

**Minutes of the meeting of Desborough Town Council
held in Desborough Library (streamed online by Zoom) on Thursday 21 July 2022**

Councillors present: H Wood (Chair), A Coleman, D Cornwall, J French, T Healy, J Gardiner
B Murphy-Ryan, S Roberts, P Sawford, and A Window

Councillors not present: D Larmour

Also present: NNC Cllr Howes, G Thomson (Town Clerk), and up to 12 members of the community in person and by Zoom.

Immediately prior to the meeting, Councillor Wood welcomed those present to the meeting, outlined the health and safety requirements, and reminded those present that it was a meeting in public and they may be filmed or recorded, and published. She added that owing to the by-election being held on 4 August 2022, strict rules applied on what Councils could and could not do and say, and for that reason, Councillors and members of the public may be asked to refrain from discussing certain matters: especially controversial matters, or any matters of a political nature to ensure the legality of proceedings and decisions.

40./22 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE

An apology for absence was received from Cllr Larmour (Covid-19).

RESOLVED that:-

in accordance with the Local Government Act 1972 S85, the absence of Cllr Larmour be approved.

41./22 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

No declarations of interest were made

RESOLVED that:-

the information be noted.

42./22 TO CONSIDER ANY REQUESTS FOR DISPENSATION

It was reported that no requests for dispensation had been made.

RESOLVED that:-

the information be noted.

43./22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16 JUNE 2022

The minutes of the meeting held on 16 June 2022 had been circulated and it was

RESOLVED that:-

the minutes be confirmed and signed by the Chair.

44./22 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

A member of the public spoke about the planning application in relation to Grange 2 and the access to the proposed development through Rowan Close. Others commented on the unsuitability of the proposed layout and existing traffic issues on Phase 1 of the estate.

A member of the public spoke about the development of the Ise Valley and raised concerns about the fire risk posed by the length and dryness of the grasses in the prevailing extreme temperatures.

A member of the public spoke about graffiti and damage to equipment in play areas and the Pocket Park.

RESOLVED that:-

the comments be noted.

45./22 TO RECEIVE AND COMMENT ON MATTERS IN THE PLANNING AND LICENSING REPORT

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). Representatives of Bellway Homes have been requested to attend the meeting to discuss application [NK/2021/0356](#).

45.1./22 [NK/2022/0255](#) 54 CHURCH VIEW ROAD, DESBOROUGH, NN14 2PS CONVERSION OF DOUBLE GARAGE TO BEDSIT

It was noted that the proposal was for the conversion of a domestic garage into bedsit accommodation.

RESOLVED that:-

an objection be made on the grounds of overdevelopment, insufficient parking, and the proposals being out of character with the local setting.

45.2./22 [NK/2021/0356](#) DESBOROUGH NORTH (LAND AT), DESBOROUGH, NN14 2SR

It was noted that the application related to all details in respect of KET/2017/0169 for residential development of 700 dwellings. Concern was expressed that the access for the development was unsuitable and the proposed layout and existing traffic issues on Phase 1 of the estate rendered the development as proposed unworkable. Comment was made that the infrastructure had been designed at a time with fewer vehicle movements and the traffic assessment had not been updated since 2016. It was stated that it would be important to keep track of S106 obligations to ensure that those commitments were adhered to.

RESOLVED that:-

the planning authority be requested to provide the most up to date traffic assessment

45.3./22 [KET/2016/0044](#) DESBOROUGH (LAND TO SOUTH OF), ROTHWELL ROAD, SYCAMORE DRIVE, DESBOROUGH, APPROVAL OF RESERVED MATTERS: ALL DETAILS IN RESPECT OF KET/2016/0044 FOR UP TO 304 DWELLINGS

REFERRING TO [NK/2022/0372](#) RESIDENTIAL DEVELOPMENT OF UP TO 220 DWELLINGS WITH ACCESS ONLY CONSIDERED

It was noted that there had been many comments and concerns submitted relating to the proposal not just from members of the community but also from agencies and statutory undertakers. It was stated that it would be important to keep track of S106 obligations to ensure that those commitments were adhered to.

