



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 21 March 2024, commencing at seven o'clock for the purpose of transacting the undermentioned business.

Signed,

Graham Thomson
Town Clerk

15 March 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/83983432245?pwd=SEZDUk16OEJMN2h1a2V4cGc5ajZ3UT09>

If necessary, use the following - Meeting ID: 839 8343 2245 Passcode: 994226

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

144./23 To consider and if so resolved to approve reasons for absence.

145./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.

146./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.

147./23 To receive and approve the minutes of the meeting held on 15 February 2024

The draft minutes of the meeting of the Council held on 15 February 2024 have been circulated.

148./23 To hear representations from Members of the Public

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

149./23 To note the situation with the Council vacancy

Due to the resignation of Councillor Murphy-Ryan, a vacancy now exists in the office of Councillor for Desborough Town Council, Loatland Ward. In accordance with relevant legislation, the vacancy will be advertised by North Northamptonshire Council (NNC) in due course. If by the date specified by NNC, a request for an election to fill the vacancy is made in writing to the Proper Officer of NNC by ten electors for the ward, an election will be held to fill the vacancy. If no such request is received the Parish Council may fill the vacancy by co-option. If an election is called, it is hoped that the anticipated cost of £8,500 will be reduced slightly by being shared with any other election taking place at the same time.

The Council is REQUESTED to note the information.

150./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 1 and to note any comments made.

151./23 To receive the finance report

The Council is RECOMMENDED to approve the report (Appendix 2).

152./23 To consider and if so resolved to note and approve accounts for payment

The report set out at Appendix 3 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.

153./23 To note provisional arrangements for the Annual Meeting of Parish Electors

There can be, and often is, confusion between the annual meeting of parish electors and the annual meeting of the Town Council. Meetings of parish electors (including the annual meeting) have separate provisions in legislation because they are NOT under the control of nor are they part of the Town Council. The Town Council's only roles in the meetings of parish electors are to a) select a date and time for an annual meeting of parish electors (and then only if it chooses to); b) pay the expenses of the meetings; and, c) fix, amend, or revoke Standing Orders for the conduct of such meetings. Meetings of parish electors may discuss parish affairs but in only a very few instances are the results anything other than persuasive.

Whether or not the Town Council has fixed a date for the Parish Meeting, the list of those empowered to convene a meeting is:-

- (a) the chairman of the parish council, or
- (b) any two parish councillors for the parish, or
- (d) any six local government electors for the parish.

At least seven days' public notice must be given. The notice must specify the business to be done and it must be signed by all those who have convened the meeting.

The Chair of the Town Council, if present, must preside. If the Chair is absent, the Vice-Chair, if present, presides. In the absence of both the Chair and Vice Chair of the Town Council, the Parish Meeting elects a Chairman for that meeting.

The Annual Parish Meeting is a meeting of all the local government electors for the Town. It is NOT simply a Meeting of the Town Council in which the public can participate and great care should be taken with the room venue and layout to avoid any impression that this is a Town Council Meeting.

Members of the Public (i.e. those who are not local government electors for the Town) are also entitled to attend, but have no right to speak or vote on any matter. The press have the same rights of attendance as at a Town Council Meeting, and should be afforded the usual facilities.

Town Councillors, who are also electors for the Town, have the same rights to attend, vote and speak as any other "elector". There are no additional "rights" for Town Council Members, except for the Chair or Vice Chair (and then only in acting as the chairman of the meeting).

The Parish Meeting may "discuss parish affairs and pass resolutions thereon". That is, matters specific to a parish in which the local government electors in that parish have a legitimate and genuine interest. All decisions of the Parish Meeting should be by a show of hands of the "electors" present ("Members of the Public" should not vote).

Previously, the meeting has been used as an opportunity for town groups and organisations to report on their activity and showcase successes and it has been suggested to follow the same format again. A provisional date of 23 May 2024 has been suggested for the meeting to be held at the Heritage Centre. The Council Chairman has indicated that he will convene the meeting. It has also been suggested that brief Standing Orders be approved to regulate conduct at the meeting and suggested draft Orders are set out at Appendix 4,

The Council is REQUESTED to:-

- a) fix the date and venue for the meeting; and,
- b) approve the draft Standing Orders for Meetings of Parish Electors.

- 154./23 To note any reports on activity from the Police, North Northamptonshire Councillors, and local groups**
- 155./23 To note any report from the Rothwell and Desborough Healthcare Advisory Group**
- 156./23 To receive an oral update on the Neighbourhood Plan**
- 157./23 To receive an oral update on Educational matters**
- 158./23 Exclusion of the public and press**
RECOMMENDED that:-
in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and members of the public be temporarily excluded from the following item of business on the grounds that it involves the likely disclosure of information of a confidential nature and to do otherwise would be prejudicial to the public interest.
- 159./23 To consider a report relating to office accommodation**
NOT FOR PUBLICATION BY VIRTUE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT IT INVOLVES THE LIKELY DISCLOSURE OF INFORMATION OF A CONFIDENTIAL NATURE PREJUDICIAL TO THE PUBLIC INTEREST
- 160./23 Readmittance of the public and press**
Members of the press and public will be readmitted to the meeting and the Chair will formally close the meeting.

