed that there is no Highways budget for these works.

- (vi) Cycle routes  
As Members are aware, the cycle routes in Desborough are not joined up and there is no consistency of provision. The idea of expanding and improving the routes has previously been mooted. The introduction of a cycle facility on the B576 (from the end of the existing route from Rothwell through to the Grange estate and beyond) was also discussed, either as an on carriageway cycle lane or possibly a shared footway / cycleway. This would link up existing sections of cycle path at north of Town to the centre and south of Town and also to the existing shared facility between Rothwell and Desborough which would serve Montsaye Academy and Rothwell Medical Centre. This will be put forward for further investigation as part of the longer term Government initiative.
- (vii) Cycle parking  
A proposal for “pop up” cycle parking in the High Street area will be put forward for funding as part of the Government initiative. A proposal for “pop up” cycle parking in the public space at the Havelock Street junction will also be put forward for consideration for funding as part of the Government initiative.
- (viii) Possible Gladstone Street one way system & Gold Street / B576 junction  
The previously considered one way system for Gladstone Street / Nichols Street, the possible changes to the Gold Street / B576 junction, and the concept of a wider traffic scheme involving Station Road / High Street were also discussed. Although these schemes may be taken in isolation, the suggestion of a joined up scheme involving Station Road and High Street will also be considered. Any suggestions as to what such a scheme might look like would be welcomed by the County Council. Details of the Gold Street scheme as previously discussed were sent back to Highways for information who have confirmed that the ideas will be discussed further with the Town Council when the Covid-19 restrictions have been relaxed.
- (ix) Kettering Borough Council issues  
On the Braybrooke Road play area, consultation letters have been issued to the occupiers of the four adjacent properties by the Borough Council. The Borough Council is arranging for contractors to put together a costed proposal in the £25,000 to £30,000 range. The Town Council earmarked £30,000 as a contribution towards the overall costs to ensure that the play area was reinstated. The Council’s guidance is sought for the level of contribution it wishes to make for the works.
- A number of other issues have been discussed repeatedly with representatives from the Borough Council. These items include: the Pipewell to Greenspace footpath; the Dunkirk Avenue Play Area; natural play equipment on the Greenspace; and Improvements and extension of the CCTV system. Despite being raised repeatedly over the past months, unfortunately, the response from the Borough Council has not been positive, simply now stating that *“with the current Covid-19 we are finding it difficult to progress plans with contractors currently not at work. We will of course keep this on the radar to progress as soon as is possible.”*

The Council is REQUESTED to consider its response to issues raised in the report.

**205./19**

**TO CONSIDER A BUSINESS RESUMPTION RISK ASSESSMENT**

The Council adopted a business continuity risk assessment in response to the Coronavirus pandemic. This dealt primarily with the initial phase of the lockdown and actions which might be needed in the short term. It is now necessary to consider the Council’s approach to the relaxation of the lockdown specifically in terms of reopening the offices, use of the meeting rooms, sanitisation, and so on. As the country moves out of lockdown and into “the new normal” it will be necessary to review and revise risk assessments. A draft risk assessment is attached at Appendix A.

The Council is REQUEST to consider the matter and approve necessary expenditure on health and safety supplies as detailed in the risk assessment.

**206./19**

**TO CONSIDER A SCHOOL HOLIDAY PLAY SCHEME FOR CHILDREN**

The Council has been approached by a private company seeking the Council’s involvement in providing free to access, local sports opportunities, whilst providing parents with much needed provision during parts of the school holidays. Obviously at this stage it is unclear what the rules will be for social distancing and so on throughout the summer and autumn but an early indication of the Council’s interest in such a scheme or otherwise would be helpful.

The concept is for sessions of up to 20 children at a time to take part in physical activities. Indoor and outdoor space would be needed as well as welfare facilities. Coaches would facilitate a variety of sports between 09:30 and 15:30, five days a week over three weeks allowing up to 100 places in the clubs each week.

The cost of the sessions would be in the order of £1,500 per week plus any premises and equipment costs. It is anticipated that this could be 100% funded by a National Lottery grant. The activities, bookings, and all arrangements would be the responsibility of the company.

The Council is REQUESTED to consider the matter, and if supported to authorise the Town Clerk to make appropriate arrangements and submit a grant application.

