

**Minutes of the meeting of Desborough Town Council
held in the library and streamed online by Zoom on Thursday 17 June 2021**

Councillors present: L Burnham, A Coleman, D Cornwall, J French, J Gardiner, T Healy, D Larmour, B Murphy-Ryan, S Roberts, P Sawford, A Window, and H Wood

Councillors not present: none

Also present: G Thomson (Town Clerk), and five members of the community (by Zoom).

24./21 CHAIR'S WELCOME AND ANNOUNCEMENTS

The Chair welcomed those present in person and online to the meeting and outlined the Covid precautions and requirements. He especially welcomed new Councillors to the meeting and stressed that all Councillors had equal status and responsibility. He explained that as the meeting was being broadcast on Zoom, all and any participants may be heard, seen, or recorded.

25./21 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE

The Town Clerk reported that no apologies for absence had been received.

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

26./21 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

Extracted from the report of the Town Clerk:-

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.

No declarations were made.

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

27./21 TO CONSIDER ANY REQUESTS FOR DISPENSATION

Extracted from the report of the Town Clerk:-

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

The Town Clerk reported that no requests had been received.

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

28./21 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 MAY 2021

Extracted from the report of the Town Clerk:-

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

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

29./21 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

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 make representations had been received.

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

30./21 TO CONSIDER THE FUTURE OF 47 STATION ROAD AND THE OLD FIRE STATION

Extracted from the report of the Town Clerk:-

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.

Concern was expressed at the former Kettering Borough Council's Site Specific Part 2 Local Plan containing proposals for a mixed use scheme at Havelock Square / Station Road "to improve a sense of enclosure" and the implications for the street scene and the town's heritage. In response to questions the Town Clerk reported that he was trying to establish the

extent of the sale, he confirmed that the Tabernacle was not listed, that it was believed to contain asbestos, and that there were a number of such buildings in Northamptonshire. NNC Cllr Howes reported that the former Kettering Borough Council had been proposing to dispose of the site, and added that he didn't know if the intention was for housing or retail. Concern was expressed in particular at the sale of the open space and it was

RESOLVED that:

- i) **the Town Clerk ask for details of the NNC's intentions for the site and try to establish if the site is public open space; and,**
- ii) **NNC Cllr Howes be requested to ask for a list of the NNC's assets in Desborough.**

31./21

TO CONSIDER HER MAJESTY THE QUEEN'S PLATINUM JUBILEE

Extracted from the report of the Town Clerk:-

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.*

During a wide-ranging discussion a number of suggestions were made to mark the jubilee including: renaming the area known as "Havelock Square" on Station Road / Havelock Street; tree planting possibly on public land, on private or donated land, or in residents' own gardens; street parties or picnics in the park (which might necessitate the hire of mobile toilets or generators); medals for primary school-aged children; and commemorative mugs. With regard to the likely cost it was suggested that a joint fundraising exercise might be necessary and if there was any tree planting then it would be necessary for the land to be made available by a landowner. It was suggested that the Boughton Estate might be prepared to donate 100 trees for the commemoration and Cllr French undertook to provide contact details.

It was noted that the Desborough Carnival might take place over the extended weekend and that the Council might be able to act as a point of liaison for groups, organisations, and individuals marking the event.

RESOLVED that:-

the principle of expenditure on commemorations be approved and details be determined at a future meeting.

32./21

TO CONSIDER YOUTH SERVICES / YOUTH PROVISION IN DESBOROUGH

It was noted that the Council had the opportunity to engage more meaningfully with young people, possibly by involving younger representatives to the Council, using social media, or a Youth Council. It was suggested that the Council might be able to act as a facilitator to the range of existing groups and services for young people, including the schools. It was noted that the NNC provided a range of services for young people.

RESOLVED that:

Councillors Coleman, Cornwall, and Murphy-Ryan be requested to propose ideas for the Council's consideration for engagement with young people with particular regard to those young people with disabilities but excluding the idea of youth representatives on the Council for the time being pending the views of young people.

