



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

To: All Town Councillors

You are hereby summoned to attend a meeting of Desborough Town Council to be held online using ZOOM on Thursday 10 December 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/84975564007?pwd=UnpjWnlBR2FsOG05RUhvNWMyNVpydz09>

If necessary, use the following - Meeting ID: 849 7556 4007 Passcode: 150697

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. To raise your hand when you are following the meeting by telephone please press \*9, if the Chair invites you to speak you will need to press \*6

**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

4 December 2020

**AGENDA**

- 98./20 Chair's Welcome and Announcements**
- 99./20 To Consider and if So Resolved To Approve Apologies for Absence**
- 100./20 To Note any Declarations of Interest From Councillors**
- 101./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.
- 102./20 To Approve the Minutes of the Meeting Held on 19 November 2020**
- 103./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.
- 104./20 To Consider Recommendations Relating to Community Grants**  
The Community Grants Advisory Panel's recommendations in relation to grant applications received in the current window will be circulated before the meeting.
- 105. TO CONSIDER COMMUNITY GRANTS**  
Extracted from the report of the Town Clerk:-  
*In accordance with the Community Grants Awarding Policy the Council considers recommendations from the Community Grants Advisory Panel on applications for grants received from organisations. The policy contains, amongst other provisions:-*
- any grant awarded is at the discretion of the Council and will not normally exceed £1,250;
  - it is a condition of any grant application that the activity must bring direct benefit to the residents of Desborough.
  - Applicants are encouraged to look at alternative sources of funding in addition to this scheme.
  - The Council will only grant aid churches for town clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
  - Grant applications cannot be made retrospectively.
- Three applications were received in the recent application round, and a meeting of the Awards Panel was convened. The meeting was attended by three Councillors and three community members and the following recommendations made:*

**105.1./20 FC Aztecs**

Extracted from the report of the Town Clerk:-

*The request was for £1,500 out of a total of £1,500 for the purchase of outdoor training wear for under 5 and under 6 teams and kit for the over 45s walking football team.*

*Without a grant from the Council, or with a smaller grant, the remaining funds will be raised from parental contribution or fundraising by the teams. No such approaches had been notified to the Council.*

*In acknowledging the proportion of direct beneficiaries resident in Desborough and the Council's policy of encouraging applicants to seek alternative sources of funding in addition to this scheme, the Advisory Panel recommended a grant of £500.*

*The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.*

**105.2./20 Desborough Phoenix FC**

Extracted from the report of the Town Clerk:-

*The request was for £1,200 out of a total of £1,200 for the purchase of goal posts, nets, corner posts, subs benches, gazebo, barriers, training courses, jackets, playing kit, and team building events.*

*Without a grant from the Council, or with a smaller grant, the remaining funds will be raised from parental contribution or fundraising by the team.*

*In acknowledging the proportion of direct beneficiaries resident in Desborough and the Council's policy of encouraging applicants to seek alternative sources of funding in addition to this scheme (which had been made), the Advisory Panel recommended a grant of £800.*

*The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.*

**105.3./20 St. Giles Church, Desborough (Community Centre)**

Extracted from the report of the Town Clerk:-

*The request was for £3,000 out of a total of £6,528 for the replacement of the Community Centre's boiler. The Council is able to grant fund the Community Centre (as a church hall with community use).*

*Without a grant from the Council, or with a smaller grant, the remaining funds will be raised from a loan from the Church's restricted funds. Grants had also been sought from other organisations, and the work had already been carried out.*

*In acknowledging extensive community use of the hall, the Advisory Panel noted that the application was retrospective which was against the Council's policy. The Advisory Panel recommended that no grant be awarded.*

*The Council is REQUESTED to determine whether any award should be made and if so to determine the amount.*

**106./20 To Consider Recent Problems With Mud on the Road Surface on Rushton Road**

It has been reported that the road surface on Rushton Road has been awash with mud and in the prevailing inclement, but seasonal, weather the road surface has been treacherous.

The Council is REQUESTED to consider the matter.

**107./20 To Consider Possible Changes to Christmas Decorations in Future Years**

For the last few years, the Council has used the Borough Council to store, erect, remove, and replace our Christmas decorations (and to provide the tree). The cost of this is about £2,850 each year. This year there have been quite a few difficulties because the officer at KBC who dealt with it left and KBC engaged a different contractor.

