

**Minutes of the meeting of Desborough Town Council  
held in Desborough Library (streamed online by Zoom) on Thursday 21 March 2024**

Councillors present: D Cornwall (in the Chair), A Coleman, J Gardiner, D Larmour, B McElhinney, S Roberts, P Sawford, A Window, and H Wood (to item 158./23)  
Councillors not present: T Healy, J French  
Also present: Seven members of the community (in person and online), 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.

**144./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 Healy.**  
**RESOLVED that:-**  
**the absence be noted.**

**145./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.*  
**The Town Clerk reported that no requests had been received.**  
**RESOLVED that:-**  
**the information be noted.**

**146./23 REGISTER OF DISCLOSABLE PECUNIARY INTEREST & OTHER REGISTRABLE INTERESTS**  
**Extracted from the report of the Town Clerk:-**  
*Members are reminded that they are personally responsible for ensuring that these declarations are complete and are kept up to date and that they should be submitted to the Monitoring Officer at North Northamptonshire Council. This is a legal requirement. Any Councillor who has an interest in any item to be discussed at the meeting should declare that interest in accordance with the Code of Conduct.*  
**Cllr Gardiner declared an interest in item 150.4./23 AOC/0606/1912- Harborough Road (land off), Desborough (Bloor Homes).**  
**RESOLVED that:-**  
**the declaration be noted.**

**147./23 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2024**  
**Extracted from the report of the Town Clerk:-**  
*The draft minutes of the meeting of the Council held on 15 February 2024 have been circulated.*  
**RESOLVED that:-**  
**the minutes be confirmed and signed by the Chair.**

**148./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.**

**149./23 TO NOTE THE SITUATION WITH THE COUNCIL VACANCY**  
**Extracted from the report of the Town Clerk:-**  
*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.*  
**RESOLVED that:-**  
**the information be noted.**

Initialed by the Chair: \_\_\_\_\_

- 150./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 1 and to note any comments made.*
- 150.1./23 NK/2024/0069 - 13 ROMAN WAY, DESBOROUGH**  
**RESOLVED that:-**  
no objection be lodged.
- 150.2./23 AOC/0237/2102 - BUXTON DRIVE (LAND OFF), DESBOROUGH (AVANT HOMES MIDLANDS)**  
**RESOLVED that:-**  
no objection be lodged.
- 150.3./23 NK/2024/0112 - 19 BUXTON DRIVE, DESBOROUGH**  
**RESOLVED that:-**  
no objection be lodged.
- 150.4./23 AOC/0606/1912- HARBOROUGH ROAD (LAND OFF), DESBOROUGH (BLOOR HOMES)**  
In accordance with the Dispensation granted by the Council, Cllr Gardiner took no part in the voting on this item.  
  
The Town Clerk drew the Council's attention to the potential environmental and biodiversity issues owing the potential for flooding on the site.  
**RESOLVED that:-**  
comment be made that the Council expresses concern at the potential environmental and biodiversity issues owing the potential for flooding on and from the site, and the Town Council requests that no consent be granted until a satisfactory plan in relation to surface water and the treatment of flooding on and from the site is approved by the relevant consultees.
- 150.5./23 NK/2024/0123 - 92 HARBOROUGH ROAD, DESBOROUGH**  
**RESOLVED that:-**  
no objection be lodged.
- 150.6./23 NK/2024/0016 - 50-52 (LAND REAR OF), RUSHTON ROAD, DESBOROUGH**  
The Town Clerk reported that the Town Council had previously lodged an objection to determination of the proposal until a revised plan had been submitted and considered by consultees. He stated that alterations to, and explanations of, layout had been provided.  
**RESOLVED that:-**  
the Council's previous objection be withdrawn.
- 150.7./23 SIGNIFICANT APPLICATIONS IN NEIGHBOURING PARISHES - NK/2024/0093 - DESBOROUGH ROAD (LAND OFF), ROTHWELL, NN14 6QJ (PERSIMMON HOMES MIDLANDS)**  
It was noted that the application related to a significant development in Rothwell parish. The Town Clerk reported that the proposal related to the retention of a hedgerow in public open space rather than between housing and that existing trees would still be retained.  
**RESOLVED that:-**  
no comment be made.
- 151./23 TO RECEIVE THE FINANCE REPORT**  
Extracted from the report of the Town Clerk:-  
*The Council is RECOMMENDED to approve the report (Appendix 2).*  
**RESOLVED that:-**  
the recommendation be accepted.
- 152./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 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.*

