

**Minutes of the meeting of Desborough Town Council
held on Thursday 17 January 2019**

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

Also present: PC 492 Walker, G Thomson (Town Clerk), and 43 members of the community.

229./18 CHAIRMAN'S WELCOME AND ANNOUNCEMENTS

The Chairman welcomed those present to the meeting and reported on the County Council's consultation drop-in event into the future of the library service, and the Town Council's consultation meeting the same evening. He stated that each had been well attended and provoked lively debate.

230./18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Draycott and Keys.

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

231./18 DECLARATIONS OF INTEREST

No declarations of interest were made.

232./18 REQUESTS FOR DISPENSATION

No requests for dispensation were made.

233./18 MINUTES OF THE MEETING HELD ON 20 DECEMBER 2018

The minutes of the meeting held on 20 December 2018 had been previously circulated.

Cllr Stroud stated that he believed the minute 208./18 to be inaccurate in that statements made by and to him in relation to the DLCH business plans and non-disclosure agreements had not been recorded. He added that comments made by Cllr Keys about support for the library purchase had also not been recorded. Cllr Stroud requested that a statement prepared by him be appended to the minutes.

On being put to the meeting a motion to approve the minutes received an equality of votes and the Chair exercised a casting vote and it was

**RESOLVED that:-
the minutes be confirmed and signed by the Chairman.**

234./18 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

The Chair suspended the meeting at this point and invited comment from members of the community present.

234.1./18 DESBOROUGH FISHERIES

A member of the public raised concern about the apparent continuation of works despite the permission having expired on 31 December 2018. He enquired as to the current situation.

The Chair reported that he understood that the relevant enforcement authorities were awaiting a Court date. The Town Clerk was requested to ask the Borough Council for an update.

235./18 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:

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

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

236./18 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 B details those invoices and payments 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.**

Chair: _____

237./18 TO APPOINT MEMBERS TO AN AWARDS ADVISORY WORKING PARTY

Extracted from the report of the Town Clerk:

Nominations have been received for an Honoured Citizen award. In accordance with the Council's policy an Awards Advisory Working Party of three Councillors and three voting non-Councillor members of the community should be convened to consider nominations. Publicity during the initial stages of consideration would be prejudicial to the public interest and the names and details of Awards made will be published in the future. Therefore, the Advisory Working Party will exempt the details of nominations and discussions in accordance with Section 22 of the Freedom of Information Act 2000 and will hold its discussions in private.

The Council is RECOMMENDED to appoint an Awards Advisory Working Party of three Councillors and three voting non-Councillor members of the community.

RESOLVED that:-

Councillors Archer, Read, and Taylor; and Mesdames Sandrine McElhinney, Jo Watson, and Mr Gary Birney; be appointed to the Working Party.

238./18 TO RECEIVE A REPORT ON THE AUTUMN 2018 CONSULTATION

Extracted from the report of the Town Clerk:

A report of the responses to the Council's consultation exercise is attached at Appendix C. Following the publication of the results, a public consultation meeting was held on 8 January 2019. The meeting was attended by 40 members of the public and nine Councillors. The meeting worked through the preferences expressed and ideas proposed for use of the Council's balances. The Town Clerk has attempted to provide costings for items identified as priorities.

RESOLVED that:-

the information contained in the report be noted.

239./18 TO DETERMINE THE COUNCIL'S BUDGET FOR 2019/20

Extracted from the report of the Town Clerk:

The Council is required to set a budget each year which should cover the cost of all its duties and any discretionary expenditure it might wish to make. As Members will know, there is intense public interest in the Council's budget and spending plans. In particular, there is great interest in the Library and car parking. Under normal circumstances, it would be expected that proper estimates (although not quotations or tenders) would be available to inform the Council in determining the budget. However, the short period of time between the consultation and the date by which any precept must be submitted to Kettering Borough Council means that not all budgetary processes have been completed.

