

**Minutes of the meeting of Desborough Town Council
held in Desborough Library (streamed online by Zoom) on Thursday 29 September 2022**

Councillors present: H Wood (Chair), D Cornwall, J French, J Gardiner, D Larmour, B McElhinney, S Roberts, P Sawford, and A Window

Councillors not present: A Coleman (Zoom), T Healy, B Murphy-Ryan (Zoom)

Also present: NNC Cllr Howes, G Thomson (Town Clerk), and 4 members of the community in person and by Zoom.

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 of the Council in public and they may be filmed or recorded, and published.

62./22 TO MARK THE DEATH OF HER LATE MAJESTY QUEEN ELIZABETH II

The Chair referred to the death of the late Queen on Thursday 8 September 2022 and she commented on the wreaths and flowers which had been laid. She referred to the need to cancel Desborough's 1940s Day which would have taken place on Saturday 10 September 2020.

RESOLVED that:-

the information be noted.

63./22 TO FORMALLY RECEIVE THE PROCLAMATION OF HIS MAJESTY KING CHARLES III

Extracted from the report of the Town Clerk:-

To note and formally receive the Proclamation made by the Privy Council of His Majesty King Charles III (see appendix A).

RESOLVED that:-

the Proclamation of His Majesty be formally received.

64./22 TO CONSIDER ASKING THE EVENTS COMMITTEE TO ORGANISE A PUBLIC EVENT TO CELEBRATE THE CORONATION OF KING CHARLES III WHENEVER IT OCCURS.

It was noted that there was no clarity about the date of the King's Coronation but speculation that it might be spring or summer 2023. It was noted that local groups or organisations might wish to mount a large-scale event to celebrate the Coronation.

RESOLVED that:-

the Events Committee be asked to organise an appropriate event to celebrate the Coronation unless any other local groups wished to organise it.

65./22 TO CONSIDER A LASTING MEMORIAL TO HER LATE MAJESTY QUEEN ELIZABETH II

It was suggested that the area of open space at the junction of Havelock Street and Station Road (sometimes referred to as Havelock Square) could be designated as public open space and be formally named Queen Elizabeth Square. It was noted that this land belonged to North Northamptonshire Council to which the suggestion would have to be made.

RESOLVED that:-

a the Town Clerk be requested to write to the North Northamptonshire Council asking that the area be formally designated as public open space and be officially renamed Queen Elizabeth Square.

66./22 FOOTPATH WARDEN

Extracted from the report of the Town Clerk:-

The Council will be saddened to learn that Bob Martin, who had been the Council's public footpaths warden for many years, died suddenly very recently. The Council's condolences were passed on to Mr Martin's widow.

RESOLVED that:-

the Council records its condolences to Mr Martin's family.

67./22 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE

Apologies for absence were received from Cllr Coleman (Covid-19), Cllr Healy (conflict of dates), and Murphy-Ryan (work) were presented.

RESOLVED that:-

in accordance with the Local Government Act 1972 S85, the reasons for the absences of Cllrs. Coleman, Healy, Murphy-Ryan be approved.

68./22 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

No declarations of interest were made

RESOLVED that:-
the information be noted.

69./22 TO CONSIDER ANY REQUESTS FOR DISPENSATION

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

RESOLVED that:-
the information be noted.

70./22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 JULY 2022

The minutes of the meeting held on 21 July 2022 had been circulated and it was

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

71./22 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Extracted from the report of the Town Clerk:-

No decisions may be made in relation to this item.
No representations were made.

RESOLVED that:-
the information be noted.

72./22 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Extracted from the report of the Town Clerk:-

Details of the model Standing Orders and model Financial Regulations were circulated to Councillors in advance of the meeting. Any decision to change these documents takes effect immediately. Notwithstanding any change in Standing Orders, the Council is able to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).

The Council is REQUESTED to approve the formal adoption of the model documents as amended to suit local circumstances, and to suspend any Standing Orders as deemed necessary.

It was noted that there were many items to determine to tailor the model documents to suit the Council.

RESOLVED that:-
Councillors Healy, Larmour, Murphy-Ryan, Roberts, Sawford, and Wood, work through the documents and recommend changes.

73./22 TO RECEIVE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES

On behalf of the Rothwell North Working Party it was reported that it was hoped that the Strategic Link Road would be opened for construction traffic at the beginning of October 2022 and for public access in the New Year. No further information was available in relation to a rumoured proposal that the weight limit from Pioneer Drive through to Rothwell was to be lowered.

A report was given on recent activity of the Desborough & District Twinning Association and the recent visit to Hungary.

RESOLVED that:-
the reports be noted.