**RESOLVED that:-  
the recommendation be accepted.**

**153./23**

**TO NOTE PROVISIONAL ARRANGEMENTS FOR THE ANNUAL MEETING OF PARISH ELECTORS**

**Extracted from the report of the Town Clerk:-**

*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 Meeting of Parish Electors 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 Meeting of Parish Electors 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 Meeting of Parish Electors 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.*

**RESOLVED that:-**

- i) the Meeting of Parish Electors be fixed for 23 May 2024 at 7pm in the Heritage Centre if available; and,**
- ii) the draft Standing Orders for meetings of parish electors be approved.**

**154./23**

**TO NOTE ANY REPORTS ON ACTIVITY FROM THE POLICE, NORTH NORTHAMPTONSHIRE COUNCILLORS, AND LOCAL GROUPS**

**The Town Clerk reported that the Police had not been able to attend the meeting but had indicated an intention to attend the April ordinary Council meeting if operationally possible.**

**In the absence of North Northamptonshire Councillors no report was given.**

**It was reported that Desborough Developments Working Party had met and that the group hoped to meet with developers.**

**Initialed by the Chair: \_\_\_\_\_**

It was reported that Desborough in Bloom group had been incorrectly advised by North Northamptonshire Council that the Town Council had previously funded the watering of tubs and baskets. The Town Clerk confirmed that the Town Council had not and did not fund the service and reported that he had twice advised NNC of this.

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

**155./23 TO NOTE ANY REPORT FROM THE ROTHWELL AND DESBOROUGH HEALTHCARE ADVISORY GROUP**

It was reported that the first meeting of the Advisory Group has taken place and a formal report would be received in due course. The discussion had covered health contributions from s106 developer contributions, statistics and data, making connections with the Rothwell and Desborough Healthcare Group, and the possibility of hearing from candidates at the General Election.

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

**156./23 TO RECEIVE AN ORAL UPDATE ON THE NEIGHBOURHOOD PLAN**

It was reported that work had continued to update the draft Plan and a meeting of the Advisory Committee would be held following the latest update. It was stated that it was still the intention to submit a document to North Northamptonshire Council for appraisal before the next Town Council elections, although it was noted that shortages of resources at NNC appeared to be making that process difficult. It was also reported that consideration was being given to the next phase of community engagement.

It was noted that there was a vacancy for a Councillor on the Advisory Committee.

**RESOLVED that:-**

- i) the vacancy be filled following the election or co-option of a Councillor;
- ii) the information be noted.

**157./23 TO RECEIVE AN ORAL UPDATE ON EDUCATIONAL MATTERS**

The Town Clerk reported that the most recent Ofsted report on Montsaye Academy rated the overall effectiveness of the academy as "inadequate" in all five measures: the previous inspection grade being "good". He stated that the Council had sought information to understand the reasons, and reassurances that the immediate actions to address the situation were being embedded and that the work to accelerate improvement would continue. It was noted that the Desborough feeder schools were highly rated.

He added that there was also concern that the Department for Education (DfE) had issued a Termination Notice Warning which, he explained, was a notice that state funding may be withdrawn, and that to avoid the withdrawal, the DfE needed to be satisfied that the Trust had the capacity to deliver rapid and sustainable improvement at the Academy. He stated that the trust board had provided written consent of its agreement for Montsaye Academy to transfer to another trust and that as further information was received it would be passed to Councillors.

It was reported that the NNC lead for education had not responded to concerns raised about educational healthcare plans and special needs.

**RESOLVED that:-**

- i) the Town Clerk be requested to contact the NNC lead for education seeking a response; and,
- ii) the information be noted.

**158./23 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED 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**

A report from the Town Clerk relating to the office accommodation was discussed and it was **RESOLVED** that:-  
the Council's preferences be noted and the Town Clerk be authorised to proceed as delegated.

**160./23 READMITTANCE OF THE PUBLIC AND PRESS**  
**Extracted from the report of the Town Clerk:-**

*Members of the press and public will be readmitted to the meeting and the Chair will formally close the meeting.*

**RESOLVED** that:-  
members of the press and public be invited back into the meeting.

**The meeting closed at 20:07**

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**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Initialed by the Chair:** \_\_\_\_\_

**Desborough Town Council  
21 March 2024**

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**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.

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**Appendix 2**

**Desborough Town Council  
 21 March 2024**

**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.

**Appendix 3**

**Desborough Town Council  
 21 March 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
+	4	LGSS Pensions, HMRC, and Mr G Thomson	Salaries & all Employment Costs	Contractual employment related payments	-	£0.00	£13,515.73
+	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

Initialed by the Chair: \_\_\_\_\_

**Desborough Town Council  
21 March 2024**

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**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).

Approved 21/03/2024

**Initialed by the Chair: \_\_\_\_\_**