

**Minutes of the meeting of Desborough Town Council
held in Desborough Library on Thursday 16 November 2023**

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

81./23 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs French, Roberts, Sawford.

RESOLVED that:-

- i) the apologies be noted; and,
- ii) in accordance with the Local Government Act 1972 S85, the reasons for the absence of Cllrs French and Sawford be approved.

82./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.

83./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.

Minute 90./23 "To consider any response to planning and licensing applications and note any responses made"

Cllr Gardiner declared an interest in relation to this matter insofar as it related to item AOC/0606/1911

Cllr Cornwall declared an interest in relation to this matter insofar as it related to item NK/2023/0634

Cllr McElhinney declared an interest in relation to this matter insofar as it related to item NK/2023/0652

RESOLVED that:-

the declarations be noted.

84./23 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 19 OCTOBER 2023

Extracted from the report of the Town Clerk:-

The draft minutes of the meeting of the Council held on 19 October 2023 have been circulated.

RESOLVED that:-

the minutes be approved and signed by the Chair.

85./23 TO DISCUSS CURRENT DEVELOPMENTS AND PROPOSALS BY BELLWAY HOMES LIMITED (EAST MIDLANDS)

Extracted from the report of the Town Clerk:-

It is expected that a representative from the developer will be in attendance.

The Town Clerk reported that he had been assured that Bellway would be represented at the December meeting. In response to comments it was

RESOLVED that:-

details of any issues be emailed to the Town Clerk to raise with the developer.

- 86./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.
No matters were raised by members of the public.
RESOLVED that:-
the information be noted.
- 87./23 TO RECEIVE REPORTS ON ACTIVITY FROM THE POLICE, NORTH NORTHAMPTONSHIRE COUNCILLORS, AND LOCAL GROUPS**
The Town Clerk reported that a new Police Officer had been designated to the town and hoped to make a difference in coming months. It was reported that the Desborough and District Twinning Association was to visit Hungary and that Desborough might host a visit in 2024.
RESOLVED that:-
i) the Town Clerk be requested to ask for an update on the sale of the Lawrence's Factory site; and,
ii) the information be noted.
- 88./23 TO NOTE ARRANGEMENTS FOR AN ADDITIONAL MEETING OF THE COUNCIL ON 30 NOVEMBER 2023**
Extracted from the report of the Town Clerk:-
An additional meeting of the Council has been arranged for the evening of Thursday 30 November 2023 at 7 o'clock to consider budget proposals. Members are REQUESTED to note the arrangements and to advise the Responsible Financial Officer of any new ideas for potential funding in future years.
It was noted that the hope had been for the meeting to allow for dialogue on any suggestions made.
RESOLVED that:-
the information be noted.
- 89./23 TO RECEIVE AND APPROVE THE MINUTES OF THE EVENTS COMMITTEE MEETINGS HELD ON 23/10/2023 AND 13/11/2023**
Extracted from the report of the Town Clerk:-
The minutes of the meeting of the Events Committee held on 23/10/2023 and 13/11/2023 will be circulated as Reports No. 1 and 2. It is RECOMMENDED that the minutes be approved.
It was noted that arrangements for Gala Night 2023 were in hand and a report of the preparations was given. It was noted that the usual Road Closure Order for the entirety of Station Road had been granted and that arrangements would be made for any necessary vehicular access during the closure hours subject to the availability of marshals and in accordance with the safety requirements.
RESOLVED that:-
i) Volunteers to assist with the erection and dismantling of the gazebos, and road marshalling, be sought;
ii) the information contained in the report be noted; and,
iii) the minutes be approved.
- 90./23 TO RECEIVE A REPORT ON THE PROVISION OF ELECTRICITY IN THE STREET**
The Town Clerk reported that he was trying to clarify a legal point and requested that the matter be deferred to a future meeting.
RESOLVED that:-
consideration of the matter be deferred to a future meeting pending further information.
- 91./23 PLANNING AND LICENSING**
91.1./23 TO CONSIDER ANY RESPONSE TO PLANNING AND LICENSING APPLICATIONS AND NOTE ANY RESPONSES MADE
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 B and to note any comments made.
RESOLVED that:-
no comment be made unless specified in subsequent minutes.

Initialed by the Chair: _____

91.1.1./23 APPLICATION: [AOC/0606/1911](#)

Location: Harborough Road (land off), Desborough (Bloor Homes)

Proposal: Condition no. 10 (Public realm/landscape management) of KET/2019/0606

Cllr Gardner, having declared an interest in this item, left the meeting and took no part in the discussion or voting thereon.

RESOLVED that:-

an objection to the application be made.

91.1.2./23 APPLICATION: [NK/2023/0634](#)

Location: 34 Victoria Street, Desborough

Proposal: Change of use from residential dwelling to six bedroom HMO for up to six persons

Cllr Cornwall, having declared an interest in this item, left the meeting and took no part in the discussion or voting thereon.

RESOLVED that:-

an objection to the application be made on the grounds of overdevelopment, that the proposal was not in keeping with the area, and insufficient parking provision.

91.1.3./23 APPLICATION: [NK/2023/0667](#)

Location: 85a Braybrooke Road, Desborough

Proposal: Change of use from dwelling house to holiday let

RESOLVED that:-

an objection to the application be made on the grounds of inappropriate use of the rear garden, that the proposal was not in keeping with the area, and insufficient parking provision.

91.1.4./23 APPLICATION: [NK/2023/0652](#)

Location: 12 Neuville Way, Desborough

Proposal: Front access ramp and low threshold door

Cllr McElhinney, having declared an interest in this item, left the meeting and took no part in the discussion or voting thereon.

RESOLVED that:-

no comment be made.

91.1.5./23 APPLICATION: [NK/2023/0677](#)

Location: Harborough Road (land off), Desborough

Proposal: NK/2022/0673 (Appearance, landscaping, layout and scale in respect of KET/2019/0606: Residential development of up to 260 units with all matters reserved except access): Re-siting of dwelling within plot 161 and amendment to tree distribution within site

Cllr Gardner, having declared an interest in this item, left the meeting and took no part in the discussion or voting thereon.

RESOLVED that:-

an objection to the application be made on the grounds that trees were not being rested and the replanting scheme was not adequate and appropriate.

92./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.

93./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 19:36

Initialed by the Chair: _____

Desborough Town Council

16 November 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).

- Application: [AOC/0169/1710](#)
 Location: Desborough North (land at), Stoke Albany Road, Desborough (Bellway Homes East Midlands)
 Proposal: Condition nos. 3 (Construction Method Statement), 4 (Landscaping) and 5 (Landscape Management) of KET/2017/0169
- Application: [AOC/0169/1711](#)
 Location: Desborough North (land at), Stoke Albany Road, Desborough (Bellway Homes East Midlands)
 Proposal: Condition no. 26 (Management of Public Realm) of KET/2017/0169
- Application: [AOC/0169/1712](#)
 Location: Desborough North (land at), Stoke Albany Road, Desborough (Bellway Homes East Midlands)
 Proposal: Condition no. 14 (Cycle Store Locations) of KET/2017/0169
- Application: [AOC/0606/1911](#)
 Location: Harborough Road (land off), Desborough (Bloor Homes)
 Proposal: Condition no. 10 (Public realm/landscape management) of KET/2019/0606
- Application: [NK/2023/0626](#)
 Location: 1 Ironwood Avenue, Desborough
 Proposal: Replacement windows
- Application: [NK/2023/0634](#)
 Location: 34 Victoria Street, Desborough
 Proposal: Change of use from residential dwelling to six bedroom HMO for up to six persons
- Application: [NK/2023/0632](#)
 Location: Manor House, Gold Street, Desborough
 Proposal: Variation of condition 2 of NK/2023/0321 in respect of window details
- Application: [NK/2023/0667](#)
 Location: 85a Braybrooke Road, Desborough
 Proposal: Change of use from dwelling house to holiday let
- Application: [NK/2023/0652](#)
 Location: 12 Neuville Way, Desborough
 Proposal: Front access ramp and low threshold door
- Application: [NK/2023/0699](#)
 Location: Police Station, 38 Federation Avenue, Desborough
 Proposal: Change of use from Police House to Physical Therapy and Chiropody Clinic
- Application: [NK/2023/0677](#)
 Location: Harborough Road (land off), Desborough
 Proposal: NK/2022/0673 (Appearance, landscaping, layout and scale in respect of KET/2019/0606: Residential development of up to 260 units with all matters reserved except access): Re-siting of dwelling within plot 161 and amendment to tree distribution within site

Appendix B

Desborough Town Council
16 November 2023
Finance Report
Monthly Bank Reconciliation (31/10/2023)

Unity Trust Bank Current	£2,275.83
Unity Trust Bank Saver	£9,000.00
CCLA Public Sector Deposit Fund	£274,726.83
Reconciled Balance	£286,002.66

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,177.43.

Appendix C

Accounts for payment

Items may be added or adjusted as information is confirmed.

+ 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	-	£0.00	£3.00
+	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	-	£0.00	Tbc
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent	-	£0.00	£798.00
+	2	Talk Talk Business	Town Council Office	Internet and telephone	-	£8.33	£49.96
+	7	Event DJs UK	Events - Gala	PA/etc	-	£0.00	£450.00
+	4	Autela Payroll Services Ltd	Town Council Office	Payroll	-	£9.66	£57.98
+	1	Harlequin printer supplies	Town Council Office	Tonor	-	£20.00	£119.99
+	7	Rusev Services Ltd	Events - Gala	Portable Appliance testing	-	£0.00	£62.00
+	20	Information Commissioner's Office	Town Council Office	Registration	-	£0.00	£35.00

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 | |

Initialed by the Chair: _____

Minutes of the Events Committee
Meeting held on 23 October 2023
In the Large Meeting Room

Councillors present: Cornwall (Chair), Coleman, French, Healy
Councillors not present: Gardiner
In attendance: one member of the public, Town Clerk

A. APOLOGIES FOR ABSENCE

No apologies for absence were received.

