

**Minutes of the meeting of Desborough Town Council
held in Desborough Library (streamed online by Zoom) on Thursday 18 January 2024**

Councillors present: T Healy (Chair), A Coleman, D Cornwall, J French, J Gardiner, D Larmour, B McElhinney, B Murphy-Ryan, P Sawford, A Window, and H Wood (to item 139./23)

Councillors not present: S Roberts

Also present: NNC Cllr Howes, five members of the community, and G Thomson (Town Clerk)

Immediately prior to the meeting the Chair welcomed those present. He reminded members of the public about the rules relating to speaking during meetings. He also referred to rising concern amongst the residents of Desborough about the current status of Montsaye school, and added that the Town Clerk would make contact with the appropriate Academy Trust and with the Department for Education Regional Director to clarify the current position and future direction of the school and where this leaves feeder primary schools.

130./23 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR ABSENCE.
It was reported that an apology for absence had been received from Cllr Roberts
RESOLVED that:-
the reason for the absence be noted.

131./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 and/or vote in accordance with the Localism Act 2011.

131.1./23 DESBOROUGH DEVELOPMENTS WORKING PARTY - COUNCILLORS MCELHINNEY AND MURPHY-RYAN
The Town Clerk reported that a written request had been received from Cllr Murphy-Ryan for dispensation to speak and vote (at the current meeting) on matters relating to a grant application from Desborough Developments Working Party on the grounds that the dispensation is in the interests of persons living in the authority's area (Section 33c), and in the interests of visibility into decision making by the grant committee (Section 33e); and from Cllr McElhinney for dispensation to vote on matters relating to a grant application from Desborough Developments Working Party (until 1 May 2025) on the grounds that the dispensation is in the interests of persons living in the authority's area (Section 33c).
RESOLVED that:-
dispensations be granted to allow Councillor Murphy-Ryan to speak and vote on matters relating to a grant application from Desborough Developments Working Party for the remainder of the meeting on 15 February 2024; and, Councillor McElhinney to vote on matters relating to a grant application from Desborough Developments Working Party until 1 May 2025.

131.2./23 DESBOROUGH & DISTRICT TWINNING ASSOCIATION - COUNCILLOR MURPHY-RYAN
The Town Clerk reported that a written request had been received from Cllr Murphy-Ryan for dispensation to speak and vote at the meeting on matters relating to a grant application from Desborough & District Twinning Association on the grounds that the dispensation is in the interests of persons living in the authority's area (Section 33c), and in the interests of visibility into decision making by the grant committee (Section 33e).
RESOLVED that:-
dispensation be granted to allow Councillor Murphy-Ryan to speak and vote on matters relating to a grant application from Desborough & District Twinning Association for the remainder of the meeting on 15 February 2024

132./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

Initialed by the Chair: _____

any item to be discussed at the meeting should declare that interest in accordance with the Code of Conduct.

Cllr Gardiner declared an interest in item 138./23 “To consider recommendations from the Community Grant Advisory Panel” insofar it related to Desborough Developments Working Party.

RESOLVED that:-

the declaration be noted.

133./23 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 18 JANUARY 2024

Extracted from the report of the Town Clerk:-

The draft minutes of the meeting of the Council held on 18 January 2024 have been circulated.

RESOLVED that:

the minutes be confirmed and signed by the Chair.

134./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 fear of crime outside the High Street Co-Op now that a large parcel point had been installed. The Town Clerk undertook to try to establish the extent of the public highway.

Members of the public spoke about the roadworks underway and planned at a number of locations in Desborough which were either insufficiently signed or were in conflict with each other causing unnecessary congestion. The Town Clerk undertook to raise concerns with the relevant NNC Officers. It was noted that information about forthcoming roadworks and closures were publicly available on one.network. A member of the public spoke about the condition of the road surface and asked if the contractors would be making good the surface after the roadworks.

A member of the public spoke about the date for an Annual Town Meeting.

RESOLVED that:-

the comments be noted.

