

The Meeting of the Desborough Town Council held at Marlow House, Gold Street, Desborough on Thursday 20<sup>th</sup> February 2014.

**PRESENT**

**Councillors:** Cllr D Coe, Cllr A Matthews, Cllr J Watson, Cllr M Tebbutt, Cllr D Soans, Cllr B King, Cllr D Howes, Cllr R Sawford, Cllr J Derbyshire.

**Clerk:** Leigh Parkin

**Also in attendance:** Cllr A Matthews, Northamptonshire County Councillor, PCSO D Fenner, PCSO L Mitchell, Members of the Public

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| <b>1</b> | <p><b>Chairman’s announcements</b><br/>Cllr Coe paid tribute to two former members of Desborough Town Council who had recently passed away – J White and E Quarterly. Members of the Town Council and public stood for a minutes’ silence.</p> <p>Cllr Coe thanked Councillors and invited guests for attending the Civic Service. Thanks was also given to the Clerk for organising the event and Mrs P Goodman for providing the refreshments after the service.</p> <p>Cllr Coe recently attended Loatlands School to talk to the children about the Town and the role of the Town Council.</p>   |
| <b>2</b> | <p><b>Apologies for absence</b> – Cllr M Dearing (work commitment), Cllr M Watson (work commitment) and Cllr J Pearce (family commitment).</p>   |
| <b>3</b> | <p><b>Declarations of Interest by Councillors</b><br/>Cllr Soans stated that he would not vote or express an opinion on any planning matters as he is on the Planning Committee at Kettering Borough Council (KBC). He can however take part in discussions on planning issues.</p>  |
| <b>4</b> | <p><b>Police Report</b><br/><b>Monthly Report &amp; Crime Figures</b> – PCSO Fenner went through the crime figures for January 2014.</p> <p>Cllr J Watson highlighted that she had received several complaints from residents along Braybrooke Road with regard to noise from a property at Peaslands. It was noted that the Police cannot deal with issues of this nature and Cllr Watson had contacted Environmental Services at KBC. The issue has now been dealt with.</p> <p>Cllr King as the Town Council’s youth representative had attended a recent Youth Centre meeting. At the meeting it was reported that on occasions local residents have been into the Youth Centre and ‘had a go’ at the only member of staff on duty when the Youth Centre has been running. Cllr King had previously reported these concerns to the Town Council in September 2013 (Minute 4) and the PCSO in attendance confirmed that the Police would visit the Youth Centre to check everything is in order. This has not happened. PCSO Mitchell will liaise with Cllr King to look to improve Police links with the Youth Centre.</p> <p>Cllr Tebbutt noted that he had recently visited the cemetery where a memorial has been smashed. Cllr Tebbutt is to report the damage to KBC.</p> |

Chairman .....

Date .....

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| <p><b>4.1</b></p> | <p><b>Youth Shelter/Outdoor Gym Update</b> – As agreed at December’s Town Council meeting (Minute 4.1/Dec 13) a letter has been printed and will be distributed to local residents thanking them for taking part in the consultation, to update them of the results of the consultation, confirm that a consultation event will be held on the Recreation Ground on Desborough Carnival Day (28<sup>th</sup> June 2014) in respect to the provision of outdoor gym equipment and that the youth shelter provision is to be put on hold and to ask if they would like to be involved in the project. This letter will also be sent to the Outdoor Bowls Club and Sunshine Pre School.</p>  |
| <p><b>4.2</b></p> | <p><b>Street Watch and Parish Special Constable Schemes</b><br/>                 Kettering Borough Sector Inspector R Tall has offered to attend a Town Council meeting to talk about Street Watch and Special Constables and how these resources are utilised to good effect within Kettering Sector. It was <b>AGREED</b> to invite the Inspector to a Town Council meeting along with the current Neighbourhood Watch Co-ordinators in Desborough.</p> <p>Cllr Coe thanked PCSO Fenner and PCSO Mitchell for attending the Town Council meeting and providing a report.</p>  |
| <p><b>5</b></p>   | <p><b>Community Speed Watch Update</b><br/>                 Mr K O’Brien, Community Speed Watch Co-ordinator, addressed the Council on the following points:</p> <ul style="list-style-type: none"> <li>• Mr O’Brien has had a tour of Desborough with the Police. Mr O’Brien is keen to involve the Community Speed Watch volunteers in deciding where speed monitoring is undertaken in the town;</li> <li>• Mr O’Brien has set up a Facebook group page which is for members only;</li> <li>• It is proposed that a Community Speed Watch page is set up on the Town Council’s website which Mr O’Brien is given access rights to update information subject to agreement with the Town Council;</li> <li>• Mr O’Brien has produced a draft newsletter which it is proposed to be circulated to Community Speed Watch Volunteers and placed on the Town Council’s website.</li> </ul> <p>Cllr King asked what the role is of the Community Speed Watch Co-ordinator?</p> <p>Cllr Sawford stated that she thought the newsletter was excellent and that consideration should be given to placing a copy in local shops, library etc. Any costs associated with printing the newsletter should be managed by the Town Council.</p> <p>It was <b>Agreed</b> that the organisation of the Community Speed Watch campaign will be delegated to Mr O’Brien, Cllr King and the Clerk.</p> |
| <p><b>6</b></p>   | <p><b>Representations from members of the public</b></p> <ul style="list-style-type: none"> <li>• Ms B Humfrey spoke on behalf of the Civic Society to express concern that the Society had not been approached to be part of the Desborough Town Plan Working Group. Ms Humfrey read the aims and objectives of the Civic Society which highlights that one of the main concerns of the Society is planning. There are several members of the Society with considerable planning experience.</li> <li>• It was noted that a member of the public had contacted the Town Council to raise concern about the state of the road and footpaths particularly along Braybrooke Road in respect of leaves and dog waste. KBC had confirmed that the road sweeper would</li> </ul>   |

