

Minutes of the meeting of Desborough Town Council held in Desborough Library on Thursday 15 May 2025

Councillors present: D Cornwall (Town Mayor - to item 1.1./25), B McElhinney (Town Mayor - from item 1.2./25), R Bhatt, A Coleman, J French, T Healy, H Howes, S Kennedy, S Murray, D Varley, D Ward, and A Window (to item 8./25)

Councillors not present: None

Also present: six members of the community, NNC Cllr Howes, 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.

1. /25 ELECTION OF CHAIRMAN FOR THE 2025/6 MUNICIPAL YEAR AND TO CONSIDER AND IF SO DECIDED TO APPOINT A VICE CHAIR FOR THE 2025/6 MUNICIPAL YEAR

Extracted from the report of the Town Clerk:-

The Council is REQUIRED to elect a chairman of the Council (may be known as Town Mayor) for the 2025/26 municipal year in accordance with the Local Government Act 1972, s15(1). If it chooses, the Council may also appoint a vice-chairman (may be known as Deputy Town Mayor).

1.1./25 ELECTION OF CHAIRMAN FOR THE 2025/6 MUNICIPAL YEAR

RESOLVED that:-

Cllr McElhinney be elected as Town Mayor for the 2025/6 municipal year.

1.2./25 TO CONSIDER AND IF SO DECIDED TO APPOINT A VICE CHAIR FOR THE 2025/6 MUNICIPAL YEAR

RESOLVED that:-

Cllr French be appointed as Deputy Town Mayor for the 2025/6 municipal year.

2. /25 TO RECEIVE THE ACCEPTANCE OF OFFICE FROM THE CHAIRMAN AND FROM ALL COUNCILLORS, OR DETERMINE THAT THE DECLARATIONS BE DELIVERED TO THE PROPER OFFICER BEFORE THE COMMENCEMENT OF THE NEXT MEETING OF THE COUNCIL

The Town Clerk reported that all Councillors had signed and delivered their declarations of acceptance of office, and the Chairman had signed and delivered his declaration of acceptance of office.

RESOLVED that:-

the information be noted.

3. /25 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR ABSENCE AND TO NOTE APOLOGIES GIVEN

The Town Clerk reported that no apologies for absence had been received.

RESOLVED that:-

the information be noted.

4. /25 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 for dispensation had been received.

RESOLVED that:-

the information be noted.

5. /25 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.

The Council is REQUESTED to note any declarations made.

No declarations were made.

RESOLVED that:-

the information be noted.

Initialed by the Chair: _____

- 6. /25 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 17 APRIL 2025**
Extracted from the report of the Town Clerk:-
The draft minutes of the meeting of the Council held on 17 April 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 Town Mayor.
- 7. /25 TO NOTE ANY REPORT ON ACTIVITY FROM THE POLICE**
Extracted from the report of the Town Clerk:-
Representatives from Northamptonshire Police have indicated that they intend to attend the meeting if operationally possible. The Council is REQUESTED to note any report given.
No representatives of the Police were present and no report was presented.
RESOLVED that:-
the information be noted.
- 8. /23 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. Councillors and 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 Council's representation on outside bodies, and strategic health matters, and it was
RESOLVED that:-
the comments be noted.
- 9. /25 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 and to note any already comments made. Any relevant applications notified after the publication of the agenda will be added.
- 9.1./25 APPLICATION: [NK/2025/0120](#) - BOTTOM FARM, STOKE ALBANY ROAD, DESBOROUGH**
Extracted from the report of the Town Clerk:-
Proposal: Extension to steel portal frame storage building to replace existing low level building
Biodiversity issues: none identified.
RESOLVED that:-
no objection be made.
- 9.2./25 APPLICATION: [NK/2025/0105](#) - UNIT 1 EAGLE AVENUE, DESBOROUGH**
Extracted from the report of the Town Clerk:-
Proposal: New dust extraction unit
Biodiversity issues: has the potential for noise nuisance
RESOLVED that:-
no objection be made.
- 10./25 TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, AND THE CODE OF CONDUCT**
Extracted from the report of the Town Clerk:-
The Council's [Standing Orders](#) are based on the latest model from the National Association of Local Councils. The Council's [Financial Regulations](#) are based on the model Financial Regulations produced by the National Association of Local Councils. The [Scheme of Delegation](#) has been drawn from legislation and Council decisions. The [Code of Conduct](#) is based on one produced by the unitary authority.
It is RECOMMENDED that the documents be readopted and the Council considers making any changes later in the Municipal Year.
RESOLVED that:-
the recommendation be accepted.

11./25 TO REVIEW THE COMMITTEE STRUCTURE, DETERMINE APPOINTMENT OF MEMBERS, AND APPROVE DELEGATION TO COMMITTEES, SUB-COMMITTEES, PANELS, AND JOINT BODIES, AND THEIR TERMS OF REFERENCE AND DELEGATIONS

Extracted from the report of the Town Clerk:-

In the last year, the Council had one standing Committee (the Personnel Committee) and a number of other Committees, Advisory Committees, and Panels. Other than standing committees, all bodies terminate at the annual meeting of the Council and the Council needs to actively decide which bodies will be formed each year and the terms of reference for any bodies formed. Memberships and positions for Councillors and non-Councillors for all bodies end at the annual meeting.

Body	Terms of reference
Personnel Committee	On the Council's website
Events Committee	On the Council's website
Neighbourhood Plan Advisory Committee	On the Council's website
Community Grants Advisory Panel	On the Council's website

The Council is REQUESTED to:-

- a) *appoint Members to the Personnel Committee, appoint its Chair, and determine the terms of reference and delegations;*
- b) *determine whether or not to appoint an Events Committee and if so, to determine its membership terms of reference and delegations;*
- c) *determine whether or not to appoint a Neighbourhood Plan Advisory Committee and if so, to determine its membership terms of reference and delegations;*
- d) *determine whether or not to continue with the Community Grants scheme and if so whether or not to appoint a Community Grants Advisory Panel and if so, to determine its membership terms of reference and delegations; and,*
- e) *identify if any other bodies are needed to fulfil the Council's aims for the year and if so to determine terms of reference and delegation, and thereafter to appoint their members.*

RESOLVED that:-

- i) **Councillors Howes, Kennedy, and McElhinney be appointed to the Personnel Committee;**
- ii) **Councillors Howes, be appoint as Chair, of the Personnel Committee; and,**
- iii) **the terms of reference and delegations of the Personnel Committee be readopted;**
- iv) **Councillors Bhatt, Cornwall, French, Healy, Varley, Ward, be appointed to the Events Committee;**
- v) **the terms of reference and delegations of the Events Committee be readopted subject to the removal of references to a street market;**
- vi) **Councillors Bhatt, Howes, Kennedy, McElhinney, and Ward be appointed to the Neighbourhood Plan Advisory Committee;**
- vii) **the terms of reference and delegations of the Neighbourhood Plan Advisory Committee be readopted;**
- viii) **the Community Grants scheme be continued;**
- ix) **Councillors Bhatt, Coleman, French, and Varley be appointed to the Community Grants Advisory Panel;**
- x) **the terms of reference and delegations of the Community Grants Advisory Panel be readopted;**
- xi) **no other Committees, Sub Committees, or Advisory Panels be appointed.**

12./25 TO APPOINT MEMBERS TO SPECIFIED POSITIONS

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to:-

- a) *appoint at least one councillor to conduct internal control functions;*
- b) *account signatories (must not be independent review Councillors). Three plus RFO preferred;*
- c) *consider appointing a Police Liaison Representative; and,*
- d) *consider appointing an Armed Forces Champion (to promote support for the Armed Forces community).*

