

The Meeting of the Desborough Town Council held at the Library, High Street, Desborough on Thursday 18th February 2016

PRESENT

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

Clerk: James McKechnie

Also in attendance: 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"> • I’ll be attending Beech Close Care Home for the Birthday Party of Annie Selby who will be 102 years young on Sunday 21st February 2016. • I will be attending the St Giles Church Service on Sunday 28th February at 3pm for the re-dedication of the Eagle Lectern.
2	<p>Apologies for absence –Cllr J Derbyshire (Mayoral Duties) It was RESOLVED to accept these apologies (proposed by Cllr Matthews and seconded by Cllr Howes)</p>
3	<p>Declarations of Interest by Councillors - Cllr Soans stated that he sat on the Planning Committee at Kettering Borough Council (KBC). Cllr Pearce declared an interest in the finance payments.</p>
4	<p>Police Report – PCSO Margaret Lawson summarised the Crime Statistics which were circulated in advance of the meeting. PCSO Lawson explained that a county wide operation was underway due to the recent spate of robberies, including the Co-op in Desborough.</p>
5	<p>Representations from members of the public – Trevor Brighton asked if Desborough Town Council would be represented at the proposed Planning Meeting at Kettering Borough Council when the Gladman Developments would be considered. Cllr Tebbutt confirmed that he would be attending. Cllr Soans sits on the Planning Committee and will be attending too.</p> <p>Trevor Brighton asked what steps were being taken regarding the sale of open greenspace, on the Jelson Estate which should be adopted by Kettering Borough Council. Cllr Tebbutt stated that he was in the process of investigating this matter and would report back.</p> <p>Philip Rice gave the Council an update on the Lawrence Factory Site, stated that Desborough Community Development Trust had been given a Grant of £10,000 from the Lottery Heritage Fund to fully cost a plan to develop the factory. Cllr Tebbutt asked if he was being given access to the site by Kettering Borough Council. Philip Rice stated that yes they were.</p> <p>Kevin O’Brien asked for more details of the budget for 2016/17 and if it was agreed in public. Cllr Tebbutt confirmed that it was and explained in more detail the projects which were discussed at past meetings and from members of the public, including parking in the town centre, an Outdoor Gym on the Loatlands Ward and a Skate Park. Kevin O’Brien asked if the Neighbourhood Plan could be used to deliver some of these projects. Cllr Tebbutt agreed that the Neighbourhood Plan was out for Public Consultation, this was a great opportunity for the Community to have their say and encouraged everyone to get involved.</p>
6	<p>Minutes of the Town Council meeting held on 21st January 2016 The Minutes of the Town Council meeting held on the above date were unanimously approved and signed as a true record (Proposed by Cllr Brooks and seconded by Cllr Cutsforth).</p>
7	<p>Matters Arising – None</p>

Chairman

Date

<p>8</p>	<p>New Website</p> <p>The annual renewal payment is now due £235 +VAT. The Council has been exploring moving away from the existing website provider, moving to 2commune who offer a far superior and a much more user friendly website. The cost of £1,225 +VAT has been budgeted for in 2016/17. All domain names and email address will remain the same, with no impact on anyone visiting the website or contacting the council.</p> <p>There will be an amount of around 20 hours of overtime by the Clerk, incurred to complete this work.</p> <p>The Council RESOLVED (proposed by Cllr Soans and seconded by Cllr Brooks) to:</p> <ul style="list-style-type: none"> • Give notice of leaving to Vision ICT our current website providers. • To commission 2commune to be Desborough Town Council’s new website provider. • To authorise the payment of £1,225 +VAT to 2commune. • Authorise the clerk overtime hours to complete this work, in conjunction with Cllr Putt, spread over a period of weeks.
<p>9 9.1</p>	<p>To Receive Reports from:</p> <p>County Councillor</p> <p>Cllr Matthews reported to the meeting: Draft County Council Budget 2016/17</p> <p>The County Council’s Cabinet has agreed a modified Draft Budget for 2016/17 which will be presented to the [delayed] Full Council Meeting on February 29th for ratification and approval. The original Draft Budget announced in December 2015 included a 3.95% rise in council tax and savings of £77 million for 2016/17. This saving is on top of the £226 million saved since 2010. Following six weeks of public consultation and scrutiny meetings, the savings are now calculated as £65 million for 2016/17, as part of the outline expectation of £131 million savings over the next four years. These are some of the toughest decisions the County Council has ever had to make and many of the changes are a direct result of the consultation period.</p> <p>Highways [Road Safety] issues</p> <ul style="list-style-type: none"> • Community Speed Watch Programme – the previous co-ordinator Ben King is trying to find another member from this group to take on the role of co-ordinator. I believe that this position is still vacant – so if any member of the Town Council, or any member of the public with an interest in making our roads safer would like to offer to be the co-ordinator, please contact either our Clerk, Ben King or myself. • I received training in the use of the speed guns, used on the Speed Watch Programme, last Saturday. The Town Council needs to agree whether to support this year’s Speed Watch Programme, or not, before April. • A member of the public has contacted Kier WSP and requested that parking restrictions be placed at the junction of Gladstone Street and Harborough Road [B576]. Having canvassed Town Councillors on this request and noted the responses, I wrote to Kier WSP and stated that our Town Council was not in favour of additional restrictions at this junction. The sight line from Gladstone Street onto Harborough Road is an issue which has been covered in previous years by our Town Council. • Our request for a 20 MPH limit in the town centre has been reviewed by NCC Highways. There is a good chance that a 20 MPH limit could be applied to Station Road and all the smaller link roads at some future date. We cannot expect this lower limit to be extended to High Street at this stage, due to technical and cost considerations. • Update on the Police Camera vans – I reported earlier that the Police were planning to purchase 2 more camera vans – I now understand that they intend to purchase 4. • While on the camera issue, it seems that the Police are experimenting with an “average speed” camera that can be installed for a temporary period [say 3