74./22 TO RECEIVE ANY REPORTS FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

Lawrence's Site

In response to a question, Unitary Councillor Howes reported that there was no longer any active retail interest in the Lawrence's factory site, that the only remaining proposal was for a housing scheme, but that no planning application had been submitted. A letter was referred to from the Secretary of State for the Department for Digital, Culture, Media & Sport (DCMS) stating that the Secretary of State had no intention of calling in any application; that Historic England was only able to offer opinions on planning matters and could not "call in" any application; and that the decision on any application would be determined by the local planning authority.

Unitary Cllr Howes responded that Historic England (H.E.) could refer any application for determination by the Secretary of State, and that it had given pre-application advice to Aldi which appeared to have accepted it and had withdrawn. He added that if a Town Councillor had

evidence that any retail application would not be called in then they should encourage Aldi to make a formal application without delay. He added that H.E. was obliged to consider the conservation of the site and the buildings in the context of the Conservation Area and ascertain if there was a viable alternative scheme which met the conservation aims.

Pedestrian Bridge to the Grange

Unitary Cllr Howes reported that some ideas were under consideration for the replacement of the former proposal for a bridge to the Grange development and undertook to discuss options with the Town Council when ideas were further developed.

Recycling Charges

In response to a comment about the consultation on recycling and charging for green waste, Unitary Cllr Howes reported that NNC expected about 40% of households to take up the option of a paid-for service, which he said would equate to a cost of about 70 pence per week per household.

Cost of Living Crisis / Warm Spaces

In response to a comment about the cost of living crisis, Unitary Cllr Howes stated that he was aware of HM Government funding being issued to NNC for warm spaces but had no further details. He undertook to give information to the Town Clerk when it was available.

RESOLVED that:-

- i) the Town Clerk be requested to write to the Secretary of State raising the Council's dilemma of being unable to influence the development of the Lawrence's site;
- ii) the report be noted.

75./22

TO CONSIDER POLICING MATTERS

Extracted from the report of the Town Clerk:-

The most up to date crime statistics and antisocial behaviour statistics are on the Council's website.

With regard to the use of the new CCTV system, the Police have confirmed that

"To reassure you the Police do use the CCTV and it still can be viewed at Head Quarters by the FCR [Force Control Room] and the staff will often direct officers to who the offenders are. It is manned 24 hours a day at the Newlands."

"Of note we have used the CCTV for issues in Desborough recently and also for the matter that we discussed in some detail."

In relation to the possible extension of the CCTV system to the South East of the town they state:

"If you and the council are agreeable, I will arrange a meeting between Police, Desborough Town council and North Northants council around possible further cameras based on crime figures etc."

The Council is REQUESTED to consider the matter.

RESOLVED that:-

the information be noted.

76./22

TO CONSIDER RECOMMENDATIONS FROM THE COMMUNITY GRANTS ADVISORY PANEL

Extracted from the report of the Town Clerk:-

The Advisory Panel received information in relation to an application which if approved by the Council would be funded from the Council's budget of £15,000 and in accordance with S137 of the Local Government Act 1972. Details of the recommendation will be presented to the meeting.

The Council is REQUESTED to consider the matter.

It was reported that a meeting of the Community Grants Advisory Panel had taken place immediately before the Council meeting and had considered a request from Desborough Men's Shed for a grant of £1,500 towards the cost of replacement and new tools.

RESOLVED that:-

a grant of £1,500 be awarded to the Desborough Men's Shed.

77./22

TO CONSIDER A REPORT FROM THE EVENTS COMMITTEE

Extracted from the report of the Town Clerk:-

Reports of meetings of the Events Committee will be circulated to Councillors before the meeting. As Members will be too aware, the 1940s Day was cancelled owing to the sad death of Her Majesty The Queen. Income received was returned and discussions held with suppliers with a view to carrying over credit until the next event. The Council is REQUESTED to note the reports and consider whether or not to attempt to reschedule the 1940s Day for 2022.

Thanks were expressed for the work put into the 1940s Day. It was noted that it would not be practical to attempt to rearrange the event for the current year. In response to a question the Town Clerk undertook to circulate details of the unrecoverable costs of the 1940s Day.

RESOLVED that:-

- i) the reports be accepted and adopted; and,
- ii) the cancelled 1940s Day be not rearranged.

78./22 TO ENDORSE PROVISIONAL ARRANGEMENTS FOR THE REMEMBRANCE SUNDAY PARADE

Extracted from the report of the Town Clerk:-

The Council is again asked to take responsibility for the parade element of the commemorations, handing over to the churches for the service, and the Royal British Legion for the ceremony and laying of wreaths.

