
**Minutes of the meeting of Desborough Town Council
held on Thursday 18 July 2019**

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

Also present: G Thomson (Town Clerk), and 23 members of the community.

44./19 CHAIR'S WELCOME AND ANNOUNCEMENTS

The Chair welcomed those present to the meeting and reported that the carnival had been excellent although very hot and that there had been more floats entered than usual. She said the turnout had been amazing. She added that the zebra crossing on Station Road had been repainted ahead of schedule and thanked members of the community for using the county Council's fixmystreet online service.

45./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.

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

46./19 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.

Cllrs Burnham, Draycott, Holmes, James, McElhinney, Read, and Taylor reminded the Council that they had declared interests, and received dispensations to take part, in minute 56./19 "To consider a request for funding from Desborough Library and Community Hub".

47./19 TO NOTE ANY REQUESTS FOR DISPENSATION

The Town Clerk reported that no requests for dispensation had been received.

48./19 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 20 JUNE 2019

The minutes of the meeting held on 20 June 2019 had been previously circulated. It was noted that Minute 28./19 should read:

- "iv) Community Grants Advisory Panel
a. Cllrs Draycott, James, Read, Taylor."*

RESOLVED that:-

the minutes, as amended, be confirmed and signed by the Chair.

49./19 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

49.1./19 DESBOROUGH LIBRARY

A member of the public spoke about the funding request for the Desborough Library and Community Hub of which six Councillors were Trustees. He questioned the legality and morality of this and stated that his complaint on this matter being a breach of the Code of Conduct had been forwarded by the Town Clerk to Kettering Borough Council. He expressed a view that the Autumn Update 2018 consultation was designed to encourage the purchase of the library. He stated that he had a letter signed by the requisite six members of the public requiring a Town Meeting which he would hand to the Town Clerk, and that it was possible that a Town Poll would be requested at that meeting.

50./19 TO CONSIDER ANY RESPONSE TO THE POLLING PLACE REVIEW

Extracted from the report of the Town Clerk:

A review is being conducted into polling districts and polling places used for elections within the area of the Borough of Kettering and the existing Kettering Parliamentary Constituency. The Council has the opportunity to comment on the existing or any new or alternative proposals. There are currently three polling places in the area of Desborough Town Council (text from the report to Kettering Borough Council):-

- *Loatland Ward: Leisure Centre, Ironwood Avenue
These premises were used as a polling station for the first time in 2014, which was mainly well received although a small number of complaints were made about the move from Loatlands Primary School. However, in the past there had been probably more complaints about the use of the school. Issues that arose in 2014 identified a long walk inside the premises to the polling stations. Access and parking are both good.*
- *Loatland Ward: Loatlands Primary School, Harrington Road
This site was used again as a polling station after a short break when electors were allocated to a polling station at Desborough Leisure Centre. Feedback highlighted there was support for retaining a polling station at the school. The school is able to remain open whilst polling takes place, however, discussions with the school and candidates/agents to address concerns*

Chair: _____

surrounding the safety of the children is required prior to polling day. Access and parking are both very good.

- *St Giles: St Giles Church Community Centre, Lower Street*
This very busy station has to be set up in two rooms for it to be effective and to ensure that crowding doesn't become an issue. It is important that clear and effective signage is in place so that voters know which room to go to and then which polling station to go to. Access and parking are reasonable.

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

RESOLVED that:-

the Council's large meeting room in the library building be proposed for consideration as a polling place.

51./19 TO ADOPT A WHISTLEBLOWING POLICY

Extracted from the report of the Town Clerk:

The Council is required to approve a Whistleblowing Policy. A draft policy has been prepared as attached at Appendix A. The Council is REQUESTED to consider the matter.

RESOLVED that:-

the draft policy be adopted.

52./19 TO RECEIVE REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS

52.1./19 KETTERING BOROUGH COUNCILLORS

Extracted from the report of the Town Clerk:

Cllr Derbyshire: "Hi sorry I have arranged to meet up with friends but thank you for asking me."

Cllr Tebbutt: "I am unable to attend the meeting, however would like to report:-

The Planning Policy Committee will next meet in early September to approve for public consultation the Part 2 Local Plan, which will have responded to the earlier non statutory consultations."

Cllr Dearing: "I will be unable to attend the meeting of Desborough Town Council, but would like to put the following report in for you.

"I received a letter from the Rothwell working group and an email regarding Rothwell North planning application KET/2018/0950 requesting that I complain to KBC Planners about the environmental impact it would have on the surrounding area. I have spoken to the planners who are aware and looking at this however it appears to be directed to the link road within the development. As you will be aware this development is not in the Loatland ward or St. Giles ward and therefore does not effect us directly. I have noted that there is a proposed traffic plan and I have raised my concerns that the suggested transport plan which could involve all traffic coming through Desborough is unacceptable. The planners are looking at alternatives at present. I will continue to press this home."

It was noted that Borough Councillor Soans was unwell and had presented apologies for all Borough Council activities for the foreseeable future. Comment was made that Desborough needed all its elected Councillors to be effective at this time of Local Government reorganisation and that those unable to do so should do the honourable thing and resign.

RESOLVED that:-

the information contained in the reports be noted.

52.2./19 NORTHAMPTONSHIRE COUNTY COUNCILLOR

Extracted from the report of the Town Clerk:

Cllr Matthews: "I have already confirmed with Jean that I am coming on Thursday and would like to talk about the ongoing issue of lines at Pioneer Ave/Rothwell Road corner, together with another highways issue which is relevant to this topic.

"As the next meeting is almost certain to be September, can I reserve that for an explanation on why certain roads are either not adopted, or may struggle to reach that conclusion, in Desborough?

"I did not see an agenda item for Unitary Update but could cover that point also if required?"

County Cllr Matthews referred to the traffic restrictions at Pioneer Avenue / Rothwell Road which had been shorter than he had hoped. He stated that most issues occurred during the working day and added that although longer lines would displace traffic it would leave the junction safer. County Cllr Matthews referred to the pedestrian crossing on Station Road which had been repainted. He added that he had requested the resurfacing of Dunkirk Avenue and Princes Avenue and had been told in 2013 that money had been set aside for this purpose to be done

Initialled by Chair: _____

when the heavy lorries finished using the route. He stated that he had now been informed that the money was no longer available and that the works would still not be completed until the conclusion of the regular heavy lorry movements. He also referred to the impending closure of the A6 bypass over the last weekend in July for engineering works.

