



Desborough Town Council
Town Clerk: Graham Thomson
High Street, Desborough, NN14 2QS
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Town Councillors

You are hereby summoned to attend the monthly meeting of Desborough Town Council to be held in the Library building, and streamed online using ZOOM, on Thursday 21 October 2021, commencing at seven o'clock for the purpose of transacting the undermentioned business. Any Councillors who attend the meeting remotely will be able to take part in discussions but will be unable to vote on any matter.

Owing to the required Covid precautions there will be limited space for public attendance. Members of the press and public are requested to attend remotely if at all possible (further details below).

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Graham Thomson
Town Clerk

15 October 2021

Covid-19 precautions

The Council is required to comply with four distinct (and in some instances contradictory) areas of law: the law relating to Council meetings; Coronavirus precautions; general Health and Safety; and employment law. The Council has made its best endeavours to comply with all relevant law and guidance in relation to the meeting. The meeting will be held in the library building and there should be places for a maximum of **30** Councillors, staff, and members of the press and public.

All furniture and surfaces likely to be touched will be sanitised before the meeting and afterwards. It is not possible however for this to be carried out during the meeting.

The following precautions will also be made:-

- no-one who has any of the recognised Covid symptoms should enter or attempt to enter the building;
- everyone who enters the building is asked to use the Test & Trace QR Code in the library building (or provide their contact details which will be retained only in line with Covid regulations);
- everyone is asked to wear a suitable face covering (unless exempt) on entering the building, and wear a face coverings at all times unless seated;
- furniture including chairs must not be moved, even if you are attending with other people in your bubble;
- everyone must sanitise their hands on entry to the building;
- everyone must observe social distancing from all others in the building;
- no printed papers will be available, copies of documents are available on the Council's website;
- members of the press and public will not be allowed re-admittance to the building;
- once the maximum number of attendees is reached there will be no further admittance and no replacement of people leaving the meeting.

A failure to adhere to these precautions and any other directions given at the meeting may result in the suspension of the meeting and any remaining business being carried forward to a future meeting.

How best to attend the meeting

The best and safest way of seeing and hearing what happens at the meeting is to watch online from the safety and comfort of your home. To join the meeting follow this link:

<https://us02web.zoom.us/j/89598725561?pwd=QkhtUDVJTHVYajZPcEpsVHNpMUU5QT09>

If necessary, use the following - Meeting ID: 895 9872 5561 Passcode: 676686

One tap mobile

+442080806592,,89598725561#,,,*676686# United Kingdom

+443300885830,,89598725561#,,,*676686# United Kingdom

If necessary, use the following - Meeting ID: 837 0070 4330 Passcode: 733045

If you wish to join by audio telephone only (your normal call charges will apply) dial one of the following numbers: 0208 080 6592, 0330 088 5830, 0131 460 1196, 0203 481 5237, 0203 481 5240, 0203 901 7895, 0208 080 6591 and use the meeting ID and password given above.

Addressing the Council

Owing to the hybrid nature of attendance and the need to set up the meeting, any members of the public wishing to address the Council are requested to provide details to the Town Clerk at least three hours before the meeting either by emailing the usual form (available on the Council's website here [Your Right to Speak at Council Meetings](#) or here Home > Policies > Your Rights > Your Right to Speak at Council Meetings) to the Council using the email address above, by sending the same information to the Town Clerk by email, or using the email us facility on the Council's website. Any request made after four o'clock on the day of the meeting may not be seen.

Speaking at the meeting

If you wish to speak during the meeting you must click to raise your hand (instructions on Zoom). To raise your hand when you are following the meeting by telephone please press *9, if the Chair invites you to speak you will need to press *6.

The Council will continue to use its best endeavours to make access to the meeting as easy as possible. All persons in attendance (physically or online) should be aware that they may be seen, heard, or recorded.

The microphones and cameras of non Town Councillors attending the meeting remotely will be disabled unless the Chair of the meeting invites them to speak and directs otherwise. No person may speak at the meeting unless invited to do so by the Chair.

