

Minutes of the meeting of Desborough Town Council held in Desborough Library on Thursday 17 July 2025

Councillors present: B McElhinney (Town Mayor), A Coleman, D Cornwall, J French, T Healy, H Howes, S Murray, D Varley, D Ward, and A Window
Councillors not present: R Bhatt, S Kennedy
Also present: two members of the community, PCSO C7050 Ellerby, PC216 Ryan and the Town Clerk

Immediately prior to the meeting the Chair welcomed those present. He advised members of the public about the safety arrangements.

42./25 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR ABSENCE AND TO NOTE ANY APOLOGIES GIVEN

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 apologies for absence had been received from Cllrs Bhatt and Kennedy.

RESOLVED that:-

the apologies be noted.

43./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.

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

RESOLVED that:-

the information be noted.

44./25 REGISTER OF DISCLOSABLE PECUNIARY INTEREST & OTHER REGISTRABLE INTERESTS AND DECLARATIONS OF INTEREST

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.

Cllr Cornwall declared an interest in any matter relating to the Scouts in item 43./25 "To receive a report from the Events Committee".

In response to a question, the Town Clerk reported that he had been informed by NNC that one Councillor's information had been submitted but not yet uploaded to the website, one Councillor had submitted incomplete information, and one Councillor's declaration had not been submitted.

RESOLVED that:-

the information be noted.

45./25 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 19 JUNE 2025

Extracted from the report of the Town Clerk:-

The draft minutes of the meeting of the Council held on 19 June 2025 have been circulated.

RESOLVED that:-

the minutes be confirmed and signed by the Chair.

46./25 TO NOTE ANY REPORT ON ACTIVITY OF THE POLICE

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to note any report given.

The Chair welcomed PCSO Ellerby and PC Ryan from the Kettering Rural Neighbourhood Policing Team to the meeting. PC Ryan spoke about current policing issues in the area and work being undertaken to address the issues. He answered questions from Councillors suggested that traffic movements at the corner of Station Road and High Street might be safer with the installation of a convex mirror. It was noted that this would be a matter for North Northamptonshire Council and NNC Cllrs H Howes and McElhinney undertook to pursue the matter. PCSO Ellerby and PC Ryan were thanked for their attendance and they left the meeting. Cllr Healy reported that he had attended a meeting for Police Liaison Representatives.

RESOLVED that:-

the information given be noted.

47./23 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER 3E

Extracted from the report of the Town Clerk:-

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

A member of the public spoke about the Lawrence site.

RESOLVED that:-

the comments be noted.

48./25 TO NOTE ANY REPORTS ON ACTIVITY FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

Extracted from the report of the Town Clerk:-

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

NNC Cllr Howes reported that the new administration had restricted ward funds, and NNC Cllr McElhinney stated that the pothole repair scheme had also been restricted.

RESOLVED that:-

the information be noted.

49./25 TO CONSIDER A RESPONSE TO THE ONGOING SITUATION WITH THE LOWER STREET JUNCTION

Extracted from the report of the Town Clerk:-

As Members may be aware there have been ongoing problems with the reinstatement of the Lower Street junction. Any further information will be provided at the meeting. Highways are a matter for North Northamptonshire Council. The Council is REQUESTED to consider any action to be taken to resolve the situation.

It was noted that the delays appeared to have been exacerbated by miscommunication amongst the relevant parties but that responsibility lay with North Northamptonshire Council.

RESOLVED that:-

the information be noted.

50./25 TO NOTE CONSULTATIONS FROM NORTH NORTHAMPTONSHIRE COUNCIL

50.1./25 Residents' Satisfaction Survey

Extracted from the report of the Town Clerk:-

The Council has been informed that NNC has launched a Residents' Satisfaction Survey. The survey covers general areas such as how satisfied with the area people are; whether they are kept well informed; and if they think the Council offers value for money. Further questions will also cover satisfaction with specific service areas the authority provides such as waste collections, parks and green spaces, and road maintenance.

The survey closes at 23:59 on 27 July 2025 on the Council's consultation hub website, [Your Voice Matters](https://northnorthants.citizenspace.com/) (<https://northnorthants.citizenspace.com/>). The direct link to the survey is here: [Residents' Satisfaction Survey](https://northnorthants.citizenspace.com/cet/residents-sat-2025/) (<https://northnorthants.citizenspace.com/cet/residents-sat-2025/>).

The Council is REQUESTED to note the consultation.

RESOLVED that:-

the consultation be noted.

50.2./25 Draft Anti-social Behaviour Policy

Extracted from the report of the Town Clerk:-

The [Anti-social Behaviour Act 2003](#) requires local housing authorities and registered social landlords to prepare and publish a policy in relation to anti-social behaviour (ASB) and procedures for dealing with occurrences of ASB. NNC intends to introduce its first Anti-social Behaviour Policy. The [draft ASB policy](#) has several aims and will explain how NNC plans to investigate ASB in North Northamptonshire.

