

The Meeting of the Desborough Town Council held at the Library, High Street, Desborough on Thursday 20<sup>th</sup> April 2017

**PRESENT**

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

**Clerk:** James McKechnie

**Also in attendance:** Members of the Public

063/17	<b>To receive apologies for absence</b> – None, all present
064/17	<b>To receive and approve for signature the minutes of the meeting held on Thursday 16<sup>th</sup> March 2017</b> The minutes of the meeting held on 16 <sup>th</sup> March 2017 were approved as a true record and signed by the Chairman.
065/17	<b>To note any matters arising from the minutes not included on the agenda for report only</b> None
066/17	<b>To receive declarations of interest</b> – Cllr D Soans stated that he sat on the Planning Committee at Kettering Borough Council (KBC).
067/17	<b>Chairman’s Announcements</b> – Cllr Matthews announcement: <ul style="list-style-type: none"> <li>Desborough Town Council Meetings are held in public, they are not public meetings.</li> </ul> A member of the public shouted out over the Chairman’s Announcement. <b>Cllr Brooks</b> addressed the Chairman ‘Chairman, I move that they are no longer heard, or if they continue, they are excluded from the meeting. <b>Cllr Cutsforth</b> then addressed the Chairman, ‘Chairman, I second that motion and ask that you move to the vote, without discussion’. <b>Cllr Matthews</b> the Chairman put the motion to the council, which was carried. <ul style="list-style-type: none"> <li>No By-election will be held for the vacant seat as the criteria was not met. The Co-option process will now take place.</li> </ul>
068/17	<b>Police: Monthly Report &amp; Crime figures</b> – No officer present. It reported that the crime figures were distributed in advance of the meeting and posted on the website.
069/17	<b>Representations from Members of the Public</b> – A member of the public spoke on Desborough Town Council’s End of Year Accounts. A member of the public was disrupting Council from transacting its business. <b>Cllr Brooks</b> addressed the Chairman ‘Chairman, I move that they are no longer heard, or if they continue, they are excluded from the meeting. <b>Cllr Cutsforth</b> then addressed the Chairman, ‘Chairman, I second that motion and ask that you move to the vote, without discussion’. <b>Cllr Matthews</b> the Chairman put the motion to the council, which was carried.
070/17	<b>To Receive reports from:</b> <p><b>a. County Councillor Matthews reported:</b>  The A6 bypass continued to be closed with the issue being on the northern section of the road.  The southern end from the junction of Braybrooke Road is open for non-HGV vehicles to help with the traffic congestion on the A576 through Desborough.  Resurfacing of byway from Braybrooke Road to the railway bridge is closer.  Dunkirk Avenue – I am awaiting further information on the money for the repairs to this road.</p> <p><b>b. Borough Councillors</b>  <b>Cllr Soans reported:</b>  The Gladman Appeal Hearing would re-convene on 25<sup>th</sup> April, which will include a site visit.  The Land South of Desborough Appeal is scheduled to be heard 17<sup>th</sup> July 2017 and that, Kettering Borough Council will rigorously defend the Planning Committees decision to refuse the Planning Application.</p> <p><b>Cllr Tebbutt reported:</b>  The Planning Policy committee at its meeting on Wednesday 19th April noted the adoption by KBC Full Council of the Local Development Scheme (LDS) on March 1st.  Proposals will update members on the assessment of sites for the allocation of housing land in the villages, for inclusion in the draft Site Specific Part 2 Local Plan. Members are asked to agree to a</p>

Chairman .....

Date .....