15 October 2021

AGENDA

76./21 Chair's welcome and announcements

77./21 To consider and if so resolved to approve apologies for absence

78./21 To note any declarations of interest from Councillors

Any Councillor who has an interest in any item to be discussed at the meeting should declare that interest in accordance with the Code of Conduct.

79./21 To consider any requests for dispensation

To consider any requests for dispensation for Councillors with an interest to be allowed to speak in accordance with the Localism Act 2011.

80./21 To receive information relating to the proposed Sainsbury's Supermarket in Desborough

Representatives dealing with the proposed Sainsbury's development have been invited to the meeting to outline the scheme.

The Council received a notification on the evening Sainsbury's launched a short consultation relating to its proposed new "Neighbourhood Hub" store in Desborough. Unfortunately the consultation period is very short (expiring 17:00 17 October 2021). The proposal is for a small store with 126 parking spaces in land off Cockerell Rise (on the land next to the B576 Harborough Road / Ironwood Avenue roundabout).

The Council is REQUESTED to note the presentation.

81./21 To note information from Bellway the developers of the site at South Desborough

Representatives from Bellway have been invited to the meeting to bring the Council up to date with activity.

The Council has been informed that Bellway has agreed a Reptile Mitigation Strategy (RMS) with the Ecology Officer at North Northamptonshire Council, to enable them to undertake archaeological trial trenching and a soil investigation. The Council has been informed that public rights of way will remain open for use during these works. The RMS works will consist of a two-stage cut to vegetation, installation of reptile exclusion fencing along the southern boundary, creation of two x hibernacula (underground chambers that amphibians and reptiles use throughout the winter to protect themselves from the cold), and a search using a machine with a toothed bucket, under supervision of an ecologist to remove reptiles if required within a working zone. These operations will be under the supervision of an Ecological Clerk of Works. The works are expected to last around two weeks commencing on 14 October 2021.

Archaeological works are estimated to commence from early November following successful completion of implementation of the RMS.

The Council is REQUESTED to note the information.

82./21 To approve the minutes of the meeting held on 16 September 2021

The minutes of the meeting held on 16 September 2021 have been circulated.

- 83./21 To hear representations from members of the Public**
Note: no decisions can be made in response to matters raised under this item.
- 84./21 To receive an update on the North Northamptonshire Council's proposals in relation to the Lawrence Factory Site**
An update on the latest information in relation to the proposals in relation to the site will be presented.
- 85./21 To consider alterations to the Council's policy and procedure on public speaking at Council meetings**
The Council is REQUESTED to consider any alterations to the policy and procedure.
- 86./21 To note reports on activity from North Northamptonshire Councillors, local groups, and volunteers**
Any reports received will be circulated to Councillors.
- 87./21 Budget Consultation and Preparations**
The Council's Financial Regulations state that each year, before work begins on the budget, the Council should consider the main issues that it wants to address and agree its objectives for the next year and for the medium term. At the beginning of the budget process the Council will consider any capital projects that are in progress or which are planned. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the Council's approved budget. The Council will be asked to consider the detailed budget before the end of January, reviewing the resources available to it, including grants and reserves. Only after spending plans, anticipated income, and reserves have been considered may the Council consider how much to precept on Council tax for the next year.

During the public consultation process, a suggestion was made to extend the CCTV system into locations on the south east side of the town.

The Council is REQUESTED to identify the main issues that it wants to address, indicate any new activities it might want to pursue, and to agree its objectives for the next year and for the medium term.
- 88./21 To note the acceptance of funding under the Welcome Back Fund and approve consequential budget changes**
North Northamptonshire Council (NNC) applied for funding from the "*Department for Levelling Up, Housing and Communities*" and the "*European Regional Development Fund*" for financial assistance to enable and celebrate the safe return to the high street of shoppers and in support of local retailers. It was successful and decided to allocate some of the funding to town Councils. The Town Council was notified that it had been awarded £7,694.36 out of an allocation from the Welcome Back Fund, as it is known. The Town Council was given eight days to respond to accept the funding and provide detailed, costed, proposals which complied with the onerous requirements of funding.