RESOLVED that:-

an objection be made on the grounds of overdevelopment, insufficient parking, and the proposals being out of character with the local setting.

46./22 TOWN COUNCIL VACANCY

46.1./22 TO NOTE THE BY-ELECTION TO FILL THE TOWN COUNCIL VACANCY

Extracted from the report of the Town Clerk:-

As Members know, the by-election is to be held on 4 August 2022 for the vacant seat on the Council for Loatland Ward. The costs of the by-election fall entirely to the Town Council and are estimated at £8,500. The actual cost will vary depending on the quantity of postal votes returned and costs of counting the ballots. The costs will be accommodated from the budgetary provision of £15,000.

The Council is REQUESTED to note the information.

RESOLVED that:-

the information be noted.

46.2./22 TO CONSIDER MEMBERSHIP OF COMMITTEES AND PANELS

Extracted from the report of the Town Clerk:-

The membership of Council bodies such as Committees and Panels is a matter for the Council to determine. The Council is REQUESTED to consider the membership of Committees and Panels.

RESOLVED that:-

- i) **Cllr Healy be appointed to the Personnel Committee; and,**
- ii) **a schedule of meetings for Committees, Advisory Committees, and Advisory Panels be created.**

47./22 TO CONSIDER RECOMMENDATIONS FROM THE COMMUNITY GRANTS ADVISORY PANEL

Extracted from the report of the Town Clerk:-

The Panel received information in relation to the undermentioned application which would be funded from the Council's budget of £15,000 and in accordance with S137 of the Local Government Act 1972.

47.1./21 DESBOROUGH IN BLOOM

Extracted from the report of the Town Clerk:-

The request was for £1,500 out of a total of £1,500 for a contribution towards greenhouses, glazing, and bulbs and plants. Without a grant from the Council, or with a smaller grant, the remaining funds the works would only proceed with difficulty. The Council's policy ([here](#)) states that "The size of any grant awarded is at the discretion of the Council and will not normally exceed £1,250". Having given due consideration to the application the Advisory Panel RECOMMENDED that the Council awards a grant of £1,500 as an exception to the normal policy.

RESOLVED that:-

as an exception to the normal policy, a grant of £1,500 be awarded.

47.2./21 COMMUNITY GRANT AWARDING POLICY

Extracted from the report of the Town Clerk:-

The Panel noted that a number of grants in recent years had exceeded the policy's normal limit of £1,250 and RECOMMENDED that the Council gives consideration to removing the limit.

RESOLVED that:-

- i) **the policy be amended to remove the upper limit on grant applications; and,**
- ii) **the membership of the Community Grants Advisory Panel remain unchanged.**

48./22 TO CONSIDER INFORMATION IN RELATION TO THE ROTHWELL NORTH DEVELOPMENT**48.1./21 A6 STRATEGIC LINK ROAD**

Extracted from the report of the Town Clerk:-

The Council has been informed that Persimmons Homes plans to open the A6 roundabout for construction traffic (not the public yet) over the August bank holiday weekend. This is not yet confirmed. The projected date for the road to be fully open for the general public is December/January in line with the occupation of the 150th property.

The Council is REQUESTED to note the information.

RESOLVED that:-

the information be noted.

48.2./21 ANPR MONITORING SYSTEM

Extracted from the report of the Town Clerk:-

The Council has been informed that the ANPR cameras are in need of repair and the system would be out of order for some weeks whilst this is carried out. Given the imminence of the opening of the link road for construction traffic, and the generally good compliance rates, the Council has been asked if it is necessary for the system to be repaired.

During the original planning process, the Council expressed a view that the ANPR system should remain in place following the opening of the Strategic Link Road, and cameras be moved or added to in order to detect any construction vehicles using any route through Desborough parish.

