

**Minutes of the meeting of Desborough Town Council  
held virtually using video and audio links  
on Thursday 16 July 2020**

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

Also present: G Thomson (Town Clerk), and 15 members of the community.

- 1./20 ELECTION OF CHAIR FOR THE 2020/21 MUNICIPAL YEAR**  
**RESOLVED that:-**  
Councillor Linda Burnham be elected as Chair for the 2020/21 municipal year.
- 2./20 APPOINTMENT OF VICE CHAIR FOR THE 2020/21 MUNICIPAL YEAR**  
**RESOLVED that:-**  
Councillor Jean Read be appointed as 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**  
**RESOLVED that:-**  
the Council approves the delivery of the Chair and Vice-Chairs's acceptances of office to the Town Clerk before the next Council meeting.
- 4./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE ANY CHANGES TO THE PROTOCOL ON REMOTE ACCESS TO MEETINGS**  
Extracted from the report of the Town Clerk:-  
*The Council is REQUESTED to consider and if so determined to approve any changes to the protocol.*  
**RESOLVED that:-**  
no changes be made to the protocol.
- 5./20 CHAIR'S WELCOME AND ANNOUNCEMENTS.**  
The Chair welcomed those present to the meeting and stated that she was new in the role and added that she would do her best as Chair. Thanks were expressed for the work of Cllrs Read and Draycott: the outgoing Chair and Vice-Chair.
- 6./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.**  
Apologies for absence were received from Councillor Holmes.  
**RESOLVED that:-**  
the apologies be noted.
- 7./20 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.**  
No declarations of interest were made.
- 8./20 TO NOTE OR CONSIDER ANY REQUESTS FOR DISPENSATION.**  
Extracted from the report of the Town Clerk:-  
*To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.*  
The Town Clerk reported that no requests for dispensation had been received.  
**RESOLVED that:-**  
the report be noted.
- 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 had been previously circulated.  
**RESOLVED that:-**  
the minutes be confirmed and signed by the Chair when possible.
- 10./20 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**  
No requests to make representations were made.
- 11./20 TO CONSIDER FILLING THE CASUAL VACANCY ON THE COUNCIL BY CO-OPTION**  
Extracted from the report of the Town Clerk:-  
*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.

In accordance with the Council's policy, each candidate gave a presentation and the Council voted immediately thereafter in a series of votes. No candidate having received the majority of votes required by the Council's policy it was

**RESOLVED that:-**

- i) no co-option be made; and,
- ii) filling the casual vacancy be reconsidered at the monthly Council meeting in September.

12./20

12.1./20

#### **TO RECEIVE AN UPDATE ON PROJECTS**

#### **PROPOSED ONE-WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

- i) a Road Changes Working Party be formed comprising Councillors Burnham, French, Keys, Read, and, Watson, to consider how the Council should prepare and proceed with the project;
- ii) the Working Party formulate terms of reference to be approved by the Council;
- iii) the Working Party seeks involvement of two or three interested members of the community.

12.2./20

#### **BRAYBROOKE ROAD PLAY AREA**

Extracted from the report of the Town Clerk:-

*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.*

It was noted that the Council had requested an additional £15,000 contribution towards the

cost of the works from the Borough Council but that it was not a condition of the contribution from the Town Council.

**RESOLVED that:-  
the matter be pursued by the Town Clerk.**

### 12.3./20 **ROTHWELL ROAD / GOLD STREET JUNCTION**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

- i) **the Road Changes Working Party be requested to consider how the Council should prepare and proceed with the project; and,**
- ii) **the Town Clerk be requested to circulate the original report to Councillors.**

### 12.4./20 **HIGHWAY BARRIERS (A576 RAILWAY BRIDGE AND HIGH STREET)**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

**the Town Clerk requests the County Council to undertake the work adjacent to the railway bridge as soon as possible.**

### 12.5./20 **DUNKIRK AVENUE PLAY AREA**

Extracted from the report of the Town Clerk:-

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

**RESOLVED that:-**

**the Town Clerk requests the Borough Council to undertake the works as soon as possible.**

### 12.6./20 **CCTV UPGRADE**

Extracted from the report of the Town Clerk:-

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

**RESOLVED that:-**

**the information be noted.**

### 12.7./20 **GREENSPACE PLAY AREA**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

**the Town Clerk, in consultation with the Chair and Cllr Draycott, be authorised to approve a quotation within the budget provision.**