The views expressed in both the consultation process and the consultation meeting have been taken into account in preparing the DRAFT budget for 2019/20. A DRAFT budget based on the anticipated costs of the items identified as priorities is attached at Appendix D. The DRAFT budget contains a number of contingency sums, provisional items, and some which may not occur in the coming financial year. Further details of these items will be available at the meeting.

Subject to the Council's decisions on projects and expenditure for the coming year, the Responsible Financial Officer would urge the Council to aim to reduce the high level of balances within a two to three year period. This would also allow the Council to manage the expenditure adequately, retain a buffer against the impact of the probable reorganisation of local government in the County and current national uncertainties.

Annual end of year comparison

	2014/15	2015/16	2016/17	2017/18	2018/19 Estimates
Opening bank balances	£23,729	£26,721	£21,835	£290,774	£308,261
Desborough Town Council Precept	£20,000	£67,000	£350,000	£349,700	£280,000
Other income	£18,895	£31,755	£37,435	£17,493	£46,000
Spending	£35,903	£103,623	£118,496	£349,706	£137,000
Carried forward	£26,721	£21,853	£290,774	£308,261	£497,261

Chair: _____

The Council is REQUESTED to identify those items on which it wishes to proceed, to authorise the Town Clerk to clarify estimates for those items to be considered further, and to approve the budget for 2019/20.

It was noted that the draft budget had been split into routine items necessary for the ordinary operation of the Council, and additional items. The Council considered each budget item in turn.

With respect to the item relating to the "Preservation of Library Services", the proposal was for a budget of £210,000 as a "Contingency against the purchase of the building, or contribution to running costs (over 5 years)". On being put to the meeting a recorded vote was requested, and the voting on that matter was as follows:-

Councillors for the motion	Councillors against the motion
C Archer	S Stroud
L Burnham	
G Holmes	
I James	
B McElhinney	
J Read	
P Sawford	
J Taylor	

In connection with the item referring to CCTV, the Town Clerk reported that Rothwell Town Council had confirmed that contrary to the information provided at the consultation, Rothwell Town Council had it had made no contribution whatsoever to the CCTV in Rothwell's market square.

It was suggested that many of the items in the draft budget had arisen as preferences in the public consultation but were the responsibility of either Kettering Borough Council or Northamptonshire County Council, and that the Town Council should not subsidise these other Councils but should seek to work with others to achieve the items.

RESOLVED that:-

- i) the proposed combined budget for Democratic Services be approved;**
- ii) the proposed combined budget for Memberships and Subscriptions with the exception of the CPRE subscription;**
- iii) the proposed combined budget for Town Centre Office be approved;**
- iv) the proposed combined budget for Administration be approved;**
- v) the items listed at Annexe D1 be not proceeded with;**
- vi) the proposed combined budget for Projects be otherwise approved;**
- vii) the budget as set out at Annexe D2 be accepted and adopted.**

240./18 TO DETERMINE THE COUNCIL'S PRECEPT FOR 2019/20

Extracted from the report of the Town Clerk:

If the Council determines that the expenditure budgeted cannot or should not be funded entirely from reserves and income it must resolve to make a precept (or charge from one local authority to another) specifying the rate of tax to be charged on its behalf. Currently, the capacity of Town and Parish Councils to set precepts is uncapped unlike Borough and County Councils. However, it is imprudent to assume that this situation will remain. If the Council chose to set a very low or even zero precept and the following year a cap was introduced the Council would not be able to function. Even if no such cap was introduced, to have a low (or nil) precept then to impose a precept which is dramatically higher would be unwise. Having said that, it would be equally unwise to attempt to reduce the Council's reserves within the coming financial year.

With regard to reserves, the Good Councillor's Guide to Finance and Transparency (DCLG) states: "Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve."

Kettering Borough Council requires the precept decision to be communicated to it by 25 January 2019. Following the setting of the budget, the Town Clerk will advise on the impact of the spending proposals and the possible precept.