The road closure has been granted from 09:00 until 12:15 to allow the procession from the large Co-Op car park to the church, and then time for the service and wreath laying. Members may recall that last year the crowd overspilled onto Lower Street from the War Memorial after the parade hence the extended road closure. As last year, it is proposed that the roads be closed for the minimum amount of time necessary to reduce the impact on residents and businesses so that once the end of the parade has passed the road can be reopened. The longest closure will therefore be on Lower Street between the junctions with Dunkirk Avenue and Beech Close. As always, volunteer marshals are sought to help with safety and the road closures. Signs will need to be produced and displayed and letters will need to be produced and delivered to advise people of the road closure, for which there is budgetary provision.

Members may recall that last year there was no marching band and the procession was quiet. Comments received from last year's parade from members of the community and the Royal British Legion indicate that the absence of music added to the dignity and solemnity of the event. The Legion has proposed that this year time be marked by a single drummer if possible and attempts are being made to find a suitable individual (for which there is budgetary provision).

The Council usually has a wreath to lay at the War Memorial which in recent years has been funded by Councillors and staff and no money has been drawn from the public purse to pay for the wreath. There is no budgetary provision for the wreath and the practice of donations being made by Councillors and staff will continue this year unless the Council directs otherwise.

The Council is REQUESTED to endorse the proposals.

RESOLVED that:-

- i) the provisional arrangements be endorsed; and,
- ii) anyone who wishes to volunteer as a marshal be requested to let the Town Clerk know.

79./22 TO NOTE THE RESULT OF THE BY-ELECTION TO FILL THE TOWN COUNCIL VACANCY AND THE COSTS

Extracted from the report of the Town Clerk:-

As Members know, the by-election was held on 4 August 2022 for the vacant seat on the Council for Loatland Ward and Bill McElhinney was elected. The costs of the by-election fall entirely to the Town Council and an invoice is expected for the total of £7,735.65. The costs will be accommodated from the budgetary provision of £15,000. The Council is REQUESTED to note the information.

RESOLVED that:-

the information contained in the report be noted.

80./22 TO DETERMINE THE COUNCIL'S RESPONSE TO A PROPOSAL FOR THE DISTRIBUTION OF ANPR MONIES DUE TO BE RELEASED FROM PERSIMMON HOMES IN RELATION TO THE ROTHWELL NORTH DEVELOPMENT

Extracted from the report of the Town Clerk:-

Members will recall that following advice and warnings, vehicles which arrived or left the site but 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 amount of money is finalised, that the two Town Councils be issued with half of the fines pot each to issue to charities as each Council sees fit. It suggested the possibility of a single donation being made to a charity serving the area.

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 before the Council accepts the money into its account. However, if the money goes to recipients nominated by the Council directly from Persimmons then these issues do not arise.

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 Council has been approached by the Rothwell North Working Party suggesting that it should be included in the discussions as to where the money is best spent. The Rothwell North Working Party would like to be assured that all money raised from the fines will be solely used for donation to charities. The Rothwell North Working Party feels it would be advantageous for Rothwell North Working Party to be involved in the decision-making process, to ensure there could be no later accusation of political bias in the selection of beneficiaries.

The Council is REQUESTED to consider the matter.

A member of the public clarified that the Rothwell North Working Party did not wish to be involved in the decisions as to which charities would benefit but wished assurance that any donations would go to local charities. It was suggested that the Council invite bids from charities working locally, make recommendations for the criteria and terms, and having considered bids make recommendations for the Council to consider putting forward to Persimmons to pay. It was also suggested that the matter be discussed with representatives from Rothwell Town Council.

RESOLVED that:-

the Community Grant Advisory Panel be requested to:-

- i) **invite bids for funds from charities working in and for the town;**
- ii) **make recommendations to the Council for the criteria and terms;**
- iii) **having considered bids received, make recommendations for the Council to consider putting forward to Persimmon Homes to pay directly.**

81./22 FINANCE MATTERS

81.1./22 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

The finance report is set out at Appendix C. The Council is RECOMMENDED to approve the report.

RESOLVED that:-

the report be approved.

81.2./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 D details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority. Details in the report may be updated before the meeting as information is received. The Council is RECOMMENDED to approve payments and note those payments made under delegated authority.

RESOLVED that:-

the payments made and proposed, and those approved during the meeting be approved.

81.3./22 TO CONSIDER ARRANGEMENTS FOR EXTERNAL AUDIT

Extracted from the report of the Town Clerk:-

All local authorities require an appointed external auditor. Smaller Authorities' Audit Appointments (SAAA) is responsible for appointing external auditors to all applicable opted-in smaller authorities, setting the terms of appointment for limited assurance reviews, and managing the contracts with the selected auditor firms. Desborough Town Council is defined as a smaller

authority. The five-year appointing period runs from 2022/23 until 2026/27, and the SAAA has completed a procurement exercise to appoint auditors to each county area from 1 April 2022. (The relevant legislation is contained in the Local Audit and Accountability Act 2014 and the Local Audit (Smaller Authorities) Regulations 2015.