The Council's views are REQUESTED.

Concern was expressed that construction traffic might continue to use the existing access even when the link road was opened and it was

RESOLVED that:-

the developer be informed that the Council would wish a camera to remain on the access to the site from the B576 Rothwell Road until the completion of construction.

48.3./21 CHARITABLE FUNDS

Extracted from the report of the Town Clerk:-

Members may be aware that following advice and warnings, vehicles which arrived or left the site which did not use the approved route were issued with fines. The intention was for the proceeds to be used for charitable purposes locally. Persimmons has suggested that once the ANPR system is removed and the amounts of money tallied, that the two Town Councils be issued with half of the fines pot each to issue to charities as each Council sees fit.

The Council will recall previous advice in relation to offers of money, specifically that unlike voluntary organisations, Councils are bound by legislation relating to the treatment and use of gifts, and there must be a specific Council approval to accept the gift. Advice from the SLCC suggests that there are potentially negative impacts and legal difficulties with accepting the gift. These include: clarification of the VAT implications; the specific use of the cash; the potential that the donation may create a charity (even though no-one intends this). The guidance is that legal advice (from solicitors familiar with the local council sector) is essential.

Section 139 of the Local Government Act 1972 controls the "acceptance of gifts of property"

- (1) Subject to the provisions of this section a local authority may accept, hold and administer:
- (a) for the purpose of discharging any of their functions, gifts of property, whether real or personal, made for that purpose; or
 - (b) for the benefit of the inhabitants of their area or of some part of it, gifts made for that purpose;
- and may execute any work (including works of maintenance or improvement) incidental to or consequential on the exercise of the powers conferred by this section.
- (2) Where any such work is executed in connection with a gift made for the benefit of the inhabitants of the area of a local authority or of some part of that area, the cost of executing the work shall be added to any expenditure under section 137 above in computing the limit imposed on that expenditure by subsection (4) of that section.

The size of the fund available will have a bearing on the ability of the Council to disburse the money in one year owing to the S137 limits. Further information is being sought and will be presented to the meeting.

The Council is REQUESTED to consider the matter in the light of information received.

It was reported that the amount of Desborough's share of the fund was likely to be in five figures although no definite figure had been provided. It was noted that the considerations facing the Town Council in disbursing the funds would be mirrored at Rothwell Town Council.

RESOLVED that:-

- i) consideration of the matter be deferred to the next meeting; and,
- ii) the matter be discussed with Rothwell Town Council.

49./22 TO CONSIDER A REPORT AND RECOMMENDATIONS FROM THE EVENTS COMMITTEE

Extracted from the supplementary report of the Town Clerk:-

A meeting of the Events Committee took place on 20 July 2022. A review of the Jubilee Picnic in the Park was conducted and it was noted that the event had been successful and lessons had been learned for the future. Thanks were expressed to all who had helped with the event.

With respect to the 1940s Day it was noted that many arrangements had had to be made before the Council had become involved. Thanks were expressed to the Town Centre Partnership for its generous co-operation in working with the Council to ensure the continued success of both 1940s Day and the Gala.

A summary of the main recommendations follows:-

- a) The Council should review the terms of reference and membership of the Committee;
- b) The Council should make a clear delegation to the Committee to enable it to make arrangements and pay invoices relating to approved events;
- c) The Council should accept responsibility to organise the 1940s Day and the Gala night;
- d) Arrangements already made and needing to be made for: entertainment, the flypast, refreshment, vehicles and reenactors, stallholders, traders, attractions, publicity, advertising, street decoration, and road closures should be adopted and should follow those in previous years;
- e) Payments and charges should be in line with previous years;
- f) Temporary toilets be provided at locations to be determined;
- g) Arrangements be made for insurance and risk assessments.

