

**Minutes of the meeting of Desborough Town Council
held in Desborough Library on Thursday 21 September 2023**

Councillors present: T Healy (Chair), A Coleman, D Cornwall, J French, J Gardiner, D Larmour, B McElhinney, B Murphy-Ryan, S Roberts (item 57./23 onwards), P Sawford, A Window, and H Wood

Councillors not present: none

Also present: four members of the community

53./24 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR APOLOGIES FOR ABSENCE.

It was noted that the Town Clerk was not able to attend the meeting. No apologies for absence were received.

RESOLVED that:-

- i) Cllr Cornwall be designated as Proper Officer for the duration of the meeting and be requested to take notes; and
- ii) the apologies be noted.

54./23 TO CONSIDER ANY REQUESTS FOR DISPENSATION

Extracted from the report of the Town Clerk:-

To consider any requests for dispensation for Councillors with an interest to be allowed to speak in accordance with the Localism Act 2011.

no requests for dispensation were made.

RESOLVED that:-

the information be noted.

55./23 REGISTER OF DISCLOSABLE PECUNIARY INTEREST & OTHER REGISTRABLE INTERESTS

Extracted from the report of the Town Clerk:-

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.

Cllr Cornwall declared an interest in minute 66./23 “To consider and if so resolved to note and approve accounts for payment” insofar as it related to a payment to the Scouts.

RESOLVED that:-

the declaration be noted.

56./23 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 20 JULY 2023

Extracted from the report of the Town Clerk:-

The draft minutes of the meeting of the Council held on 20 July 2023 have been circulated.

RESOLVED that:-

- i) minute 48./23 be amended with the addition of the words “when further information is available” after “defer consideration”; and,
- ii) the minutes as amended be approved and signed by the Chair.

57./23 TO CONSIDER RESPONDING TO THE FREIGHT AND LOGISTICS AND THE PLANNING SYSTEM: CALL FOR EVIDENCE

Extracted from the report of the Town Clerk:-

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.

It was suggested that a link to the call for evidence be included on the Council’s website. The Council discussed issues raised in relation to the freight and logistics operations in

the town and concluded that all major logistic facilities should have facilities to allow lorries to wait rather than sitting on the public highway.

RESOLVED that:-

the Chair respond to the call for evidence accordingly.

58./23 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Extracted from the report of the Town Clerk:-

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

A member of the public spoke about the Construction Management Plan for the Grange 2 development; potential breaches of planning conditions in the development; and encouraged people to respond to Bellway reserved matters.

It was suggested that the Council inform the Planning Department of the Council's views in relation to the construction management plan (CMP) for Grange phase 2 including works apparently being completed prior to CMP being in place, the apparent absence of a traffic plan, and unsuitable access points.

Comment was made about the weight limit on the A576 between Rothwell and Desborough.

A member of the public spoke about the notice surrounding the old leisure centre site.

A member of the public spoke about the annual Poppy Appeal explaining that poppies would be available from 27 October 2023 and that in 2022 the appeal in Desborough had raised £13,366.50.

RESOLVED that:-

the comments be noted.

59./23 TO RECEIVE REPORTS ON ACTIVITY FROM THE POLICE, NORTH NORTHAMPTONSHIRE COUNCILLORS, LOCAL GROUPS, AND VOLUNTEERS

It was noted that there was no representative from the Police in attendance.

A report was given on behalf of the Desborough & District Twinning Association stating that two visits had taken place since last meeting: one group had visited France, and the Association had hosted a group of 32 from the Netherlands which had been the first visit to take place since the pandemic.

In the absence of any Councillors from North Northamptonshire Council it was noted that the Town Council had not received any information in relation to the sales of the former Police house, the old leisure centre, and Lawrence factory site.

RESOLVED that:-

- i) the Police be invited to the next meeting and;
- ii) the information be noted.

60./23 TO RECEIVE AND NOTE 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 the report attached at Appendix A and to note any comments made.

RESOLVED that:-

no comments be made.

61./23 TO NOTE THE LATEST INFORMATION IN RELATION TO THE PROPOSED ONE-WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET

Extracted from the report of the Town Clerk:-

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.

RESOLVED that:-
the information be noted.

62./23 TO RECEIVE AND APPROVE THE MINUTES OF THE EVENTS COMMITTEE MEETINGS AND TO RECEIVE A REPORT OF THE 1940S DAY

Extracted from the report of the Town Clerk:-

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.

Thanks were expressed to Councillors French, Gardiner, Healy, and the 3 members of the public who assisted on the day. It was reported that the event appeared to be well received by those in attendance despite the heat. It was noted that in order for future events to continue that there was a need people from the community to take a role within the planning and delivery of the events.

RESOLVED that:-
i) the minutes be approved; and,
ii) the report be noted.

63./23 TO CONSIDER RECOMMENDATIONS IN RELATION TO COMMUNITY GRANTS

Extracted from the report of the Town Clerk:-

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

Extracted from the report of the Town Clerk:-

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.

RESOLVED that:-
the recommendation be accepted.

63.2./23 DESBOROUGH TOWN CRICKET CLUB

Extracted from the report of the Town Clerk:-

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.

RESOLVED that:-
the recommendation be accepted.

63.3./23 DESBOROUGH PARKRUN

Extracted from the report of the Town Clerk:-

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 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.

RESOLVED that:-
any amended application received be considered by the Advisory Panel.

64./23 TO NOTE THE POSITION WITH THE STRATEGIC LINK ROAD THROUGH THE PERSIMMON DEVELOPMENT

Extracted from the report of the Town Clerk:-

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.

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

65./23 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

**RESOLVED that:-
the report be approved.**

66./23 TO CONSIDER AND IF SO RESOLVED TO NOTE AND APPROVE ACCOUNTS FOR PAYMENT

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; and the Council is RECOMMENDED to approve payments.

Details in the report may be updated before the meeting as information is received.

**RESOLVED that:-
the payments made and proposed be noted and approved.**

The meeting closed at 20:36

Chairman: _____

Date: _____

Initialed by the Chair: _____

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
2 Local Government Act 1972 s.112

- 9 Local Government Act 1972 s.145
13 Accounts & Audit Regulations 2015

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

(b) Timings

RESOLVED that:-

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

(c) Roast pig

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

(d) 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.

(e) 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).

(f) 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.

(iv) 1940s DAY 2023

(a) Stalls, Rides, and Vehicles

A report on the numbers of stalls, rides, and vehicles, which had expressed and 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.

Initialed by the Chair: _____

- (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

(b) 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

Initialed by the Chair: _____