135./23 TO NOTE ANY REPORTS ON ACTIVITY FROM THE POLICE, NORTH NORTHAMPTONSHIRE COUNCILLORS, AND LOCAL GROUPS

The Town Clerk reported that the Police had indicated an intention to attend the March ordinary Council meeting if operationally possible.

NNC Councillor Howes referred to the recent tragic road accident on the B576 Harborough Road and stated that the Highways department was awaiting the Police reports before considering what action was necessary.

In response to comments about roadworks closing Braybrooke Road near Gold Street, Cllr Howes stated that it was hoped that the closure would be removed the following morning and added that the contractors at the other end of Braybrooke Road had been asked if it would be possible to resite the traffic lights to ease congestion.

NNC Councillor Howes referred to the Havelock “square” proposals and stated that a high level meeting had been held to ask Officers to outline possibilities and costs, and that consultation would follow. The Chair added that Officers had been requested to determine the extent of the area and the safety of the trees.

In response to a question relating to potholes, NNC Cllr Howes reported that additional funding had been allocated by North Northamptonshire Council to patch potholes and that failed repairs had to be resolved at the contractor’s expense.

In response to a question relating to the former Lawrence factory site, NNC Cllr Howes stated that the Heads of Terms of the contract had not been signed and that therefore there was no new information available.

RESOLVED that:-

the comments be noted.

TO CONSIDER A RESPONSE TO THE BIODIVERSITY DUTY**Extracted from the report of the Town Clerk:-**

Under the Environment Act 2021, public authorities (including town and parish councils) must consider what they can do to conserve and enhance biodiversity. Government guidance clarifies that Councils should:

- consider what they can do to conserve and enhance biodiversity, and agree policies and specific objectives based on that consideration;*
- act to deliver those policies and achieve their objectives; and,*
- reconsider the actions within five years of their previous consideration, or more frequently if it chooses.*

Unlike many Councils, Desborough Town Council owns no land and is not responsible for any planting, mowing, maintenance, or removal/replacement of trees or other flora. It cannot determine or require any specific planting schemes. It also owns no buildings and is not responsible for the power or water supplies in its leased offices. The Council is therefore not in a position to directly affect biodiversity through operation of policies related to land or property.

In its procurement choices, the Council is able to have regard to biodiversity issues to some extent. However, the Council is not a large consumer of physical items and the impact is therefore limited. The Council has already made an impact through the climate emergency consideration by drastically reducing printing and copying; buying green where possible; reducing and removing single-use plastics from the Council's operations where possible; minimising waste going to landfill or incineration; acknowledged the possibility of the replacement of Christmas lights to low energy LED or solar powered lights; and, allocating funding to replace the speed indicator signs with solar powered signs. Although used relatively rarely, the Council's expenses and travel policy states that our environment will be considered when making decisions and public transport will be preferred where practical and cost effective.

To comply with its duty, the Council might:

- consider the impact on biodiversity of the decisions it proposes to make in Council, committees, sub-committees, and other meetings;*
- seek to minimise adverse impacts on biodiversity as a result of the Council's activities;*
- ensure it addresses biodiversity concerns when commenting on planning applications;*
- note what action it is already taking to conserve and enhance biodiversity;*
- consider what further steps the Council should take to conserve and enhance biodiversity. Such steps may include:*
 - including policies in support of biodiversity within the neighbourhood plan;*
 - reviewing what biodiversity or nature recovery plans are in place from neighbouring local authorities and North Northamptonshire Council;*
 - signposting to local voluntary groups working on nature conservation;*
 - adopting a biodiversity policy (draft at Appendix A) or statement (draft at Appendix B).*

Whilst retaining the right to object to schemes as a whole or aspects of proposals, when commenting on planning matters the Council might:-

- support the protection of sensitive habitats from development;*
- consider whether development would mean the loss of important habitats for wildlife;*
- support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats; and,*
- consider what each proposed development might make in terms of biodiversity net gain.*