months] at one site before being allocated to another site. There are a few technical issues at present but it is likely that these will be resolved. Further details in due course.

- Verbal reports will be made on the “mud on the road” issue at Birchfield Trout Farm and the pathway in front of the library

Dear Councillor Matthews

Further to our telephone conversation regarding the above I can confirm that the owner of this development (Lyndon Thomas) has been written to many times about the issue of mud on the road.

We have also had meetings with him and the Police to try to resolve the ongoing problems arising from his site. Several telephone conversations and emails have also been exchanged with Mr Thomas since the start of his trout lakes project. Mr Thomas generally took the view that having a sweeper out daily was sufficient to dispel the problem, however there were occasions when it was clear that the sweeper was not visiting the site often enough.

The latest spate of complaints arose in January 2016 and our maintenance section sent out a sweeper to deal with the mud on two separate occasions. At one point our Community Steward had to close the road as the mud was presenting a real hazard. This resulted in an enforcement Notice being served on Mr Thomas. The Notice gave Mr Thomas 28 days in which to appeal our decision to sweep the road and recharge costs to him (rather than relying on him to honour his promises to sweep the road). To date, I am not aware that the Notice has been appealed against.

We have received no further complaints about this road since 29th January 2016 and the road is checked frequently for any mud deposits.

Finally, I should just point out that whenever we receive a complaint about road conditions here we inspect the site and act as necessary. It can often be perceived that the road is hazardous when sometimes, because of staining by mud over the years, there is no danger to the travelling public so no action needs to be taken.

Regulations Department NCC

County Councillor Empowering Funds for the Path project is slightly delayed and should be paid in April.

9.2

Cllr Tebbutt’s Borough Council activity report to Desborough Town Council Borough

The North Northamptonshire Joint Planning Unit have now received confirmation from the Inspector of his satisfaction with all the proposed major and minor amendments proposed during the examination in public.

Consultation on the Proposed Main Modifications to the Submitted North Northamptonshire Joint Core Strategy (JCS) has commenced. This is taking place over a six-week period from Wednesday 3rd February until 5pm on Wednesday 16th March. For further information, please go to the NNJPU Website www.nnjpu.org.uk

The KBC Planning Policy committee, (which I chair), met on the 27th January and received and noted the latest housing land supply information. The data showed that Kettering Borough’s Housing Supply Against JCS 2016 -2021 shows Deliverable Housing Land (years), inclusive of a 20% buffer of 6.1 years.

A Borough Wide Renewable Fund Supplementary Planning Document was reviewed and will be subject to public consultation following the inclusion of a number of amendments.

A report on Proposed changes to the National Planning Policy Framework was tabled and debated, the committee noted and agreed, subject to amendments, the response to be sent to the Department for Communities and Local Government.

The committee was advised on the outcome of the Northamptonshire Minerals and Waste Local Plan Update and agreed its response.

