



**Desborough Town Council**  
Town Clerk: Graham Thomson  
High Street, Desborough, NN14 2QS  
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To: All Town Councillors

You are hereby summoned to attend an additional meeting of Desborough Town Council to be held online using ZOOM on **Thursday 15 October 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/88282996691?pwd=SHlyMnBDNlV5MTFZNNlZQjhXenBJUT09>

If necessary, use the following - Meeting ID: 882 8299 6691

Passcode: 591395

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 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

9 October 2020

**AGENDA**

**61./20 Chair's welcome and announcements**

**62./20 To consider and if so resolved to approve apologies for absence**

**63./20 To note any declarations of interest from Councillors**

**64./20 To note or consider any requests for dispensation**

To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.

**65./20 To approve the minutes of the meeting held on 17 September 2020**

**66./20 To hear representations from members of the public notified in advance of the meeting**

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

**67./20 Response to the proposed one-way system and parking restrictions Gladstone Street / Nichols Street**

As Members will recall, the Council carried out an informal consultation exercise with residents and businesses in the vicinity of Gladstone Street and Nichols Street likely to be directly affected by the proposed one-way system and parking restrictions. Recipients were invited to respond as follows:-

- *Are you in favour of a one-way system covering Nichols Street and Gladstone Street?*
- *Does the proposed plan meet your requirements?*
- *If not, what would you suggest?*
- *Please add any relevant information to support your response.*

There were 56 responses from 38 unique residences and businesses out of 400 letters delivered (a response rate of just under 10%). Of those responses, 54 were in favour of a one-way system of some sort, and 45 were in favour of these proposals; nine had other suggestions. There were four businesses which replied: one against and the other three in support. Eleven respondents reported damage to their vehicles. These figures include multiple responses from individual properties. It should be noted that the Town Council's survey is not binding and that Northamptonshire Highways will have to carry out the statutory consultation in due course. The Council is REQUESTED to consider the matter.

**68./20 To note changes proposed to the funding of elections and polls**

As Members know, the Shadow Executive of North Northamptonshire Council has determined that town and parish Councils should share in the cost of elections and polls throughout the new Council's

area where elections take place. It is understood that only in Kettering Borough were the costs not previously passed on the town and parish Councils. It has been determined that the costs will be shared amongst the participants. The next poll is scheduled for May 2021 and the Council will need to make provision for a share of the costs of that election (which coincides with unitary and Police and Crime Commissioner elections). The Council's share should be one third for that poll (if the Town Council's election is contested) and amount to approximately £8,500 (Loatland is in the order of £4,500 and the cost for St. Giles is around £4,000). The Council already has a provision of £12,000 set aside for Election / Parish Poll costs which might fall in the current year. As previously, if a Parish Poll is held then the entire costs would fall on the Council.

The Council is RECOMMENDED to make provision in the forthcoming budget and thereafter for likely additional electoral costs.

#### **69./20 To consider the future for Desborough and arrangements for the 2021/2022 budget**

The Council's Financial Regulations state that:-

- "2.1 Each year, before work begins on the budget, the Council will meet to consider the main issues that it wants to address and to agree its objectives for the next year and for the medium term. During the planning period it will review what has happened so far in the current year and identify any problem areas that need to be tackled and any changes that it wants to make.*
- "2.2 At the beginning of the budget process the Council will consider any capital projects that are in progress or which are planned. No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the Council's approved budget.*
- "2.3. At the December meeting each year, draft spending plans and income proposals for the forthcoming year should be submitted to Council, together with forecasts for the next two years if possible. These should be accompanied by a report from the RFO on the estimated level of resources and issues arising from the proposals.*
- "2.4. The Council will consider the detailed budget in January for approval. It shall review the resources available to it, including grants and reserves.*
- "2.5. Only after spending plans, anticipated income, and reserves have been considered may the Council consider how much to precept on Council tax for the next year."*

The Council needs to consider the main issues that it wants to address and to agree its objectives for the next year and for the medium term. Suggestions have come forward in recent weeks and as part of the budget consultations including the following (not all of which might involve cost):-

- a) improvements to the entrances to the town;
- b) improvements to cycle paths and routes;
- c) improvements to the footpath between the Grange and Pipewell Road (part of footpath UC7);
- d) increase in the provision of cycle racks and encouragement of cycling;
- e) introduction of a dog walking track around the Dunkirk Avenue Recreation ground;
- f) changing the weight limit from Rothwell to Desborough on a permanent basis.