The fundamental purpose of the money is to help reopen the town centres and encourage people back into local shops. This money has terms and conditions attached including State Aid Regulations, procurement processes, reporting, provision of invoices, separate invoicing, the requirement to spend money before being able to claim back, repayment of grant (and additional penalty) in certain circumstances and so on, in addition to the Council's normal financial rules and obligations. It remains the case that the Council must have a lawful power to spend on any item. In summary, the money is for **temporary** things to get people back into town centres. It cannot be used for anything permanent or lasting and all proposals must be paid for (defrayed not just committed) and reclaimed by 31/03/2022.

Following consultation with Councillors and in accordance with the Scheme of Delegation, the Town Clerk accepted the grant offer and submitted a list of proposed projects as set out at Appendix A.

The Council is RECOMMENDED to:-
a) note the acceptance of the funding and the terms of the funding;
b) consider the proposed projects as set out in Appendix A and if approved:-
1. authorise consequential amendments to the budget drawing the funding from balances; and
2. authorise the Town Clerk to carry out the necessary procurement.

- 89./21 To consider ideas for the Council's engagement with young people and youth provision**
- 90./21 To consider another market for Desborough**
Councillor French asked for this item to be placed on the agenda.
- 91./21 To discuss social media and consider changes to the Council's Social Media Policy**
Report to follow.
- 92./21 To note any reports on the following matters:**
- 92.1./21 CCTV Installation and Upgrade**
- 92.2./21 Proposed one-way system and parking restrictions Gladstone Street / Nichols Street**
- 92.3./21 Arrangements for Remembrance Day**
- 92.4./21 To note a report about the Greenspace Play Area Scheme**
As Members know, the Town Council has a scheme for an outdoor play area using the £20,000 received from developers under Section 106 (received through the former Kettering Borough Council). No money from the Council tax precept is involved. In addition to tree planting, there will be the installation of a "natural play area" in the Greenspace using natural materials (such as wood and stone - not metal) resulting in something similar to the Rushton Road play area.
The concept is for large tree trunk / trunks to be sited then shaped with chainsaws and tools into whatever shape is inside (could be dinosaurs or dragons etc.). Formal tenders for the work must be received but the budget isn't the key thing. The tenderers know the budget (£18,000 the remainder is for the tree planting) and they set out what they will give us for the money.
Progress on the scheme was delayed last year owing to advice received in respect of the availability of materials during the lockdowns. The scheme is being restarted and updates will be provided.
The Council is REQUESTED to note the report.
- 92.5./21 To note new information provided on the Council website**
Information in relation to Traffic movements in connection with the Rothwell North housing development and allied issues, traffic speeds in Desborough (data from the TVAS Speed signs), and Police crime reports has been placed on the Council's website.
The Council is RECOMMENDED to note the information.
- 92.6./21 To receive a report on the Queen's Green Canopy Project meeting**
- 93./21 Consultation: Licensing Act 2003 - North Northamptonshire Council Statement of Licensing Policy 2022-2027**
North Northamptonshire Council is undertaking a review of its licensing policies. A draft Statement of Licensing Policy (SOLP) is now open to consultation until 8 November 2021. The draft SOLP is available at www.northnorthants.gov.uk.
The purpose of the SOLP is to detail how the local authority will comply with its duties under the Licensing Act 2003 and promote the following licensing objectives:
 - The prevention of crime and disorder;
 - Public Safety;
 - The prevention of public nuisance; and
 - The protection of children from harm.The new policy and all appendices, once adopted, will be deemed to have replaced the separate sovereign authorities' arrangements currently in place. There have been no fundamental changes to the how the council will discharge its duties under the new policy compared to that given in existing sovereign policies. Current SOLP's are available for viewing at: [Licensing policy | North Northamptonshire Council \(northnorthants.gov.uk\)](http://Licensing%20policy%20-%20North%20Northamptonshire%20Council%20(northnorthants.gov.uk))
The Council is REQUESTED to consider any response.
- 94./21 To determine attendance at training sessions for the Council**
The Council's training plan provides for training for all Councillors. Whole Council training has proven effective in the past given that it can be tailored to the needs of our Council. Equally, some other courses will be of interest to individual Councillors.
The Council is RECOMMENDED to approve whole Council training and individual training for Councillors.