**207./19 TO CONSIDER ANY RESPONSE TO THE COMMITTEE ON STANDARDS IN PUBLIC LIFE'S (CSPL) REVIEW OF ETHICAL STANDARDS IN LOCAL GOVERNMENT**

A key recommendation of the Committee on Standards in Public Life's (CSPL) Review of Ethical Standards in Local Government was for the Local Government Association (LGA) to create an updated model code of conduct for all tiers of local government. NALC and SLCC have been closely involved in the workshops and consultations on the new model code which looks to address new ways of working and issues such as conduct online and on social media. The LGA has presented a draft document for consultation ([www.local.gov.uk/code-conduct-consultation-2020](http://www.local.gov.uk/code-conduct-consultation-2020)). The consultation is open to councillors and officers and will run until Monday 17 August 2020.

Councillors are urged to respond individually and the Council is REQUESTED to consider making a collective response.

**208./19 TO RECEIVE AND NOTE THE PLANNING AND LICENSING 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.

**209./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.

**210./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.

**211./19 TO NOTE INFORMATION ITEMS**

The report of the Town Clerk contains information on the following matters:-

**211.1./19 To Receive Reports on Activity From Borough Councillors, the County Councillor, Local Groups and Volunteers**

Any other reports submitted will be available on the Council's website.

**Kettering Borough Council:**

Cllr Mike Tebbutt has reported as follows:-

*"At its virtual Planning Policy meeting on 21st May, the members unanimously voted to approve the Local Development Plan, Part 2, to the Secretary of State for approval, together with all the comments received during the recent consultation. The Officers comments together with modifications made were also approved and will also be submitted. It is hoped that approval will be received before the end of the year.*

*"My ward initiative fund has purchased a number of picnic tables to be located in the green space, these should be installed shortly."*

Cllr Mark Dearing has reported as follows:-

*"1. I have been in discussion with our officers to arrange some activities for Desborough during the summer period. This is being looked at as to what and how we can do this within the rules of social distancing.*

*"2. KBC are still in talks with Heritage England with regards to the Lawrences site for housing. This will be ongoing this year as due to Covid 19 there have been delays.*

*"3. I have been approached by several residents using the old "Green Lane" (known as the "D") off Harrington road and Arthingworth road. This is used by many people and even more so during this lock down as a walking/ cycling and running path. Unfortunately this is now very overgrown and down to a single track in places making use of it very difficult. I have talked to our County Councillor Alan Matthews and understand that it is still under the highways authority. It can be cut back but is obviously not a priority. Whilst I have a little ward money left I am aware that the Town Council can also help fund this given with what they precept.*

*"I am therefore requesting that the Town Council consider supporting the people of Desborough in clearing this so it can continue to be used by so many.*

*"4. At the Executive (Tuesday night) we will be looking to continue the "public spaces protection order" for a further 3 years. This is required by the Anti - social Behaviour, crime & policing act 2014."*

### **North Northamptonshire Unitary Council:**

Cllr Allan Matthews has reported as follows:-

*"The first meeting of the North Northamptonshire Shadow Authority took place on Zoom recently.*

*"Appointments were agreed for the Leader, Deputy Leader and the Chairman together with the Interim Head of Paid Services, Interim Monitoring Officer and Interim Section 151 Officer.*

*"Other appointments agreed are Members of the Shadow Executive and the members of the following committees: Senior Appointments, Overview & Scrutiny and Standards.*

*"The Shadow Authority will keep members of all tiers of our local government up to date, with its progress towards the launch of North Northamptonshire Unitary Authority in May 2021, through executive meetings, engagements with partners and bulletins.*

*"Eleven Task and Finish Groups have been formed to ensure that the transformation of the collective public services, currently delivered by the four Borough/District Councils and NCC, does not result in any deteriorations of services for residents and businesses.*

*"It is worth noting that the current local government model for our county was introduced in 1974 and is a whole county model – the new Unitary Councils will result in two authorities rather than the current eight councils."*

### **The Desborough Royal British Legion**

The Council has been informed of changes to the Remembrance Day arrangements in future. In previous years the Men's section of The Desborough Royal British Legion has generally handled the parade, church service, and wreath laying, working closely with St Giles, other local authorities, and liaising with wreath laying organisations. However, as has happened in other parts of the country over the last few years, the Royal British Legion (RBL) has redefined the parade as a civic activity which it says must be organised by the relevant local authority.

The RBL's stance is based on the potential costs for the design and delivery of parade routes, especially the organisation and deployment of Temporary Traffic Management Orders or the contracting of traffic management services, which on a national level would divert funds from the charity's core activities. If neither the Borough Council nor the Town Council are willing to organise the parade then it would not take place. However, the church service and wreath laying would still however be organised by the branch and St Giles. Obviously it is not yet known what the situation will be with the pandemic but it is prudent to consider the Council's position as early as possible.

