



**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 the annual meeting of Desborough Town Council to be held in the Library building, and streamed online using ZOOM, on Thursday 17 June 2021, commencing at seven o'clock for the purpose of transacting the undermentioned business. Any Councillors who attend the meeting remotely will be able to take part in discussions but will be unable to vote on any matter.

Owing to the required Covid precautions there will be very limited space for public attendance. Members of the press and public are requested to attend remotely if at all possible (further details below).

Signed,

Graham Thomson  
Town Clerk

11 June 2021

**Covid-19 precautions**

The Council is required to comply with four distinct (and in some instances contradictory) areas of law: the law relating to Council meetings; the law relating to Coronavirus precautions; the law relating to general Health and Safety; and employment law. The Council has made its best endeavours to comply with all relevant law and guidance in relation to the meeting. The meeting will be held in the library building and there will be places for a maximum of **16** Councillors, staff, and members of the press and public.

The Council is acutely aware of the vulnerability of some members of our community and of those who may rely on them, notwithstanding vaccinations. All furniture and surfaces likely to be touched will be sanitised before the meeting and afterwards. It is not possible however for this to be carried out during the meeting.

The following precautions will also be made:-

- no-one who has any of the recognised Covid symptoms should enter or attempt to enter the building;
- everyone who enters the building must use the Test & Trace QR Code in the library building (or provide their contact details which will be retained only in line with Covid regulations);
- everyone must wear a suitable face covering (unless exempt) on entering the building, and wear a face coverings at all times unless seated;
- furniture including chairs must not be moved, even if you are attending with other people in your bubble;
- everyone must sanitise their hands on entry to the building and as often as necessary throughout the meeting;
- everyone must remain a two-metre social distance from all others in the building;
- no printed papers will be available, copies of documents are available on the Council's website;
- no toilet facilities will be available;
- members of the press and public will not be allowed re-admittance to the building;
- once the maximum number of attendees is reached there will be no further admittance and no replacement of people leaving the meeting.

A failure to adhere to these precautions and any other directions given at the meeting may result in the suspension of the meeting and any remaining business being carried forward to a future meeting.

**How best to attend the meeting**

The best and safest way of seeing and hearing what happens at the meeting is to watch online from the safety and comfort of your home. To join the meeting follow this link:

<https://us02web.zoom.us/j/87045961059?pwd=S3NJT2FmWlhDeXFqVElZ0IMSUF3QT09>

If necessary, use the following - Meeting ID: 870 4596 1059 Passcode: 6028197

If you wish to join by audio telephone only (your normal call charges will apply) dial one of the following numbers: 0330 0885830, 0131 4601196, 0203 4815237, 0203 4815240, 0203 9017895, 0208 0806591, 0208 080 6592 and use the meeting ID and password given above.

## Addressing the Council

Owing to the hybrid nature of attendance, any members of the public wishing to address the Council are requested to provide details to the Town Clerk at least three hours 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. Any request made after four o'clock on the day of the meeting may not be seen.

## Speaking at the meeting

If you wish to speak during the meeting you must click to raise your hand (instructions on Zoom). 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.

The Council will continue to use its best endeavours to make access to the meeting as easy as possible. All persons in attendance (physically or online) should be aware that they may be seen, heard, or recorded.

The microphones and cameras of non Town Councillors attending the meeting remotely will be disabled unless the Chair of the meeting invites them to speak. No person may speak at the meeting unless invited to do so by the Chair.

11 June 2021

## AGENDA

### **24./21 Chair's welcome and announcements**

### **25./21 To consider and if so resolved to approve apologies for absence**

### **26./21 To note any declarations of interest from Councillors**

Any Councillor who has an interest in any item to be discussed at the meeting should declare that interest in accordance with the Code of Conduct.

### **27./21 To consider any requests for dispensation**

To consider any requests for dispensation for Councillors with an interest to be allowed to speak in accordance with the Localism Act 2011.

### **28./21 To approve the minutes of the meeting held on 20 May 2021**

The minutes of the meeting held on 20 May 2021 have been circulated.