The Council has also received a grant from the Economic Development department of the Borough Council of £2,450 as a contribution to the cost of purchasing, installing and maintaining Christmas lights in Desborough for the 2020 season.

It is not clear whether or not the Unitary Authority will continue with either the service or the grant. It would be prudent to assume neither and to budget accordingly. It is also opportune to consider the spread, style, and siting of the decorations in the town. Currently the Council's decorations include some streetlights along High Street and Station Road, a frame display on Marlow House, and of course the tree at the junction of High Street and Buckwell Street.

The Council is REQUESTED to consider arrangements for future years.

108./20

### **To Consider a Report on the Budget Process**

All Councils must fix a budget each year. Only after the Council has fixed its budget is it able to consider raising funds through a Council tax precept. The Council has been advised that the precept information will be required much earlier than usual because the Borough Council is handling the demands for the whole of the Unitary Council area. This means that the final date for the Council to send its demand to KBC is a week before the January meeting. The Town Clerk has negotiated a week's extension so that the Council does not have to change the date of the January meeting and the Council's budget, and then any precept demand, may be fixed at the January meeting.

Unlike principal councils, town councils are not restricted in the increases that can be applied to precepts. The Council Tax Referendum Principles do not apply to town councils currently and there is no indication that the government plans to introduce "capping" for town councils in the future.

As Members will know, plans for project expenditure in the current year have been greatly hampered and delayed as a direct or indirect result of the pandemic. A best estimate of the current year's outturn will be circulated to Councillors.

Details of draft spending plans will also be circulated to Councillors, based on:-

- current running costs
- items likely to arise as a result of local government cuts and Local Government Reorganisation (LGR) and the impact of the Coronavirus pandemic.
- the projects likely to be carried over from the current year
- any new areas of development.

The Council is REQUESTED to consider the report and indicate any large projects it might wish to fund in future years.

109./20

### **Information items**

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

#### **109.1./20 To Receive any Reports on Activity From Members of the Borough Council, the County Council, the North Northamptonshire Shadow Authority, and any Local Groups and Volunteers**

##### County Councillor Matthews

A report from Councillor Matthews is attached as Report No. 1.

##### Borough Councillor Tebbutt

*"The Independent Inspector appointed by the Secretary of State to examine our Part 2 Local Development Plan, has completed the detailed examination and has written to KBC with a number of questions. These will all have been answered before Christmas. We expect a detailed report to be available for the Planning Policy Committee meeting in January 21."*

##### Borough Councillor Dearing

*"As an update I can report that I have talked to KBC head of Planning regarding complaints about the pedestrian crossing at the top of Rothwell road (Persimmon development). Firstly this is not lit up for pedestrians at night and secondly the narrowing of the road on both sides and the glare at night from the traffic lights themselves are distracting for drivers. I have asked that this be looked at and KBC have liaised with the Highways who will look at this and talk to Persimmon."*

*"Once again I have reported the light that is out on the walkway behind the George pub."*

Any other reports received will be circulated.

#### **109.2./20 To Receive a Report on Parking Restrictions**

At the last meeting the Council decided to ask for the parking restrictions in the town centre to be relaxed until after Christmas as an interim measure and to seek a change the limits from 30 minutes to one hour on a permanent basis.

The Council has been informed that the relaxation during the first lockdown was as a result of Government advice and this was not replicated in the second lockdown, nor afterwards. The County Council will not therefore relax the restrictions as requested. Turning to the request to change the restrictions on a permanent basis the Council has been informed that a formal request must be made and it will be included in the next review of parking restrictions in the Kettering area. The Town Clerk will complete the formal application in due course.

#### **109.3./20 To Receive an Update on the Proposed CCTV Upgrade**

The details in this report may be updated before or at the meeting as further information is received. The Town Clerk has continued to work with colleagues at the Borough Council to make progress with the upgrade and new installations.

