

The Meeting of the Desborough Town Council held at Marlow House, Gold Street, Desborough on Thursday 17th April 2014.

PRESENT

Councillors: Cllr D Coe, Cllr A Matthews, Cllr J Watson, Cllr M Watson (part meeting), Cllr M Tebbutt, Cllr D Soans, Cllr B King, Cllr R Sawford, Cllr J Derbyshire, Cllr J Pearce, Cllr D Howes

Clerk: Richard Reed (Acting Clerk)

Also in attendance: Cllr A Matthews, Northamptonshire County Councillor, PCSO Laura Mitchell, Members of the Public

<p>1</p>	<p>Chairman’s announcements Cllr Coe paid respect to Donald Marlow, the last chairman of Desborough Urban District Council and who had passed away aged 96. All in attendance paid their respects by standing for a brief period of silence.</p> <p>Cllr Coe spoke of his attendance at the Montsaye Cluster Choral Festival on Tuesday 1st April 2014.</p> <p>Cllr Coe thanked Cllr. Matthews for dealing with issues during his absence.</p>
<p>2</p>	<p>Apologies for absence – Cllr M Dearing (KBC Planning Policy Committee), and Cllr. M Watson who would be late arriving.</p>
<p>3</p>	<p>Declarations of Interest by Councillors 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>
<p>4</p> <p>4.1</p>	<p>Police Report Monthly Report & Crime Figures – PCSO Laura Mitchell discussed the crime figures for March 2014.</p> <p>Youth Shelter/Outdoor Gym Update – A meeting is to be convened to progress this matter.</p> <p>Cllr Coe thanked PCSO Mitchell for attending the Town Council meeting and providing a report and asked if she could stay for the residents’ agenda item as she may be able to contribute to a lorry issue that was to be raised.</p>
<p>5</p> <p>5.1</p>	<p>Neighbourhood Planning Desborough Town Plan Update Cllr Soans presented the following report following a meeting of the Desborough Town Plan Working Group held on 15th April 2014.</p> <ul style="list-style-type: none"> • The funding application has to be submitted by the Clerk and Cllr. Soans will be arranging a meeting with him on the latter’s return from holiday. • Public Consultation meetings – A public outreach day is to be held on 29th May 2014 in the form of a market stall. Full details to be agreed.

Chairman

Date

	<ul style="list-style-type: none"> Steering Group – it is recommended that the Steering Group should be comprised of a total of 10 members; five members from the Town Council and five from other bodies and individuals as follow: Town Council-Cllrs. June Derbyshire, Ben King, Allan Matthews, David Soans and Joanne Watson. Other members-DCDT Paula Holmes, DCTP David Larmour, Desborough Civic Society to be nominated and two others to be selected. The first meeting of the Steering Group is to be held in early June. <p>Cllr. J Watson pointed out that as well as the 10 members mentioned in Cllr Soans’ report, others with relevant expertise would be asked to assist as necessary. Referring to the Rothwell plan, Cllr Watson said that the plan needs to be clear and concise and with the community contributing to the decisions.</p> <p>Cllr Howes asked that it be noted he had withdrawn from the working group.</p>
<p>6</p>	<p>Representations from members of the public Mr Anthony Hull of Dunkirk Avenue spoke of the following issues:</p> <ul style="list-style-type: none"> Regular trips by Mick George’s Lorries associated with works at the trout farm were causing disruption for residents and road users and depositing mud on the road. Due to the lack of conditions on the planning permission, both the Police and KBC seem powerless to deal with the problem. A wheel wash would help matters but it was noted that the damage to Rushton Road had now been repaired by Northamptonshire Highways. <p>It was agreed that when the Clerk returned from holiday a further letter would be sent to KBC expressing the Town Council’s concerns over the continuing issues.</p> <p>Cllr Matthews spoke of the activities at the trout farm and reiterated that both NCC and KBC continue to state that the operations at the site are lawful. Unfortunately, while the lorry traffic persists, the proposed surfacing of Dunkirk Avenue will be deferred.</p> <p>Cllr J Watson considered that KBC was not taking notice of the conditions.</p> <p>Cllr Sawford suggested that if operations other than the construction of the trout farm were taking place then a further planning application should be required.</p> <ul style="list-style-type: none"> Mr Hull spoke of the need for attention to the trees in Dunkirk Avenue. <p>Cllr Matthews said that he believed that Northamptonshire Highways were working on a seven-year pollarding programme.</p> <p>Cllr M Watson said that the work needed to be carried out before the carnival.</p>
<p>7</p>	<p>Minutes of the Town Council meeting held on 20th March 2014</p> <ul style="list-style-type: none"> The Minutes of the Town Council meeting held on the above date were <u>unanimously approved</u> and signed as a true record (Proposed by Cllr Matthews and seconded by Cllr M Watson).
<p>8</p>	<p>Matters Arising</p> <ul style="list-style-type: none"> Minute 10.3 Cllr Sawford said that a response was required from Cllr Soans regarding an issue over KBC’s Work Programme.