The Council is RECOMMENDED:-

- (a) to note that as it does not own any land or buildings its ability to have a positive impact on biodiversity is limited;*
- (b) to consider what it can do to conserve and enhance biodiversity;*
- (c) to consider adopting a biodiversity policy or statement and the terms to be included;*
- (d) to resolve that biodiversity be considered in the Council's responses to planning matters as appropriate;*
- (e) at the next review of the Council's Standing Orders, to insert a new Standing Order requiring the reconsideration of biodiversity actions at the meeting following the annual Council meeting after each ordinary election.*

RESOLVED that:-

- i) the Council notes that it does not own any land or buildings and its ability to have a positive impact on biodiversity is limited;**
- ii) the biodiversity policy be adopted;**
- iii) at the next review of the Council's Standing Orders, a new Standing Order requiring the reconsideration of biodiversity actions at the meeting following the annual Council meeting after each ordinary election be inserted.**

- 137./23 TO CONSIDER AND APPROVE THE DRAFT TERMS OF REFERENCE FOR THE PROPOSED ROTHWELL AND DESBOROUGH HEALTHCARE ADVISORY GROUP, AND APPOINT THREE MEMBERS**
Extracted from the report of the Town Clerk:-
Members will recall the recent discussion about current and future medical provision in Desborough and Rothwell and the proposal that a joint Committee of the two Town Councils be formed with a focus on securing better service provision (rather than a new building). As requested, the Town Clerk and the Clerk of Rothwell Town Council have collaborated on draft terms of reference for the proposed joint Committee and these have been circulated to Councillors. In order to ensure equity between the towns it is proposed that meetings alternate between Desborough and Rothwell, that the host town provides the secretariat for each meeting, and that meetings be chaired by a Councillor from the host authority. The Council is REQUESTED to
 (a) approve the terms of reference for the Rothwell and Desborough Healthcare Advisory Group; and,
 (b) appoint three Members of the Council to the Advisory Group.
RESOLVED that:-
 i) the terms of reference be approved; and,
 ii) Councillors French, Gardiner, and Healy be appointed to the Advisory Group
- 138./23 TO CONSIDER RECOMMENDATIONS FROM THE COMMUNITY GRANT ADVISORY PANEL**
Extracted from the report of the Town Clerk:-
Recommendations from the Advisory Panel in relation to grant applications received and the review of the guidelines for grant applications will be presented. The Council is REQUESTED to consider the recommendations.
- 138.1./23 DESBOROUGH TOWN CRICKET CLUB**
Extracted from the report of the Town Clerk:-
A grant of £2,500 was requested towards the cost of the refurbishment of the playing surface of the existing double lane practice facility. The Advisory Panel RECOMMENDED a grant of £1,250 be made.
RESOLVED that:-
 the recommendation be accepted.
- 138.2./23 DESBOROUGH & DISTRICT TWINNING ASSOCIATION (INCLUDING EUROPEAN CHARTER GROUP)**
Extracted from the report of the Town Clerk:-
A grant of £1,000 was requested towards the cost of coach transfers from airports and visits for a Charter meeting in Desborough in 2024. The Advisory Panel RECOMMENDED a grant of £1,000 be made.
RESOLVED that:-
 the recommendation be accepted.
- 138.3./23 WARWICKSHIRE & NORTHAMPTONSHIRE AIR AMBULANCE**
Extracted from the report of the Town Clerk:-
A grant of £2,000 was requested towards the cost of medical consumables: these are single use items that are used to treat our patients in the field until they are received at the hospital. The Advisory Panel RECOMMENDED a grant of £2,000 be made.
RESOLVED that:-
 the recommendation be accepted.
- 138.4./23 MAGPAS AIR AMBULANCE**
Extracted from the report of the Town Clerk:-
A grant of £1,000 was requested towards the cost of medical supplies for emergency care for cross border emergencies. The Advisory Panel RECOMMENDED no grant be made.
RESOLVED that:-
 the recommendation be accepted.
- 138.5./23 DESBOROUGH DEVELOPMENTS WORKING PARTY**
Cllr Gardiner left the meeting for the duration of this item and took no part in the discussion or voting thereon.
Extracted from the report of the Town Clerk:-
A grant of £600 was requested towards the cost of ongoing activities for arranging meetings, producing banners, documents, and other associated materials. The Advisory Panel

RECOMMENDED no grant be made.

