

**Minutes of the meeting of Desborough Town Council
held in Desborough Library (streamed online by Zoom) on Thursday 17 November 2022**

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

Councillors not present: None

Also present: Town Clerk and two members of the community.

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. She added that the Remembrance Day commemorations had been well supported by the community and she thanked those who had volunteered to help on the day.

108./22 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE

No apologies for absence were received.

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

109./22 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

No declarations of interests were made.

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

110./22 TO CONSIDER ANY REQUESTS FOR DISPENSATION

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

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

111./22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 OCTOBER 2022

The minutes of the meeting held on 20 October 2022 had been circulated and it was

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

112./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.

Two members of the public spoke about complaints made to the Council. A member of the public spoke about the operation of the CCTV system which the Town Council had funded.

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

Cllr Window left the meeting at this point.

113./22 TO RECEIVE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES

It was reported that information relating to the AGM of the Rothwell North Working Party had been circulated to Councillors.

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

114./22 TO CONSIDER ANY POLICING MATTERS

It was reported that the Desborough Police house had been deemed surplus to requirements by the Police and the property was to be sold.

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

115./22 TO RECEIVE ANY REPORTS FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

It was noted that none of the North Northamptonshire Councillors were in attendance. It was reported that NNC Cllr Dearing had voted against the bin charge.

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

116./22 TO CONSIDER REPORTS FROM COMMITTEES, ADVISORY COMMITTEES, AND PANELS
116.1./22 EVENTS COMMITTEE

A report of the meeting of the Events Committee meetings was submitted as Report No 2.

RESOLVED that:-

the report be accepted and adopted.

116.2./22 COMMUNITY GRANTS ADVISORY PANEL

A report of the meeting of the Community Grants Advisory Panel meeting held on 7 November 2022 was submitted as Report No 2. It was also reported that a meeting of the Advisory Panel had taken place immediately before the Council meeting and had considered an application for a grant from "Citizens Advice Services Corby & Kettering" and had RECOMMENDED a grant of £1,500.

RESOLVED that:-

the reports be accepted and adopted.

116.3./22 NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

A report of the meeting of the Neighbourhood Plan Advisory Committee meeting held on 3 November 2022 was submitted as Report No 3. It was noted that a meeting of the Advisory Committee was scheduled for 29 November 2022.

RESOLVED that:-

the report be accepted and adopted.

116.4./22 PERSONNEL COMMITTEE

A report of the meeting of the Personnel Committee held on 11 October 2022 was submitted as Report No 4.

RESOLVED that:-

the report be accepted and adopted.

117./22 TO CONSIDER RECOMMENDATIONS FROM THE EVENTS COMMITTEE IN RELATION TO THE DISTRIBUTION OF ANPR MONIES DUE TO BE RELEASED FROM PERSIMMON HOMES IN RELATION TO THE ROTHWELL NORTH DEVELOPMENT

It was noted that the Community Grants Advisory Panel had recommended:-

- (i) a deadline of 31 January for applications;
- (ii) application and conditions to be broadly similar to the existing Council Community Grants scheme;
- (iii) other Terms and Conditions include a request that applicants seek alternative sources of funding as well (matched funding but not necessarily 50:50);
- (iv) larger bids (£10,000 and over) will be requested to submit additional information as required;
- (v) applicants can apply to Rothwell TC as well so long as there is no double funding;
- (vi) applicants can apply to for a community grant from Desborough Town Council as well so long as there is no double funding.

It was reported that the Rothwell Town Council had approved a similar scheme with a closing date of 31 December 2022.

RESOLVED that:-

- a) a deadline of 31 January be fixed for applications;**
- b) the application and conditions be broadly similar to the existing Council Community Grants scheme;**
- c) larger bids (£10,000 and over) be requested to submit additional information as required;**
- d) there be no objection to applicants applying to Rothwell TC as well so long as there is no double funding;**
- e) there be no objection to applicants applying for a community grant from Desborough Town Council as well so long as there was no double funding.**

118./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).

RESOLVED that:-

the information contained in the report be noted.