The aims of the draft policy:-

- To tackle ASB efficiently and effectively in North Northamptonshire using appropriate and proportionate interventions;*
- To protect residents, prevent ASB and promote sustainable communities;*
- To encourage and develop partnerships by working with a variety of agencies and the Council's internal departments to prevent and reduce ASB;*
- To provide clear and consistent information about how NNC will respond to complaints from ASB.*

NNC is seeking views on the draft policy from residents, businesses, and local authorities in the area. Answers and comments will be useful in shaping the policy and helping make sure the policy is suitable. The survey closes at 23:59 on 10 August 2025 on the Council's consultation hub website, [Your Voice Matters](https://northnorthants.citizenspace.com/) (<https://northnorthants.citizenspace.com/>). The specific questions are set out at Appendix A and a direct link to the survey is here: [Draft Anti-social Behaviour Policy](https://northnorthants.citizenspace.com/communities-and-leisure/draft-anti-social-behaviour-policy/) <https://northnorthants.citizenspace.com/communities-and-leisure/draft-anti-social-behaviour-policy/>

The Council is REQUESTED to suggest any comment and to note the consultation.

RESOLVED that:-

- i) **Councillors send any views and comments to the Town Clerk; and,**
- ii) **the Town Clerk be authorised to respond on behalf of the Council.**

51./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 listed and to note any already comments made. Any relevant applications notified after the publication of the agenda will be added. At the time of writing no such applications had been notified.

It was noted that no applications had been listed.

RESOLVED that:-

the information be noted.

52./25 TO REVIEW COUNCIL POLICIES

52.1./25 BIODIVERSITY POLICY

Extracted from the report of the Town Clerk:-

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 as attached at Appendix B. 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.

RESOLVED that:-

the policy be readopted.

52.2./25 Social Media Policy

Extracted from the report of the Town Clerk:-

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 is attached at Appendix C with a copy of the existing policy at Appendix D.

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

RESOLVED that:-

the policy set out at Appendix C be adopted.

53./25 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

Extracted from the report of the Town Clerk:-

A report of the meeting of the Neighbourhood Plan Advisory Committee held on 2 July 2025 will be circulated in due course as Report No. 1.

The Council is RECOMMENDED:-

- i) *to amend the Terms of Reference to:-*
 - 1. *allow the Advisory Committee to appoint six members of the public, and six community groups or representatives of businesses without voting rights;*
 - 2. *approve expenditure on behalf of the Council (delegated) within the budget provision;*
 - 3. *make recommendations to the Town Clerk on behalf of the Council on items of expenditure (delegated authority for the payment of such items to the Town Clerk)*
- ii) *at a cost to the Council of less than £500, to authorise the appointment of consultant, whether RTPI registered or not, who has suitable experience and capacity to:-*
 - 1. *prepare and deliver a presentation for members of the community on the status and the possible future of the Plan;*
 - 2. *prepare and deliver appropriate written materials for publication;*
- iii) *to otherwise accept and adopt the report.*

Cllr Howes reported that preparations were being made for the consultation and that it was

important to know the views of residents.
RESOLVED that:-
the recommendations be accepted.

54./25 TO RECEIVE A REPORT FROM THE EVENTS COMMITTEE

Extracted from the report of the Town Clerk:-

The minutes of the meetings of the Events Committee held on 23 June 2025 and 14 July 2025 will be circulated in due course as Report No. 2 and 3.

The Council is RECOMMENDED to accept and adopt the reports and any specific recommendations.

Cllr Ward tendered his resignation as Chair of the Events Committee. It was reported that arrangements were advanced for the VJ Day Picnic in the Park event. In response to a question about inflatable amusement rides the Town Clerk stated that the Council's insurers had confirmed in writing that they would not insure these and Council's insurance could not be extended to cover their use. It was noted that volunteers were needed to help setting out and clearing up and also for marshalling on the day.

RESOLVED that:-

- i) Cllr French be appointed as Chair of the Events Committee for the remainder of the municipal year;**
- ii) inflatable amusements/rides be not permitted at Council events; and,**
- iii) the reports be accepted and adopted.**

55./25 TO APPROVE PURCHASE OF NECESSARY EQUIPMENT

Extracted from the report of the Town Clerk:-

The Council has approved a budget in the current financial year of £3,500 for replacement computer equipment. The existing equipment is nearly nine years old and is failing and in urgent need of replacement. The existing equipment comprises two external screens (functioning well), one external hard drive (no longer functioning - destroyed), one MacBook Pro (failing), one Mac mini (no longer functioning), and assorted peripherals (all functioning). The Council also has an hp laptop which is older and is not recommended for replacement at this point.

