

The Meeting of the Desborough Town Council held at the Library, High Street, Desborough on Thursday 17th September 2015.

PRESENT

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

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 Rushden Council Proms in the Park event. • Following the last Planning Policy meeting a consultation document will shortly be issued , part of the Local Development Document which will impact on our Neighbourhood Plan, 'Areas of Visual and Historic Importance'. DTC should study the Desborough element particularly and input its views. • A further document will be out to consultation later in the autumn, this relates to community boundaries but needs to identify locations for housing and employment before it can be circulated. • A reminder to ensure that October 11 is in your diaries for our Civic Service, please be in St Giles Community Centre by 9.45 to welcome the invited 'chains', our Borough Mayor, June is especially welcome. We will then all process into church following the 'chains'. • I attended a meeting regarding the delay in the electrification of the Midland Mainline. An email containing a presentation will be circulated to all Councillors.
2	<p>Apologies for absence – None, all Councillors present</p>
3	<p>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. Cllr Howes stated that he would not vote or express a decision on planning applications KET/2015/00469, KET/2015/0297 & KET/2015/0655</p>
4	<p>Police Report – No Officer present. The Crime Statistics were circulated in advance of the meeting. Cllr Tebbutt gave an update from the A6 Forum where it was reported that the year on year crime statics showed a decline in crimes reported in Desborough – 435 down to 267 which was a 39% decrease. With Anti-Social Behaviour down from 430 to 307 which was a 29% decrease, in particular rowdy behaviour.</p>
5	<p>Representations from members of the public – Richard King asked about Kettering Borough Council putting more additional sites other than those in the Specific Site Proposal, is the Council aware these, if so, should members of the public be aware. Cllr Tebbutt stated he made reference to these in his opening announcement. Stating that these will come out in the Local Development Document and will come out for consultation. It will not be something that will just happen without the Town Council and the Steering Group commenting on them. Graham Bayliss asked reference to the Hawthorns that Kettering Borough Council referred to the site as a Community Asset, is it true and what does it mean? Cllr Tebbutt stated that he thought it meant Kettering Borough Council actually own all of that land, so it’s an asset that is owned by them. Whether it has any other implications, I couldn’t comment.</p>

Chairman

Date

	<p>Cllr Soans stated that Community Asset was registered after a request from the Hawthorns Forum, which is not part of this Council.</p> <p>The Clerk stated that he would clarify the by looking on Kettering Borough Council’s website and contact Graham Bayliss with the findings.</p> <p>Graham Bayliss spoke about the removal of all the trees by Green Bean Development. He had contacted Allan Davies who was rude and unhelpful. I wrote to Shirley Lynch the Chair of the Planning Committee, which I’ve had no reply.</p> <p>Cllr Soans explained that long discussions had taken place before it went to the Planning Committee and the answer he got was, that the trees were not fit and would be removed. However it’s being suggest that more trees have been removed.</p> <p>Cllr Tebbutt I will raise the matter with Kettering Borough Council, if they have exceeded the Planning Permission and if so, ask the Enforcement Officer to investigate.</p> <p>Cllr Howes asked if we could ask the developer to re-plant semi mature trees to replace those cut down.</p> <p>Cllr Tebbutt said let us investigate first and then if it is found they have exceeded the Planning Permission yes we can ask them.</p>
6	<p>Minutes of the Town Council meeting held on 16th July 2015 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 Brookes and seconded by Cllr Matthews). With the following amendment Present - Chairman was Cllr Tebbutt not Cllr Matthews.</p>
7	<p>Matters Arising Minute 8.1/July 15 County Councillor Report -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. Cllr Matthews reported that this was difficult to alter and therefore not possible.</p> <p>Minute 8.2/July 15 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. Cllr Soans reported that Desborough Town Council have six Councillor, confirming that Cllr Matthews, Cllr Tebbutt, Cllr Soans, Cllr Derbyshire, Cllr Brooks and Cllr Sills are the Town Councillor representatives and that the clerk would confirm this with Kettering Borough Council.</p> <p>Minute 8.3/July 15 Police Commissioners Walkabout Adam Simmonds Police Commissioner for Northamptonshire has confirmed that the will conduct the walkabout in Desborough on 25th August 11.30am for 30 minutes Cllr Tebbutt reported that this was a very productive meeting and lasting over an hour, with Adam meeting Councillors at Loatlands School, discussing the traffic issues, including showing him the photographs of the congestion experienced. Cllr Tebbutt thanked Cllr Pearce for providing the photographs. Cllr Tebbutt stated that other speeding issues and traffic matters were discussed and that he was awaiting a response from Adam in due course.</p>

