

**Minutes of the meeting of Desborough Town Council
held online by Zoom on Thursday 18 February 2021**

Councillors present: L Burnham (Chair), S Draycott, G Holmes, I James, D Larmour, J Read, P Rogers, P Sawford, and J Watson.

Also present: Chief Inspector G Thayanithy and Inspector S Little (Northamptonshire Police), G Thomson (Town Clerk), and four members of the community.

132./20 CHAIR'S WELCOME AND ANNOUNCEMENTS.

The Chair welcomed those present to the meeting and made procedural announcements. She welcomed Chief Inspector G Thayanithy and Inspector S Little of Northamptonshire Police to the meeting.

She referred to former Councillor Taylor who had recently resigned from the Council, thanked her for her work for the whole town and expressed best wishes to her for the future.

The Chair noted that part of "the D" at Green Lane had been cleared and was safer to walk. She stated that Borough Councillor Dearing had apparently offered to use some of his Councillor's fund to pay for more clearance and suggested that the matter be discussed at a future meeting.

133./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE OR NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Councillors Keys and French.

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

134./20 TO NOTE THE VACANCY IN THE OFFICE OF COUNCILLOR

Extracted from the report of the Town Clerk:-

As Councillors will be aware, Councillor Taylor submitted her resignation from the Council. The resulting vacancy has been notified to the Borough Council.

Councillors expressed gratitude for the work of former Councillor Taylor expressed best wishes to her for the future.

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

135./20 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

The Town Clerk reported that no declarations had been made.

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

136./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 had been made.

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

137./20 TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 JANUARY 2021

The minutes of the Council meeting held on 21 January 2021 having been previously circulated were confirmed and it was

**RESOLVED that:-
the minutes be confirmed and signed by the Chair when possible.**

138./20 POLICING MATTERS

138.1./20 TO DISCUSS CRIME, POLICING, AND VEHICLE SPEEDS IN THE TOWN

Extracted from the report of the Town Clerk:-

Representatives of the Police have been invited to the meeting to discuss crime and policing. Issues expected to be discussed include the crime and clear up rates locally, and speeding in the town. Details of the latest crime and clear up figures received are available on the Council's website as are the weekly figures from the Council's TVAS speeds signs. The Council is REQUESTED to discuss issues of concern with the Police representative.

Inspector Little of Northamptonshire Police introduced himself and gave an overview of the recent crime statistics referring to specific crime types, enforcement, and detection. He referred to the consultation on the local policing priorities and undertook to provide a copy to the Town Clerk. He confirmed that the Desborough Police office was to remain in use for the foreseeable future.

The Inspector and the Council discussed the supply of information to Neighbourhood Watch groups; recent incidents of vandalism at Weaver's Mead and petty theft on the Grange. Inspector Little requested confirmation that each incident was being reported formally to the Police to enable action to be taken.

With regard to speeding vehicles, Chief Inspector Thayanithy confirmed that there was a problem which didn't appear to be limited to any particular time or day making enforcement action problematic. He suggested working to add traffic calming measures to the problem areas to assist with enforcement. It was stated that the County Council had considered measures some ten years previously but none had been undertaken. Chief Inspector Thayanithy undertook to work with the Town Council to secure changes to the road layout.

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

139./20 TO NOTE THE PUBLICATION OF THE "NORTHAMPTONSHIRE POLICE NEIGHBOURHOOD POLICING BLUEPRINT"

Extracted from the report of the Town Clerk:-

The Police, Fire and Crime Commissioner and the Chief Constable are laying the foundations for a major new focus on local policing in Northamptonshire. They have set out a plan to double the number of neighbourhood police constables across rural and urban communities to 100 over the next 18 months. Neighbourhood policing will be at the heart of the fight against crime: providing visible, locally accountable policing to tackle the problems that matter to people. Further details of the plan are available on the Police website [here](#). The Council is REQUESTED to note the information.

Inspector Little reported that there would be an uplift in the rural teams and a named post of contact for the community. Following a discussion on the blueprint the Council expressed thanks to representatives of the Police for their attendance and it was

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

140./20 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC NOTIFIED IN ADVANCE OF THE MEETING

Extracted from the report of the Town Clerk:-

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

The Town Clerk reported that no requests to speak had been received.

