

Minutes of the meeting of Desborough Town Council held in Desborough Library on Thursday 20 March 2025

Councillors present: D Cornwall (Chair), R Bhatt, A Coleman, J French, D Larmour, P Sawford, and A Window

Councillors not present: J Gardiner, T Healy, B McElhinney, S Roberts, and H Wood

Also present: four members of the community and the Town Clerk

Immediately prior to the meeting the Chair welcomed those present. He reminded members of the public about the safety arrangements and the rules relating to speaking during meetings.

136./24 **TO NOTE THE RULES ON PUBLICITY DURING THE PRE-ELECTION PERIOD, AND TO NOTE THE ARRANGEMENTS FOR THE ELECTION**

Extracted from the report of the Town Clerk:-

As Members will be only too aware, polls will take place on 1 May 2025, for:-

- the Town Council; and,
- the North Northamptonshire Council.

Although Councils are asked to maintain a "business as usual" attitude, there are restrictions on publicity in all forms and restrictions on certain activities during the pre-election period. Relevant legislation is the Local Government Act 1986, and the Code of Recommended Practice on Local Authority Publicity. The Code states that Local Authorities "should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members".

The definition of publicity is wide and refers to any communication, in whatever form, addressed to the public at large or to a section of the public. The Publicity Code specifically says that "the code therefore applies in relation to all decisions by local authorities relating to paid advertising and leaflet campaigns, publication of free newspapers and news-sheets and maintenance of websites – including the hosting of material which is created by third parties".

The count for any contested Town Council seat is scheduled to take place on Saturday 3 May 2025. In accordance with the Local Government Act 1972, "... the whole number of ... councillors shall retire together in every ordinary year of election of such councillors on the fourth day after the ordinary day of election of such councillors, and the newly elected councillors shall come into office on the day on which their predecessors retire". So the changeover takes place on 5 May 2025. The exceptions to this are that the Chair and Vice Chair remain in office until immediately after the election of a Chair at the next annual meeting of the Council (whether re-elected as Town Councillors or not). The annual meeting of the Council is scheduled for 15 May 2025.

The Council is REQUESTED to note the information, be mindful of the effective prohibition on electioneering during the meeting, and note the arrangements for the changeover of Councillors.

RESOLVED that:-

the information be noted.

137./24 **TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR ABSENCE AND TO NOTE APOLOGIES**

Apologies for absence were received from Cllrs Gardiner, Healy, McElhinney and Wood

RESOLVED that:-

the apologies be noted.

138./24 **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.

It was reported that no requests for dispensation had been received.

RESOLVED that:-

the information be noted.

139./24 **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.

Initialed by the Chair: _____

The Council is REQUESTED to note any declarations made.

- 145./24 To consider any response to planning and licensing applications**
 Councillor Cornwall declared an interest in this item insofar as it related to minute
 “145.1./24 Application: NK/2025/0040 - Talbot Court, 37 High Street (land at),
 Desborough (Maddocks Developments)”.

Councillor Coleman declared an interest in this item insofar as it related to minute
 “145.2./24 Application: NK/2025/0029 - West Lodge Rural Centre, Back Lane,
 Desborough”

- 140./24 To receive and determine recommendations from the Community Grant Advisory Panel**

Councillor Coleman declared an interest in this item insofar as it related to minute
 “139.1./24 Rothwell Pirates Walking Football Club”.

RESOLVED that:-
 the declarations be noted.

- 140./24 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2025**
Extracted from the report of the Town Clerk:-

The draft minutes of the meeting of the Council held on 20 February 2025 have been circulated. The Council is REQUESTED to receive and approve the draft minutes.

RESOLVED that:-
 the minutes be confirmed and signed by the Chair.

- 141./24 TO HEAR FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER 3E**
Extracted from the report of the Town Clerk:-

Standing Order 3e states that: “Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.”

Note: no decisions can be made in response to matters raised under this item. Members of the public are advised that Councils “should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members”. The definition of publicity is wide and refers to any communication, in whatever form, addressed to the public at large or to a section of the public.

Members of the public spoke about: the publication of the agenda, health and wellbeing meetings, fencing on land at the Ise Valley and it was

RESOLVED that:-
 the comments be noted.

- 142./24 TO RECEIVE REPORTS ON ACTIVITY FROM NORTH NORTHAMPTONSHIRE COUNCILLORS AND DISCUSS ISSUES ARISING**
Extracted from the report of the Town Clerk:-

The Council is REQUESTED to note any reports submitted and to raise items of concern.

None of the three North Northamptonshire Councillors was present and no report was presented.

RESOLVED that:-
 the information be noted.

- 143./24 TO RECEIVE REPORTS ON ACTIVITY FROM THE POLICE**
Extracted from the report of the Town Clerk:-

The Council is REQUESTED to note any reports submitted and to raise items of concern.

