



**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 annual meeting of Desborough Town Council to be held online using ZOOM on Thursday 16 July 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/81066411913?pwd=d2dOTnR4cU1jNTcwcmRPOFFDc2xzQT09>

Meeting ID: 810 6641 1913  
Password: 865473

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. 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

10 July 2020

**AGENDA**

- 1./20 Election of Chair for the 2020/21 Municipal Year**
- 2./19 Appointment of Vice Chair for the 2020/21 Municipal Year**
- 3./20 To resolve that the acceptances of office from the Chair and Vice-Chair be delivered to the Town Clerk before the next meeting of the Council**
- 4./19 To consider and if so resolved to approve any changes to the protocol on remote access to meetings**  
The Council is REQUESTED to consider and if so determined to approve any changes to the protocol.
- 5./20 Chair's welcome and announcements**
- 6./20 To consider and if so resolved to approve apologies for absence.**
- 7./20 To note any declarations of interest from Councillors.**
- 8./20 To note any requests for dispensation**  
To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been approved by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation.
- 9./20 To receive and approve the minutes of the meeting held on 18 June 2020**  
The minutes of the meeting held on 20 June 2020 have been circulated.
- 10./19 To hear representations from Members of the Public**  
Note: no decisions can be made in response to matters raised under this item.

## **11./20 To consider filling the casual vacancy on the Council by Co-option**

The vacancy for a Councillor for Loatland ward was advertised and self-nominations were received before the closing date. The Council will follow the procedure in the "Casual Vacancies and Co-Options Policy and Procedure" and will vote by show of hands. The Council will hear from the candidates (in alphabetical order) for up to four minutes each, and will proceed immediately to vote. At the meeting, there will be no discussion with candidates, or between Councillors on this matter. The inability of any candidate to attend the meeting (online) cannot be held against them, their words can be read (if submitted in time) and they will still be part of the voting process.

In order to be co-opted, a candidate must secure a majority of the votes of Councillors present and voting. If no candidate secures a majority of votes (50% + 1) in any voting round then the lowest polling candidate is excluded and the vote retaken. If the lowest polling candidates have equal votes then a run off would be held between them and the lowest polling candidate is excluded. This process continues until only two candidates remain, or a candidate secures the 50% + 1 majority. Following the vote between the final two candidates, should there still not be a majority then the Council cannot co-opt and the process will be re-run at the next meeting. Candidates not co-opted may put themselves forward again. The closing date for electors to requisition a poll for the other casual vacancy was 9 July 2020. No such poll was requisitioned and so the Council will be able to advertise the position to be filled by co-option at the next meeting.

The candidates are: Trevor BRIGHTON, David LARMOUR, Bill McELHINNEY, Kevin O'BRIEN, Alan WINDOW. The Council is REQUESTED to consider the candidates and vote on co-opting one as a Councillor.

## **12./19 To receive an update on projects**

### **12.1./19 Proposed one-way system and parking restrictions Gladstone Street / Nichols Street**

The County Council's Traffic Orders Team has confirmed that it is necessary to formally consult on the proposal and to undertake the necessary amendments to the Traffic Regulation Order (TRO) to make the one-way legally enforceable. A drawing of the previous proposals is shown at Appendix A. The cost of £3,855 for this consultation (by NCC) would fall to the Town Council. In addition to the above TRO an additional TRO (at the same cost) is required to amend the parking restrictions required for the scheme. However it is possible that this might be undertaken as part of the annual review of parking amendments for the Kettering.

NCC has suggested that in order to avoid abortive costs, the Town Council could carry out a further "informal" consultation based on the plan and the original consultation letter to gauge the current level of support for the proposal and if this seems positive to then hand over to NCC for the formal consultation. The cost of this informal consultation is estimated to be in the order of £200 to £300 for printing and distributing the consultation documentation.

The previous consultation exercise covered residential and business properties in the following streets likely to be affected (not all properties in these streets): Burghley Close, Gladstone Street, Harborough Road, High Street, King Street, Mansefield Close, New Street, Nichols Street, Pipewell Road, Regent Street, Rushton Road, and Station Road.

The Council is REQUESTED to consider carrying out an informal consultation and if approved to authorise the expenditure on printing and distributing the consultation documentation.

### **12.2./19 Braybrooke Road Play Area**

The Borough Council has been informed of the Council's decision to offer a £30,000 contribution towards the cost of the restoration and improvement of the Braybrooke Road play area on condition that the Borough Council contributes £15,000. No formal response has been received.

### **12.3./19 Rothwell Road / Gold Street junction**

An original copy of the report has now been received. Early discussions are being sought about moving forward with the project, but the Council is at the mercy of Highways staff availability in the easing of the lockdown.