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

141./20 TO NOTE ARRANGEMENTS FOR THE 2021 CENSUS

Extracted from the report of the Town Clerk:-

Every ten years a census of the population is taken which gives a picture of all the people and households in the country. All kinds of organisations, from local authorities to charities, use the information to help provide the services we all need, including transport, education, and healthcare. Without the census, it would be much more difficult to do this. Details of the 2011 census relating to Desborough are [available here](#).

This year, the census will be predominantly online. Census Day is Sunday 21 March. An explanation and login details will be sent by post to each household and people are encouraged to fill in the census form online as soon the details arrive. If household circumstances change on Census Day people are able to let The Office for National Statistics (ONS) know. Further information and assistance is available on www.census.gov.uk where there's a wide range of support services available.

The Council is RECOMMENDED to note the information contained in the report.

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

142./20 TO NOTE ARRANGEMENTS FOR THE ELECTIONS SCHEDULED FOR MAY 2021

Extracted from the report of the Town Clerk:-

As Members will know questions have been asked as to whether or not the 6 May 2021 elections will be able to be held. The Government has again confirmed that the various polls scheduled for that day will take place. The timetable provided by the Electoral Commission is on the Council's website but the critical dates are:-

<i>"Purdah" period begins* (approximate date)</i>	25/03/2021
<i>* restrictions on activity and public apply.</i>	
<i>Notice of publication of election</i>	29/03/2021
<i>Delivery of nomination papers (16:00 hrs)</i>	08/04/2021
<i>Deadline for postal and postal proxy votes (17:00 hrs)</i>	20/04/2021
<i>Deadline for proxy votes (17:00 hrs)</i>	27/04/2021
<i>Election day</i>	06/05/2021
<i>Deadline for emergency proxy votes (17:00 hrs)</i>	06/05/2021

Neither the Town Council nor the Town Clerk have any role in the electoral process, although information is available on the Council's website, and potential candidates for election need to contact Kettering Borough Council for all election related matters.

The Council is RECOMMENDED to note the information contained in the report and to encourage candidacy in the forthcoming polls.

Councillors expressed concern that the elections might suffer from fears of infection at polling stations and that arrangements could have been made for an all-postal ballot.

RESOLVED that:-

the information be noted and candidates be encouraged to stand in the forthcoming election.

143./20 TO REVIEW POLICIES AND PROCEDURES

Extracted from the report of the Town Clerk:-

The Council needs to review various documents each year. The Financial Regulations, Standing Orders, and Scheme of Delegation will be presented for review at the March meeting and Councillors are invited to advise the Town Clerk of any suggestions for improvements (there are statutory requirements) in time for inclusion at the next meeting.

In addition, a number of the operational policies and procedures have been reviewed and no changes are proposed for the undermentioned (links are to the existing policy on the Council's website):-

- [Safeguarding Is Everyone's Responsibility Policy](#)
- [Planning and Licensing Policy](#)
- [Records Retention Policy](#)
- [Social Media Policy](#)
- [Meetings with Developers Policy and Procedure](#)

The following policies have minor amendments suggested (drafts to be circulated):-

- [Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures](#)
Minor tidying up and increase in *de minimis* level for declarations from £25 to £30. ([Recommended draft here](#))
- [Business Continuity Risk assessment](#) Minor updates to take account of changes since the first lockdown. ([Recommended draft here](#))
- [Business Resumption Risk assessment](#) Minor updates to take account of changes since the last lockdown. ([Recommended draft here](#))

The following policies have had some rewriting to bring them up to date and compliant with current legislation (drafts to be circulated separately):-

- [Equal Opportunities Statement](#) Wholly rewritten based on the National Association of Local Councils (NALC) model policy. ([Recommended draft here](#))
- [Casual Vacancy and Co-options Policy and Procedure](#) This has been rewritten in the light of recent experiences, and in compliance with legislation and Standing Orders ([Recommended draft here](#))

The Council is REQUESTED to consider the schedule of policies and any proposed amendments, and approve the adoption of the policies.

RESOLVED that:-

the following procedural documents be accepted and adopted:-

- [Safeguarding Is Everyone's Responsibility Policy](#)
- [Planning and Licensing Policy](#)
- [Records Retention Policy](#)
- [Social Media Policy](#)
- [Meetings with Developers Policy and Procedure](#)

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- (vi) **Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures;**
- (vii) **Business Continuity Risk assessment;**
- (viii) **Business Resumption Risk assessment;**
- (ix) **Equality, Diversity and Inclusion Policy; and,**
- (x) **Casual Vacancy and Co-options Policy and Procedure.**

144./20 TO CONSIDER RECOMMENDATIONS FROM THE COMMUNITY GRANTS ADVISORY PANEL

Extracted from the report of the Town Clerk:-

A meeting of the Community Grants Advisory Panel took place attended by three Councillors and three community members.

