

**Minutes of the meeting of Desborough Town Council
held in Desborough Library on Thursday 4 September 2025**

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

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

- 59./25 TO CONSIDER AND IF SO RESOLVED TO APPROVE REASONS FOR ABSENCE AND TO NOTE ANY APOLOGIES GIVEN**
It was reported that the reason and apologies for absence had been received from Cllr Coleman.
RESOLVED that:-
the reason for the apology be approved.
- 60./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.
- 61./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.
No declarations were made.
RESOLVED that:-
the information be noted.
- 62./25 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 17 JULY 2025**
Extracted from the report of the Town Clerk:-
The draft minutes of the meeting of the Council held on 17 July 2025 have been circulated.
RESOLVED that:-
the minutes be confirmed and signed by the Chair.
- 63./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.
In the absence of a police representative no report was given.
RESOLVED that:-
the information given be noted.
- 64./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.
No representations were made.
RESOLVED that:-
the information given be noted.
- 65./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 McElhinney reported that the proposed pedestrian crossing of Harborough Road at the Sainsbury's store was to be provided from S106 contributions.

In response to a question NNC Cllr McElhinney stated that staffing levels within NNC appeared to have reduced. He added that the planning portal had been out of order for some time but that deadlines for comment would be extended. In relation to the unauthorised works at the top of Braybrooke Road NNC Cllr McElhinney stated that the land in question belonged to NNC which had complicated the enforcement process. In response to a question about the withdrawn planning application for 29 Station Road, Desborough NNC Cllr McElhinney stated that he would try to establish if a new application had been submitted.

RESOLVED that:-
the information be noted.

66./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.

66.1./25 PROPOSED BASE STATION UPGRADE: DTFC, BRAYBROOKE ROAD, DESBOROUGH

Extracted from the report of the Town Clerk:-

The upgrade of the existing telecommunications base station comprising the removal of six antennas and replacement with nine antennas, with minor increase in antenna height, associated installation of radio units and other ancillary works.

RESOLVED that:-
no objection be made.

67./25 TO CONSIDER ANY RESPONSE TO THE GREEN PAPER ON THE FUTURE OF POST OFFICE

Extracted from the report of the Town Clerk:-

The Government has published a green paper on the future of Post Office outlining it's vision and objectives for Post Office over the next 5 to 10 years. The document emphasises the importance of Post Office continuing to provide essential services to communities across the UK, including postal, banking, government, and payment services. As part of it's decision making process, the Government has launched a public consultation that seeks views on the future of the Post Office, from the services it provides, how to modernise and strengthen the network, and how to change the culture and the way in which the Post Office is managed. Responses to this consultation will be used to understand what customers, communities, and postmasters would like to see from a modern Post Office, to help shape the company's future. The link to the consultation document is <https://www.gov.uk/government/consultations/green-paper-future-of-post-office> (details circulated separately to Councillors).

The Council is REQUESTED to give its views.

It was noted that members of the public could respond to the consultation and it was noted that the consultation ended on 06 October 2025.

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.

68./25 TO REVIEW COUNCIL POLICIES

68.1./25 IT POLICY

Extracted from the report of the Town Clerk:-

To comply with the assertions made by the Council in the annual governance and accountability return for next year it will be necessary to have an IT policy as distinct from website policies and so on. The draft policy attached at Appendix A is based on the policy produced by Smaller Authorities' Proper Practices Panel for next year.

The Council is RECOMMENDED to adopt the policy.

RESOLVED that:-
the policy be adopted.

68.2./25 CASUAL VACANCY AND CO-OPTIONS POLICY AND PROCEDURE

Extracted from the report of the Town Clerk:-

The Council's policy and procedure has not recently been thoroughly reviewed. The opportunity has been taken to clarify responsibilities of the Town Council and the Principal Authority. The Council is REQUESTED to review the proposed changes circulated separately to Councillors and indicate any desired alterations or to adopt the policy.

RESOLVED that:-
the revised policy be adopted.

69./25 TO RECEIVE A REPORT FROM THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE AND TO NOTE THE MINUTES OF THE MEETING HELD ON 05 AUGUST 2025

It was reported that arrangements had been made for a community event to be held on 11 October 2025 in the United Reformed Church in Desborough. It was added that no consultant had responded positively to the request to work on the Plan but that further attempts to appoint would be made.