### 12.8./20 **NEIGHBOURHOOD PLAN**

Extracted from the report of the Town Clerk:-

*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 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.*

**RESOLVED that:-**

**the Town Clerk, in consultation with the Chair and Cllr Draycott, be authorised to approve a quotation within the budget provision.**

13./20

**DESBOROUGH MARKET**

Extracted from the report of the Town Clerk:-

*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.*

In response to a question, County Councillor Matthews as a member of North Northamptonshire Shadow Authority, stated that he had no information about the Unitary Council's views on markets but undertook to raise the question. Concern was expressed that the Borough, County, or Unitary Councils might seek to devolve other currently unidentified services or functions

Concern was expressed that if the Council became a Market Authority then it would risk responsibility and potential Court action in the event of counterfeit goods being sold, or food standards being contravened.

**RESOLVED that:-**

**further investigations into the implications be carried out.**

14./20

**UPDATE ON THE PROPOSED SCHOOL HOLIDAY PLAY SCHEME FOR CHILDREN**

Extracted from the report of the Town Clerk:-

*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.*

It was noted that Government guidance on such schemes was unclear. In response to a question it was noted that consideration would need to be given to costs for participants and the targeting to those in greatest need.

**RESOLVED that:-**

- i) **the Town Clerk seek details of the Borough Council's proposals for play schemes; and,**
- ii) **the proposed scheme be provisionally scheduled for the October half term.**

15./20

### **TO NOTE ANY REPORTS ON ACTIVITY IN THE LAST YEAR**

Extracted from the report of the Town Clerk:-

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

It was reported that Desborough in Bloom was working to keep the tubs going with the volunteers were helping although the supply of flowers had been delayed. Thanks were expressed to Desborough in Bloom.

It was noted that there was no date for the resumption of the junior Parkrun in Desborough.

**RESOLVED that:-**

**the reports be noted**

16./20

### **TO CONSIDER THE DATES OF MEETINGS FOR THE 2020/21 MUNICIPAL YEAR**

Extracted from the report of the Town Clerk:-

*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.*

It was noted that the Council had previously fixed dates for budget consultation discussions on 1 and 3 October 2020. It was also noted that the Council had missed meetings owing to the Coronavirus pandemic and it was suggested that an additional meeting be held.

**RESOLVED that:-**

**an additional ordinary monthly meeting be held on 20 August 2020 with a shortened agenda.**

17./20

### **TO CONSIDER THE APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Extracted from the report of the Town Clerk:-

*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).*

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

<b>Name of body</b>	<b>Note</b>
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.

It was noted that Desborough's Borough Councillors were already members of the A6 Towns Forum.

**RESOLVED** that the following appointments be made:-

- i) **Rothwell North Working Party: Cllrs Burnham, James, and Read;**
- ii) **LANRAC (Leics and Northants Rail Action Committee): Cllr Sawford;**
- iii) **Desborough Pocket Park Committee: Cllrs Keys and Taylor; and,**
- iv) **KBC's A6 Towns Forum: Cllr Watson.**

18./20

### **TO CONSIDER AND IF SO RESOLVED TO APPOINT TO COMMITTEES, ADVISORY PANELS, AND AREAS OF RESPONSIBILITY**

Extracted from the report of the Town Clerk:-

*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.*

<b>Responsibility</b>	<b>Note</b>
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.

**RESOLVED** that the following appointments be made:-

- i) **Volunteer Path Warden: Mr Bob Martin;**
- ii) **Volunteer Road Safety and CCTV Warden: if still interested: Mr Rick Hill;**
- iii) **Awards Advisory Panel (Honoured Citizen Awards): Cllrs Read, Taylor, and Watson; and if still interested: Mrs McElhinney and Mr Birney;**
- iv) **Community Grant Advisory Panel: Cllrs Draycott, James Read, Taylor; and if still interested: Messrs Dickson and Read, and Mesdames Husseyin and Mount.**
- v) **Personnel Committee: Cllrs Burnham, Holmes, Read, and Sawford;**
- vi) **Independent review Councillors: Cllrs James and Sawford;**
- vii) **Financial account signatories (continue until removed or replaced): Cllrs Draycott and Holmes, and Mr G Thomson (as RFO);**
- viii) **Data Protection Officer: Northants County Association of Local Councils**