No representatives of the Police were present and no report was presented.

RESOLVED that:-
 the information be noted.

- 144./24 TO CONSIDER FIXING A DATE 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. Meetings of parish electors may discuss parish affairs but in only a very few instances are the results anything other than persuasive. 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 (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.*

Initialed by the Chair: _____

Whether or not the Town Council has fixed a date for the Parish Meeting, the entire 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
- c) 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 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 meetings have been used as an opportunity for town groups and organisations to report on their activity and showcase successes. The meeting should be held on some day between 01 March and 01 June, both inclusive.

The Council is REQUESTED to consider fixing the date and venue for the meeting.

RESOLVED that:-

the Annual Meeting of Parish Electors be fixed for 19:00 hours on Thursday 22 May 2025 to be held in the Heritage Centre if available.

145./24

TO CONSIDER ANY RESPONSE TO PLANNING AND LICENSING APPLICATIONS

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to consider making comment on any planning or licensing matter and to note any already comments made. Any relevant applications notified after the publication of the agenda will be added.

145.1./24

APPLICATION: [NK/2025/0040](#) - TALBOT COURT, 37 HIGH STREET (LAND AT), DESBOROUGH (MADDOCKS DEVELOPMENTS)

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

Extracted from the report of the Town Clerk:-

Proposal: Variation of condition 9 of KET/2003/1019 in respect of amended plans

Biodiversity issues: Issues such as car parking, cycle parking, traffic, overlooking, and restrictions to light have been identified.

RESOLVED that:-

an objection to the application be made on the grounds that the proposal would encroach too close to the highway; had an excessive spread causing the impression of overdevelopment and leading to a lack of private space; and dominating and overlooking adjoining properties and thereby blocking natural daylight.

145.2./24

APPLICATION: [NK/2025/0029](#) - WEST LODGE RURAL CENTRE, BACK LANE, DESBOROUGH

Extracted from the report of the Town Clerk:-

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

Proposal: Replacement portal frame barn to provide a new restaurant and farm shop

Biodiversity issues: The proposal does not include any increase in parking provision

RESOLVED that:-

no objection be made.

145.3./24 APPLICATION: [NK/2025/0110](#) - MANOR HOUSE, GOLD STREET, DESBOROUGH (SNOWDON HOMES LTD)

Extracted from the report of the Town Clerk:-

Proposal: NK/2021/0659 (Redevelopment of site to create 35 no. dwellings with access, parking and associated works): Amendment to the wording of Condition 9 of NK/2021/0659 in relation to the timing of the submission of a Verification Report for the installed Surface Water Drainage system

Biodiversity issues: The proposal would permit dwellings to be occupied before the whole drainage scheme is completed.

RESOLVED that:-

no objection be made.

145.4./24 APPLICATION: [AOC/0620/2302](#) - ROTHWELL NORTH (PHASE 4), DESBOROUGH ROAD (LAND OFF), ROTHWELL, (PERSIMMON HOMES MIDLANDS)

Extracted from the report of the Town Clerk:-

Proposal: Condition no. 5 (bird and bat boxes) of NK/2023/0620

Biodiversity issues: Detail has not been seen.

RESOLVED that:-

no objection be made.

145.5./24 APPLICATION: [AOC/0236/2404](#) - HARBOROUGH ROAD (LAND OFF), DESBOROUGH, (BLOOR HOMES LTD)

Extracted from the report of the Town Clerk:-

Proposal: Condition no. 17 (drainage verification) of NK/2024/0236

Biodiversity issues: Detail has not been seen.

RESOLVED that:-

no objection be made.

145.6./24 APPLICATION: [NK/2025/0119](#) - 36 ALEXANDRA ROAD, DESBOROUGH

Extracted from the report of the Town Clerk:-

Proposal: Full Planning Permission: Two storey side extension, single-storey garage to rear with new access onto side lane, remove outbuilding to rear and replace rear window with patio doors

Biodiversity issues: Detail has not been seen.

It was reported that the detail of the application was not available on the planning website.

RESOLVED that:-

- i) the Planning Authority be requested to allow the Town Council to respond following consideration at the April Council meeting; and,
- ii) if an extension is not possible then the Town Council respond in accordance with the Planning and Licensing Policy.

145.7./24 PROPOSED ISSUE OF LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL (LAPPC) PART B PERMIT FOR TIMBER PROCESS - BOTTOM FARM, DESBOROUGH AIRFIELD, STOKE ALBANY ROAD, DESBOROUGH (ALBANY SHED CO LTD)

Extracted from the report of the Town Clerk:-

Proposal: Operation of a timber and manufacture of wood-based products installation

Biodiversity issues: Proposal relates to the use of timber. Potential for noise nuisance.