The ‘Biodiversity Supplementary Planning Document (for Northamptonshire, dated August 2015) and Annexes came before the Full Council meeting on the 16th of December and was unanimously approved. It requires that when existing biodiversity features are likely to be affected; a Nature conservation survey-carried out by an appropriately qualified ecologist together with an Ecological Management Plan (if required) as part of the Planning Application. It

<p>9.3</p>	<p>states that ‘if significant harm (to biodiversity) cannot be avoided, adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused’.</p> <p>Councillors - Cllr Soans reported that the Gladman Planning Application is likely to go before the Planning Committee on 8th March 2016.</p> <p>Cllr Soans reported that the developer with Outline Planning Permission for 700 houses at the North edge of Desborough was now in urgent talks with Kettering Borough Council.</p> <p>Desborough Neighbourhood plan steering group report to DTC for 18th February 2016</p> <p>Cllr Soans reported:</p> <ul style="list-style-type: none"> • The pre-consultation document has now been printed and hard copies will be distributed at the town council meeting. • Leaflets have been distributed to all households as previous report • Links to the document have been sent to businesses, organisations and statutory bodies • Consultation with members of the public have commenced as previously agreed timetable • The next meeting of the steering group will take place on 25th Feb at the Heritage Centre at 7.30 PM.
<p>9.4</p>	<p>Clerk’s Report</p> <p><u>Review of Desborough Town Council Policies & Procedures:</u> Desborough Town Council must ensure that an annual review of all policies and procedures is carried out by 31st March 2016. A review of the Town Council’s Policies and Procedures has been undertaken by the Clerk and a report presented to the Town Council for consideration.</p> <p><u>Annual Audit: Internal & External</u></p> <p>I can confirm that Desborough Town Council has a new Northants Calc Internal Auditor, Tina Charteress. I have already contacted Tina to discuss the Town Council’s forthcoming Audit arrangements and can confirm the following dates:</p> <p>Pre Audit Visit 11th March at 10am at Desborough Town Council Office</p> <p>Internal Audit 29th April at 10am at Desborough Town Council Office</p> <p>Cllr Howes and Cllr Pearce will attend these Audits if available.</p> <p><u>External Auditor Arrangements</u></p> <p>The Town Council <u>RESOLVED</u> (proposed by Cllr Brooks and seconded by Cllr Pearce) that the council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit.</p> <p><u>Pocket Park Lease</u></p> <p>A Heads of Terms have been received from Kettering Borough Council which have now been viewed by the Pocket Park Management Committee. Amendments are being considered and will come before Desborough Town Council for comment.</p> <p>A site visit took place by Kettering Borough Council, Members of the Pocket Park Management Committee and Desborough Town Council to agree on a ‘Scheme of Works’ to be undertaken by Kettering Borough Council as part of any Lease agreement. I will be meeting with Shirley Plenderleith, Head of Community Services, on Tuesday 23rd February to discuss this matter.</p> <p><u>Desborough Greenspace – Outdoor Gym Proposal</u></p> <p>Dave Lane from Kettering Borough Council has secured 4 quotes. HAGSMP - installer of Dunkirk Ave outdoor gym- have come up with the most amount of kit for the budget. The two others are more basic and not worth considering.</p> <p>However, The Great Outdoor Gym (GTO) company, a specialist in outdoor fitness kit, have been asked to submit a scheme. Normally they are too expensive, but have come back with a very</p>