**12.4./19 Highway Barriers (A576 railway bridge and High Street)**

The County Council's Highways staff have been advised that the Council is pleased that NCC is proceeding with the safety barriers at the railway bridge (an order is to be placed shortly), and that the Council is not prepared to fund the safety barriers on High Street.

**12.5./19 Dunkirk Avenue Play Area**

There has been no movement from the Borough Council on this.

**12.6./19 CCTV Upgrade**

Responsibility for CCTV within the Borough Council has changed to its Environmental Health department. Further information will be received in due course.

**12.7./19 Greenspace Play Area**

The plan for the Greenspace play area was for the Borough Council to appoint contractors to carry out the work using a grant from the Town Council. The specification had been drawn up and a plan agreed but unfortunately the Borough Council has now indicated that it wishes the Town Council to conduct the required tender exercise and engage the contractor directly, although KBC has indicated that it would provide support. The budget provision for the natural play equipment previously agreed is £20,000 including provision for tree planting.

In accordance with Financial Regulations, it is RECOMMENDED that the Town Clerk, in consultation with the Chair, be authorised to approve a quotation within the budget provision.

**12.8./19 Neighbourhood Plan**

A project plan for the next phase of the Plan is currently out for quotations from a number of consultant companies. The estimated cost is £4,500 (the annual budget approved is £10,000) and the work would involve:-

- a. conformity assessment of the Draft Plan policies;
- b. high level review of the Draft Plan's structure and contents;
- c. check of supporting evidence base documents
- d. production and presentation of a review report of the above and recommending the next steps for taking the Draft Neighbourhood Plan forward.

In accordance with Financial Regulations, it is RECOMMENDED that the Town Clerk, in consultation with the Chair, be authorised to approve a tender within the budget provision.

**13./19 Desborough Market**

The Council has been approached on an initial, informal basis, to consider the future of the Desborough market. With the assumption of Kettering Borough Council into North Northants Unitary Council it is possible that responsibility for the markets operated by the Borough Council will transfer to the new Council. If however, the market charter for Kettering was transferred to the new Kettering Town Council (and no decision has been made on that) then it is also possible that there would be no resource within the new unitary Council to manage Desborough market. It is timely therefore for the Council to consider its position in the eventuality that the latter occurs although it is not considered that there would be any significant changes until April 2021.

Initial investigations have taken place into the implications for the Council in becoming the Market Authority and bearing all the responsibilities, costs, risks, and income.

The markets take place on a Thursday to avoid a clash with Kettering, Rothwell and Harborough market days. Initial information received suggests that the market income was £1,967 in the last financial year (although since the pandemic fees have been waived). The current charge for stalls is £13 per stall per week paid as cash but this is moving towards monthly invoicing. There are three regular stallholders and some casual usage. The stallholders provide their own stalls and traders are required to take their own rubbish away.

The cleansing team currently empties bins and picks litter on market days and there is no reason to suppose that this would change or be charged for. Advertising and promotion of the market are currently carried out with a dedicated Kettering Markets Facebook page with about 1,000 followers. It is shared through the This is Kettering website and promoted through Stall Finder (a resource for stallholders and event organisers).

Other costs of running the market would include: additional banking costs (especially for handling cash), insurance and audit (probably negligible costs), and membership of the National Association of British Market Authorities (£358 per year), and business rates (£499 per year). The Council would also need to consider the management and administration of the market.

The Council is REQUESTED to consider in principle whether it would be prepared to take on the market and become a market authority if the opportunity arises, and if so, to authorise further investigations to take place.

**14./19 Update on the proposed school holiday play scheme for children**

The fund to which the Council would apply is the National Lottery Community Fund. It is effectively closed to non Covid-19 applications. However, this application would be written along the lines that children have missed out on the physical and social stimulation that school and holiday schemes (such as is proposed) provide, and as a result of the lockdown they will need to catch up on the missed social and physical development, so it will very much be a project focused around the troubles caused by Covid-19. Alternative suppliers (including other Local Authorities) have been requested but no other provider has been identified. Even at this stage it is not clear whether such schemes will be able to run during the summer. In that case, any funding bid made should refer to the possibility of running the schemes later in the year.

The estimated cost per week of provision is £1,500, including the cost of writing the bid application (if the bid is unsuccessful there would be no charge). There is no specific budgetary provision but any scheme would have to be funded wholly from any grant received. The Council's Financial Regulations require the Council to seek formal written quotes for works or services estimated to cost between £1,001 and £10,000.

It is RECOMMENDED that authority be given for written quotes to be sought; the acceptance of a quotation which does not exceed the budget; the identification of appropriate locations, times, and costs; and a grant application to be made.

**15./19 To note any reports on activity in the last year**

To receive reports from relevant parties, volunteers, and local groups on activity in the last year.