It is RECOMMENDED that the Council determines the precept to be charged.

Chair: _____

The Town Clerk reported that the budget for normal running costs items was £75,016 and the total for additional expenditure items was £283,229.

Cllr Sawford stated that it was important for the town to reduce the running costs of the Council to a level commensurate with the size of the town and to set a Council Tax precept accordingly.

In response to a question, the Chair confirmed that it was not possible to return the unspent Council Tax precept to taxpayers, and given the possibility of the Government capping increases in future it was unwise to set an unrealistically low or zero precept.

**RESOLVED that:-
a precept of £75,016 be fixed for 2019/20.**

241./18 TO NOTE ITEMS OF INFORMATION

Extracted from the report of the Town Clerk:

The report of the Town Clerk (Appendix E) contains information on the following matters and the Council is RECOMMENDED to note the information contained in the report. No decisions of a financial nature will be made in relation to this item.

- 228.1/18 To note the report from the County Councillor*
- 228.2/18 To note any reports from Kettering Borough Councillors*
- 228.3/18 To receive a report on Vehicle Speeds, Traffic, and CCTV*
- 228.4/18 To receive and note updates from Desborough community groups and representatives*

Men's Shed

A representative from the Men's Shed reported that the organisation had moved into a bigger shed and had 51 current members.

RNWP

Cllr Burnham reported that the Construction Management Plan was available on the Borough Council's website for comment, and that meetings of the Working Party continued.

- 228.5/18 To note any report received from the Police*
PC 492 Walker reported that over the last three months the only real issues had been vehicle crime in Loatlands ward; especially tool theft. He urged anyone with tools to keep a note of serial numbers wherever possible to assist in the return of items. He requested that people witnessing crime should report it to the Police either through 101 or by using the online reporting.

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

The meeting closed at 20:03

Chair: _____

Date: _____

Chair: _____

DESBOROUGH TOWN COUNCIL
17 JANUARY 2019

APPENDIX A

FINANCE REPORT

Monthly Bank Reconciliation

Bank reconciliation	11/01/2019
Barclays Current	£23,517.54
Barclays Business Saver	£445,522.27
Unpresented payments	£5,227.16
Reconciled Balance	£463,812.65

Graham Thomson
Town Clerk

DESBOROUGH TOWN COUNCIL
17 JANUARY 2019

APPENDIX B

Accounts for Payment

Further items will be added as received.

Supplier	Reason	VAT	Total Amount
Talk Talk Business	Internet and telephone	£9.59	£57.67
SurveyMonkey	Online Consultation (December, January)	£11.66	£70.00
Starboard Systems Ltd.	Scribe accounts software and support (annual)	£69.40	£416.40
Graham Thomson	Salary (January 25 hours / week) Overtime (December 60 hours)	£0.00	£2,052.16
HMRC	PAYE / NI (employee's and employer's contributions) November (to be paid in March)	£0.00	£786.07
LGSS Pensions	Pension (employee's and employer's contributions) December	£0.00	£884.93
Rentokil Initial UK Ltd	Hygiene disposal bins (22/01/19 - 21/01/20)	£16.33	£97.97

Graham Thomson
Town Clerk

Chair: _____

Desborough Town Council
Autumn 2018 Consultation Results

The consultation exercise undertaken by the Council has now concluded. A special meeting was held in Desborough Library on Tuesday 8 January 2019 at 7pm to discuss the budget for the coming year.

The Council would like to thank all those who engaged with the process in whatever form: by returning the paper leaflet, by completing the online survey, by speaking with us directly, by email, and by letter.

