

**Minutes of the meeting of Desborough Town Council
held in Desborough Library and streamed online by Zoom on Thursday 20 January 2022**

Councillors present: P Sawford (Chair), L Burnham, A Coleman, D Cornwall, J French, J Gardiner, T Healy, D Larmour, S Roberts, A Window, and H Wood
Councillors not present: B Murphy-Ryan
Also present: PC 1355 Horsborough, PCSO 7050 Ellerby, G Thomson (Town Clerk), three members of the community, and nine members of the community (by Zoom).

128./21 CHAIR'S WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting those present in person and those online and he outlined the general health and safety and the specific Covid precautions and requirements.

**RESOLVED that:-
the information be noted.**

129./21 TO NOTE AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Murphy-Ryan.

**RESOLVED that:-
the apology be noted.**

130./21 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

Extracted from the report of the Town Clerk:-

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. (To clarify, Councillors are deemed to not have a declarable interest in the setting of the precept.)

No declarations of interest were made.

**RESOLVED that:-
the information be noted.**

131./21 TO CONSIDER ANY REQUESTS FOR DISPENSATION

Extracted from the report of the Town Clerk:-

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

The Town Clerk reported that no requests had been received.

**RESOLVED that:-
the information be noted.**

132./21 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9 DECEMBER 2021

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to approve the minutes for signing.

**RESOLVED that:-
the minutes be confirmed and signed by the Chair.**

133./21 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Extracted from the report of the Town Clerk:-

Note: no decisions can be made in response to matters raised under this item.

A member of the public stated that the usual arrangements had been made with the RAF for 1940s Day, and with fairground operators and others for the 1940s Day and Gala Night. A view was expressed that these events should go ahead and that information should be shared with the Council in relation to them. Thanks were expressed by the Council for the work in putting on these events over the years.

**RESOLVED that:-
the information be noted.**

134./21 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to consider any comment on any planning or licensing matters set out in Appendix A (any other applications notified before the meeting will be added to the list).

**RESOLVED that:-
no comment be made.**

135./21 TO NOTE REPORTS ON ACTIVITY FROM NORTH NORTHAMPTONSHIRE COUNCILLORS, LOCAL GROUPS, AND VOLUNTEERS

Extracted from the report of the Town Clerk:-

Any reports received will be circulated to Councillors.

NNC Cllr Howes reported that the Unitary Council was working through its budget process and comments could be made online. With regard to the Lawrence's Factory he confirmed that he had heard nothing from ALDI or LIDL. He added that the Sainsbury's planning application had been made but had not yet appeared on the planning portal.

**RESOLVED that:-
the information be noted.**

136./21 TO NOTE LOCAL CRIME STATISTICS

Extracted from the report of the Town Clerk:-

The latest crime statistics from Northamptonshire Police are available on the Council's website. The Council is RECOMMENDED to note the information.

PC Horsborough and PCSO Ellerby were welcomed to the meeting. They spoke about current crime figures and discussed recent reported issues. It was noted that it was vital for witnesses to report crime formally to the Police or anonymously through CrimeStoppers rather than merely commenting on social media, and be prepared to give statements if requested. PC Horsborough confirmed that the Police were able to and had contacted people who posted about crimes online but it would be wrong to assume that Police saw all posts. It was noted that crime statistics and details were available online. Following a wide-ranging discussion PC Horsborough and PCSO Ellerby were thanked for their attendance and it was

**RESOLVED that:-
the Council's expressed support for the Police and their work be reiterated, and residents be encouraged to report crime formally to the Police or anonymously through CrimeStoppers and be prepared to give statements if requested.**

137./21 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

The Council is RECOMMENDED to note the information and approve the report (Appendix B).

**RESOLVED that:-
the report be noted.**

138./21 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE PAYMENTS MADE

Extracted from the report of the Town Clerk:-

The report set out at Appendix C details those invoices 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 and note payments.

**RESOLVED that:-
the payments made and proposed be approved.**

139./21 To determine the Council's budget for 2021/22

Extracted from the report of the Town Clerk:-

The Council has a statutory duty to set a budget each year which should cover the cost of all its power, duties, and any discretionary expenditure it might wish to make. Views expressed in the consultation process have been taken into account in preparing the DRAFT items for 2022/23. These are based on the best estimates of costs and out-turns.

Only after the Council has fixed its budget is it able to consider raising funds through a Council tax precept.