	<p>Cllr Soans said that he would follow this up and further stated that the Site Specific Local document Proposals had not been discussed by the KBC Executive.</p> <ul style="list-style-type: none"> • Minute 10.4 Cllr M Watson said that no response had been received from Cllr. Dearing of KBC Executive.
9	<p>Section 106 Funding Mr Rob Harbour had not responded to the invitation to attend a meeting of the Town Council and the Clerk would be asked to send a reminder when he returned from holiday.</p>
10 10.1	<p>To receive reports from: County Councillor In view of the quantity of business that would have to be dealt with at the annual meeting, Cllr A Matthews, Northamptonshire County Councillor, presented his Annual Report. Items discussed included – the Highways Maintenance Initiative; the New Generation Superfast Broadband; Libraries and Library Enterprise Hubs; the economy; the International Women’s Cycling Tour and the Empowering Councillors Scheme. In respect of the latter it was noted that the sign in Pioneer Avenue had not yet been relocated.</p> <p>Cllr Tebbutt referred to the Superfast Broadband project and understood that although much of the cabling would be fibre, the supply to properties would be copper.</p> <p>Cllr Matthews said that he was concerned that the level of service would vary.</p> <p>Cllr Tebbutt said that some service providers already used fibre direct to homes and he expressed concerns that the new systems will not meet aspirations, especially in the rural areas.</p>
10.2	<p>Borough Councillors Cllr Tebbutt provided a written report which was circulated to Councillors prior to the meeting highlighting:</p> <ul style="list-style-type: none"> • The North Northants Core Spatial Strategy of which there had been no further progress. • The upholding of KBC’s decision in respect of a development in Broughton by the Planning Inspectorate. • The Planning Policy Committee held on 20th March 2014 which approved the Broughton Conservation Area appraisal. • The forthcoming Women’s Tour cycle race. <p>Cllr Derbyshire had attended a meeting to view the plans for the Hawthorns and suggested a letter be sent to KBC asking officers to look at the plans. Cllr Tebbutt spoke of his interest in the area. Cllr Sawford reminded councillors that there was an agenda item later for this project. Cllr J Watson said that the Hawthorns would be an appendix to the Desborough Town Plan. Cllr Soans spoke of the previous week’s Planning Committee meeting and reported that the proposed development at 24-28 Queen Street had been passed unanimously.</p>
10.3	<p>Clerk’s Report</p> <ul style="list-style-type: none"> • The annual litter pick will be held on Saturday 26th April 2014, 10:00am – 12:00pm. Cllr. Soans had arranged for the equipment to be delivered on the preceding Friday although there was a shortage of gloves. It was agreed that