	<p>draft list of housing sites to be included in the emerging draft plan to be developed further and published for consultation purposes.</p> <p>They were also advised of the number of housing completions in Kettering Borough for the period 2016/17.</p> <p>The North Northamptonshire Joint Core Strategy (JCS) over 2011-2031 equates to 520 per annum. Between 1 April 2016 to 31 March 2017, 704 dwellings were completed, of which the number of affordable homes totalled 200. A significant increase on previous years.</p> <p>The number of homes completed in Desborough was 0 in 2014/55; 156 in 2015/16; and 98 in 2016/17.</p> <p><b>c. Clerk</b> – The Council is asked to Note the Co-option process to fill the vacancy resulting in the resignation of Cllr Sills.</p> <p>The Council <b>RESOLVE</b> (proposed by Cllr Brooks and seconded by Cllr Turigel) the review of Standing Orders and Financial Regulations.</p>																																
071/17	<p><b>Reports from Community Groups:</b></p> <p>It was reported that the latest Twinning Newsletter had been published and distributed.</p>																																
072/17	<p><b>Car Park Update</b> – Deferred until next meeting.</p>																																
073/17	<p><b>Neighbourhood Plan for Desborough – Cllr Pearce reported the following:</b></p> <p>That a Grant Application was successful and that £7,450.00 has been awarded.</p> <p>The Housing site assessment is currently underway and we are looking at around the 11<sup>th</sup> May for completion.</p> <p>The Green Environment has been mapped with descriptions including the play areas.</p> <p>All the Character Appraisals have been completed.</p> <p>The Lawrence site is going to be discussed at the Kettering Borough Council Executive Committee meeting next month so we will hopefully have more information then.</p> <p>All of which means we have completed all the work required at this point in order to meet the next deadline of the 28<sup>th</sup> April.</p> <p>The next meeting will be on Monday, 22<sup>nd</sup> May.</p>																																
074/17	<p><b>Financial:</b></p> <p><b>a) To receive the Interim Audit Report</b></p> <p>It was <b>RESOLVED</b> to receive and accept the Interim Internal Audit Report and the findings (proposed by Cllr Pearce and seconded by Cllr Cutsforth).</p> <p><b>b) Internal/External Audit timetable</b></p> <p><b>BDO Notice of Annual Audit for year ending 31 March 2017:</b> Details of the annual audit for Desborough Town Council for the year ending 31<sup>st</sup> March 2017 have been received from BDO Stoy Hayward LLP, External Auditor. The Audit timetable presented to the Council was <b>Approved</b> (proposed by Cllr Howes and seconded by Cllr Putt).</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 2017. Desborough Town Council <b>has not</b> been randomly selected as part of this year's 5% sample. Desborough Town Council does have an additional intermediate audit questionnaire to complete.</p> <p><b>c) Accounts for Payment</b></p> <p><b>RESOLVED:</b> The following payments were <b>APPROVED</b> (Proposed by Cllr Soans and seconded by Cllr Brooks):</p> <table border="1"> <thead> <tr> <th>Payed By</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td></td> <td></td> <td>Salary &amp; Expenses (April 17)</td> </tr> <tr> <td>BACS</td> <td></td> <td></td> <td>Salary &amp; Expenses (April 17)</td> </tr> <tr> <td>BACS</td> <td></td> <td>HM Revenue &amp; Customs</td> <td>PAYE &amp; NI (April 17)</td> </tr> <tr> <td>BACS</td> <td></td> <td>NCC Pension Fund</td> <td>Pension Contributions Employer &amp; Employee (April 17)</td> </tr> <tr> <td>BACS</td> <td>£27.54</td> <td>Talk Talk Business</td> <td>Telephone Line Rental / Broadband + calls (Mar17)</td> </tr> <tr> <td>BACS</td> <td>£3,077.96</td> <td>Northants Calc</td> <td>Northants Calc Membership &amp; Internal Audit 2017/18</td> </tr> <tr> <td>BACS</td> <td>£5,514.00</td> <td>Derek Latham &amp;</td> <td>Neighbourhood Plan, Car Park Feasibility</td> </tr> </tbody> </table>	Payed By	Amount	Payee	Reason for Payment	BACS			Salary & Expenses (April 17)	BACS			Salary & Expenses (April 17)	BACS		HM Revenue & Customs	PAYE & NI (April 17)	BACS		NCC Pension Fund	Pension Contributions Employer & Employee (April 17)	BACS	£27.54	Talk Talk Business	Telephone Line Rental / Broadband + calls (Mar17)	BACS	£3,077.96	Northants Calc	Northants Calc Membership & Internal Audit 2017/18	BACS	£5,514.00	Derek Latham &	Neighbourhood Plan, Car Park Feasibility
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		Co Ltd	Study & Topography Study
BACS	£30.00	2 Commune Ltd	Supply Email Account
BACS	£36.00	CPRE	CPRE Membership 2017/18
BACS	£240.00	SLCC	SLCC Membership 2017/18