The draft budget retains the main cost centres:-

- *Democratic Services*
 - *(including all staff costs: direct and indirect, training, audit, Data Protection, Information Commissioner, publicity, elections/polls)*
- *Memberships and subscriptions*
 - *(including county and national societies)*
- *Town Council Office*
 - *(including rent, rates, connectivity, services, lease obligations)*
- *Administration*

- (including office expenses, equipment, software, website, emails, insurance, Christmas lights, speed signs, pocket park, legal costs)
- Projects
 - (including many of the suggestions made before and during the consultation)

Although it has been reported that NNC (and for that matter WNC) will not be seeking to shift responsibilities to town and parish councils in the coming year, Councillors are advised to make their own judgements about what services might be lost, cut, or offered to the Town Council, and whether or not they wish to make provision for them.

Subject to the Council's decisions on projects and expenditure for the coming year, the Responsible Financial Officer would again urge the Council to continue to aim to reduce the level of balances within a three year period, and to earmark funds for items which it considers appropriate for the Town Council to fund (rather than another Authority). This would also allow the Council to manage the expenditure adequately, retain a buffer against the impact of the effects of the impending reorganisation of local government in the County, and current national uncertainties.

The Council is REQUESTED to identify those items on which it wishes to proceed from reserves and earmarked amounts, and to approve the budget for 2022/23.

It was suggested that the provision for "Chair's allowance" be expanded to cover "Chair's allowance / Chair's Charities" to allow the option of small donations being made at the suggestion the Chair. With regard to "Youth Activities" it was noted that the town lacked provision for young people and the proposed provision would allow investigations to take place into the engagement of part-time youth officer provision. It was confirmed that the provision for "Salaries & Employment Costs" related to all costs in relation to employment; and that the provision for "Offices redecoration" related to the required redecoration of all the space occupied by the Town Council under the lease. Following a full discussion it was

RESOLVED that:-

the budget, as amended to include provision of £500 for "Chair's allowance / Chair's Charities" as suggested and earmarked funds as set out in Appendix D be accepted and adopted.

140./20 To consider and determine any precept demand for 2022/23

Extracted from the report of the Town Clerk:-

If the Council determines that the expenditure budgeted cannot or should not be funded entirely from reserves, income, or borrowing, then it must resolve to make a precept (a charge from one local authority to another) specifying the rate of tax to be charged on its behalf. Currently, the capacity of Town and Parish Councils to set precepts is uncapped unlike Borough, County, and Unitary Councils. However, it is imprudent to assume that this situation will remain year after year. If the Council chose to set a very low or even zero precept and the following year a cap was introduced then the Council would not be able to function once balances ran out. Even if no such cap was introduced, to have a low (or nil) precept then to impose a precept which is dramatically higher would be unwise. Having said that, it would be equally unwise to attempt to reduce the Council's reserves within a single financial year. With regard to reserves, the Good Councillor's Guide to Finance and Transparency (DCLG) states: "Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve".

North Northamptonshire Council has said it requires the precept decision to be communicated to it before 14 January 2022 although it should be noted that S41(4) of the Local Government and Finance Act 1992 permits parish and town Councils to issue the demand (precept) to the billing authority (North Northamptonshire Council) by the end of February. NNC was informed of this Council's meeting date. It is understood that the NNC's full council meeting to agree the budget is 24 February 2022. Also to note is that the NNC originally intended to yet again delay the autumn payment to the end of October in contravention of the relevant legislation but has now indicated that the payment will be made by the end of September 2022 (although this has not been formally confirmed).

Following the setting of the budget earlier in the meeting, the Town Clerk will advise on the impact of the spending proposals and the possible precept. Calculation of the precept is based on the tax base which is the number of Band D equivalent properties that are relevant for each area. The illustrative tax base for Desborough is 3,797 band D properties.

For *indicative* purposes, the table below shows the spread of charge per property (figures subject to rounding):

Precept amount	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Proportion	$\frac{6}{9}$ ths	$\frac{7}{9}$ ths	$\frac{8}{9}$ ths	$\frac{9}{9}$ ths	$\frac{11}{9}$ ths	$\frac{13}{9}$ ths	$\frac{15}{9}$ ths	$\frac{18}{9}$ ths
£1,000	£0.17	£0.20	£0.23	£0.26	£0.32	£0.38	£0.43	£0.52
£10,000	£1.75	£2.05	£2.34	£2.63	£3.21	£3.80	£4.38	£5.26
£100,000	£17.56	£20.49	£23.41	£26.34	£32.19	£38.05	£43.90	£52.68

It is **RECOMMENDED** that the Council determines any precept to be charged.

It was noted that the proposed precept demand was very slightly lower than the previous year and represented about 37 pence per week for a Band D property.

RESOLVED that:-

a precept demand of £73,590 be levied for the 2022/23 financial year.