County Cllr Matthews was thanked for his report and it was

RESOLVED that:-

the information contained in the report be noted.

52.3./19 DESBOROUGH CARNIVAL

It was reported that the turnout on the streets had been high but that, probably owing to the extremely hot and sunny weather, the numbers of people paying to enter the Recreation ground were lower than expected. Councillors who had acted as marshals were thanked.

RESOLVED that:-

the information contained in the report be noted.

52.4./19 ROTHWELL NORTH WORKING PARTY

It was reported that there had been a meeting with Persimmons and the response had appeared to be favourable. It was noted that consideration was being given to using the farm track access onto the A6 instead of the B576. It was suggested that County Councillor Matthews be requested to encourage the Highways department to permit the farm track to be used.

RESOLVED that:-

the information be noted.

53./19 TO RECEIVE A REPORT FROM CCTV WORKING PARTY AND CONSIDER ADDITIONAL BUDGETARY PROVISION IF NECESSARY

Extracted from the report of the Town Clerk:

The CCTV Working Party has been investigating the current public CCTV system and opportunities for enhancement. A report will be circulated separately which the Council is REQUESTED to consider.

It was stated that the CCTV Working Party had met and a report was set out as Report No. 1. It was noted that the proposal was to supplement the existing four KBC cameras and upgrade to IP cameras, with additional cameras to cover all road entrances to the town, at an estimated total cost of £50,000 to £60,000. It was noted that if the outline scheme was approved then detailed estimates could be obtained. In response to questions about running costs it was stated that it was hoped that running costs would be borne by KBC. It was also noted that it might be possible to apply for a contribution towards the costs from the Police, Fire and Crime Commissioner for Northamptonshire. Concern was expressed at the cost falling on the Council rather than KBC, NCC, and the Police, and that the running costs were unknown.

RESOLVED that:-

the Council earmarks £60,000 for improvements and extensions to the CCTV system as set out in the report.

54./19 PROPOSED PARKING RESTRICTIONS

Extracted from the report of the Town Clerk:

Previously, the Council has been asked its views about the parking provision across the town. The County Council's annual review is underway and whilst the Council has previously identified a number of areas where parking is problematic. In accordance with the Council's previous decision the Harrington Road junctions with Green Crescent, Neuville Way, and Meissen Avenue were put forward to the County Council for consideration.

The Council has also recognised that alleviating one issue inevitably moves problems to neighbouring areas. One such area is the Pioneer Avenue and Rothwell Road junction. The Council previously arrived at a consensus that the yellow lines should extend to the point of the first driveways. It would appear that some residents and the County Councillor would prefer the lines to be extended further. The maximum length provided for in the Highway Code is 10 metres. It should be noted that any extension to restrictions would have a direct knock-on effect in the vicinity. It is also understood that during previous neighbour consultation in this area there was not universal support for extending the lines.

Given the competing views it is suggested that a site meeting be held inviting Officers from Northamptonshire Highways and the Town Council, the County Councillor, a Town Councillor, local residents, and Wacoal Europe. If a consensus is arrived at to extend the Traffic Regulation Orders then the scheme could be submitted on behalf of the Town Council.

Initialed by Chair: _____

The Council is REQUESTED to consider the matter.

RESOLVED that:-

- i) a site meeting be held inviting Officers from Northamptonshire Highways and the Town Council, Councillor Draycott, County Councillor Matthews, local residents, and representatives of Wacoal Europe;**
- ii) if a consensus is arrived at to extend the Traffic Regulation Orders then the scheme be submitted by the Town Clerk on behalf of the Town Council.**

55./19 TO APPROVE A LOCATION FOR A BENCH

Extracted from the report of the Town Clerk:

Following the identification of potential locations for benches off Dunkirk Avenue and on Braybrooke Road consultation exercises were carried out with the occupiers of properties in the vicinity. Objections were raised against the sites off Dunkirk Avenue on the grounds of potential for antisocial behaviour and pollution. In contrast, no objections were received at all in relation to the proposed bench inside the bus shelter adjacent to the football club (although comment was received about the decorative repair of the shelter). Budgetary provision exists for the bench in the current year's budget.

The Council is RECOMMENDED to authorise the installation of a suitable bench inside the bus shelter adjacent to the football club on Braybrooke Road.

RESOLVED that:-

the recommendation be accepted.

56./19 TO CONSIDER A REQUEST FOR FUNDING FROM DESBOROUGH LIBRARY AND COMMUNITY HUB

Extracted from the report of the Town Clerk:

Background

A request has been received from Desborough Library and Community Hub (DLCH) for funding towards retaining library services at Desborough Library. As Members will recall, the Council's budget for 2019/20 contained a provision of £210,000 for the "preservation of library services".

It is well known that one of the responses of Northamptonshire County Council (NCC) to its financial difficulties was to attempt to significantly reduce the cost of the statutory library provision. The Northamptonshire library service was already one of the least expensive in terms of cost per visit when compared with other library services which demonstrates that cost cutting could not be achieved by further efficiencies alone and required a more fundamental reshaping of the service. Following a Judicial Review in August 2018, the decision to keep 15 libraries under NCC control and offer the other 21 to community groups to be run as independent libraries was quashed. In September 2018, the new Chief Executive of NCC conducted a new review of the library service, to make sure that NCC delivered its statutory duty to provide a "comprehensive and efficient" library service, whilst achieving the necessary savings for the Council by identifying opportunities to work with community groups to co-produce community managed libraries where possible. Following meetings with community groups, parishes, towns, Borough, and District councils, individual proposals were identified for nearly every library within the county.