33./21

TO CONSIDER THE APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND TO APPOINT TO COMMITTEES, ADVISORY PANELS, AND AREAS OF RESPONSIBILITY

Extracted from the report of the Town Clerk:-

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.

RESOLVED that:-

- i) the following appointments be made, subject to review at any time:
 - (a) financial account signatories - as previously appointed, Councillors Gardiner, Sawford, and Window, and Mr G Thomson (as Responsible Financial Officer);
 - (b) independent review Councillor - Councillor Burnham;
 - (c) Armed Forces Champion - Councillor Burnham;
 - (d) Volunteer Road Safety Warden - Mr R Hill;
 - (e) Volunteer CCTV Warden - Mr R Hill;
 - (f) Personnel Committee - Councillors: Larmour, Roberts, Murphy-Ryan, and, Sawford;
 - (g) Community Grant Advisory Panel - Councillors: Burnham, Coleman, Cornwall, French, Roberts, Window, Wood;
 - (h) Rothwell North Working Party (reporting role) - Councillor Burnham;
- ii) the Town Clerk be requested to establish if the previous Volunteer Footpath Warden would continue in the role and if so Mr B Martin be appointed, and if Mr Martin does not wish to continue then the role be advertised on the website;
- iii) the need for the role of Volunteer Road Safety Warden be monitored and reviewed before the next Annual Council meeting;
- iv) the post of Volunteer CCTV Warden be deleted on completion of the already approved and funded works;
- v) the following appointments be made to the Neighbourhood Plan Advisory Committee:
 - (a) Councillors Burnham, Larmour, Murphy-Ryan, Roberts, Sawford;
 - (b) the Town Clerk be requested to establish if Mr M Churcher is interested being reappointed as the voting non-Councillor representative of the business community in the town on the Neighbourhood Plan Advisory Committee and if so Mr Churcher be appointed;
 - (c) the Town Clerk be requested to establish if Ms G Harbour is interested in being appointed as the voting non-Councillor representative of the community on the Neighbourhood Plan Advisory Committee and if so Ms G Harbour be appointed;
- vi) no appointment be made to the Awards Advisory Panel and the Awards scheme be discontinued;
- vii) no appointment be made to the Desborough Pocket Park Committee;
- viii) the terms of reference of the undermentioned bodies be amended to reflect the decisions above:
 - (a) the Neighbourhood Plan Advisory Committee (five Councillors, one voting non-Councillor member of the community resident in the town, and one voting non-Councillor member of the business community in the town);
 - (b) the Community Grant Advisory Panel (seven Councillors only).

34./21 PLANNING AND LICENSING ISSUES

34.1./21 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the information contained in the report be noted.

34.2./21 NK/2021/0438 NUMBER 207 RUSHTON ROAD, DESBOROUGH

Concern was expressed that there was insufficient space for a safe access and that highway safety would be compromised if consent was granted.

RESOLVED that:-

the Town Clerk be authorised to submit the Council's objection to the proposals on the grounds of highway safety.

34.3./21 NK/2021/0514 RUSHTON ROAD (LAND TO REAR OF), DESBOROUGH

Concern was expressed that the proposal would constitute overdevelopment for the size of the

plot and would be out of keeping with the location.

RESOLVED that:-

the Town Clerk be authorised to submit the Council's objection to the proposals on the grounds of overdevelopment.

34.4./21 **PLANNING COMMITTEE**

A motion that the Council should create a Planning Committee to consider the Council's response to planning matters was considered and it was

RESOLVED that:-

the arrangements for considering the Council's response to planning matters remain unchanged.

34.5./21 **THE COUNCIL'S ASPIRATIONS AND S106**

Extracted from the report of the Town Clerk:-

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.

In response to questions relating to the amount of S106 money generated from development in Desborough and the uses to which it might be put and where the Town Clerk undertook to circulate an explanatory note to Councillors.