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8.1

To Receive Reports from:
County Councillor
Cllr Matthews

This month the report is in the form of a summary of a few County Council activities :

HIGHWAYS

The budget for Transport, Highways and Environment for 2015/16 is £72 million which is some 18% of the Council’s total net budget.

Very little of this budget is for discretionary expenditure but potholes and road maintenance are high profile issues.

The “prevention is better than cure” policy has resulted in a 48% reduction in claims and payments.

STREET LIGHTING

Work on replacing street lights throughout the County continues and the survey of residents, where lights have been replaced, shows an average 3.85 out of 5.0 for satisfaction with the new lights.

REINSTATEMENTS

This item is included because when public utilities dig up roads and pavements they must fill in the holes afterwards to “reinstate” the surface to a condition similar to that before the road or pavement was disturbed.

Clearly not all reinstatements are satisfactory but the public utilities [and/or their contractors] are responsible [technically] for up to 2 years if a reinstatement fails.

The Kier maintenance team have inspectors surveying the county’s roads regularly but if you find a poor quality repair please advise the NCC or Street Doctor.

WASTE DISPOSAL

As with highways maintenance, NCC are adopting a prevention first approach to waste disposal which follows the logic :

- [1] Prevention
- [2] Preparing for re-use
- [3] Recycling
- [4] Other recovery
- [5] Disposal

Note: at present 5 of the District /Borough Councils collect and treat food waste which attracts an £ 85 a tonne Food Waste Diversion payment.

Wellingborough and Kettering are considering whether to adopt this process.

SPEEDING

We are trying very diligently to encourage motorists to slow down on our local roads but the determined offenders continue to ignore the signs and cameras.

The Cabinet Member for Highways has suggested that we write to the Police Commissioner directly and request more [or better] speed cameras for Desborough.

I am reliably informed that the cost will be met from the Police Commissioner’s Budget, if he approves additional speed cameras.

OFSTED REPORTS

Every County Councillor receives regular updates on Ofsted reports.

In the Desborough Division there are 4 schools: Loatlands, Havelock Infants, Havelock Junior and Wilbarston.

Inspections are carried out on a rolling basis throughout the County and the latest in Desborough at Havelock Junior on 12th May 2015.

Sadly the outcome was Requires Improvement – hard copies of the report will be circulated at the meeting.

