



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 19 June 2025, commencing at seven o'clock for the purpose of transacting the undermentioned business.

Signed,

Graham Thomson
Town Clerk

13 June 2025

Speaking at the meeting

No person may speak at the meeting unless invited to do so by the Chairman of 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. All persons in attendance (physically or online) should be aware that they may be seen, heard, or recorded.

How view the meeting online

To join the meeting online follow this link:

<https://us02web.zoom.us/j/88295559980?pwd=6WuHyE7SfU20GuGp9fOW7lo5olqe3K.1>

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.

AGENDA

- 15./25 To consider and if so resolved to approve reasons for absence and to note any apologies given**
- 16./25 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.
- 17./25 Register of Disclosable Pecuniary Interest & other Registrable Interests and Declarations of Interest**
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.
- 18./25 To receive and approve the minutes of the meeting held on 15 May 2025**
The draft minutes of the meeting of the Council held on 15 May 2025 have been circulated.
- 19./25 To note any report on activity from the Police**
The Council is REQUESTED to note any report given.
- 20./23 To hear representations from members of the public in accordance with Standing Order 3e**
Note: no decisions can be made in response to matters raised under this item.
- 21./25 To note any reports on activity from North Northamptonshire Councillors**
No decisions can be made in response to matters raised under this item, and the Council is REQUESTED to note any reports.
- 22./25 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 and to note any already comments made. Any relevant applications notified after the publication of the agenda will be added.

22.1./25 Application: [NK/2025/0131](#) - 29 Station Road, Desborough

Proposal: Change of use from hairdressers to food outlet. Anthracite plastic cladding to frontage
Biodiversity issues: none identified

23./25 To review Council policies

At the May meeting, the Council confirmed a number of policies to be reviewed over the next few meetings. The policies listed are available on the Council's website.

23.1./25 Community Grants Policy

For some time, the Council has had a commitment to encourage, support, and promote, volunteer organisations and charities within Desborough for the benefit of the Town. To support this aim, the Council may make an annual budget provision for Community Grants. Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent. The Council cannot make grants to individuals in any circumstance nor to any applicant retrospectively. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Council or any other reason.

The Council must have a specific power to allow payment of any grant and nothing in any grants policy or elsewhere can require the Council to make a grant if the Council does not have the lawful power to do so. To make grants, the Council uses powers contained in legislation including (but not limited to):-

- (a) the Local Government Act 2000, Section 8;
- (b) the Local Government (Miscellaneous Provisions) Act 1976, Section 19);
- (c) the Localism Act 2011;
- (d) the Local Government Act 1972, Section 137 as amended by the Local Government and Housing Act 1989, Section 37.

The key features of the current policy are:

- a quarterly application process,
- requirements for community benefit commensurate with the level of grant,
- grants being used only for the approved purposes with repayment if not used or not used in accordance with the approved purposes;
- reports from recipients on the use of the grant and acknowledgment of Council support;
- the exclusion of national charities, schools, churches, applicants with permanent bar facilities, commercial ventures for private gain; and,
- applications being assessed on published criteria.

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. However, a recent amendment to the Local Government Act 1894 has been made with the aim of clarifying that there is nothing to prevent local councils from funding churches and other places of worship. The amendment, which was inserted after section 19 of the Local Government Act 1894 states *"Nothing in this Part affects any powers, duties or liabilities conferred on a parish council by or under any other enactment (whenever passed or made)."*

The Society of Local Council Clerks with the National Association of Local Councils has long campaigned for a change in the legislation and interpret this amendment as confirming that parish councils can continue to use existing specific powers in respect of church property (e.g. powers to maintain open churchyards and church clocks). What remains less clear is whether it creates a power to fund any maintenance or improvement works relating to affairs of the church or an ecclesiastical charity. Neither is it clear if s137 of the 1972 Local Government Act can be used for such work. Of course, only the Courts are authorised to give an authoritative legal interpretation of the legislation.

The Council is REQUESTED to suggest any amendments to the policy deemed appropriate and to readopt the policy.

23.2./25 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 must 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.

The current policy was adopted in February 2024. The object of the 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.

The Council is REQUESTED to suggest any amendments to the policy deemed appropriate and to readopt the policy.