Desborough Library and Community Hub (DLCH) was formed as a charitable incorporated organisation (CIO). Its intention was to take over the running of the library services at Desborough. DLCH has a board and a committee. Currently six of the Board are serving Desborough Town Councillors, and one further Councillor is a member of the Committee. All seven Councillors have sought and been granted dispensation under the Localism Act 2011 to allow them to participate in any discussion and vote on any matter relating to Desborough Library (including this item).

NCC published proposals for individual libraries and with reference to Desborough stated:

"this would be a community managed library, supporting community need, providing a book lending service as well as additional services such as Blue Badge applications and bus pass renewals where appropriate, at [DLCH]'s discretion. Some universal children's services currently provided in Desborough Library will continue to be delivered. This could mean changes to the current opening hours, either an increase or a decrease, but there will be an agreed minimum.

"As Desborough Library would remain part of the statutory provision, should it become unviable as a community-run library, NCC would seek to find alternative provision to ensure it continued to provide a statutory service. There is £2,000 Section 106 money available to invest in the development of this library."

Initialed by Chair: _____

Building Purchase

DLCH has been successful in attracting a conditional grant of £150,000 towards the purchase of the library building from the Maud Elkington Charitable Trust (MECT). MECT has confirmed that it would not provide a grant to the Council for the same purpose. The cost of purchasing the building is £270,000 (plus any legal and other fees). NCC is understood to have used different approaches throughout the county with regard to the ownership of buildings. It is understood that leasing is not an option which has been pursued by NCC in Desborough.

The MECT grant of £150,000 is to be subject to a five year charge on the property. In effect, if the building is sold within five years, the full amount of the grant (£150,000) will automatically be repaid to MECT. The MECT charge on the property will expire after five years. Notwithstanding the origin of the contributions for the purchase, the ownership of the library building will be vested in the DLCH and not the Council or MECT.

Running Costs

It is currently anticipated that the purchase of the property will take place at the beginning of September 2019. For some time, DLCH has been staffing the library on Thursday afternoons and on Wednesdays. From the date of purchase, DLCH would be responsible for staffing and running the library services. NCC has put in place arrangements to help the community managed libraries by employing two community co-ordinators and will also provide a book restock service, access to the computer systems, and pay insurances. DLCH will be responsible for running costs from the date of purchase and before any significant opportunity for fundraising. It has requested that the Council grants the remaining budget provision (£90,000) on completion of the purchase as a contribution towards the ancillary purchase costs and running costs over a three-year period. This would give DLCH the security of knowing that essential costs would be covered (at least in part).

Powers

Local authorities are creatures of statute. Their rôle is defined in numerous different Acts of Parliament and Councils are unable to act unless given the power to do so by legislation. The General Power of Competence (Localism Act 2011) enables Councils to respond more effectively to their communities' needs, encouraging innovation and assisting in shared service delivery. The Council has the General Power of Competence but for added clarity, the following powers would be available to the Council to enable the loan and grant to be made:-

- Local Government Act 1972 (Miscellaneous Provisions) Act 1976 s19
Power to provide and equip buildings for use of clubs having athletic, social or educational objectives
- Local Government Act 1972, s133
Power to acquire, provide and furnish community buildings for public meetings and assemblies
- Local Government Act 1972. s145
Provision of entertainment and support of the arts.

Risks

The major risks to the Council are that DLCH fails to thrive possibly through lack of community support, loss of volunteers, or other reason, and it ceases to deliver library services in Desborough; and that a library authority (current or following local government reorganisation) wishes to take over services or deliver services in competition. Should this happen, it is likely that DLCH would seek to transfer the delivery of services to another body (another CIO or charity, a library authority, or a private company). In the event of interest from a library authority DLCH might seek to continue to provide library services alongside or in competition with the authority or alternatively to hand services back. In all these scenarios the ownership of the property would not necessarily change. Not all of the county's current libraries are in buildings owned by NCC and it pays rent to the owners of those outside of NCC control. There is no reason to suppose that should a library authority wish to, or have to, take over delivery of library services from DLCH that it would wish to do so in a different building, although the possibility of a mobile library service should not be ruled out. If a library authority wished to deliver services from the property then DLCH could either sell the building to the library authority or retain it and collect rent.

Notwithstanding its designation as a community-run library, NCC has currently classified Desborough Library as part of NCC's statutory offer. The reasonable expectation is that in the event that the community-run facility failed then some services would be run in Desborough. However, it is not at all clear that this designation of being part of the statutory service would remain (it is entirely arbitrary).

Provision is made in the recommendations for actions in the scenarios outlined above (amongst others). These provisions would secure the return of the building purchase loan if the property is sold so the Council would reclaim the capital sum of £120,000. Should DLCH cease to provide

the library services from the building during the first three years provision should be made for the return of a fair proportion of the library running costs grant (see below).

Protection for the Council's Assets

The Council's budget for this proposal was derived from the Council Tax (known as the precept). Whilst it is important to protect the public money, the Council has no power to hold money for no purpose and the Internal Auditor advised the Council to consider a three to five year plan to reduce the unallocated reserves.

In order to prevent any profiteering it has been suggested that a charge be attached to the property for the building purchase loan of £120,000. This would mean that, like the MECT, any sale would result in the loan being repayable in full to the Council. It is understood that MECT's charge on the property will expire after five years; it is proposed that the loan from the Council should have a charge on the property in perpetuity, so a sale in the future would result in the return of the asset (see recommendations for further details).

The grant for the running costs is less easy to protect because the point is that the money will be spent as needed to preserve the library services in Desborough, is therefore not backed by an asset, and may therefore not be available to be repaid. However, it is proposed that the Council makes the grant on terms which would make it a preferential creditor so that if DLCH ceases to provide library services as proposed then the grant for running costs would be repayable to the Council ahead of any ordinary creditors. Obviously if DLCH is wound up then there may not be enough free funds to pay all creditors, but preferential creditors would have first call on any remaining cash. Given that the grant would be used through time as intended, the amount of any repayment in the event of failure (see recommendations for further details) should reduce over time on a monthly straight line reducing basis.

It is suggested that the grant be paid in two tranches in the current financial year: in September and March) and that the amount to be repaid is reduced by £2,500 each month. The grant would cease to be repayable after three years (September 2022). Details of the amounts which would have to be repaid are set out in Appendix B.