8.2	<p>Borough Councillors</p> <p>Planning issues</p> <p>Flood risk Most of the work covered by the Department of the environment has now been transferred to the new Lead Local Flood Authority (LLFA), which is part of NCC authority. The LLFA will, in future determine the suitability or otherwise of any development site in respect of flooding issues.</p> <p>Section 215 issues This order deals with problems relating to untidy land issues. An enforcement order was recently issued in respect of 15, Nichols St and is being complied with. This order could be useful to DTC to be able to report untidy land issues to KBC planning department. Cllr Howes asked if Desborough Town Council would support requesting that Desborough Dairy on High Street, Desborough, could be notified to Kettering Borough Council under Section 215 as it is a complete mess and eyesore. The clerk was asked to pursue this matter with Kettering Borough Council.</p> <p>KET/2015/0297 Desborough airfield solar farm Following representation from DTC and others additional conditions have now been added and applied to this application.</p> <ul style="list-style-type: none"> a) No solar panels are to be installed adjacent to the Pastures travellers' site. b) Permissive paths will be both provided and protected throughout the solar farm complex. <p>A map is available showing the location of the pathways.</p> <p>MUGA at leisure centre KBC are reviewing alternative uses for this space to bring better participation in sport and higher revenue to help support the local facility. Going forward, KBC understand the need to consider the issues carefully as they could be sensitive. They will therefore appreciate a dialogue with DTC at the right time in the future, before going out to any public communication.</p> <p>Desborough town plan steering group report to DTC for 17th September 2015</p> <p>Membership of group The reverend Neil Clarke was put forward as a community member. Agreed unanimously subject to ratification by the Town Council. Belinda Humfrey agreed to step down as the representative for the Civic Society and name a replacement. She will remain as the representative of DCDT. Cllr Tebbutt asked Cllr Soans to report back to the Council at the meeting in October, the nominated person for Civic Society. This still leaves us with a vacancy for 1 member from the community.</p> <p>Financial situation This remains the same with a balance of £22,550.00 available.</p> <p>Planning consultant The pre-consultation document is now almost complete and will be available for review by the steering group for 25th September. The consultant is liaising with KBC planning department. The suggestion for a botanical garden adjacent to Tailby Meadow will be included as an aspiration within the document.</p> <p>Project manager The plan is on target for hand over to KBC by 17th December as previously reported.</p> <p>Public consultation This will commence on or just after 8th October, with a leaflet drop inviting residents to screened displays in public places, plus big screen presentations at St Giles Community Hall and the Ritz. Terry James is to liaise with Lathams for leaflet design, Terry will also arrange printing and Neil Clarke will arrange deliveries via the Scouts. Residents will also be invited to comment via the</p>
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website. Comment sheets will be given to residents at all events. Desborough Town Council will also be consultees of the plan. We envisage a total budget requirement in the order of £500 for the overall consultation costs.

Public realm and vision workshop

This event was held on 6th August and was well attended. Considerable discussion took place on the AECOM report. The conclusion reached is that apart from some obvious errors, the substance and conclusions of the proposals be incorporated into the town plan with the addition of extra work at Havelock Square and removal of a filling station at Buckwell Close.

Strategic Environmental Assessment (SEA)

The initial screening has not yet been carried out by KBC. An official request from DTC to KBC planning dept. has now been made allowing this work to be actioned.

Web site

James Putt now has control of the Website which will be brought upto date by 20th September.

Next meeting

A further meeting of the steering group will be held on 15th Sept and a verbal update will be provided at the DTC on 17th September.

The Town Council are asked to ratify:

Rev Neil Clarke membership of the Steering Group

Approval of expenditure to cover the costs of the consultation upto £500.

It was **AGREED** (proposed by Cllr Howes and seconded by Cllr Pearce) to both Rev Neil Clarke’s membership and the consultation expenditure upto £500.