The Council is REQUESTED to consider its vision for the future of Desborough, the main issues that it wants to address and agree its objectives for the next year, and for the medium term.

#### **70./20 Website arrangements and Operation London Bridge**

Operation London Bridge is the code name of the plan for the passing of Her Majesty the Queen. There are similarly titled plans for the Duke of Edinburgh, other senior Royals, and notable persons. The plans cascade down to include the mourning of other senior figures nationally and locally. Two things to note: the plan is owned by Buckingham Palace and Downing Street and is not able to be changed by the Council; and instructions derive from London to the County Council through to the Borough Council. The Plan itself is marked as "Official Sensitive" and although the general contents may be well known it is not disclosable to the public. The Plan must only be implemented after a formal announcement from Buckingham Palace or Downing Street and reasonable steps must be taken to ensure the information is correct before any actions are taken. Should the plan be implemented, a box of necessary supplies (such as books of condolences) would be provided by the Borough Council. There are a number of requirements on the Council should the plan be implemented which would be managed in accordance with the Scheme of Delegation as appropriate at the time. However, one element requires pre-planning. It is suggested that the Council's website's landing page be overwritten with a plain black page with a portrait of the deceased and relevant dates, with links to relevant pages.

The Council's current website provider is Netwise UK Ltd at an annual cost of £300 (the anniversary date is 31/01/2021). There is an add-on which would enable this to happen without great difficulty or delay. The cost of adding this function is a £99 one-off fee.

It is RECOMMENDED that the Council purchase the website add-on at a one-off fee of £99 plus VAT and extend the contract with Netwise UK for the annual provision for another year.

- 71./20 To approve training in accordance with the Council's Training Plan (Councillors)**  
The Council's "Training Plan (Councillors)" sets out that Councillors should receive basic training at the start of their term of office, and also that the Chair of Council should receive chairmanship skills training. The cost of appropriate training sessions with Northants CALC is £44 per person per course. It is RECOMMENDED that approval be given for new Councillors and the Chair to attend (online) training as set out in the Plan.
- 72./20 To receive updates, if any, on various matters**  
Oral reports of any progress on the following matters will be given.
- 72.1./20 Braybrooke Road Play area**  
It is understood that the formal response from the Borough Council will be that it will not add any cash to the project because going into Unitary next year pretty much all Capital monies are already committed and no further capital amounts will be available. However KBC is putting matched resources into the scheme such as project management and also KBC inputs by adding in additional play features and there is a financial cost to this. The Council is REQUESTED to consider whether or not it wishes to proceed with the scheme as previously proposed at a cash cost of £30,000 notwithstanding the lack of cash contribution from the Borough Council. For the avoidance of doubt, the Town Council would grant aid the Borough Council to carry out the installation (through contractors) and ownership and ongoing liability would sit with the Borough Council.
- 72.2./20 CCTV upgrade**  
It is expected that estimates for the civil works (the columns and so on) will be available before the meeting. If so, the Council will be REQUESTED to consider the total costs and approve the scheme (if within the Council's budget provision of £65,000). For the avoidance of doubt, the Town Council would grant aid the Borough Council to carry out the installation (through contractors) and ownership and ongoing maintenance and liability would sit with the Borough Council.
- 72.3./20 Neighbourhood Plan**  
The Council has received the first draft of the report from the contractor, Navigus Planning Limited. An update on the report will be presented to the meeting.
- 73./20 To receive any reports on activity from Borough Councillors, the County Councillor, local groups and volunteers**  
Any reports received will be circulated to Councillors.  
The Council is REQUESTED to note the information.
- 74./20 To note a report about vehicle movements into and out of the Rothwell North construction site**  
The Council is usually notified about vehicle movements into and out of the construction site and any violations of the approved routes by HGVs. The most recent information is:-  
07/09/2020 – 13/09/2020 9 violations inwards and 1 violation outwards  
14/09/2020 – 20/09/2020 24 violations inwards and 1 violation outwards  
21/09/2020 – 27/09/2020 7 violations inwards and no violation outwards  
  