RESOLVED that:-

- i) **Councillor McElhinney be appointed to conduct internal control functions;**
- ii) **Councillors Howes, Kennedy, and Window, and Mr Thomson (as the Responsible Financial Officer) be appointed as account signatories;**
- iii) **Councillor Healy be appointed as the Police Liaison Representative; and,**
- iv) **Councillor Kennedy be appointed as the Armed Forces Champion.**

Initialed by the Chair: _____

13./25 TO CONFIRM THE SCHEDULE OF MEETINGS FOR THE 2025/26 MUNICIPAL YEAR**Extracted from the report of the Town Clerk:-**

The Council traditionally meets on the third Thursday of each month except August when no meeting is scheduled, and December when the meeting is the second Thursday of the month. The Council is RECOMMENDED to confirm the schedule of meetings as set out in Appendix 1 for the 2025/6 municipal year and the provisional dates for the 2026/7 municipal year.

RESOLVED that:-

- i) the meeting scheduled for 10 December 2026 be held on 3 December 2026; and,
- ii) the schedule of meetings be otherwise confirmed.

14./25 TO REVIEW ARRANGEMENTS (INCLUDING ANY LEGAL AGREEMENTS) WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES, AND BUSINESSES**Extracted from the report of the Town Clerk:-**

The Council has the following arrangements:-

- Autela Payroll - provision of payroll services;
- Do The Numbers - internal audit services
- Desborough Library and Community Hub - office accommodation
- Geosphere - software;
- Lloyds Bank - direct payment card;
- Netwise UK - website, email, domain and associated matters
- North Northamptonshire Council - safety checks and minor maintenance of the items of leisure equipment in the public realm;
- Rentokil Initial - hygiene services
- Starboard Systems Ltd - software
- TalkTalk Business - broadband and telephone (under review);
- Unity Trust Bank - current and interest bank accounts;
- Welford Christmas Tree Farm - storage of Christmas decorations

It is RECOMMENDED that the arrangements be noted.

RESOLVED that:-

the recommendation be accepted.

15./25 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**Extracted from the report of the Town Clerk:-**

As Members may know, appointments and nominations to "outside bodies" terminate at the statutory annual meeting of the Council, or until the Council decides otherwise (whichever is sooner). There is no right for any organisation to have Councillor or Council-appointed representatives, and only rarely does a Council have a right to make appointments (this is usually for charities as a foundation Trustee - and is not then case in Desborough). Bodies for which the Council has recently approved attendance include:

- Kettering Rural Local Area Partnership (NNC)
- Desborough Pocket Park Committee
- Strategic Rural Forum (NNC)

It is not yet known which, if any, partnership bodies the new administration of North Northamptonshire Council will continue with and the Council might wish to make interim appointments until the matter is clarified. The Council is REQUESTED to consider appointing representatives and requesting written reports to inform the Council of activity.

It was noted that it was not clear whether or not NNC convened bodies would continue.

RESOLVED that:-

- i) Councillors Coleman, and Healy be appointed to the Kettering Rural Local Area Partnership;
- ii) Councillor McElhinney be appointed to the Desborough Pocket Park Committee;
- iii) Councillors Howes and Kennedy be appointed to the Strategic Rural Forum (NNC); and,
- iv) Councillors Howes and Window be appointed to the Desborough Developments Working Party.

16./25 TO REVIEW THE RISK ASSESSMENTS**Extracted from the report of the Town Clerk:-**

The Council's main risk assessment documents (not relating to specific events) are set out in the [Internal Control Procedures](#), the [Governance Risk Assessment](#), and the [Other Risks Risk Assessment](#). It is necessary to update elements of the assessments to take account of changes in responsibility, guidance, or legislation. Other related risk assessments are set out in the [Business Continuity Risk Assessment](#) and the [Business Resumption Risk Assessment](#). These documents were approved in response to the Covid-19

pandemic and legislation at the time. It is proposed to amalgamate these into a single document for consideration later in the Municipal Year.

