



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 monthly meeting of Desborough Town Council to be held in the Library building, on Thursday 18 January 2024, 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 with the consent of the meeting chair 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

12 January 2024

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/88690813354?pwd=bkhJR1FnS1FyWE9qN0hxc01oTEdsZz09>

If necessary, use the following - Meeting ID: 886 9081 3354 Passcode: 906729

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

113./23 To mark the death of North Northamptonshire Councillor Mike Tebbutt.

114./23 To consider and if so resolved to approve reasons for apologies for absence.

115./23 To consider any requests for dispensation

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

116./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.

117./23 To receive and approve the minutes of the meeting held on 14 December 2023

The draft minutes of the meeting of the Council held on 14 December 2023 have been circulated.

118./23 To hear representations from Members of the Public

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

119./23 To receive reports on activity from the Police, North Northamptonshire Councillors, and local groups

120./23 To consider street names for housing developments

As new housing developments are proposed, developers seek names for the streets within their developments. Recently names have been proposed which are generic and do not reflect the history or culture of Desborough. The Council has been invited to put forward suggestions which it considers appropriate. Any suggestions will be considered in accordance with relevant codes of practice and policies and will be determined by North Northamptonshire Council. The Council is REQUESTED to suggest relevant names for consideration.

121./23 To receive an update on the One Way System

Members will be aware that the longstanding proposals for the Gladstone Street / Nichols Street one way traffic calming system have finally begun (work was scheduled to begin on 15 January 2024). Owing to the lengthy delays with North Northamptonshire Council, agreement was reached that the price previously agreed, invoiced, and approved for payment (£85,052.18) would be the maximum that the Town Council would pay and any savings would be passed on to the Town Council. An invoice of £76,532.39 representing the total cost has been received, and the reduced payment will be made on substantive completion of the works.

122./23 To receive an update on the Neighbourhood Plan

123./23 To receive an update on projects

124./23 To determine the Council's budget for 2024/25

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.

There has been no further push from North Northamptonshire Council to move costs/services to the Town Council (other than the Christmas decorations) but Councillors are advised to make their own judgments whether or not they wish to make provision for them in the coming financial year.

A draft budget has been circulated separately. 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 spending decisions at North Northamptonshire Council, 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 those it wants to pursue from Council Tax, and to approve the budget for 2024/25.

125./23 To consider and determine any precept demand for 2023/24

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 by 19 January 2024. 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 of band D properties for Desborough in 2024/5 is 3904 (the 2023/24 tax base was 3833).

For indicative purposes, the table below shows the spread of Council tax per property (figures subject to rounding errors):

Precept amount	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Proportion	⁶ / ₉ ths	⁷ / ₉ ths	⁸ / ₉ ths	⁹ / ₉ ths	¹¹ / ₉ ths	¹³ / ₉ ths	¹⁵ / ₉ ths	¹⁸ / ₉ ths
£1,000	£0.17	£0.20	£0.23	£0.26	£0.31	£0.37	£0.43	£0.51
£10,000	£1.71	£1.99	£2.28	£2.56	£3.13	£3.70	£4.27	£5.12
£15,000	£2.56	£2.99	£3.42	£3.84	£4.70	£5.55	£6.40	£7.68
£50,000	£8.54	£9.96	£11.38	£12.81	£15.65	£18.50	£21.35	£25.61
£75,000	£12.81	£14.94	£17.08	£19.21	£23.48	£27.75	£32.02	£38.42
£90,000	£15.37	£17.93	£20.49	£23.05	£28.18	£33.30	£38.42	£46.11
£100,000	£17.08	£19.92	£22.77	£25.61	£31.31	£37.00	£42.69	£51.23

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

126./23 To consider any changes to the Community Grants Awarding Policy or the Social Media Policy

The Community Grants Awarding Policy and the Social Media Policy are set out at Appendix B. Council is REQUESTED to consider any changes to the policies.

127./23 To consider any response to planning and licensing applications and note any responses made

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

128./23 To receive the finance report

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

129./23 To consider and if so resolved to note and approve accounts for payment

The report set out at Appendix E 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.