The Council is REQUESTED to indicate if it is willing to take on responsibility for the parade and if so to authorise discussions with the RBL, local branches, and others, with a view to enabling the Remembrance Day parade (complying

with all rules on social distancing etc.), and to make applications for road closures and use of space as necessary.

- 211.2./19 To Note the Data From the TVAS Speed Signs**  
Details of the most up-to-date data relating to traffic speeds will be posted on the Council's website.
- 211.3./19 Police Report / Crime Figures**  
The latest crime figures for the Kettering sector, Loatland area and St. Giles area will be posted on the Council's website.
- 211.4./19 To Note Kettering Borough's Site Specific Part 2 Local Plan**  
Kettering Borough Council has submitted the Site Specific Part 2 Local Plan – Submission Plan to the Planning Inspectorate for examination in accordance with Regulation 22 of the Town And Country Planning (Local Planning (England) Regulations 2012 (as amended). The documents submitted, along with information about the Examination, are available on the Borough Council's website using the following link <https://www.kettering.gov.uk/SSP2Exam>
- 211.5./19 To Note an Update on the Town Council Vacancy**  
The closing date for written applications to fill the vacancy is 9 a.m. on Monday 29 June 2020. The application form is available on the Council's website or by telephoning 01536 628816 for a paper copy to be posted.

**BUSINESS RESUMPTION RISK ASSESSMENT**

Detail to be circulated separately.

**PLANNING, APPEAL, AND LICENSING MATTERS**

[KET/2020/0329](#)

52 Dunkirk Avenue, Desborough

Single storey rear extension, alterations to first floor rear windows, remove chimneys, render dwelling

[KET/2020/0301](#)

120 Federation Avenue (land adj), Desborough

Appearance, landscaping, layout and scale details in respect of KET/2017/0585 for 2 no. dwellings

[KET/2020/0326](#)

69 Queen Street, Desborough

Single storey rear extension with pitched roof and velux windows

[KET/2020/0329](#)

52 Dunkirk Avenue, Desborough

Single storey rear extension, alterations to first floor rear windows, remove chimneys, render dwelling

[KET/2020/0352](#)

2 Windsor Avenue, Desborough

Class C3 (b) up to six people living together as a single household and receiving care

[KET/2020/0302](#)

4 Unity Street, Desborough

Two storey front and first floor extensions to garage with single storey side extension to link to main dwelling

**FINANCE REPORT**

Monthly Bank Reconciliations

Bank reconciliation	31/05/2020
Barclays Current	£1.00
Barclays business saver	£9.45
Unity Current T2	£66,960.89
Unity Deposit	£15,084.81
CCLA	£315,568.90
Reconciled Balance	£397,625.05

Income

CCLA Dividend	£96.96
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**ACCOUNTS FOR PAYMENT**

+ Paid in accordance with delegated or continuous authority

	Cost centre	Description	Supplier	Reason	VAT	Total
+	Town Council Office	Rent	DLCH	Office rent (June)	£0.00	£666.66
+	Administration	General office and sundry expenses	Printerinks4u (East Midlands)	Printer ink	£6.99	£41.94
+	Memberships and Subscriptions	Subscription, audit, data protection	Northants County Association of Local Councils	Subscription, audit, data protection	£0.00	£3,332.31
+	Town Council Office	Telephone / Broadband	Mr G Thomson	Refund - Phone credit	£0.00	£10.00
+	Town Council Office	Telephone / Broadband	TalkTalk business	Internet and telephone	£5.39	£32.34
+	Democratic Services	Salaries & all Employment Costs	Mr G Thomson	Salary (May)	£0.00	£2,023.99
+	Administration	Computer software	Mr G Thomson	Refund - Zoom subscription (May)	£2.40	£14.39
+	Democratic Services	Salaries & all Employment Costs	LGSS Pensions	Pension (May)	£0.00	£874.10
+	Democratic Services	Salaries & all Employment Costs	HMRC	PAYE - Q1	£0.00	£2,445.74
+	Democratic Services	Salaries & all Employment Costs	Mr G Thomson	Salary (June)	£0.00	£2,024.19
+	Democratic Services	Salaries & all Employment Costs	LGSS Pensions	Pension (June)	£0.00	£874.10