

The Meeting of the Desborough Town Council held at the Library, High Street, Desborough on
Thursday 22nd March 2018

PRESENT

Councillors: Cllr G Shorley, Cllr C Tilley, Cllr L Sambrook Smith, Cllr E Gilbey, Cllr G Holmes

Clerk: James McKechnie

Also in attendance: Members of the Public, D Moody – Chief Executive Officer, Northants County Association of Local Councils

020/18	To elect a chairman – It was <u>AGREED</u> to elect Cllr G Shorley was Chairman, Cllr Holmes abstained
021/18	Desborough Town Council acting under “Reserved Powers” Where there are so many vacancies in the office of parish that the parish are unable to act, the district council may be order appoint persons to fill all or any of the vacancies until other councillors are elected and take up office – Local Government Act 1972 Section 91 (1)
022/18	Chairman’s Announcements - None
023/18	To receive apologies for absence – None
024/18	To receive and approve for signature the minutes of the: Extraordinary meeting held on Thursday 11th January 2018 RESOLVED: The minutes of the extraordinary meeting held on 11 th January 2018 were approved as a true record and signed by the Chairman Meeting held on Thursday 18th January 2018 RESOLVED: The minutes of the meeting held on 18 th January 2018 were approved as a true record and signed by the Chairman with the following amendments: <ul style="list-style-type: none"> • Minute 003/18, page 1 – Allan was amended to Allen • Minute 010/18, page 1 – Long Furlong was amended to Straight Furlong • Minute 011/18, page 1 – License was amended to Licence • Minute 015/18, page 2 – Councillor’s was amended to Councillors • Minute 016/18 a, f, g, h, page 2 & 3 – was amended to add APPROVED: with Cllr Holmes who voted against
025/18	To receive declarations of interest – None

Chairman

Date

<p>026/18</p>	<p>Financial:</p> <p>a) To approve the new bank signatories Cllr Holmes presented an amended proposal that, three signatories, two pre-appointed councillors and one member of staff be added as signatories which was seconded by Cllr Gilbey, the vote was not carried. RESOLVED: All Councillors and employees to be added as signatories to all bank accounts</p> <p>b) Financial Regulations for payments made under delegated powers The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:</p> <ul style="list-style-type: none"> - If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; - An expenditure item authorised under 5.6 of the Financial Regulations (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or - fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee]. <p>c) Accounts for Payment RESOLVED: The following payments shown in Appendix A were APPROVED: with Cllr Holmes who voted against the account for payments</p> <p>RESOLVED: The global figure for employment and associated costs will be minuted shown in Appendix A, unanimously agreed.</p> <p>d) Receipts</p> <table border="1" data-bbox="290 1265 1444 1332"> <thead> <tr> <th>Payment into Barclays</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>24/01/18</td> <td>£549.00</td> <td>Northants County Council</td> <td>County Councillor Empowerment Fund</td> </tr> </tbody> </table> <p>Cllr Holmes asked for Treasury Management to be a future agenda item.</p> <p>e) Monthly Bank Reconciliation – to receive the account balances</p> <p>Bank Reconciliation 31st January 2018 Current Account Balance £304,627.55 Business Saver Account £19,140.52</p> <p>Bank Reconciliation 27th February 2018 Current Account Balance £304,627.55 Business Saver Account £19,140.52</p>	Payment into Barclays	Amount	Received from	Reason for Payment	24/01/18	£549.00	Northants County Council	County Councillor Empowerment Fund
Payment into Barclays	Amount	Received from	Reason for Payment						
24/01/18	£549.00	Northants County Council	County Councillor Empowerment Fund						
<p>027/18</p>	<p>Delegated Powers It was AGREED that the Clerk be authorised to make any reasonable decisions on behalf of the Council when the Council becomes inquorate.</p>								
<p>028/18</p>	<p>Elections: RESOLVED: The officers of the Council to proactively promote candidacies for the election using such materials necessary to do so from the Newsletter budget. Cllr Holmes obtains</p>								
<p>029/18</p>	<p>Neighbourhood Plan Steering Group authorisation to continue RESOLVED: The Neighbourhood Plan Steering Group to continue and bring the Neighbourhood Plan through the Health Check and for the Council to hand it over to Kettering Borough Council.</p>								