Other considerations

DTC Office: The Council is a tenant in the property and has a lease running until the end of November 2019. The siting of the Council's offices within the library building has been a success and accessibility and visibility have been significantly improved. There seems to be no appetite to relocate and it is therefore prudent to seek an early conclusion to renewing the lease. As a condition of any grant or loan the Council should require a continuation of the lease 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.

Publicity: The Council should also receive appropriate publicity and credit for the financial support given.

Evidence: The Council must be provided with evidence of the completion of the purchase. It should also be provided with a copy of the annual accounts of DLCH, and reports on activity should be provided to the Annual Town meeting each year, and to the Council on a quarterly basis.

RECOMMENDATIONS

If the Council is minded to approve the funding to DLCH in order to preserve library services in Desborough, then it is RECOMMENDED that:-

- (a) 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;
- (b) 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");
- (c) DLCH and the Town Council shall be responsible for their own legal and other fees in relation to this matter;
- (d) 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;
 - 2) 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;

- 3) *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;*
- (e) *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;*
- (f) *in the event of the DLCH ceasing to provide library services from the building before the end of three years from the date of the payment of a library running costs grant:-*
- 1) *if there is a transfer of services and or assets to a statutory library authority then the library running costs grant shall be repayable to the Town Council as a preferential creditor in accordance with the schedule attached at Appendix B;*
 - 2) *if there is a transfer of services and or assets to another CIO or registered charity based in Desborough Town Council's area then repayment requirements of the library running costs grant shall transfer to the new organisation in accordance with the schedule attached at Appendix B;*
 - 3) *if there is no transfer of services and or assets to another CIO or registered charity based in Desborough Town Council's area then the library running costs grant shall become immediately repayable to the Town Council as a preferential creditor in accordance with the schedule attached at Appendix B;*
 - 4) *if there is a transfer of services and or assets to any other organisation wheresoever based then the library running costs grant shall become immediately repayable to the Town Council as a preferential creditor in accordance with the schedule attached at Appendix B; and,*
- (g) *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.*

It was stated that there was incomplete information and that the proposed library running costs grant was a loan because of the repayment requirement which would make the Council a social investor which, it was stated, brought conditions. It was stated that there was no evidence that the Council, as an investor, had a voice on the DLCH. It was suggested that as investors the Council ought to see a return on its investment.

A view was expressed that a vote whilst an investigation under the Code of Conduct was ongoing undermined the democratic process and the impartiality of the Council, and that the legislation referred to in the report was not valid.

It was reported that the County Council had stated that it had not removed the option of leasing; the business plan was still under consideration by it; that it did not require the completion of the transaction by the end of September; and that it had not placed a non disclosure agreement on the business plan. It was added that if DLCH failed then NCC would provide a service as part of the statutory library service although this might result in shorter opening hours and fewer services.

Following a full and frank discussion during which it was suggested that further information was needed it was

**RESOLVED that:-
consideration of the matter be deferred.**

57./19 TO CONSIDER AND IF SO RESOLVED TO APPOINT ADDITIONAL COMMUNITY MEMBERS TO ADVISORY PANELS

The Council considered the current membership of the advisory panels and it was

**RESOLVED that:-
Ms Sara Huseyin and Mr Chris Read be added to the community membership of the Community Grants Advisory Panel.**

58./19 TO RECEIVE AND NOTE THE PLANNING REPORT

In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning authority as set out in the report attached at Appendix C.

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

Initialled by Chair: _____

59./19 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:

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

RESOLVED that:-

the information be noted.

60./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT

60.1./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE ROUTINE ACCOUNTS FOR PAYMENT

Extracted from the report of the Town Clerk:

The report set out at Appendix E 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 recommendation be accepted.

60.2./19 TO CONSIDER AND IF SO RESOLVED TO APPROVE CONTINUOUS APPROVAL FOR ROUTINE PAYMENTS

Extracted from the report of the Town Clerk:

There are a number of standard or routine payments made throughout the year and for which approval is possible 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.

- Broadband / telephone: New contract with TalkTalk Business. Previously the contract was £47.95 (plus VAT) plus small charges for any non included calls. A new two-year contract has been negotiated with TalkTalk Business following a comparison exercise and the monthly fee will be £19.45 (plus VAT) for six months rising to £26.95 (plus VAT) for the remaining 18 months (the average monthly amount is therefore £25.07 (plus VAT and any non-inclusive calls).*
- Payroll provider: The standard charge for the payroll provider (Autela Payroll Services) is £18.95 per month. If payment is made quickly on receipt of the invoice a discount of £17.62 per quarter applies. The average amount payable is £13.08 each month, paid quarterly.*
- Staff costs: The regular monthly salary and pension, and HMRC contributions (paid quarterly) currently amount to approximately to £3,650*
- Rent: The Council's offices are leased from the County Council at a cost of £2,000 per quarter. It is RECOMMENDED that continuous approval be given for the payments listed.*

RESOLVED that:-

authority be given as set out in the report for continuous payment authority for broadband/telephone costs; payroll costs; salary payments due; HMRC and pension contributions due; and rent of the Council's offices.

The meeting closed at 20:54

Signed by the Chair: _____

Date: _____

Initialed by Chair: _____

**DESBOROUGH TOWN COUNCIL
18 JULY 2019**

APPENDIX A

Whistleblowing Policy

DEFINITION OF WHISTLEBLOWING

The word "whistleblowing" in this policy refers to a disclosure made in good faith and in the public interest by employees, contractors, volunteers, or Members (concerned person), of malpractice, illegal acts or omissions at work. A whistleblower is a witness and not a complainant. Whistleblowing is not the same as making a complaint or raising a grievance, where an individual is saying they have been personally poorly treated. A whistleblower is usually not directly or personally affected by the matter concerned.

The Council is committed to the highest standards of openness and expects employees to come forward and voice concerns where applicable. This policy covers major concerns that fall outside the scope of other policies and procedures. It applies to concerns relating to other staff members, Councillors, volunteers, or contractors. Concerns relating to Councillors may be better dealt with under the provisions of the Member Code of Conduct.