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|          | <p>be in Desborough Wednesday/Thursday of this week and then every month after this. A request had been made to KBC to ensure that the road sweeper cleared along Braybrooke Road.</p> <ul style="list-style-type: none"> <li>• Cllr Coe reported that he had received a letter from a member of the public about the ongoing smell of the sewers along Harborough Road. It was <b>Agreed</b> to send a copy of this letter through to Ms S Plenderleith, Head of Environmental Health at KBC copied to Mr R Harbour, Head of Development Services at KBC and the Desborough Borough Councillors.</li> </ul>  |
| <p>7</p> | <p><b>Minutes of the Town Council meeting held on 16<sup>th</sup> January 2014</b><br/> The Minutes of the Town Council meeting held on the above date were <b><u>unanimously approved</u></b> and signed as a true record (Proposed by Cllr Matthews and seconded by Cllr J Watson).</p>   |
| <p>8</p> | <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Minute 11.3/Dec 13</b> – Circus Ginnett - KBC has confirmed the charges for the Recreation Ground, Dunkirk Avenue, Desborough which were forwarded to Circus Ginnett who have replied to say that the charges are too high and are unaffordable.</li> <li>• <b>Minute 4.3/Jan 14</b> – A temporary ‘Do not park on the grass verge sign’ has been erected on the nearest lamp column to the grass verge outside No. 47 Federation Avenue.</li> <li>• <b>Minute 5/Bullet pt. 2/Jan 14</b> – The letter regarding fracking has been sent to Mr P Hollobone MP.</li> <li>• <b>Minute 5/Bullet pt. 3/Jan 14</b> - Harborough Road to Braybrooke Road Byway – A response had been received from Mr R Harbour, Head of Development Services at KBC confirming that contacting Northamptonshire County Council (NCC) was the correct course of action to follow and a far more appropriate way to deal with the issue than the Borough Council attempting to take planning enforcement action. Mr Harbour confirmed that KBC will not seek to take planning enforcement action in this matter.</li> <li>• <b>Minute 5/Bullet pt. 4/Jan 14</b> – Trout Fishing Lake development – Mr R Harbour, Head of Development Services at KBC has confirmed that NCC and the Environment Agency has carried out audits of the operations at the site, and they have both confirmed that there is no waste operation occurring. The lorry movements associated with the development are reasonable for the scale of development and KBC is not concerned about the number of lorries entering or exiting the site carrying materials. There are no conditions on the planning permission that control hours of operation or the routes for lorries and therefore KBC has no ability to resolve the matter. Incidents of mud on the road should be reported to <a href="mailto:controlhub@mgwsp.co.uk">controlhub@mgwsp.co.uk</a> or street doctor. This is not a matter that the local planning authority can control because there is no requirement for a wheel washing facility on the site. If the Town Council wish to discuss problems occurring formerly with the Highways Authority then contact details were provided.</li> </ul> <p>Cllr King noted that he had recently received a concern about this development from a local resident which he read out. Cllr Matthews stated that he is still in discussions with NCC about the provision of a wheel wash facility.</p> <ul style="list-style-type: none"> <li>• <b>Minute 7/Bullet pt. 2/Jan 14</b> – Street lighting along Burdock Way – NCC has confirmed that it has not yet adopted all of Burdock Way. Highway maintainable, at the public expense, only extends up to house no. 11 opposite Cranesbill Close. This</li> </ul> |