Responses were received from 118 different streets covering both wards. We received 417 comments by the closing date, broken down as follows:-

Respondent out of area	1
Respondent commented twice	7
Insufficient information to identify respondent	5
No information to identify respondent	46

Of the 358 valid responses to the question: "Do you agree that using some of the Desborough Town Council reserves to buy the library building is a good thing?" responses were as follows:-

	Valid responses		All responses (excluding duplicates & out of area)	
No opinion	8	2.2%	9	2.2%
Unsure	20	5.6%	30	7.3%
No	43	12.0%	60	14.6%
Yes	287	80.2%	311	75.9%

The question asking for comments and other suggestions on how the reserves could be used produced a number of ideas including the following:-

No comment made	234
Improve car parking	45
Road improvements / Traffic calming / speed reduction	26
General town improvements	20
Public Toilets	13
Action on the Lawrences Factory site	12
One way system (Gladstone St.)	12
Precept (to abolish, reduce, or to not increase)	12
Retail / shopping improvements	12
Additional Police or PCSOs, or crime detection by CCTV	8
Bus stops / shelters / improve service	7
One way systems (other places)	6
Provision of Grit / Salt bins	5
Play area (other areas)	5
Swimming pool	5

Other suggestions (suggested by fewer people) included: bollards or railings at pedestrian crossings or the railway bridge; a new pedestrian bridge over the railway; improvements to the GP surgery and provision; providing support to local charities and organisations; encouraging walking and cycling; provision of litter bins; a children's Play area (in Loatlands Ward); more public seating; provision of teenage shelters or youth clubs; the introduction of a handyman scheme; improved communications between the Council and the community; improvements to the market or provision of an indoor market; a McDonald's restaurant, a Beefeater restaurant, or a family pub.

Graham Thomson
 Town Clerk
 Desborough Town Council

Chair: _____

DESBOROUGH TOWN COUNCIL

DRAFT budget summary

Appendix D

Receipts	2018/19 Revised Budget	2018/19 probable outturn
Council Tax Precept	£280,000	£280,000
Xmas lights grant (KBC)	£2,450	£2,450
Bank Interest	£0	£145
VAT return	£0	£43,496
Miscellaneous income	£0	£100
From reserves	£0	£0
TOTAL INCOME	£282,450	£326,191

Payments	2018/19 Revised Budget	2018/19 probable outturn	Routine items	Estimate of potential items	Notes
Staffing and Operational (Renamed Democratic Services)					
Salaries & all Employment Costs	£62,830	£56,640	£29,643	£14,229	Assumes 1 x FTE
Chairman's Allowance	£700	£0	£700	£0	For costs of holding the office
Training and Development	£1,500	£1,100	£2,000	£500	For Cllrs & staff, in-house & external training & courses, development meetings.
Audit (Internal)			£800	£0	Compulsory
Audit (External)	£1,800	£800	£1,200	£0	Compulsory
Data Protection Officer Service	£0	£0	£10	£0	To NCALC
Information Commissioner	£35	£35	£40	£0	Compulsory registration
Local Government Reorganisation	£0	£0	£0	£2,000	Provisional sum for eventualities
Newsletter / publicity / surveys	£4,000	£650	£0	£1,000	
Election / Parish Poll provision	£0	£0	£2,000	£8,000	Contingency
Sub total: Democratic Services	£70,865	£59,225	£36,393	£25,729	
Memberships and Subscriptions:					
Leics & Northants Rail Action Committee	£30	£30	£40	£0	
Campaign for the Protection of Rural England	£36	£36	£40	£0	
Society of Local Council Clerks	£300	£300	£350	£0	Provision of advice and assistance
Northants County Association of Local Councils	£3,000	£3,230	£3,233	£0	Provision of advice and assistance, and advocacy
Sub total: Memberships and Subscriptions	£3,366	£3,596	£3,663	£0	
Town Council Office:					
Rent	£8,800	£8,000	£8,800	£0	
Rates	£3,500	£0	£0	£3,500	Discretionary relief
Telephone/Broadband	£600	£696	£700	£0	
Gas/Electricity/Water	£600	£0	£750	£0	Rechargeable by landlord
Sub total: Town Council Office	£13,500	£8,696	£10,250	£3,500	
Other Expenditure:					
Poppy Wreath/Other	£30	£0	£0	£0	To be paid by Councillors / staff individually on a voluntary basis
Sub total: other expenditure	£30	£0	£0	£0	
Administration					
General office and sundry expenses	£3,000	£2,000	£2,000	£1,000	Office sundries, health and hygiene
Computer software	£1,000	£370	£1,000	£0	Finance software, MS Office etc.
Website, domain, email	£1,000	£1,000	£2,500	£2,500	New provider
Insurance	£1,800	£1,746	£1,750	£0	3 year deal
Christmas Lights: Maintenance, installation & removal	£3,100	£3,100	£4,000	£0	Contract with KBC
Driver Interactive Sign Maintenance	£2,300	£2,500	£2,500	£0	Contract with CBC
Pocket Park Maintenance & Lease	£5,000	£5,000	£5,000	£0	Contract with KBC
Neighbourhood Plan	£10,000	£0	£0	£10,000	
Multi Wheeled Sports Facility	£3,600	£3,600	£4,000	£0	Lease, maintenance
Community Grant Scheme	£17,707	£12,000	£0	£15,000	
Premises - Equipment	£5,000	£0	£1,000	£3,000	Furniture, replacements
Legal Costs	£20,000	£800	£1,000	£0	Contingency sum
Sub total: Administration	£73,507	£32,116	£24,750	£31,500	