RESOLVED that:-

- i) the terms of reference be approved and the membership structure of the Committee remain unchanged;
- ii) the Council delegates authority to the Events Committee to enable it to make arrangements and authorise the Town Clerk to pay invoices relating to approved events;
- iii) the Council accepts responsibility from the Town Centre Partnership to organise the 1940s Day and the Gala night;
- iv) arrangements already made and needing to be made for: entertainment, the flypast, refreshment, vehicles and re-enactors, stallholders, traders, attractions, publicity, advertising, street decoration, and road closures be adopted and should follow those in previous years;
- v) payments and charges should be in line with previous years;
- vi) temporary toilets be provided at locations to be determined;
- vii) arrangements be made for insurance and risk assessments.

50./22 TO CONSIDER A PROPOSAL IN RELATION TO YOUTH ACTIVITIES

Extracted from the report of the Town Clerk:-

Details of proposals in relation to funding workshops in the town and the provision of bleed kits will be presented to the meeting.

It was stated that in the event of a catastrophic bleed following a stabbing or accident controlling the bleeding in the first few minutes was critical to saving lives. It was reported that a suggestion had been made for the Council to make a grant of £2,088 to "Off the Streets" (OTS) to provide:-

- two Critical Bleed Control Cabinets (24-7 accessible) to be installed by OTS at locations to be agreed, registered with emergency services, and added to google maps;
- four Bleed Control Bags at locations to be agreed, to be registered with the emergency services, added to google maps, and distributed by OTS;
- two Safety Awareness Workshops for schools (possibly four depending on the venue used).

It was added that the ownership would vest in OTS which would be responsible for replacing elements used. It was noted that the Police, Fire, and Crime Commissioner had made a similar grant to OTS to provide a number of the cabinets and kits across the county but none in Desborough.

RESOLVED that:-

the a grant of £2,088 be made to Off the Streets as outlined for: two Critical Bleed Control Cabinets and kits, four Bleed Control Bags, and up to four Safety Awareness Workshops for schools, as outlined.

51./22 TO CONSIDER SIGNING THE CIVILITY AND RESPECT PLEDGE

Extracted from the report of the Town Clerk:-

Throughout the local government sector, there are growing concerns about the impact of bullying, harassment, and intimidation are having on councils, councillors, and staff, and the resulting effectiveness of local councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across the sector including: the National Association of Local Councils (NALC), County Associations (including the Northamptonshire County Association of Local Councils), the Society of Local Council Clerks, town and parish councils, and One Voice Wales (OVW).

The Working Group says that the Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

By signing the pledge the council would be agreeing that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles. More details are available on the NALC website here: <https://www.nalc.gov.uk/our-work/civility-and-respect-project>

The Council is REQUESTED to consider signing the pledge.

RESOLVED that:-

- i) **the Town Clerk be requested to provide details of the requirements for signing the pledge; and,**
- ii) **consideration of the matter be deferred to a future meeting.**

52./22 TO RECEIVE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES

A report was given on recent activity of the Desborough & District Twinning Association and it was noted that the next visit would be a youth visit to Sweden in August.

A report was given in relation to children's activities during the school holidays which included the provision of a hot meal.

RESOLVED that:-

the reports be noted.

53./22 TO RECEIVE ANY REPORTS FROM UNITARY COUNCILLORS

NNC Cllr Howes stated that he had met with the developers Bellway in relation to the proposed development to the north of Desborough. He referred to the proposals for the footbridge over the railway line and asked how well used and valuable it might be in reality, given that it would

have tight turns and would not be accessible for those with mobility issues. Following a short discussion NNC Cllr Howes requested that suggestions for alternative uses of the s106 contribution be sent to him.

RESOLVED that:-
the information be noted.