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|          | <p>adopted extent only covers the first 5 street lights. Lights 1, 2 and 3 at the junction with Ironwood Avenue and Burdock Way are consistent with NCC's switch off policy and will not be turned back on. Other street lights along Burdock Way currently not adopted are still the responsibility of the developer. It is thought that the developer has not purposefully switched the lights off but that they are faulty. The Town Council has written to the developer directly to ask for these street lights to be repaired.</p> <ul style="list-style-type: none"> <li>• <b>Minute 7/Bullet pt. 5/Jan 14</b> – Community Tax Support Grant – The Town Council requested this to be put on the A6 Towns Forum Agenda. KBC confirmed that it has been included under 'Budget Consultation'. Cllr Soans stated that the new £40k Community Fund which Town &amp; Parish Councils can apply for from 2014/15 will incorporate the Community Tax Support Grant Funding. The criteria for applying for funding is currently being developed.</li> <li>• <b>Minute 7/Bullet pt. 4/Jan 14</b> – Parish Satisfaction Questionnaire – Cllr Tebbutt confirmed that he had completed and returned this form. Cllr Tebbutt noted that he had recently attended the Northamptonshire Highways, Highways Warden Induction Programme.</li> <li>• <b>Minute 13.3/Jan 14</b> – the Town Council has confirmed to the Police &amp; Crime Commissioner that short headline updates can be placed in the Town Council's website with a link to the Police &amp; Crime Commissioner website.</li> <li>• <b>Minute 13.5/Jan 14</b> – Cllr Tebbutt reported that MGWSP had recently flushed out both sides of the River Ise where it crosses the road at Desborough. No further flooding has been experienced along this stretch of road.</li> </ul> |
| <p>9</p> | <p><b>Neighbourhood Plan for Desborough Update</b><br/> Cllr Coe confirmed that the Desborough Town Plan Working Group is required to seek the approval of the Town Council for all decisions made.</p> <p>Concern was raised about the Town Council membership of the Working Group and that it has not been formally agreed by the Town Council that Cllr Howes and Cllr Derbyshire be part of these meetings.</p> <p>Cllr J Watson raised concern that Cllr Sawford had decided to stand down from the Working Group due to interests that are not pecuniary and that Cllr Howes owns land around the Town.</p> <p>Cllr Sawford stated that she made the decision to stand down as she did not want to prejudice the Town Plan.</p> <p>The advice received from Mr D Moody, Chief Executive of Northants County Association of Local Councils (CALC) (Minute 7/Bullet pt. 6/Jan 14), concerning the involvement of Councillors in the Neighbourhood Planning process when they have declared an interest was noted at January's Town Council meeting and had been previously forwarded to Cllr Sawford and Cllr Howes copied to Cllr Soans and Cllr Coe.</p> <p>It was noted that the Desborough Town Plan Working Group is setting up initial consultation and establishing a Steering Group to undertake the development of the Plan. Once the Steering Group is established the current Working Group will be abolished. Town Councillors will need to be voted onto the Steering Group at a Town Council meeting.</p> <p>Cllr Howes stated that although he understood the concerns raised by Cllr Sawford and</p>   |

Cllr J Watson he highlighted that many people have interests that may then exclude them from being part of the Steering Group.

Ms Humfrey was permitted to speak by the Chairman and emphasised that the Civic Society is not political and has no land interests.

Cllr Soans proposed that the Desborough Town Plan Working Party should continue to include: Cllr D Soans, Cllr A Matthews, Cllr J Watson, Cllr J Derbyshire, Cllr D Howes, Cllr B King, Mr D Larmour – Chairman of Desborough Town Centre Partnership and Mrs P Holmes – Secretary to the Desborough Community Development Trust (DCDT). This was **Agreed** by a majority vote.

Cllr Soans reported back from the Working Group meeting held on Wednesday 6<sup>th</sup> January 2014. The following documents had been circulated to Councillors prior to the meeting:

- a) Neighbourhood planning working group minutes 6<sup>th</sup> February 2014
- b) Draft terms of reference Desborough Town plan steering group
- c) Draft flyer for distribution to residents

1) Terms of reference

The draft terms of reference for the Desborough Town Plan steering group have been debated and considered at length and are presented as a separate document for the Town Councils approval and adoption. Proposed by Cllr Tebbutt and seconded by Cllr Matthews – **Agreed** by a majority vote.

2) Funding

A funding application to Locality for the maximum sum of £7000.00 is in progress.

The proposed Kettering Borough Council community fund of £40000.00 is likely to be available from April onwards to fund community projects; the working group recommends that an application be made to that fund when available.

3) Public consultation meetings

These will be held on Friday 21<sup>st</sup> (7pm to 9pm) and Saturday 22<sup>nd</sup> (10am to 12 midday) March 2014 at Marlow House, with the objective of promoting the Town Plan and recruiting potential members of the public to the Steering group. It is hoped that as many Town Councillors as possible will be able to support these events.

Display boards and information will also be installed in the Library and Heritage centre over the same period.

Funding will be required to cover the cost of room hire, light refreshments and visitor registration forms; the total cost for these items can be contained within a budget of £100.00. Authority is sought for this sum to be spent from DTC funds.

4) Flyer design, printing and distribution

The proposed final design for Flyers advertising the public consultation meetings have been carefully considered and are before the Council for approval. The flyers will be printed by the DCDT at no cost to the Town Council.