The cost of repairing the MacBook Pro is estimated as £848.88 (plus VAT) and this is not recommended. The cost of replacing the MacBook Pro is £1,599.00 (inc VAT), the Town Clerk recommends not replacing the Mac Mini, and replacing the external hard drive with a pair of external backup drives (LaCie Rugged Mini SSD 1TB or similar) at an estimated cost of £227.44 (plus VAT). It is also necessary to install security software which would cost approximately £39.99 per year. These would be purchased on the open market at the best price possible. The total cost of replacement items proposed is £1,998.89 (plus VAT). It is possible that additional cables or other small items might be necessary which would be purchased at the time or subsequently.

Financial Regulations state that:-

"The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to ... goods or services that are only available from one supplier or are sold at a fixed price." In the case of the MacBook this provision applies.

The Council is REQUESTED to authorise the Town Clerk to purchase:-

- i) a MacBook Pro at £1,599.00 (inc VAT) in accordance with Financial Regulations on the grounds that the goods are only available from one supplier or are sold at a fixed price;*
- ii) a pair of external backup drives (LaCie Rugged Mini SSD 1TB) at an estimated cost of £227.44 (plus VAT);*
- iii) antivirus internet security software at an estimated cost of £39.99;*
- iv) minor items necessary but not included.*

RESOLVED that:-

the Town Clerk be authorised to purchase:-

- a) a MacBook Pro at £1,599.00 (inc VAT) in accordance with Financial Regulations on the grounds that the goods are only available from one supplier or are sold at a fixed price;**
- b) a pair of external backup drives at an estimated cost of £227.44 (plus VAT);**
- c) antivirus internet security software at an estimated cost of £39.99;**
- d) minor items necessary but not included.**

56./25 TO APPOINT A CHAIR TO THE PERSONNEL COMMITTEE

Extracted from the report of the Town Clerk:-

The Personnel Committee comprises Cllrs Howes, Kennedy, and McElhinney. The Chairman of the Personnel Committee, Cllr Howes, has tendered his resignation as Chairman (but not from the Committee).

The Council is REQUESTED to appoint a replacement Chair for the Committee.

RESOLVED that:-

Cllr McElhinney be appointed as Chair of the Personnel Committee for the remainder of the municipal year.

57./25 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the information be noted.

58./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 F 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 payments be noted and approved.

The meeting closed at 19:56

Chairman: _____

Date: _____

Initialed by the Chair: _____

Appendix A

North Northamptonshire Council's Consultation: Draft Anti-social Behaviour Policy

The substantive questions from the consultation are listed below.

3. How important do you think it is for us to reduce crime and anti-social behaviour where you live?

The aims of this draft policy (refer to section 3 (3.1)) are:

- d. To tackle ASB efficiently and effectively in North Northamptonshire using appropriate and proportionate interventions.
- e. To protect residents, prevent ASB and promote sustainable communities.
- f. To encourage and develop partnerships by working with a variety of agencies and North Northamptonshire Council's internal departments to prevent and reduce ASB.
- g. To provide clear and consistent information about how we will respond to complaints of ASB.

4. To what extent do you agree or disagree with the aims of the draft policy?

5. If you'd like to tell us why you responded in that way, you can do so here:

Section 9 of the policy is shown below – please read.

Following receipt of a complaint of ASB an Officer from North Northamptonshire council will contact the complainant within 5 working days.

The complaint will be reviewed by an Officer with the relevant training and knowledge of the anti-social behaviour policies and procedures. If the complaint is accepted an Officer will:

- Provide the name and contact details of the Investigating Officer.
- Provide advice on how North Northamptonshire Council can assist them.
- Agree an action plan outlining the actions that the Officer will undertake and actions for the resident (e.g., completion of incident diary).
- Agree a timescale for further contact via the complainant's preferred contact method.
- Discuss with the complainant if any reasonable adjustments are required (translator, large font, etc).

In cases where it is not appropriate for North Northamptonshire Council to investigate a complaint, the resident will be informed and signposted to alternative agencies.

If after investigation the complaint is not considered to be ASB, the Officer will contact the complainant to discuss the decision and offer advice.

6. To what extent do you agree or disagree with how the Council will respond to a complaint of ASB?

7. If you'd like to tell us why you responded in that way, you can do so here

Section 10 (10.2) refers to what North Northamptonshire Council expect from a complainant.

What we will expect from a complainant:

- Full engagement with the ASB investigation process, such as completion of incident diary forms accurately.
- To be contactable and cooperative throughout the investigation in a timely manner and at agreed timeframes.
- For complaints to be reasonable and truthful.
- For complaints to not be motivated by malice and not to be vexatious.

8. To what extent do you agree or disagree that our expectations are clear in this section?

9. If you'd like to tell us why you responded in that way, you can do so here.

10. If there is anything else that you would like to tell us that you have not already told us, you can do so here:

Initialed by the Chair: _____

Appendix B

DESBOROUGH TOWN COUNCIL 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 will 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.

According to Defra (Biodiversity 2020),

“Biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake, and human survival depends upon it.