23.3./25 Social Media Policy

The Council's Social Media policy encompasses not only use of such media by the Council but also by staff, volunteers, and Councillors. The world of social media and its use has moved on since the policy was first agreed and the opportunity has been taken to review the model policy issued by the Society of Local Council Clerks. A copy of a tailored version of that model policy has been circulated separately to Councillors for consideration.

The Council is REQUESTED to suggest any amendments to the policy deemed appropriate and to readopt the policy.

24./25 To consider a proposal to set up a litter picking group within the council including residents

If the Council is minded to establish a litter picking group including residents it would first be necessary to clarify the need for and if necessary pay extra for insurance cover. Experience of similar groups in other parish council areas suggest a mixture of voluntary groups set up independently with some support from the Council and groups set up directly by the Council.

Some obvious requirements would be:-

- (a) a full risk assessment covering matters such as: the locations, any pre-assessment of the route each time, health and safety, ages and registration of volunteers;
- (b) how any litter collected is disposed of and at what cost;
- (c) Health and safety requirements such as briefings before collections, signage, hi-vis clothing, gloves, pickers, washing/toilet facilities, first-aid provision, rubbish bags, and shovels);
- (d) reporting hazards to the responsible authority (North Northamptonshire Council) or adjacent landowners;
- (e) clarification whether or not volunteers are working for, or on behalf of, the Town Council with the concomitant liability for any loss, damage or inconvenience caused to or because of the actions and omissions of volunteers

The Environmental Protection Act 1990 ("the 1990 Act") gives North Northamptonshire Council primary responsibility for the control of litter on highways and other areas of land to which the public have access.

As Councillors will know, the Council must have a legal power to enable it to do any thing. Although the Council is a litter authority under the Litter Act 1983, no Act gives the Council powers to pick up litter in the highway or verges. However, the Town Council may lawfully do so as an agent of North Northamptonshire Council in accordance with s.101 of the Local Government Act 1972. Before starting to provide such services, the Town Council must receive authority from North Northamptonshire Council and of course agree the means and any cost for the disposal of rubbish collected.

There is no budget provision for this activity and any costs would have to be met from contingencies or savings in other budgets. In the absence of any specific power any expenditure would have to be met from the Council's expenditure under s137 of the Local Government Act 1972 if the Council deemed it appropriate.

The Council is REQUESTED to consider:-

- i) whether it wishes to promote a litter-picking scheme and if so:-
- ii) what form any such group should take;
- iii) authorise the Town Clerk to seek agreement from North Northamptonshire Council to carry out the activity and the terms on which it is carried out.

25./25 To receive a report from the Neighbourhood Plan Advisory Committee

A report of the meeting of the Neighbourhood Plan Advisory Committee held on 3 June 2025 will be circulated in due course as Report No. 1.

The Council is RECOMMENDED:-

- i) to increase the membership of the Advisory Committee to include six Councillors, six members of the public, and six community groups;
- ii) to authorise the appointment of an RTPI registered consultant with suitable experience and capacity to:-
 - 1. review the draft in the context of current and emerging policies;
 - 2. suggest amendments and areas for work;
 - 3. advise on public consultation;
- iii) to request the Town Clerk to draw up a specification;
- iv) to specify that any expenditure on consultancy be at no cost to the Council but be funded from external grants.
- v) to otherwise accept and adopt the report.

26./25 To receive a report from the Events Committee

The minutes of the meeting of the Events Committee held on 4 June 2025 are attached as Report No. 2.

The Council is RECOMMENDED to:-

- i) determine the events approved for the current year and add approved events to the Committee's terms of reference;
- ii) the Town Clerk be requested to apply for consent to use the proposed locations of approved events;
- iii) otherwise accept and adopt the report.

27./25 To consider the Desborough and Rothwell Healthcare Advisory Committee

As Councillors may know, a joint Advisory Committee was formed with Rothwell Town Council last year. In March this year Rothwell Town Council terminated the arrangement with a view to working independently as part of the development of a new Health and Wellbeing Strategy for the town.

The Council is REQUESTED to consider its approach to healthcare matters.

