

**Minutes of the meeting of Desborough Town Council
held in Desborough Library and streamed online by Zoom on Thursday 17 March 2022**

Councillors present: P Sawford (Chair), L Burnham, A Coleman, D Cornwall, J Gardiner, D Larmour, B Murphy-Ryan, S Roberts, and A Window
 Councillors not present: J French, T Healy, H Wood (attended the meeting by Zoom)
 Also present: NNC Cllr Howes, G Thomson (Town Clerk), and four members of the community.

154./21 CHAIR'S WELCOME AND ANNOUNCEMENTS

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

RESOLVED that:-

the information be noted.

155./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 Healy, and Cllr Wood (Covid-19).

RESOLVED that:-

- i) Cllr Healy's apologies be noted; and,
- ii) in accordance with the Local Government Act 1972 S85, the reasons for Cllr Wood's absence be approved.

156./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.

Cllr Burnham declared an interest in item 160./21 insofar as it related to [22/00204/LAPNEW](#)

RESOLVED that:-

the information be noted.

157./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.

158./21 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17 FEBRUARY 2022

Extracted from the report of the Town Clerk:-

The minutes of the meeting held on 17 February 2022 have been circulated.

The Council is REQUESTED to approve the minutes for signing.

RESOLVED that:-

the minutes be confirmed and signed by the Chair.

159./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 asked about the Jubilee celebrations, and stated that the 1940s Day would be held on 10 September 2022.

A member of the public reported that the Pocket Park Committee needed help and was seeking a new Secretary. It was noted that the Park was owned and maintained by North Northamptonshire Council but that extra tasks such as Ranger Days and notifying NNC that the bins were full were carried out by the Committee. NNC Cllr Howes undertook to raise the issues of refuse collection and any other issues raised to him with NNC Officers. It was suggested that the Committee approach the Council before the annual Council meeting in May to ask for Town Council representation on the Committee.

A member of the public expressed concern about criminal activity and the response of the Police. In response to suggestions that the Police needed witnesses to come forward and give formal statements it was suggested that the Police had not responded positively to some

potential witnesses.

RESOLVED that:-

- i) the comments be noted; and,
- ii) the Town Clerk seek an early meeting between Councillors the Police, Fire and Crime Commissioner and the local Police to discuss the issues raised in the discussion.

160./21 TO CONSIDER AND DETERMINE THE COUNCIL'S RESPONSE TO THE WAR IN UKRAINE

160.1./21 TO NOTE THE LEGAL POSITION WITH REGARD TO THE USE OF COUNCIL FUNDS

Extracted from the report of the Town Clerk:-

Members can't fail to have been affected by the attacks on the territorial integrity and the sovereignty of Ukraine. There have been many calls for support in cash and kind from a variety of UK, Ukrainian, and other international individuals and agencies. When considering what the Council's response might be it is important to acknowledge the Council's legal position. There may well be suggestions that the Council should give money to support the people of Ukraine. Local authorities are creatures of statute. Their rôle is defined in numerous different Acts of Parliament and Councils are unable to act unless given the power to do so by legislation. It is not the case that we can do things unless they are barred: Parliament must have actively created a law to allow us to act. The most relevant piece of legislation is Section 137 of the Local Government Act 1972. Subsequent legislation specifically retained S137(3). S137(3) of that Act says local Councils can make donations only to a charity in furtherance of its work in the United Kingdom. So for example the Council would be able to donate to a charity assisting refugees once they get to the UK but not before. Equally, S137(1) prevents giving money to individuals requiring that any grant "...is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants..." which must be proportionate to the population. The Council's internal auditor has confirmed that "If residents and electors want to give money to an international appeal, they are welcome to. It is not the place of Parish Councils to send precepted funds abroad."

However, there is nothing stopping any Councillor or member of the public from giving money or practical aid to any of the various charities or the Disasters Emergency Committee.

The Council is REQUESTED to:-

- a) note the legal position; and,
- b) ask members of the public who wish to give to support the [Disasters Emergency Committee](https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal) appeal (<https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal>).