“Biodiversity is important for its own sake and has its own intrinsic value. A number of ground-breaking studies ... have shown this value also goes further. It is the building block of our ‘ecosystems’. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.”

The object of this 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.

In particular, the Council will aim to improve the biodiversity of the area in the following ways subject to legislation so allowing:

- consider the potential impact on biodiversity represented by planning applications;
- support the adoption of low impact / nature positive practices in the Council's operations;
- support residents and local organisations' activities to enhance and promote biodiversity.

The Council owns no land or buildings but if that situation changes then the policy will be reviewed. The Council will however, continue to strive to source sustainable materials whenever practicable when procuring supplies and equipment for the Council's use.

The Council notes that the biggest single action it can take to promote the biodiversity duty is in influencing future development of the environment by commenting on planning matters. Developments, especially housing developments, which take account of biodiversity issues in the initial planning stage and throughout construction and which conserve and integrate existing habitats or provide new habitats are more likely to have a positive long-term beneficial impact on biodiversity (net-gain). The Council will also include policies in support of biodiversity within the emerging draft neighbourhood plan.

When commenting on planning matters, the Council will:

- support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats (whilst retaining the right to comment or object to other aspects of any such applications);
- support the protection of sensitive habitats from development;
- consider whether any development would mean the loss of important habitats for wildlife;
- consider what each proposed development might make in terms of biodiversity net gain.

This policy will be reviewed after every ordinary election or sooner should legislation dictate.

Appendix C

Suggestions for Social Media and Electronic Communication Policy (Drawn directly from the SLCC Model Policy)

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications, both within the Council, and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, a Facebook page, and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may change the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council Facebook page intends to provide information and updates regarding activities and opportunities within our town and promote our community positively.

Communications from the Council will meet the following criteria. It will:

- be civil, tasteful and relevant;
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- not contain content knowingly copied from elsewhere which we do not have permission to share;
- not contain any personal information, other than necessary basic contact details;
- be moderated by the Town Clerk to the Council or either the Chair/Vice Chair of the Council;
- not be used for the dissemination of any political advertising.

All communications

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, the following guidelines should be observed:

- be considerate and respectful of others – vulgarity, threats or abuse of language will not be tolerated;
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Councillors or staff, will not be permitted;
- share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due;
- stay on topic;
- refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The website and other outlets are not monitored 24/7 and the Council will not always be able to reply individually to all messages or comments received. However, the Council will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to the Council.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and the Council's staff will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Town Clerk and/or members of the Council by emailing: info@desboroughtowncouncil.gov.uk

The Council retains the right to remove comments or content that include:

- obscene or racist content;
- personal attacks, insults, or threatening language;
- potentially libellous statements;
- plagiarised material; any material in violation of any laws, including copyright;
- private, personal information published without consent;
- information or links unrelated to the content of the forum;
- commercial promotions or spam;
- alleged breaches of the Council's policy or the law.

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of the Council's policy, or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given the limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that

'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Town Council Website

Where necessary, the Council may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive, particularly if we are experiencing a heavy workload.

The following items may be included on the website:

- meeting dates;
- meeting agenda and minutes;
- financial information as required under the Transparency Code and the Practitioners' Guide;
- policies and procedures;
- member information;
- links to North Northamptonshire Council's website;
- information on town clubs societies and organisations and events;
- news articles.

The following items will NOT be included:

- articles affiliated to, or promoting any political organisation;
- commercial advertisements;
- publicity for any non-charitable fund raising event.

Councillors are required to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Councillors should also be careful only to 'cc' essential recipients on emails for instance to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Councillors who post on social media must observe the Code of Conduct. Councillors are personally responsible for the social media content they create, publish and share. Being a Councillor does not prevent a member of the public from pursuing legal action following the publication of an untrue statement and Councillors may be held personally liable.

Any Councillor posting, referring to themselves as a Councillor – even if it is in a personal capacity – may be considered as acting in an official capacity.

When posting to social media, it should be remembered that:

- the Councillor is an elected representative of the Council;
- any post can affect the reputation of the Council;
- it is the Council which is the corporate decision-making body – no Councillor can independently make decisions for the Council over social media;
- some issues and communications are best left to the Council's official social media accounts;
- having a single voice or message can be critical in some situations;
- the Council cannot be involved in party political issues;
- it is not necessary to respond or make comment on everything on social media – in fact sometimes it is better not to;
- posts must not contain any form of discrimination – including racism, sexism, ageism, ableism, homophobia, transphobia or religious intolerance.

Everyone should be reminded that a good general rule is that if there is uncertainty about something – stop, think and ask for advice before doing anything else.

Appendix D

DESBOROUGH TOWN COUNCIL Social Media Policy

This policy provides Councillors, volunteers, and staff, an overview of Social Media and outlines the Council's position on various aspects of their use. In addition, it includes guidelines on Officer, Volunteer, and Councillor responsibilities when using such channels of communication.