PROJECTS:				Council to choose from the following items and adjust amounts		
Preservation of Library services	£120,000	£0	£0	£210,000	Contingency against the purchase of the building, or contribution to running costs (over 5 years)	
Car Parking improvements	£73,610	£0	£0	£350,000	Estimate based on previously indicated costs	
One Way System (Gladstone St / Nichols St)	£35,000	£0	£0	£95,754	Revised "best estimate"	
Road improvements / Traffic calming / speed reduction	£0	£0	£0	£200,000	Estimates based on option 2	
General town improvements	£0	£0	£0	£5,000	Contingency	
Public Toilets	£0	£0	£0	£83,000	Purchase: £56,000 Installation: £15,000 Running costs: £24,000	
Action on the Lawrences Factory site	£0	£0	£0	£0	KBC owned	
Retail / shopping improvements	£0	£0	£0	£0		
Additional Police or PCSOs, or crime detection by CCTV	£0	£0	£0	£5,000	Contingency for CCTV improvements	
Bus stops / shelters / improve service	£10,000	£10,000	£0	£5,000	Contingency	
One way systems (other places)	£0	£0	£0	£0		
Provision of Grit / Salt bins	£0	£0	£0	£0	Previous decision to not provide	
Swimming pool	£0	£0	£0	£0	Approximate cost of construction if a site was available at no cost, would be £4M plus running costs of approximately £60,000 per year	
Allotment provision	£0	£0	£0	£35,000	Contribution towards: fencing, access, water, electricity, toilets.	
Greenspace accessibility plan	£0	£0	£0	£15,000	Provisional amount for car parking and access, signage. Overall cost estimated at over £50,000	
Greenspace Play Area	£20,000	£20,000	£0		Anticipated completion 03/2019	
Pocket Park - management plan	£13,600	£3,000	£0	£0	Committee to fundraise	
Christmas Lights Improvements	£0	£0	£0	£10,000		
Dunkirk Avenue Bench (NCC Grant)	£549	£549	£0	£0		
Play Park	£50,000	£0	£0	£0		
Portable hearing loop	£0	£0	£0	£2,500	For meetings	