On being put to the meeting a recorded vote was requested on a motion to award a grant of £600 and the voting was as follows:-

Cllrs for the motion

B McElhinney
B Murphy-Ryan

Cllrs against the motion

A Coleman
D Cornwall
J French
D Larmour
P Sawford
A Window
H Wood

The Chair declared the motion not carried.

RESOLVED that:-
no grant be made.

138.6./23 TO REVIEW THE GUIDELINES FOR GRANT APPLICATIONS

Extracted from the report of the Town Clerk:-

The Advisory Panel has reviewed the grant guidelines and made recommendations for alterations as set out in Annexe 1. The Advisory Panel did not reach a conclusion in any changes to paragraph 2.6:

“At the discretion of the Council any organisation or group with permanent bar facilities in operation may be excluded.”

The Advisory Panel RECOMMENDED that:-

- (a) the Council determine any changes deemed necessary to paragraph 2.6; and,*
- (b) the guidelines set out in Annexe 1 be otherwise adopted.*

RESOLVED that:-

- i) the paragraph relating to bar facilities be removed; and,**
- ii) the guidelines set out in Annexe 2 be accepted and adopted.**

139./23 TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN

It was reported that an initial draft of the Plan was expected in March to be considered by the Advisory Committee, and that early community consultation was planned.

RESOLVED that:-
the information be noted.

140./23 TO RECEIVE AN ORAL UPDATE ON PROJECTS
140.1./23 ENABLING CRIME DETECTION BY CCTV

The Town Clerk reported that following discussions and a meeting with representatives from the police written confirmation had been received as follows:-

“Having considered locations that the town might benefit from an extra camera and looking at crime and ASB data I cannot suggest anywhere in which one would be required. The town currently has good coverage and I cannot see the current benefit in investing in another for now.

“When considering this answer I have taken considerations into account such as levels of crime/ ASB data which doesn’t reflect the need along with privacy concerns/ infringements a new camera would potentially cause without justifiable reason backed with data. Furthermore at this time I feel that the current system serves the police well as one tool to help detect and prevent crime.

“I have considered some of the representations for a camera at the end of Dunkirk avenue going out of the town on Rushton road however the data does not reflect a need for this what so ever and we have in fact got an ANPR camera on the area that would capture any vehicles leaving the town on that route. This is the likely way any would be criminals would choose to travel in and out of the Town considering Desborough’s rural location and a CCTV camera would not add anything further to that.

I have consulted the local PC ... to ask him on his opinions and he has rightly suggested that with the town rapidly expanding there could be a requirement in the next year or two for a further camera depending on what the developments progress look like and any change in crime and ASB figures. I would echo this and it might be better to consider reserving the funds either for this eventuality or another project.

RESOLVED that:-
the information be noted and no further action be taken.