The attention of the developer has been drawn to a small number of issues over the month, especially relating to extreme delays in w/c 5 October 2020. It should be noted that those particular delays were in relation to works being carried out by Anglian Water, and not Persimmon.  
The Council is REQUESTED to note the information.
- 75./20 To receive a report on crime in the Town**  
Details of the latest crime figures have been received and will be available on the Council's website.  
The Council is REQUESTED to note the information.
- 76./20 To receive a report on vehicle speeds in the Town**  
Details of the latest reports from the TVAS speed signs are available on the Council's website.  
The Council is REQUESTED to note the information.
- 77./20 To consider arrangements Remembrance Sunday 2020**  
The Town Clerk will report on the most up to date information and advice in relation to marking the anniversary safely in accordance with legislation and current advice.
- 78./20 To receive and note the planning and licensing report and consider commenting on applications**  
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 A. The Council is RECOMMENDED to note the report and raise comment on any items not already submitted.
- 79./20 To receive the finance report**  
The Council is RECOMMENDED to approve the report (Appendix B).

80./20

**To consider and if so resolved to approve accounts for payment and to note those made in accordance with the scheme of delegation**

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

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**Appendix A**

**Desborough Town Council  
15 October 2020**

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**Planning and Licensing Matters**

[KET/2020/0602](#)

33 Linden Avenue, Kettering

Replace carport with garage and storage area to rear, canopy over the existing front door and hard standing to side

[KET/2020/0616](#)

52 Gladstone Street, Desborough

External wall insulation and render within covered access area

[KET/2020/0645](#)

14 Queen Street (land adj), Desborough

1 no. dwelling

[KET/2020/0641](#)

1 Hereford Close, Desborough

Single storey side extension

[KET/2020/0596](#)

6 St Anthony's Walk, Desborough

Variation of condition 2 of KET/2019/0333 in respect of amendments to glazing on the ground floor

**Appeal**

[APP/L2820/W/20/3258187](#)

Application: KET/2019/0878

Change of use from hotel and wedding/conference venue to hotel and children's day nursery

The Ritz and Conferencing Suites, 7 - 9 Station Road, Desborough

The appeal will be decided using a written procedure. The Council's comments will be forwarded to the Inspector. For the sake of clarity, the Council's withdrawal of its previous objections will be forwarded to the Inspector.

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**15 October 2020**

**Financial Report**

**Monthly Bank Reconciliation (30/09/2020)**

Unity Trust Bank Current	£4,898.44
Unity Trust Bank Saver	£56,888.24
Barclays Current	£1.00
Barclays Business Saver	£9.45
CCLA Public Sector Deposit Fund	£315,822.91
Reconciled Balance	£377,620.04

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. In September the dividend reinvested was £35.86. The Unity Bank service charge was £22.35 for the quarter.

The Council's attempts to get some of the available Government pandemic grant money have been successful and a £10,000 small business rates grant has been received. This is not part of the money allocated for local government but part of the business support.

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**Accounts for payment**

Table to be updated before the meeting

Further items may be added as received.

+ Paid in accordance with delegated or continuous authority

	Supplier	Description	Reason	VAT	Total Amount
+	Talk Talk Business	Town Council Office	Internet and telephone	£5.60	£33.60
+	Desborough Library and Community Hub	Town Council Office	Office Rent	£0.00	£666.67
+	Mr G Thomson	Salaries & all Employment Costs	Salary (October)	£0.00	TBC
+	LGSS Pensions	Salaries & all Employment Costs	Pension (October)	£0.00	TBC
+	Mr G Thomson	General office & sundry expenses	Refund (Zoom subscription Sep)	£2.40	£14.39
+	Mr G Thomson	General office & sundry expenses	Telephone	£1.67	£10.00
+	Mr G Thomson	General office & sundry expenses	Stationery	£1.00	£5.99
+	Mr G Thomson	General office & sundry expenses	Postage	£0.00	£6.57