

**Minutes of the meeting of Desborough Town Council
held in Desborough Library (streamed online by Zoom) on Thursday 19 January 2023**

Councillors present: H Wood (Chair), A Coleman, D Cornwall, J French, J Gardiner, T Healy,
D Larmour, B Murphy-Ryan, P Sawford, and A Window
Councillors not present: B McElhinney, S Roberts
Also present: Three members of the community (in person and by Zoom), and the Town Clerk

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.

140./22 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE

An apology for absence was received from Cllr McElhinney.

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

141./22 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

No declarations of interest were made.

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

142./22 TO CONSIDER ANY REQUESTS FOR DISPENSATION

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

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

143./22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 8 DECEMBER 2022

The minutes of the meeting held on 8 December 2022 had been previously circulated.

RESOLVED that:-

- a) **the following be added to minute 133./22 (above the resolution):**
“In response to a question in relation to asset management, NNC Cllr Howes undertook to establish the situation and report back to the Town Council.”; and,
- b) **the minutes, as amended, be confirmed and signed by the Chair.**

144./22 TO CONSIDER ANY POLICING MATTERS

It was noted that the most up to date crime and antisocial behaviour statistics were available on the Council's website. A member of the public referred to a change in the police procedures to no longer issue detailed crime reports as previously.

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

145./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.

A member of the public referred to the Council's complaints policy and asked why the findings of a complaint had not be presented to the Council at the meeting. The Town Clerk and the Chair apologised for the oversight.

Members of the public also made comment in relation to a trench had flooded Back Lane, the possible extension of the CCTV scheme, the number of reported crimes, and planning enforcement in connection with the Buxton Drive development.

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

146./22 TO DETERMINE THE COUNCIL'S BUDGET FOR 2023/24

Extracted from the report of the Town Clerk:-

The Council has a statutory duty to set a budget each year which should cover the cost of all its duties and any discretionary expenditure it might wish to make. The draft budget circulated to Councillors is based on the best estimates of costs out-turns.

As usual, the draft figures cover the main cost centres:-

- Democratic Services (including all staff costs direct and indirect, training, audit, Data Protection, Information Commissioner, publicity, elections/polls)
- Memberships and subscriptions (including county and national societies)
- Town Council Office (including rent, rates, connectivity, services, lease obligations)
- Administration (including office expenses, equipment, software, website, emails, insurance, Christmas lights, speed signs, pocket park, legal costs)
- Projects (including many of the suggestions made before and during the consultation).

There has been no movement from North Northamptonshire Council to push services to the Town Council but Councillors are advised to make their own judgments whether or not they wish to make provision for them.

The Council's Financial Regulations anticipate a three-year rolling plan of what the Council wants to achieve. This informs the three-year forecasts of revenue and capital receipts and payments and any recommendations for the use of reserves and sources of funding which may be presented as required by the Financial Regulations.

A draft budget has been circulated separately and will be available on the Council's website. Subject to the Council's decisions on projects and expenditure for the coming year, the Responsible Financial Officer would urge the Council to continue to aim to reduce the high level of balances within a three year period, and to review the earmarked funds for items which it considers appropriate for the Town Council to fund (rather than another Local Authority). This would also allow the Council to manage the expenditure adequately, retain a buffer against the impact of the effects of the reorganisation of local government in the County, and current national uncertainties.

Only after the Council has fixed its budget is it able to consider raising funds through a Council tax precept and discussions about the budget should not include consideration of the precept. The Council is REQUESTED to identify those items on which it wishes to proceed from reserves and earmarked amounts, and to approve the budget for 2023/24.

The Town Clerk referred to the draft budget and explained the contents. Following a full discussion on the proposals it was

RESOLVED that:-

- reference to the annual poppy wreath funded by Councillors and staff on a personal basis be deleted;**
- a special meeting be scheduled for 30 November 2023 to consider budget proposals before a decision on the budget at the December 2023 meeting;**
- a review of the meeting room layout and technology for Council meetings be carried out;**
- consideration of improvements in the town centre be considered as part of the Neighbourhood Plan process;**
- details of S106 commitments in the town be sought; and,**
- the draft budget for 2023/24 as amended be approved.**

147./22 TO CONSIDER AND DETERMINE ANY PRECEPT DEMAND FOR 2023/24

Extracted from the report of the Town Clerk:-

If the Council determines that the expenditure budgeted cannot or should not be funded entirely from reserves and income, then it must resolve to make a precept (a charge from one local authority to another) specifying the rate of tax to be charged on its behalf. Currently, the capacity of Town and Parish Councils to set precepts is uncapped unlike Principal Councils. However, it is imprudent to assume that this situation will remain. If the Council chose to set a very low or even zero precept and the following year a cap was introduced the Council would not be able to function once balances ran out. Even if no such cap was introduced, to have a low (or nil) precept then to impose a precept which is dramatically higher would be unwise. Having said that, it would be equally unwise to attempt to reduce the Council's reserves within a single financial year. With regard to reserves, the Good Councillor's Guide to Finance and Transparency (DCLG) states:

"Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve."

North Northamptonshire Council requires the precept decision to be communicated to it before 20 January 2023. Following the setting of the budget earlier in the meeting, the Town Clerk will advise on the impact of the spending proposals and the possible precept. Calculation of the precept is based on the tax base which is the number of Band D equivalent properties that are relevant for each area. The illustrative tax base for Desborough the 2023/24 tax base is 3833 band D properties.

For *indicative* purposes, the table below shows the spread of precept per property (figures subject to rounding errors) (details to be confirmed):

Precept amount	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
<i>Proportion</i>	<i>6/9 ths</i>	<i>7/9 ths</i>	<i>8/9 ths</i>	<i>9/9 ths</i>	<i>11/9 ths</i>	<i>13/9 ths</i>	<i>15/9 ths</i>	<i>18/9 ths</i>
£1,000	£0.17	£0.20	£0.23	£0.26	£0.32	£0.38	£0.43	£0.52
£10,000	£1.74	£2.03	£2.32	£2.61	£3.19	£3.77	£4.35	£5.22
£15,000	£2.61	£3.04	£3.48	£3.91	£4.78	£5.65	£6.52	£7.83
£50,000	£8.70	£10.15	£11.60	£13.04	£15.94	£18.84	£21.74	£26.09
£75,000	£13.04	£15.22	£17.39	£19.57	£23.92	£28.26	£32.61	£39.13

It is **RECOMMENDED** that the Council determines any precept to be charged.

The Town Clerk advised the Council on the impact of the budget decisions made earlier in the meeting and it was

RESOLVED that:-

in the light of the national cost of living crisis the precept be frozen at the 2022/23 level of £73,590.

148./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 be noted.

148.1./22 [NK/2022/0744](#) ECKLAND LODGE BUSINESS PARK, DESBOROUGH ROAD, BRAYBROOKE
Concern was expressed at the cumulative impact of the various applications at the site.

148.2./22 [NK/2022/0761](#) 69 BROADLANDS, DESBOROUGH

Concern was expressed that the application was substantially the same as a previous application to which the Council had objected and it was

RESOLVED that:-

an objection be lodged on the grounds previously stated.

149./22 TO RECONSIDER MEMBERSHIP OF COMMITTEES, ADVISORY COMMITTEES, AND PANELS

Extracted from the report of the Town Clerk:-

It has been suggested the Council reviews the membership of Committees, Advisory Committees, and Panels. The current membership is set out at Appendix B.

The Council is RECOMMENDED to consider any changes deemed necessary.

RESOLVED that:-

- i) Councillor Gardner be added to the membership of the Neighbourhood Plan Advisory Committee;**
- ii) two spaces for community members be added to the Neighbourhood Plan Advisory Committee; and,**
- iii) Mr Trevor Brighton be appointed as a Community Member of the Neighbourhood Plan Advisory Committee.**

150./22 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

The finance report is set out at Appendix C. Further information will be provided to Councillors in due course.

The Council is RECOMMENDED to approve the report.

RESOLVED that:-

the report be approved.

151./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 will 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 any approved during the meeting be approved.

152./22 TO CONSIDER RESPONDING TO CONSULTATIONS

152.1./22 LOCAL GOVERNMENT BOUNDARY COMMISSION CONSULTATION ON WARD BOUNDARIES

Extracted from the report of the Town Clerk:-

As previously notified, the Local Government Boundary Commission has commenced a 10-week public consultation inviting proposals for new council wards and ward boundaries for North Northamptonshire Council. The consultation will close on 6 February 2023.

This is a public consultation and views are sought from individuals and organisations across North Northamptonshire on where they think new ward boundaries should be drawn.

The electoral review will recommend new electoral arrangements for North Northamptonshire Council. The Local Government Boundary Commission is minded to recommend that 70 councillors should be elected to North Northamptonshire in the future. This is 8 fewer than the current number of councillors.

After it has considered all representations made to it during this consultation, it intends to publish draft recommendations in May 2023. It will then hold a further period of consultation on its draft recommendations. The final recommendations are expected to be published in July 2023 and the new electoral arrangements will come into effect at the local elections in May 2025.