d) **Receipts**

Paid into Barclays	Amount	Received from	Reason for Payment
21/03/17	£20,000.00	Kettering Borough Council	Renewable Energy Grant

e) **Monthly Bank Reconciliation** – noted for March

f) **Q4 Financial Reconciliation** – noted

g) **End of Year Accounts 2016/17** - The Town Council **APPROVED** (proposed by Cllr Marlow and seconded by Cllr Cutsforth) and signed the end of year accounts for 2016/17.

h) **Resolution to agree Governance Statement of Annual Return year ended 31<sup>st</sup> March 2017** - The Town Council **APPROVED** the Annual Governance Statement for inclusion in Section 1 of the annual return for year ended 31<sup>st</sup> March 2017 (Proposed by Cllr Brooks and seconded by Cllr Marlow – Agreed).

i) **Resolution to agree Accounting Statement of Annual Return year ended 31<sup>st</sup> March 2017** – The Town Council **CERTIFIED** that the statement of accounts contained in the annual return (as detailed in the Finance Report) including the re-stated figures presents fairly the financial position of the council for year ended 31<sup>st</sup> March 2017 (Proposed by Cllr Cutsforth and seconded by Cllr Pearce – Agreed).

The Variance Report for 2016/17 was noted.

j) **VAT Return**

The clerk can confirm that the form VAT 126 has been completed and posted to HMRC for a VAT refund of £6,349.27 for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

k) **HM Revenue & Customs – Employment Annual Return 2016/17**

The Final Year Submission was submitted to HM Revenue & Customs on 9<sup>th</sup> March 2017. The 2017/18 payroll has been set up.

075/17

**Planning:**

a) **Planning Applications received**

**KET/2016/0854 – Mr Smith C/O Agent (MVG Design) – Pioneer Avenue, Desborough – Full Application: Construction 4 No. dwellings with associated parking spaces and access.** Objection – Previous objection still stands, still an over development of the site, with 2 cars parking spaces in front of the house. The house design is very poor and out of character. Does not improve the street scheme and does not comply with NNJCS – Policy 8d.

The revised layout does not address the parking issues. Still an over development of the plot and the designs not in keeping with area.

**KET/2017/0227 – Mr & Mrs Chorlton – 26 Buxton Drive, Desborough – s.73A Retrospective Application: Rear garden shed for use as storage and small workshop.** No objection subject to – neighbours' views as it appears to be approx. 3 metres high and will be visible above the fence line

**KET/2017/0251 – Mr Frost Desborough Services Club – Desborough Services Club, Lower Street, Desborough – Application for Listed Building Consent: Rebuild and repair up to 14m of unsafe wall.** No objection – essential work. Ironstone is being used as a replacement thus retaining existing appearance

**KET/2017/0157 – Mr Kalsi – 47, 47A, 47B, Station Road, Desborough – Full Application: Replacement windows.** No objection – Extreme care must be taken on this landmark building in a conservation area to select both materials, colours and finishes which are appropriate. The Civic Society and other experts must be consulted. Before replacing like for like the intended future use and development of this critical asset to generate revenue must be considered.