RESOLVED that:-

a report on details of the S106 agreements for Desborough be presented to the Council meeting in September.

35./21 **TO ENCOURAGE RESIDENTS TO COMMENT ON THE POLICE'S LOCALLY IDENTIFIED PRIORITIES**

Extracted from the report of the Town Clerk:-

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. 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.

RESOLVED that:-

the recommendation be accepted.

36./21 FINANCE MATTERS**36.1./21 TO APPROVE ARRANGEMENTS FOR BROADBAND AND CALLS**

Extracted from the report of the Town Clerk:-

The Council's current contract for the telephone line, calls, and broadband expires in July 2021. The current contact 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.

RESOLVED that:-

the recommendation to continue with TalkTalk as set out be accepted.

36.2./21 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the report be approved.

36.3./21 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 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.

RESOLVED that:-

the payments listed in the report be approved.

36.4./21 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2020/2021

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the Annual Governance Statement be approved and signed by the Chair.

36.5./21 TO APPROVE THE ACCOUNTING STATEMENTS FOR 2020/2021

Extracted from the report of the Town Clerk:-

The Council is RECOMMENDED to approve the statements (circulated separately).

RESOLVED that:-

the Accounting Statements be approved and signed by the Chair.

36.6./21 TO NOTE THE DATES FOR THE PUBLIC INSPECTION OF ACCOUNTS

Extracted from the report of the Town Clerk:-

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

The Town Clerk reported that the proposed dates (1 July 2021 to 11 August 2021) fitted in with anticipated leave and the Covid-19 precautions.

RESOLVED that:-

the recommended dates for the public inspection of accounts be approved.

36.7./21 TO RECEIVE AND NOTE THE INTERNAL AUDITOR'S REPORT

Extracted from the report of the Town Clerk:-

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

The Town Clerk confirmed that the Internal Auditor's certificate had been received but that the full report would be presented to the next ordinary meeting after it is received.

RESOLVED that:

the report be noted.

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**

Extracted from the report of the Town Clerk:-

Any reports received will be circulated to Councillors.

NNC Cllr David Howes reported that he had asked NNC to send a letter to town and parish councils about communication with the North Northants Council, and stated that a forum for local councils was being set up. The Town Clerk confirmed that the letter had not been

received. With respect to the Grange II planning issues NNC Cllr Howes said that meetings had been held with relevant NNC Officers and that NNC Councillors had asked NNC officers to negotiate the removal of Rowan Close as an access.

RESOLVED that:-

the information contained in the report be noted.

37.2./21 BRAYBROOKE ROAD PLAY AREA

Extracted from the report of the Town Clerk:-

An oral report will be given.

The Town Clerk reported that the work to the play area was underway.

RESOLVED that:-

the information contained in the report be noted.

37.3./21 PROPOSED ONE-WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET

Extracted from the report of the Town Clerk:-

An oral report will be given.

The Town Clerk reported that an invoice had been received for £85,052.18 (representing the total estimated cost of the work). He added that:

- the engineers had still not clarified how the visibility splay on Harborough Road would be protected from parking of vehicles and that until they did he could not say that the scheme proposed met the requirements set by the Council;
- it was not clear if the invoice amount included the cost of the legal consultation;
- once the scheme was as the Council specified, the next process would be for Northamptonshire Highways to formally advertise and process the legal orders required for the one way system and for the revisions to the parking restrictions in the area, and that this process generally takes between 3 – 4 months to complete;
- on the successful completion of the legal orders the works would be programmed and contractors appointed for the works;
- once the scheme is as the Council intended, there seemed to be no reason why the Town Council couldn't pay for the consultation element, with a guarantee to Northamptonshire Highways that (subject to the outcome of the public consultation) the Town Council would pay the remaining balance of the works as set out.