- 109.4./20 To Note Arrangements for Visits to Desborough by Santa Claus in 2020**  
As Members will know, Santa Claus (or one of his helpers) usually visits Desborough on his sleigh on his way from Market Harborough and tours Desborough streets whilst collecting funds for charity. This year Santa will not be able to travel from Market Harborough owing to the COVID-19 restrictions. However, the Council has been involved in discussions to enable Santa to visit directly from the North Pole and tour streets in Desborough accompanied by elves, although it will not be possible for there to be a street collection this year.
- 109.5./20 To Receive an Update on the Braybrooke Road Play Area**  
Arrangements have been made for the Borough Council to carry out this work and Councillors will be kept informed of progress.
- 109.6./20 To Receive an Update on the Greenspace Area**  
Following protracted negotiations with the Borough Council it has been impossible to reach agreement for the Borough Council to carry out this work on its land on the Greenspace (owned by the Borough Council). The Town Clerk will now carry out the procurement process in accordance with the Council's financial regulations with assistance from Borough Council officers.
- 109.7./20 To Receive an Update on the Proposed One Way System**  
The views of the Council in relation to the amendments to the proposals were discussed with the Highway Authority. The Council has now been informed that the engineering section has confirmed that it will be shortly looking into the revised suggested parking restriction proposals for the one way system and will also be obtaining a revised price for the works but unfortunately this will not be available until after Christmas.
- 109.8./20 To Receive a Report on Crime in the Town**  
Details of the latest crime figures will be made available on the Council's website. Following the request at the last meeting the local Police Inspector has confirmed that a member of the policing team will attend the February 2021 Council meeting.
- 109.9./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. It should be noted that the Council's three signs are white in colour and square, not the large rectangular black signs (which are the County Council's).
- 109.10./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:-
- |               |  |
|---------------|--|
| 02/11 - 08/11 | 10 violations inwards and 1 violation outwards<br>(this represents a violation rate of 2.3%)   |
| 09/11 - 15/11 | 13 violations inwards and 0 violations outwards<br>(this represents a violation rate of 1.92%) |
- 109.11./20 To Note the Situation With Regard to the Removal of the S106 Obligations on Land at Gaultney Farm Desborough Ref P1568 in Relation to CWC/0127/0302.**  
Following the Council's objection to the removal of the S106 obligation relating to the provision of land for a car park to serve a future railway station in Desborough the Council was informed that:
- "One of the tests for assessing whether or not to discharge a s106 obligation is whether the obligation still serves a useful purpose. The supporting information provided with the application has demonstrated that the obligation can only continue to serve a useful purpose if there is a realistic prospect of a planning application being submitted and planning permission obtained for a railway station and associated car park by the trigger date of 15 October 2021. This is now highly unlikely, not only due to the very short timescales involved in carrying out the preparation for submitting such an application but also due to the fact that planning permission has been granted for residential development under application reference KET/2018/0623 on the site that was originally to be set aside for the car park at Gaultney Farm, Pipewell Road shown in yellow in the original s106 agreement."*
- "The Planning Authority has expressed a view that it has to accept the facts as the position stands today which is that there is now no likelihood of planning permission being granted for a railway station in Desborough before the trigger date of 15 October 2021."*
- "The Town Council's objections are noted and appreciated. However, in spite of the objections raised I confirm that Officers have delegated powers to determine*

*this type of application without the matter being referred to the planning committee for a decision.”*

In accordance with the views expressed by the Council, the Town Clerk reiterated and expanded on the objections. However, the Planning Authority has confirmed that based on facts of the current situation and under planning law the Council will not be able to refuse the application.

**110./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 on applications which were uncontentious and uncontested were submitted to the relevant planning authority as set out in the report at Appendix A. The Council is RECOMMENDED to note the report and raise comment on any items not already submitted.

**111./20 To Receive the Finance Report**

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

**112./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.

---

**Desborough Town Council**  
**10 December 2020**

---

### **County Councillor Report to Desborough Town Council on 10 December 2020**

Last month I promised to write a brief report on Adoption of New Roads. The process of adopting roads is very complicated, so I am just listing the more salient features of this whole process. Every highways authority works within national guidelines for road adoptions, but there are variances in how each authority interprets the guidelines.

#### **OUTLINE OF THE PROCESS**

An agreement referred to as section 38 of the 1980 Act is the most commonly used means of bringing roads into public maintenance. This agreement allows the highways authority to reach a legal agreement with the owner and developer of a site [often the same business] that a road will become a highway maintained at public expense once the road is accepted as being in a satisfactory condition for adoption. It is a voluntary agreement which does not give the highways authority any power to compel developers to enter into such an agreement.