All concerns raised will be treated in the strictest confidence and the identity of the concerned person will not be revealed without prior agreement. Staff members will not be penalised, disciplined, or shown other unfavourable treatment (including formal or informal pressure, or bullying) for raising a legitimate non-malicious concern under this policy.

This policy is informed by the Public Interest Disclosure Act 1998 and the Employment Rights Act 1996 which provide specific rights for employees who disclose information about alleged wrongdoings in certain specific circumstances.

This policy aims to:

- a) encourage concerned persons to feel confident to make a disclosure of concerns;
- b) provide appropriate avenues for these concerns to be raised by concerned persons;
- c) reassure concerned persons that they will be protected from being penalised or suffering detriment for making a disclosure.

CONCERNS COVERED BY THIS POLICY

This policy covers any serious concerns about any aspect of service provision or the conduct of officers or members of the Council or others acting on behalf of the Council.

Concerns that fall within this policy include, but are not limited to;

- a) where a criminal offence has been committed is being committed or is likely to be committed;
- b) where a person has failed is failing or is likely to fail to comply with any legal obligations;
- c) health and safety risks including risks to the public where misleading or incorrect information is knowingly provided to the Council as part of its decision-making process.

It is important that this confidential reporting policy is not used by staff members to raise concerns over their employment conditions, as the Grievance and Disciplinary Procedures are intended to address these issues. This policy is also not to be used by concerned persons as a mechanism for challenging decisions, practices and policies with which concerned persons disagree.

HOW TO RAISE A CONCERN

The Council has a number of policies which may provide a better mechanism for raising concerns, dependant on the nature of the concern. Before raising a concern under this policy, concerned persons should refer to the:-

- a) Code of Conduct
- b) Complaints Policy and Procedure
- c) Grievance Procedure
- d) Disciplinary Procedures
- e) Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures

If this is the most suitable mechanism for reporting, concerns should be raised, either orally or in writing, to the line manager. The Town Clerk should raise any concern with the Council Chair (or Vice-Chair if the concern relates to the Chair).

The concern should detail as much background information and history as possible, including dates, times and the nature of the concern. While the staff member is not expected to prove beyond doubt the

Initialed by Chair: _____

.....
allegation, they are expected to be able to demonstrate that the disclosure is being made in good faith and with no malicious intent.

HOW THE COUNCIL WILL RESPOND

The Council will investigate any concern raised under this policy. The nature of any investigation will be determined at the discretion of the individual to whom the concern was reported, and may include referral to an alternate source such as an auditor or Monitoring Officer. A decision may be made to use one of the alternate Council policies to follow through the investigation.

The identity of the individual raising the concern will be kept confidential throughout, unless agreed by them. The individual will be informed of how the Council intends to pursue the concern, or if the Council has decided the concern is unfounded.

Should it become necessary during any investigation to meet with the concerned person raising the concern, every effort will be made to arrange this at a time and location to protect the identity of the concerned person.

The Council will take steps to minimise any difficulties which a concerned person may experience as a result of raising, or being suspected of raising a concern, and if a concerned person is required to give evidence at any criminal or disciplinary hearing the Council will offer support.

MALICIOUS ALLEGATIONS

The Council is committed to the highest standards of openness and expects concerned persons to come forward and voice concerns where applicable. However, the Council will not tolerate deliberately misleading, malicious or substantially untrue allegations made by any concerned person under the guidance of this policy.

Any concerned person found to have made a deliberately misleading, malicious or substantially untrue allegation will be subject to the Council's Disciplinary Procedure, or Code of Conduct as appropriate.

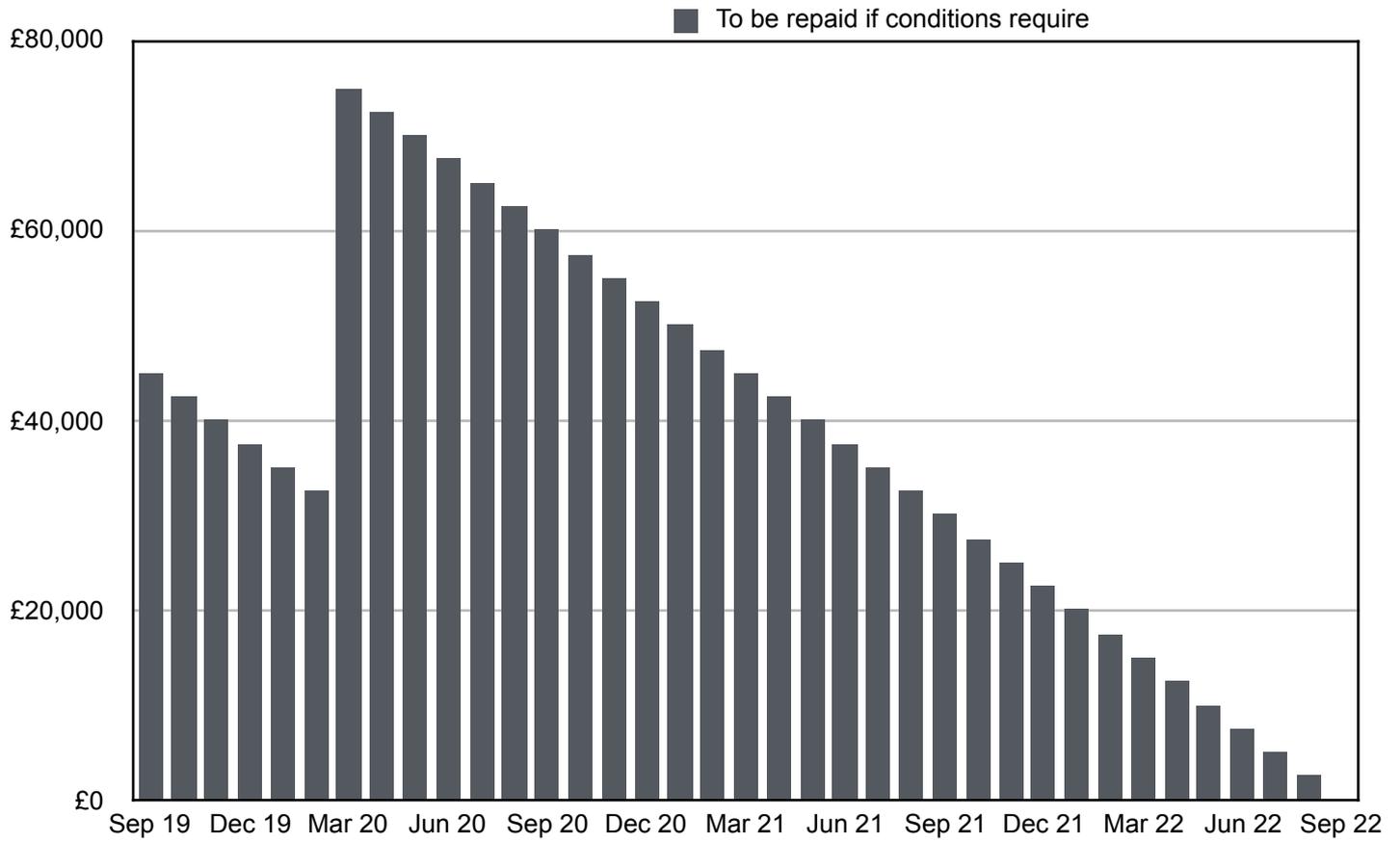
**Desborough Town Council
18 JULY 2019**