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|                  | <p>Mrs P Goodman has agreed to supervise the Flyer distribution and all members are requested to assist by agreeing to deliver flyers within the locations requested by Mrs Goodman. The distribution is planned for early March.</p> <p>Cllr Tebbutt and Cllr Soans have both requested clarification from KBC as to whether they can use their Ward Initiative Funding to support the Neighbourhood Planning process.</p> <p>Cllr Soans requested that the Clerk attends the next Working Group meeting being held on 3<sup>rd</sup> March 2014 to take the minutes of the meeting. The Chairman confirmed that this is to be discussed outside the meeting.</p>   |
| <p><b>10</b></p> | <p><b>S.106 funding – list of desirable local facilities</b></p> <p>Following January’s Town Council meeting (Minute 8) Councillors had been asked to prioritise the list of facilities that can be considered to be part of future section 106 agreements. The below detailed list of desirable local facilities was identified by the Town Council:</p> <ul style="list-style-type: none"> <li>• Car Parking – site of the former public toilets, Buckwell Street or land behind Co-op Pharmacy;</li> <li>• Traffic Calming measures along the B576 due to increased volume of traffic following significant and proposed housing development in Desborough;</li> <li>• Outside play areas and outdoor gyms in all play park areas with specific reference to play area provision in the Loatlands Ward;</li> <li>• Extended footpaths &amp; cycle ways;</li> <li>• Disabled access to Pocket Park;</li> <li>• New skateboard facilities;</li> <li>• Enhanced youth provision;</li> <li>• Permanent Heritage Centre;</li> <li>• Develop Havelock Street Square;</li> <li>• Changing rooms for football players on Dunkirk Avenue recreation ground;</li> <li>• Community Centre [or Civic Centre].</li> </ul> <p>It was <b>Agreed</b> that the list of facilities would not be prioritised so as not to pre-empt the detail of the Desborough Town Plan but that the list could be considered by the Desborough Town Plan Steering group as part of this process and by Development Services at KBC for developments that are agreed prior to the completion of the Desborough Town Plan.</p> <p>The Town Council is to request that there is greater interaction between the Town Council and Kettering Borough Council when s.106 agreements are being developed.</p> <p>It was <b>Agreed</b> (Proposed by Cllr Matthews and seconded by Cllr Howes) that the Chairman and Vice Chairman finalise a letter to Development Services at KBC outlining the above detailed list.</p> |
| <p><b>11</b></p> | <p><b>County Councillor</b></p> <p>Cllr A Matthews reported that it had not been a busy month as far as reporting events affecting Desborough:</p> <ul style="list-style-type: none"> <li>• The problem of parking on the grass in Dunkirk Avenue seems to have been resolved as the (builder’s) van appears to park elsewhere now;</li> <li>• Another attempt has been made to address the potholes on the Gold Street side of</li> </ul>   |

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|                                  | <p>the B576 pedestrian crossing. If the potholes on the other side of the crossing erupt again, they will be scheduled for another repair asap;</p> <ul style="list-style-type: none"> <li>• There is a schedule of road repairs pencilled in for the town once the new budget for 2014/15 kicks in;</li> <li>• No news yet on the suggested by (probably) controversial wheel wash suggestion for the trout farm exit.</li> </ul> <p>Cllr Matthews noted that the ‘No parking on the grass verge signs’ are provided by NCC on a temporary basis. Cllr Matthews has spoken to Northamptonshire Highways and is looking to purchase a number of these signs for use around Desborough through his Empowering County Councillor Fund.</p> <p>In addition Cllr Matthews reported that at the full council meeting of NCC the financial budget for 2014/15 was approved. The only variation to the large schedule of savings proposed, amounting to £35 million, was that the intention to adopt a charges schedule for using certain civic amenities was thrown out. It was felt that to apply charges to some sites but not others would result in more fly tipping.</p> <p>Cllr Coe referred to Essex County Council which has set up an energy efficiency programme to reduce the cost of power to thousands of households. Cllr Matthews confirmed that NCC is looking to work with energy providers to do better deals. There is no reason why local authorities cannot do the same thing.</p> <p>Cllr J Watson reported that she had received a complaint from the Headmaster of Loatlands School that Braybrooke Road had been closed for three days and nobody had been informed. This is the second time that this has happened causing disruption to school traffic and the school bus. Cllr Matthews is to inform Northamptonshire Highways.</p> |
| <p><b>12</b><br/><b>12.1</b></p> | <p><b>Borough Councillors</b></p> <p><b>Cllr Derbyshire:</b> provided a written report which was circulated to Councillors prior to the meeting highlighting:</p> <p>30/01/14. Attended Planning Policy Meeting KBC number of responses to 35 Appendix 3: Desborough Number of responses 170.</p> <p>23/01/14. Attended Budget Consultation KBC.</p> <p>24/01/14. Attended meeting KBC for Desborough Councillors along with Cllr Russell Roberts (Leader) and Cllr Ian Jelly.</p> <p>05/02/14: Employment Committee.</p> <p><b>Human Resource Implications</b> - An effective probation policy is fundamental to fair employment practice and will contribute to overall sound management of human resource issues.</p> <p>The policy enables the performance of new employees to be managed and supported effectively.</p> <p><b>Legal Implications</b> - The probation policy will assist the Council to manage the performance of new employees fairly and in accordance with employment and legislation.</p>   |