- 140.2./23 PLAY AREA FACILITIES**
The Town Clerk reported that there was no new information in relation to this project.
RESOLVED that:-
the information be noted.
- 140.3./23 YOUTH ACTIVITIES**
It was reported that further discussions around the delivery of the project had taken place.
RESOLVED that:-
the information be noted.
- 140.4./23 HAVELOCK STREET PROPOSALS**
The Town Clerk reported that an informal discussion had taken place with North Northamptonshire Council and its Officers were looking into matters raised and investigating which surveys and tests needed to be carried out. He confirmed that Town Council had stressed the need for public consultation to be an integral part of the process.
RESOLVED that:-
the information be noted.
- 140.5./23 ONE WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET**
The Town Clerk reported that the physical works were largely complete but that signage and road markings were not yet in place. It was added that following the removal of old road markings the surface of the road had become less stable.
RESOLVED that:-
the information be noted.
- 141./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 C and to note any comments made.
- 141.1./23 [AOC/0169/1715](#) NORTH DESBOROUGH (LAND AT), DESBOROUGH (BELLWAY HOMES EAST MIDLANDS LTD), CONDITION NO. 25 (CONTAMINATION) OF KET/2017/0169**
The Town Clerk drew the Council's attention to the potential biodiversity issues owing to the contaminated land.
RESOLVED that:-
an objection to the proposed treatment of the contamination and risk to biodiversity be lodged.
- 141.2./23 [AOC/0230/2101](#) BUXTON DRIVE & EYAM CLOSE (LAND OFF), DESBOROUGH (AVANT HOMES MIDLANDS), CONDITION NO. 23 (SURFACE WATER VERIFICATION) OF NK/2021/0230**
The Town Clerk drew the Council's attention to the potential biodiversity issues owing to the contaminated land.
RESOLVED that:-
an objection to the proposed surface water treatment and risk to biodiversity be lodged.
- 141.3./23 [AOC/0230/2102](#) BUXTON DRIVE & EYAM CLOSE (LAND OFF), DESBOROUGH (AVANT HOMES MIDLANDS), CONDITION NO. 20 (WATER USE) OF NK/2021/0230**
The Town Clerk drew the Council's attention to the potential biodiversity issues owing to the water use but added that .
RESOLVED that:-
a comment relating to the water use and risk to biodiversity be lodged.
- 141.4./23 [NK/2024/0016](#) 50-52 (LAND REAR OF), RUSHTON ROAD, DESBOROUGH, VARIATION OF CONDITION 2 OF KET/2017/0903 IN RESPECT OF APPROVED PLANS FOR PLOT 7**
It was noted that the revised location plan did not show the proposed changes and it was unclear how the proposal would affect the street scene.
RESOLVED that:-
an objection to determination of the proposal be lodged until after a revised plan had been submitted and considered by consultees.

142./23

TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the recommendation be accepted.

143./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 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.

RESOLVED that:-

the recommendation be accepted.

The meeting closed at 20:31

Chairman: _____

Date: _____

Draft Biodiversity Policy

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Desborough Town Council will from time to time consider what action the authority can properly take to further the general biodiversity objective consistent with the proper exercise of its functions.

According to Defra (Biodiversity 2020),

“Biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake, and human survival depends upon it.

“Biodiversity is important for its own sake and has its own intrinsic value. A number of ground-breaking studies ... have shown this value also goes further. It is the building block of our ‘ecosystems’. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.”

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council’s area and within the Council’s influence. The Council, and any committees etc. of the Council, will consider sustainability, environmental impact, and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways subject to legislation so allowing:

- consider the potential impact on biodiversity represented by planning applications;
- support the adoption of low impact / nature positive practices in the Council’s operations;
- support residents and local organisations’ activities to enhance and promote biodiversity.

The Council owns no land or buildings but if that situation changes then the policy will be reviewed. The Council will however, continue to strive to source sustainable materials whenever practicable when procuring supplies and equipment for the Council’s use.

The Council notes that the biggest single action it can take to promote the biodiversity duty is in influencing future development of the environment by commenting on planning matters. Developments, especially housing developments, which take account of biodiversity issues in the initial planning stage and throughout construction and which conserve and integrate existing habitats or provide new habitats are more likely to have a positive long-term beneficial impact on biodiversity (net-gain). The Council will also include policies in support of biodiversity within the emerging draft neighbourhood plan.

When commenting on planning matters, the Council will:

- support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats (whilst retaining the right to comment or object to other aspects of any such applications);
- support the protection of sensitive habitats from development;
- consider whether any development would mean the loss of important habitats for wildlife;
- consider what each proposed development might make in terms of biodiversity net gain.

This policy will be reviewed after every ordinary election or sooner should legislation dictate.

Draft Statement on Duties Related to Biodiversity

Under the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, every public authority in exercising its functions must have regard to the purpose of conserving biodiversity.

Desborough Town Council's aim is to care for the environment through its own policies and practices, and by encouraging others to do the same. The Town Council will endeavour to be as conscientious as possible about biodiversity, conservation, and the use of resources, in both its own activities and in any influence it has on the actions of others.