RESOLVED that:-

- i) the minutes of the meeting held on 5 August 2025 be approved; and,
- ii) the report be accepted and adopted.

70./25 TO RECEIVE A REPORT FROM THE EVENTS COMMITTEE AND TO NOTE THE MINUTES OF THE MEETING HELD ON 21 AUGUST 2025

70.1./25 TO NOTE THE MINUTES OF THE MEETING HELD ON 21 AUGUST 2025

RESOLVED that:-

the minutes of the meeting held on 21 August 2025 be approved.

70.2./25 TO RECEIVE A REPORT ON VJ DAY - PICNIC IN THE PARK

It was reported that the event had been successful although the attendance had been slightly less than hoped.

RESOLVED that:-

the report be accepted and adopted.

70.3./25 TO RECEIVE A REPORT ON 1940S DAY

It was reported that arrangements for the day which was a highlight of the year were well advanced.

RESOLVED that:-

the report be accepted and adopted.

71./25 TO CONSIDER FLAG FLYING, FLAGS, AND FLAGPOLES

Extracted from the report of the Town Clerk:-

In May 2023, the Council was requested to consider accepting the responsibility for flag flying and with it the costs, ownership of the remaining flags, poles, and sockets.

At the time, the Council agreed to accept the transfer of ownership of the remaining flags, poles, and sockets from the Town Centre Partnership (TCP) following an audit of flags. That audit was not undertaken and the Council's approval effectively lapsed. The Town Centre Partnership has approached the Council again to take on the responsibility, costs, and liabilities.

The Council purchased 30 Union flags to be flown for the Coronation and these are currently with the Town Centre Partnership's contractor who puts the flags up (the contractor also stores the poles). The contractor also has three Commonwealth flags which belong to the Town Council. The TCP has stated that the following flags would be transferred to the Council: St George (30), St Andrew (30), and St Patrick (2 - the other 28 had not been located). It is believed that flags for St David may also be transferred but this has not been confirmed. It should be noted that these are the Saints' flags not the national flags. The poles and brackets will also become the responsibility of and owned by the Town Council under the proposal. The plan showing the locations of the sockets has not yet been received, the poles (and flags) are currently stored by the TCP's contractor.

It should also be noted that the contractor holds other flags, belonging to the Twinning and Charter Group: EU flags (3), France (15), Belgium (15), EU national flags (26 - one per country). The ownership of these would not pass to the Council. A decision will be needed on how to deal with these third party flags. In England, the flying of flags is treated as advertisements for the purposes of the planning regime to ensure the flags do not impact on safety or amenity. Some flags require formal consent (permission) from the local planning authority, whereas others like the Union Flag do not. Of the flags intended to be transferred, the following flags do not require separate planning consent: the Union flag, any country's national flag, and the flags of St David and St Patrick. The EU flags owned by the Twinning / Charter group would be subject to regulations requiring planning consent. It is not known if such consent has been granted or would be transferred.

Designated days for flying the Union Flag on UK government buildings in 2025 were:

<i>1 March</i>	<i>St David's Day</i>
<i>10 March</i>	<i>Commonwealth Day (second Monday in March)</i>
<i>17 March</i>	<i>St Patrick's Day</i>
<i>9 April</i>	<i>His Majesty The King's Wedding Anniversary</i>
<i>23 April</i>	<i>St George's Day</i>
<i>6 May</i>	<i>Coronation Day</i>
<i>14 June</i>	<i>Official Birthday of His Majesty The King</i>
<i>21 June</i>	<i>Birthday of HRH The Prince of Wales</i>

17 July	Birthday of Her Majesty The Queen
8 September	His Majesty The King's Accession
9 November	Remembrance Day (second Sunday in November)
14 November	Birthday of His Majesty The King
30 November	St Andrew's Day

The Council might also consider flying flags to cover the period of 1940s Day and Gala night.