	<p>nice proposal, albeit for circa £23,000. Whilst the HAG’s equipment is all good and fine the GTO kit is all-round better and very importantly has much better signage. GTO do not really have a presence in Northamptonshire and I believe they have offered us a good deal here to get what they clearly think will make an attractive site...and I agree!</p> <p>Kettering Borough Council will provide the Section 106 funding of £20,000 and project manage all aspects of the delivery of the project. Desborough Town Council are asked to join Kettering Borough Council and make this an even better scheme by making available £3,000 to enhance the scheme and deliver the towns second Outdoor Gym this time on the Loatland Ward.</p> <p>Desborough Town Council RESOLVED (proposed by Cllr Howes and seconded by Cllr Pearce) to contribute £3,000 towards the Outdoor Gym subject to the site visit, design and layout agreement.</p> <p>The Clerk gave a strategic update on where progress had been made with regards to Car Parking an Outdoor Gym, Skate Park, Pocket Park and would keep the everyone updated as progress was make.</p>																																																
<p>10 10.1</p>	<p>Community Reports: Community Speed Watch Cllr Matthews reported on the Community Speed Watch in his County Councillor report. Cllr Tebbutt thanked Ben King for all he has done in his role as the Speed Watch Coordinator.</p>																																																
<p>11 11.1</p>	<p>Financial report Accounts for Payment: The following payments were APPROVED (Proposed by Cllr Pearce and seconded by Cllr Marlow):</p> <table border="1" data-bbox="296 1014 1439 1839"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>101558</td> <td>£1,711.12</td> <td>Mr J McKechnie</td> <td>Salary & Expenses (Feb 16)</td> </tr> <tr> <td>101559</td> <td>£776.21</td> <td>HM Revenue & Customs</td> <td>PAYE & NI (Feb 16)</td> </tr> <tr> <td>101560</td> <td>£642.06</td> <td>NCC Pension Fund</td> <td>Pension Contributions Employer & Employee (Feb 16)</td> </tr> <tr> <td>101561</td> <td>£38.40</td> <td>Talk Talk Business</td> <td>Telephone Line Rental / Broadband + calls (Feb16)</td> </tr> <tr> <td>101562</td> <td>£109.20</td> <td>NCC Library</td> <td>Room Hire Town Council Meeting (Feb 16)</td> </tr> <tr> <td>101563</td> <td>£60.00</td> <td>Desborough Civic Society</td> <td>Room Hire Neighbourhood Plan Meeting Feb 16</td> </tr> <tr> <td>101564</td> <td>£1,138.00</td> <td>Contract Printing Services Ltd</td> <td>Public Consultation Leaflet & Plan Printing</td> </tr> <tr> <td>101565</td> <td>£7,200.00</td> <td>Derek Latham & Co Ltd</td> <td>Desborough Neighbourhood Plan Consultation work to date February 16</td> </tr> <tr> <td>101566</td> <td>£3,379.25</td> <td>Kettering Borough Council</td> <td>Christmas Lights erect & remove</td> </tr> <tr> <td>101567</td> <td>£108.00</td> <td>Mrs Jane Pearce</td> <td>Neighbourhood Plan Public Signs</td> </tr> <tr> <td>101568</td> <td>£1,470.00</td> <td>2commune Ltd</td> <td>Build New Website</td> </tr> </tbody> </table> <p>11.2 Receipts: None</p> <p>11.3 Monthly Bank Reconciliation: Noted</p>	Cheque No.	Amount	Payee	Reason for Payment	101558	£1,711.12	Mr J McKechnie	Salary & Expenses (Feb 16)	101559	£776.21	HM Revenue & Customs	PAYE & NI (Feb 16)	101560	£642.06	NCC Pension Fund	Pension Contributions Employer & Employee (Feb 16)	101561	£38.40	Talk Talk Business	Telephone Line Rental / Broadband + calls (Feb16)	101562	£109.20	NCC Library	Room Hire Town Council Meeting (Feb 16)	101563	£60.00	Desborough Civic Society	Room Hire Neighbourhood Plan Meeting Feb 16	101564	£1,138.00	Contract Printing Services Ltd	Public Consultation Leaflet & Plan Printing	101565	£7,200.00	Derek Latham & Co Ltd	Desborough Neighbourhood Plan Consultation work to date February 16	101566	£3,379.25	Kettering Borough Council	Christmas Lights erect & remove	101567	£108.00	Mrs Jane Pearce	Neighbourhood Plan Public Signs	101568	£1,470.00	2commune Ltd	Build New Website
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<p>12</p>	<p>Planning Applications The following applications have been received and comments made under delegated procedures</p>																																																

or to be made at the meeting:

KET/2015/0999 – Mr Dearing – 19 Bridge Road (land adj), Desborough – Full Application: 1 no. dwelling. No objection.

KET/2016/0033 – Mr Cave – 54 Dunkirk Avenue (Land adj to), Desborough – Full Application: Detached dwelling and garage. No objection – Would prefer that it met code level 4 in line with North Northamptonshire aspirations. Parking must always be off road.

KET/2016/0005 – Mr Parker – 16 Beech Close, Desborough – Full Application: Detached garage. No objection.

KET/2016/0029 - Hallam Land Management - Hanwood Park Barton Road, Warkton Lane & Cranford Road (land off), Kettering - s.73 Application: Variation of Conditions 4, 18, 21, 22, 23 of KET/2014/0357 in respect of Code levels for Sustainable Homes in relation to parcels R8, R11, R12, R13 & R14. No objection subject to – Code levels must not be further reduced – Level 4 is the minimum. All to be in line with North Northamptonshire Core Spatial Strategy and Kettering Aspirational Targets.