030/18	<p>Planning: The planning report was circulated in advance of the meeting. (see appendix B) It was unanimously agreed that, any planning applications are put to all councillors for comment and returned back to clerk electrically who will report the comments to the Planning Authority.</p>
031/18	<p>Review of Desborough Town Councils Policies and Procedures – A review of the Town Council’s Policies and Procedures had been undertaken by the Clerk and a report was presented to the Town Council for consideration. It was unanimously AGREED to adopt the below detailed reviewed policies and procedures, incorporating the recommended amendments:</p> <ul style="list-style-type: none"> • Internal Controls Procedures; • Risk Assessment; • Financial Regulations; • The Code of Conduct for Desborough Town Council; • Standing Orders; with the word <u>not</u> being removed from item 3m Meetings Generally • Freedom of Information Act 2000: Desborough Town Council Publication Scheme; • Complaints Procedure; • Disciplinary Procedures; • Equal Opportunities; • Grant Scheme Policy; • Grievance Procedures; • Archiving Policy; • Vexatious, Abusive or Discriminatory Communications Policy; • Bullying & Harassment Policy; • Website Policy and Disclaimer. <p>Review of the effectiveness of Internal Controls including Risk Assessment -Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Town Council unanimously AGREED that it believes there is an adequate system of internal controls in place to safeguard the assets and finances of the Town Council to mitigate against the risk of loss or damage.</p>

Chairman

Date

032/18	<p>Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the press and public be excluded for the following item of business:</p> <p>RESOLVED: The exclusion of the press and public was <u>APPROVED</u></p>
033/18	<p>Employment Matters</p> <p>RESOLVED: The contract of the administration assistant to continue until 30th June 2018 with the recommendation it is made permanent thereafter</p> <p>RESOLVED: The services of P&D Solutions Limited (Mr Chris Moses) be retained for the period of three months for employment and HR matters.</p>
034/18	<p>To note the date of the parish meeting: Thursday 24th May 2018 commencing at 7.00pm, Desborough Library, High Street, Desborough.</p>
035/18	<p>To note the date of the next meeting: Thursday 19th April 2018 commencing at 7.00pm, Desborough Library, High Street, Desborough.</p>
	<p>THE MEETING CLOSED AT 9.18PM</p>

Chairman

Date

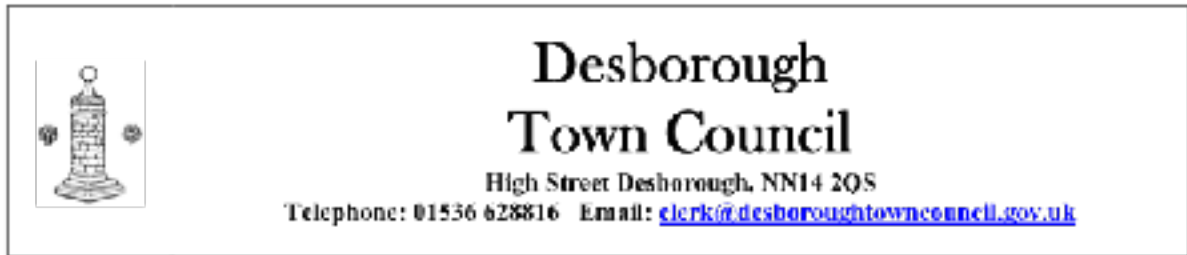
Bill Payment List February and March 2018