119./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, and the recommendations of the group of Councillors tasked with working through the documents, were circulated to Councillors in advance of the meeting. 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.

Following a discussion on the proposed documents during which various provisions were questioned it was

RESOLVED that:-

the revised Standing Orders and Financial Regulations be approved.

120./22 REVIEW OF POLICIES

Extracted from the report of the Town Clerk:-

A number of the Council's policies are in need of review and updating. The relevant documents are available on the Council's website. Some policies have references to the former Kettering Borough Council or other organisation which might be no longer relevant but might otherwise be considered appropriate. Other policies do need to be reviewed. It is suggested that the following policies be reviewed at the meeting:-

[Financial and Treasury Management Strategy and Reserves Policy](#)

[Governance Risk Assessment](#)

[Other Risks Risk Assessment](#)

[Expenses and travel policy](#)

The Council is REQUESTED to:-

- a) *approve the amendment of the name of the relevant principal Council or organisation in all Council policies; and,*
- b) *review and approve any amendments to the other policies listed.*

The Town Clerk reported that three other documents were in need of minor updates:-

Freedom on Information Act Publication Scheme (KBC address details)

Complaints Policy and Procedure (Monitoring Officer's contact details)

Safeguarding Is Everyone's Responsibility Policy (reference to KBC as service provider)

RESOLVED that:-

the policies and procedures as amended be approved.

121./22 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the report be approved.

122./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.

The meeting closed at 19:56

Chairman: _____

Date: _____

Initialed by the Chair: _____

Appendix A**Desborough Town Council
17 November 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/2022/0656](#)

Location: Eckland Lodge Farm, Desborough Road, Braybrooke
Proposed development: Agricultural building for manure storage

[NK/2022/0637](#)

Location: 18 The Ride, Desborough
Proposed development: Part conversion of double garage, replace garage door with new door and window, install velux roof light and associated works

[NK/2022/0667](#)

Location: 91 Union Street, Desborough
Proposed development: Two storey rear extension and new front window at first floor

[NK/2022/0669](#)

Location: 209 Dunkirk Avenue, Desborough
Proposed development: Loft conversion with dormer and skylights to rear elevation, skylights to front elevation and two garage conversions

[NK/2022/0699](#)

Location: Manor House, Gold Street, Desborough
Proposed development: Conversion of offices to 8 no. residential apartments

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

Monthly Bank Reconciliation		31/10/2022
Unity Trust Bank Current		£13,141.02
Unity Trust Bank Saver		£57,104.12
CCLA Public Sector Deposit Fund	Dividend reinvested Oct £339.11	£236,288.95
Reconciled Balance		£306,534.09

Appendix C**Desborough Town Council
17 November 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 (Nov)	-	£0.00	£666.66
+	2	TalkTalk	Town Council Office	Broadband/phone (Nov)	-	£5.88	£35.29
+	1	Office Depot	Town Council Office	Stationery	-	£10.58	£63.48
	7	Various entertainers	Projects - Gala night	Entertainment	-	£0.00	£210.00
	7	Mrs P Goodman	Projects - Gala night	Christmas presents	-	£27.08	£162.50

Initialed by the Chair: _____

	Power	Supplier	Description	Reason	Section 137	VAT	Total
+	20	Information Commissioner's Office	Democratic Services	Registration	-	£0.00	£35.00
+	1	Lloyds Bank	Administration	Payment card fee	-	£0.00	£3.00

+ Paid in accordance with delegated or continuous authority

Duties and Powers

1	Local Government Act 1972 s.111 & s.150	11	Local Government Act 1972 s.150 & Data Protection Regulations 2018
2	Local Government Act 1972 s.112	12	Local Government Act 1972 s.174
3	Local Government Act 1972 s.133	13	Accounts & Audit Regulations 2015
4	Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101	14	Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30
5	Local Government Act 1972 s.142	15	Local Government Act 1972 s.137
6	Local Government Act 1972 s.143	16	Public Health Act 1936, s.234
7	Local Government Act 1972 s.144 & s.145	17	Road Traffic Regulation Act 1984, s72, Highways Act 1980, s96
8	Local Government Act 1972 s.144 & s.145, Public Health Act 1936 s.87	18	Town and County Planning Act 1990, s.61F(1),(2), & Planning and Compulsory Purchase Act 2004, s.38C(2)
9	Local Government Act 1972 s.145	19	Representation of the People Act 1983 (as amended) s36
10	Local Government Act 1972 s.150	20	Local Government Act 1972, s150 & Data Protection Regulations 2018