28./25 To note the Government's response to the consultation on remote attendance and proxy voting in local authorities

As some Members may recall last year the Government consulted on the topics of remote attendance at meetings and proxy voting in local authorities. The Government has now published its analysis and response to the consultation. In its conclusion, the Government says:-

"The Government is of the view that in-person authority meetings remain vital for local democracy, but that hybrid and remote attendance, and proxy voting, will enable local authorities in England to develop more modern, accessible, and flexible working practices.

"We have carefully considered arguments for and against remote attendance and proxy voting, and we plan to legislate to support permanent provision in relation to both policies, when parliamentary time allows.

"On remote attendance, we plan to permit local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings.

"On proxy voting, we plan to require principal (unitary, upper and second-tier) councils to implement proxy voting schemes, to provide consistency for members who are absent when they become a new parent, or for serious or long-term illness. We plan for this requirement to apply to meetings of full council. For all other meetings, proxy voting may be used but will not be required, and substitute or pairing schemes may be more appropriate. We plan for other local authorities not listed above to be enabled but not required to implement proxy voting schemes, for any of their meetings, in the context of member absences for serious or long-term illness or becoming a new parent.

"We plan to work collaboratively with the sector to develop clear and supportive guidance in relation to both remote attendance and proxy voting policies."

The Council is REQUESTED to note the response and await changes to legislation.

29./25 To receive the finance report

The Council is RECOMMENDED to approve the report (Appendix 1).

30./25 To consider and if so resolved to note and approve accounts for payment

The report set out at Appendix 2 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.

Desborough Town Council
19 June 2025

Finance Report

Monthly Bank Reconciliation	31/05/2025
Account	Amount
Unity Trust Bank Current	£3,992.20
Unity Trust Bank Saver	£7,768.01
Lloyds commercial multipay	£0.00
CCLA Public Sector Deposit Fund	£304,963.62
CCLA Public Sector Deposit Fund (Unpaid invoice)	(£76,532.39)
Available funds including reserves	£240,191.44
Reconciled Balance	£316,723.83

2025/26 to date	
Charges	Receipts
£22.50	£0.00
£0.00	£22.30
£9.00	£0.00
£0.00	£1,872.82

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £924.89. The invoice for the one way system has not been paid owing to the works not yet being completed, although it is possible that this will come forward for payment in July 2025.

Appendix 2

Desborough Town Council
19 June 2025

Accounts for payment

Items may be added or adjusted as information is confirmed.

+ Paid in accordance with delegated or continuous authority

* Emergency purchase in accordance with the Scheme of Delegation

Powers relate to the Local Government Act 1972 unless otherwise stated (secondary powers may also be used).

	Power	Supplier	Description	Reason	S137	VAT	Total Amount
+	s111	Lloyds bank	Town Council Office	Lloyds bank card fee	-	£0.00	£3.00
+	s112	LGSS Pensions, HMRC, and Mr G Thomson	Salaries & all Employment Costs	Contractual employment related payments (May)	-	£0.00	£4,626.32
+	s112	LGSS Pensions, HMRC, and Mr G Thomson	Salaries & all Employment Costs	Contractual employment related payments (June)	-	£0.00	£4,626.32
+	s112	Desborough Library and Community Hub	Town Council Office	Office Rent	-	£0.00	£850.00
+	s111	Talk Talk Business	Town Council Office	Internet and telephone	-	£9.50	£57.02
+	s112	Society of Local Council Clerks	Democratic Services	Registration fee	-	£0.00	£450.00
+	s111	Post Office Counters Ltd	Town Council Office	Postage	-	£0.00	£32.20
+	s111	Harlequin Printer Supplies	Administration	Printer supplies	-	£5.00	£29.99

Minutes of the Neighbourhood Plan Advisory Committee
Meeting held on 03 June 2025
In the Large Meeting Room at the Library building

Councillors present: Howes, Kennedy, McElhinney, Ward
 Councillors not present: Bhatt
 In attendance: Seven members of the public (including one Councillor), the Senior Policy Consultant Neighbourhood Planning - North Northamptonshire Council, and the Town Clerk

A. ELECTION OF CHAIR

RESOLVED that:-

Cllr Howes be elected Chair of the Committee.

B. TO NOTE ANY APOLOGIES FOR ABSENCE

It was reported that no apologies for absence had been received.

RESOLVED that:-

the information be noted.

C. DECLARATIONS OF INTEREST

No declarations of interest were made.

RESOLVED that:-

the information be noted.

D. PRESENTATION ON NEIGHBOURHOOD PLANNING

(i) PRESENTATION

The Senior Policy Consultant Neighbourhood Planning from North Northamptonshire Council gave a detailed presentation on the Neighbourhood Planning process and answered detailed questions. In acknowledging the considerable work undertaken to get to the current draft Plan she stated that the Town Council should recruit an RTPI registered and experienced consultant to review the draft and suggest amendments and areas for work, but that the document should be community written.

B. DISCUSSION ABOUT THE PUBLISHED DRAFT NEIGHBOURHOOD PLAN AND THE NEXT STEPS

(i) FUNDING

It was noted that grant funding from Locality Ltd had been received in the past and may count against any future grants. It was noted that it was possible to ask for technical support in addition to and separate from grant funding. In response to a question, the Town Clerk undertook to establish the amount of money spent on the Plan over the last few years.

The Senior Policy Consultant reported that the costs of preparing the Plan fell to the Town Council but the cost of the formal public consultation and referendum were the responsibility of North Northamptonshire Council.

(ii) PUBLIC INVOLVEMENT

It was noted that it was necessary to engage in meaningful public consultation and to secure the active involvement of the community and consider any feedback received. It was suggested that an event be held to update members of the community on the Plan and consideration be given to the communication of updates. In response to a question about whether people actually wanted a Plan it was suggested that the question be part of the public consultation. It was suggested that a questionnaire be issued to seek people's views followed by a public consultation event.

It was DECIDED to recommend to the Council that the membership of the Advisory Committee be expanded to include six Councillors, six members of the public, and six community groups;

(iii) CONSULTANCY SUPPORT

The Town Clerk reminded the Advisory Committee of the need to comply with the Council's Standing Orders and Financial Regulations in recruiting and employing any external assistance.

It was DECIDED to recommend to the Council that:-

(a) an RTPI registered consultant with suitable experience and capacity be recruited to:-

- 1) review the draft in the context of current and emerging policies;
- 2) suggest amendments and areas for work;
- 3) advise on public consultation;

(b) a specification be drawn up by the Town Clerk;

(c) any expenditure on consultancy be at no cost to the Council but be funded from external grants.

(iv) NEXT MEETING

It was DECIDED that the next meeting be held on 02 July 2025 at 18:00.

The meeting closed at 19:47

Minutes of the Events Committee
Meeting held on 04 June 2025
In the Large Meeting Room at the Library building

Councillors present: French, Varley, Ward
 Councillors not present: Bhatt, Cornwall, Healy
 In attendance: Three members of the public (including one Councillor) and the Town Clerk

A. ELECTION OF CHAIR

RESOLVED that:-
 Cllr Ward be elected Chair of the Committee.

B. TO NOTE ANY APOLOGIES FOR ABSENCE

An apology for absence had been received from Cllr Cornwall.
 RESOLVED that:-
 the apology be noted.

C. DECLARATIONS OF INTEREST

No declarations of interest were made.
 RESOLVED that:-
 the information be noted.

D. TO CONSIDER AND MAKE INITIAL ARRANGEMENTS FOR FORTHCOMING EVENTS

(i) PROPOSED EVENTS

The Committee considered events traditionally held and discussed the possibility of extending the range of events throughout the year. Following a full discussion it was DECIDED that the Council be recommended to approve the following list of events:-

<u>Date</u>	<u>Event</u>	<u>Proposed Location</u>
09/08/25	VJ Day party in the park	Recreation ground
13/09/25	1940s Day	Station Rd and High St
10/10/25	Street Market	Havelock St, High St / Station Rd
30/10/25	Pumpkin carving & parade	Station Rd and Heritage Centre
27/11/25	Gala night	Station Rd and High St
04/04/26	Street Market	Havelock St, High St / Station Rd
—/04/26	Family fun day	Recreation ground
04/07/26	Street Market	Havelock St, High St / Station Rd

(ii) ROAD CLOSURES

The Committee expressed concern at the recent incident in Liverpool and it was RESOLVED that the road closure request for 1940s Day and for Gala Night should be for the entirety of Station Road and the portion of High Street between Saxon Close and Buckwell Close.

(iii) STAFFING

It was DECIDED that staffing for events would be entirely by volunteers.

