



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 20 January 2022, 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). All meeting participants should be aware that the meeting may be recorded and broadcast.

Signed,

Graham Thomson
Town Clerk

14 January 2022

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 18 Councillors, staff, and members of the press and public. All furniture and surfaces likely to be touched will be sanitised before the meeting. 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 exempt;
- 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/89814823577?pwd=MjdRVElwOC9aSUUpWa29hODdlU2pNZz09>

If necessary, use the following - Meeting ID: 898 1482 3577 Passcode: 868633

One tap mobile

+442080806591,,89814823577#,,,,*868633# United Kingdom

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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.



Speaking at the meeting

If you wish to speak during the meeting you must raise your hand to alert the Chair. To raise your hand electronically if you are following the meeting on Zoom 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 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.

AGENDA

128./21 Chair's welcome and announcements

129./21 To note and if so resolved to approve apologies for absence

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

131./21 To consider any requests for dispensation

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

132./21 To approve the minutes of the meeting held on 9 December 2021

The Council is REQUESTED to approve the minutes for signing.

133./21 To hear representations from members of the Public

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

134./21 To receive and note the Planning and Licensing Report

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).

135./21 To note reports on activity from North Northamptonshire Councillors, local groups, and volunteers

Any reports received will be circulated to Councillors.

136./21 To note local crime statistics

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

137./21 To approve the finance report

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

138./21 To consider and if so resolved to approve accounts for payment and to note payments made

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.

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

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.

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

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.

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

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

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

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
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