Report No 1

Desborough Town Council 17 November 2022

Events Committee

The Committee has met on four occasions discussed arrangements for the Gala night and provisional arrangements for the Coronation celebrations.

Gala night

A summary of the main decisions follows:-

A. Road closures

- i) TC to produce road closure letters and signs for delivery and display by volunteers;
- ii) Volunteers take shifts to close the road.

B. Entertainments and stalls

- i) Arrangements be made for Barry Hale (£80), Sound Sensation (£80), and Deirdre Wright (accordion) (£50);
- ii) Stalls be charged at £15 and £30 for entertainment stalls / commercial operators;
- iii) Lighting and generators be provided wherever possible

C. Christmas Presents

- i) 170 presents for Santa be purchased at an approximate cost of £1 each and charge of £2

D. Gazebos and tables:

- i) To be borrowed from the Carnival Committee on condition of return in the same condition (or replaced with new by the Council if damaged) and weighted down in wintry weather;
- ii) arrangements be made for sandbags to be obtained on loan (paid for if damaged / opened)
- iii) Stalls be erected and dismantled by volunteers

E. Lights switch on

- i) The illuminations be turned on by the Chair of the Committee and no walkabout be conducted.

Coronation

The Coronation is scheduled for 6 May 2023 and it was suggested that an event similar to the picnic in the park be held in the Dunkirk Avenue Recreation Ground with a screening of the Coronation, toilets, catering, seating and tables, and stalls.

Initialed by the Chair: _____

Report No 2

Desborough Town Council
17 November 2022

Community Grants Advisory Panel
7 November 2022

Councillors present: Cornwall, French, Window, Wood
No interests were declared or apologies received.

Suggested criteria for applications relating to the Persimmons Homes' fund

The Panel agreed to recommend:-

- a deadline of 31/01/2023 for applications;
- application and conditions to be broadly similar to the existing Council Community Grants scheme;
- other Terms and Conditions include a request that applicants seek alternative sources of funding as well (matched funding but not necessarily 50:50);
- larger bids (£10,000 and over) will be requested to submit additional information as required;
- applicants can apply to Rothwell TC as well so long as there is no double funding;
- applicants can apply to for a community grant from DTC as well so long as there is no double funding.

The meeting closed at 19:44

Report No 3

Desborough Town Council
17 November 2022

Neighbourhood Plan Advisory Committee
3 November 2022

Councillors present: Gardiner, Larmour, Murphy-Ryan, Sawford, Wood

Also present: Chris Bowden (Navigus - by Zoom), two members of the public, and the Town Clerk

Apologies: Cllr Roberts

Cllr Murphy-Ryan was elected as Chair of the Committee.

No interests were declared.

The Advisory Committee received information from Mr Bowden and discussed the current status of the Plan, the immediate future, hopes and aspirations, information available, housing, business and commerce, and growth issues.

Mr Bowden undertook to provide guidance on taking the plan to completion.

The meeting closed at 20:21

Report No 4

Desborough Town Council
17 November 2022

Personnel Committee

11 October 2022

Councillors present: Healy, Larmour, Murphy-Ryan, Roberts, Sawford

Cllr Sawford was elected as Chair and Cllr Murphy-Ryan appointed as Vice-Chair. The Committee Chair and Vice-Chair be appointed to the Appraisal Panel.

The Committee passed a motion for the exclusion of the press and public:

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972, the Committee exclude the press and public for the remaining agenda items by reason of the confidential nature of the business to be transacted on the grounds that publicity would be prejudicial to the public interest.

The Committee considered staffing issues.

The meeting closed at 20:38

Initialed by the Chair: _____