

The Meeting of the Desborough Town Council held at the Library, High Street, Desborough on Thursday 16th July 2015.

PRESENT

Councillors: Cllr Matthews (Chairman), Cllr D Soans, Cllr D Howes, Cllr M Tebbutt, Cllr R Brooks, Cllr J Putt, Cllr R Marlow, Cllr J Pearce, Cllr A Turigel,

Clerk: James McKechnie

Also in attendance: Cllr A Matthews, Northamptonshire County Councillor & Members of the Public

1	<p>Chairman’s announcements The Chairman welcomed all those present and confirmed the health and safety/housekeeping issues for the building and asked for mobile phones to be put on silent. Chairman’s announcements included the following:</p> <ul style="list-style-type: none"> • Attended Desborough Carnival, going round in the bus. • The Mayor Officially Opened the Outdoor Gym. • Attended Kettering Borough Council Civic Service
2	Apologies for absence – Cllr K Sills, Cllr R Cutsforth and Cllr J Derbyshire
3	Declarations of Interest by Councillors - Cllr Soans stated that he would not vote or express a decision 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.
4	Police Report – Apologies sent as no officer was available to attend. The Crime Statistics were circulated in advance of the meeting.
5	Representations from members of the public – None
6	Minutes of the Town Council meeting held on 18th June 2015 The Minutes of the Town Council meeting held on the above date were unanimously approved and signed as a true record (Proposed by Cllr Pearce and seconded by Cllr Matthews).
7	Matters Arising – None
8	To Receive Reports from:
8.1	<p>County Councillor Annual Waiting Restriction Review These were circulated prior to the meeting. The only concern is the Yellow Lines on both sides of Havelock Street. Cllr Matthews will liaise with Northamptonshire County Council Highways Department.</p>
8.2	<p>Borough Councillors Cllr Soans Borough councillors report to DTC 24th June – attended A6 Towns forum and was elected Chairman. The A6 forum is an opportunity for all A6 towns, town and borough Councillors to meet, liaise, receive information and exchange ideas. I will have a copy of the last agenda available at the meeting. Unfortunately in recent times very few town councillors have attended the meetings. Some ideas of how to attract town councillors would be welcome.</p> <p>30th June – Planning meeting Main items of importance were planning applications by gypsy and travellers for pitches at Broughton and Braybrooke crossroads. Results were:- Application for 3 additional pitches at A43 Broughton – Passed. Application for temporary site of 3 pitches at the paddocks, Braybrooke be made permanent – Rejected.</p> <p>Cllr Tebbutt’s Borough Council activity report to Desborough Town Council A report was presented at the KBC Planning Policy meeting on 23rd June with KBC’s proposed response to the latest issues. This followed the North Northamptonshire Planning Committee on 4 June (to review the representations made during the recent consultation on the Pre-Submission</p>

Chairman

Date

Joint Core Strategy (JCS)).
 The Committee reviewed proposals from KBC Officers on Policy 26: Renewable and low Carbon Energy and agreed that the term ‘Area of Opportunity’ should be deleted.

Policy 31; Gypsies and Travellers was also debated and officer proposals agreed:- KBC supports removing the emphasis on Kettering Borough when describing a significant proportion of Gypsy and Traveller need, and the additional text recognising the inroads being made in meeting the need that does exist in the Borough. It is also helpful to acknowledge the on-going work across administrative boundaries to meet the responsibilities of the Duty to Cooperate.

Policy 38: Rothwell North SUE: Whilst much of the content was supported the proposal by Northamptonshire Highways to place a signal controlled junction with the B576 was not agreed as the best option. That the road to the A6/A14 junction leading from Desborough should be given priority was supported, enabling safer access both east and westbound, additionally westbound traffic from Rothwell should use this route and not Harrington Rd. (The County Councillors for both Desborough and Rothwell’s assistance will be required to deliver a satisfactory outcome, when detailed plans are reviewed).

At the same meeting the County Councils Minerals and Waste Plan Update – Issues and Options Consultation was reviewed. Officers were requested to amend their response to ensure that waste management sites are not located next to existing or planned housing.

Feedback from the Kettering Town Forum:- An updated Public Protection Order is currently under consultation for Kettering Town Centre area. This will have impact on the rest of the Borough and need to be resolved for us by 2017 when Dog Control, Drinking in Public Places and similar orders will need to be replaced.

8.3

Clerk’s Report

HM Lord Lieutenant David Laing

I can confirm that David E Laing MA RIBA, HM Lord-Lieutenant of Northamptonshire will be attending Desborough Town Council’s meeting on 19th November 2015.