Planning and Licensing Matters

A Planning Applications

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/0673/2202](#)

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

Proposal: Condition no. 5 (Bin collection) of NK/2022/0673

Application: [NK/2024/0005](#)

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

Proposal: KET/2019/0606 (Residential development of up to 260 dwellings with all matters reserved except access): variation to the wording of condition 25

Application: [AOC/0249/1603](#)

Location: Desborough North (land at), Desborough (Bellway Homes East Midlands Ltd)

Proposal: Condition No. 5 (Landscape Management Plan) of KET/2016/0249

Application: [AOC/0356/2104](#)

Location: Desborough North (land at), Desborough (Sainsbury's)

Proposal: Condition No. 6 (Landscaping - timing - public open spaces) of NK/2021/0356

Application: [NK/2023/0586](#)

Location: 64 Braybrooke Road, Desborough

Proposal: Dropped kerb to provide vehicular access and driveway

Application: [AOC/0044/1609](#)

Location: Rothwell Road, Desborough

Proposal: Condition no. 18 (noise) of KET/2016/0044

Application: [AOC/0169/1714](#)

Location: Desborough North (land at), Stoke Albany Road, Desborough (Bellway Homes East Midlands Ltd)

Proposal: Condition no. 10 (Highway Design Details) of KET/2017/0169

B Significant Applications in neighbouring parishes

Application: [NK/2023/0786](#)

Location: Rothwell North, Rothwell

Proposal: NK/2021/1904 (All details in respect of Phase 2 of KET/2007/0461 for 153 dwellings, public open space, and associated infrastructure): Additional footpath links into Phase 3 development

Application: [NK/2023/0765](#)

Location: Eckland Lodge Farm (land south of farm buildings), Desborough Road, Braybrooke

Proposal: 1 no. farm dwelling with vehicular access

Application: [NK/2023/0736](#)

Location: Birchfield Springs, Desborough Road, Rushton (Lyndon Thomas Ltd)

Proposal: The formation of 2 no. specimen trout fishing lakes, a junior lake, stock pond, the erection of a facilities/lodge building, a machinery store, hatchery, formation of car parking, footpaths and access areas, plus landscaping (resubmission of KET/2010/0242)

Application: [NK/2023/0778](#)

Location: The Old Poultry Farm, Stoke Albany Road, Desborough

Proposal: Warehouse storage building

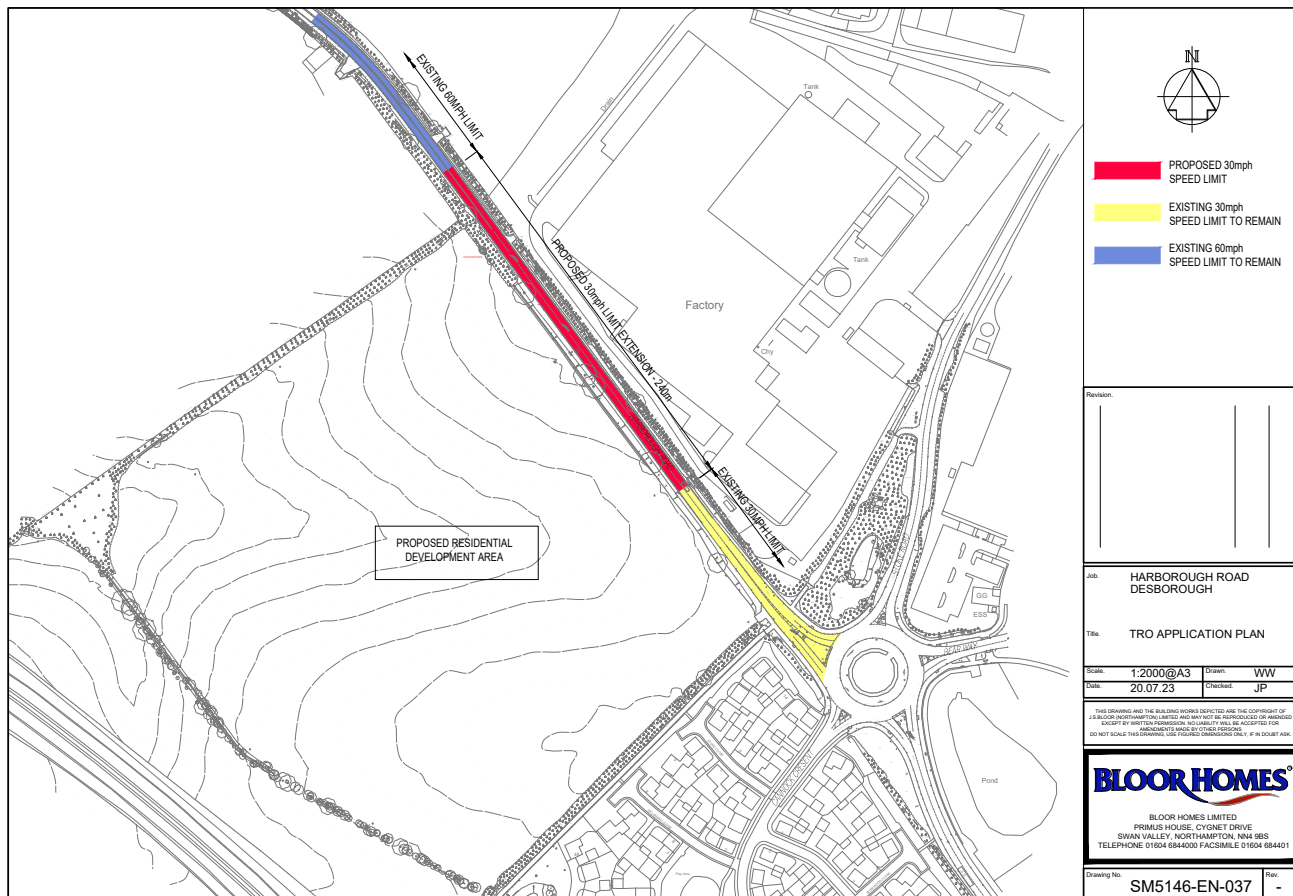
Application: [NK/2024/0011](#)

Location: Builders Yard, Pipewell Road, Desborough, NN14 2SN

Proposal: 17no. additional storage containers

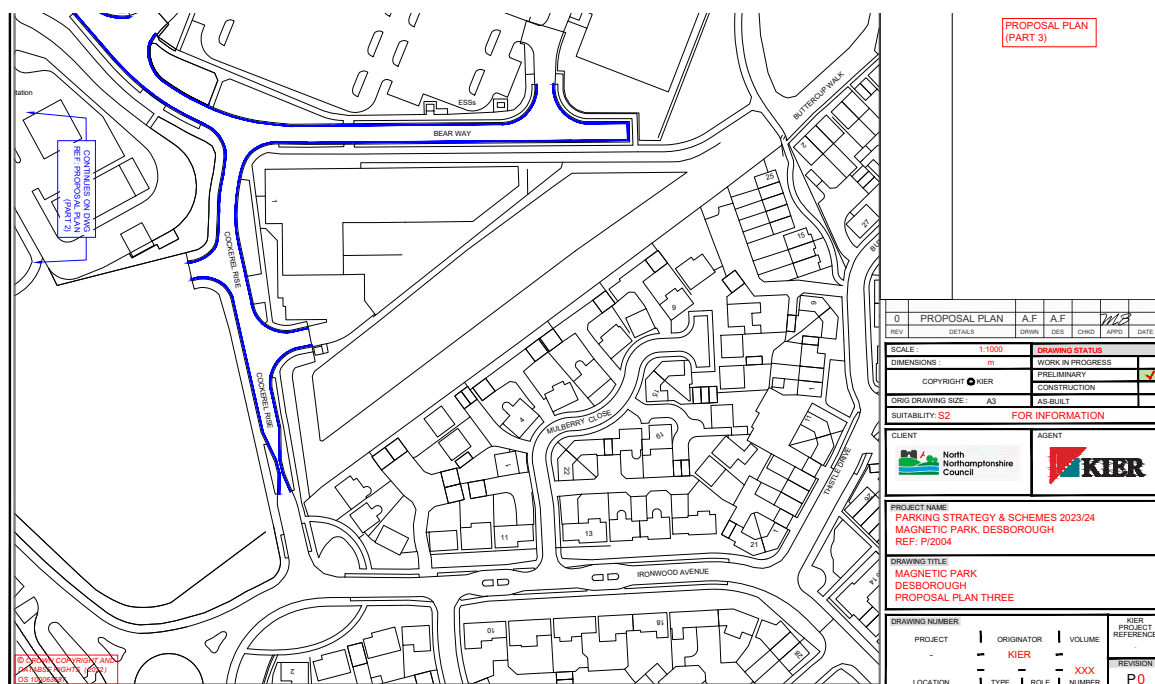
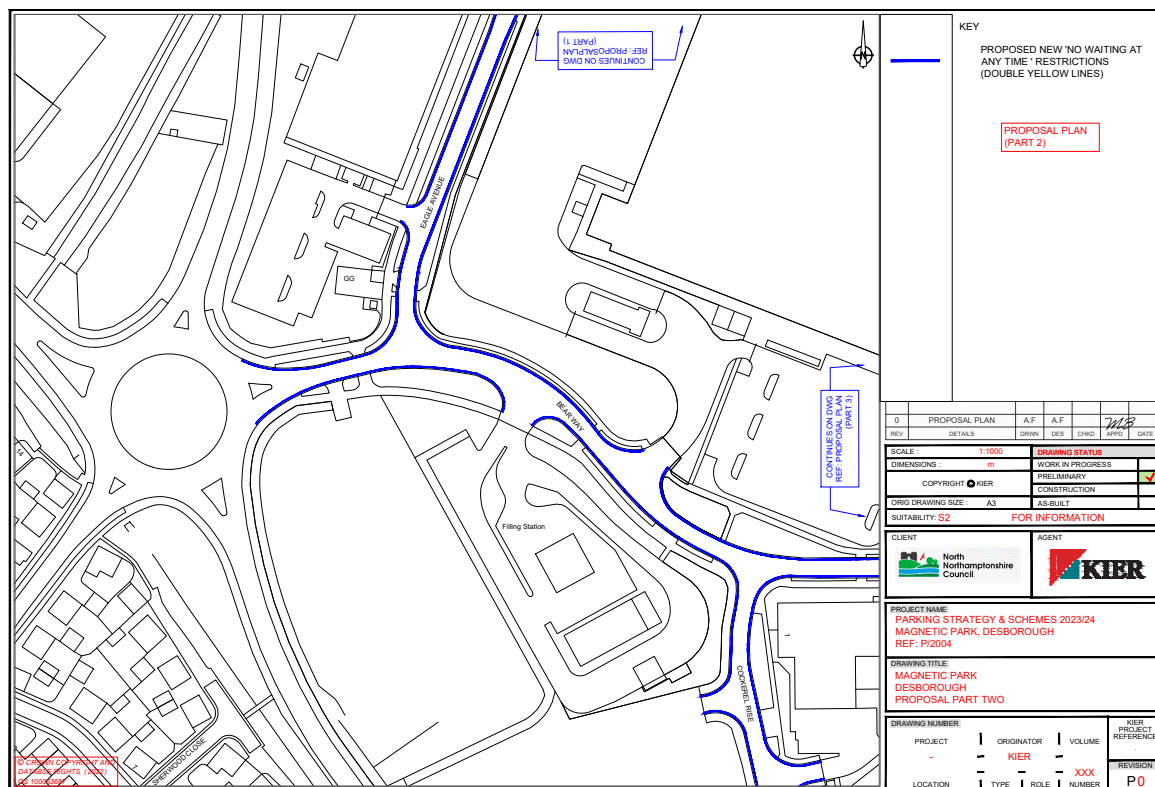
C Proposed changes to speed limit affecting a development

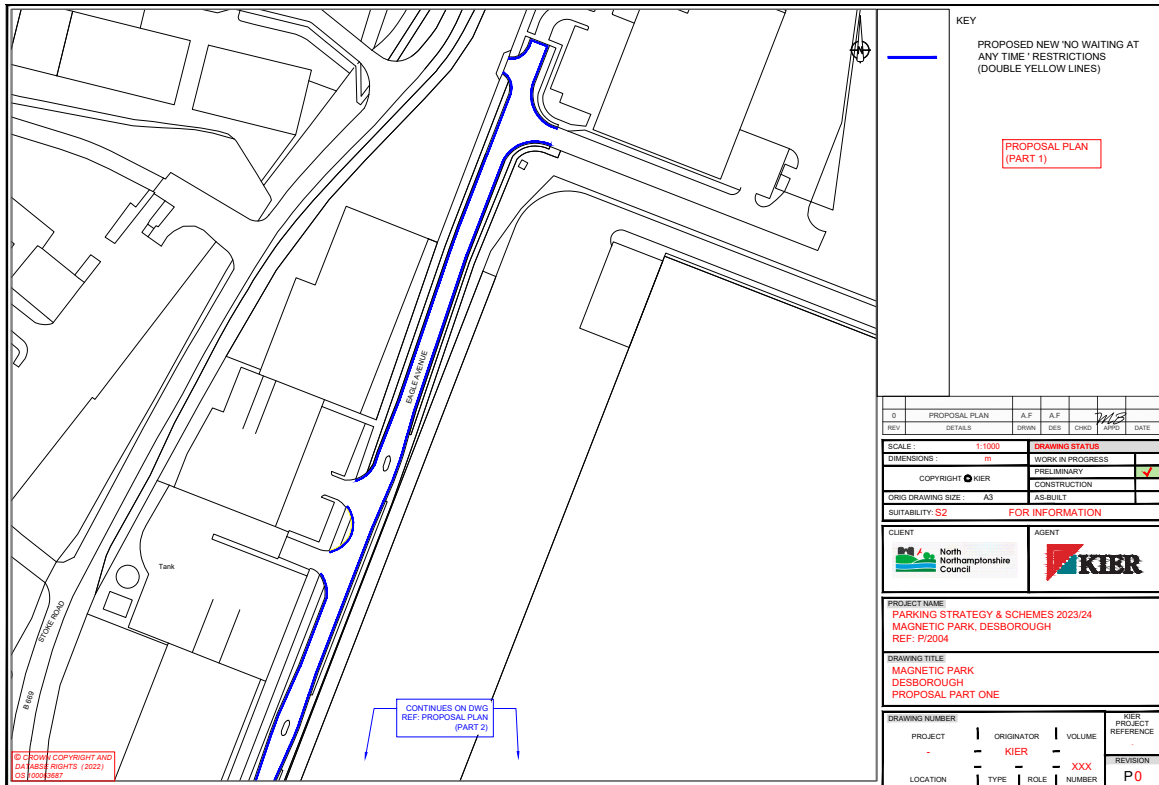
A proposal has been made to extend the 30mph speed limit alongside the Bloor Homes Development on Harborough Road, Desborough for maintaining safety and it has been agreed through the Speed Limit Review Panel. The Council has been asked for any comments. If the Council has no objection, then the highway authority will proceed to the next stage of advertising the public notice.



D Proposed introduction of 'No Waiting At Any Time' restrictions (Double Yellow Lines) within Magnetic Park, Desborough

A proposal has been made to introduce 'No Waiting At Any Time' restrictions (Double Yellow Lines) within Magnetic Park, Desborough. This proposal has been put forward following reports of anti-social behaviour and misuse of the highway. The Council has been asked for any comments. If the Council has no objection, then the highway authority will proceed to the next stage of advertising the public notice.





DESBOROUGH TOWN COUNCIL

Community Grants Awarding Policy

1. Introduction

- 1.1. Desborough Town Council has a commitment to encourage, support, and promote, volunteer organisations and charities within Desborough for the benefit of the Town. The Council may make an annual budget provision for Community Grants to help meet its aims.
- 1.2. Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3. This policy is designed to act as guidance for applicants and Councillors when considering applications.
- 1.4. Applicants are encouraged to look at alternative sources of funding in addition to this scheme.
- 1.5. To make grants, the Council uses powers contained in legislation including:-
 - (a) the Local Government Act 1972, Section 137 as amended by the Local Government and Housing Act 1989, Section 37;
 - (b) the Local Government Act 2000, Section 8; and
 - (c) the Local Government (Miscellaneous Provisions) Act 1976, Section 19)
 - (d) Localism Act 2011.
- 1.6. Nothing in this policy or elsewhere shall require the Council to make a grant if the Council does not have to lawful power to do so.

2. Guidelines for Grant Applications

- 2.1. It is a condition of any grant application that the activity must bring direct benefit to the residents of Desborough. The Council cannot give financial assistance to individuals under this Policy.
- 2.2. Grant Aid application forms will be available on the Council's website and when completed, must be submitted along with the latest set of the applicant group's accounts and other required documentation. Applications will be considered by a Community Grants Advisory Panel in following application closing dates at the end of January, April, July, and October. The Advisory Panel will present recommendations to the Council. The grant recommendations will be considered by the Council at the subsequent Council meetings and any payments made thereafter.
- 2.3. National Charities are unlikely to be supported unless it is for a specific project in Desborough where there will be obvious benefit to the Council's area.
- 2.4. In accordance with the Local Government Act 1894, the Council will only grant aid churches for town clocks and possibly for environmental purposes. Church Halls can be grant aided if they are used by the community.
- 2.5. Schools will only be grant aided for environmental purposes or, if in the opinion of the Council their application is for the benefit of the wider community.
- 2.6. At the discretion of the Council any organisation or group with permanent bar facilities in operation may be excluded.
- 2.7. Grants will not be payable to or for any commercial venture for private gain.
- 2.8. Grant applications cannot be made retrospectively.
- 2.9. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council
- 2.10. All grants must only be used for the purpose for which they were awarded unless the written approval of Desborough Town Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 2.11. Grant recipients must provide a written report to the Council on how the grant has been spent, together with satisfactory evidence including copies of quotes and invoices, that the grant has been used for the purposes approved.
- 2.12. Grant recipients may be asked to acknowledge Council support, for example in any press releases, on stationary, and on promotional material.
- 2.13. The council reserves the right to reclaim the balance of any funds not spent in accordance with the approved grant application, left unspent after one year of receipt.

3. How Will Grant Applications Be Assessed?

The Community Grants Advisory Panel will work to [terms of reference](#) approved by the Town Council.

- 3.1. How well the grant will meet the needs of the community, providing positive benefit to the residents of Desborough.
- 3.2. How effectively the group will use the grant.
- 3.3. Whether the costs are appropriate and realistic.
- 3.4. What level of contributions has been, or will be, raised locally.
- 3.5. Whether the organisation could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 3.6. How the organisation is managed as indicated by the constitution /set of rules.

DESBOROUGH TOWN COUNCIL

Social Media Policy

This policy provides Councillors, volunteers, and staff, an overview of Social Media and outlines the Council's position on various aspects of their use. In addition, it includes guidelines on Officer, Volunteer, and Councillor responsibilities when using such channels of communication.

Social media is a term for commonly used web content based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Examples of popular social media tools include: Twitter, Facebook, YouTube, Pinterest, Instagram, and LinkedIn. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

The Council will use social media platform/s as an additional channel of communication of key information and advice to local residents – this activity will not replace existing forms of communication including the website and Town Council notice-board.

The Council may choose to use social media to:

- Share Town Council notices and public documents, including agendas, minutes and calls to meetings
- Make announcements on new information from the Town Council (Including advertising of vacancies and appointments)
- Advertise Town Council events and activities
- Re-post or share information from other public or partner bodies, including Government, North Northants Council, Police, Health etc.
- Post or share information from other Town Council-related groups
- Poll/survey local residents on key Town Council matters

Links to Town Council Social Media platforms will be shared from the Town Council Website and may only be linked to from other groups/sites by agreement of the Town Council. Platforms will be moderated by an agreed group of Town Councillors and staff (Moderators) – content will only be posted by Moderators in accordance with Town Council Business. Content will not be posted by individual Councillors – posts will be made by the Town Council. Sharing of Town Council Social Media posts will be permitted.

Posts and content on Town Council Media platforms will be set to broadcast-only – to keep our platforms safe and respectful the ability to comment on posts will not be permitted. Any messaging or queries will be referred to the Moderators, with responses by the Clerk where required.

No political posts or posts relating to any individual party, Councillor, Staff, Volunteer or Candidate (before any elections) will be permitted on Town Council Social Media Platforms.

Individual Councillors, volunteers, and staff may have personal accounts on social media and may use these for their own purposes.

Individual Councillors, volunteers, and staff must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

Safeguarding

Councillors share the community and parents concern about crime and ASB. Those who are victims of or witness serious anti social behaviour by adults or children are advised to report this to Northants police through 101 or on www.northants.police.gov

The council appreciates the range of online risks which are present particularly to children and also to communities, and that identifying other people's children online is illegal. No pictures of children will be reproduced without express permission of parents/legal guardians. Councillors will not initiate any activity which identifies other people's children on social media without express consent from those with parental responsibility (except children who are missing or in danger and then only consistent with assisting police).

Guidelines

Whilst Social Media tools are very useful to share information quickly with other people, there are pitfalls to be aware of:

- the information in most cases is shared in the public domain and can be viewed by anyone in the world. In many cases it is not even necessary to register to view the content. Registering is only required should you wish to participate and post to the site;
- groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard;
- there is no guarantee of truth,
- the nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience
- it is very easy to spend a lot of time viewing and responding to messages that would outweigh any value gained in the first place.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Desborough Town Council:

All staff volunteers, and Councillors

- Be aware of and recognise your responsibilities identified in the Social Media Policy, and the Council's Code of Conduct.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection legislation.
- When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council e-mail address, logos or other Council identification
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.

Volunteers

Volunteers must not use Social Media accounts in relation to the Council's business.

Councillors

- Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration, and colourful language.
 - Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and proprietary information policies.
 - Where Councillors choose to use personal accounts for the Council's business they must make it clear that what they say is representative of their personal views only. Where possible a standard disclaimer could be used such as: "*Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions*".
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Desborough Town Council
18 January 2024

Finance Report
Monthly Bank Reconciliation (31/12/2023)

Unity Trust Bank Current	£3,050.82
Unity Trust Bank Saver	£18,000.00
CCLA Public Sector Deposit Fund	£257,212.91
Reconciled Balance	£278,263.73

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,194. A refund of £64.93 was received from the Council's insurers as a result of the clarification of changes to the policy.

Desborough Town Council
18 January 2024

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 (Dec and Jan)	-	£0.00	£8,638.79
+	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	-	£8.52	£51.10
+	7	Kettering Town Silver Band	Events - Gala night	Entertainment	-	£0.00	£150.00
	5	Netwise Ltd	Town Council Office	Website	-	£88.00	£528.00
+	7	Welford Christmas Tree Farm	Administration	Supply and installation of tree	-	£224.83	£1,349.00
				Installation of permanent sleeve	-	£75.00	£450.00
				Installation and removal of lights	-	£508.33	£3,050.00
				Safety barrier and equipment	-	£48.71	£292.26
				Storage for 12 months	-	£50.00	£300.00
+	14	North Northamptonshire Council	Town Centre Road Improvements	One Way System on Gladstone Street / Nichols Street	-	£0.00	£76,532.39
	24	Initial Washroom Hygiene	Administration	Sanitary collections	-	£19.63	£117.75

Rights, Duties and Powers

+ Paid in accordance with delegated or continuous authority

1 Local Government Act 1972 s.111 & s.150

2 Local Government Act 1972 s.112

4 Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101

5 Local Government Act 1972 s.142

* Emergency purchase in accordance with the Scheme of Delegation

7 Local Government Act 1972 s.144 & s.145

6 Local Government Act 1972 s.143

14 Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30

24 The Environmental Act 1990, The Water Industries Act 1991, The Workplace (Health, Safety and Welfare) Regulations 1992