The Council has the potential to opt-out of the subsequent five-year audit appointments. During the last five years, all smaller authorities opted-in to the central procurement regime managed by SAAA. No authorities decided to opt out and follow the various complex and expensive procedures required under statute to appoint their external auditor.

The National Association of Local Councils (NALC) strongly advises that all Councils continue as part of the SAAA sector-led auditor appointment regime.

The Northamptonshire County Association of Local Councils (NCALC) says:

"the process to procure external audit costs thousands and thousands of pounds, which would clearly be ridiculous for individual parishes."

"In 2017 [SAAA] awarded a 5-year contract to PKF Littlejohn for all parishes in Northamptonshire. That contract is now expired and SAAA is going through the process again. By law, SAAA must give every parish and town council and parish meeting the opportunity to opt-out of the central procurement arrangement and go it alone."

"Each parish should make its own decision of course, but Northants CALC highly recommends staying opted in to the SAAA arrangement."

The Council's own internal auditor, was involved in the establishment of SAAA and the first round of this contract setting nearly six years ago. The has commented that:

"If a council does not opt in it has to appoint an external auditor in compliance with the legislation. During the last round, the few District Councils that opted out spent over £10,000 each on the process of appointing their auditor. It is not feasible or sensible for any Parish or Town Council to do that" and recommends opting in.

The SAAA system has its faults, but a new Internal Audit Forum is actively engaging with SAAA and JPAG and the EAs to make things work as well as they can for the next five years.

The Council is RECOMMENDED to remain opted in to the SAAA sector-led auditor appointment regime.

RESOLVED that:-

the recommendation be accepted.

82./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 specific obligations and statements required by the pledge are as follows:-

- has put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a dignity at work policy
- will seek professional help at the early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

The Council has a policy in relation to training for councillors, has a Code of Conduct for councillors, and has good governance arrangements in place including staff contracts and a Dignity at Work / Bullying and Harassment Policy.

The Council is REQUESTED to consider the matter.

RESOLVED that:-

a programme of training be arranged and consideration of signing the civility and respect pledge be deferred.

83./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 B (any other applications notified before the meeting will be added to the list).

83.1./22 APPLICATION [NK/2022/0453](#) BUXTON DRIVE (LAND OFF), DESBOROUGH, VARIATION OF CONDITION 2 OF NK/2021/0237 IN RESPECT OF APPROVED PLANS

RESOLVED that:-

the Council's concern about the protection of hedge which may not be in the control of the applicant be registered.

83.2./22 APPLICATION [NK/2022/0462](#) BUILDERS YARD, PIPEWELL ROAD, DESBOROUGH, NN14 2SN, CHANGE OF USE FROM BUILDING SUPPLIES YARD (E) TO CUTTING AND STORAGE OF LEATHER (B1/B8)

RESOLVED that:-

concern be expressed about the lack of detail in the application; and the Council comment that opening hours / hours of operation should be limited to normal business hours and days (Monday to Friday; 0730 - 1730) and excluding weekends and public holidays.

83.3./22 APPLICATION [NK/2022/0516](#) SAINSBURYS SUPERMARKETS LIMITED, MAGNETIC PARK (LAND AT), COCKEREL RISE / HARBOROUGH ROAD, DESBOROUGH, NK/2021/0967 (ERECTION OF A NEW FOODSTORE (USE CLASS E) AND ASSOCIATED NEW ACCESS, PARKING, SERVICING, DRAINAGE, LANDSCAPING AND HIGHWAY WORKS): AMENDMENTS TO PEDESTRIAN LINK POSITION, FENESTRATION, GLAZING AND CLADDING AND REMOVAL OF ATM

RESOLVED that:-

the Council submits an objection to the removal of the ATM from the site.

83.4./22 APPLICATION [NK/2022/0568](#), 69 BROADLANDS, DESBOROUGH, CHANGE OF USE FROM CHILDREN'S HOME FOR ONE CHILD TO CHILDREN'S HOME FOR UP TO THREE YOUNG PEOPLE

RESOLVED that:-

the Council's concern about insufficient parking provisions registered.

Cllr Murphy-Ryan left the Zoom at this point.

84./22 TO RECEIVE A REPORT ABOUT THE STATUS OF THE CCTV SYSTEM

Extracted from the report of the Town Clerk:-

The CCTV system is fully functional and all works have been completed. Arrangements will be made for groups of Councillors to visit the main control room to view the images. Councillors who wish to visit are requested to inform the Town Clerk.

In relation to the possible extension of the CCTV system to the South East of the town the Police state:

"If you and the council are agreeable, I will arrange a meeting between Police, Desborough Town council and North Northants council around possible further cameras based on crime figures etc."