**KET/2017/0243 – Mr Crick – 49 Copelands Road, Desborough – Full Application: 1 no. dwelling house.** No objection in principle – Assume arrangements will be made for collection of waste bins alongside those of No 49 as this is effectively a private driveway. Clarification needed – the energy statement refers to 3 dwellings not 1 and the noise assessment report refers to conversion to flats

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	<p><b>KET/2017/0270 – Mr Dolling – 30 Prince Rupert Avenue, Desborough – Full Application: Single storey rear extension. No objection</b></p> <p><b>KET/2017/0274 – Mr Maan – 48 Roman Way, Desborough – s.73A Retrospective Application: Single storey side extension – No objection</b></p> <p><b><u>Notices of Approval received:</u></b></p> <p>KBC has approved permission for the following applications:</p> <p><b>KET/2017/0060 – Mr Hall, Mr Robert Mitchell – 2 Linsley Drive, Desborough – Full Application: Single storey side and rear extension incorporating existing garage.</b></p> <p><b>KET/2017/0061 – Mr &amp; Mrs Claypole – 12 Furlong Road, Desborough – Full Application: First floor side extension and front porch canopy extension.</b></p> <p><b>KET/2017/0069 – Mr Bains - 85A Braybrooke Road, Desborough – Full Application: Single storey front and side extensions, conversion of existing garage to habitable accommodation and insertion of windows to front, rear and side elevations.</b></p> <p><b>KET/2017/0064 – Mr Ash Perfecta Assets – 77 Harrington Road, Desborough – Full Application: Two storey rear extension and replacement windows &amp; doors.</b></p> <p><b>KET/2017/0077 – Mr &amp; Mrs Rowe – 138 Dunkirk Avenue, Desborough – Full Application: Two storey &amp; single storey rear extension.</b></p> <p><b>KET/2017/0088 – Mr Emeney – 52 Church View Road, Desborough – Full Application: Single storey front extension with pitched roof to garage. Relocate first floor windows to front elevation. Replace panelling to front elevation with facing brick.</b></p> <p><b>KET/2017/0036 – Hampton Brook Ltd, CJC Ltd &amp; Partridge and Print Ltd – Site C, Eagle Avenue, Desborough - Full Application: Construction of warehouse, production area and offices with associated parking and service yard</b></p> <p><b>KET/2016/0249 – Ms Chastney CJC Developments Ltd – Desborough (Off Stoke Road) – Approval of Reserved Matters: First 175m of highway into Phase 1 of the development in relation to KET/2011/0235 (Residential development of upto 700 dwellings including provision of a local centre, primary school, green infrastructure, and creation of accesses).</b></p> <p><b>KET/2017/0019 – Hampton Brook Ltd, CJC Ltd &amp; Dunkelman &amp; Son Ltd – Site B, Eagle Drive, Desborough – Full Application: Construction of warehouse, production area and offices with associated parking and service yard.</b></p> <p><b>KET/2017/0036 – Hampton Brook Ltd, CJC Ltd &amp; Partridge and Print Ltd – Site C, Eagle Avenue, Desborough - Full Application: Construction of warehouse, production area and offices with associated parking and service yard.</b></p> <p><b>KET/2016/0889 – Mr Stapleford – 19 Station Road, Desborough – Full Application: Change of use of part of ground floor from bank branch to restaurant. Alterations to shopfront and installation of extractor system.</b></p> <p><b>KET/2017/0135 – Mr Barker – 6 Chestnut Drive, Desborough – Full Application: First floor side extension and conversion of garage to habitable room.</b></p>
076/17	<p><b>Items for the next agenda –</b></p> <p><b>Cllr Soans</b> asked that an update on the Multi Wheeled Sports Facility.</p> <p><b>Cllr Pearce</b> asked that Grants are added to the next agenda.</p> <p><b>Cllr Matthews</b> the Chairman, thanked the public and his fellow Councillors for their support during his term of office.</p>
077/17	<b>To note the date of the Desborough Annual Parish meeting: Thursday 27<sup>th</sup> April 2017 commencing at 7.00pm, Desborough Town Council Offices, High Street, Desborough.</b>
078/17	<b>To note the date of the next meeting: Thursday 18<sup>th</sup> May 2017 commencing at 7.00pm, Desborough Library, High Street, Desborough.</b>
	<b>THE MEETING CLOSED AT 7.40PM</b>