8.3

Clerk’s Report

Local Council Award Scheme

The Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

	<p><u>The Quality Gold Award</u> demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.</p> <p>The scheme sets out criteria to meet at each level covering selected aspects of the council’s work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.</p> <p>To support transparency, councils achieving an award at any level must use an online facility for publishing documents and information. In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims</p> <p>It was <u>AGREED</u> (proposed by Cllr Matthews and seconded by Cllr Brooks to work to achieve the Foundation Award.</p> <p><u>HM Lord Lieutenant David Laing</u> David E Laing MA RIBA, HM Lord-Lieutenant of Northamptonshire will NOT now be attending Desborough Town Council’s meeting on 19th November 2015. The Council is awaiting a new date.</p> <p><u>Councillor Training</u> The second Councillor Training on Finance took place on 3rd September. The third Training Session will cover the development of Desborough Town Council’s Business Plan.</p> <p><u>Christmas Lights Update</u> The order has been placed and is on the finance report for payment. The confirmed that the lights have now been received.</p> <p><u>Flower Display on Pedestrian Crossing Rothwell Road</u> No further update available at present. The clerk was asked to make further contact with Northamptonshire County Council and Kettering Borough Council regarding this matter.</p> <p><u>Desborough in Bloom</u> On behalf of Desborough in Bloom, the clerk has successfully applied for a licence to plant more bulbs around Desborough.</p> <p><u>Desborough Skate Park</u> To date Kettering Borough Council has £20,000 of Section 106 money earmarked towards a Skate Park in Desborough. The amount required for a suitable Skate Park is between £50,000 and £90,000. Desborough Town Council can apply for grants from Mick George and the Maud Elkington Trust, however these are not guaranteed and would not meet the total cost of the Skate Park. The Town Council may wish to consider budgeting for this project.</p>
<p>9 9.1</p>	<p><u>Community Grant Scheme</u> Cllr Pearce Reported – A meeting had been set for 23rd of September for the working party to consider the grant applications, which would then be brought to the Full Council Meeting October for consideration and approval.</p>