The Council is REQUESTED to consider the matter.

RESOLVED that:-

arrangements for a joint meeting as proposed be made.

85./22 PROPOSED ONE WAY SYSTEM

Extracted from the report of the Town Clerk:-

The Town Council has been informed by Northamptonshire Highways that there was a formal objection to the scheme and it has not yet been possible to resolve the issues. The scheme and the objections have been submitted to North Northamptonshire Council's Delegated Decision

Report process to rule on. Unfortunately the scheme cannot proceed until this process is complete and this has resulted in the start date of the scheme being delayed.

RESOLVED that:-
the information contained in the report be noted.

86./22 GREENSPACE PLAY EQUIPMENT

Extracted from the report of the Town Clerk:-

The Unitary Council has provided information in relation to the s106 payment. This information is being cross referenced with the Council's own records and a full report will be issued in due course.

RESOLVED that:-
the information contained in the report be noted.

87./22 TO CONSIDER THE INSTALLATION OF A FLAGPOLE AND ADOPTION OF A FLAG FLYING POLICY

Extracted from the report of the Town Clerk:-

At the request of the Council, investigations into the possibility of a Town Council flagpole have been undertaken. There appears to be sufficient space at the side of the library building adjacent to the Council's offices (on the triangle of grass behind the pillar box) to safely install a flagpole without risking interfering with buildings, the telegraph pole and wires, or other street furniture. A possible alternative potential location could be the green in front of Hazeland House. Each site is on Highway land and is in the ownership of North Northamptonshire Council. Either location will need planning consent.

The cost of a flagpole of up to 4.6m with an internal mechanism and a hinged foot would be approximately £350. The other costs involved would include: planning /advertising consent, wayleave for the use of the land, legal advice in relation to the wayleave, construction and installation costs, costs of the flags to be flown (about £30 per flag and some flags would need to be replaced regularly). The Council currently owns no flags except for the donated Ukraine flag. In general, all flags and flagpoles should meet the standard criteria, including being clean, tidy, safe, and in good functioning order; having authority from the site owner; and not obstructing official signs.

Flags are defined as "advertisements" under the Town and Country Planning Act 1990, and their exhibition is governed by the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 and amendments 2012 and 2021. The following flags can be flown without consent as long as they satisfy the standard conditions for the display of advertisements generally and the conditions and limitations set out in the Regulations:

- any country's national flag, civil ensign, or civil air ensign;
- the flag of the Commonwealth, the United Nations, or any other international organisation of which the United Kingdom is a member;
- a flag of any island, county, district, borough, burgh, parish, city, town, or village within the United Kingdom;
- the flag of any historic county within the United Kingdom;
- the flag of Saint David;
- the flag of Saint Patrick;
- the flag of any administrative area within any country outside the United Kingdom;
- any flag of His Majesty's forces;
- the Armed Forces Day flag.

The flags of St George and St Andrew are recognised as the national flags of England and Scotland, but the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country's national flag.

A number of additional categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags. Categories of flag that can be flown where the flagpole is located on a building or within the grounds of a building include:-

- house flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown;
- any sports club (but cannot include sponsorship logos);
- the Rainbow flag (six horizontal equal stripes of red, orange, yellow, green, blue and violet);
- specified award schemes;
- the device of the NHS; and,
- certain environmental awards.

Given that the proposed sites are not located on a building or within the grounds of a building the Council would need separate consent to fly any of these flags (or any other flags). It has been

suggested that the Council request that any planning consent granted should include a provision for "any other flag the town council deems suitable" to avoid having to seek separate planning consent for each flag, all that would be necessary would be a decision of the Town Council. Rather than leave the flagpole empty for most days of the year, it is proposed that the primary flag shall be flown on a continuous basis unless weather or other conditions likely to cause damage require otherwise. The advantage of flying a flag other than the Union flag as the primary flag is that it gives more prominence to the Union flag when it is flown. However, the Council currently does not have a flag. There is guidance on the design of flags from the Flag Institute. One key design point is to avoid the use of wording or lettering on flags. If the Council wishes to have a flag it could be based on the image of the town cross with the Northamptonshire roses either side as used on the Council's chain of office (and at the top of the agenda). The Council may choose to hold a competition for the design of a Desborough flag (advice on the mechanics of any competition has been offered by the Chief Vexillologist at the Flag Institute which also holds the UK Flag Registry).

If the Council decides against its own flag but wishes to avoid permanently flying the Union Flag, the Northamptonshire flag could be used instead, or the flagpole could be left unadorned until specified flag flying days.

Flags flown continuously, regularly, or for long periods of time will become tattered or faded and provision should be made for the replacement of flags on a regular basis. It is likely that the primary flag will need to be replaced once or twice each year.