Barclays Community A/C

<u>Date</u>	<u>No.</u>	<u>Supplier</u>	<u>Amount</u>
22/3/18	BACS	Salary and Associated Costs February & March	£9,370.68
22/3/18	DD	Talk Talk Business	£115.08
22/3/18	BACS	Kettering Borough Council	£3,379.50
22/3/18	BACS	Kettering Borough Council	£2,400.00
22/3/18	BACS	SLCC	£233.00
22/3/18	BACS	Northants CALC	£42.00
22/3/18	BACS	CPRE	£36.00
22/3/18	BACS	Chester Property Management	£40.00

Chairman

Date



PLANNING REPORT UNDER "RESERVED POWERS" – 22nd March 2018

The following applications have been received and filed:

- KE1/2018/0057 – Mr Vincent – 55 Broudhams, Desborough – Full Application: Single storey rear extension**
- KE1/2018/0060 – Gladman Developments Ltd – Braybrooke Road (land off), Desborough – Outline Application: Residential development of up to 245 dwellings to include public open space, landscaping, sustainable drainage system (SuDS) and vehicular access**
- KE1/2018/0622 – Mr Stapleford – The Oaks, Braybrooke Road, Desborough – Full Application: Change of use from workshop to dog grooming parlour**
- KE1/2018/0113 – Mr Mann – 129 Rushton Road, Desborough – Full Application: Loft conversion and extension at roof level**
- Re-Consulted KET/2017/0903 – Mr Goode – 50 – 52 Rushton Road, Desborough – Full Application: 7 no. dwellings with associated parking and creation of vehicular access to serve No.52 Rushton Road.**
- KE1/2018/0065 – Mr Partridge Partridges, Eagle Avenue, Desborough – Advertisement Application: 1 set internally illuminated lettering and 1 no. internally illuminated monolith sign**
- Re-Notification KET/2017/0742 – Mr Green Braybrooke Road Desborough Ltd – 67, 69 and 71 Braybrooke Road (land to rear), Desborough – Full Application: Two pairs of semi-detached dwellings and alterations to access**
- KET/2018/0126 – Miss Nisbet – 241 Rushton Road, Desborough – Full Application: Creation of vehicular access, tarmac driveway and gravelled parking area**
- KET/2018/0144 – Mr Crick – 100 Dunkirk Avenue, Desborough – Full Application: Two storey rear extension**
- KE1/2018/0149 – Mr Chapman – 126 Rothwell Road, Desborough – Full Application: Patch to front and replacement pitched roof to front and side**
- KE1/2018/0145 – Miss Hamilton – 27 Isle Vale Avenue, Desborough – Full Application: First floor side extension**
- KET/2018/0118 – Miss Norman – 3 Ashford Lea, Desborough – Full Application: Two storey side and single storey rear extensions. Single storey detached store to front**
- KE1/2018/0164 – Mr Read – 13 Penselands, Desborough – Full Application: Two storey rear extension**

Notices of Approval received:

KDC has approved permission for the following applications:

- KET/2017/1027 – Beacon International Limited, Mr J Goodhind – Elgee Works, Victoria Street, Desborough – Change of use from works canteen to dance school**
- KE1/2017/0950 – Mr B Law – 11 Roman Way, Desborough – Single storey side extension**
- KE1/2017/0978 – Mr & Mrs Smith – 42 Gladstone Street (land adj), Desborough – Full Application: 1 no. dwelling**
- KET/2018/0022 – Biddle, Foster & Smith – The Black Paddock, Park Hill, Braybrooke – Variation of condition 2 of KET/2015/0065, in respect of the number of pitches**

Notices of Appeal received:

- KE1/2017/0464 – Mr Chyford – 8 Beech Close (land to rear), Desborough – Conversion of garage to 1 no. dwelling with external alterations**

KET/2017/0750 - Mr Bains – 85 (land to rear of) Braybrooke Road, Desborough – Full Application: 1 no. dwelling and detached garage

KET/2018/0755 – Mr Castledine – 14 Copelands Road, Desborough – Full Application: 1 no. bungalow with vehicular access for no. 14

Notices of Refused received:

KBC has refused permission for the following applications:

Withdrawn Applications: