



**Desborough Town Council**  
Town Clerk: Graham Thomson  
High Street, Desborough, NN14 2QS  
01536 628816 clerk@desboroughtowncouncil.gov.uk

To: All Town Councillors

You are hereby summoned to attend the annual meeting of Desborough Town Council to be held in the Library building, on Thursday 21 September 2023, commencing at seven o'clock for the purpose of transacting the undermentioned business. Any Councillors who attend the meeting remotely will be able to take part in discussions but will be unable to vote on any matter.

Members of the press and public are requested to attend remotely if at all possible (further details below).

Signed,

Graham Thomson  
Town Clerk

15 September 2023

**How best to attend the meeting**

The best and safest way of seeing and hearing what happens at the meeting is to watch online from the safety and comfort of your home. To join the meeting follow this link:

<https://us02web.zoom.us/j/88587803086?pwd=RWJmNnZrZIRJaDIRTVNPUTVrNlkyUT09>

If necessary, use the following - Meeting ID: 885 8780 3086 Passcode: 140068

If you wish to join by audio telephone only (your normal call charges will apply) dial one of the following numbers: 0131 460 1196, 0203 481 5237, 0208 080 6591, 0208 080 6592 and use the meeting ID and password given above.

**Speaking at the meeting**

If you wish to speak during the meeting you must raise your hand to alert the Chair. To raise your hand when you are following the meeting on Zoom by telephone please press \*9, if the Chair invites you to speak you will need to press \*6.

The Council will continue to use its best endeavours to make access to the meeting as easy as possible. All persons in attendance (physically or online) should be aware that they may be seen, heard, or recorded. No person may speak at the meeting unless invited to do so by the Chair.

**AGENDA**

- 53./23 To consider and if so resolved to approve reasons for apologies for absence.**
- 54./23 To consider any requests for dispensation**  
To consider any requests for dispensation for Councillors with an interest to be allowed to speak in accordance with the Localism Act 2011.
- 55./23 Register of Disclosable Pecuniary Interest & other Registrable Interests**  
Members are reminded that they are personally responsible for ensuring that these declarations are complete and are kept up to date and that they should be submitted to the Monitoring Officer at North Northamptonshire Council. This is a legal requirement. Any Councillor who has an interest in any item to be discussed at the meeting should declare that interest in accordance with the Code of Conduct.
- 56./23 To receive and approve the minutes of the meeting held on 20 July 2023**  
The draft minutes of the meeting of the Council held on 20 July 2023 have been circulated.
- 57./23 To consider responding to the Freight and Logistics and the Planning System: Call for Evidence**  
The Department for Levelling Up, Housing and Communities (DLUHC) and the Department for Transport (DfT) have launched a [call for evidence seeking views on the interaction between freight and logistics and the planning system in England](#). An accompanying document - [The Future of Freight: a long-term plan](#) sets out the objective of a planning system that recognises the needs of the freight and logistics sector and empowers the relevant authority to plan for them. The Government would like to know what works well for planning freight and logistics,

what does not work well and if there are improvements to be made. The consultation is not aimed specifically at parish councils but invites views from “*local residents near major logistics facilities and local community representatives*”, so some parish and town councils may wish to respond. The consultation closes on 6 October 2023.

The Council is REQUESTED to consider any response.

**58./23 To hear representations from Members of the Public**

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

**59./23 To receive reports on activity from the Police, North Northamptonshire Councillors, local groups, and volunteers**

**60./23 To receive and note the Planning and Licensing Report**

The Council is REQUESTED to consider making comment on any planning or licensing matter set out in the report attached at Appendix A and to note any comments made.

**61./23 To note the latest information in relation to the proposed one-way system and parking restrictions Gladstone Street / Nichols Street**

The Town Council has received information from the Engineering Team at North Northamptonshire Council that the final target cost of the works has been provided £76,192.43 (in addition to a utility survey for construction which will need to be undertaken prior to the works which will add approximately £2,100). The total cost of the works is therefore currently estimated at £78,292.43

The previously invoiced and approved amount was £85,052.18 (minute 57.2./22 refers). The assurance received from NNC was that if the total ultimate cost was lower than the approved amount then the Town Council would be the beneficiary (and would be charged the lower amount) but that if the final cost was higher than the approved amount then the Town Council would pay only the approved amount. If the current estimated cost was the final cost then the charge to the Town Council would be £6,759.75 lower than the approved amount.

NNC currently has a programme date for the works for mid-November but are looking to see if there are any gaps in resources before then to see if this can be brought forward at all.