The meeting closed at 20:05

Chairman: _____

Date: _____

Initialed by the Chair: _____

**Desborough Town Council
 20 January 2022**

Appendix A

Planning and Licensing Report

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).

[NK/2021/0943](#)

135 Dunkirk Avenue, Desborough
 Proposed development: Single storey rear extension

[NK/2021/1010](#)

Location: 54 Pioneer Avenue, Desborough
 Proposed development: Change to mixed use of dwelling and childminding facility

[NK/2021/1029](#)

Location: 17 Leys Avenue, Desborough
 Proposed development: Single storey front extension with render.

[NK/2022/0010](#)

Location: Eckland Lodge Business Park, Desborough Road, Braybrooke
 Proposed development: Erection of 8 no. B2/B8 units and associated landscaping

Appendix B

Finance Report

Monthly Bank Reconciliation	Additional items	31/12/2021
Unity Trust Bank Current	Bank service charges were £18.00 but room hire income of £14.00 was received.	£26,688.41
Unity Trust Bank Saver	Interest £0.01	£100.01
CCLA Public Sector Deposit Fund	Dividend reinvested £9.25	£270,530.00
Reconciled Balance		£297,318.42

Appendix C

Accounts for payment

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	VAT	Total
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (January)	£0.00	£666.66
+	4	HMRC, LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (January)	£0.00	£2,971.73
+	2	TalkTalk	Town Council Office	Broadband / phone (Jan)	£4.46	£26.74
	8	NetWise Training Ltd	Administration	Website, support, and maintenance	£80.00	£480.00
	9	Initial Washroom Hygiene	Administration	Hygiene bin emptying services	£17.94	£107.64
+	10	North Northants Council	Democratic Services	Costs of elections in May 2021	£0.00	£5,939.77
+	2	Mr G Thomson	Administration	Stationery	£0.20	£1.20
+	2	Harlequin Printer Supplies	Administration	Toner	£7.99	£47.94

+ 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
6. Local Government Act 1972. s.174

Initialed by the Chair: _____

7. Local Government Act 1972 s.140, s.140A, s.145 & s.150, Local Government Act 2000 s.101
8. Local Government Act 1972 s142
9. Workplace (Health, Safety and Welfare) Regulations 1992, Water Industries Act 1991, Environmental Protection Act 1990
10. Representation of the People Act 1983 S36

Appendix D

Approved budget 2022/23

Item	Budget	EARMARKED reserves (held in reserve)
Democratic Services	£53,790	£19,000
Chair's allowance / Chair's Charities	£0	£500
Training and Development	£1,000	£2,000
Audit (Internal)	£750	£0
Audit (External)	£1,000	£0
Data Protection Officer Service	£0	£0
Salaries & Employment Costs	£51,000	£0
Information Commissioner	£40	£0
Newsletter / publicity / surveys	£0	£1,500
Election / Parish Poll provision	£0	£15,000
Membership and Subscriptions	£4,800	£0
SLCC	£300	£0
Northants CALC	£3,500	£0
Other subscriptions	£1,000	£0
Town Council Office	£8,500	£5,500
Rent	£8,000	£0
Offices redecoration	£0	£2,500
Rates	£0	£3,000
Telephone / Broadband	£500	£0
Other Expenditure:	£750	£0
Remembrance Day parade	£750	£0
Poppy Wreath	£0	£0
Administration	£24,100	£25,000
General office and sundry expenses	£1,500	£0
Computer software	£500	£500
Website, domain, email	£800	£0
Insurance	£2,400	£0
Christmas Lights: Maintenance, installation & removal	£2,800	£3,500
Driver Interactive Sign Maintenance (TVAS)	£100	£0
Neighbourhood Plan	£1,000	£9,000
Multi Wheeled Sports Facility	£0	£4,000
Community Grant Scheme	£15,000	£0
Premises - Equipment	£0	£3,000
Legal Costs	£0	£5,000
Projects	£25,000	£190,500
Enabling crime detection by CCTV	£0	£10,000
General town improvements	£0	£5,000
Tree planting	£0	£2,000
Other green issues	£0	£3,000
Town Centre Road Improvements (Gladstone St / Nichols St)	£0	£87,000
Town Centre Road Improvements CONSULTATION (Gold Street/ Rothwell Road/Harborough Road, The George/Station Road)	£0	£36,000
Portable hearing loop	£0	£2,500
Events fund	£7,500	£0
Youth activities	£5,000	£45,000
Market	£2,500	£0
Queen's Jubilee	£10,000	£0

Initialed by the Chair: _____