Desborough Town Council's current practices and initiatives to improve biodiversity include:

- drastically reducing printing and copying;
- buying green where possible;
- reducing and removing single-use plastics from the Council's operations where possible;
- minimising waste going to landfill or incineration;
- Considering the possible replacement of Christmas lights with low energy LED or solar powered lights;
- providing funding to replace the speed indicator signs with solar powered signs;
- setting money aside for planting trees on other people's land, and using indigenous species as far as possible;
- considering the environmental implications of procurement and travel decisions, and preferring public transport where practical and cost effective.

The Council aims to:

- raise public awareness of biodiversity issues, including through its website;
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can make a difference;
- work in partnership with other organisations to protect, promote, and enhance biodiversity within the council's area;
- include policies in support of biodiversity within the draft neighbourhood plan;
- over time, review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This statement will be reviewed after every ordinary election or sooner should legislation dictate.

Desborough Town Council
15 February 2024

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/0169/1715
Location:	North Desborough (land at), Desborough (Bellway Homes East Midlands Ltd)
Proposal:	Condition No. 25 (Contamination) of KET/2017/0169
Biodiversity issues:	Yes - contaminated land
Application:	AOC/0230/2101
Location:	Buxton Drive & Eyam Close (land off), Desborough (Avant Homes Midlands)
Proposal:	Condition No. 23 (Surface water verification) of NK/2021/0230
Biodiversity issues:	Yes - contaminated land
Application:	AOC/0230/2102
Location:	Buxton Drive & Eyam Close (land off), Desborough (Avant Homes Midlands)
Proposal:	Condition No. 20 (water use) of NK/2021/0230
Biodiversity issues:	Possible - water use
Application:	AOC/0356/2105
Location:	Desborough North (land at), Desborough (Bellway Homes (East Midlands))
Proposal:	Condition No. 5 (external lighting) of NK/2021/0356
Biodiversity issues:	Yes - lighting
Application:	AOC/0321/2302
Location:	Manor House, Gold Street, Desborough
Proposal:	Condition No. 4 (Roof slates) of NK/2023/0321
Biodiversity issues:	None identified
Application:	NK/2024/0016
Location:	50-52 (land rear of), Rushton Road, Desborough
Proposal:	Variation of condition 2 of KET/2017/0903 in respect of approved plans for plot 7
Biodiversity issues:	None identified
Application:	NK/2024/0069
Location:	13 Roman Way, Desborough
Proposal:	Conversion of garage into habitable accommodation and store with change of roof from flat to pitched. Amended fenestration throughout with insertion of window to side and door to rear
Biodiversity issues:	None identified

Desborough Town Council
15 February 2024

Finance Report
Monthly Bank Reconciliation (31/01/2024)

Unity Trust Bank Current	£3,561.61
Unity Trust Bank Saver	£94,334.05
CCLA Public Sector Deposit Fund	£166,075.37
Reconciled Balance	£263,971.03

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,035.64.

Desborough Town Council
15 February 2024

Accounts for payment

Items may be added or adjusted as information is confirmed.

	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 (Feb)	-	£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
	1	Starboard Systems	Town Council Office	Scribe software	-	£93.60	£561.60
	6	Society of Local Council Clerks	Membership and Subscriptions	Membership 2024/25	-	£48.00	£288.00
+	1	Harlequin Printer supplies	Administration	Ink cartridges	-	£8.00	£47.99
+	1	Co-operative food	Administration	Postage	-	£0.00	£6.00
+	4	Autela Payroll Services	Salaries & all Employment Costs	Payroll	-	£0.00	£57.98
+	25	Zoom Video Communications	Administration	Computer Software	-	£0.00	£155.88

Rights, Duties and Powers

+ Paid in accordance with delegated or continuous authority

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

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

2 Local Government Act 1972 s.112

6 Local Government Act 1972 s.143

25 Local Government Act 1972 s.111

1. Guidelines for Grant Applications

- 1.1. It is a condition of any grant ~~application~~ funding that the activity must bring direct benefit to the residents of Desborough ~~commensurate with the expenditure incurred~~. The Council cannot give financial assistance to individuals under this Policy.
- 1.2. Grant Aid application forms will ~~be~~ remain available on the Council's website and when completed, must be submitted along with ~~details of the purpose for which the grant is requested, a breakdown of costs with estimates,~~ the latest set of the applicant group's accounts, and other required documentation and information.