It is RECOMMENDED that the documents be readopted and the Council considers making any changes later in the Municipal Year.

RESOLVED that:-

the recommendation be accepted.

17./25

TO CONSIDER A REVIEW OF DOCUMENTS AND POLICIES AS REQUIRED BY STANDING ORDERS

Extracted from the report of the Town Clerk:-

The following documents are listed as requiring review and confirmation. Some of the documents require updating to take account of changes in responsibility, guidance, or legislation. The Council is RECOMMENDED to confirm the policies and request a review of each policy over the next few meetings.

[Complaints Policy and Procedure](#)

[Freedom of Information Act Publication Scheme](#)

[Subject Access Request Procedure](#)

[Records Retention Policy](#)

[Social Media Policy](#)

[Member / Officer Protocol](#)

[Data Protection Policy](#)

[Data Breach Policy](#)

[Privacy Policy](#)

[Grievance Procedures](#)

[Disciplinary Procedures](#)

[Public interest disclosures policy](#)

RESOLVED that:-

the recommendation be accepted.

18./25

TO CONSIDER THE TRAINING STATEMENT OF INTENT AND TRAINING PLAN AND AUTHORISE THE TOWN CLERK TO MAKE APPROPRIATE ARRANGEMENTS FOR TRAINING

Extracted from the report of the Town Clerk:-

The Council's [Training Statement of Intent](#) and [Training Plan](#) set out that the Council:-

"is committed to training in order to ensure that staff and councillors can operate appropriately and effectively for the benefit of the community. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role."

The Council is RECOMMENDED to:-

- a) note that all Councillors, whatever their length of service, can benefit from training;
- b) adopt the documents; and, if approved,
- c) authorise the Town Clerk to make appropriate arrangements for training as set out.

RESOLVED that:-

the recommendation be accepted.

19./25

TO NOTE ANY REPORTS ON ACTIVITY FROM NORTH NORTHAMPTONSHIRE COUNCILLORS AND LOCAL GROUPS

Extracted from the report of the Town Clerk:-

As Councillors will be aware, following the elections for North Northamptonshire Council, the Desborough ward is represented by NNC Cllrs David Howes, Bill McElhinney, and Harry Howes. The first meeting of the newly-elected NNC is scheduled for the week after the Town Council meeting.

No decisions can be made in response to matters raised under this item, and the Council is REQUESTED to note any reports.

It was stated that so soon after the election there was nothing to report.

RESOLVED that:-

the information be noted.

20./25

TO RECEIVE AND NOTE THE INTERNAL AUDITOR'S REPORT

Extracted from the report of the Town Clerk:-

The Council has received the Internal Auditor's report which has been circulated to Councillors. It is RECOMMENDED that the report be accepted.

RESOLVED that:-

the recommendation be accepted.

Initialed by the Chair: _____

- 21./25 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT**
Extracted from the report of the Town Clerk:-
Details of the Annual Governance Statement have been circulated to Councillors. It is RECOMMENDED that the statement be approved and signed by the Chair.
RESOLVED that:-
the Annual Governance Statement be approved and signed by the Chair.
- 22./25 TO APPROVE THE ACCOUNTING STATEMENTS**
Extracted from the report of the Town Clerk:-
Details of the Accounting Statements have been circulated to Councillors. It is RECOMMENDED that the statements be approved and signed by the Chair.
RESOLVED that:-
the Accounting Statements be approved and signed by the Chair..
- 23./25 TO NOTE THE DATES FOR THE PUBLIC INSPECTION OF ACCOUNTS**
Extracted from the report of the Town Clerk:-
In accordance with the Local Audit and Accountability Act 2014 Sections 26 and 27, and The Accounts and Audit Regulations 2015 (SI 2015/234), the Responsible Financial Officer has fixed the dates for the public inspection of accounts as 3 June 2025 to 14 July 2025.
The Council is REQUESTED to note the dates.
RESOLVED that:-
the dates for the public inspection of accounts be noted.
- 24./25 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 report be approved.
- 25./25 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 will be updated before the meeting as information is received.
RESOLVED that:-
the payments be noted and approved.