The Council is REQUESTED to note the situation.

**62./23 To receive and approve the minutes of the Events Committee meetings and to receive a report of the 1940s Day**

The minutes of the meetings of the Events Committee held on 2 and 23 August 2023 and on 7 September 2023 have been circulated. An oral report of 1940s Day will be presented.

RECOMMENDED that:-

- a) the minutes be approved; and,
- b) the report be noted.

**63./23 To consider recommendations in relation to community grants**

A meeting of the Advisory Panel took place on 6 September 2023. Cllr Window was elected as Chair and considered applications for community grants which had been submitted. The Advisory Panel's recommendations for making grants under powers contained in s19 of the Local Government (Miscellaneous Provisions) Act 1976 are as follows:-

**63.1./23 Desborough United Reformed Church**

A grant of £2,200 was requested towards the cost of repairs to the roof of the community hall. It was RECOMMENDED that a grant of £1,100 be made.

**63.2./23 Desborough Town Cricket Club**

A grant of £4,727 was requested towards the cost of the provision of practice nets. Following a full discussion during which it was noted that other grants had been received and other sources of funding were available it was RECOMMENDED that no grant be made on this occasion.

**63.3./23 Desborough Parkrun**

A grant of £4,800 was requested towards the entire cost of set-up costs for the proposed organisation including all equipment (including defibrillator), infrastructure, and support (including ongoing costs within Parkrun to cover weekly operating costs). Following a full discussion during which it was RECOMMENDED that:-

- a) the applicant be informed that the Council is minded to award a grant to contribute towards the capital expenditure but the information provided was insufficient and inconsistent; and,

b) the Town Clerk be requested to work with the putative organisation to generate an appropriate application for future consideration.

**64./23 To note the position with the Strategic Link Road through the Persimmon development**

The Council has been informed that final remedial works and surfacing are underway with completion anticipated at the beginning of October 2023. At that point the road safety audit requested by NNC will be carried out with a view to opening the road shortly after, dependant on findings.

**65./23 To receive the finance report**

The Council is RECOMMENDED to approve the report (Appendix B).

**66./23 To consider and if so resolved to note and approve accounts for payment**

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; and the Council is RECOMMENDED to approve payments. Details in the report may be updated before the meeting as information is received.

---

**Desborough Town Council**  
**21 September 2023**

---

**Planning and Licensing Matters**

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/2023/0445](#)

Location: 47 Station Road (land rear of), Desborough

Proposal: Demolish corrugated structure and erect two storey building to provide 6no. self contained flats over two floors and loft floor

[NK/2023/0434](#)

Location: 96 Harborough Road, Desborough

Proposal: Ground floor and first floor extensions to the rear

[NK/2023/0389](#)

Location: 15 Millholm Road, Desborough

Proposal: Full Planning Permission: Relocation of 2m fence from side of dwelling to the edge of property boundary

[NK/2023/0463](#)

Location: Unit 1 Eagle Avenue, Desborough

Proposal: New dust extraction plant including new enclosure

[NK/2023/0389](#)

Location: 15 Millholm Road,, Desborough

Proposal: Relocation of 2m fence from side of dwelling to the edge of property boundary

[NK/2023/0457](#)

Location: 1 Harrington Road,, Desborough

Proposal: T1 Copper Beech - crown raise to 5m to give 4m clearance from chimney and roof; T2 Oak - full crown reduction 3.5m and remove deadwood; T3 Oak - reduce lateral limbs by 3m

[NK/2023/0478](#)

Location: 8 Braybrooke Road,, Desborough

Proposal: Two and single storey rear extension, first floor side extension over garage to link to main house, conversion of loft to habitable room and installation of rooflights with car port to the rear

[NK/2023/0505](#)

Location: 92 Federation Avenue (land West of),, Desborough

Proposal: NK/2022/0217 (1 no. dwelling): Amended plans

[NK/2023/0504](#)

Location: 91 Union Street,, Desborough

Proposal: NK/2022/0667 (Two storey rear extension with new front window at first floor) amended plans

[NK/2023/0523](#)

Location: 81 Braybrooke Road (Land at), Desborough

Proposal: Erection of 2 no. dwellings and removal of garage to facilitate access

**Desborough Town Council**  
**21 September 2023**

**Finance Report**  
**Monthly Bank Reconciliation (31/08/2023)**

Unity Trust Bank Current	£1,786.87
Unity Trust Bank Saver	£1,000.00
CCLA Public Sector Deposit Fund	£294,274.71
Reconciled Balance	£297,061.58

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was July (£1,095.62), August (£1,213.49). Room hire income was £25. Income from the 1940s Day was £305 with some payments still to resolve.

**Desborough Town Council**  
**21 September 2023**

**Accounts for payment**

Items may be added or adjusted as information is received.

+ Paid in accordance with delegated or continuous authority

\* Emergency purchase in accordance with the Scheme of Delegation

	Power	Supplier	Description	Reason	S137	VAT	Total Amount
+	1	Lloyds bank	Town Council Office	Lloyds bank card fee (Aug/Sep)	-	£0.00	£6.00
+	1	Unity Bank	Town Council Office	Bank charges	-	£0.00	£18.00
+	4	LGSS Pensions, HMRC, and Mr G Thomson	Salaries & all Employment Costs	Pension & salary payments (Aug/Sep)	-	£0.00	£8,602.45
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (Aug/Sep)	-	£0.00	£1,596.00
+	2	Talk Talk Business	Town Council Office	Internet and telephone (Aug/Sep)	-	£16.65	£99.92
	1	Parish Online	Neighbourhood Plan	Mapping system	-	£56.00	£446.00
+	1	SLCC Enterprises	Town Council Office	Stationery	-	£12.60	£75.58
+	13	PKF Littlejohn LLP	Town Council Office	External Audit	-	£84.00	£504.00
+	9	Scouts	Events - 1940s Day	First Aid	-	£0.00	£20.00
+	9	Alright Jack	Events - 1940s Day	Music	-	£0.00	£130.00
+	9	Luxe Graphics	Events - 1940s Day	Banners	-	£42.00	£252.00
+	9	Riverside Printers	Events - 1940s Day	Printing	-	£4.00	£58.00
+	9	Thistle Loos Ltd	Events - 1940s Day	Toilets	-	£128.00	£768.00
+	9	Jo's Cakes and More	Events - 1940s Day	Sweets	-	£0.00	£75.00
+	9	Eleanor Mattley Productions	Events - 1940s Day	Music	-	£0.00	£150.00
+	9	Rosemary Wright	Events - 1940s Day	Music	-	£0.00	£50.00
+	9	Event DJs UK	Events - 1940s Day	Generator	-	£0.00	£50.00
+	9	Poppy Design Studio	Events - 1940s Day	Graphic design	-	£50.00	£300.00

**Duties and Powers**

- |   |                                                                                             |    |                                                                       |
|---|---------------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------|
| 1 | Local Government Act 1972 s.111 & s.150                                                     | 13 | Accounts & Audit Regulations 2015                                     |
| 2 | Local Government Act 1972 s.112                                                             | 14 | Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30 |
| 3 | Local Government Act 1972 s.133                                                             | 15 | Local Government Act 1972 s.137                                       |
| 4 | Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101 | 16 | Public Health Act 1936, s.234                                         |
| 5 | Local Government Act 1972 s.142                                                             | 17 | Road Traffic Regulation Act 1984, s72, Highways Act 1980, s96         |

- |    |                                                                      |    |                                                                                                        |
|----|----------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------|
| 6  | Local Government Act 1972 s.143                                      | 18 | Town and County Planning Act 1990, s.61F(1),(2), & Planning and Compulsory Purchase Act 2004, s.38C(2) |
| 7  | Local Government Act 1972 s.144 & s.145                              | 19 | Representation of the People Act 1983 (as amended) s36                                                 |
| 8  | Local Government Act 1972 s.144 & s.145, Public Health Act 1936 s.87 | 20 | Local Government Act 1972, s150 & Data Protection Regulations 2018                                     |
| 9  | Local Government Act 1972 s.145                                      | 21 | Local Authorities (Members' Allowances) (England) Regulations 2003                                     |
| 10 | Local Government Act 1972 s.150                                      | 22 | Local Government Act 1972 s15(5) & s34(5)                                                              |
| 11 | Local Government Act 1972 s.150 & Data Protection Regulations 2018   | 23 | Local Government and Rating Act 1997, s 29                                                             |
| 12 | Local Government Act 1972 s.174                                      |    |                                                                                                        |

Minutes of the Events Committee  
Meeting held on 2 August 2023  
Held in the Large Meeting Room

---

Councillors present: Cornwall, French, Healy  
Councillors not present: Coleman, Gardiner  
In attendance: Town Clerk

**A. ELECTION OF CHAIR**

RESOLVED that:-

Cllr Cornwall be elected as Chair for the 2023/24 municipal year.

**B. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Coleman

RESOLVED that:-

the apology be noted.