Dear All

I would be most grateful if you could give me details of upcoming events and full council meetings in your area. Mr Laing would very much like to attend at least one of each of these for each area throughout the course of the next year and so would much appreciate it if we can have the dates as soon as they become available.

Christmas Lights Update

The Town Council are asked to **AGREE** the purchase of Christmas Lights. The Town Centre Partnership have confirmed that they are willing to contribute £400 towards replacing the lights. They are also willing to lend to Desborough Town Council a further £2,000 which would be paid back threwh the £500 grant money from Kettering Borough Council over the next four years.

Whilst this is a generous offer from the Town Centre Partnership, it’s not a practical solution, as the grant money is not guaranteed.

The Clerk recommends acceptance of the £400 and that Desborough Town Council pay the remaining for the lights from General Reserves, which will be replaced by any Grant Fund received from Kettering Borough Council until the full amount is replace in the General Reserves. Collette Lilley from Kettering Borough Council has agreed to this proposal.

20 Sets of Lights required

- Total Cost £4,307.80
- Reserved Funds £1,141

	<ul style="list-style-type: none"> • DTCP Contribution £400 • Remaining Funds Required £2,266.80 <p><u>Councillor Training</u> Cllr Putt and Cllr Brooks attended the “Off to a Flying Start” course for new Councillors on 15th July 15.</p> <p><u>Police Commissioners Walkabout</u> Adam Simmonds Police Commissioner for Northamptonshire has confirmed that the will conduct the walkabout in Desborough on 25th August 11.30am for 30 minutes</p>
<p>9 9.1</p>	<p>Community Grant Scheme Cllr Pearce Reported – Posters had been placed on the Town Council Notice Boards, in the Library and on the Website. To date we’ve only had one application, deferring bring this to the Council meeting until October after the Working Party meets in September to give everyone a chance to apply.</p>
<p>10 10.1 10.2 10.3 10.4</p> <p>10.5 10.6 10.7</p> <p>10.8</p>	<p>Community Reports: Civic Society – None available Town Centre Partnership - None available Twining – Report circulated in advance of meeting Youth – Cllr Putt gave the following report <u>Revive Café Youth Drop-in evenings</u> The idea of using the Revive Café in Station Road for youth drop-in sessions came about at the beginning of the year and a group of volunteers was subsequently formed to take this plan forward. Several of this group are also members of the Revive Café management committee while others, like myself, are members of one of the local churches. The group is affiliated with the Northamptonshire Association of Youth Clubs (NAYC) and is aided by one of their representatives. The aim of the Youth drop-in is to provide a relaxed environment where young people (specifically school years 9 to 11) can come in for a drink or something to eat. The Café is staffed by DBS (previously CRB) checked volunteers (all of whom have also been inducted into the café’s health and safety procedures) and we provide a basic menu of paninis, sandwiches, milkshakes, cakes, cold drinks and tea and coffee. Many of these items are discounted compared to the Café’s regular menu and tea and instant coffee is available for free. There are no organised activities as there would be in a youth club, we are simply there to offer food and drink and a comfortable place off the streets. Currently, the plan is to continue to run monthly sessions for young people of ages from 13 to 15 up to September, at which point we will hold a review of how the process has gone and how best to proceed based on the results. Each session is held on the fourth Friday of each month, from 7-9pm, with the first one held back in April. So far the reception have been very positive and numbers have been steady. Hopefully these will rise as we continue our efforts to increase publicity. Actually, not having huge numbers immediately is somewhat useful to us volunteer staff as it allows us to get used to the café kitchen equipment (particularly those who haven’t previously worked in the service industry)!</p> <p>European Charter – Report circulated in advance of meeting Pocket Park – Minutes circulated in advance of meeting Highways – Cllr Tebbutt reported on the overgrown foliage on Pioneer Avenue, Federation Avenue, Green Lane and Harrington Road. This has been passed to Northamptonshire County Council Highways Department, who had already started on cutting this back. Community Speed Watch – a report from Mr King was circulated to Councillors prior to the meeting. The current season of Speed Watch is well underway in Desborough, and in week 1 alone we caught 66 speeding motorists. The majority of those speeding continue to be on the B576 (former A6), with 2 motorists caught at 50 mph and 1 at 51 mph. Disappointingly, no one attended the training on 20th June, and very few of the current volunteers are helping out. It is</p>