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|                    | <p>06/02/14: Meeting held at Cllr J Watson's home to discuss issues relating to Desborough planning.</p> <p>11/02/14: Planning Policy Meeting KBC.</p> <p><b>Site Specific Proposals Local Development.</b></p> <p><b>Document – Gypsy and Traveller Accommodation Options Consultation.</b></p> <p>17/02/14: Members Information Session on Housing Market and the changes in demand, from family homes to singles dwellings.</p> <p>However what had to be born in mind, there is a baby boom happening at this point in time in the UK.</p> <p>19/02/14: Gypsy &amp; Traveller Accommodation Meeting KBC.</p> <p><b>12.2 Cllr Soans</b> provided a written report which was circulated to Councillors prior to the meeting highlighting:<br/>         January 28<sup>th</sup> attended Monitoring and Audit committee<br/>             Residents parking scheme discussed – queried situation re Harrington Rd Desborough – this will need to be chased.<br/>         January 29<sup>th</sup> Attended Research and Development committee<br/>             2 new task and finish groups are to be formed:-<br/>             1) Implementation of HS2 and effect to rail links within the borough; to seek to understand the implications of HS2 on the future economy of Kettering borough and on rail services available to Kettering borough residents over the longer term.<br/>             2) Payday loans and finance; to consider how the borough can help local residents reduce indebtedness and to identify the most effective policies to apply</p> <p>February 4<sup>th</sup> Attended Planning meeting – all matters dealing with Kettering East.<br/>         February 5<sup>th</sup> Attended A6 Towns forum –excellent presentation by Marlow House working with Age UK providing joint services to the community.<br/>         February 11<sup>th</sup> Attended Planning meeting – No Desborough related items.</p> |
| <p><b>12.3</b></p> | <p><b>Cllr Tebbutt</b> provided a written report which was circulated to Councillors prior to the meeting highlighting:<br/>         North Northants Core Spatial Strategy update:- The Secretary of State has delayed his decision, which should have been made last week, on the Rushden Lakes proposed development, no revised date has been given. Until known the progress of the JPU strategy will be slowed.</p> <p>Joint Planning Committee meetings will be convened as soon as the decision is made public to ‘The Rushden Lakes’ decision by the Secretary of State.</p> <p>The Site Specific Proposals Local development document- ‘Housing Allocations assessment of Additional Sites and Update’ has been reviewed by KBC Planning Officers - a report on the responses was presented to Planning Policy Committee on January 30<sup>th</sup>, which included the responses from Desborough Town Council. Members endorsed the proposed next steps towards the production of the Site Specific LDD. The</p>  |



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| <p>12.4</p>  | <p>next iteration of the policy is anticipated to be presented back to Planning Policy Committee in the autumn.</p> <p>The Governments Draft Planning Guidance Document publication date has not yet been announced.</p> <p>The Planning Policy Committee met on 19<sup>th</sup> February to review the Site Specific Local Development Document - Gypsy and Traveller Accommodation Options Consultation. Cllr Tebbutt reported on the outcome of the meeting. Further investigation is required on two identified sites. It was noted that Black Paddocks, Braybrooke had not been removed. Development Services at KBC are drafting new requirements for planning applications if proposed gypsy &amp; traveller sites come forward for consideration. This will ensure applicants are aware of what criteria they need to meet.</p> <p>Cllr Sawford raised concern about the officers’ report to the KBC Planning Policy Committee with regard to the Site Specific Proposals Housing Allocations. Cllr Sawford was disappointed that the Officers’ report had ignored some of the issues raised through the consultation and not responded on others with reference to the Ise Valley. Cllr Sawford asked if there will be further consultation. Cllr Tebbutt confirmed that this document will be presented back to the KBC Planning Policy Committee in the Autumn after which further consultation will take place.</p> <p>Cllr Soans noted that these sites will form part of what the Neighbourhood Plan will be looking at. Cllr J Watson emphasised that the Neighbourhood Plan is not legally binding until it has been through a referendum.</p> <p><b>Cllr Dearing:</b> No report had been received.</p> |
| <p>13<br/>13.1<br/><br/>13.2<br/><br/>13.3<br/><br/>13.4<br/><br/>13.5<br/><br/>13.6</p> | <p><b>Clerk’s Report</b></p> <p><b>KBC Development Services – Town &amp; Parish Council Training</b> – Thursday 6<sup>th</sup> March 2014 – It was <b>Agreed</b> that Cllr J Watson and Cllr King will attend this training session.</p> <p><b>Northamptonshire CPRE/NCC - New Publication ‘Icons of Northamptonshire’:</b> Noted.</p> <p><b>Northamptonshire Highways Community Enhancement Gang request 2014:</b> It was <b>Agreed</b> that Councillors will forward any requests to Cllr Tebbutt prior to the deadline date for response of 14<sup>th</sup> March 2014.</p> <p><b>Northamptonshire CPRE Spring Road Show:</b> This is to be held on <b>Thursday 10<sup>th</sup> April 2014</b> at Great Houghton Village Hall. No Councillors are available to attend this event.</p> <p><b>CPRE Spring Clean-Up Campaign:</b> This year CPRE Northamptonshire’s spring clean-up campaign will be Friday 28 March to Sunday 6 April 2014. It was <b>Agreed</b> that the decision whether the Council wishes to hold an annual litter pick and on what date is to be placed on the agenda for the March Town Council meeting.</p> <p><b>NCC Road Traffic Regulation Act 1984 – Arthingworth Road/Braybrooke Road, Desborough and Oakley Road/Newton Road, Rushton – Prohibition of heavy commercial vehicles over 7.5 tonnes maximum gross weight and part revocation</b></p>   |