RESOLVED that:-

the NNC be informed that the Council wishes to proceed with the proposals once the scheme meets the Council's stated intentions and that if necessary the Town Council is prepared to fund the statutory public consultation.

37.4./21 CCTV INSTALLATION AND UPGRADE

Extracted from the report of the Town Clerk:-

An oral report will be given.

The Town Clerk reported that NNC was chasing BT to alter the link to allow the switch over to happen, that will enable the existing cameras to be changed while the ground works on the extension are complete, and that contractors should be on site in 2 to 3 weeks.

RESOLVED that:-

the information contained in the report be noted.

37.5./21 NORTH NORTHAMPTONSHIRE COUNCIL'S FURTHER CONSULTATION ON THE LAWRENCE'S SITE

Councillor Wood stated that she lived in New Street, adjacent to the site in question.

Extracted from the report of the Town Clerk:-

An oral report will be given.

The Town Clerk reported that colleagues at NNC had been monitoring the Government's Covid advice in the hope that restrictions would be lifted but were now looking to see whether they could arrange an on-line consultation as an alternative to an in-person event. He added that he had been asked to emphasise that the primary focus for the consultation would be the scheme as proposed: it will not be about going back to a blank sheet of paper, but that people would of course be free to put forward their views and whatever suggestions they may wish to make including alternative ideas for the site but that was not the primary aim of the consultation exercise.

Concern was expressed that the NNC was not listening to the needs and views of the Council and residents and that the site was particularly important in the street scene. The Council

discussed the covenant on the site preventing certain development and the current opportunities to renegotiate or have it removed.

Strong views were expressed that the NNC's proposed consultation should include mixed-use, retail, and space for other ideas, rather than just the limited housing scheme proposed.

**RESOLVED that:-
the NNC be informed of the views of the Town Council.**

37.6./21 TRAFFIC MOVEMENTS IN CONNECTION WITH THE ROTHWELL NORTH HOUSING DEVELOPMENT AND ALLIED ISSUES

Extracted from the report of the Town Clerk:-

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.

No recent data has been received.

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

37.7./21 TRAFFIC SPEEDS IN DESBOROUGH (DATA FROM THE TVAS SPEED SIGNS)

Extracted from the report of the Town Clerk:-

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

The Town Clerk reported that from the most recent data, average speeds past the signs remained in the low 30s, but almost 80% of vehicles heading towards Rothwell were diving above the speed limit. He added that one device was moved to Pipewell Road and shows that although overall average speeds are just over 30mph, over 60% of drivers going either way were exceeding the 30mph limit.

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

The meeting closed at 21:21

Chairman: _____

Date: _____

Desborough Town Council 17 June 2021

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
Internal posts The Council appoints to internal positions / areas of responsibility.					
Financial account signatories <ul style="list-style-type: none"> Continue until removed or replaced Three Councillors plus RFO preferred. Required by SOs / Fin Regs 	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.
Independent review Councillor <ul style="list-style-type: none"> To provide an extra check on payments etc. in quarterly sessions (during office hours). Required by Internal Control Procedures Cannot be account signatory. Minimum of one Councillor (cannot be non-Councillor) 	1	Sign in accordance with Council decisions / SOs / Fin Regs	I James P Sawford	N/A	Council to appoint a review Councillor
Armed Forces Champion <ul style="list-style-type: none"> Exists to remind the Council of its obligations to support the Armed Forces community in any Council activity or decision. 	1	Advisory only	L Burnham	N/A	Council to consider making an appointment.

Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
<p>Voluntary Positions 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>Volunteer Footpath Warden</p> <ul style="list-style-type: none"> 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. 	1		N/A	Mr B Martin	Council to consider reappointment.
<p>Volunteer Footpath Warden</p> <ul style="list-style-type: none"> 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. 	1	Advisory only	N/A	Mr B Martin	Council to consider reappointment.
<p>Volunteer Road Safety Warden</p> <ul style="list-style-type: none"> Previously analysed the data provided from the speed signs. The data analysis is not time consuming and is currently being managed in-house. 	1	Cannot speak for the Council unless given specific approval from the Council in advance.	N/A	Mr R Hill	Council to consider deleting the voluntary post.
<p>Volunteer CCTV Warden</p> <ul style="list-style-type: none"> 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. 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. 	1	Cannot speak for the Council unless given specific approval from the Council in advance.	N/A	Mr R Hill	Council to consider deleting the voluntary post.

Internal bodies					
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.					
Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
Personnel Committee <ul style="list-style-type: none"> Required by Standing Orders Cannot include non Councillors Terms of reference and delegation scheme limits 	4	Decisions in accordance with delegated limits	G Holmes J Read P Sawford J Taylor	N/A	Council to appoint four Councillors
Neighbourhood Plan Advisory Committee <ul style="list-style-type: none"> Work restarted on the Plan and an external consultant is in place. The current ToR require:- <ul style="list-style-type: none"> 3 Councillors; 1 voting non-Councillor member of the community resident in the town; 1 voting non-Councillor member of the business community in the town. 	3 + 2	Advisory only	L Burnham, D Lamour P Sawford	Mr R Hill (com) Mr M Churcher (bus)	Council to decide:- <ol style="list-style-type: none"> If it wants to have a Nhd Plan; How it wants to achieve this (Committee or at Council meetings); If it needs community / business involvement in the deliberations, and if so how many non-Cllrs and who (or how to select) Depending on the above, to revise the Terms of Reference.
Awards Advisory Panel (for Honoured Citizen Awards) <ul style="list-style-type: none"> 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 here.) Panel makes recommendations only. Four Councillors and four non-Councillors 	4 + 4	Advisory only	J Read J Taylor J Watson	Mrs McElhinney Mr Birney	Council to decide:- <ol style="list-style-type: none"> If it wants to have an award scheme; If it needs community involvement in the recommendation process, and if so how many non-Cllrs. Depending on the above, to revise the Terms of Reference / delegation scheme.
Community Grant Advisory Panel <ul style="list-style-type: none"> Makes recommendations on applications for cash grants; Council considers the recommendations; Four Councillors and Four non-Councillors 	4 + 4	Advisory only	S Draycott I James J Read J Taylor	Mrs Huseyin Ms Mount Mr Read	Council to decide:- <ol style="list-style-type: none"> If it wants to have a grants scheme; If it wants a panel (or Committee) to consider applications (if not, all consideration would be at Council meetings); If it needs community involvement in the recommendation process, and if so how many non-Cllrs. Depending on the above, to revise the Terms of Reference.

Outside bodies

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:-

- 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
- 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.

The main issues for Councillors taking up a position on an outside body:

- The application of the council's code of conduct;
- 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;
- Conflict with the member's role as a councillor.
- Duties as a charity trustee or company director (if applicable);
- Personal liabilities (financial and other) in respect of unincorporated organisations;

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.

Name and background	Previous no. of reps	Council representative status	Previous Cllrs	Previous Non-Cllrs	Recommendation
Desborough Pocket Park Committee <ul style="list-style-type: none"> • 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. • There is budget provision for a "tailing-off grant" if requested (and if the work is in accordance with the approved management plan). 	2	Advisory only (personally liable for actions)	B Keys J Taylor	N/A	No further involvement on Management Committee.
Rothwell North Working Party <ul style="list-style-type: none"> • The "Working Party" is a pressure group. • The group previously met in the Council's offices (at no charge). • 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. • Recent activity has "duplicated" correspondence and so on with the developers / highways etc. 	2	Representatives cannot speak for the Council unless given specific approval from the Council in advance.	L Burnham I James J Read	N/A	Council to decide:- 1. If involvement of DTC reps is still warranted; 2. If so, to appoint Councillors.

Desborough Town Council
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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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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.

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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)	£1.67	£10.00