- 95./21 To determine attendance at the new NNC Strategic Town & Parish Forum**
North Northamptonshire Council has created a Strategic Town & Parish Forum to facilitate effective engagement between NNC and Town and Parish Councils. The first meeting is being held via Zoom on Wednesday 27 October 2021 commencing at 19:00. The Council has been asked to nominate up to two representatives to attend and report back to the Council.
The Council is REQUESTED to determine attendance.
- 96./21 To receive and note the Planning and Licensing Report**
The Council is REQUESTED to consider making comment on any planning or licensing matter set out in the report attached at Appendix B.
NK/2021/0790
Number 14 Copelands Road (land to rear), Desborough
Proposed development: 3 no. bedroom bungalow with photovoltaic panels to roof
In accordance with the Council's policy and procedure, comments on the application have been assimilated and the proposed objection is set out in Appendix B. The Council is REQUESTED to consider the matter.
- 97./21 Finance matters**
- 97.1./21 To approve the finance report**
Where a town or parish Council precepts between £50,001 and £500,000 the billing authority (North Northamptonshire Council - NNC) pays the town or parish Council in two equal halves - Schedule I, part II, para 9(b) of the Local Authorities (Funds) (England) Regulations 1992 refers: "*the remainder of the billing authority's liability to [the parish or town council] will be paid... within 6 months of the start of the financial year.*" , i.e. **by** 1 October. Unfortunately, NNC has delayed the second payment to 31 October in breach of its obligations. NNC has indicated that the payment dates will be reviewed for future years.
The Council is RECOMMENDED to note the information and approve the report (Appendix C).
- 97.2./21 To consider and if so resolved to approve accounts for payment**
The report set out at Appendix D details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority. Details in the report may be updated before the meeting as information is received. The Council is RECOMMENDED to approve payments.
- 97.3./21 To consider the Council's insurance arrangements**
The Council's insurances expire in November 2021. Quotations have been sought from leading insurers to local authorities (through Came & Company local council insurance - now known as Gallagher, which sponsors the SLCC).
Councils regularly enter into long term agreements for insurance maintaining price stability. If any significant changes occur (such as high claims or additional coverage needed) then the price will be reviewed. Although it was not necessary to make significant adjustments to the cover, some minor changes were necessary to reflect changes to the Council's activity and responsibilities. Details of the premiums will be submitted to the Council for consideration.
The Council is RECOMMENDED to accept the quotation as detailed at the meeting.

Desborough Town Council
21 October 2021

Welcome Back Fund

Proposal	Possible start date	Possible end date	Approximate cost Exc VAT	Quantity suggested
Public communications activity				
Branded Jute shopping bag	30/11/2021	30/03/2022	£1,750.00	1,000
Branded nest Fold-Up Face Mask Wallet	30/11/2021	30/03/2022	£520.00	1,000
RFID Credit Card Protector	30/11/2021	30/03/2022	£720.00	1,000
Live music in shopping areas running up to Christmas	13/11/2021	18/12/2021	£720.00	6
Sponsor match at Desborough Town Football Club	09/11/2021	09/11/2021	£50.00	1
Stalls at Gala night / fireworks / market etc.	31/10/2021	30/03/2022	£74.36	
Banner	31/10/2021	30/03/2022	£260.00	1
Activity to support the visitor economy				
Firework display	31/10/2021	31/10/2021	£1,000.00	
Bedding plants / bulbs RENTAL	01/02/2022	30/03/2022	£250.00	
Lease and erection of additional celebratory lights	31/10/2021	30/03/2022	£600.00	
One-off "continental" market	01/01/2022	30/03/2022	£1,000.00	
Business facing awareness activity				
Photographing businesses	30/11/2021	30/03/2022	£250.00	
Futureproofing plans and activities				
Online retail register / brochure	30/11/2021	30/03/2022	£500.00	
			£7,694.36	

Desborough Town Council
21 October 2021

Planning and Licensing Matters

Click the underlined text to go to details of the application on the Planning Portal of North Northamptonshire Council (link is outside the Town Council's control).