(iv) CANCELLATION PROTOCOLS

It was suggested that advice be taken on the process and protocols involved in if cancellation of any event was required to be considered and clarification be sought on whether any planned activity could continue.

(v) VJ DAY - 09 AUGUST 2025

The Committee suggested that the event to celebrate VJ Day should be held in the Dunkirk Avenue Recreation ground on 9 August 2025 and should be a “party in the park” style picnic event. It was suggested that entertainment be provided together with refreshment stalls and traders along the lines of the Coronation event. It was also suggested that two standard and two accessible portable toilets be provided. Other specific arrangements were suggested as set out in Appendix A.

(vi) STREET MARKETS - 10 OCTOBER 2025, 04 APRIL 2026, 04 JULY 2026

It was noted that there were markets in Rothwell on the third Saturday of month and it was not intended to compete with those. It was suggested that three markets be held each year in April, July, and October. It was also suggested that the markets could include some entertainment and might possibly be organised by third party operators in the first instance. It was suggested that stalls be located in Havelock Street, High Street, and Station Road necessitating road closures.

(vii) PUMPKIN CARVING AND PARADE - 30 OCTOBER 2025

It was suggested that a pumpkin carving competition be held possibly in the Heritage Centre on 30 October 2025 with a parade to be held along Station Road (with battery operated tea-lights).

(viii) 1940S DAY - 13 SEPTEMBER 2025

The Committee considered the immediate issues for the event. It was RESOLVED that specific arrangements as set out in Appendix A be approved.

(ix) GALA NIGHT - 27 NOVEMBER 2025

It was RESOLVED that the arrangements broadly follow previous years but savings on the cost of the Christmas tree be sought.

(x) FAMILY FUN DAY - APRIL 2026

The Committee suggested that a family fun day be organised in the Dunkirk Avenue Recreation ground in April 2026 to include local groups working with children and young people

The meeting closed at 20:02

Appendix A

No.	Item	Comment	1940s	VJ Day
1	Event Date		13/09	09/08
2	Theme		1940s	VJ Day
3	Location	Station Road / High Street	Street	Rec
4	Road closure	a) Entire Station Road b) 09:00 - 18:00 c) High St in front of little co-op d) TC to apply	a) Y b) Y c) Y d) Y	N/A
5	Road Barriers	a) Substantial barriers needed to protect pedestrians and participants	Y	N/A
6	Timetable		Noon - 4	Noon - 5
7	Music - Acts	a) To be determined	Y	Y
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15	Y	Y
9	Commercial rides etc	a) Fee for commercial £tbc b) Provision of insurance / safety certificates	a) Y b) Y	a) Y b) Y
10	Food / drink	a) Must be 5* rating b) Provision of insurance / safety certificates	a) Y b) Y	a) Y b) Y
11	Delivery of letters to frontagers	Requirement of road closure	Cllrs	N/A
12	Stewarding / staff	Volunteers and Councillors (potential backup agency staff)	Y	Y
13	Posters and banners	a) Based on last year's template - TC to investigate joint event banner b) Erect / remove / deliver	a) Y b) Cllrs	a) Y b) Cllrs
14	First Aid	Scouts as before, TC to request	Y	Y
15	Power supply		Hired generator	Investigate
16	BANNED	a) Animals b) Inflatables c) "Axis" powers representations of any kind	a) Y b) Y c) Y	a) Y b) Y c) Y
17	Litter	a) Nothing special needed b) Stallholders to remove own c) Check charges with NNC	a) Y b) Y c) Y	a) Y b) Y c) Y
18	Cancellation protocols	As before - investigate what could continue	Y	Y
19	Flypast	To be confirmed	Y	Too late
20	Vehicle cavalcade	a) Route as before b) Booked in advance - online minimal details	a) Y b) Y	N/A
21	Toilets	a) Accessible and standard b) Located Mansefield Close	a) 1 + 1 b) Y	a) 2 + 2 b) Field
22	Newspaper	a) As before, printed	Y	N/A
24	Refreshments	a) Scouts to be requested to run as usual b) Comps for vehicle occupants and volunteers	a) Y b) Y	N/A
25	Not in event	Consider how to prevent public confusion with elements not part of official event	Invite businesses to make a contribution if they want to be on the street	N/A