<p>10</p>	<p>Community Reports: Community Speed Watch – a report from Cllr Cutsforth was circulated to Councillors prior to the meeting. A number of items were reported to the meeting held on Monday the 14th September. The speed watch team advised that the B576, the old A6, was still cause for concern. The results arising from the last session of speed watch, attended by Mr Rick Hill and Mr Ben King, reported that 109 motorists were issued with warning letters stating their speed coming into Desborough from Rothwell, with up to 51 MPH being recorded. The Police have installed an SDR, a speed data recorder and the data given reports a general speed of 48 MPH and an excessive speed of between 94 and 103 MPH. The risk factor of these excessive speeds cannot be overstated and further action is no doubt required. To this end, further surveys are in progress and extra speed watch sessions have been authorised. A number of other options are also being looked at to allow a working party to be given the time to formulate and work out the solutions to the problem. I must add that the temporary solutions will include enforcement. Terms of reference will be established and will also include membership of all the stake holders. Items under review are Speed, Traffic and Parking.</p> <p>Cllr Derbyshire requested that the parking issues on Ruston Road be added to the work of the working party.</p>																																								
<p>11 11.1</p>	<p>Financial report Accounts for Payment: The following payments were APPROVED (Proposed by Cllr Matthews and seconded by Cllr Soans):</p> <table border="1" data-bbox="295 967 1439 1592"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>101511</td> <td>£1,347.08</td> <td>Mr J McKechnie</td> <td>Salary & Expenses (September 15)</td> </tr> <tr> <td>101512</td> <td>£669.65</td> <td>HM Revenue & Customs</td> <td>PAYE & NI (September 15)</td> </tr> <tr> <td>101513</td> <td>£568.13</td> <td>NCC Pension Fund</td> <td>Pension Contributions Employer & Employee (September 15)</td> </tr> <tr> <td>101514</td> <td>£35.40</td> <td>Talk Talk Business</td> <td>Telephone Line Rental / Broadband + calls (August 15)</td> </tr> <tr> <td>101515</td> <td>£33.60</td> <td>NCC Library</td> <td>Room Hire Town Council Meeting (September 15)</td> </tr> <tr> <td>101516</td> <td>£4,932.00</td> <td>Lamps & Tubes Illuminations Ltd</td> <td>Purchase Christmas Lights</td> </tr> <tr> <td>101517</td> <td>£35.00</td> <td>Mr D Soans</td> <td>Refreshments for Town Plan Meeting</td> </tr> <tr> <td>101518</td> <td>£35.00</td> <td>Information Commissioner</td> <td>Annual Data Protection Registration (Oct 15)</td> </tr> <tr> <td>101519</td> <td>£80.00</td> <td>Desborough Civic Society</td> <td>Town Plan Meetings 6th August 15 & 18th August 15</td> </tr> </tbody> </table> <p>11.2 Receipts: None</p> <p>11.3 Monthly Bank Reconciliation: Noted</p> <p>11.4 Barclays Bank Closure The clerk reported that a meeting was held with Barclays Bank representatives, discussing the closer. It was clear that this could not be prevented. Assurances were given regarding the banking arrangements for the community through the Post Office.</p> <p>11.5 Banking Arrangements – Electronic Payments The clerk reported the options to change to another bank which has easier arrangements to allow the Council to make electronic payments in the future.</p>	Cheque No.	Amount	Payee	Reason for Payment	101511	£1,347.08	Mr J McKechnie	Salary & Expenses (September 15)	101512	£669.65	HM Revenue & Customs	PAYE & NI (September 15)	101513	£568.13	NCC Pension Fund	Pension Contributions Employer & Employee (September 15)	101514	£35.40	Talk Talk Business	Telephone Line Rental / Broadband + calls (August 15)	101515	£33.60	NCC Library	Room Hire Town Council Meeting (September 15)	101516	£4,932.00	Lamps & Tubes Illuminations Ltd	Purchase Christmas Lights	101517	£35.00	Mr D Soans	Refreshments for Town Plan Meeting	101518	£35.00	Information Commissioner	Annual Data Protection Registration (Oct 15)	101519	£80.00	Desborough Civic Society	Town Plan Meetings 6th August 15 & 18th August 15
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	<p>The clerk was asked to distribute the literature to allow all Councillor’s to consider and to place this matter on the Agenda for October.</p>
<p>12</p>	<p>Birchfield Springs (Trout Farm, Ruston Road) Update The clerk reported that the outcome from the hearing heard in Public by the Deputy Traffic Commissioner was still awaited.</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:</p> <p>KET/2014/0830 - Miss S Arm - 91 Federation Avenue, Desborough - s.73A Retrospective Application: Detached garage and boundary fence with inward opening access gates. No objection – in principle but it is not clear what the original layout was, despite the assurances that vehicle and pedestrian access not compromised (from original) with this development.</p> <p>KET/2014/0875 – Mr Boss Peter Brett Associates – Desborough Airfield, Desborough Road, Stoke Albany - Environmental Statement Scoping Opinion: Proposed 49MW Solar photovoltaic farm and ancillary control and transformer building.</p> <p>KET/20114/0854 – Mr & Mrs Tahim – 27 Ise Vale Avenue, Desborough – Full Application: Demolition of side extension. 1 no. detached dwelling. No objection subject to – The visual appearance of the street scene will be significantly changed, no garaging for cars appears included in either building. Provision for waste storage and collection must be included. Neighbours must be in agreement with proposal. Plans have wrong road name.</p> <p>KET/2014/0873 – Mr Aran Mulberry Property Development Ltd – Wildacre, Furlong Road, Desborough – Full Application: Demolition of garage and utility area and construction of two storey side extension. No objection with comments – As it does not affect neighbours in Chestnut Drive and will not interfere with the five new houses being constructed in the original garden.</p> <p><u>Re-notification</u> This is a re-notification, as you should have been notified that it is accompanied by an Environmental Impact Assessment.</p> <p>KET/2014/0688 – Persimmon Homes – Harrington Road (land off), Desborough – Approval of Reserved Matters: Access, appearance, landscaping, layout and scale in respect of KET/2012/0780, residential development of up to 75 dwellings with associated open space, landscaping, highways and utility infrastructure. No objection subject to: More clarity from Northamptonshire County Council Highways about any concerns regarding big increase of traffic along Harrington Road as a result of the development. Visual appearances of 1B 2P Apartments still looks bland and uninspiring. Please with local play provision and wild meadow planting - maintenance plan essential. Please ensure room sizes etc. comply with Core Spacial Strategy requirements of approved draft Dec18/14. Great concern regarding traffic flow with regards to Loatland School for instance.</p> <p><u>Notices of Approval received:</u> KBC has approved permission for the following applications:</p> <p>KET/2014/0735 – Mr Canham – 100 Harborough Road, Desborough – Full Application: Loft conversion, first floor rear extension and porch to front.</p> <p>KET/2014/0678 – Mr Miller – 22 Ise View Road, Desborough – Full Application: Demolition of garage and lean-to, Dwelling and garage.</p> <p><u>Notices of Refusal received:</u> KBC has refused permission for the following applications:</p>