If the Council is minded to take responsibility it is **RECOMMENDED** that:-

- a) full details of the existing flags and the condition and locations of the sockets to be transferred should be required;
- b) confirmation that every building owner that has a flagpole agrees with the Council being responsible in future;
- c) a clear, explicit, policy be agreed setting out which flags should be flown, when, and under which circumstances, and detailing how the Council will respond to requests for flags to be flown by third parties (or the use of the sockets for other purposes) and what charges will be levied;
- d) budget provision of £3,000 be set aside for the cost of replacement flags, repairs to sockets, erection and removal of flags, and storage of flags and poles;
- e) the Council notes that any contractor will have to comply with safety rules and provide a clear written policy (approved by our insurers) that they follow when working at height;
- f) clarify that flags owned by third parties (e.g. the Twinning and Charter Group) are not the responsibility of the Council;
- g) determine a policy on flag flying and select days on which flags should be flown;
- h) approve the flying of the Union flag during periods of national mourning;
- i) determine a policy for determining requests from third parties for flag flying, and, if it chooses to take responsibility for allowing third party flags to be flown on Council poles and brackets, to confirm that all costs should be met by the third party including any planning consent necessary for non-approved flags;
- j) quotations be sought for the annual provision of flag services (storage of flags and poles, erection and removal of flags) for a pre-determined number of times, and for unscheduled one-off instances.

Following a discussion on the principles involved it was

RESOLVED that:-

- i) the Council is minded to take responsibility and ownership as set out in the report; and,
- ii) a draft policy be presented to the October meeting if possible.

72./25 TO CONSIDER THE MEMBERSHIP OF THE PERSONNEL COMMITTEE

RESOLVED that:-

Councillors French and Murray be added to the membership of the Personnel Committee.

73./25 TO RECEIVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

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

RESOLVED that:-

the information be noted.

74./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 C 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 19:35

Chairman: _____

Date: _____

Initialed by the Chair: _____

Appendix A

Desborough Town Council 04 September 2025 DRAFT IT Policy

1. Introduction

Desborough Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Desborough Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Desborough Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Desborough Town Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Desborough Town council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Desborough Town council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Desborough Town Council are for official communication only. Emails should be professional and respectful in tone. All IT users should avoid sending confidential or sensitive information by email unless it is encrypted. IT users must be cautious with attachments and links to avoid phishing and malware, and should verify the source before opening any attachments or clicking on links.

8. Password and account security

Desborough Town council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by Desborough Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Desborough Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. IT Users should regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Proper Officer for investigation and resolution. Report any email-related security incidents or breaches to the Proper Officer immediately.

13 Training and awareness

Desborough Town Council will seek regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed regularly to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Town Clerk. All staff and councillors are responsible for the safety and security of Desborough Town Council's IT and email systems. By adhering to this IT and Email Policy, Desborough Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Desborough Town Council
04 September 2025
Vacancies and Co-Options Policy and Procedure

The Causes of a Casual Vacancy and the Effective Date of the Vacancy

A casual vacancy is when a Councillor vacates their office leaving a vacancy. There is no interpretation or Council decision involved in determining whether or not a vacancy exists: it is a matter of fact and an administrative task. In the event of a casual vacancy arising, the following procedure will be followed so long as there are sufficient Councillors to form a quorum.

The six causes of a casual vacancy and the effective date of the vacancy are:-

1. Failure to complete a declaration of acceptance of office within the proper time.
This must be done before or at the first meeting of the Council, unless the council permits otherwise. The effective date of the vacancy is the closing date for making declarations of acceptance of office.
2. When a notice of Resignation has been received.
A councillor may at any time resign their office by written notice delivered to the chair of the Town Council. There is no special form for the notice. There is no procedure for withdrawing a notice of resignation once it is made. There is no need to report the resignation to the Council for it to take effect. The resignation takes effect upon receipt, and this is the effective date of the vacancy. The Chair of the Council should report the resignation to the Town Clerk without delay.
3. Death
The vacancy is deemed to have occurred on the date of the death.
4. Ceasing to be Qualified
This would normally only occur where a Councillor had used their registration as an elector as their qualification for nomination and election and where that qualification had been lost because they had ceased to be on the register of electors. As noted above, all other qualifications continue for the full term of office. The Council must declare the vacancy forthwith, and the vacancy is deemed to have occurred on the date of this declaration.
5. Becoming Disqualified
A person becomes disqualified from holding the office of Councillor through bankruptcy, office holding, surcharge, conviction, court order, or being found guilty of corrupt or illegal practices in election law.
6. Failure to Attend Meetings
If a Councillor fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the Council (including committees, sub-committees or as a representative of the Council), they shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Council. The effective date of the vacancy is the date declared by the Council.