### **29./21 To hear representations from Members of the Public**

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

### **30./21 To consider the future of 47 Station Road and The Old Fire Station**

The Council has been advised that the North Northamptonshire Council (NNC) intends to sell the freehold interest of 47 Station Road and The Old Fire Station. Members may know that number 47 used to be the Council offices, and were the offices of the former Desborough Urban District Council (forerunner of Kettering Borough Council, not Desborough Town Council). Members may also be aware that The Old Fire Station is a tin tabernacle. The buildings are in the Conservation Area. The former Kettering Borough Council's Site Specific Part 2 Local Plan contains proposals for a mixed use scheme at Havelock Square / Station Road to improve a sense of enclosure, which might involve the removal of the tin tabernacle. It would appear that NNC intends to offer the Tabernacle for relocation prior to any disposal of the site. It is understood that the building is in a very poor condition and contains asbestos.

The Council's views are sought.

### **31./21 To consider Her Majesty The Queen's Platinum Jubilee**

As Members will know, 2022 will be Her Majesty The Queen's 70th anniversary as monarch. The Government has already announced a weekend of celebrations. The May Bank Holiday Weekend will be moved to Thursday 2 June and there will be an additional Bank Holiday on Friday 3 June to create a four-day weekend to celebrate the Platinum Jubilee.

Under "The Queen's Green Canopy" initiative the Council has been invited to "Plant a Tree for the Jubilee" as part of a nationwide celebration. The project will see a network of individual or specimen trees, avenues, copses and woodlands. The Council is being asked to take part by planting a single specimen tree, a row of trees, an avenue, or a copse. The first planting phase will be from October 2021 to April 2022 and the Platinum Jubilee Official National Celebration Weekend is on 3 to 6 June 2022.

Councillors are reminded that the Town Council does not own or control any land and therefore any planting will have to be on land owned either by North Northamptonshire Council, or another local landowner.

The Council is REQUESTED to:-

- a) give its views on marking The Queen's Platinum Jubilee with tree planting as suggested, and if so determined to request a further report on possible locations and costs; and,
- b) suggest any other appropriate methods of marking the Jubilee for investigation and further consideration.

**32./21 To consider Youth Services / Youth provision in Desborough**

**33./21 To consider the appointment of representatives to outside bodies and to appoint to Committees, Advisory Panels, and areas of responsibility**

The Council is REQUESTED to consider the appointment of representatives to outside bodies and to appoint to Committees, Advisory Panels, and areas of responsibility (Appendix A); and to make any consequential changes to the terms of reference of internal bodies as necessary.

**34./21 Planning and Licensing issues**

**34.1./21 To receive and note the Planning and Licensing Report**

The Council is REQUESTED to consider making comment on any planning or licensing matter set out in the report attached at Appendix B.

**34.2./21 The Council's aspirations and S106**

As Members may know, larger planning applications usually require contributions towards the community. Such planning obligations are a type of legal agreement entered into by the developer, other interested parties, and the Local Planning Authority. [Section 106](#) of the Town and Country Planning Act 1990 enables the Local Planning Authority to enter into such obligations.

Planning obligations are used for three purposes:

- Prescribe the nature of development (for example, requiring a given portion of housing is affordable);
- Compensate for loss or damage created by a development (for example, loss of open space); or
- Mitigate a development's impact (for example, the developer of a large housing site may be required to make a contribution to build a new classroom at the local school to address the increased pressure resulting from the additional houses).

Planning obligations must be directly relevant to the proposed development. They cannot require the developer/landowner to solve an existing problem or require works to be undertaken outside of the site identified by the planning permission. However, they can be used to secure a financial contributions to fund works outside of the site where these requirements meet the [3 tests](#). Legislation enables S106 agreements to be renegotiated after they have been entered into.

Generally, the S106 requests have included contributions towards medical and dental provision, joining up cycle routes and dedicated cycle routes, footpaths, educational and library provision, play provision, and other community facilities. To be of use to the Planning Authority, proposals usually need to be costed.