	<p>KET/2014/0697 – Mr Bugg – Mansfield Close (land at), Desborough – Full Application: Conversion of shop unit to 2 no. dwellings. The proposal would result in the creation of two cramped units with no access to outdoor amenity space and insufficient bin storage provision. The resultant properties would suffer from single aspect living with only North-East facing windows, allowing very little light through the only windows to habitable rooms, to the detriment of future occupant’s amenity. On the basis the proposal would be single aspect and would not create an acceptable living arrangement for future occupants it is considered contrary to Policy 13(l) of the North Northamptonshire Core Spatial Strategy and Paragraph 17 of the NPPF.</p>
14	<p>Desborough Town Council Premises Cllr Tebbutt report that the Council were looking at the options available for the existing premises and the issue of disabled access. Cllr Tebbutt had no further update at present and would keep the Council informed of progress.</p>
15	<p>Parking in Desborough Town Centre Cllr Sills now felt that these matters will be addressed by the Speed Working Party.</p>
16	<p>Flags Flying in Desborough Town Centre Cllr Sills asked who was responsible for the flags flying in the Town Centre.</p> <p>Cllr Tebbutt explained that The Town Centre Partnership to ownership for this, that the list of dates came the Town Council for approval each year.</p> <p>Cllr Soans explained why so many European flags were flown, as Desborough was the European Rural Group representative for the United Kingdom which has 27 member Countries. Desborough will be hosting all 27 member Countries in 2016.</p> <p>Cllr Sills enquired why the Commonwealth Flag was not flown. It was AGREED (proposed by Cllr Sills and seconded by Cllr Howes) to purchase 2 Commonwealth Flags.</p>
17	<p>Policies for adoption</p>
17.1	<p>The clerk circulated both Policies in advance of the meeting. Grievance Procedures - <u>ADOPTED</u> (proposed by Cllr Matthews and seconded by Cllr Pearce)</p>
17.2	<p>Disciplinary Procedures - <u>ADOPTED</u> (proposed by Cllr Cutsforth and seconded by Cllr Putt)</p>
18	<p>Items for the Next Agenda: None</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>
19	<p>Report from Staffing Committee</p>
19.1	<p>Adoption of Terms of Reference It was AGREED (proposed Cllr Brooks and seconded by Cllr Pearce) to adopt the Terms of Reference for the Staffing Committee</p>
19.2	<p>Employee Terms & Conditions Report for Approval The clerk was asked to leave the meeting to allow the full council to consider this item.</p> <p>A report from the Staffing Committee was presented to the full council. It was AGREED (proposed by Cllr Brooks and seconded by Cllr Pearce) under the contractual terms and conditions that:</p> <ul style="list-style-type: none"> • The Clerks contracted hours will increase to 30 hours per week from 1st April 2016. • Overtime of upto 5 hours per week will be paid until April 2016 for work relating to the Neighbourhood Plan (paid from the Neighbourhood Plan Budget). • One incremental point pay award for each one of the following: <ul style="list-style-type: none"> ○ Pay Review April 15 back dated to 1st April 15 ○ Achieving CiLCA Qualification back dated to June 15 ○ Subject to a Performance review & payable from 1st October 15

	The Chairman is to write a letter of confirmation to the Clerk. <i>The Press and public were re-admitted to the meeting – none were present.</i>
20	Date of next meeting and items for the agenda: Thursday 15th October 2015 commencing at 7pm, Desborough Library, High Street, Desborough.
	THE MEETING CLOSED AT 9.20PM

Chairman

Date