RESOLVED that:-

- i) the Council notes the legal position on expenditure; and,
- ii) asks members of the public who wish to give to support the [Disasters Emergency Committee](https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal) appeal.

160.2./21 TO CONSIDER ENDORSING A STATEMENT FROM THE POLITICAL LEADERSHIP OF THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

Extracted from the report of the Town Clerk:-

The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. CEMR's statement was published on 24 February 2022 and strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. The statement also expresses full support and solidarity to the Ukrainian people and their peers in local and regional government.

NALC has joined the LGA in supporting CEMR's call on local and regional governments throughout Europe to [endorse the statement](#), which any councillor may sign. The full statement says:

"European local and regional governments strongly support their peers in Ukraine.

"We, local and regional leaders across Europe, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local and regional government. We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe.

"The escalation of violence, repeated bombings and attacks on Ukrainian cities and territories are a serious threat to the preservation of peace and democracy across Europe. We call on the Federation of Russia to cease its attack, to leave the national territory of Ukraine, to respect all international treaties and fundamental principles of

international law and to recognise the full sovereignty of Ukraine over all its territories, including Donbas and Crimea.

"Firmly convinced of local democracy and city diplomacy, based on the values of peace that unite our municipalities across Europe since 1951, we stand by the Ukrainian municipalities, cities, hromadas, districts, raions and their representative associations. They are in the front line to protect the population and provide basic services to offer them good quality living conditions and daily survival. The destruction of infrastructure by the belligerents jeopardises the efficient and safe maintenance of basic public services provided by Ukrainian local and regional governments to their citizens.

"As European local and regional governments, representing 60 national associations across 40 European countries, including Ukraine, we will continue to work to support them in their efforts. Not only are we ready to support our peers in the country with the materials and expertise they may need in the days and weeks to come. Municipalities and regions will probably have to face soon the human consequences of such a tragedy for Europe, probably resulting in a flow of humanitarian refugees. Coordination with our national governments will be essential."

The Council is REQUESTED to consider endorsing the statement by CEMR.

It was reported that Councillors could sign the statement individually.

RESOLVED that:-

the Council endorses the statement by CEMR and the Town Clerk be requested to sign the statement on the Council's behalf.

161./21 TO CONSIDER FLAG FLYING IN THE TOWN

Extracted from the report of the Town Clerk:-

The Council owns a large number of flags and flagpoles. Most of these were purchased by the Town Council in 2011 (using a grant from the Town Centre Partnership) and they are owned and insured by the Town Council. The flags include national flags of France and Belgium as well as the Commonwealth flag, and the flags of the Saints of the home nations. Although the flags and poles are owned by the Town Council, the Town Centre Partnership currently pays for the flags to be put up and taken down, with the exception of flying the Commonwealth Flag which the Town Council is expected to pay for.

There are other celebrations throughout the year which are not marked with flags, including this year the Queen's Jubilee. It has recently been suggested that the Council considers flying the national flag of Ukraine. New flags would cost in the order of £35 per flag and the cost of displaying flags in accordance with relevant health and safety regulations is to be determined. The Council is REQUESTED to consider if it wishes other flags to be flown and if so decided to approve the purchase of flags and the engagement of appropriate contractors to put up and take down the flags.

It was noted that there might be other flags which could be flown including flags representing Pride, Ukraine, and the Charter of European Communities. It was noted that the Council didn't own a flagpole although there was one on the library building. The Chair stated that he had an appropriately sized Ukraine flag which he would donate to the Council.

RESOLVED that:-

- i) the gift of the Ukraine flag be accepted;**
- ii) permission be sought from Desborough Library and Community Hub (DLCH) to fly a Ukraine flag, and if granted the Town Clerk arrange for a flag to be flown;**
- iii) the permission be sought from DLCH to fly a Pride flag during Pride week, and if granted the Town Clerk arrange for a flag to be purchased and flown;**
- iv) the Town Clerk investigate the possibility of the Council erecting its own flagpole.**

162./21 TO CONSIDER ANY UPDATE ON THE NORTH NORTHAMPTONSHIRE COUNCIL'S PROPOSALS IN RELATION TO THE LAWRENCE FACTORY SITE

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to consider any update received.

NNC Cllr Howes reported on the current situation and stated that if it were decided to pursue a different use rather than the site being developed by the Council for housing then it would have to be designated as not housing land and offered for sale on the open market with no guarantees that any particular developer or use would be ultimately successful.

RESOLVED that:-

the information be noted.

163./21 TO DISCUSS THE DESBOROUGH CONSERVATION AREA

Extracted from the report of the Town Clerk:-

In 2007, the then Kettering Borough Council pursued the creation of a conservation area in Desborough (the area appraisal is on the Town Council's website [here](#) or follow these links: Desborough Town Council > Documents > Neighbourhood Plan > Desborough Conservation Area (2007)). The document describes the conservation area thus:

"Although the former boot and Shoe factory site to the west and related residential area to the east form the majority of the conservation area, the conservation area also encloses the properties of Station Road (now the town's main shopping street), including the Station House, as well as a section of the remaining historic core of the town to the south of the conservation area in the High Street."

"The bulk of the conservation area is made up of workers' housing. These houses are characterised by their grouping in terraced rows along New Street, Mansefield Close and Burghley Close and along the southern side of Gladstone Street. The houses are tightly spaced creating a high density, late Victorian domestic townscape."

The Council is REQUESTED to consider the matter.

It was suggested that NNC be requested to formally review the operation and the need for the Conservation. NNC Cllr Howes stated that any proposed change to the Conservation Area would require consultation and would take at least six months. He added that a wider review of all Conservation Areas would be undertaken by the Unitary Council at some point in the future but neither this nor the specific question about the Desborough Conservation area were in the current work plan.

RESOLVED that:-

the Council formally ask NNC to conduct a review of the Desborough Conservation Area as a matter of urgency.

164./21 TO RECEIVE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES

Extracted from the report of the Town Clerk:-

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

164.1./21 NNC CLLR DEARING

It was reported that a written report had been received from NNC Cllr Dearing as set out at Appendix D.

RESOLVED that:-

the report be noted.

164.2./21 NNC CLLR HOWES

In response to questions NNC Cllr Howes stated that the football pitch at the Dunkirk Avenue recreation ground (the Rec) was in need of repair as were the park railings. He reported that it was hoped that the railings would be painted and stated that the football pitch would be scraped and reseeded at the end of the playing season.

In response to questions NNC Cllr Howes stated that he would investigate: the previously scheduled resurfacing of Dunkirk Avenue which had not happened; the gated access to and the table in the play area at the corner of the Rec; and whether a safety fence was needed around the skate park.

RESOLVED that:-

the report be noted.

164.3./21 DESBOROUGH AND DISTRICT TWINNING ASSOCIATION

It was reported that the next twinning visit was scheduled for 2023 with charter trips restarting from May and anyone interested should contact the Association directly.

RESOLVED that:-

the report be noted.

165./21 TO CONSIDER AND ADVANCE THE TOWN'S PREPARATIONS TO MARK THE QUEEN'S PLATINUM JUBILEE

Extracted from the report of the Town Clerk:-

Pursuant to the decision at the last meeting that a public celebration be held in the Dunkirk Avenue Recreation ground on Saturday 4 June 2022 an application has been made to NNC for permission to use the site. Information has also been submitted to the Police in accordance with the requirements of NNC. It is important that the Council agrees at an early stage details such as the timings, types of entertainment, types of any stalls, charges, security, stewarding, and so on.

The Council is REQUESTED to consider the matter.

The Town Clerk confirmed that he had been advised that the football pitch in the Recreation Ground would be out of bounds for the Jubilee celebratory event and that the Council may be required to pay for the pitch to be protected by fencing for the duration of the event. He sought information from Councillors as to what might be proposed for the event and the numbers likely to attend. It was stated that the idea was for people to bring their own food, that there should be no entry fee, that stalls would pay to attend, and that information would be provided to the Town Clerk.

RESOLVED that:-
the report be noted.