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| <p><b>13.7</b></p> <p><b>13.8</b></p>  | <p><b>Order 2014:</b> A copy of the notice for the proposed order has been received by the Town Council.</p> <p><b>Marlow House Twitter page:</b> @marlowhouse1.</p> <p><b>Correspondence File:</b> This month's file contained:</p> <ul style="list-style-type: none"> <li>• Desborough Town Council Standing Orders</li> <li>• CPRE Campaigns: Help us to make the new green scheme work for fairness and the countryside</li> <li>• Northamptonshire Highways Members' newsletter January 2014</li> <li>• Northants CALC Update January – February 2014</li> <li>• kgtogether Winter 2013-14 Issue 22</li> <li>• Northants CALC new Planning Training Courses</li> <li>• CPRE Northamptonshire – Apethorpe Manor House woodland walk – Saturday 12<sup>th</sup> April 2014, 11am to 1pm. Tickets £12.50 to include walk, drink &amp; canopes</li> <li>• CPRE Northamptonshire Outlook February 2014</li> <li>• KBC Planning Policy Committee – 19<sup>th</sup> February 2014 – Gypsy &amp; Traveller Site Allocations</li> <li>• Northamptonshire Association for the Blind Information for February and March 2014</li> <li>• Desborough &amp; District Twinning Association Newsletter February 2014</li> <li>• NN Raid Newsletter</li> <li>• Funding link available via Heritage Lottery Fund, in relation to WW1 Centenary</li> <li>• East of Kettering Explained</li> <li>• KBC Work Programme February 2014</li> </ul> |
| <p><b>14</b></p> <p><b>14.1</b></p> <p><b>14.2</b></p> <p><b>14.3</b></p> <p><b>14.4</b></p> <p><b>14.5</b></p> <p><b>14.6</b></p> | <p><b>Community Reports</b></p> <p><b>Civic Society:</b> No report was received.</p> <p><b>Town Centre Partnership (TCP):</b> Cllr J Watson reported back from the last TCP meeting that involved discussions on last years' and this years' Gala Night. The first 1940's day meeting will take place on 4<sup>th</sup> March 2014. The 1940's day is to be held on Saturday 20<sup>th</sup> September 2014.</p> <p><b>Twinning:</b> The Twinning Newsletter was circulated to Councillors in advance of the meeting by email.</p> <p><b>Youth:</b> Cllr B King reported that he had attended a meeting at the Youth Centre, Paddock Lane, Desborough. The Youth Centre has recently received a £5,000 grant from the Midlands Co-Op. The main problem discussed was the out dated heating within the building and the ongoing costs associated with this.</p> <p><b>European Charter:</b> This had been circulated to Councillors through the Twinning Newsletter in advance of the meeting by email.</p> <p><b>Pocket Park:</b> Cllr R Sawford stated that there was no up-date.</p>  |
| <p><b>15</b></p> <p><b>15.1</b></p>  | <p><b>Update from existing Working Parties</b></p> <p><b>Community Right to Build 'Hawthorns Forum':</b> Mrs Holmes reported on the consultation exhibition which is taking place this week. The first session on the Wednesday evening was successful and further sessions are being held on Friday and</p>  |

| <p><b>15.2</b></p>               | <p>Saturday. All Councillors were encouraged to attend. Cllr Sawford recognised the work Mrs Holmes has put into the Hawthorns consultation.</p> <p><b>Fresh Air Desborough (FAD):</b> Mr Alan Brooks, Chairman of FAD, confirmed that the Oral Hearing held at Birmingham High Court on 30<sup>th</sup> January 2014 had been lost. A public meeting is being held on Thursday 27<sup>th</sup> February 2014 to update members of the public on the current situation. All Councillors were encouraged to attend.</p> <p>The next step is the application for an Environmental Permit as the plant cannot run without this licence. Copies of two documents from the Environment Agency had been circulated to Councillors in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• Working Together your role in our environmental permitting – Our public participation statement;</li> <li>• Environmental Permits what you need to know.</li> </ul> <p>The Town Council should register its’ interest in this application with the Environment Agency so that it is consulted. It was proposed by Cllr J Watson and seconded by Cllr King that the Town Council register its’ interest with the Environment Agency to be consulted on this application – <b>Agreed</b>. A senior officer of the Environment Agency will be attending the public meeting on 27<sup>th</sup> February along with a number of other experts.</p> <p>Mr Brooks confirmed that legal costs were reduced at the Oral Hearing by £2,500 however another £3,000 legal fees have been incurred.</p> <p>Cllr J Watson thanked Mr Brooks and Mr Kay for attending Loatlands School and talking to the children. The school has 60 letters written by 9 to 11 year olds ready to be sent to the Environment Agency.</p> <p>Cllr Coe thanked Mr Brooks for his report.</p> |                                 |   |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
|----------------------------------|---|---------------------------------|---|-------|--------------------|--------|---------|--------------|--------------------------------|--------|--------|----------------------|-------------------------|--------|--------|----------------------|----------------------------------|--------|--------|--------------------|---|--------|---------|----------------|--|--------|---------|---------------------------------|--------------------------------|
| <p><b>16</b><br/><b>16.1</b></p> | <p><b>Financial report</b></p> <p><b>Accounts for Payment:</b> The following payments were <b>APPROVED</b> (Proposed by Cllr Matthews and seconded by Cllr Derbyshire):</p> <table border="1" data-bbox="293 1413 1449 1935"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>101383</td> <td>£820.87</td> <td>Mrs L Parkin</td> <td>Salary &amp; Expenses (February14)</td> </tr> <tr> <td>101384</td> <td>£36.13</td> <td>HM Revenue &amp; Customs</td> <td>PAYE &amp; NI (February 14)</td> </tr> <tr> <td>101385</td> <td>£35.00</td> <td>Vine Community Trust</td> <td>Hall Hire February 14 TC meeting</td> </tr> <tr> <td>101386</td> <td>£33.89</td> <td>Talk Talk Business</td> <td>Telephone Line Rental /Broadband + calls (Feb 14)</td> </tr> <tr> <td>101387</td> <td>£582.00</td> <td>Vision ICT Ltd</td> <td>Website hosting for April 2014 to March 2015</td> </tr> <tr> <td>101388</td> <td>£140.00</td> <td>Country Gardens and Ground Care</td> <td>Pocket Park Grass Cutting 2013</td> </tr> </tbody> </table>  | Cheque No.                      | Amount  | Payee | Reason for Payment | 101383 | £820.87 | Mrs L Parkin | Salary & Expenses (February14) | 101384 | £36.13 | HM Revenue & Customs | PAYE & NI (February 14) | 101385 | £35.00 | Vine Community Trust | Hall Hire February 14 TC meeting | 101386 | £33.89 | Talk Talk Business | Telephone Line Rental /Broadband + calls (Feb 14) | 101387 | £582.00 | Vision ICT Ltd | Website hosting for April 2014 to March 2015 | 101388 | £140.00 | Country Gardens and Ground Care | Pocket Park Grass Cutting 2013 |
| Cheque No.                       | Amount  | Payee                           | Reason for Payment                                |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
| 101383                           | £820.87   | Mrs L Parkin                    | Salary & Expenses (February14)                    |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
| 101384                           | £36.13  | HM Revenue & Customs            | PAYE & NI (February 14)                           |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
| 101385                           | £35.00  | Vine Community Trust            | Hall Hire February 14 TC meeting                  |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
| 101386                           | £33.89  | Talk Talk Business              | Telephone Line Rental /Broadband + calls (Feb 14) |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
| 101387                           | £582.00   | Vision ICT Ltd                  | Website hosting for April 2014 to March 2015      |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |
| 101388                           | £140.00   | Country Gardens and Ground Care | Pocket Park Grass Cutting 2013                    |       |                    |        |         |              |                                |        |        |                      |                         |        |        |                      |                                  |        |        |                    |   |        |         |                |  |        |         |                                 |                                |