54./22 TO CONSIDER A REQUEST IN RELATION TO NORTHAMPTONSHIRE HIGHWAYS' NEXT PARKING REVIEW

Extracted from the report of the Town Clerk:-

Each year, a review is undertaken by the Highways Authority of requests it has received for changes to parking restrictions. Where suggestions are made in parishes, the relevant Council is asked if it supports the proposals. Proposals which do not attract the support of the parish Council are unlikely to be pursued. Proposals supported by the relevant Council are ultimately subject to formal consideration and legal processes before being enacted.

The Council has been informed of a request from Loatlands School in relation to space outside the school by the priority workings on Harrington Road. Evidently visitors to the school are parking close to the priority workings which is restricting access for other road users in the area. Proposals for the introduction of short sections of parking restriction opposite the priority buildouts have been drafted (as indicated on the plan circulated separately). There are already existing parking restrictions on the buildout side of the road at both locations which are also indicated on the drawing.

The Council is REQUESTED to consider supporting the application.

RESOLVED that:-
the application be supported.

55./21 TO RECEIVE AN UPDATE ON PROJECTS

RESOLVED that:-
consideration of this matter be deferred

56./22 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN COMMITTEE

It was reported that the meeting of the Committee scheduled for June had not taken place.

RESOLVED that:-
a meeting of the Committee be held at 7pm on 8 September 2022.

57./22 FINANCE MATTERS

57.1./22 TO APPROVE THE FINANCE REPORT

The finance report having been previously circulated as set out at Appendix B was considered.

RESOLVED that:-
the report be approved.

57.2./22 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 and note those payments made under delegated authority.

RESOLVED that:-
the payments made and proposed, and those approved during the meeting be approved.

57.3./22 TO CONSIDER PURCHASING THE LOCAL COUNCIL ADMINISTRATION REFERENCE BOOK

Extracted from the report of the Town Clerk:-

Arnold-Baker on Local Council Administration is a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. The cost of the updated book, which will be published in November 2022, is £137 plus £4 postage (plus VAT).

The Council is RECOMMENDED to approve the purchase.

RESOLVED that:-
the purchase be approved.

58./22 TO CONSIDER RESPONDING TO NNC CONSULTATIONS
58.1./22 DRAFT HACKNEY CARRIAGE & PRIVATE HIRE POLICY AND CONDITIONS

Extracted from the report of the Town Clerk:-

The policies of the four former Councils have been reviewed with the intention of having a single policy for the North Northants Council area. Details of the new proposed policy are available here: <https://northnorthants.citizenspace.com/licensing/north-northamptonshire-hackney-carriage/>. The consultation runs to 27 July 2022.

The Council is REQUESTED to consider any response.

RESOLVED that:-
consideration of the matter be deferred.

59./22 HOUSES IN MULTIPLE OCCUPATION

Extracted from the report of the Town Clerk:-

Houses in Multiple Occupation (HMOs) are properties rented to more than two people who are not from the same household (i.e. family) but share basic facilities like a kitchen or bathroom. It does not include self-contained flats where none of the facilities are shared, but includes houses containing bedsits, hostels and shared houses. NNC wants feedback from residents, landlords and others to help understand the views and experiences of people regarding HMOs in North Northamptonshire. Details of the consultation are available here: <https://northnorthants.citizenspace.com/property-services/houses-in-multiple-occupation/>. The consultation runs to 9 September 2022.

The Council is REQUESTED to consider any response.

RESOLVED that:-
Councillors make individual responses.

The meeting closed at 21:28

Chairman: _____

Date: _____

Appendix A**Desborough Town Council
21 July 2022****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). Links will be updated as uploaded on the Planning Portal.