166./21 TO CONSIDER PROPOSALS FOR A STREET MARKET

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to consider any updated suggestions.

It was reported that no further information was available.

RESOLVED that:-
the report be noted.

167./21 TO DETERMINE ANY CHANGES TO POLICY DOCUMENTS

Extracted from the report of the Town Clerk:-

The Council's various policies and procedures set out on the Council's website are reviewed regularly. A review of the Standing Orders and the Financial Regulations is underway and a review of the Council's Social Media policy has been undertaken.

The Council is REQUESTED to notify the Town Clerk of any suggested alterations to any current constitutional or policy document and to consider the draft Social Media policy circulated separately to Councillors.

RESOLVED that:-

- i) the draft Social Media policy set out in Appendix E be approved;
- ii) Councillors notify the Town Clerk of any suggested alterations to any constitutional or policy document.

168./21 TO CONSIDER ATTENDANCE AT NNC'S STRATEGIC TOWN & PARISH FORUM

Extracted from the report of the Town Clerk:-

The Council has been advised that the Unitary Council will be holding a Strategic Town & Parish Forum via Zoom on Tuesday 13 September commencing at 7.00pm. An agenda and any accompanying papers will be circulated nearer the time. The Council is REQUESTED to consider if attendance is deemed appropriate and if so to determine representation.

RESOLVED that:-

the attendance of Cllr Larmour and the Town Clerk be approved and Cllr Wood be appointed as a reserve.

169./21 TO CONSIDER THE REPLACEMENT OF THE COUNCIL'S PRINTER

Extracted from the report of the Town Clerk:-

The Council's main printer has developed a fault and is uneconomical to repair. Although the Council's printing has drastically reduced in line with the Council's intentions to reduce its environmental impact it is still necessary to have a printer / scanner / copier capable of reasonable print runs. Following investigations into current and planned usage and the various types of machine available it is RECOMMENDED that the Council approve the purchase of an Epson WorkforcePro 4745 multifunction machine together with an initial supply of ink cartridges and the removal of the old Brother machine at a cost of £279.94 plus VAT

RESOLVED that:-

the recommendation be accepted.

170./21 TO CONSIDER INSTALLATION OF POWER POINTS IN THE TOWN

Extracted from the report of the Town Clerk:-

It has previously been suggested that the Council fund the installation and operation of power points around the town centre with a view to them being used for market stalls street entertainment, and the cost of electricity used be recharged to the user. Initial investigations have revealed that the cost of the type of pop-up or bollard itself would be about £3,000 (plus VAT). Each would need to be installed (involving excavation to a depth of at least one metre depending on the specific design) at additional cost, and would also need the electricity cabling to supply the power point. It would also be necessary to secure permission from the highway authority or landowner and a formal legal deed executed.

It is estimated that the total cost per power point would be in the order of £5,000 plus VAT and in view of the high cost per power point the Council's views are sought.

The Town Clerk reported that the figures given in the report represented rough estimates. It was commented that a power supply at the suggested location at the War Memorial would be rarely used but that possible points at the Town Cross and at Havelock Square might be more useful.

RESOLVED that:-

the Town Clerk investigate the matter further.

171./21 TO CONSIDER SOLAR POWER FOR THE TVAS SPEED SIGNS

Extracted from the report of the Town Clerk:-

The Council owns three vehicle activated speed signs (the white signs). The signs are not new and some problems have been encountered with the signs not producing data, although they generally do display the speeds of passing motorists. The signs are each powered by two lead acid batteries which are charged in the office and changed regularly. It is now possible to replace these batteries with solar powered units which would remove almost entirely the need for mains electricity to charge the batteries (except in a particularly dark winter) and would reduce greatly the risks inherent with batteries being changed at height from a ladder. The cost of introducing solar power would be in the order of £500 per sign.

The Council is REQUESTED to consider whether or not to change the signs to solar power as outlined and if so determined to adjust the budget for 2022/23 accordingly.

RESOLVED that:-

- i) the switch to solar power be approved at an estimated cost of £1,500; and,**
- ii) the budget for 2022/23 be adjusted accordingly.**

172./21 PROPOSED ONE-WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET

Extracted from the report of the Town Clerk:-

Northamptonshire Highways has informed the Council that details of the programme dates for the works have been received from the Engineering Team. Changes have been made to the proposed design following consultation and will have been communicated to affected parties by the week ending 25/3/22 when outstanding objections will have been responded to.

A trial was undertaken, with the kind assistance of Desborough Fire and Rescue, with regard to the turning circle of an appliance exiting right from Nichols Street into Gladstone Road and this confirmed that the proposed parking restrictions in the vicinity of No. 48 / 50 Gladstone Road are required to maintain access for larger vehicles. Slight adjustments to road marking layouts are being made to help accommodate the other two comments received from residents.

Subject to changes required by the Road Safety Audit and following statutory consultation, the next phases are as follows (dates are approximate):-

Week ending 08/04/2022

Stage 1-2 Road Safety Audit (RSA) to be carried out on slightly revised design

Week ending 15/04/2022

TRO application submitted for statutory consultation and processing following receipt of RSA (4 weeks required plus time to deal with any further objections arising)

Week ending 15/04/2022

Final target cost received

Week ending 08/07/2022

On site construction date commencement (approximately 2 weeks)

The Council has previously approved the payment of interim costs of up to £9,660 to fund the Traffic Regulation Orders and Parking Restriction Revision. The most recent best estimated cost of the whole scheme was £94,754 (the initial expenditure outlined above was expected to fall within the 2021/22 financial year) and the 2022/23 budget has a provision of £87,000 for the remaining works.

Once the final estimated cost of the scheme is received the Council will be asked to approve the scheme as a whole and the expenditure (in accordance with the Local Government and Rating Act 1997 s30, and the Local Government Act 1972 s101).

The Council is RECOMMENDED to approve the report.

It was suggested that any future development of the Lawrence's site might be affected by the proposed one-way system. It was noted that there had been only a small number of respondents to the official consultation equally split between in favour and not. It was noted that the matter had been discussed for about thirty years or more.

A motion to defer all further work and expenditure on the matter for twelve months until the future of the town might be clearer having been defeated it was

RESOLVED that:-

the information contained in the report be noted.

173./21 TO CONSIDER SUSPENDING STANDING ORDER 4.1.3.

It was noted that the time allowed for the meeting under Standing Orders had run out and it was

RESOLVED that:-

in accordance with Standing Order 6.1.1. Standing Order 4.1.3. be suspended for 15 minutes.

174./21 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT

Cllr Burnham, having declared an interest in this item insofar as it related to [22/00204/LAPNEW](#), left the meeting during consideration of that item and took no part in the discussion or voting thereon.

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the report be noted except as set out in the .

174.1./21 [NK/2022/0086](#) 43 Roman Way, Desborough

Councillors expressed concern that the development would lead to an increase in traffic

RESOLVED that:-

a comment relating to the impact of increased traffic be made.

174.2./21 [NK/2022/0114](#) Willowbrook Stud Farm, Rushton Road, Desborough

Councillors expressed concern that the development might lead to a change of use in the future to residential use.

RESOLVED that:-

a comment requesting a condition to prevent change of use be made.

174.3./21 [NK/2021/0321](#) Gaultney Farm (land at), Pipewell Road, Desborough

It was suggested that the current proposals differed from those previously submitted and the proposal would move the access and affect the tree line leading to overdevelopment and intensity and reduce liveability.

RESOLVED that:-

an objection be made in relation to the relocation of the access, the overdevelopment and density of properties and the damage to trees.

Cllr Burnham returned to the meeting following consideration of item [22/00204/LAPNEW](#).

175./21 FINANCE MATTERS

175.1./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.

175.2./21 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND NOTE PAYMENTS MADE

Extracted from the report of the Town Clerk:-

The report set out at Appendix C 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.

RESOLVED that:-

the payments made and proposed be approved.

175.3./21 TO CONSIDER AND IF SO RESOLVED TO APPROVE A DEBIT CARD FROM UNITY BANK

Extracted from the report of the Town Clerk:-

The report of the internal auditor in summer last year recommended the Council to consider using a Council debit or charge card for purchases where it is not possible to pay by invoice and bank transfer. In the current financial year, the cost of such purchases has been about £250 which is

paid out of a personal account and reclaimed from Council funds. The Council is RECOMMENDED to authorise the Responsible Finance Officer to obtain a card from Unity Bank (the Council's bank) for use where paying on invoice by bank transfer is not possible.

**RESOLVED that:-
the recommendation be accepted.**

The meeting closed at 21:41

Chairman: _____

Date: _____

Appendix A**Desborough Town Council
17 March 2022****The 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).

A. Planning matters[NK/2022/0103](#)

Location: 85 Braybrooke Road (land adj.), Desborough
Proposed development: 1 no. dwelling

[NK/2022/0111](#)

Location: 1 Eyam Close, Desborough
Proposed development: Single storey rear extension

[NK/2022/0065](#)

Location: Cheaney Factory Shop, 2 Rushton Road, Desborough
Proposed development: Single storey side extension, remove front timber porch and associated works

[NK/2022/0086](#)

Location: 43 Roman Way, Desborough
Proposed development: Erection of wooden pod in rear garden for dog grooming and change of use of site

[NK/2022/0092](#)

Location: 73 Harrington Road,, Desborough
Proposed development: Change of Use from school caretakers residential bungalow to meeting/training facility for Loatlands Primary School

[NK/2022/0114](#)

Location: Willowbrook Stud Farm, Rushton Road,, Desborough
Proposed development: Demolition of two equestrian buildings and the provision of a new private driveway

[NK/2022/0148](#)

Location: 24 Headlands, Desborough
Proposed development: Single storey rear extension with render and associated works

[NK/2021/0321](#)

Location: Gaultney Farm (land at), Pipewell Road, Desborough
Approval of Reserved Matters: All details in respect of [KET/2018/0623](#) for residential development of up to 70 dwellings

B. Licensing applications[22/00204/LAPNEW](#)

Location: Desborough Library High Street, Desborough
Type: New, Premises Licence

Appendix B**Desborough Town Council
17 March 2022****Finance Report**

Monthly Bank Reconciliation		28/02/2022
Unity Trust Bank Current		£16,439.93
Unity Trust Bank Saver		£100.01
CCLA Public Sector Deposit Fund	Dividend reinvested £38.01	£270,589.66
Reconciled Balance		£287,129.60

Initialed by the Chair: _____

Appendix C

Desborough Town Council
17 March 2022
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 (March)	£0.00	£666.66
+	4	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (March)	£0.00	£6,338.52
+	2	TalkTalk	Town Council Office	Broadband / phone (Mar)	£5.59	£33.54
+	10	NetWise UK	Town Council Office	Domain name	£16.00	£96.00
+	10	Fluid Branding Ltd	Welcome Back Fund	Branded card protector	£140.00	£840.00
+	10	4imprint Direct Ltd	Welcome Back Fund	Branded bags	£382.20	£2,293.20
+	2	Mr G Thomson	Administration	Postage	£0.00	£7.92
+	2	Rusev Services Ltd	Administration	Portable Appliance Testing	£0.00	£66.00
	11	SLCC Ltd	Memberships and Subscriptions	Membership	£0.00	£270.00
	5	Spendlove Contracting	Administration	Commonwealth Day Flags	£14.40	£86.40
	5	North Northamptonshire Council	Administration	Supply and installation of Christmas Lights 2021	£570.00	£3,420.00

+ 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, s.150
9. Local Government Act 1972, s.145
10. Local Government Act 1972, s.142
11. Local Government Act 1972, s.143

Initialed by the Chair: _____

Appendix D**Desborough Town Council
17 March 2022****NNC Councillor Report**

The last month has been particularly busy with NNC meetings.

I attended the full Council meeting on the 24th February where we discussed the draft budget, capital program and housing revenue budget.

Attended the transformation board meeting to discuss where NNC is in conjunction with WNC in desegregating services. Followed up with a members information/consultation session on this subject where we were able to put forward our views on which parts were the most important to consider first. This will be analysed and brought back to us at a later stage.

Attended the "Strategic planning committee" on March 7th

Attended the members session on Council regulations.

Reported various pot holes on B576, the corner of High street and Station road.

Followed up with a further report to the planning inspector about the application for 38 homes on the former Dunkleman site off Gold Street.

Attended Brampton Ash Parish March meeting. Discussions around identifying NNC property around the parish, details of the "Hermitage" planning application and their thoughts on a neighbourhood plan for the parish.

Cllr. Mark Dearing

NNC, Desborough Division

Appendix E**Desborough Town Council
17 March 2022****Social Media Policy**

This policy provides Councillors, volunteers, and staff, an overview of Social Media and outlines the Council's position on various aspects of their use. In addition, it includes guidelines on Officer, Volunteer, and Councillor responsibilities when using such channels of communication.

Social media is a term for commonly used web content based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Examples of popular social media tools include: Twitter, Facebook, YouTube, Pinterest, Instagram, and LinkedIn. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

The Council will use social media platform/s as an additional channel of communication of key information and advice to local residents – this activity will not replace existing forms of communication including the website and Town Council notice-board.

The Council may choose to use social media to:

- Share Town Council notices and public documents, including agendas, minutes and calls to meetings
- Make announcements on new information from the Town Council (Including advertising of vacancies and appointments)
- Advertise Town Council events and activities
- Re-post or share information from other public or partner bodies, including Government, North Northants Council, Police, Health etc.
- Post or share information from other Town Council-related groups
- Poll/survey local residents on key Town Council matters

Links to Town Council Social Media platforms will be shared from the Town Council Website and may only be linked to from other groups/sites by agreement of the Town Council. Platforms will be moderated by an agreed group of Town Councillors and staff (Moderators) – content will only be posted by Moderators in accordance with Town Council Business. Content will not be posted by individual Councillors – posts will be made by the Town Council. Sharing of Town Council Social Media posts will be permitted.

Posts and content on Town Council Media platforms will be set to broadcast-only – to keep our platforms safe and respectful the ability to comment on posts will not be permitted. Any messaging or queries will be referred to the Moderators, with responses by the Clerk where required.

No political posts or posts relating to any individual party, Councillor, Staff, Volunteer or Candidate (before any elections) will be permitted on Town Council Social Media Platforms.

Individual Councillors, volunteers, and staff may have personal accounts on social media and may use these for their own purposes.

Individual Councillors, volunteers, and staff must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

Safeguarding

Councillors share the community and parents concern about crime and ASB. Those who are victims of or witness serious anti social behaviour by adults or children are advised to report this to Northants police through 101 or on www.northants.police.gov

The council appreciates the range of online risks which are present particularly to children and also to communities, and that identifying other people's children online is illegal. No pictures of children will be reproduced without express permission of parents/legal guardians. Councillors will not initiate any activity which identifies other people's children on social media without express consent from those with parental responsibility (except children who are missing or in danger and then only consistent with assisting police).

Guidelines

Whilst Social Media tools are very useful to share information quickly with other people, there are pitfalls to be aware of:

- the information in most cases is shared in the public domain and can be viewed by anyone in the world. In many cases it is not even necessary to register to view the content. Registering is only required should you wish to participate and post to the site;
- groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard;
- there is no guarantee of truth,
- the nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience
- it is very easy to spend a lot of time viewing and responding to messages that would outweigh any value gained in the first place.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Desborough Town Council:

All staff volunteers, and Councillors

- Be aware of and recognise your responsibilities identified in the Social Media Policy, and the Council's Code of Conduct.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection legislation.
- When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council e-mail address, logos or other Council identification
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.

Volunteers

Volunteers must not use Social Media accounts in relation to the Council's business.

Councillors

- Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.
- Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and proprietary information policies.
- Where Councillors choose to use personal accounts for the Council's business they must make it clear that what they say is representative of their personal views only. Where possible a standard disclaimer could be used such as: "*Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions*".