Desborough Town Council
21 March 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: [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

Application: [AOC/0237/2102](#)
 Location: Buxton Drive (land off), Desborough (Avant Homes Midlands)
 Proposal: Condition No. 4 (Shed details) of NK/2021/0237
 Biodiversity issues: None identified (pressure treated wood)

Application: [NK/2024/0112](#)
 Location: 19 Buxton Drive, Desborough
 Proposal: Single storey rear extension
 Biodiversity issues: None identified

Application: [AOC/0606/1912](#)
 Location: Harborough Road (land off), Desborough (Bloor Homes)
 Proposal: Condition No. 15 (Surface water drainage) of KET/2019/0606
 Biodiversity issues: Flood flow routes for surface water. Is an area of clay soils which are unlikely to be appropriate for soakaway drainage therefore water must enter drainage system. Measures to maintain the surface water system are proposed in the application.

Application: [NK/2024/0123](#)
 Location: 92 Harborough Road, Desborough
 Proposal: Full Planning Permission: Replacement roof and gable end of existing side extension, extend roof ridge line to gable, loft conversion with rooflight to side elevation. Single storey rear extension to replace ground floor extension and conservatory. Single storey garage extension to the front
 Biodiversity issues: None identified

Significant Applications in neighbouring parishes

Application: [NK/2024/0093](#)
 Location: Desborough Road (land off), Rothwell, NN14 6QJ (Persimmon Homes Midlands)
 Proposal: Variation of Condition No. 4 in respect of KET/2007/0461: Design code
 Biodiversity issues: Retention of hedgerow in public open space rather than between housing, existing trees still to be retained.

Desborough Town Council
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Finance Report
Monthly Bank Reconciliation (29/02/2024)

Unity Trust Bank Current	£3,422.26
Unity Trust Bank Saver	£81,286.05
CCLA Public Sector Deposit Fund	£167,111.01
Reconciled Balance	£251,819.32

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,035.64. Room hire income of £66 was also received in relation to January and February.

Desborough Town Council
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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
+	4	LGSS Pensions, HMRC, and Mr G Thomson	Salaries & all Employment Costs	Pension & salary payments (Mar)	-	£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	-	£8.97	£53.80
+	2	NetwiseUK	Town Council Office	Domain name	-	£16.00	£96.00

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

Draft Standing Orders for Meetings of Parish Electors

These Standing Orders for the regulation of proceedings and business at meetings of parish electors are made by Desborough Town Council in accordance with Section 20 of Part III of Schedule 12 of the Local Government Act 1972.

1. The arrangements for meetings of parish electors shall comply with the law (Part III of Schedule 12 of the Local Government Act 1972). The only business to be discussed at meetings of parish electors shall be matters of which notice has been given in the signed Notice of the Meeting.
2. The Chairman of the Town Council shall preside at meetings of parish electors. In the absence of the Chairman of the Town Council, the Vice-Chairman of the Town Council shall preside. In the absence of both the Chairman and Vice-Chairman of the Town Council, the meeting shall appoint a Chairman before proceeding to any business (Section 17).
3. Each local government elector for the parish may give one vote and no more on any question. Any person in attendance at meetings of parish electors who is not a local government elector for the parish may not speak or vote (Section 18).
4. A question to be decided by a meeting of parish electors shall, in the first instance, be decided by the majority of those eligible to vote who are present at the meeting, and voting thereon, and the decision of the chairman of the meeting as to the result of the voting shall be final unless a poll is demanded (Section 18).
5. In the case of an equality of votes on any matter, the chairman of the meeting shall have a casting vote, in addition to any other vote he may have (Section 18).
6. If the person presiding is not an elector in the parish they shall not be entitled to give any vote at the meeting other than any casting vote which they may have by virtue of the paragraph above (Section 18).
7. Minutes of the proceedings of an assembly of Parish Electors shall be drawn up and shall be signed at the same or the next following assembly of the Parish Electors by the chairman of the meeting, and any minute purporting to be so signed shall be received in evidence without further proof (Section 19).
8. Contributions or speeches shall relate only to the matter under discussion and shall not exceed five minutes without the consent of the chairman of the meeting (DTC-SO1).
9. Unless permitted by the chairman of the meeting, a person may speak only once in the debate on a matter (DTC-SO1).
10. Voting on a question shall be by a show of hands of those entitled to vote. At the direction of the Chairman, voting cards or other method of identifying registered electors may be used (DTC-SO3).
11. No person shall obstruct the transaction of business at a meeting, or behave offensively or improperly. If this Standing Order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct, may move that the person be no longer heard, or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. If a resolution made under this Standing Order is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting (DTC-SO2).
12. The decision of the chairman of the meeting as to the application of Standing Orders at the meeting shall be final (DTC-SO26).