**16./19 To consider the dates of meetings for the 2020/21 Municipal Year**

With the delayed start to the 2020/21 municipal year, the dates for Council meetings during the municipal year fall as follows:-

Month	Ordinary Council meeting	Notes
Jul 2020	16th	
Aug 2020	No meeting	
Sep 2020	17th	
Oct 2020	15th	Budget consultation begins
Nov 2020	19th	
Dec 2020	10th	Early to avoid Christmas Draft spending plans, income proposals, and forecasts
Jan 2021	21st	Detailed budget approved, precept set
Feb 2021	18th	
Mar 2021	18th	
Apr 2021	15th	

The Council has also previously indicated a desire to hold budget consultation meetings. It has been suggested that the consultation process takes place earlier than last year to allow time for the outcome to be analysed and any necessary estimates to be sought.

The Council is REQUESTED to determine the meeting schedule for the remainder of the municipal year, including any additional meetings for budget consultation.

**17./19 To consider the appointment of representatives to outside bodies**

As Members may know, appointments and nominations to "outside bodies" terminate at the statutory annual meeting of the Council, or until the Council decides otherwise (whichever is sooner). There is no right for any organisation to have Councillor or Council appointed representatives, and only rarely does a Council have a right to make appointments (this is usually for charities as a foundation Trustee).

Name of body	Note
Rothwell North Working Party	Previously Cllrs Burnham and James
LANRAC (Leics and Northants Rail Action Committee)	Previously Cllr Sawford

Name of body	Note
Desborough Pocket Park Committee	Although the Council is in the process of withdrawing from the lease of the land, the Pocket Park Committee has asked if the Council would continue to nominate two Councillors to attend meetings. Previously Cllrs Keys and Taylor
KBC's A6 Towns Forum	No current nominee

The Council is REQUESTED to consider appointing representatives.

**18./19 To consider and if so resolved to appoint to Committees, Advisory Panels, and areas of responsibility**

As Members will know, the membership of internal bodies and appointments terminates at the statutory annual meeting of the Council (except financial account signatories), or when the Council otherwise decides.

Responsibility	Note
Volunteer Path Warden	
Volunteer Road Safety and CCTV Warden	
Awards Advisory Panel (Honoured Citizen Awards)	Three Councillors and Three non-Councillors
Community Grant Advisory Panel	Four Councillors and Four non-Councillors
Personnel Committee	Councillors only
Independent review Councillors	Must not be account signatories. Minimum of one.
Financial account signatories (continue until removed or replaced)	Must not be independent review Councillors. Three Councillors plus RFO preferred.
Data Protection Officer	Currently Northants County Association of Local Councils

The Council is RECOMMENDED to consider the matter and to make appointments.

**19./19 To receive and note the Planning and Licensing 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.

**20./19 To approve the annual governance statement for 2019/20**

The Council is REQUESTED to consider the Annual Governance Statement 2019/20 (circulated separately) and authorise the Chair and the Town Clerk to sign the document accordingly.

**21./19 To approve the Accounting Statements for 2019/2020**

The Council is REQUESTED to consider the Accounting Statements 2019/20 (circulated separately) and authorise the Chair to sign the document accordingly.

**22./19 To agree the date for the public inspection of accounts**

The Council is RECOMMENDED to fix the dates for the public inspection of accounts as 24 August 2020 to 5 October 2020.

**23./19 To receive and note the Internal Auditor's Report**

A copy of the internal auditor's report is expected and will be circulated to Councillors when received. The Council is REQUESTED to note the report.

**24./19 To receive the finance report**

The Council is RECOMMENDED to approve the report (Appendix C).

**25./19 To consider and if so resolved to approve continuous approval for certain routine payments**

There are a number of standard or routine payments made throughout the year and for which approval is preferable on an ongoing basis. As well as the requirement to pay invoices without undue delay, which does not always coincide with Council meetings, it is also prudent to make provision for regular payments to be made automatically.

- Information Commissioner's Office: the annual fee for mandatory registration (discount if paid by Direct Debit).
- Broadband / telephone: The current contract is with TalkTalk Business. The Council has just entered the second year of a two-year contract. The Council also has a mobile

telephone account during the Covid-19 lockdown (service providers may change as better deals emerge).

- Website / email: the current contracts for the provision of the website infrastructure, support, and emails (renewal January), and domain name registration (expires April) are with Netwise UK
- Payroll provider: The current contract is with Autela Payroll Services Ltd. The Council receives discounts for paying quickly.
- Salary payments due: The regular monthly salary and pension contributions, and the HMRC contributions (which are paid quarterly).
- Rent: The Council's offices are leased from Desborough Library and Community Hub, paid monthly.
- Christmas lights: The Borough Council traditionally offers a grant to the "A6 towns" to buy and erect decorations annually. The grant is returned (topped up as necessary) to KBC which contracts to store, purchase, erect, and remove the decorations and tree each year. It is not known at this stage what the arrangements will be following reorganisation.
- Bank Charges: the Council's banking is not free and there are charges levied for standard items such as paying in cash and handling cheques.