The Flag Institute's Chief Vexillologist suggested that if either of the locations suggested for the flagpole is achieved then the flag ought to be illuminated. The Chief Vexillologist suggests that the site adjacent to the Council's offices should be able to be illuminated from a light on the library building but that this should be put in place following the installation of the flagpole. The consent of the building owners would be needed and a legal agreement or wayleave may be necessary, in addition to an agreement about the costs of the electricity.

The Council has the power to erect flagpoles in highways under the Highways Act 1980, s 144. The Council is REQUESTED to:-

determine whether or not to proceed with arrangements for a Council flagpole as set out in the report; and if so, to

- (i) determine a favoured location;
- (ii) authorise the Town Clerk to obtain legal advice and apply for necessary consents, wayleaves, approvals, obtain quotes for the supply and installation of the flagpole and lighting;
- (iii) determine which flags should be purchased;
- (iv) determine whether or not to create a Town Council flag, and if so, how;
- (v) approve a Flag Flying Policy (draft set out in Appendix E) and determine the primary flag, the times and specific days flags will fly (from Schedule 1, Table 1), and any additional dates to be marked (from Schedule 1, Table 2) in addition to any others considered appropriate;
- (vi) authorise the purchase and replacement of approved flags on an ongoing basis.

RESOLVED that:-

no flagpole or flags be obtained and no further action be taken.

88./22

TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN COMMITTEE

Extracted from the report of the Town Clerk:-

The meeting of the Committee scheduled for 8 September 2022 was cancelled. The meeting has been rearranged for 13 October 2022 commencing at 19:30.

RESOLVED that:-

the information contained in the report be noted.

The meeting closed at 20:48

Chairman: _____

Date: _____

Initialed by the Chair: _____

A PROCLAMATION

Whereas it has pleased Almighty God to call to His Mercy our late Sovereign Lady Queen Elizabeth the Second of Blessed and Glorious Memory, by whose Decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to The Prince Charles Philip Arthur George: We, therefore, the Lords Spiritual and Temporal of this Realm and Members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now hereby with one voice and Consent of Tongue and Heart publish and proclaim that The Prince Charles Philip Arthur George is now, by the Death of our late Sovereign of Happy Memory, become our only lawful and rightful Liege Lord Charles the Third, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble Affection; beseeching God by whom Kings and Queens do reign to bless His Majesty with long and happy Years to reign over us.

Given at St. James's Palace this tenth day of September in the year of Our Lord two thousand and twenty-two.

GOD SAVE THE KING

Appendix B

Desborough Town Council
29 September 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).

[NK/2022/0447](#)

Location: 37 Copelands Road, Desborough
 Proposed development: 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

[NK/2022/0448](#)

Location: 16 Ise Vale Avenue, Desborough
 Proposed development: Single and two storey rear extension

[NK/2022/0453](#)

Location: Buxton Drive (land off), Desborough
 Proposed development: Variation of condition 2 of NK/2021/0237 in respect of approved plans

[NK/2022/0461](#)

Location: Loatlands Primary School, Harrington Road, Desborough
 Proposed development: Outdoor classroom

[NK/2022/0462](#)

Location: Builders Yard, Pipewell Road, Desborough, NN14 2SN
 Proposed development: Change of use from building supplies yard (E) to cutting and storage of leather (B1/B8)

[NK/2022/0464](#)

Location: Unit 3A Woodside, Stoke Albany Road, Desborough
 Proposed development: Change of use of part of unit from haulage business to dance studio

[NK/2022/0502](#)

Location: Mulberry 350, Harborough Road, Desborough
 Proposed development: Screening opinion request

[NK/2022/0516](#)

Location: Sainsburys Supermarkets Limited, Magnetic Park (land at), Cockerel Rise / Harborough Road, Desborough
 Proposed development: NK/2021/0967 (Erection of a new foodstore (Use Class E) and associated new access, parking, servicing, drainage, landscaping and highway works): Amendments to pedestrian link position, fenestration, glazing and cladding and removal of ATM

[NK/2022/0568](#)

Location: 69 Broadlands, Desborough
 Proposed development: Change of Use from children's home for one child to children's home for up to three young people

[NK/2022/0567](#)

Location: 3 Matlock Way, Desborough
 Proposed development: Two storey side extension and front dormer

Appendix C

Desborough Town Council
29 September 2022

Finance Report

Monthly Bank Reconciliation		31/07/2022	31/08/2022
Unity Trust Bank Current		£7,574.51	£2,981.86
Unity Trust Bank Saver		£84,011.96	£80,000.00
CCLA Public Sector Deposit Fund	Dividend reinvested Jul £255.82 Aug £263.90	£235,362.56	£235,626.46
Reconciled Balance		£326,949.03	£318,608.32