Appendix B

Library running costs grant repayment schedule

	To be repaid if conditions require	DTC Grant paid to DLCH
Sep 19	£45,000	£45,000
Oct 19	£42,500	
Nov 19	£40,000	
Dec 19	£37,500	
Jan 20	£35,000	
Feb 20	£32,500	
Mar 20	£75,000	£45,000
Apr 20	£72,500	
May 20	£70,000	
Jun 20	£67,500	
Jul 20	£65,000	
Aug 20	£62,500	
Sep 20	£60,000	
Oct 20	£57,500	
Nov 20	£55,000	
Dec 20	£52,500	
Jan 21	£50,000	
Feb 21	£47,500	
Mar 21	£45,000	
Apr 21	£42,500	
May 21	£40,000	
Jun 21	£37,500	
Jul 21	£35,000	
Aug 21	£32,500	
Sep 21	£30,000	
Oct 21	£27,500	
Nov 21	£25,000	
Dec 21	£22,500	
Jan 22	£20,000	
Feb 22	£17,500	
Mar 22	£15,000	
Apr 22	£12,500	
May 22	£10,000	
Jun 22	£7,500	
Jul 22	£5,000	
Aug 22	£2,500	
Sep 22	£0	

Initialed by Chair: _____



Initialled by Chair: _____

Desborough Town Council
18 JULY 2019

Appendix C

Planning and Licensing Matters

[KET/2019/0395](#)

6 Hereford Close, Desborough
Extension to existing detached garage

[KET/2019/0392](#)

26 Regent Street, Desborough
Two and single storey rear extension with relocation of front door to side elevation

[KET/2019/0402](#)

The Cedars Farm, Rushton Road, Desborough
Demolition of outbuildings and erection of an ancillary residential annexe

[KET/2019/0458](#)

48 Braybrooke Road, Desborough
Proposed 2 storey rear extension

[KET/2019/0473](#)

153 Pioneer Avenue, Desborough
Single storey side extension

Initialled by Chair: _____

**DESBOROUGH TOWN COUNCIL
18 JULY 2019**

APPENDIX D

Finance Report

Monthly Bank Reconciliation

Bank reconciliation	Interest	Other income	Service charge	Other expenditure	Bank reconciliation 30/06/2019
Unity Trust Bank Current	£0.00	£0.00	£19.20	£4,859.39	£10,173.32
Unity Trust Bank Saver	£66.63	£0.00	£0.00	£0.00	£75,067.63
Barclays Current	£0.00	£0.00	£0.00	£57.79	£593.72
Barclays Business Saver	£313.59	£0.00	£0.00	£0.00	£453,205.77
CCLA Public Sector Deposit Fund	£0.00	£0.00	£0.00	£0.00	£0.00
Unpresented payments	£0.00	£0.00	£0.00	£0.00	£1,298.76
Reconciled Balance					£537,741.68

Unpresented payments

Cost Centre	Description	Total	Comment
Administration	Desb Town JFC	£500.00	Payment not processed
Administration	Desb Town Bowling Club	£685.00	Payment not processed
Administration	MS Office Business	£113.76	Purchase not yet made
Balance		£1,298.76	

**DESBOROUGH TOWN COUNCIL
18 JULY 2019**

APPENDIX E

Accounts for payment

Cost Centre	Supplier	Reason	VAT	Total Amount
Administration	Chester Property Management	Raising of flags for Commonwealth Day	£0.00	£40.00
Democratic Services	Autela Payroll Services	Payroll	£0.00	£39.23
Democratic Services	LGSS Pensions	Pension (employee's and employer's contributions)	£0.00	£1,048.05
Administration	Graham Thomson	Postage	£0.00	£1.50
Democratic Services	Graham Thomson	Salary (July 25 hours / week) Overtime (June 48 hours)	£0.00	£1,893.87
Continuous authority for payments (amount may vary slightly month to month)				
Town Council Office	Talk Talk Business	Internet and telephone	£9.60	£57.62

Initialed by Chair: _____

CCTV Review for Desborough

CURRENT SITUATION

Desborough has four Kettering Borough Council (KBC) CCTV cameras at the moment; three cover the town centre and one is on the Recreation Ground. All are linked to the KBC control room at the Newland Centre via fibre transmission links. The cameras provide good quality daytime pictures but can only be viewed at the control room. The fibre links are expensive to rent from BT at about £1,000 per year and require a separate link for each camera. The cameras are located as follows:

1. High Street at its junction with Station Road, having views into the south section of Station Road and both directions along High Street.



2. Station Road at its junction with Havelock Street, having views into Havelock Street and both directions along Station Road.



3. High Street at its junction with Dunkirk Avenue, having views into the west section of Dunkirk Avenue, the east section of Lower Street and the south section of High Street.