The Council also has an annual contact with Rentokil Initial plc for personal hygiene disposal. Payment is made annually and the contract expires in January. The contract will be subject to competition nearer the time. Given that the payments are currently made annually, it is not proposed to include this in the continuous approval list for the time being.

It is RECOMMENDED that continuous approval be given for payments as follows: Information Commissioner's Office; broadband / telephone / mobile telephone; website and domain; payroll provider; Salary payments due; office rent; Christmas lights, and banking charges.

**26./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.

**27./19 To note information items**

The Council is REQUESTED to note the information in the undermentioned reports.

**27.1./19 To receive reports on activity from Borough Councillors, the County Councillor, local groups and volunteers**

Any reports received will be circulated to Councillors.

**27.2./19 To note the data from the TVAS Speed signs**

Data from the speed indicator signs will be posted on the Council's website.

**27.3./19 Police Report / Crime Figures**

The latest crime figures received from the Police will be posted on the Council's website.

**27.4./19 To note an update on the Town Council vacancy**

The closing date for electors to requisition a poll for the casual vacancy was 9 July 2020. No such poll was requisitioned and so the Council will be able to advertise the position to be filled by co-option at the next meeting.

**27.5./19 To note information relating to the former Desborough Swimming Pool fund**

The Council has been informed that the Desborough Swimming Pool Fund has been closed and funds (amounting to £22,455) have been distributed in accordance with the spirit in which they were donated - to benefit Desborough people.

**27.6./19 Pocket Park Lease**

The Borough Council has responded to the Council's intention to withdraw from the lease of the land and will look to progress this matter with its legal department.

**27.7./19 To note information relating to traffic movements in connection with the Rothwell North housing development**

The Council has been informed that in the week 29/06/2020 to 05/07/2020 there were six breaches of the designated routes by HGVs:

- 2 (departing from the site using an unapproved route)
- 4 (entering the site using an unapproved route).

Proposed one-way system and parking restrictions Gladstone Street / Nichols Street



**Desborough Town Council**  
**16 July 2020**

**Planning and Licensing Matters**

[KET/2020/0387](#)

86 Ironwood Avenue, Desborough  
Conversion of carport to habitable accommodation, additional block paving to front and relocation of boundary wall

[KET/2020/0371](#)

15 Linley Drive, Desborough  
Convert part of garage to habitable accommodation, rear infill extension and car port to front of garage

[KET/2020/0429](#)

28 Burdock Way, Desborough  
T1 Beech - Remove two large lateral limbs

Appendix C

**Desborough Town Council**  
**16 July 2020**

**Finance Report**  
**Monthly Bank Reconciliation (30/06/2020)**

Unity Trust Bank Current	£4,861.98
Unity Trust Bank Saver	£67,027.84
Barclays Current	£1.00
Barclays Business Saver	£9.45
CCLA Public Sector Deposit Fund	£315,657.27
Reconciled Balance	£387,557.54

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. In June the dividend reinvested was £88.37. The interest received from the savings account with Unity Bank was £66.95 for the preceding quarter. The (laborious) process of closing the Barclays bank accounts has begun.

Appendix D

**Desborough Town Council**  
**16 July 2020**

**Accounts for payment**

Further items may be added as received.

+ Paid in accordance with delegated or continuous authority

	Supplier	Description	Reason	VAT	Total Amount
+	Desborough Library and Community Hub	Town Council Office	Office Rent	£0.00	£666.67
+	Autela Payroll Services	Salaries & all Employment Costs	Payroll	£10.04	£60.24
+	Mr G Thomson	Town Council Office	Refund (telephone)	£0.00	£10.00
+	Unity Bank	General office & sundry expenses	Service Charge	£0.00	£23.25
+	Unity Bank	General office & sundry expenses	Manual Credit - Handling Charge	£0.00	£0.50
+	Mr G Thomson	Salaries & all Employment Costs	Salary (July)	£0.00	£2,023.99
+	Mr G Thomson	General office & sundry expenses	Refund (Sanitising equipment)	£0.42	£2.50
+	Mr G Thomson	General office & sundry expenses	Refund (hand sanitiser)	£4.67	£28.00
+	Mr G Thomson	General office & sundry expenses	Refund (Zoom subscription June)	£2.40	£14.39
+	LGSS Pensions	Salaries & all Employment Costs	Pension (June)	£0.00	£874.10
+	Mr G Thomson	Town Council Office	Refund of expenses (telephone)	£0.00	£10.00
+	Talk Talk Business	Town Council Office	Internet and telephone	£5.39	£32.34