Other income received: Bank interest: £11.96, Jubilee sales £217.00

	Power	Supplier	Description	Reason	Total
+	7	Salkeld Yvonne	Events - 1940s Day	Pitch Fee	£15.00
+	7	Cosgrove V&L	Events - 1940s Day	Pitch Fee	£15.00
+	7	Read Jean	Events - 1940s Day	Pitch Fee	£15.00
+	7	Murphy-Ryan B&J	Events - 1940s Day	Pitch Fee	£15.00
+	7	Royal Airforce 508	Events - 1940s Day	Pitch Fee	£15.00
+	7	Essence Of Hestia	Events - 1940s Day	Pitch Fee	£15.00
+	7	Aldridge D L	Events - 1940s Day	Pitch Fee	£60.00
+	7	Evans J	Events - 1940s Day	Pitch Fee	£15.00

Appendix D

Desborough Town Council
29 September 2022

Accounts for payment

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	Section 137	VAT	Total
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (Aug)	-	£0.00	£666.66
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (Sep)	-	£0.00	£666.66
+	2	TalkTalk	Town Council Office	Broadband/phone (Jul)	-	£5.04	£30.24
+	2	TalkTalk	Town Council Office	Broadband / phone (Aug)	-	£5.04	£30.24
+	2	TalkTalk	Town Council Office	Broadband/phone (Sept)	-	£5.04	£30.24
+	1	Unity Bank	General office and sundry expenses	Multipay Card Set Up fee	-	£0.00	£50.00
+	4	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (Aug)	-	£0.00	£3,025.94
+	1	Society of Local Council Clerks	Administration	Local Council Administration book	-	£0.80	£141.80
+	4	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (Sep)	-	£0.00	£5,678.24
+	1	Refund: Mr G Thomson	General office and sundry expenses	Stationery	-	£4.00	£24.00
+	1	Refund: Mr G Thomson	General office and sundry expenses	Travel and parking	-	£1.31	£8.17

Initialed by the Chair: _____

	Power	Supplier	Description	Reason	Section 137	VAT	Total
+	7	Thistle Loos Limited	Events - 1940s Day	Hire of toilets	-	£160.00	£960.00
+	7	RuralTrader(UK)Ltd	Events - 1940s Day	Advert	-	£35.10	£210.60
+	7	Poppy Design Ltd	Events - 1940s Day	Poster design and printing	-	£54.39	£326.36
+	7	Salkeld Yvonne	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Cosgrove V&L	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Read Jean	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Murphy-Ryan B&J	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Ryl Airforce 508	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Essence of Hestia	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Aldridge D L	Events - 1940s Day	Refund of pitch fee	-	£0.00	£60.00
	7	Evans J	Events - 1940s Day	Refund of pitch fee	-	£0.00	£15.00
+	7	Refund: Mr G Thomson	Events - 1940s Day	Postage	-	£0.00	£2.05
+	7	Refund: Mrs S McElhinney	Events - 1940s Day	Ironing of pinafores	-	£0.00	£30.00
+	7	Harlequin Print Sp	Events - 1940s Day	Printing of leaflet	-	£15.00	£89.99
+	7	Refund: Cllr J French	Events - 1940s Day	Masking tape	-	£0.00	£25.00
+	7	Refund: Mr G Thomson	Events - 1940s Day	Cloakroom tickets	-	£0.00	£13.00
+	7	Event DJs UK	Events - 1940s Day	Staging and sound	-	£0.00	£250.00
+	17	Desborough in Bloom	Community Grant Scheme	Community Grant	-	£0.00	£1,500.00
+	1	Refund: Mr G Thomson	General office and sundry expenses	Hygiene products	-	£1.25	£7.49
+	7	Barry Hale	Queen's Jubilee	Entertainment	-	£0.00	£100.00
+	16	Off The Streets NN	Community Grant Scheme	Community Grant	-	£0.00	£2,088.00
+	4	Autela Payroll Services LTD	Administration	Quarterly Payroll	-	£8.60	£51.61
	18	Geoxphere Ltd. (Parish Online)	Administration	Mapping software	-	£56.00	£336.00
	13	PKF Littlejohn LLP	Democratic Services	External Audit	-	£60.00	£360.00
	1	Beech House Flowers	General office and sundry expenses	Large Posy Wreath	-	£0.00	£75.00

+ Paid in accordance with delegated or continuous authority

Duties and Powers

- | | | |
|---|---|---|
| 1 | Local Government Act 1972 s.111 & s.150 | 10 Local Government Act 1972 s.150 |
| 2 | Local Government Act 1972 s.112 | 11 Local Government Act 1972 s.150 & Data Protection Regulations 2018 |
| 3 | Local Government Act 1972 s.133 | 12 Local Government Act 1972 s.174 |
| 4 | Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101 | 13 Accounts & Audit Regulations 2015 |