The Commission will propose:

- *the total number of councillors elected to the council in the future;*
- *the number of wards;*
- *the number of councillors representing each ward;*
- *ward boundaries; and*
- *the names of wards.*

In drawing up new electoral wards, we must balance three legal criteria, namely:

- *to deliver electoral equality: where each councillor represents roughly the same number of electors as others;*
- *that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;*
- *that the electoral arrangements should provide for effective and convenient local government.*

The Commission will treat all submissions equally, and judge each case on its merits and against the legal criteria. It urges anyone or group putting forward a view to ensure that evidence supports their submission.

Further details where people can explore the maps of the recommendations and make comments are on the Local Government Boundary Commission's interactive consultation portal <https://consultation.lgbce.org.uk/node/38309>

Comments may also be made by email to reviews@lgbce.org.uk, or in writing to Review Officer (North Northamptonshire), LGBCE, PO Box 133, Blyth, NE24 9FE

The Council is REQUESTED to consider its view and make any comment deemed appropriate.

It was noted that the closing date for comments had been extended. It was suggested that the proposals did not take account of the growing population of Desborough and that the town had a distinctive nature not shared by neighbouring populations.

RESOLVED that:-

the Council submits comments accordingly.

152.2./22 NORTH NORTHAMPTONSHIRE GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT UPDATE AND A PITCH DELIVERABILITY ASSESSMENT

Extracted from the report of the Town Clerk:-

North Northamptonshire Council has commissioned specialist consultants to carry out a "North Northamptonshire Gypsy and Traveller Accommodation Assessment Update" and a "Pitch Deliverability Assessment". This work will inform the preparation of the North Northamptonshire Gypsy and Traveller Site Allocations Policy Development Plan Document. To inform this work ORS is carrying out a survey with Town and Parish Councils. The consultation asks questions as set out in Appendix B and the Council is REQUESTED to consider any response deemed appropriate.

RESOLVED that:-

comment be made referencing the current temporary use in the parish for which there was no consent, and that the Council was not aware of anywhere suitable in the Town Council's area.

153./22 TO CONSIDER ATTENDANCE AT LOCAL AREA PARTNERSHIP MEETINGS

Extracted from the report of the Town Clerk:-

Through North Northamptonshire Council the Integrated Care System, Integrated Care Northamptonshire (ICS) launched in July of last year (further details from the Kings Fund are here <https://www.kingsfund.org.uk/publications/integrated-care-systems-explained>.

Northamptonshire's ICS has two Places – North Northamptonshire and West Northamptonshire. Each has a Health and Wellbeing Board. North Northamptonshire is further subdivided our Place into four Communities – Corby, Kettering, Wellingborough and East Northants. Each of those Community areas has a Community Wellbeing Forum.

The Community Wellbeing Forums (CWF) have been launched. They will all connect directly to the North Northamptonshire Health & Wellbeing Board to contribute to the delivery of the improved population ambitions and outcomes set out in the Integrated Care Northamptonshire strategy.

At the neighbourhood level there will be 7 Local Area Partnerships (LAP) – Corby, Wellingborough Urban, Wellingborough Rural, Kettering Urban, Kettering Rural, East Northants Urban and East Northants Rural. The LAPs will be more focused on the very local populations, and this is where the local Town / Parish councillors will be invaluable. They will bring together the right people to collectively problem solve issues they have identified through local insight and intelligence of their communities. Each LAP will have a LAP profile which will bring together information into one place about the population of each LAP.

The next Kettering Rural Local Area Partnership event will take place on 30 January 2023 at 2pm in Desborough library. The Council is RECOMMENDED to appoint one or two Councillors to attend.

RESOLVED that:-

Councillors Sawford and Wood be appointed to attend future meetings of the Local Area Partnership

154./22 TO RECEIVE A VERBAL REPORT ON CURRENT ACTIVITY

The Town Clerk reported that he had nothing further to report.

RESOLVED that:-

the information be noted.

155./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. It is suggested that the following policies be reviewed at the meeting:-

[Casual Vacancies and Co-Options Policy and Procedure](#)

[Protocol on remote access to meetings](#)

[Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures](#)

The Council is REQUESTED to review and approve any amendments to the policies listed.

RESOLVED that:-

consideration of the matter be deferred and the published Social Media Policy be checked.

156./22 TO RECEIVE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES

A report on the Rothwell North Working Party was presented and it was noted that the link road was expected to open in February.

RESOLVED that:-

the information be noted.

157./22 TO RECEIVE ANY REPORTS FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

In the absence of all three North Northamptonshire Councillors no report was presented.

RESOLVED that:-

the information be noted.