[NK/2021/0356](#)

Location: Desborough North (land at), Desborough, NN14 2SR

Proposed development: All details in respect of KET/2017/0169 for residential development of 700 dwellings

[NK/2022/0255](#)

Location: 54 Church View Road, Desborough

Proposed development: Conversion of double garage to bedsit

[NK/2022/0375](#)

Location: 91 Union Street, Desborough

Proposed development: Two storey rear extension including conversion of roof space and window to first floor front elevation

[NK/2022/0379](#)

Location: The Nook, 26A Loatland Street, Desborough

Proposed development: Summerhouse in rear garden

[NK/2022/0441](#)

Location: 5 Carriage Close, Desborough

Proposed Development: Full Planning Permission: Garage conversion

[KET/2016/0044](#)

Location: Desborough (land to south of), Rothwell Road, Sycamore Drive, Desborough

Proposed Development: Approval of Reserved Matters: All details in respect of KET/2016/0044 for up to 304 dwellings

[NK/2022/0447](#)

Location: 37 Copelands Road, Desborough

Proposed Development: Full Planning Permission: Single storey rear extension with roof lantern, single storey side infill extension under existing projection to include repositioning window to front elevation, new roof over existing rear extension

Applications in neighbouring parishes[NK/2022/0372](#)

Applicant: Persimmon Homes Midlands

Location: Rothwell Central (Land to West), Rothwell

Proposed development: Residential development of up to 220 dwellings with access only considered

[NK/2022/0407](#)

Applicant: SPL Powerlines

Location: Desborough Road (land off), Rushton

Proposed development: H1 Hedgerow - to remove 40m to facilitate the new alignment of the road and allow vehicle restraint barrier to be installed

Appendix B

Desborough Town Council
21 July 2022
Finance Report

Monthly Bank Reconciliation		30/06/2022
Unity Trust Bank Current		£1,164.84
Unity Trust Bank Saver		£4,011.96
CCLA Public Sector Deposit Fund	Dividend reinvested June £229.97	£325,106.74
Reconciled Balance		£330,283.54

Other income received: Bank interest: £11.96

Appendix C

Desborough Town Council
21 July 2022
Accounts for payment

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	S. 137	VAT	Total
+	1, 12	Desborough Library and Community Hub	Town Council Office	Office Rent (July)	-	£0.00	£666.66
+	4	TalkTalk	Town Council Office	Broadband / phone (June)	-	£5.04	£30.24
+	7, 8, 11, 12, 16	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (July)	-	£0.00	£3,025.94
+	1, 12	Mr G Thomson	Town Council Office	Hygiene products	-	£1.25	£7.49
+	1, 12	Unity Bank	General office and sundry expenses	Service charge	-	£0.00	£18.00
+	11	Desborough Library and Community Hub	Queen's Jubilee	Hire of furniture	-	£0.00	£100.00
X	14	West Northamptonshire Council (Highways Authority)	Town Centre Road Improvements (Gladstone St / Nichols St)	Gladstone Street / Nichols Street One Way (traffic calming)	-	£0.00	£85,052.18
	17	Desborough in Bloom	Administration	Community Grant Scheme	-	£0.00	£1,500.00
	16	Off the Streets	Administration	Community Grant Scheme	-	£0.00	£2,088.00
	3	SLCC	Administration	Arnold-Baker on Local Council Administration	-	£0.67	£141.00

+ Paid in accordance with delegated or continuous authority

X To be paid when requested once scheme is approved

Duties and Powers

- 1 Local Government Act 1972 s.111 & s.150
- 2 Local Government Act 1972 s.112
- 3 Local Government Act 1972 s.133
- 4 Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101
- 5 Local Government Act 1972 s.142
- 6 Local Government Act 1972 s.143
- 7 Local Government Act 1972 s.144 & s.145
- 8 Local Government Act 1972 s.144 & s.145, Public Health Act 1936 s.87
- 9 Local Government Act 1972 s.145

Duties and Powers

- 10 Local Government Act 1972 s.150
- 11 Data Protection Regulations 2018
- 12 Local Government Act 1972 s.174
- 13 Accounts & Audit Regulations 2015
- 14 Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30
- 15 Local Government Act 1972 s.137
- 16 Public Health Act 1936, s.234
- 17 Road Traffic Regulation Act 1984, s72, Highways Act 1980, s96

Initialed by the Chair: _____