Planning Applications

[NK/2021/0790](#)

Number 14 Copelands Road (land to rear), Desborough

Proposed development: 3 no. bedroom bungalow with photovoltaic panels to roof

In accordance with the Council's policy and procedure, comments on the application have been assimilated and the following proposed objection made:

"The Town Council objects on the grounds that:

- *The proposed development is contrary to Core Principles in the National Planning Policy Framework and Policy 8 of the North Northamptonshire Joint Core Strategy, which seek to ensure that development has no adverse effect on residential amenity.*
- *The proposal would give rise to a loss of amenity to existing residents on either side (the occupants of Nos. 10, 14, and 16 Copelands Road, Desborough) by virtue of the closeness of the proposed drive to the front door, windows and living accommodation in Nos. 14 and 16 Copelands Road, and the closeness of the proposed living accommodation to the windows and living accommodation of No. 10 Copelands Road.*
- *The proximity of the drive and the generation of additional comings and goings (both vehicular and pedestrian) associated with the proposed dwelling would give rise to an unacceptable level of disturbance to the residents of Nos 10, 14, and 16 Copelands Road.*
- *The size and location (to the rear of No. 14 Copelands Road) of the proposed dwelling house introduces a form of development at odds with the character and appearance of the area, breaking the current form of frontage development and introducing an alien form of development to the rear of existing properties, where development of this nature would not expect to be seen.*
- *The proposal would be out of context with the wider character of the area. This is contrary to policy 7 of the National Planning Policy Framework and policy 8 of the North Northamptonshire Joint Core Spatial Strategy in that the proposed development does not respond to the character of its surroundings.*
- *The location and size of the parking proposed for No. 14 Copelands Road means that there is inadequate provision to enable vehicles to manoeuvre satisfactorily within the site. This will result in an unsatisfactory means of parking and manoeuvring which is contrary to policy 8 of the North*

Northamptonshire Core Spatial Strategy in that the development would not have a satisfactory means of access or provide for parking, servicing and manoeuvring to adopted standards."

NK/2021/0784

Number 14 Nichols Street, Desborough

Proposed development: Demolition of garage and erection of a two storey side extension

NK/2021/0810

Number 99 Braybrooke Road, Desborough

Proposed development: Single storey rear extension to replace conservatory

Appendix C

**Desborough Town Council
21 October 2021**

Finance Report

Monthly Bank Reconciliation	30/09/2021
Unity Trust Bank Current	£1,162.79
Unity Trust Bank Saver	£100.00
Barclays Current	£0.00
Barclays Business Saver	£0.00
CCLA Public Sector Deposit Fund	£275,509.91
Reconciled Balance	£276,772.70

A service charge of £18.00 was levied by Unity Bank in accordance with the terms of the accounts. The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. In September the dividend reinvested was £5.63.

Additionally, as a result of previous difficulties with the Barclays accounts the Council has been advised that it will be compensated with a total of £51.38 which will be transferred to the Unity current account when received.

Appendix D

**Desborough Town Council
21 October 2021**

Accounts for payment

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	VAT	Total Amount
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (October)	£0.00	£666.66
	2	PKF Littlejohn LLP	Democratic Services	External Audit	£80.00	£480.00
+	4	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	Pension and salary payments (October)	£0.00	£2,971.73
+	4	Autela Payroll Services	Salaries & all Employment Costs	Payroll	£8.40	£50.40

+ Paid in accordance with delegated or continuous authority

Powers

1. Local Government Act 1972, s. 133
2. Local Government Act 1972, s. 111. and s.150
3. Local Government Act 1972, s. 150 and Data Protection Regulations 2018
4. Local Government Act 1972, s. 112
5. Local Government Act 1972, s. 144, and s.145