KET/2016/0044 - Central England Co-Operative Ltd - Desborough (Land to South of), Desborough, - Outline Application: Residential development of up to 304 dwellings with associated access, infrastructure, public open space, nature areas and surface water management measures. Public Meeting held on 16th February, where Desborough Town Council objected to this application. The details will be published in due course.

KET/2016/0072 – Miss Wiley – 16 Cedar Close, Desborough – Full Application: First floor side extension. No objection.

Notices of Refusal received:

KET/2015/0858 – Mr Stafford D.T & P.M Stafford – 127 Union Street, Desborough – Full Application: Construction of stand-alone granny annexe in rear garden.

KET/2015/0976 – Mr Johnson Tophaven Sustainable Construction Ltd – Chaplins Lane (Land Off), Desborough – Full Application: Pair of three bedroom semi-detached dwellings.

Notices of Withdrawn received: None

Notices of Approval received:

KET/2015/0900 – Mr Quigg – 165 Dunkirk Avenue, Desborough – Full Application: Single and two storey rear extension, insertion of window into first floor side elevation, loft conversion with dormer window and roof lights to front and rear.

KET/2015/0996 – Mr G Beale & Mr A Walker – 40 Rushton Road, Desborough – Part 3 Class M Determination – Retail/Betting Shop/Pay Day Loan Shop to Dwelling: Change of use from mixed retail and residential to 2 no. residential units.

KET/2015/0987 – Mrs King – 4 Rothwell Road, Desborough – Full Application: Demolition of existing conservatory and construction of single storey rear extension.

KET/2015/0999 – Mr Dearing – 19 Bridge Road (land adj), Desborough – Full Application: 1 no. dwelling.

	<p>KET/2015/0983 – M Roberts – 86 Federation Avenue, Desborough – Full Application: Single storey side extension, detached single garage and radio antenna to rear.</p> <p>KET/2015/1023 – Mr Crick – 28 Prince Rupert Avenue, Desborough – Full Application: Two storey side extension with single storey front and rear extensions.</p> <p>KET/2015/1041 – Mr Almond – 7 Millholm Road, Desborough – Full Application: Two storey rear with two storey and first floor side extensions.</p> <p>KET/2015/1016 – Mr & Mrs Dennett – 30 Millholm Road, Desborough – Full Application: First floor rear extension.</p> <p>KET/2015/0931 – Povoas Packaging Ltd – Povoas Packaging Ltd, Stoke Albany Road, Desborough – Full Application: Erection of warehouse.</p>
<p>13</p>	<p>Review of Desborough Town Council Policies & Procedures A review of the Town Council’s Policies and Procedures had been undertaken by the Clerk and a report was presented to the Town Council for consideration. It was AGREED to adopt the below detailed reviewed policies and procedures, incorporating the recommended amendments:</p> <ul style="list-style-type: none"> • Internal Controls Procedures; • Risk Assessment; • Financial Regulations; • The Code of Conduct for Desborough Town Council; • Standing Orders; • Freedom of Information Act 2000: Desborough Town Council Publication Scheme; • Complaints Procedure; • Disciplinary Procedures; • Equal Opportunities; • Grant Scheme Policy; • Grievance Procedures; • Website Policy and Disclaimer. <p>Review of the effectiveness of Internal Controls including Risk Assessment -Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Town Council AGREED that it believes there is an adequate system of internal controls in place to safeguard the assets and finances of the Town Council to mitigate against the risk of loss or damage.</p>
<p>14</p>	<p>The Manor House on Gold Street – Listed Building Status Cllr Pearce reported that an in-depth review of the Manor House was completed at the Records Office in Northampton. Very little information was available. The next step is to contact the Duchy of Lancaster. An update would be given at the next meeting.</p>
<p>15</p>	<p>Items for the Next Agenda: Cllr Howes – Asked if Cllr Matthews could give an update at the next meeting on the following:</p> <ul style="list-style-type: none"> • Bridleway at the Bellway Homes development. • The programme of work to remove and spray the weeds in High Street and Station Road. <p>Cllr Tebbutt – Stated that the Litter Pick which normally takes place in April may be brought forward in line with the clean-up for the Queen’s birthday.</p> <p>Cllr Soans – Asked if the Trout Farm Site visit had been arranged. The Clerk reported that he was in contact with the developer and was awaiting dates from him.</p>
<p>16</p>	<p>Date of next meeting and items for the agenda: Thursday 17th March 2016</p>

	commencing at 7pm, Desborough Library, High Street, Desborough.
	THE MEETING CLOSED AT 8.06PM

Chairman

Date