It would be helpful if the Council indicated the sort of items it would wish to see in the future to allow costs to be estimated.

**35./21 To encourage residents to comment on the Police's Locally Identified Priorities**

The Police are currently consulting residents to better understand the policing priorities of communities across Northamptonshire. The survey is available online here [www.surveymonkey.co.uk/r/NorthantsLocalPriorities](http://www.surveymonkey.co.uk/r/NorthantsLocalPriorities). The results will be shared with Northamptonshire Police's Neighbourhood teams and will be used to shape elements of their activity. It asks questions about confidence levels in Northamptonshire Police and perceptions of crime, to understand the views and opinions of communities across Northamptonshire.

At a county level, there are four [Matters of Priority](#) that Northamptonshire Police will put a special focus on over the next 12 months – serious and organised crime, domestic abuse, knife crime, and anti-social behaviour. Up to three local priorities for each policing area will be set every three months based on local crime statistics and the feedback from the community.

The Council is REQUESTED to encourage residents to complete the survey.

**36./21 Finance matters**

**36.1./21 To approve arrangements for Broadband and Calls**

The Council's current contract for the telephone line, calls, and broadband expires in July 2021. The current contract is with TalkTalk at a basic cost of £28.95 per month (excluding VAT). In accordance with Financial Regulations, quotations were sought and the most economically advantageous is £27.95 per month which represents a £1 per month decrease on the current contract. A further discount of £7.50 applies for the first six months meaning that the total cost over two years would be £69 lower than under the current contract (and the average monthly cost would be £26.08 plus VAT).

The Council is RECOMMENDED to approve the quotation as set out at an average monthly cost would be £26.08 plus VAT to be paid monthly by Direct Debit.

**36.2./21 To approve the finance report**

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

**36.3./21 To consider and if so resolved to approve accounts for payment**

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. Details in the report may be updated before the meeting as information is received. The Council is RECOMMENDED to approve payments.

**36.4./21 To approve the Annual Governance Statement for 2020/2021**

The Council is RECOMMENDED to approve Annual Governance Statement (to follow).

**36.5./21 To approve the Accounting Statements for 2020/2021**

The Council is RECOMMENDED to approve the statements (to follow).

**36.6./21 To note the dates for the public inspection of accounts**

The Council is RECOMMENDED to note the dates fixed for the public rights (to follow).

**36.7./21 To receive and note the Internal Auditor's Report**

The Council is RECOMMENDED to receive and note the report (to follow).

**37./21 To note information contained in reports on the following:-**

**37.1./21 Reports on activity from North Northamptonshire Councillors, local groups, and volunteers**

Any reports received will be circulated to Councillors.

**37.2./21 Braybrooke Road Play Area**

An oral report will be given.

**37.3./21 Proposed one-way system and parking restrictions Gladstone Street / Nichols Street**

An oral report will be given.

**37.4./21 CCTV Installation and Upgrade**

An oral report will be given.

**37.5./21 North Northamptonshire Council's further consultation on the Lawrence's site**

An oral report will be given.

**37.6./21 Traffic movements in connection with the Rothwell North housing development and allied issues**

The most recent information received relating to violations of the approved route for the site are on the Council's website. Since the last meeting, there have been improvements to the signage.

**37.7./21 Traffic speeds in Desborough (data from the TVAS Speed signs)**

Data from the speed indicator signs has been posted on the Council's website.

### Internal and Outside Bodies and Voluntary Positions

In the past there have been many organisations which had or sought Council representation or involvement. Currently, the Council has received no requests for Council representation for the coming year.

There are many reasons why groups seek such involvement: usually because it gives an advantage to the group (either by using the knowledge and expertise of Councillors, or by granting better “access” to the Council). There is absolutely no requirement on the Council to appoint representatives to any external organisation, nor to appoint members of the community to internal Committees, Working Parties, Panels, Voluntary posts, or whatever. All internal bodies must have terms of reference approved by the Council before the body is formed.