RESOLVED that:-

no objection be made.

146./24 TO NOTE A CONSULTATION INTO PROPOSALS FOR A RENEWABLE ENERGY HUB IN A NEIGHBOURING PARISH

Extracted from the report of the Town Clerk:-

The Council has been informed of proposals to create a renewable energy hub in Braybrooke parish.

Details of the proposals are on the developer's website <https://regener8consultations.co.uk/EcklandLodge>.

The proposals include a solar farm, battery energy storage system, and a substation. A public consultation event is being held in Braybrooke Village Hall, Griffin Rd, Braybrooke on Thursday 20 March 2025 from 14.30 – 18.45pm.

Given that the Council may well be consulted formally if a planning application is submitted Councillors are reminded of the need to avoid suggestions of predetermination and to approach their decision-making with an open mind in the sense that they must have regard to all material considerations and must be prepared

to change their views if persuaded that they should (as outlined in the Council's Meetings With Developers Policy And Procedure).

The Council is REQUESTED to consider expressing initial views.

RESOLVED that:-

the information be noted.

147./24 TO RECEIVE AND DETERMINE RECOMMENDATIONS FROM THE COMMUNITY GRANT ADVISORY PANEL

Extracted from the report of the Town Clerk:-

The recommendations of the Community Grants Advisory Panel are set out below:-

147.1./24 DESBOROUGH POCKET PARK VOLUNTEER GROUP

Extracted from the report of the Town Clerk:-

A request was considered for a grant of up to £1,000 for the purpose of desilting the pond to remove long-term build-up of mud towards a total cost of works which is expected to be might be £2,350 + VAT for one day or £3,980 + VAT for two days (if needed). A contribution of £1,000 has been offered by North Northamptonshire Council (which owns the Park).

The Panel RECOMMENDED a community grant of £1,000 be awarded.

RESOLVED that:-

a community grant of £1,000 be awarded.

147.2./24 ROTHBOROUGH TABLE TENNIS CLUB

Extracted from the report of the Town Clerk:-

A request was considered for a grant of the whole cost of £200 for the purpose of purchasing scoreboards and competition balls.

The Panel RECOMMENDED a community grant of £200 be awarded to be paid on production of receipts.

RESOLVED that:-

a community grant of £200 be awarded to be paid on production of receipts.

147.3./24 ROTHWELL PIRATES WALKING FOOTBALL CLUB

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

Extracted from the report of the Town Clerk:-

A request was considered for a grant of £900 for the purpose of the purchase of equipment for carnivals and fetes, information leaflets, and prizes, to assist in recruitment to and promotion of the club.

The Panel had no quorum when considering this application but the remaining Members RECOMMENDED a community grant of £450 be awarded to be paid as expenditure is made.

RESOLVED that:-

a community grant of £450 be awarded to be paid as expenditure is made.

148./24 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the report be approved.

149./24 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 B 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 will be updated before the meeting as information is received.

RESOLVED that:-

the payments be noted and approved.

The meeting closed at 19:29

Chairman: _____

Date: _____

Initialed by the Chair: _____

Appendix A

Desborough Town Council
20 March 2025

Finance Report
Monthly Bank Reconciliation (28/02/2025)

Account	Amount
Unity Trust Bank Current	£2,238.10
Unity Trust Bank Saver	£5,582.70
Lloyds commercial multipay	£3.00
CCLA Public Sector Deposit Fund	£247,237.96
CCLA Public Sector Deposit Fund (Unpaid invoice)	(£76,532.39)
Available funds including reserves	£178,529.37
Reconciled Balance	£255,061.76

2024/25 to date	
Charges	Receipts
£73.20	£0.00
£0.00	£168.29
£36.00	£0.00
£0.00	£13,186.40

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,042.91.

Appendix B

Desborough Town Council
20 March 2025

Accounts for payment

Items may be added or adjusted as information is confirmed.

	Supplier	Description	Reason	S137	VAT	Total Amount
+	Lloyds bank	Town Council Office	Lloyds bank card fee	-	£0.00	£3.00
+	LGSS Pensions, HMRC, and staff	Salaries & all Employment Costs	Contractual employment related payments	-	£0.00	£4,511.83
+	Desborough Library and Community Hub	Town Council Office	Office Rent	-	£0.00	£798.00
+	Talk Talk Business	Town Council Office	Internet and telephone	-	£8.97	£53.80
+	NetwiseUK	Town Council Office	Domain name	-	£16.00	£96.00
	Society of Local Council Clerks	Memberships and Subscriptions	Subscription	-	£0.00	£300.00
+	Autela Payroll Services	Administration	Payroll (24)	-	£16.11	£96.64

Initialed by the Chair: _____