Social media is a term for commonly used web content based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Examples of popular social media tools include: Twitter, Facebook, YouTube, Pinterest, Instagram, and LinkedIn. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

The Council will use social media platform/s as an additional channel of communication of key information and advice to local residents – this activity will not replace existing forms of communication including the website and Town Council notice-board.

The Council may choose to use social media to:

- Share Town Council notices and public documents, including agendas, minutes and calls to meetings
- Make announcements on new information from the Town Council (Including advertising of vacancies and appointments)
- Advertise Town Council events and activities
- Re-post or share information from other public or partner bodies, including Government, North Northamptonshire Council, Police, Health, etc.
- Post or share information from other Town Council-related groups
- Poll / survey local residents on key Town Council matters

Links to Town Council Social Media platforms will be shared from the Town Council Website and may only be linked to from other groups/sites by agreement of the Town Council. Platforms will be moderated by an agreed group of Town Councillors and staff (Moderators) – content will only be posted by Moderators in accordance with Town Council Business. Content will not be posted by individual Councillors – posts will be made by the Town Council. Sharing of Town Council Social Media posts will be permitted.

Posts and content on Town Council Media platforms will be set to broadcast-only – to keep our platforms safe and respectful the ability to comment on posts will not be permitted. Any messaging or queries will be referred to the Moderators, with responses by the Town Clerk where required.

No political posts or posts relating to any individual party, Councillor, Staff, Volunteer or Candidate (before any elections) will be permitted on Town Council Social Media Platforms.

Individual Councillors, volunteers, and staff may have personal accounts on social media and may use these for their own purposes.

Individual Councillors, volunteers, and staff must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

Safeguarding

Councillors share the community and parents concern about crime and ASB. Those who are victims of or witness serious anti social behaviour by adults or children are advised to report this to Northants police through 101 or on www.northants.police.gov

The Council appreciates the range of online risks which are present particularly to children and also to communities, and that identifying other people's children online is illegal. No pictures of children will be reproduced without express permission of parents / legal guardians. Councillors will not initiate any activity which identifies other people's children on social media without express consent from those with parental responsibility (except children who are missing or in danger and then only consistent with assisting police).

Guidelines

Whilst Social Media tools are very useful to share information quickly with other people, there are pitfalls to be aware of:

Initialed by the Chair: _____

- the information in most cases is shared in the public domain and can be viewed by anyone in the world. In many cases it is not even necessary to register to view the content. Registering is only required should you wish to participate and post to the site;
- groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard;
- there is no guarantee of truth,
- the nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience
- it is very easy to spend a lot of time viewing and responding to messages that would outweigh any value gained in the first place.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Desborough Town Council:

All staff volunteers, and Councillors

- Be aware of and recognise your responsibilities identified in the Social Media Policy, and the Council's Code of Conduct.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection legislation.
- When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council e-mail address, logos or other Council identification
- Show respect to all. You should be respectful of the Authority and employees. Derogatory comments are always wrong.

Volunteers

Volunteers must not use Social Media accounts in relation to the Council's business.

Councillors

- Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.
- Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and proprietary information policies.
- Where Councillors choose to use personal accounts for the Council's business they must make it clear that what they say is representative of their personal views only. Where possible a standard disclaimer could be used such as: "*Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions*".

Report No. 1

**Minutes of the Neighbourhood Plan Advisory Committee
Meeting held on 02 July 2025
In the Large Meeting Room at the Library building**

Councillors present: Howes (Chair), Murray, McElhinney,
Councillors not present: Bhatt, Kennedy, Ward
In attendance: Seven members of the public and the Town Clerk

A. WELCOME AND INTRODUCTIONS

The Chair welcomed those present
DECIDED that:-
the comments be noted

B. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kennedy and Ward.
DECIDED that:-
the information be noted.

C. DECLARATIONS OF INTEREST

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

D. TO NOTE THE MINUTES OF THE MEETING HELD ON 03 JUNE 2025 AND THE DECISIONS OF THE COUNCIL

DECIDED that:-
the minutes be noted.

E. TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER 3E

No representations were made.
DECIDED that:-
the information be noted.

F. TO CONSIDER THE MEMBERSHIP OF THE ADVISORY COMMITTEE IN ACCORDANCE WITH THE DECISION OF THE COUNCIL

It was noted that no provision had been made for members of the business community to be involved in the process and it was
DECIDED that:-
the Council be requested to amend the Terms of Reference to allow the Advisory Committee to appoint representatives from six community groups or representatives of businesses without voting rights.

G. TO RECEIVE A REPORT ON THE CONDITION OF THE PUBLISHED DRAFT PLAN

It was noted that there was no report on the published draft Plan.
DECIDED that:-
the information be noted.