10.9	<p>the same 3 people helping and this is not good enough. We can only have an effective presence and greater impact if there are more volunteers, so that more sessions may be delivered. It is also very unfair for a town of this size to expect only 4 people to do all the work - other areas of the county are doing a lot better than us!</p> <p>The next training session will take place on Saturday 1st August, between 9.30 – 12.30:-</p> <ul style="list-style-type: none"> • This will take place at Caroline Chisolm School, Wooldale Road, Northampton, NN4 6TP • So far Cllr Cutsforth, Cllr Tebbutt, and Mr Dave Ward (resident) have confirmed their attendance at this training • Please confirm attendance ASAP, if you would like to go. <p>Speed Watch posters have been stuck on to lampposts on the worst roads for speeding, and we feel that this is helping to cut speeding.</p> <p>Forthcoming Events Desborough in the 1940's – taking place at the Heritage Centre on 19th September 15 at 12noon – 5pm Desborough Town Council Civic Service – confirmed that this will take place on 11th October 2015</p>																																																
11	<p>Financial report BDO Annual Return Conclusion of External Audit for year ending 31 March 2015: The External Audit for 2014/15 has been completed with no issues arising. The notice of conclusion of audit is to be displayed on the Town Council noticeboard. The Town Council approved and accepted the annual return (Proposed by Cllr Brooks and seconded by Cllr Howes).</p>																																																
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11.2	<p>Accounts for Payment: The following payments were APPROVED (Proposed by Cllr Matthews and seconded by Cllr Derbyshire):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Cheque No.</th> <th style="width:15%;">Amount</th> <th style="width:30%;">Payee</th> <th style="width:40%;">Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>101500</td> <td>£1,033.12</td> <td>Mr J McKechnie</td> <td>Salary & Expenses (July 15)</td> </tr> <tr> <td>101501</td> <td>£402.48</td> <td>HM Revenue & Customs</td> <td>PAYE & NI (July 15)</td> </tr> <tr> <td>101502</td> <td>£388.74</td> <td>NCC Pension Fund</td> <td>Pension Contributions Employer & Employee (July 15)</td> </tr> <tr> <td>101503</td> <td>£35.40</td> <td>Talk Talk Business</td> <td>Telephone Line Rental / Broadband + calls (June 15)</td> </tr> <tr> <td>101504</td> <td>£109.20</td> <td>NCC Library</td> <td>Room Hire Councillor Training Session (21 June 15) Town Plan Meeting (14 July 15) Town Council Meeting (July 15)</td> </tr> <tr> <td>101505</td> <td>£240.00</td> <td>BDO - LLP</td> <td>External Audit of Annual Return for year ending 31 March 2015</td> </tr> <tr> <td>101506</td> <td>£78.00</td> <td>Northants CALC</td> <td>Councillor Training Off to a Flying Start Course Cllr Putt & Cllr Brooks</td> </tr> <tr> <td>101507</td> <td>£899.05</td> <td>Mr J McKechnie</td> <td>PAYE & NI (August 15)*</td> </tr> <tr> <td>101508</td> <td>£402.48</td> <td>HM Revenue & Customs</td> <td>Pension Contributions Employer & Employee (August 15)*</td> </tr> <tr> <td>101509</td> <td>£388.74</td> <td>NCC Pension Fund</td> <td>Pension Contributions Employer & Employee (August 15)*</td> </tr> <tr> <td>101510</td> <td>£35.40**</td> <td>Talk Talk Business</td> <td>Telephone Line Rental / Broadband + calls (August 15)*</td> </tr> </tbody> </table>	Cheque No.	Amount	Payee	Reason for Payment	101500	£1,033.12	Mr J McKechnie	Salary & Expenses (July 15)	101501	£402.48	HM Revenue & Customs	PAYE & NI (July 15)	101502	£388.74	NCC Pension Fund	Pension Contributions Employer & Employee (July 15)	101503	£35.40	Talk Talk Business	Telephone Line Rental / Broadband + calls (June 15)	101504	£109.20	NCC Library	Room Hire Councillor Training Session (21 June 15) Town Plan Meeting (14 July 15) Town Council Meeting (July 15)	101505	£240.00	BDO - LLP	External Audit of Annual Return for year ending 31 March 2015	101506	£78.00	Northants CALC	Councillor Training Off to a Flying Start Course Cllr Putt & Cllr Brooks	101507	£899.05	Mr J McKechnie	PAYE & NI (August 15)*	101508	£402.48	HM Revenue & Customs	Pension Contributions Employer & Employee (August 15)*	101509	£388.74	NCC Pension Fund	Pension Contributions Employer & Employee (August 15)*	101510	£35.40**	Talk Talk Business	Telephone Line Rental / Broadband + calls (August 15)*
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	04/06/15	£7,550.00	Groundwork – Locality Grant	Neighbourhood Plan Grant
	08/06/15	£2.57	Barclays Bank	Interest – Business Saver Account
	<ul style="list-style-type: none"> * <i>The Salary for the Clerk, HM Revenue & Customs, NCC Pension Contributions and Talk Talk Business cheques relating to August are dated 20th August 2015(3rd Thursday of the month).</i> **<i>Talk Talk Business payment amount is a standard monthly charge, any additional charges will be paid in September to allow a cheque to be raised in advance of the bill being received.</i> 			
11.4	<u>Monthly Bank Reconciliation:</u> Noted			
11.5	<u>Q1 Financial Analysis:</u> Noted			
11.6	<p><u>The General Power of Competence</u> Desborough Town Council <u>AGREED</u> (proposed by Cllr Brooks and seconded by Cllr Turigel) the adoption of the General Power of Competence, as the Council now has a Qualified Clerk and two thirds of the Councillors are elected.</p> <p>The General Power of Competence is a power of first resort found in Sections 1 to 8 of the Localism Act 2011 which allows eligible councils to do anything that an individual can do unless specifically prohibited by law. The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:</p> <ul style="list-style-type: none"> • At least two thirds of Councillors must be elected; • The Clerk must be qualified ^(note 1) and hold CiLCA 2012 s7. <p>To use the Power the Full Council must resolve at a meeting that it meets the criteria for eligibility which is renewed at the next ‘relevant’ annual meeting. Restrictions:</p> <ul style="list-style-type: none"> • Any restrictions that apply to an overlapping power are still in force; • If a council wishes to trade it must set up a company and abide by company law; • Existing statutory duties of the Council remain in place; 			
11.7	<p><u>Asset Register & Insurance Policy</u> Town Council to <u>AGREED</u> (proposed by Cllr Soans and seconded by Cllr Marlow) that:</p> <ul style="list-style-type: none"> • The 2 Speed Signs are added to the Asset Register • The 2 Speed Signs are added to Desborough Town Councils Insurance Policy 			
12	<p><u>Birchfield Springs (Trout Farm, Ruston Road) Update</u> Cllr Matthews reported that there had been a recent increase of lorry movements due to the development receiving road scrapings from the A14. There is a 46,000 metric tonne limit on the materials which the developer could bring in to the site, which was self-regulated and the records open to inspection from the Environment Agency on site visits. Concerns were raised regarding lorries possibly travelling towards Rothwell on the B576, which was a breach of the agreed route. Cllr Matthews reported that the Town Council visited the site on 7th July, seeing a massive and impressive development from the last visit in November 2104 with the Growing Lake completed, the Bottom Lake filling with water and the landscaping with the planting of tress. The developer Mr Lyndon Thomas hoped to have the Bottom Lake open for business sometime this year.</p>			