4. East side of the Recreation Ground adjacent to the Bowls Club, having good views covering the east side of the ground but with limited views of the west side.



Initialed by Chair: ____

PROPOSALS

That we provide extra cameras to view areas that are not covered at the moment. In addition, we provide or upgrade all cameras so that they are Internet Protocol (IP) capable. With IP capability they can then be viewed by any computer that has access to a broadband internet connection. These computers would have the appropriate software and passwords to allow authorised users only. This would allow local police officers and accredited volunteers to monitor the cameras in our local area, rather than having to rely on the limited staffing that is currently available at the KBC control room.

The police station at Federation Avenue has been suggested as a suitable location and Sgt Rob Offord has already briefed that, in principle, this would be accepted by Northamptonshire Police (NP). Although NP have no intention of closing Federation Avenue at the moment, the IP capability would allow remote monitoring to be transferred to another location if this were to happen in the future.

IP cameras do not require expensive fibre transmission links. They do require broadband ADSL connections to the internet which are cheaper and more versatile. A further advantage is that if cameras are close together they can be connected to each other via wireless links and one ADSL connection could serve two or more cameras, thus saving on the costs of line rental. I recommend that we request KBC to cover the line rental costs since they would save money and it would be sensible to have one entity dealing with all line rental costs throughout the Borough.

It is recommended that, wherever practical, a Network Video Recorder (NVR) be installed at each location, or group of locations. The advantage being that if the ADSL connections do go offline for any reason, the video recordings may be retrieved from the remote locations at a later time.

I recommend also that all cameras are of High Definition (HD) and Pan Tilt Zoom (PTZ) standard together with an Infra Red (IR) capability for good night vision.

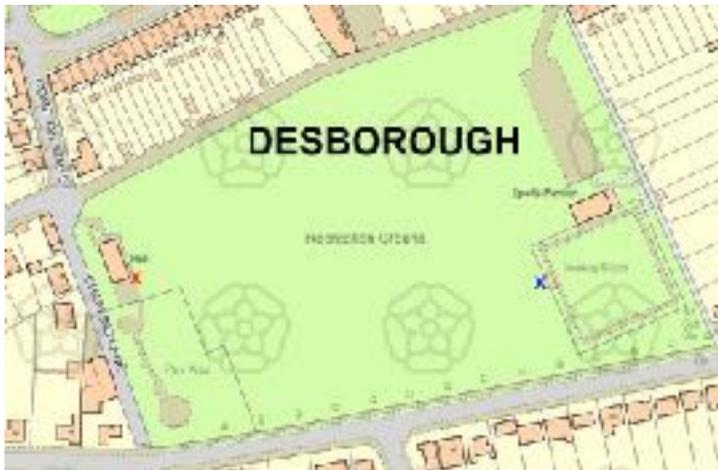
All prices stated are **exclusive of VAT**.

The following locations have already been identified as being suitable for CCTV expansion:

Desborough Location 1 - Desborough Recreation Ground

I recommend that a new HD, PTZ, IR and IP capable camera be installed on a new wall bracket, 5 metres high, on the south-east corner of the single storey building in the north-west corner of the Recreation Ground (Rec). The camera would be positioned so that it has good views into the children’s play area to the south which is subject to anti social behaviour during evening times.

A camera at this location, marked with a red ‘X’, would supplement the existing camera adjacent to the Bowls Club, marked with a blue ‘X’, providing good video coverage of the whole of the Rec.



Electrical power is already available from within the building which is owned by KBC and a NVR could be installed securely inside the building. The cost of this would be **£2,510** plus the small additional costs of providing a lockable cabinet for the NVR and connecting to the electrical supply.

In addition, I recommend that the existing camera adjacent to the Bowls Club be replaced with a new HD, PTZ, IR and IP capable camera to be mounted on the existing pole. This should include a wireless link to the other camera and associated network switches that would allow both cameras to be viewed using just one ADSL transmission connection that would replace the existing fibre link.

The cost of this would be **£2,810**.

TOTAL cost for this location:

£5,320 plus the small additional costs described above.

Initialed by Chair: _____

Desborough Location 2 - Desborough Leisure Centre at The Grange

I recommend that a new HD, PTZ, IR and IP capable camera be installed on the Leisure Centre building at The Grange. It would be mounted on the underside of the south-west corner of the overhanging canopy roof of the building at a height of 11 metres. This would give excellent coverage of the children's skate park, the outdoor sporting areas, the car park, the vehicle entrance from Ironwood Avenue and the grass areas bordering onto The Plens.



Electrical power is already available from within the building which is owned by KBC and currently leased to Parkwood Leisure Ltd. A NVR could be installed securely inside the building.

The cost of this would be **£3,112** plus the small additional costs of providing a lockable cabinet for the NVR and connecting to the electrical supply. A new broadband ADSL connection would also be required.

In addition, I recommend that a second camera be mounted on the opposite side of the building to cover the blind areas of the first camera. In particular, it should be able to view the 'alcove' area at the south-east corner of the building where drug smoking and dealing is alleged to be occurring. This would be cable linked to the NVR mentioned above and both cameras would use the same ADSL transmission connection.