	<p>participants would bring suitable gloves if possible but a small supply would be purchased.</p> <ul style="list-style-type: none"> • Northants CALC Pension Briefing – Cllr Matthews had spoken to the new clerk who had expressed an interest in attending. Cllr J Watson said that as the Clerk was the sole employee of the Town Council, the scheme was not applicable. • Finance Report would be presented at the next meeting. • Recording of Desborough Town Council meetings – the Clerk requested that meetings be recorded for assistance with minute taking. It was believed that the Clerk had access to a suitable Dictaphone <p>Cllr J Watson said that a written protocol would be required. Cllr Sawford said that the members of the public attending would need to be made aware that the meeting was being recorded for the purposes stated. It was agreed that subject to the above the recording could take place.</p> <ul style="list-style-type: none"> • NHFT Well-Being Community Events (Details previously e-mailed to councillors) <p>There was no interest in respect of this item. Correspondence file: This month’s file contains:</p> <ul style="list-style-type: none"> • Desborough Town Council Standing Orders • Superfast Northamptonshire Newsletter 11 March 2014 (emailed to Cllrs 29/03/14) • Northants CALC Update March 14 (emailed to Cllrs 29/03/14) • NHFT Well-Being Community Events (emailed to Cllrs 29/03/14) • Twinning & Charters Newsletter March 14 (emailed to Cllrs 03/04/14) • NCALC New Training Course - Problem Solving and Decision Making (emailed to Cllrs 03/04/14) • Rural Revitalization Conference Bristol 26th June 2014 (emailed to Cllrs 03/04/14) • Park Investment Triples Exercise Rates Newsletter (emailed to Cllrs 03/04/14) • St Giles Church Barrows and Baskets Festival Newsletter & Entry Form (emailed to Cllrs 03/04/14) • Police Crime Report (emailed to Cllrs 04/04/14)
<p>11 11.1 11.2 11.3 11.4 11.5 11.6</p>	<p>Community Reports</p> <p>Civic Society: No report was received.</p> <p>Town Centre Partnership (TCP): Cllr J Watson said that the AGM was to be held on 24th April 2014 at 7:00pm in the Ritz Ballroom.</p> <p>Twining: The Twining Newsletter had been circulated to Councillors.</p> <p>Youth: Details in the Newsletter.</p> <p>European Charter: An update is to be circulated to Councillors through the Twining Newsletter.</p> <p>Pocket Park: Cllr R Sawford said that the meeting had been cancelled.</p>
<p>12 12.1</p>	<p>Update from existing Working Parties</p> <p>Community Right to Build ‘Hawthorns Forum’: Mrs Holmes reported on the meeting held on 16th April 2014. A design brief had been developed with Cllr Sawford and options are to be provided by 2nd may 2014 although some drafts had already been prepared. The final designs are to be presented to the Desborough Town Council at the next meeting. Mrs Holmes thanked the Town Council for its continuing support for the project.</p>