<p>13 13.1</p>	<p>Planning Applications The following applications have been received and comments made under delegated procedures or to be made at the meeting: KET/2015/0500 – Mr Gavin – Plot 24b Greenfields, Braybrooke Road, Braybrooke – Full Application: Siting of caravans for residential occupation with associated hard standing and utility block. Objection – Greenfields is an unsustainable location for this purpose.</p> <p><u>Notices of Withdrawn received:</u> KET/2015/0020 - Miss Ginns – Unit F, 29E Station Road, Desborough – Full Application: Change of use to school childcare facility, centre for young children and children’s parties.</p> <p><u>Notices of Approval received:</u> KET/2015/0431 – Ms Baker Green Bean Development Co Ltd – 135 Rothwell Road, (Land at) Desborough – s.73 Application: Variation of condition 13 of KET/2016/0384 (4 no. Houses and new access) in respect of Aboricultural Survey & Report.</p> <p>13.2 <u>Greenfields – Letter affirming objections to all plots also apply to plot 24b</u> Cllr Tebbutt reported to the Town Council what all the recent objections submitted by Desborough Town Council will be included in this application.</p>
<p>14</p>	<p>Desborough Town Council Premises Cllr Tebbutt report that Councillors had visited the current premise on Thursday 25th June. All Councillors who visited expressed their views that the Town Council should consider the development of the existing office space and old Council Chamber. Cllr Tebbutt to liaise with Kettering Borough Council to understand the possibilities of developing the old Council Chambers. It was <u>AGREED</u> (proposed by Cllr Brooks and seconded by Cllr Turigel) that Cllr Tebbutt would have a further conversation with the Leader of Kettering Borough Council and would now report back at September’s Meeting on progress and options going forward including disabled access.</p>
<p>15</p>	<p>Christmas Lights The Town Council are asked to <u>AGREED</u> (proposed by Cllr Matthews and seconded by Cllr Brooks) the Following: Purchase 20 Sets of Lights</p> <ul style="list-style-type: none"> • Total Cost £4,307.80 • Use the Reserved Funds £1,141 • Accept DTCP Contribution £400 • Remaining Funds Required £2,266.80 <p>Desborough Town Council pay the remaining for the lights from General Reserves, which will be replaced by any Grant Fund received from Kettering Borough Council until the full amount is replace in the General Reserves. Collette Lilley from Kettering Borough Council has agreed to this proposal. If the Grant Fund from Kettering Borough Council stops the Council will then budget to replace the General Reserve money.</p>
<p>16 16.1</p>	<p>Neighbourhood Plan Update Cllr Soans 1) Membership of group Following last month’s discussions, Mrs Paula Holmes has stepped down from the group and has handed over the town plan files to the Clerk. We are still awaiting the handover of the website, pending the appointment of a new operator. A replacement member to represent DCDT has been requested. Mrs Joanne Watson has also tendered her resignation and that vacancy now needs to be filled. 2) Financial situation This remains the same with a balance of £22,550.00 available. 3) Public engagement The event at the carnival was successful, good interest and awareness was shown and some 40</p>