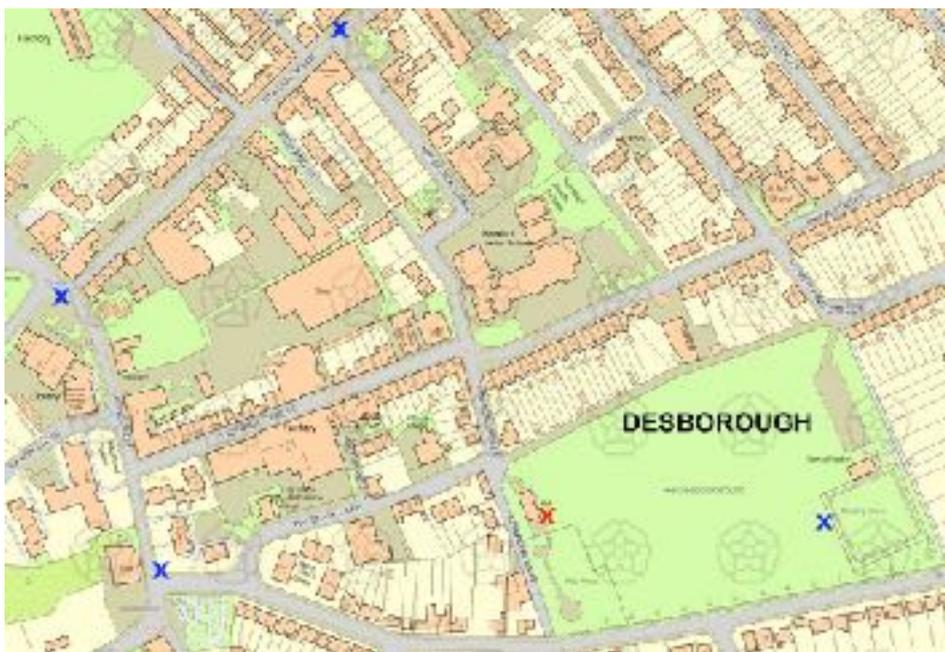
The cost of this would be **£2,075**.

TOTAL cost for this location:

£5,187 plus the small additional costs described above.

Town Centre

I recommend that the three existing town centre cameras be replaced with new HD, PTZ, IR and IP capable cameras to be mounted on the existing poles.



Initialed by Chair: _____

These will require three wireless links and associated network switches that would allow all three cameras to be connected together. Just one ADSL transmission connection would be required that would replace the three existing fibre links.

A local NVR unit could be installed securely inside the Library building where a lockable cabinet and power supply would be required.

TOTAL cost for this location:

£7,750 plus the small additional costs of providing the lockable cabinet and power supply.

SUMMARY SO FAR

In order to provide or upgrade the locations mentioned above, the total costs so far would be:

£18,257 plus the additional costs already mentioned.

Let's work on an estimated overall cost of £20,000 to cover the additional items.

In addition, a workstation computer would be required for camera viewing at the KBC control room and at Federation Avenue police station. These costs would have to be negotiated but might hopefully be covered by KBC and NP.

THE FUTURE

Any future expansion now depends on how much Desborough Town Council is prepared to pay from the precept.

There are several other locations that have been discussed with the working panel all of which will require new installations to be mounted on poles. The cost of one camera on one pole is approximately £2,500. The cost of providing a secure concrete base for mounting the pole is approximately £5,000. Additional costs will vary depending on the particular location and a survey of each would have to be carried out to ascertain the price of accessing a power supply and the connection of an ADSL transmission link. It is estimated that the total costs could vary between **£10,000** and **£13,000** for each location.

In some of these locations it may be useful to provide an Automatic Number Plate Recognition (ANPR) camera. I am advised that separate dedicated fixed cameras are better for this task rather than using the surveillance cameras but they could be mounted on the same pole. Negotiations would be required but NP or the Police Commissioner may be prepared to contribute towards these costs.

I hope that this summary is helpful and the possible extra locations already discussed by the working panel are listed below.

Desborough Location 3 - B576, Rothwell Road



The suggested location is marked by the red 'X' and is on the wide grass verge adjacent to the Wacoal Factory. Electrical power may be available from a nearby street lamp.

From this location, the camera would have good views along Rothwell Road in both directions and be able to cover the junctions with Lower Street, Federation Avenue, Pioneer Avenue, St Anthony's Close and Brooke Close, together with the two bus stops adjacent to Brooke Close.

Initialed by Chair: _____



Desborough Location 4 - B576, Harborough Road/Ironwood Avenue Roundabout



The suggested location is marked by the red 'X' and is on the centre of the roundabout at the junction of Harborough Road and Ironwood Avenue. Electrical power may be available from illuminated Keep Left signs on the roundabout. A tree that already exists in the middle of the roundabout would have to be removed or lopped.

From this location, the camera would have good views along Harborough Road in both directions and be able to cover the junction with Gapstile Close to the south and view the BP service station and shop to the north that is currently under construction. Views into Ironwood Avenue are limited but would easily identify vehicles and pedestrians that are entering or leaving.



Initialed by Chair: ____

Desborough Location 5 - Braybrooke Road (near Football Club)



The suggested location is marked by the red 'X' and is on the grass verge adjacent to the Football Club. Electrical power may be available from a nearby street lamp.

From this location, the camera would have good views along Braybrooke Road in both directions and be able to cover the junctions with Ash Grove, Hilltop Avenue, Whitehills Road and Peaselands. If mounted on a pole, it would also have good views into the Football Ground and the Football Club car park.

The football ground has minimal ambient light at night when the floodlights are not lit and it is recommended that the camera has a dual daylight and infra-red capability.



Desborough Location 6 - Rushton Road/Dunkirk Avenue



The suggested location is marked by the red 'X' on the south-western side of the junction of Rushton Road with Dunkirk Avenue. Electrical power may be available from a nearby street lamp.

Initialed by Chair: _____

From this location, the camera would have good views along Dunkirk Avenue as far as Furlong Road and should, ideally, be able to see pedestrians entering and leaving the footpaths into Mayfield Road and the children's play area. Looking south-east it would cover Rushton Road as far as its junction with Broadlands and have a clear view into the children's play area itself. Looking north-west along Rushton Road, it should also have a good view into the cemetery car park.

The children's play area has minimal ambient light at and it is recommended that the camera has a dual daylight and infra-red capability.



Desborough Location 7 - Braybrooke Road (Play Area)



There is a possibility that the children's playground at the junction of Braybrooke Road and Straight Furlong may be upgraded at some time in the future. If this is the case, it would be likely to attract more children and a camera nearby would be useful to enhance child protection.

The suggested location is marked by the red 'X' on the north side of Braybrooke Road and adjacent to the playground itself. The available position is limited due to a lamp post to the west, a large tree to the east and a radar operated '30 Slow' sign. Electrical power would be available from the '30 Slow' sign.

From this location, the camera would have good look-down views into the playground and, looking east, would cover the junction with Matlock Way. Looking west it would cover the junctions with Arthingworth Road, Straight Furlong and Braybrooke Road up to the town boundary.



Initialed by Chair: _____