A request for funding had been received from Desborough District Guide Association on behalf of the three guide groups in the town. The request was for a contribution towards the total cost of £2,560 for the membership subscription to the national organisation. The cost per person is £32 and there are eighty people involved in the groups. Although in-person activities have been curtailed during the pandemic, these have been replaced with online activities with higher costs. The national organisation's costs have not reduced and the onus is on groups at the local level to fund the subscriptions. Without a grant from the Council, or with a smaller grant, the remaining funds will be raised from further parental contributions where possible, other fundraising by the groups, or a temporary loan from the countywide organisation with a knock on effect on future activity. In addition, the activities which are undertaken will be scaled back to cut costs.

The Advisory Panel RECOMMENDED that a grant of £1,280 representing half of the total cost be made as an exception to the Council's normal policy (which has a maximum of £1,250).

RESOLVED that:-

a grant of £1,280 be made as an exception to the Council's normal policy.

145./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

Extracted from the report of the Town Clerk:-

Any reports received will be circulated.

- a) *Kettering Borough & North Northamptonshire Shadow Councillor Mark Dearing*
- b) *Kettering Borough & North Northamptonshire Shadow Councillor Jim French*
- c) *Kettering Borough & North Northamptonshire Shadow Councillor Mike Tebbutt*

"As advised the Planning Policy meeting took place and an update report on the Part 2 Local Plan was provided. This was to have been its final KBC meeting, however another is being convened in early March. This will receive the final report from the Government Inspector with the intention to agree to final consultation being undertaken.

"An update report was also received on Neighbourhood Plans, it was particularly pleasing to note that Desborough's was being progressed again."

- d) *Northamptonshire County North Northamptonshire Shadow Councillor Allan Matthews*

"COVID 19 – EXTRA FUNDING FOR SCHOOLS

"NCC has financial support, equivalent to £24.90 per pupil, to cover future or existing costs incurred from infection prevention and control measures on items not already covered by Government Funding.

Further details: csaliwonczk@northamptonshire.gov.uk

"SMALL BUSINESS GRANT FOR START-UP BUSINESSES

"County based businesses which have traded for 12 months [or less] and those about to start a new business can apply for this grant.

"Successful applicants will qualify for a £1,500 grant for business expenses, 12 months membership of the Northamptonshire Chamber and ongoing support from a team of advisers. Applications before 28th March 2021

"Details – <https://www.northamptonshire.gov.uk/businesslibrary>

"NORTH NORTHANTS COUNCIL – UPDATE

"Housing Rents for Kettering and Corby – proposed increase of 1.5% in 2021/22

"Work continues on harmonising charges for the whole of North Northamptonshire

"Kier WSP's contract for highways maintenance has been extended until March 2022, to allow a smooth and uninterrupted service during the first year of the new unitary council."

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e) *Other groups and volunteer posts*

County Councillor Matthews reported that the time limit for the roadworks on the A6 / Dingley Road had been extended. He added that it had been decided that the North Northamptonshire Council's planning offices would remain for the first year in the existing offices at the outgoing Councils. With regard to the new Council he expressed a view that it might take about seven years for things to settle down and become "normal".

RESOLVED that:-

the information be noted.

146./20 TO RECEIVE UPDATES ON VARIOUS ITEMS

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to note the oral updates on the undermentioned matters.

146.1./20 PROPOSED CCTV UPGRADE

The Town Clerk reported that work towards the upgrade was processing but that he had not yet received a total price for the works from KBC. In response to a question he stated that KBC was still looking into the provision of a new camera near the Braybrooke Road play area.

RESOLVED that:-

the information be noted.

146.2./20 BRAYBROOKE ROAD PLAY AREA

The Town Clerk reported that the proposals were out for tenders and he had been assured that details of tenders received would be made available to the Town Council.

RESOLVED that:-

the information be noted.

146.3./20 GREENSPACE AREA

The Town Clerk reported that the proposals would be sent out for tender imminently.

RESOLVED that:-

the information be noted.

146.4./20 PROPOSED ONE WAY SYSTEM

The Town Clerk reported that work towards the proposed one-way system was processing and was with the County Council's engineers.