Ordinary vacancies after an ordinary election

1. If, following an ordinary election, there are insufficient Councillors elected to fill all the available seats, the Council has 35 days from the date of the election to co-opt persons to fill those vacancies without the necessity of advertising for a potential by-election. In this case, the Proper Officer will take immediate steps to fill the vacancies as outlined above including, if necessary, convening an additional meeting of the Council.
2. If, following an ordinary election, there are insufficient Councillors elected to form a quorum the Principal Authority may either appoint persons to be town Councillors or order another election. In this case, the Proper Officer will take immediate steps to secure the filling of the vacancies as outlined.

Calling for a poll

1. The Town Clerk shall immediately report the vacancy to the Principal Authority's Electoral Officer. Unless in a period where polls may not be called (for example before an ordinary election), the Electoral Officer will issue an official notice.

Initialed by the Chair: _____

2. The Town Clerk shall report the vacancy to the next available Town Council meeting (for information only) apprising the Council that the appropriate steps have been taken to notify the Principal Authority's Electoral Officer.
3. On receipt of the official notice from the Principal Authority, the Town Clerk will advertise the vacancy on the Council's website and on the Council's noticeboard.
4. If ten or more electors for the ward give notice in writing to Principal Authority's Electoral Officer requesting a poll then a by-election will be held by the Principal Authority at the expense of the Town Council. The time limit for electors to give notice is 14 days (not counting certain days specified in law).
5. If insufficient requests are made for a by-election, the Electoral Services Office will confirm this in writing to the Town Clerk.
6. On receipt of written confirmation that no by-election has been claimed, the casual vacancy can be filled by means of co-option and the Town Clerk will advertise the vacancy for co-option.
7. Should casual vacancies occur within six months of the next regular election of the Council then no by-election can take place. The Town Clerk will report the matter to the Council to consider if it wishes to co-opt new members.

Co-option administrative process

1. The Council will not approach potential candidates directly but Councillors may individually suggest that potentially interested people should apply. The Town Clerk shall publish an application form online and provide copies for interested parties on request.
2. The Town Clerk will fix the timetable for applications to fit in with the Council meeting timetable and to allow time for verification to take place. The application window will ordinarily be two complete weeks.
3. The Town Clerk will verify the eligibility* of each person submitting an application and will notify each person of the outcome. Potential candidates will be required to confirm the basis of their qualification and provide the Town Clerk with sight of relevant documents.
4. Qualifying candidates will be required to provide the Town Clerk with the text of any statement they wish to make at the co-option meeting so that in their absence it may be read on their behalf (so long as it does not exceed four minutes). The statements, together with the name of each candidate will be circulated to Town Councillors (excluding personal private information).
5. Qualifying candidates will be invited to the Council meeting at which the co-option will be considered to put forward their case.

Co-option process overview

1. During a Council meeting in public, candidates' statements will be given, and the Council will vote in accordance with Standing Orders by show of hands and without discussion. The Council is not bound to co-opt any candidate and may reject any or all candidates without giving reasons. To be co-opted a candidate needs to secure an absolute majority of those Councillors present and voting.
2. If the Council does not vote to co-opt any candidates then the process will be repeated at each meeting until: the vacancy is filled; it is too close to an ordinary election for co-option; or the Council directs otherwise.

Co-option process

1. Any candidate who cannot attend will still be considered and their non-attendance shall not be counted against them.
2. When the Council meeting reaches the appointed agenda item, the Chair shall call for a nomination and a second for each candidate in turn (the order of candidates shall be decided by lot before the meeting). Any candidate not receiving a seconded nomination shall be thanked for their interest and be removed from the list of candidates.
3. The Chair shall invite each remaining candidate in turn to read their statement (which must not exceed four minutes) on why they would like to be a Town Councillor and what they feel they can offer to the community.
4. As soon as all candidates have finished giving their submissions, the Council will proceed to a vote. No questions shall be asked by Councillors to candidates and no members of the public shall speak during this process.
5. The Chair shall call for a vote by a show of hands (LGA 1972 Schedule 12 Paragraph 13). A recorded vote may be requested in accordance with Standing Orders. For each candidate in turn, the Chair shall call for votes in favour and against. Each Councillor shall have one vote per vacancy and