Any changes to internal positions or bodies may well result in consequential changes to the Delegation Scheme or a body’s Terms of Reference.

Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
<b>Internal posts</b> The Council appoints to internal positions / areas of responsibility.					
<b>Financial account signatories</b> <ul style="list-style-type: none"> <li>Continue until removed or replaced</li> <li>Three Councillors plus RFO preferred.</li> <li>Required by SOs / Fin Regs</li> </ul>	4	Sign in accordance with Council decisions / SOs / Fin Regs	J Gardiner P Sawford A Window	G Thomson (as RFO)	No recommendation - posts filled at Annual Meeting in May 2021.
<b>Independent review Councillor</b> <ul style="list-style-type: none"> <li>To provide an extra check on payments etc. in quarterly sessions (during office hours).</li> <li>Required by Internal Control Procedures</li> <li>Cannot be account signatory.</li> <li>Minimum of one Councillor (cannot be non-Councillor)</li> </ul>	1	Sign in accordance with Council decisions / SOs / Fin Regs	I James P Sawford	N/A	Recommended: Council to appoint a review Councillor
<b>Armed Forces Champion</b> <ul style="list-style-type: none"> <li>Exists to remind the Council of its obligations to support the Armed Forces community in any Council activity or decision.</li> </ul>	1	Advisory only	L Burnham	N/A	Recommended: Council to consider making an appointment.

Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
<p><b>Voluntary Positions</b>  The Council should beware of appointing to positions simply because there was a position before, often positions are created because there is someone to fill them rather than any need, or there is a short-term need which has expired. The questions should be “do we need it?” and “will it help the Council?” not “who will do it?” or “So-and-so always does that”.</p>					
<p><b>Volunteer Footpath Warden</b></p> <ul style="list-style-type: none"> <li>Keeps an eye on public rights of way and reports any problems. Usually involves one or two emails a year. However, reports of blockages / damage etc. are still made by the Town Clerk.</li> </ul>	1	<p>Advisory only</p> <p>Cannot speak for the Council unless given specific approval from the Council in advance.</p>	N/A	Mr B Martin	<p>Recommended: Council to consider reappointment.</p>
<p><b>Volunteer Road Safety Warden</b></p> <ul style="list-style-type: none"> <li>Previously analysed the data provided from the speed signs.</li> <li>The data analysis is not time consuming and is currently being managed in-house.</li> </ul>	1		N/A	Mr R Hill	<p>Recommended: Council to consider deleting the voluntary post.</p>
<p><b>Volunteer CCTV Warden</b></p> <ul style="list-style-type: none"> <li>Previously involved in helping the Council decide where to pay for additional CCTV cameras to be sited. This was originally intended to be time limited.</li> <li>No longer necessary, cameras in place (or work underway). Any extension to the system would either be smaller scale and perfectly manageable in-house, or if a bigger scheme was being considered then qualified, expert assistance should be sought.</li> </ul>	1		N/A	Mr R Hill	<p>Recommended: Council to consider deleting the voluntary post.</p>

Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
<p><b>Internal bodies</b> Each of these bodies (and all others created) must first have clear terms of reference. The Personnel Committee is required by Standing Orders, all the rest are entirely discretionary and can be dispensed with at the desire of the Council. There is no obligation to involve members of the public (other than terms of reference the Council has fixed and can change). Terms of Reference are on the Council's website.</p>					
<p><b>Personnel Committee</b></p> <ul style="list-style-type: none"> <li>• Required by Standing Orders</li> <li>• Cannot include non Councillors</li> <li>• Terms of reference and delegation scheme limits</li> </ul>	4	Decisions in accordance with delegated limits	G Holmes J Read P Sawford J Taylor	N/A	Recommended: Council to appoint four Councillors
<p><b>Neighbourhood Plan Advisory Committee</b></p> <ul style="list-style-type: none"> <li>• Work restarted on the Plan and an external consultant is in place.</li> <li>• The current ToR require:- <ul style="list-style-type: none"> <li>- 3 Councillors;</li> <li>- 1 voting non-Councillor member of the community resident in the town;</li> <li>- 1 voting non-Councillor member of the business community in the town.</li> </ul> </li> </ul>	3 + 2	Advisory only	L Burnham, D Lamour P Sawford	Mr R Hill (com) Mr M Churcher (bus)	Recommended: Council to decide:- <ol style="list-style-type: none"> <li>1. If it wants to have a Nhd Plan;</li> <li>2. How it wants to achieve this (Committee or at Council meetings);</li> <li>3. If it needs community / business involvement in the deliberations, and if so how many non-Cllrs and who (or how to select)</li> <li>4. Depending on the above, to revise the Terms of Reference.</li> </ol>
<p><b>Awards Advisory Panel (for Honoured Citizen Awards)</b></p> <ul style="list-style-type: none"> <li>• The Honoured Citizen Award is a tribute to a member of the community and confers no material honours or special privileges. (Details on the website <a href="#">here.</a>)</li> <li>• Panel makes recommendations only.</li> <li>• Four Councillors and four non-Councillors</li> </ul>	4 + 4	Advisory only	J Read J Taylor J Watson	Mrs McElhinney Mr Birney	Recommended: Council to decide:- <ol style="list-style-type: none"> <li>1. If it wants to have an award scheme;</li> <li>2. If it needs community involvement in the recommendation process, and if so how many non-Cllrs.</li> <li>3. Depending on the above, to revise the Terms of Reference / delegation scheme.</li> </ol>
<p><b>Community Grant Advisory Panel</b></p> <ul style="list-style-type: none"> <li>• Makes recommendations on applications for cash grants;</li> <li>• Council considers the recommendations;</li> <li>• Four Councillors and Four non-Councillors</li> </ul>	4 + 4	Advisory only	S Draycott I James J Read J Taylor	Mrs Huseyin Ms Mount Mr Read	Recommended: Council to decide:- <ol style="list-style-type: none"> <li>1. If it wants to have a grants scheme;</li> <li>2. If it wants a panel (or Committee) to consider applications (if not, all consideration would be at Council meetings);</li> <li>3. If it needs community involvement in the recommendation process, and if so how many non-Cllrs.</li> <li>4. Depending on the above, to revise the Terms of Reference.</li> </ol>

Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
<p><b>Outside bodies</b></p> <p>An outside body is a non-statutory organisation which may be a charity, an incorporated company (either limited by shares or guarantee), a friendly society, or an unincorporated association. One very important thing to establish and remember is the specific role expected of the appointee. This may be either:-</p> <ul style="list-style-type: none"> <li>As a member of the management committee, board of directors, or committee of trustees of the outside body. Here they will not only be representing the interests of the council but they will also have duties to the outside body and a role in its governance); or</li> <li>As a member of an outside body where the councillor represents the council's position as a 'member' of the outside body but takes no part in its management or governance other than to attend and vote at annual or general meetings. Here they will be mainly concerned with representing the council and will not have responsibilities for governance of the body.</li> </ul> <p>The main issues for Councillors taking up a position on an outside body:</p> <ul style="list-style-type: none"> <li>The application of the council's code of conduct;</li> <li>The primary duty to act in the interests of the outside body when acting as a representative even if this is against the interests of the Council;</li> <li>Conflict with the member's role as a councillor.</li> <li>Duties as a charity trustee or company director (if applicable);</li> <li>Personal liabilities (financial and other) in respect of unincorporated organisations;</li> </ul> <p>Councillors appointed to an outside body should ensure that they take a proper role in the management and governance of that body. This will include attending meetings regularly and being familiar with issues relating to that body. Councillors appointed as the council's representative should consider the need to make reports to the council on the progress being made by that body and on any issues which the council should consider.</p>					
<p><b>Desborough Pocket Park Committee</b></p> <ul style="list-style-type: none"> <li>The Council previously leased the park (at a cost of £1,500) from KBC and the DPP Committee carried out the agreed management plan on behalf of DTC. The Town Council is no longer involved in the Park, and no longer insures against risks there.</li> <li>There is budget provision for a "tailing-off grant" if requested (and if the work is in accordance with the approved management plan).</li> </ul>	2	Advisory only (personally liable for actions)  Representatives cannot speak for the Council unless given specific approval from the Council in advance.	B Keys J Taylor	N/A	Recommended: no further involvement on Management Committee.
<p><b>Rothwell North Working Park</b></p> <ul style="list-style-type: none"> <li>The "Working Party" is a pressure group.</li> <li>The group previously met in the Council's offices (at no charge).</li> <li>Care should be taken about "mission creep" where the original aims (in relation to the Persimmons development in Rothwell) extends to other areas and developments.</li> <li>Recent activity has "duplicated" correspondence and so on with the developers / highways etc.</li> </ul>	2	Advisory only (personally liable for actions)  Representatives cannot speak for the Council unless given specific approval from the Council in advance.	L Burnham I James J Read	N/A	Recommended: <ul style="list-style-type: none"> <li>Council to determine if involvement of DTC reps is still warranted.</li> <li>If so, to appoint Councillors.</li> </ul>