The meeting closed at 19:32

Chairman: _____ Date: _____

Initialed by the Chair: _____

Appendix 1**Desborough Town Council
15 May 2025****Schedule of Meetings**

Meetings usually take place on the third Thursday of the month except August when there is no meeting, and December when the meeting is the second Thursday. The Council may call additional meetings or change these dates as circumstances necessitate. All Council meetings will commence at 7pm (unless otherwise stated).

2025-2026			
Thu 15 May 2025	Thu 4 Sep 2025	Thu 11 Dec 2025	Thu 19 Mar 2026
Thu 19 Jun 2025	Thu 16 Oct 2025	Thu 15 Jan 2026	Thu 16 Apr 2026
Thu 17 Jul 2025	Thu 20 Nov 2025	Thu 19 Feb 2026	
Personnel Committee	* Aug 2025	* Feb 2025	
* specific date and time to be determined by the Town Clerk in consultation with the Committee Chair			
2026-2027			
Thu 21 May 2026	Thu 17 Sep 2026	Thu 10 Dec 2026	Thu 18 Mar 2027
Thu 18 Jun 2026	Thu 15 Oct 2026	Thu 21 Jan 2027	Thu 15 Apr 2027
Thu 16 Jul 2026	Thu 19 Nov 2026	Thu 18 Feb 2027	Thu 20 May 2027

Appendix 2**Desborough Town Council
15 May 2025****Finance Report****Monthly Bank Reconciliation (30/04/2025)**

Account	Amount
Unity Trust Bank Current	£264.71
Unity Trust Bank Saver	£8,986.64
Lloyds commercial multipay	£0.00
CCLA Public Sector Deposit Fund	£315,064.73
CCLA Public Sector Deposit Fund (Unpaid invoice)	(£76,532.39)
Available funds including reserves	£247,783.69
Reconciled Balance	£324,316.08

2025/26 to date	
Charges	Receipts
£15.15	£0.00
£0.00	£22.30
£6.00	£0.00
£0.00	£1,828.77

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £947.93. The invoice for the one way system has not been paid owing to the works not yet being completed, although it is likely that this will come forward for payment in June 2025.

Appendix 3**Desborough Town Council
15 May 2025****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	Contractual amounts tbc
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent	-	£0.00	£850.00
+	2	Talk Talk Business	Town Council Office	Internet and telephone	-	£9.50	£57.02
+	8	Kettering Town Silver Band	Projects - Events	Gala night	-	£0.00	£150.00
+	1	Post Office Ltd	Administration	Postage	-	£0.00	£32.20

Initialed by the Chair: _____

	Power	Supplier	Description	Reason	S137	VAT	Total Amount
+	1	Wm Morrisons Supermarkets Ltd	Administration	Stationery	-	£0.17	£1.00
+	2	Do the Numbers Ltd	Democratic Services	Internal Audit	-	£0.00	£500.00
+	1	Harry Mellors (Lawson-West Solicitors) (cash payment refunded to Mr G Thomson)	Administration	Statutory Declaration for Lease	-	£0.00	£5.00

Rights, Duties and Powers

+ Paid in accordance with delegated or continuous authority

- | | | | |
|---|---|---|--|
| 1 | Local Government Act 1972 s.111 & s.150 | 5 | Local Government Act 1972 s.143 |
| 2 | Local Government Act 1972 s.112 | 6 | Local Government Act 1972 s112(1) and s151 |
| 3 | Local Government Act 1972 s.111 | 7 | Local Government Act 1972 s.133 |
| 4 | Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101 | 8 | Local Government Act 1972 s.133 |

Initialed by the Chair: _____