**C. DECLARATIONS OF INTEREST**

Cllr Cornwall declared an interest in matters relating to the Scouts.

RESOLVED that:-

the information be noted.

**D. TO CONSIDER AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS**

**(i) 1940s DAY 2023**

**(a) Timings**

RESOLVED that:-

the event be open from noon until 1600 on 9 September 2023.

**(b) Roast pig**

It was noted that arrangements for a roast pig had been made.

**(c) Vehicle parade**

It was noted that the parade was self monitoring / enforcing and the Council's involvement was to produce a route and allow safe exit and reentry of vehicles. Cllr French undertook to contact Daryl for details.

**(d) Musicians**

It was noted that payment had been made last year for the sound system to be set up in "Havelock Square". RESOLVED that: the following bookings for roughly 45 minute slots be made if possible: Anne Marie (singer, two hours), Rosemary Wright (wandering accordion), Eleanor Mattley (singer), Alright Jack (saxophones).

**(e) Stalls**

RESOLVED that:-

- 1) the fees for stalls / pitches be £15, for rides etc. be £50, and other fees be determined on an as needed basis, paid by 01/09/23;
- 2) stallholders be encouraged to bring their own gazebos but Council-owned gazebos be made available to borrow where required at a pre-paid fee of £10 per unit while stocks last;

**(f) Toilets**

RESOLVED that:-

arrangements be made for four accessible toilets in two blocks adjacent to the vets and the Heritage Centre.

**(g) HQ, refreshments, first aid**

Cllr French reported that arrangements had been made for the First Responders to provide First Aid cover. RESOLVED that: the refreshment area be located in "Havelock Square" as usual as determined by Cllr Cornwall.

**(h) Newspapers / Posters / Flyers / Banners**

It was noted that the newspapers produced for 2022 would be available for 2023.

RESOLVED that:-

- 1) six large banners be produced for roadside display.
- 2) posters be produced for display in shops, and a small number of A5 flyers for general advertising.

**(i) Road closure**

It was noted that the road closure for Station Road had been applied for. It was noted that the usual arrangements for the pillboxes from Albany Sheds would be anticipated.

RESOLVED that:-

- 1) a road closure for the top part of Havelock Street be requested;
- 2) the required road closure letters be hand delivered by volunteers/Councillors.

**(j) Application / Entry forms**

It was reported that the application and entry forms would go live on the Council's website and be sent to previously known participants.

**(k) Brown tape**

RESOLVED that:-

masking tape be obtained locally for use on windows.

**(l) Raffle**

RESOLVED that:-

no raffle be run this year.

**(m) Marshalls**

It was noted that volunteer Marshalls would be needed for road closure and safety.

**(ii) GALA NIGHT 2023**

The Town Clerk reported on the withdrawal of NNC from involvement with the decorations. It was noted that the date of the event was 1 December 2023.

**(iii) REMEMBRANCE DAY 2023**

**(a) Parade**

RESOLVED that:-

discussions take place later in the year with the organisers of the wreath laying to coordinate the event.

**(b) Chain of office**

It was noted that the Chain of office would be worn and may be in need of repair.

**E. TO CONSIDER A PLAN TO MOVE EVENTS TO A COMMUNITY-BASED VENTURE.**

Following a short discussion about the role of volunteers it was RESOLVED that:-

members of the community be encouraged and the Chair make a call for assistance.

The meeting closed at 20:17



Minutes of the Events Committee  
Meeting held on 23 August 2023  
Held in the Large Meeting Room

Councillors present: Cornwall (Chair), Coleman, French, Gardiner, Healy  
Councillors not present: none  
In attendance: One Councillor as a member of the public and the Town Clerk

**A. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**B. DECLARATIONS OF INTEREST**

Cllr Cornwall declared an interest in matters relating to the Scouts.

RESOLVED that:-

the declaration be noted.

**C. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 2 AUGUST 2023**

The minutes of the meeting of the Committee held on 2 August 2023 had been circulated.

RESOLVED that:-

the minutes be confirmed subject to the correction of "Albany Sheds" from "Desborough Shed".

**D. TO CONSIDER AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS**

**(i) GALA NIGHT 2023**

It was noted that there had been community expectations that the event would take place on the last Friday in November rather than be aligned with the Christmas Tree Festival which was tied to Advent. Following a discussion it was

RESOLVED that:-

- (a) the date of Gala night 2023 be changed to 24 November 2023;
- (b) the dates of Gala nights (incorporating the switch on of Christmas lights) be fixed for future years as (the last Friday of November)
- (c) consideration be given to the location of the Christmas tree.