<p>12.2</p>	<p>Cllr Sawford added her comments on the project. Cllr J Watson thanked Cllr Sawford and Mrs Holmes for their work on the project. Cllr Tebbutt was pleased that the project was moving forward and said that he was keen to see the area protected and enhanced. Cllr Sawford said that if the work was done properly and in agreement with KBC, grants would be available avoiding the need for precepting for the scheme. The Chairman thanked Mrs Holmes for her report.</p> <p>Fresh Air Desborough (FAD): Mr Alan Brooks, Chairman of FAD, was not available to report on this matter. It was noted that the Norfolk proposal had been cancelled. Cllr J Watson referred to the recent pollution issues affecting the country. Cllr Tebbutt made reference to recycling centre fire at Wellingborough.</p>																																								
<p>13 13.1</p>	<p>Financial report Accounts for Payment: The following payments were APPROVED (Proposed by Cllr M Watson and seconded by Cllr J Pearce):</p> <table border="1" data-bbox="295 786 1447 1420"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>101398</td> <td>£595.20</td> <td>Mr J McKechnie</td> <td>Salary & Expenses (April 14)</td> </tr> <tr> <td>101399</td> <td>£176.17</td> <td>HM Revenue & Customs</td> <td>PAYE & NI (April 14)</td> </tr> <tr> <td>101400</td> <td>£35.00</td> <td>Vine Community Trust</td> <td>Hall Hire April 14 TC meeting</td> </tr> <tr> <td>101401</td> <td>£33.60</td> <td>Talk Talk Business</td> <td>Telephone Line Rental /Broadband + calls (April 14)</td> </tr> <tr> <td>101402</td> <td>£34.00</td> <td>Northants CALC</td> <td>March 14 – Training – Cllr B King</td> </tr> <tr> <td>101403</td> <td>£50.00</td> <td>Vine Community Trust</td> <td>Hall Hire March 14 Desborough Town Plan Consultation events - 21 & 22 March 2014</td> </tr> <tr> <td>101404</td> <td>£1,930.82</td> <td>Northants CALC</td> <td>NALC Annual Subscription & Internal Audit Fee Year 2014/15</td> </tr> </tbody> </table> <p>13.2</p> <p>Receipts:</p> <table border="1" data-bbox="295 1496 1447 1644"> <thead> <tr> <th>Paid into Barclays</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>Interest on bank statement?</td> <td>N/A</td> <td></td> <td>To be reported at May’s Town Council meeting</td> </tr> </tbody> </table> <p>13.3</p> <p>Monthly Bank Reconciliation: To be presented at May’s Town Council meeting.</p> <p>13.4</p> <p>Q4 Financial Analysis: To be presented to May’s Town Council meeting.</p> <p>13.5</p> <p>VAT Return: A claim for the refund of VAT from 1st April 2013 to 31st March 2014 has been submitted to HM Customs & Excise for the total amount of £1,234.77.</p> <p>13.6</p> <p>PAYE End of Year Submission & PAYE Real Time from April 2013: The PAYE End of year submission to 5th April 2014 was completed and sent to</p>	Cheque No.	Amount	Payee	Reason for Payment	101398	£595.20	Mr J McKechnie	Salary & Expenses (April 14)	101399	£176.17	HM Revenue & Customs	PAYE & NI (April 14)	101400	£35.00	Vine Community Trust	Hall Hire April 14 TC meeting	101401	£33.60	Talk Talk Business	Telephone Line Rental /Broadband + calls (April 14)	101402	£34.00	Northants CALC	March 14 – Training – Cllr B King	101403	£50.00	Vine Community Trust	Hall Hire March 14 Desborough Town Plan Consultation events - 21 & 22 March 2014	101404	£1,930.82	Northants CALC	NALC Annual Subscription & Internal Audit Fee Year 2014/15	Paid into Barclays	Amount	Received from	Reason for Payment	Interest on bank statement?	N/A		To be reported at May’s Town Council meeting
Cheque No.	Amount	Payee	Reason for Payment																																						
101398	£595.20	Mr J McKechnie	Salary & Expenses (April 14)																																						
101399	£176.17	HM Revenue & Customs	PAYE & NI (April 14)																																						
101400	£35.00	Vine Community Trust	Hall Hire April 14 TC meeting																																						
101401	£33.60	Talk Talk Business	Telephone Line Rental /Broadband + calls (April 14)																																						
101402	£34.00	Northants CALC	March 14 – Training – Cllr B King																																						
101403	£50.00	Vine Community Trust	Hall Hire March 14 Desborough Town Plan Consultation events - 21 & 22 March 2014																																						
101404	£1,930.82	Northants CALC	NALC Annual Subscription & Internal Audit Fee Year 2014/15																																						
Paid into Barclays	Amount	Received from	Reason for Payment																																						
Interest on bank statement?	N/A		To be reported at May’s Town Council meeting																																						