Applications will be considered by a Community Grants Advisory Panel in the month following application closing dates ~~at the end of January, April, July, and October. The Advisory Panel as shown in the table, and the Advisory Panel~~ will present recommendations to the Council. The grant recommendations will be considered by the Council at the subsequent Council meeting and any payments made thereafter.

Relevant dates are:-

Action	Q1	Q2	Q3	Q4
Application closing dates	30 Apr	31 Jul	31 Oct	31 Jan
Community Grants Advisory Panel consideration	May	Aug	Nov	Feb
Council decision expected consideration	Jun	Sep	Dec	Mar

- 1.3. 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.
- 1.4. ~~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.~~
- 1.5. 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.
- 1.6. At the discretion of the Council any organisation or group with permanent bar facilities in operation may be excluded.
- 1.7. Grants will not be payable to or for any commercial venture for private gain ~~unless providing a community service.~~
- 1.8. Grant applications cannot be made retrospectively ~~or for any works or purpose already commenced.~~
- 1.9. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council.
- 1.10. All grants must only be used for the purpose for which they were awarded unless the ~~prior~~ written approval of Desborough Town Council has been obtained for a change in use of the grant monies, ~~and that any~~ Any unspent portion of the grant must be returned to the Council by the end of ~~the financial year in which~~ ~~twelve calendar months from the date~~ it was awarded.
- 1.11. 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 ~~by the end of twelve calendar months from the date it was awarded.~~
- 1.12. As a condition of grant funding, Grant recipients may be ~~asked~~ required to acknowledge Council support, for example in any press releases, on stationary, and on promotional material.
- 1.13. 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.~~ ~~by the end of twelve calendar months from the date it was awarded.~~
- 1.14. The Council reserves the right to reclaim any funds not spent in accordance with the approved grant application whether already spent by the grant recipient or not.

2. Guidelines for Grant Applications

- 2.1. It is a condition of any grant funding that the activity must bring direct benefit to the residents of Desborough commensurate with the expenditure incurred. The Council cannot give financial assistance to individuals under this Policy.
- 2.2. Grant application forms will remain available on the Council's website and when completed, must be submitted along with details of the purpose for which the grant is requested, a breakdown of costs with estimates, the latest set of the applicant group's accounts, and other required documentation and information. For newly formed organisations, accounts will not be required.
- Applications will be considered by a Community Grants Advisory Panel in the month following application closing dates as shown in the table, and the Advisory Panel will present recommendations to the Council. The grant recommendations will be considered by the Council at the subsequent Council meeting and any payments made thereafter.

Relevant dates are:-

Action	Q1	Q2	Q3	Q4
Application closing dates	30 Apr	31 Jul	31 Oct	31 Jan
Community Grants Advisory Panel consideration	May	Aug	Nov	Feb
Council consideration	Jun	Sep	Dec	Mar

- 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. 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.
- 2.5. Grants will not be payable to or for any commercial venture for private gain unless providing a community service.
- 2.6. Grant applications cannot be made retrospectively or for any works or purpose already commenced.
- 2.7. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council.
- 2.8. All grants must only be used for the purpose for which they were awarded unless the prior written approval of Desborough Town Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of twelve calendar months from the date it was awarded.
- 2.9. 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 by the end of thirteen calendar months from the date it was awarded.
- 2.10. As a condition of grant funding, Grant recipients may be required to acknowledge Council support, for example in any press releases, on stationary, and on promotional material.
- 2.11. The Council reserves the right to reclaim the balance of any funds left unspent by the end of thirteen calendar months from the date it was awarded.
- 2.12. The Council reserves the right to reclaim any funds not spent in accordance with the approved grant application whether already spent by the grant recipient or not.
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