H. TO RECEIVE A REPORT ON THE FUNDING STATUS OF THE PLAN

The Chair reported that since the last meeting the Government had announced the ending of the grants scheme and there would be no further funding from Locality. It was noted that in the absence of such subsidy any expenditure would have to be funded from the Council's budget.
DECIDED that:-
the Council be recommended to amend the terms of reference to allow the Advisory Committee to:-
(a) approve expenditure on behalf of the Council (delegated) within the budget provision; and,
(b) make recommendations to the Town Clerk on behalf of the Council on items of expenditure (delegated authority for the payment of such items to the Town Clerk).

I. TO CONSIDER A DRAFT SPECIFICATION FOR A CONSULTANT

The Advisory Committee considered a draft specification. It was noted that it would limit the number of consultants if the specification required the consultant to be registered with the RTPI. The Town Clerk reminded the meeting that it had been the strong recommendation of the Officer from NNC that the consultant be one registered with the RTPI.
DECIDED that:-
(a) the draft specification be amended to take account of the change in funding regime;
(b) the Council be requested to authorise the appointment of consultant at a cost to the Council of less than £500, whether the consultant is RTPI registered or not, who has suitable experience and capacity to:-
1) prepare and deliver a presentation in appropriate formats for members of the community on the status and the possible future of the Plan;
2) prepare and deliver appropriate materials for publication; and,

Initialed by the Chair: _____

- 3) assist with the planning of the public consultation.

J. TO CONSIDER AND MAKE RECOMMENDATIONS ON PUBLIC CONSULTATION

It was suggested that a necessary first step was to establish the amount of public support for continuing with a Neighbourhood Plan. It was suggested that a public consultation should cover not just what was in the draft but the background to Plans, their purpose, likely costs, processes, and timeframes. It was hoped that materials would be produced in accessible formats.

The Chair expressed a view that as many people as possible should have the opportunity to be involved but that the costs should be kept as low as possible. He added that he hoped the consultation would take place in September.

DECIDED that:-

plans for the public consultation be made.

K. TO CONSIDER A REPORT ABOUT COMMUNITY GROUPS

The Chair suggested that membership of the Advisory Committee from community groups be determined by the Advisory Committee following the public consultation.

DECIDED that:-

the suggestion be approved.

L. TO DETERMINE THE DATE OF THE NEXT MEETING OF THE ADVISORY COMMITTEE

DECIDED that the next meeting be held on 05 August 2025 at 18:00.

The meeting closed at 18:51

Report No. 2

Minutes of the Events Committee Meeting held on 23 June 2025 In the Large Meeting Room at the Library building

Councillors present: Ward (Chair), Bhatt, Cornwall, French, Varley, Ward
Councillors not present: None
In attendance: Eight members of the public and the Town Clerk

A. TO NOTE ANY APOLOGIES FOR ABSENCE

No apologies for absence were received.
RESOLVED that:-
the information be noted.

B. DECLARATIONS OF INTEREST

Cllr Cornwall declared an interest in any matter relating to the Scouts.
RESOLVED that:-
the information be noted.

C. TO NOTE THE MINUTES OF THE MEETING HELD ON 4 JUNE 2025 AND THE COUNCIL'S DECISION

The minutes of the meeting of the Committee held on 4 June 2025 had been previously circulated.
RESOLVED that:-
the minutes and the Council's decision be noted.

D. TO NOTE THE CURRENT SITUATION WITH AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS:-

i) 09/08/25 VJ Day party in the park

The Committee considered issues relating to the event.
RESOLVED that specific arrangements as set out in Appendix 2A be approved.

ii) 13/09/25 1940s Day

The Committee considered issues relating to the event.
RESOLVED that specific arrangements as set out in Appendix 2A be approved.

iii) 11/10/25, 04/04/26, and 04/07/26 Street Market

Following a discussion about the location and timing of street markets, and the lead-in time necessary, it was DECIDED:-

- a) that the proposal for a street market in 2025 be rejected; and,
- b) a street market be planned for Spring 2026.

iii) 30/10/25 Pumpkin carving & parade

The Committee discussed arrangements for the event and it was DECIDED that:-

- a) Cllr Varley enquire about using the Heritage Centre as a venue;
- b) the Town Clerk be requested to seek a road closure for Station Road from 18:00 to 18:30 for the parade to take place from The George Car Park area to the Heritage Centre.
- c) participants be encouraged to wear their own costumes, buy and carve their own pumpkins, and provide their own battery-operated T-lights;
- d) vouchers (in the order of £30, £20, and £10) from local shops be sought as prizes and small tubs of sweets be given to all child participants; and,
- e) arrangements for judging be confirmed later.

vi) 28/11/25 Gala night

The Town Clerk reported that the road closure had been applied for and licences sought.

vii) April 26 Family fun day

The Committee discussed arrangements for the event and it was DECIDED that:-

- a) the suggested date be 2 May 2026;
- b) the Town Clerk be requested to apply for an event licences and request the use of the Recreation Ground;
- c) the idea of incorporating a dog show be pursued;
- d) the Town Clerk make arrangements for toilet provision.