	<p>HMRC online on 28/03/14.</p>																
<p>13.7</p>	<p><u>End of Year Accounts 2013/14:</u> To be presented to May’s Town Council meeting.</p>																
<p>13.8</p>	<p><u>Internal/External Audit dates:</u> Details of the annual audit for Desborough Town Council for the year ending 31st March 2014 have been received from BDO Stoy Hayward LLP, External Auditor. From the information received the Clerk has put together the following timetable of action points to meet the required deadlines:</p> <table border="1" data-bbox="295 488 1436 976"> <thead> <tr> <th data-bbox="295 488 1129 528">Activity</th> <th data-bbox="1129 488 1436 528">Date Arranged</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 528 1129 602">Presentation of Accounts 13/14 to Desborough Town Council for approval</td> <td data-bbox="1129 528 1436 602">15/05/14</td> </tr> <tr> <td data-bbox="295 602 1129 750">Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Desborough Town Council for approval</td> <td data-bbox="1129 602 1436 750">19/06/14 Amend to 15/05/14</td> </tr> <tr> <td data-bbox="295 750 1129 790">Internal Audit to be carried out by NCALC, Internal Auditor</td> <td data-bbox="1129 750 1436 790">To be confirmed</td> </tr> <tr> <td data-bbox="295 790 1129 831">Display Notice</td> <td data-bbox="1129 790 1436 831">02/06/14 to 15/06/14</td> </tr> <tr> <td data-bbox="295 831 1129 871">Make records available</td> <td data-bbox="1129 831 1436 871">16/06/14 to 11/07/14</td> </tr> <tr> <td data-bbox="295 871 1129 911">Send annual return</td> <td data-bbox="1129 871 1436 911">09/07/14</td> </tr> <tr> <td data-bbox="295 911 1129 976">Annual return and supporting information to be at BDO Stoy Hayward</td> <td data-bbox="1129 911 1436 976">14/07/14</td> </tr> </tbody> </table> <p>The Clerk recommends that the Town Council approve the audit timetable.</p> <p>External Auditors are required to select a 5% sample of local councils to receive an intermediate audit questionnaire, where both income and expenditure is less than £200,000 for the year ending 31 March 2013. Desborough Town Council has not been randomly selected as part of this year’s 5% sample.</p>	Activity	Date Arranged	Presentation of Accounts 13/14 to Desborough Town Council for approval	15/05/14	Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Desborough Town Council for approval	19/06/14 Amend to 15/05/14	Internal Audit to be carried out by NCALC, Internal Auditor	To be confirmed	Display Notice	02/06/14 to 15/06/14	Make records available	16/06/14 to 11/07/14	Send annual return	09/07/14	Annual return and supporting information to be at BDO Stoy Hayward	14/07/14
Activity	Date Arranged																
Presentation of Accounts 13/14 to Desborough Town Council for approval	15/05/14																
Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Desborough Town Council for approval	19/06/14 Amend to 15/05/14																
Internal Audit to be carried out by NCALC, Internal Auditor	To be confirmed																
Display Notice	02/06/14 to 15/06/14																
Make records available	16/06/14 to 11/07/14																
Send annual return	09/07/14																
Annual return and supporting information to be at BDO Stoy Hayward	14/07/14																
<p>14</p>	<p>Planning Applications - The following applications have been received and comments made under delegated procedures:</p>																
<p>14.1</p>	<p>KET/2014/0139 – Miss Connolly Bellway Homes Ltd – Harborough Road (Land off), Desborough – Approval of Reserved Matters: Appearance, Landscaping, Layout and Scale in respect of KET/2012/0528, Residential development for up to 165 dwellings, with associated access, public open space and surface water balancing.</p> <p>Cllr Tebbutt had considered this application and had produced a number of comments, including a query on the number of bungalows that were to be part of the development. Cllr Matthews had contacted KBC and had arranged to meet officers after the Easter weekend to discuss the Town Council’s response and he would be accompanied by Cllr Tebbutt.</p>																
<p>15</p>	<p>Date of next meeting and items for the agenda: Thursday 15th May 2014 commencing at 7pm, Downstairs Meeting Room, Marlow House, Gold Street, Desborough.</p>																
	<p>The Chairman thanked the acting Clerk for his assistance.</p> <p>THE MEETING CLOSED AT 8:08 PM</p>																