-
- | | | |
|---|---|--|
| 5 | Local Government Act 1972 s.142 | 14 Highways Act 1980, s.274A & Local Government and Rating
Act 1997 s.30 |
| 6 | Local Government Act 1972 s.143 | 15 Local Government Act 1972 s.137 |
| 7 | Local Government Act 1972 s.144 & s.145 | 16 Public Health Act 1936, s.234 |
| 8 | Local Government Act 1972 s.144 & s.145, Public
Health Act 1936 s.87 | 17 Road Traffic Regulation Act 1984, s72, Highways Act 1980,
s96 |
| 9 | Local Government Act 1972 s.145 | 18 Town and County Planning Act 1990, s.61F(1),(2), & Planning
and Compulsory Purchase Act 2004, s.38C(2) |
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Appendix E

Desborough Town Council
29 September 2022

Owing to the recent Ascension of King Charles III, some dates are not yet clear and will be added to the policy and schedule once confirmed.

Draft Flag Flying Policy

General

Unless national or local protocol specifies otherwise, flags shall be flown from the flagpole at full mast at all times unless likely to sustain damage owing to weather or other conditions when flags may be removed. The primary flag shall be flown unless another flag needs to be flown. The flying of the Union Flag shall take precedence over all other flags.

Flag flying

The dates set out in Schedule 1, Table 1 (as amended by the Council from time to time) be marked with the flags shown for seven days on each occasion unless protocol dictates a different flag be flown.

Half-mast

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.

The primary flag shall be flown half-mast in the following circumstances as soon as practicable after confirmation to the Council:-

- on the death of present or former Town Councillors (if notified to the Council);
- on the death of present or former Borough, County, or Unitary Councillors representing the town (if notified to the Council);
- on any other occasion at the direction of the Council.

The period the primary flag will fly half-mast shall be:

- for past or present Town Councillors: a period of seven days or until the day following the funeral (whichever period is the sooner);
- on any other occasion: for a number of days not exceeding seven at the direction of the Council.

However, the period of flying shall be reduced where the period coincides with the flying of the Union Flag.

Notes to the policy:

1. The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left hand side of the Flag nearest the flagpole.
2. Two flags can be flown from the same flagpole if each flag may be flown without specific consent. In any case, if one of the flags is the Union Flag, it must be flown in the superior (upper) position. For clarity, the Union flag cannot be flown with any other any country's national flag.
3. The protocol for marking the death of a senior national figure or local holder of high office shall always take precedence over this policy.
4. Where the policy would require the flying of a flag commemorating a living person (e.g. the birthday, official birthday, accession, coronation, or marriage) when that person dies and official guidance has not been received from the College of Arms, the Royal family, or the Government, the flag should still be flown unless this conflicts with an official national protocol.

Schedule 1
Table 1

All other days		All other days and special days marking the death of current and former Councillors	Desborough Town Council flag	
1	March	St David's Day	Flag of St David	
Second Monday	March	Commonwealth Day	Commonwealth Flag	
17	March	St Patrick's Day	Saint Patrick's Saltire	
23	April	St George's Day	Cross of Saint George	
To be confirmed (likely to be a Saturday in June)		Official celebration of His Majesty's Birthday	Union Flag	
21	June	Birthday of the Prince of Wales	Union Flag	
8	September	Anniversary of The King's accession	Union Flag	
2nd Sunday	November	Remembrance Sunday	Union Flag	
11	November	Remembrance Day	Union Flag	
14	November	Birthday of His Majesty the King	Union Flag	
30	November	St Andrews Day	Saint Andrew's Saltire	
To be confirmed		Coronation day	Union Flag	

**Schedule 1
Table 2**

Dates on the DCMS official list				
9	January	The Birthday of The Princess of Wales	Union Flag	
20	January	The birthday of The Countess of Wessex	Union Flag	
19	February	The birthday of The Duke of York	Union Flag	
10	March	The birthday of The Earl of Wessex	Union Flag	
9	April	The anniversary of the wedding of The King and The Queen consort.	Union Flag	
17	July	The birthday of The Queen consort	Union Flag	
15	August	The Birthday of The Princess Royal	Union Flag	

Other dates which the Council may wish to consider marking include:-

Last Saturday	June	Armed Forces Day	Armed Forces Day Flag	 <small>ARMED FORCES DAY SHOW YOUR SUPPORT</small>
To be confirmed	June	Pride month	The Rainbow Flag	
3	September	Merchant Navy Day	The Red Ensign	
15	September	Battle of Britain Day	RAF Ensign	
24	October	United Nations Day	Flag of the United Nations	
25	October	Northamptonshire - St Crispin's Day	Flag of Northamptonshire	

Initialed by the Chair: _____