E. TO AGREE THE DATE OF THE NEXT MEETING

RESOLVED that:-
the next meeting be held on 7 July 2025

The meeting closed at 19:19

NOTE: after the meeting it was discovered that it was not possible to meet on the evening proposed and the meeting was rescheduled to 14 July 2025

Initialed by the Chair: _____

Appendix 2A

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) Has been applied for	a) Y b) Y c) Y d) Y	N/A
5	Road Barriers	Substantial barriers needed to protect pedestrians and participants	Y	N/A
6	Timetable		Noon - 4	Noon - 5
7	Music - Acts	a) To be asked:- • Kettering Silver band • Singers (possibly as a compere) • Morris dancing b) Fees about £150 - £200 each	As 2024	2 - 3 bands, compere
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15 c) Forms software to be purchased by TC at approx cost of £235	a) TC b) TC c) TC	a) TC b) TC c) TC
9	Commercial rides etc	a) Fee for commercial stalls (about £60 per food stall - multiple stalls more) b) Provision of insurance details / 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	a) Volunteers and Councillors b) Advertise for volunteers for stewarding and gazebos	a) Y b)	a) Y b)
13	Posters and banners	a) Based on last year's template - separate banners b) Erect / remove / deliver	a) Y b) Cllrs	a) Y b) Cllrs
14	First Aid	As before for 1940s - Scouts to provide 1st Aid and refreshments / Event HQ	Scouts	1st Responder?
15	Power supply	TC to obtain prices	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 d) Skip from Mick George?	a) Y b) Y c) Y d) N	a) Y b) Y c) Y d) TC
18	Cancellation protocols	As before - investigate what could continue if Operation London Bridge	Y 02/09/25	Y 29/07/25
19	Flypast	Spitfire - subject to the usual caveats - timing tbc	Y	No
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	a) 1 + 1 b) Mansefi eld CI	a) 2 + 2 b) Field
22	Newspaper	a) As before, printed	Y	N/A
24	Refreshments	a) Scouts as before b) Comps for vehicle occupants and volunteers	a) Y b) Y	N/A
25	Not in event	Invite businesses to make a contribution if they want to be on the street	Y	N/A
26	Event opening	MP to be requested to open	Cllr DC	Cllr DC
27	Press	a) Press release to be drafted b) Press release issued by TC	a) Cllr TH b) Tbc	-

Report No. 3

Minutes of the Events Committee Meeting held on 14 July 2025 In the Large Meeting Room at the Library building

Councillors present: Ward (Chair), Bhatt, Cornwall, Healy
Councillors not present: French, Varley
In attendance: the Town Clerk

A. TO NOTE ANY APOLOGIES FOR ABSENCE

No apologies for absence were received.

RESOLVED that:-
the information be noted.

B. DECLARATIONS OF INTEREST

Cllr Cornwall declared an interest in any matter relating to the Scouts.

RESOLVED that:-
the information be noted.

C. TO NOTE THE MINUTES OF THE MEETING HELD ON 23 JUNE 2025

The minutes of the meeting of the Committee held on 23 June 2025 had been previously circulated.

RESOLVED that:-
the minutes be noted.

D. TO NOTE THE CURRENT SITUATION WITH AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS:-

i) 09/08/25 VJ Day party in the park

The Committee considered issues relating to the event. The Town Clerk reported that earlier in the day consent had been granted to use the site and the event licence was in process. He added that the Northamptonshire Police and Northamptonshire Fire & Rescue Service required further details of:-

- a) the Event Management Plan;
- b) the Traffic Management Plan;
- c) confirmation how the attendee numbers will be managed / controlled; and,
- d) confirmation that the correct licenses have been approved.

He stated that he was working through the required documentation and applications, and sought guidance on specific issues.

The Town Clerk reported that he was obtaining prices for toilets, for furniture, and for generators and that a green alternative had been investigated and discounted on the grounds of excessive cost. He added that banners were being designed. In response to a suggestion about including inflatables the Town Clerk reported that he had raised the matter with the Council's insurers for advice but that he believed that these would not be covered by the Council's insurance. It was noted that a suggestion had been made to incorporate a static display of vintage cars.

It was RESOLVED that:-

- (1) the pitch fees of £15 and the gazebo hire price of £15 be confirmed;
- (2) additional hi-vis waistcoats be obtained for the Events Committee and organisers;
- (3) the Town Clerk attend the event as Event Manager with RIDDOR responsibilities;
- (4) attendee numbers will be managed / controlled by stewards at each entrance with mechanical counters and regular tallies;
- (5) specific arrangements as set out in Appendix 3A be approved.

vi) 13/09/25 1940s Day

The Committee considered issues relating to the event.