19./20

### **TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED** that:-

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

- 20./20 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2019/20**  
 Extracted from the report of the Town Clerk:-  
*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.*  
 The Town Clerk drew the Council's attention to the detail of the statement as circulated.  
**RESOLVED that:-**  
**the Annual Governance Statement for 2018/19 be approved and signed by the Chair.**
- 21./20 TO APPROVE THE ACCOUNTING STATEMENTS FOR 2019/2020**  
 Extracted from the report of the Town Clerk:-  
*The Council is REQUESTED to consider the Accounting Statements 2019/20 (circulated separately) and authorise the Chair to sign the document accordingly.*  
 The Town Clerk drew the Council's attention to the detail of the statements as circulated.  
**RESOLVED that:-**  
**the Accounting Statements for 2018/19 be approved and signed by the Chair.**
- 22./20 TO AGREE THE DATE FOR THE PUBLIC INSPECTION OF ACCOUNTS**  
 Extracted from the report of the Town Clerk:-  
*The Council is RECOMMENDED to fix the dates for the public inspection of accounts as 24 August 2020 to 5 October 2020.*  
 The Town Clerk reported that the proposed dates fitted in with anticipated holidays and the Covid-19 legislation.  
**RESOLVED that:-**  
**the recommended dates for the public inspection of accounts be approved.**
- 23./20 TO RECEIVE AND NOTE THE INTERNAL AUDITOR'S REPORT**  
 Extracted from the report of the Town Clerk:-  
*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.*  
 In response to a question, the Town Clerk confirmed that the Internal Auditor's report had incorrectly recorded his surname as Townsend and he had not received any response to his request for this to be corrected.  
**RESOLVED that:**  
**the report be noted.**
- 24./20 TO RECEIVE THE FINANCE REPORT**  
 Extracted from the report of the Town Clerk:-  
*The Council is RECOMMENDED to approve the report (Appendix C).*  
**RESOLVED that:**  
**the report be noted.**
- 25./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE CONTINUOUS APPROVAL FOR CERTAIN 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 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.*

**RESOLVED that:  
the recommendation be accepted.**

**26./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT**

Extracted from the report of the Town Clerk:-

*The report set out at Appendix D details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority; and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.*

**RESOLVED that:  
the recommendation be accepted.**

**27./20 TO NOTE INFORMATION ITEMS**

Extracted from the report of the Town Clerk:-

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

**27.1./20 TO RECEIVE REPORTS ON ACTIVITY FROM BOROUGH COUNCILLORS, THE COUNTY COUNCILLOR, LOCAL GROUPS AND VOLUNTEERS**

Extracted from the report of the Town Clerk:-

*Any reports received will be circulated to Councillors.*

**The Town Clerk reported that the report received from County Councillor Matthews had been circulated to Councillors. In response to a question, County Councillor Matthews undertook to find out if it was still possible to have tasks carried out by the Probation Service's unpaid workers.**

**With regard to the Shadow North Northamptonshire Unitary Council, Shadow Councillor Matthews reported that there could be over 150 Shadow Councillors at meetings and it was not entirely clear who was doing what.**

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

**27.2./20 TO NOTE THE DATA FROM THE TVAS SPEED SIGNS**

Extracted from the report of the Town Clerk:-

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

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

**27.3./20 POLICE REPORT / CRIME FIGURES**

Extracted from the report of the Town Clerk:-

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

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

**27.4./20 TO NOTE AN UPDATE ON THE TOWN COUNCIL VACANCY**

Extracted from the report of the Town Clerk:-

*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.*

The Town Clerk reported that he would put in place the processes to fill the vacancy

**RESOLVED that:-  
the co-option to fill the casual vacancy be considered at the September Council meeting alongside the existing vacancy.**

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**27.5./20 TO NOTE INFORMATION RELATING TO THE FORMER DESBOROUGH SWIMMING POOL FUND**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

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

**27.6./20 POCKET PARK LEASE**

Extracted from the report of the Town Clerk:-

*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.*

**RESOLVED that:-**

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

**Councillor French left the meeting at this point.**

**27.7./20 TO NOTE INFORMATION RELATING TO TRAFFIC MOVEMENTS IN CONNECTION WITH THE ROTHWELL NORTH HOUSING DEVELOPMENT**

Extracted from the report of the Town Clerk:-

*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).

**RESOLVED that:-**

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

**The meeting closed at 21:11**

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

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



## Appendix B

**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**

+ Paid in accordance with delegated or continuous authority

	Supplier	Description	Reason	VAT	Total
+	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