The meeting closed at 21:24

Chairman: _____

Date: _____

Initialed by the Chair: _____

Appendix A

Desborough Town Council 19 January 2023

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/2022/0731](#) 41 Station Road, Desborough
Proposed development: Change of use of former bank to hot food takeaway, installation of extraction and ventilation equipment to the side and associated external works
- [NK/2022/0744](#) Eckland Lodge Business Park, Desborough Road, Braybrooke
Proposed development: Conversion of steel frame erected as agricultural grain store to warehouse unit with associated works
- [NK/2022/0775](#) Gaultney Farm (land at), Pipewell Road, Desborough
Proposed development: NK/2021/0321: All details in respect of KET/2018/0623 for residential development of up to 70 dwellings: Add District Licence Conditions to planning permission
- [NK/2022/0781](#) 20 Leys Avenue, Desborough
Proposed development: Single storey rear extension with render, dormer windows to both side elevations, reposition and replace main access door and add door canopy
- [NK/2022/0800](#) 27 Ise Vale Avenue, Desborough
Proposed development: Erection of garage with store room to the front and side
- [NK/2023/0002](#) Car Parking Area, New Street, Desborough
Proposed development: T1 Ash, T3 Hawthorn, T4 Crab Apple, G1 Silver Birch, Goat Willow, Ash, Buddleia, G3 Leyland Cypress - fell; T5 Silver Birch - prune away from overhead cables; G2 Leyland Cypress - Prune away from canopy of T6
- [NK/2023/0004](#) 10 Braybrooke Road, Desborough
Proposed development: Front dormer extension and first floor rear extension
- [NK/2022/0761](#) 69 Broadlands, Desborough
Proposed development: Change of Use from children's residential home for one child to children's residential home for up to three young people

Appendix B

Desborough Town Council 19 January 2023

Membership of Committees, Advisory Committees, and Panels

Body	Members
Events Committee	Coleman, Cornwall, French (C), Healy, McElhinney, Roberts
Personnel Committee	Healy, Larmour, Murphy-Ryan (VC), Roberts, Sawford (C)
Neighbourhood Plan Advisory Committee	Larmour, Murphy-Ryan (C), Roberts, Sawford, Woods
Community Grants Advisory Panel	Coleman, Cornwall, French, Roberts, Window (C), Woods

Initialed by the Chair: _____

Appendix C

**Desborough Town Council
19 January 2023**

Finance Report

Monthly Bank Reconciliation		31/12/2022
Unity Trust Bank Current		£6,622.05
Unity Trust Bank Saver	Interest received £164.05 Service charges of £21.00 paid	£40,268.17
CCLA Public Sector Deposit Fund (provisional figures)	Dividend reinvested Dec £4522.14	£237,218.05
Balance		£284,108.27

Appendix D

**Desborough Town Council
19 January 2023**

Accounts for payment

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	S.137	VAT	Total
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (Jan)	-	£0.00	£666.66
+	2	TalkTalk	Town Council Office	Broadband/phone (Jan)	-	£6.09	£36.54
+	4	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (Dec / Jan)	-	£0.00	£8,651.50
+	1	Unity Bank	Administration	Service Charge	-	£0.00	£18.00
+	1	Unity Bank (Lloyds Bank)	Administration	Payment card fee	-	£0.00	£3.00
+	1	Viking	Town Council Office	Stationery	-	£10.58	£63.48
	2	Rentokil Initial	Town Council Office	Hygiene bins	-	£18.51	£111.08
	1	NetwiseUK	Town Council Office	Website hosting etc.	-	£88.00	£528.00
	1	NCALC	Administration	Rebalance VAT	-	£0.00	£51.20
+	1	Autela Group Ltd	Administration	Payroll	-	£0.00	£68.58
	2	Zoom Video Communications Inc.	Administration	Meeting broadcasts	-	£23.98	£143.88

+ 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 |

Initialed by the Chair: _____

**Desborough Town Council
19 January 2023**

North Northamptonshire Gypsy and Traveller Accommodation Assessment Update and a Pitch Deliverability Assessment

The consultation asks the following questions:-

- (i) If you want to also supply a list of the sites which you are aware of in your parish then please give details concerning location, the number of pitches/families present and whether the numbers vary over the course of a year.
 - (ii) What trends are you experiencing in your Parish Council area with regard to Gypsies & Travellers (e.g., increase in privately owned sites, commercial sites or temporary sites)?
 - (iii) What attracts Gypsies & Travellers to the area? (Traditional travelling routes? Work? What kinds of work?)
 - (iv) What kinds of seasonal fluctuations occur in your area?
 - (v) Are you aware of any occurrences of temporary stopping by Travellers in your area? If so, please give details.
 - (vi) Would you like to put forward details of any land in your area which may be suitable for G&T pitches? If so, could you please provide the location of this land and explain why it might be suitable.
 - (vii) Are there any other comments you would like to make?
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