RESOLVED that specific arrangements as set out in Appendix 3A be approved.

vii) 30/10/25 Pumpkin carving & parade

The Town Clerk reported that he would be applying for a road closure in due course.

viii) 28/11/25 Gala night

The Town Clerk reported that he had applied for road closures and licences, and would be seeking prices for the provision, installation, removal, and storage of decorations.

ix) 04/04/26, and 04/07/26 Street Market

It was noted that there had been no further action on these events.

x) April 26 Family fun day

It was noted that there had been no further action on this event.

E. TO AGREE THE DATE OF THE NEXT MEETING

RESOLVED that:-
the Town Clerk be requested to convene the next meeting as needed.

The meeting closed at 19:02

Initialed by the Chair: _____

Appendix 3A

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) Has been applied for	a) Y b) Y c) Y d) Y	N/A
5	Road Barriers	Substantial barriers needed to protect pedestrians and participants	Y	N/A
6	Timetable		Noon - 4	Noon - 5
7	Music - Acts	a) To be asked:- • Kettering Silver band • Singers (possibly as a compere) • Morris dancing b) Fees about £150 - £200 each	As 2024	2 - 3 bands, compere
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15 c) Charges apply to all (see point 14) d) Forms software to be purchased by TC at approx £235	a) TC b) TC c) Y d) TC	a) TC b) TC c) Y d) TC
9	Commercial rides etc	a) Fee for commercial stalls (about £60 per food stall - multiple stalls more) b) Provision of insurance details / 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	Requirement of road closure to notify frontagers	Cllrs	N/A
12	Stewarding / staff	a) Volunteers and Councillors b) Advertise for volunteers for stewarding and gazebos etc	a) Y b) Y	a) Y b) Y
13	Posters and banners	a) Based on last year's template - separate banners b) Erect / remove / deliver letters	a) Y b) Cllrs	a) Y b) Cllrs
14	First Aid	a) 1st Aid and refreshments / Event HQ b) 1st Aid and display stall (no charge for pitch and gazebo)	Scouts	1st Responder
15	Power supply	TC to obtain. Green alternative investigated and discounted for cost.	Hired generator	Hired generator
16	BANNED	a) Animals as part of stall or display b) Inflatables c) "Axis" powers representations of any kind d) alcohol and/or glass containers	a) Y b) Y c) Y d) n/a	a) Y b) Y c) Y d) Y
17	Litter	a) Nothing special needed b) Stallholders to remove own c) Check charges with NNC d) Skip from Mick George?	a) Y b) Y c) TC d) N	a) Y b) Y c) TC d) TC
18	Cancellation protocols	As before - investigate what could continue if Operation London Bridge	Y 02/09/25	Y 29/07/25
19	Flypast	Spitfire - subject to the usual caveats - timing tbc	Y	No
20	Vehicle cavalcade	a) Route as before b) Booked in advance - online, minimal details	a) Y b) Y	Static
21	Toilets	a) Accessible and standard b) Located	a) 1 + 1 b) Mansefield Cl.	a) 2 + 2 b) Field
22	Newspaper	a) As before, printed	Y	N/A
24	Refreshments	a) Scouts as before b) Comps for vehicle occupants and staff/volunteers c) Bottled water for staff/volunteers at HQ d) Tea/coffee for staff/volunteers at HQ e) Loan of equipment	a) Y b) Y c) Y d) - e) -	a) - b) - c) Y d) Y e) DC
25	Not in event	Invite businesses to make a contribution if they want to be on the street	Y	N/A
26	Event opening	MP to open	TBC	Yes

No.	Item	Comment	1940s	VJ Day
27	Press	a) Press release to be drafted b) Press release issued by TC	a) Cllr TH b) Tbc	-
28	TENs	Applied for. Further information on specific items required.	TC	TC

Appendix E

Desborough Town Council 17 July 2025

Finance Report

Monthly Bank Reconciliation	30/06/25
Account	Amount
Unity Trust Bank Current	£2,562.64
Unity Trust Bank Saver	£3,195.38
Lloyds commercial multipay	£0.00
CCLA Public Sector Deposit Fund	£306,109.08
CCLA Public Sector Deposit Fund (Unpaid invoice)	(£76,532.39)
Available funds including reserves	£235,334.71
Reconciled Balance	£311,867.10

2025/26 to date	
Charges	Receipts
£29.85	£0.00
£0.00	£22.30
£9.00	£0.00
£0.00	£3,019.28

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £1,145.46.

North Northamptonshire Council has confirmed in writing that all the works relating to the approved scheme for the one-way system have been completed and, following a joint site meeting to confirm this, the unpaid invoice for £76,532.39 as previously approved will be paid.

Appendix F

Desborough Town Council 17 July 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 (July)	-	£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
+	s144	North Northants Council	Events	Licence applications	-	£10.50	£63.00
+	S144	Amazon.co.uk	Events	Tally counters	-	£1.97	£11.79

Initialed by the Chair: _____