B. DECLARATIONS OF INTEREST

No declarations were made.

RESOLVED that:-

the information be noted.

C. TO NOTE THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 21 SEPTEMBER 2023

The minutes of the meeting of the Committee held on 21 September 2023 had been circulated.

RESOLVED that:-

the minutes be confirmed.

D. TO REVIEW ARRANGEMENTS FOR EVENTS

(1) REMEMBRANCE SUNDAY PARADE

The Committee discussed arrangements for the parade including the signs and letters for the road closure.

RESOLVED that:-

the arrangements be approved.

(2) GALA NIGHT

The Committee discussed arrangements for the Gala night and switch on of the Christmas tree lights. He outlined the steps taken to secure all relevant permissions and consents for the tree and lights, the location of the tree, the supply and removal of the tree, and reported on the stalls and attractions. It was noted that the road closure order was in place for closure from 17:00 to 21:00 on the night.

RESOLVED that:-

- (a) the fees be set as previously at £15 for local charitable organisations, and £25 to £50 for commercial stalls and attractions;
- (b) the fee for the hire of Council gazebos remain at £10 each;
- (c) stall lights be borrowed as in 2022 if possible (JF);
- (d) volunteer marshals be sought;
- (e) Cllr Healy be authorised to issue a press release about the event (TH);
- (f) arrangements for the sound system at a cost of £450;
- (g) arrangements be made for additional litter bins (JF);
- (h) the Town Clerk be authorised to make necessary payments to deliver the event including the supply of the Christmas tree, installation of lights, advertising, sound system, brass band

The meeting closed at 19:53

Initialed by the Chair: _____

Minutes of the Events Committee
Meeting held on 13 November 2023
In the Large Meeting Room

Councillors present: Cornwall (Chair), Coleman, Gardiner and Healy
Councillors not present: French
In attendance: Town Clerk

A. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor French
RESOLVED that:-
the apology be noted.

B. DECLARATIONS OF INTEREST

No declarations were made.
RESOLVED that:-
the information be noted.

C. TO REVIEW AND APPROVE ARRANGEMENTS FOR GALA NIGHT

The Town Clerk reported on arrangements made and updated the Committee on progress.

(1) SANTA

RESOLVED that:-

- (a) the Town Clerk seek approval for the use of the grotto as used previously;
- (b) the Town Clerk formally invite NNC Cllr Tebbutt to resume his usual rôle;
- (c) the Town Clerk be authorised to purchase wrapping paper and tape and up to 200 presents costing under £2 each with Cllr Healy for Santa to give away at no charge;
- (d) arrangements made for wrapping presents be noted.

(2) CHRISTMAS LIGHTS AND TREE

It was reported that the hanging and tree lights delivered from NNC had been tested for electrical safety and that the frame display had been temporarily retained by NNC at the request of the Town Clerk. The Town Clerk updated the Committee on the steps taken with regard to the purchase, siting, and decoration of the tree and the hanging of the decorations. He outlined the costs and issues raised including siting and licensing, method of installation, and timings.

RESOLVED that:-

- (a) the lights be turned on by the Council Chair;
- (b) the arrangements for the tree and decorations be approved.

(3) CHRISTMAS MUSIC

It was reported that members of Kettering Town Silver Band would play throughout the event with a break at about half way through at a cost of £150 and would need two gazebos and twelve chairs.

RESOLVED that:-

the information be noted.

(4) STALLS AND ATTRACTIONS

It was reported that nineteen stalls, rides/attractions, food stalls, and retail stalls had booked. It was also reported that requests had been made for seven gazebos.

RESOLVED that:-

- (a) each gazebo be marked with the name of the hirer;
- (b) arrangements made for erecting the gazebos be noted;

(5) ROAD CLOSURE

The Town Clerk reported that no complaints had been received by the Council about road closures following events. In response to comments about vehicular access to properties under the closure Order during the event it was noted that at previous events vehicles had been escorted but that this had been considered unsafe especially in the dark when there were crowds of people.

RESOLVED that:-

A3 posters be produced for public display and arrangements made for erecting the erection and delivery of notices and letters be noted

Initialed by the Chair: _____

(6) EVENT HQ

RESOLVED that:-
the Town Clerk's office be used as the event HQ.

(7) PRESS RELEASE

RESOLVED that:-
Cllr Healy be authorised to issue a press release about the event.

The meeting closed at 19:35

Initialed by the Chair: _____