**Desborough Town Council**  
**17 June 2021**

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**Planning and Licensing Matters**

Click the underlined text to go to details of the application on the Planning Portal of North Northamptonshire Council (link is outside the Town Council's control).

[NK/2021/0436](#)

Desborough Town Football Club, Braybrooke Road, Desborough  
1 no. replacement grandstand

[NK/2021/0438](#)

207 Rushton Road, Desborough  
Creation of vehicular access and single driveway

[NK/2021/0448](#)

66 Station Road, Desborough  
Extension to workshop

[NK/2021/0474](#)

29 Ise View Road, Desborough  
Single storey detached double garage at front of house

[NK/2021/0475](#)

27A Station Road, Desborough  
1 no. non-illuminated fascia sign and 1 no. internally illuminated barber pole sign

[NK/2021/0477](#)

16 Oak Tree Close, Desborough  
Single storey rear extension

[NK/2021/0495](#)

22 Dunkirk Avenue, Desborough  
Retrospective permission for two storey rear extension and additional window alteration to first floor rear elevation

[NK/2021/0500](#)

37 Harrington Road, Desborough  
Two storey and single storey rear extensions with render and additional window to first floor rear elevation

[NK/2021/0508](#)

117 Braybrooke Road, Desborough  
Single storey side and rear extension

[NK/2021/0509](#)

39 Havelock Street, Desborough  
First floor side extension with additional window to first floor rear elevation and smaller window to ground floor front elevation (resubmission of application ref: KET/2019/0338)

[NK/2021/0514](#)

44 Rushton Road (land to rear of), Desborough  
Erection of three detached dwellings

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**Desborough Town Council**  
**17 June 2021**

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**Finance Report**  
**Monthly Bank Reconciliation (31/05/2021)**

Unity Trust Bank Current	£34,077.10
Unity Trust Bank Saver	£100.00
Barclays Current	£1.00
Barclays Business Saver	£9.45
CCLA Public Sector Deposit Fund	£275,485.81
Reconciled Balance	£309,673.36

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. In May the dividend reinvested was £7.44.

**Desborough Town Council**  
**17 June 2021**

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**Accounts for payment**

Items may be added or adjusted as information is received.

+ Paid in accordance with delegated or continuous authority

	Supplier	Description	Reason	VAT	Total Amount
+	Desborough Library and Community Hub	Town Council Office	Office Rent	£0.00	£666.67
+	Talk Talk Business	Town Council Office	Internet and telephone	£5.79	£34.74
	West Northamptonshire Council	Projects	High Street Barrier Rail Works	£0.00	£7,709.22
+	HMRC, LGSS Pensions, and Mr G Thomson	Salaries & all Employment Costs	PAYE, pension, and salary payments (June)	£0.00	£5,508.14
+	Mr G Thomson	Town Council Office	Refund of expenses (telephone)	£0.00	£10.00