Once the developer completes a section 38 agreement and the road connects directly onto an adopted highway, or another road which is subject to a section 38 agreement, the road is taken into a maintenance period for a minimum period of one year. This allows deficits to become apparent and the remedial works put in place by the developer.

When formally adopted as a public highway it is maintained at public expense.

NOTE: New roads with 5 dwellings or less are private roads.

#### **ADDITIONAL FEATURES**

Before building commences the developer will lodge the planning application with the local planning authority where conditions are often applied compelling the developer to “build to adoptable standards” – please note that in this county this means to NCC adoption standards, not planning authority’s standards.

Current practice requires a developer, who wishes to complete a section 38 agreement, to place a bond, to the total value of the works required to complete roads to an adoptable standard, with a bondsman. If the developer fails to complete the roads for some reason [e.g. business failure], then the highways authority can call on the bondsman to pay a sum equal to the value of carrying out the incomplete works, or the total bond sum, whichever is less.

#### **WHAT CAN GO WRONG?**

There are too many roads in this county which remain un-adopted for various reasons:

- Our highways authority will not adopt roads with un-adopted sewers underneath. Sewers are offered up for adoption under a section 104 agreement with the water authority and [usually] run concurrent, or before, the road adoption process.
- Street lights sometimes need to be replaced before adoption, to reflect current efficiency standards.
- Developers may need a section 278 agreement with the highways authority, where works are needed on existing highways to enable site access to a new development.

#### **COST IMPLICATIONS FOR DEVELOPERS IN THIS COUNTY**

- Bonds can be levied at 100% of the total value of the works involved in bringing roads to adoptable standards, but only levied at 10% on sewer adoptions.
- NCC supervision fees appear to be higher than some other highways authorities.
- Refuse vehicles, travelling over un-adopted roads, can cause damage to roads, street lights and kerbs.

#### **COMMENT**

Once in place the North Northamptonshire Unitary Authority will be responsible for planning approvals and road adoptions, which should enhance efficiencies in the road adoptions process.

Allan Matthews

**Desborough Town Council**  
**10 December 2020**

**Planning and Licensing Matters**

[KET/2020/0808](#)

11 Burdock Way, Desborough  
 Two storey rear extension

[KET/2020/0792](#)

28 Burdock Way, Desborough  
 1 no. dwelling

[KET/2020/0777](#)

17-19 Station Road, Desborough  
 Proposed development: Two storey rear extension to form 1 no. additional flat with amendments to communal bin store and shared garden area

**Appendix B**

**Desborough Town Council**  
**10 December 2020**

**Financial Report**

**Monthly Bank Reconciliation (31/11/2020)**

		Dividend / Charges
Unity Trust Bank Current	£12,397.11	
Unity Trust Bank Saver	£31,888.24	
Barclays Current	£1.00	
Barclays Business Saver	£9.45	
CCLA Public Sector Deposit Fund	£365,882.71	£24.60
Reconciled Balance	£410,178.51	

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The monthly statement has not yet been received but should be available in time for the meeting, when the table will be updated.

The Council also received a grant of £2,450 from the Borough Council's Economic Development department as a contribution to the cost of purchasing, installing and maintaining Christmas lights in Desborough for the 2020 season.

**Appendix C**

**Desborough Town Council**  
**10 December 2020**

**Accounts for payment**

Table may be updated before the meeting (added items in **bold**)

+ Paid in accordance with delegated, continuous authority, or as previously approved.

	Supplier	Description	Reason	VAT	Total Amount
+	Talk Talk Business	Town Council Office	Internet and telephone	£5.39	£32.34
+	Mr G Thomson	General office & sundry expenses	Refund (Zoom subscription Nov)	£2.40	£14.39
+	Desborough Library and Community Hub	Town Council Office	Office Rent	£0.00	£666.66
	Netwise UK	Town Council Office	Website	£0.00	£350.00
+	Harlequin Printer Supplies	General office & sundry expenses	Printer ink	£8.00	£47.99
+	Autela Payroll Services	Democratic Services	Payroll	£0.00	£80.40
	Starboard Systems Ltd	Administration	Scribe software	£69.40	£416.40
	Northants CALC	Democratic Services	Training	£0.00	£126.00