| 16.2               | <p><b>Receipts:</b></p> <table border="1" data-bbox="296 232 1441 533"> <thead> <tr> <th data-bbox="296 232 555 309">Paid into Barclays</th> <th data-bbox="555 232 708 309">Amount</th> <th data-bbox="708 232 975 309">Received from</th> <th data-bbox="975 232 1441 309">Reason for Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="296 309 555 533">28/01/14</td> <td data-bbox="555 309 708 533">£545.00</td> <td data-bbox="708 309 975 533">Desborough Pocket Park Volunteer Committee</td> <td data-bbox="975 309 1441 533">Donation towards dredging of Desborough Pocket Park pond, installation of sluice to the stream and excavation of new amphibian pond (Minute 12.6/Dec 13)</td> </tr> </tbody> </table>   | Paid into Barclays                         | Amount   | Received from | Reason for Payment | 28/01/14 | £545.00 | Desborough Pocket Park Volunteer Committee | Donation towards dredging of Desborough Pocket Park pond, installation of sluice to the stream and excavation of new amphibian pond (Minute 12.6/Dec 13) |
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| 16.3               | <p><b>Monthly Bank Reconciliation:</b> Noted.</p>  |  |  |               |                    |          |         |  |  |
| 16.4               | <p><b>Precept Capping:</b> Parish and town councils will not be capped in 2014/15. Brandon Lewis MP made a written ministerial statement yesterday on the final local government finance settlement 2014 to 2015. In the statement Mr Lewis says “<i>We have not determined principles for local precepting authorities in 2014 to 2015, but we are putting on notice that we are prepared if necessary to apply the referendum thresholds to larger town and parish councils from 2015 to 2016 onwards to provide protection for local taxpayers and extend the principle of direct democracy.</i>” The full statement and supporting information is available at <a href="https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015">https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015</a>.</p>  |  |  |               |                    |          |         |  |  |
| 16.5               | <p><b>Asset Register Update:</b> The Town Council <b>Approved</b> the up-dated Asset Register.</p>   |  |  |               |                    |          |         |  |  |
| 16.6               | <p><b>Northants County Association of Local Councils Internal Auditor:</b> It has been confirmed that Mr Peter Quincey is to be Desborough Town Council’s Internal Auditor for year ending 31<sup>st</sup> March 2014.</p>   |  |  |               |                    |          |         |  |  |
| 17                 | <p><b>Review of Desborough Town Council Policies and Procedures</b></p> <p>A review of the Town Council’s Policies and Procedures had been undertaken by the Clerk in conjunction with the Chairman and Vice Chairman (Minute 13.6/Jan 14) and a report was presented to the Town Council for consideration. It was <b>AGREED</b> to adopt the below detailed reviewed policies and procedures, incorporating the recommended amendments:</p> <ul style="list-style-type: none"> <li>• Internal Controls Procedures;</li> <li>• Risk Assessment;</li> <li>• Financial Regulations;</li> <li>• The Code of Conduct for Desborough Town Council;</li> <li>• Standing Orders;</li> <li>• Freedom of Information Act 2000: Desborough Town Council Publication Scheme;</li> <li>• Complaints Procedure;</li> <li>• Website Policy and Disclaimer.</li> </ul> <p><b>Review of the effectiveness of Internal Controls including Risk Assessment</b> -Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Town Council <b>AGREED</b> 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> |  |  |               |                    |          |         |  |  |