Chair: _____

ITEMS NOT INCLUDED IN THE BUDGET	
Action on the Lawrences Factory site	£0
Allotment provision	£0
Bus stops / shelters / improve service	£0
Car Parking improvements	£0
Christmas Lights Improvements	£0
Greenspace accessibility plan	£0
Greenspace Play Area	£0
One Way System (Gladstone St / Nichols St)	£0
One Way Systems (other places)	£0
Play Park	£0
Pocket Park - management plan	£0
Provision of Grit / Salt bins	£0
Public Toilets	£0
Retail / shopping improvements	£0
Road improvements / Traffic calming / speed reduction	£0
Swimming pool	£0

Chair: _____

DESBOROUGH TOWN COUNCIL
17 JANUARY 2019

ANNEXE D2

Expenditure	2019/20 Approved Budget
DEMOCRATIC SERVICES	
Salaries & all Employment Costs	£43,872
Chairman's Allowance	£700
Training and Development	£2,500
Audit (Internal)	£800
Audit (External)	£1,200
Data Protection Officer Service	£10
Information Commissioner	£40
Local Government Reorganisation	£2,000
Newsletter / publicity / surveys	£1,000
Election / Parish Poll provision	£10,000
SUB TOTAL: DEMOCRATIC SERVICES	£62,122
MEMBERSHIPS AND SUBSCRIPTIONS	
Leics & Northants Rail Action Committee	£40
Campaign for the Protection of Rural England	£0
Society of Local Council Clerks	£350
Northants County Association of Local Councils	£3,233
SUB TOTAL: MEMBERSHIPS AND SUBSCRIPTIONS	£3,623
TOWN COUNCIL OFFICE:	
Rent	£8,800
Rates	£3,500
Telephone/Broadband	£700
Gas/Electricity/Water	£750
SUB TOTAL: TOWN COUNCIL OFFICE	£13,750

Continued ./

Chair: _____

OTHER EXPENDITURE:	
Poppy Wreath/Other	£0
SUB TOTAL: OTHER EXPENDITURE	£0
ADMINISTRATION	
General office and sundry expenses	£3,000
Computer software	£1,000
Website, domain, email	£5,000
Insurance	£1,750
Christmas Lights: Maintenance, installation & removal	£4,000
Driver Interactive Sign Maintenance	£2,500
Pocket Park Maintenance & Lease	£5,000
Neighbourhood Plan	£10,000
Multi Wheeled Sports Facility	£4,000
Community Grant Scheme	£15,000
Premises - Equipment	£4,000
Legal Costs	£1,000
SUB TOTAL: ADMINISTRATION	£56,250
PROJECTS:	
Preservation of Library services	£210,000
General town improvements	£5,000
Additional Police or PCSOs, or crime detection by CCTV	£5,000
Portable hearing loop	£2,500
SUB TOTAL: PROJECTS	£222,500
TOTAL OF EXPENDITURE	£358,245

Income	2019/20 Approved Budget
Council Tax Precept	£75,016
From reserves	£283,229
TOTAL INCOME	£358,245

Chair: _____

Desborough Town Council

Information Items

183.1/18 To note the report from the County Councillor

My report is short this month, due to the Christmas break and the usual frenetic activity [at NCC] to get the budget process completed by the end of February.

INCOMPLETE FOOTPATH AT NEW BP STATION

A new footpath has been constructed by the developer, from the BP site, but stops just short of the connecting point with the existing footpath.

The section 278 application has been made for this footpath and NCC is waiting for a bond payment before completing this path.

This work should be completed by the end of January, following the pre-start meeting, traffic management agreement and road space booking schedule.

183.2/18 To note any report from the Kettering Borough Councillors

Cllr Mike Tebbutt: There have been no developments over the Christmas/New Year period, a report on the January meeting will be provided for next month.

Cllr David Soans: Please accept my apologies, I am unable to attend the Town Council meeting as I remain on sick leave. Would you please inform the meeting that I have allocated the balance of my Borough Councillor's Ward initiative fund to Marlow House to enable them to update their telephone system.

183.4/18 To receive updates from Desborough community groups and representatives

183.6/18 To note any report from the Police

Graham Thomson
Town Clerk

Chair: _____