**(ii) 1940s DAY 2023**

**(a) Stalls, Rides, and Vehicles**

A report on the numbers of stalls, rides, and vehicles, which had expressed an interest was given.

**(b) Vehicle parade**

RESOLVED that:-

1. the parade route be Station Road > Rushton Road > Dunkirk Avenue > High Street > Station Road;
2. all participants be issued with a route description and given notice that as the vehicles will be driving on public highway all liability passes to the driver of each vehicle;
3. the start time for the parade be fixed for approximately one o'clock;
4. the Police be invited to lead the parade.

**(c) HQ, refreshments, first aid**

It was noted that the First Responders were unable to provide cover.

RESOLVED that:-

- 1) arrangements be made for first aid provision;
- 2) the refreshment tent ("NAAFI") be located in the old fire station driveway area;
- 3) no soup be provided from the refreshment tent.

**(d) Newspapers / Posters / Flyers / Banners**

RESOLVED that:-

- 1) 200 copies of the A5 leaflet and copies of the A3 poster be printed;
- 2) the road closure notices and the banners be erected, and the posters, leaflets, newspapers, and letters be delivered over the weekend of 2/3 September;
- 3) ten rolls of wide masking tape be bought.

**(e) Refreshments**

RESOLVED that:-

necessary quantities of cups and supplies be purchased and refunded by the Council.

**(f) Food Suppliers**

It was noted that arrangements had been made for Cape Lekker and Coco Joe to attend the event.

**(g) Musicians**

It was noted Alright Jack (saxophones), Rosemary Wright (wandering accordion), and Eleanor Mattley (singer), had agreed to perform but that confirmation was awaited from Anne Marie (singer).

RESOLVED that:-

another named group be approached by JF to play.

**(h) Marshalls**

It was noted that some volunteer Marshalls had come forward and more would be sought.

**(i) Flyover**

RESOLVED that:-

further enquiries into the possibility of a flyover be made.

**(j) Giveaway**

RESOLVED that:-

JF to arrange for one hundred small portions of sweets to be purchased and distributed to children on the day for free.

**E. TO CONSIDER A PLAN TO MOVE EVENTS TO A COMMUNITY-BASED VENTURE.**

RESOLVED that:-

A separate meeting be held later in the year to pursue the matter.

The meeting closed at 19:43

Minutes of the Events Committee  
Meeting held on 7 September 2023  
In the Large Meeting Room

Councillors present: Cornwall (Chair), Coleman, French, Gardiner, Healy

Councillors not present: none

In attendance: Town Clerk

**A. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**B. DECLARATIONS OF INTEREST**

Cllr Cornwall declared an interest in matters relating to the Scouts and took no part in the meeting during discussion of related items.

RESOLVED that:-

the declaration be noted.

**C. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 23 AUGUST 2023**

The minutes of the meeting of the Committee held on 23 August 2023 had been circulated.

RESOLVED that:-

the minutes be confirmed.

**D. TO CONSIDER AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS**

**(i) 1940s DAY 2023**

**(a) Stalls, Rides, and Vehicles**

A report on the numbers of stalls, rides and vehicles booked and expressing interest was noted. It was reported that blank forms would be available to collect the details of any vehicles not already registered. The Committee discussed specific vehicle requests in detail and it was

RESOLVED that:-

1. only vehicles from the Allies be permitted on site and no Axis power vehicles, markings, weaponry, or paraphernalia be permitted;
2. other vintage vehicles discussed be accepted.

**(b) First aid**

RESOLVED that:-

first aid be provided by the Scout leaders and a fee of £20 be paid.

**(c) Food Suppliers**

AC undertook to contact Coco Joe to confirm attendance.

**(d) Musicians**

It was noted that Annemarie was not able to perform.

RESOLVED that:-

the timings of the acts as discussed be approved.

**(e) Marshalls**

It was noted that some volunteer Marshalls and Councillors had come forward and more would be sought.

**(f) Giveaway**

RESOLVED that:-

if it was not possible to purchase bagged sweets for distribution by Scouts to children on the day for free, then small bottles of water be purchased and distributed instead.

**(g) Layout**

RESOLVED that:-

1. the Town Clerk provide details of stalls and rides to TH together with requests for specific locations and they conclude the layout plan;
2. no weights be used for gazebos unless the weather conditions required;
3. JF request refuse bins from NNC.

**(h) Flyover**

A report on the costs and possibility of a civilian flyover was given.

The meeting closed at 20:03