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| <p><b>18</b></p>   | <p><b>Planning Applications</b><br/>The following applications have been received and comments made under delegated procedures:</p>  |
| <p><b>18.1</b></p> | <p><b>KET/2013/0725 – Ms King – 74 Pioneer Avenue, Desborough – Full Application: Two storey side and single storey side and rear extensions, with raised decking.</b> No objection. Fairly large extension but seems reasonable and relevant to the plot size. The neighbours at no. 72 have no objection. Visually the front elevation might look better with a common roof line. <i>KBC has approved this planning application.</i></p> <p><b>KET/2014/0003 – Mrs Goodman – 151 Rushton Road, Desborough – Full Application: Two storey side and single storey rear extensions.</b> Quite a large extension but if No. 153 does not object then Desborough Town Council has no objection. These extensions do not alter the appearance from Rushton Road as it is to the rear of the house.</p> <p><b>KET/2014/0028 – Mr Smith – Stoke Albany Road (Land off), Desborough – s.73 Application: Removal of condition no. 1 of permission KT/2013/0679 in respect of time period.</b> The condition was levied while the planning authority was in the middle of consultation re: authorised Gypsy &amp; Traveller sites. If this is now agreed and this condition can be removed then Desborough Town Council has no objection. The decision on this planning application should be delayed until after the KBC Planning Policy Committee meeting being held on 19<sup>th</sup> February 2014.</p> <p><b>KET/2013/0822 – Mr &amp; Mrs Collins – 187 Dunkirk Avenue, Desborough – Full Application: Two storey side and single storey rear extensions.</b> No objection.</p> <p><b>KET/2014/0016 – Mr &amp; Mrs Tuffen – The Cedars Farm, Rushton Road, Desborough – Full Application: Demolition of barn and erection of 1 no. dwelling.</b> Proposed development contained within the original footprint of all agricultural buildings and swimming pool. No objection provided access road is deemed adequate.</p> <p><b>KET/2013/0832 – Mr Tilley Parkwood Leisure – Desborough Leisure Centre, Ironwood Avenue, Desborough – Full Application: Convert meeting room to hair salon.</b> Desborough Town Council believe that this is an inappropriate proposal which could restrict development of phase 2 facilities. Adequate hairdressing facilities exist already in Desborough. Is this permitted under the Parkwood Leisure contractual agreement with KBC? It is noted that the room is currently an unused facility however the room appears to have no natural light.</p> <p><b>KET/2014/0062 – Beacon International Limited – Elgee Works, Victoria Street, Desborough – Full Application: Replacement of part of roof, installation of roller shutter door to rear elevation.</b> Desborough Town Council has no objection in principle however it is unsure whether the ‘Slate Blue’ roofing will tone in?</p> |
| <p><b>18.2</b></p> | <p><b><u>Notices of Approval received:</u></b><br/>KBC has approved permission for the following applications:</p> <ul style="list-style-type: none"> <li>• <b>KET/2013/0744 (Minute 16.1/Dec 13) – Mr Butcher – 208 Dunkirk Avenue, Desborough – Full Application: Single storey front extension. Loft conversion with 2 no. dormer windows.</b></li> <li>• <b>KET/2013/0794 (Minute 17/Jan 14) – Mr Robinson – 131 Pioneer Avenue, Desborough – Full Application: Two storey side and rear extensions. Double garage to the west elevation.</b></li> </ul>   |

|           |   |
|-----------|---|
|           | <ul style="list-style-type: none"> <li>• <b>KET/2013/0788 (Minute 16.1/Dec 13)</b> – Mr Mills – 69 Union Street, Desborough – Full Application: 1 no detached garage.</li> <li>• <b>KET/2013/0835 (Minute 17/Jan 14)</b> – Mr Parsons – Desborough Town Football Club, Braybrooke Road, Desborough – Full Application: Single storey rear extension.</li> </ul>   |
| <b>19</b> | <p><i>Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the press and public were excluded for the following item of business:</i></p> <p>Cllr Coe reported that he had received a letter of resignation from the Clerk which he read to Councillors. It was noted that the Clerk is required to give 4 weeks’ notice however this is to be extended to 31<sup>st</sup> March 2014.</p> <p>It was <b>Agreed</b> that a new Clerk is to be appointed and that Northants CALC should be contacted for advice on recruiting a new Clerk.</p> <p><i>The Press and public were re-admitted to the meeting – none were present.</i></p> |
| <b>20</b> | <p><b>Date of next meeting and items for the agenda:</b> Thursday 20<sup>th</sup> March 2014 commencing at 7pm, the Lower Lounge, Marlow House, Gold Street, Desborough.</p>  |
|           | <p><b>THE MEETING CLOSED AT 9.30 PM</b></p>   |