RESOLVED that:-

the information be noted.

146.5./20 NEIGHBOURHOOD PLAN

The Town Clerk reported that contractor had begun work and that quick progress was hoped for.

RESOLVED that:-

the information be noted.

147./20 TO NOTE A REPORT ABOUT VEHICLE MOVEMENTS INTO AND OUT OF THE ROTHWELL NORTH CONSTRUCTION SITE

Extracted from the report of the Town Clerk:-

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:-

11/01	-	17/01	9 violations inwards and 0 violation outwards (this represents a violation rate of 1.67%)
18/01	-	24/01	7 violations inwards and 1 violation outwards (this represents a violation rate of 1.65%)
25/01	-	31/01	9 violations inwards and 4 violation outwards (this represents a violation rate of 2.90%)
01/02	-	07/02	5 violations inwards and 1 violation outwards (this represents a violation rate of 1.10%)

The Council is REQUESTED to note the report.

RESOLVED that:-

the information be noted.

148./20 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT AND CONSIDER COMMENTING ON APPLICATIONS

Extracted from the report of the Town Clerk:-

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

Chair: _____

out in the report at Appendix A. The Council is RECOMMENDED to note the report and raise comment on any items not already submitted.

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

149./20 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

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

150./20 TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE THOSE ALREADY MADE

Extracted from the report of the Town Clerk:-

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.

**RESOLVED that:-
the payments listed in the appendix, as amended, be accepted.**

The meeting closed at 20:18

Signed by the Chair: _____

Date: _____

Chair: _____

Appendix A

**Desborough Town Council
18 February 2021**

Planning and Licensing Matters

[NK/2021/0002](#)

17 Leys Avenue, Desborough
Single garage to front elevation

[NK/2021/0003](#)

10A Beech Close, Desborough
Ground floor rear extension and first floor side extension above existing ground floor

[NK/2021/0015](#)

27 Roman Way, Desborough
Single storey rear extension and removal of car port to side

[NK/2021/0030](#)

7 Minton Close, Desborough
First floor extension with render. Juliette balcony to rear

[KET/2020/0663](#)

6 Mayfield Road, Desborough
Single storey side and lower ground floor rear extension and detached garage

[NK/2021/0050](#)

52 Dunkirk Avenue, Desborough
Single storey rear extension with balustrade, obscure glazing, and external staircase to create first floor patio. Railings to front of property

WITHDRAWN

[KET/2020/0792](#)

28 Burdock Way
Outline application: 1 dwelling

[KET/2019/0606](#)

Appeal Ref: [APP/L2820/W/20/3253498](#)

Land off Harborough Road, Desborough NN14 2QY

The appeal was allowed and outline planning permission is granted for residential development of up to 260 units with all matters reserved except access subject to conditions.

Appendix B

**Desborough Town Council
18 February 2021**

Financial Report

Monthly Bank Reconciliation (31/01/2021)

		Dividend / Charges	Comment
Unity Trust Bank Current	£8,583.22		
Unity Trust Bank Saver	£1,000.00		
Barclays Current	£1.00		
Barclays Business Saver	£9.45		
CCLA Public Sector Deposit Fund	£360,917.41	£16.02	Reinvested
Reconciled Balance	£370,511.08		

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Appendix C

**Desborough Town Council
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Accounts for payment

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

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

	Supplier	Description	Reason	VAT	Total
+	Talk Talk Business	Town Council Office	Internet and telephone (Feb)	£5.39	£32.34
+	Mr G Thomson	Town Council Office	Mobile phone refund	£1.67	£10.00
+	Mr G Thomson	General office & sundry expenses	Refund (Zoom subscription 2021 balance)	£22.51	£135.06
+	Desborough Library and Community Hub	Town Council Office	Office Rent (Feb)	£0.00	£666.67
+	Mr G Thomson	Salaries and Employment Costs	Salary (Feb)	£0.00	£2,029.59
+	LGSS Pensions	Salaries and Employment Costs	Pension (Feb)	£0.00	£874.10
	NetWiseUK	Administration	Website domain registration	£0.00	£80.00
+	Harlequin Printer Supplies	Town Council Office	Imaging unit: printer	£21.99	£131.94
+	PKF Littlejohn LLP	Democratic Services	External Audit	£120.00	£720.00
+	Autela Payroll Services Ltd	Salaries and Employment Costs	Payroll	£13.40	£80.40

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