<p>16.2</p>	<p>people filled in the questionnaire. The forms have been given to the clerk for future evaluation. 4) Meeting 14th July a) Training – Prior to the meeting new councillor training was carried out by Carrie Murphy, our KBC planning advisor. b) Election of Vice-Chair – following verification of existing officers :- Chair Cllr David Soans Secretary Terry James Finance officer Cllr Allan Matthews Cllr Ray Brooks was elected as The Vice- Chair. c) Project Management – During the meeting Mr Gil Holmes informed the meeting that he was not prepared to continue as co-opted project manager. The chair thanked Mr Holmes for his work to date and indicated that he will be taking on the project management for the time being d) Desborough public realm vision and masterplan- the scope of this work is covered by a technical support grant. Dates for the planning advisor and the group to carry this vital piece of work were discussed and agreed as Thursday 6th August as the preferred date with Tuesday 10th August as a fall back option. The venue will be the Heritage Centre. Time and date will be mailed to all the group when confirmed. e) Strategic Environmental Assessment (SEA) – An initial screening assessment will be carried out by KBC planning on our behalf. This will show how much, if any, of this work needs to be carried out. f) Web site – the operation and updating of the web site will now be transferred to Cllr James Putt. Arrangements need to be made to facilitate the transfer. Date of next meeting Tuesday 18th August 7.30 PM.at the Library, if available. Notices and agendas will be mailed to members.</p> <p>Tender decision for next phase of work The Clerk gave an update on the Tender Process and replies to the Tender Specification for the next phase of work. It was AGREED (proposed by Cllr Soans and seconded by Cllr Howes) to accept the Tender from Lathams for the sum of £15,000 +VAT.</p>
<p>17</p>	<p>Flower Display on Pedestrian Crossing Rothwell Road Cllr Tebbutt reported that he had received 2 pieces of conflicting advice from Northamptonshire Police. He had not yet heard from Northamptonshire County Council’s Highways Department. The Clerk was asked to contact the Head of Legal Services at Kettering Borough Council Sue Lyons for advice regarding the H&S, Risk Management and Safe Route to School used for areas in Kettering, in particular Northampton Road.</p>
<p>18</p>	<p>Items for the Next Agenda: Cllr Turigel asked if the Old Fire Station Parking Spaces could be used for Short Stay Parking in the Town Centre. The Clerk was asked to contact Chris Bentley to establish how many Parking Spaces are assigned to this building.</p>
<p>19</p>	<p><i>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:</i></p> <p>Clerks Contract of Employment It was AGREED (proposed Cllr Tebbutt and seconded by Cllr Brooks)</p> <ul style="list-style-type: none"> • The extra hours worked by the Clerk recently would be paid in full. • A Staffing Committee to be established, the members are Cllr Tebbutt, Cllr Howes, Cllr Pearce and Cllr Cutsforth. • Committee Terms of Reference to be drafted. • The Committee will meet to review the Clerks Terms & Conditions <p><i>The Press and public were re-admitted to the meeting – none were present.</i></p>
<p>20</p>	<p>Date of next meeting and items for the agenda: Thursday 17th September 2015 commencing at 7pm, Desborough Library, High Street, Desborough.</p>
	<p>THE MEETING CLOSED AT 8:44 PM</p>