- may not cast more than one vote per candidate. In the event of a tie the Chair must use a second or casting vote.
6. If there is more than one vacancy, the Town Clerk may issue further guidance on the voting process which shall be consistent with the principles in this policy.
 7. After the voting round is concluded, the Chair shall announce the number of votes cast for each candidate.
 8. In order for a candidate to be co-opted to the Council, it is necessary for them to obtain an absolute majority of votes from Councillors present and voting (more than 50% of the votes cast at the meeting). If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting the candidate with the fewest votes will drop out of the process. Further rounds of voting will then take place with the process repeated until the number of candidates remaining equals the number of vacancies, or a candidate has an absolute majority.
 9. At any time if a candidate secures more than half of the votes cast, the Chair shall declare them to be co-opted.
 10. If there are more candidates than seats, the candidate with the fewest votes is excluded and the Council votes again to reduce the number of candidates by one candidate at a time.
 11. In the event that the two lowest polling candidates have equal votes, the Council will vote between those candidates and the candidate with the fewest votes will be excluded.
 12. The Chair will declare the successful candidate(s), thank the other candidates, and invite the successful candidate(s) to sign the Declaration of Acceptance of Office at the meeting (if they are physically present) or to make arrangements to sign before the next ordinary Council meeting.
 13. The term of office begins at the end of the Council meeting at which the co-option vote takes place, or on signing the Declaration of Acceptance of Office, whichever is later.
 14. The Town Clerk will write to the Electoral Officer advising them of the successful candidate.

Vacancies and Co-Options Policy and Procedure

Qualifications and disqualifications for standing for election

Extracted from The Electoral Commission website

<https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election>

To be able to stand as a candidate at a parish council election you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights
- meet at least one of the following four qualifications:
 - You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards. More information is set out in our guidance '[Being a registered local government elector](#)'.
 - You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.
 - Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
 - You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.

When completing your home address form and consent to nomination form you will be asked to indicate which qualifications you meet. You should indicate on the forms all those qualifications that apply to you.

Disqualifications

Apart from meeting the qualifications for standing for election, you must also not be disqualified. The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your nomination papers.

You must be sure that you are not disqualified as you will be asked to sign one of the required nomination papers to confirm that you are not disqualified.

It is a criminal offence to make a false statement on your nomination papers as to your qualification for being elected, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

The Returning Officer will not be able to confirm whether or not you are disqualified.

There are certain people who are disqualified from being elected to a parish council. You cannot be a candidate if at the time of your nomination and on polling day:

- You are employed by the parish council or hold a paid office under the parish council (including joint boards or committees). More information is set out in our guidance Working for a parish council
- You are the subject of a bankruptcy restrictions order or interim order.
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day and the ordinary period allowed for making an appeal or applications in respect of the conviction has passed. A person who is in the process of making an appeal or application in relation to the conviction is not disqualified at any time before the end of the day on which the appeal or application is disposed of, abandoned or fails by reason of non-prosecution.
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices). The disqualification for an illegal practice begins from the date the person has been reported guilty by an election court or convicted and lasts for three years. The disqualification for a corrupt practice begins from the date a person has been reported guilty by an election court or convicted and lasts for five years unless at any time within that period a court determines that the conviction should not be upheld, in which case the disqualification ends at that time.

- You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed. A disqualification set under s.81A of the Local Government Act 1972 will only apply to a person who is subject to any relevant notification requirements or relevant order made on or after 28 June 2022. A person who is in the process of making an appeal or application in relation to the disqualification is not disqualified at any time before the end of the day on which the appeal or application is disposed of, abandoned or fails by reason of non-prosecution.
- You have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office. The effect of a disqualification order is that the person will be disqualified from standing for, being elected to, and holding any relevant elective office for five years.

A person may also be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011.

Minutes of the Neighbourhood Plan Advisory Committee
Meeting held on 05 August 2025
In the Large Meeting Room at the Library building

Councillors present: Howes (Chair), Murray, McElhinney,
Councillors not present: Bhatt, Kennedy, Ward
In attendance: Three 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 NOTE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kennedy.
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 02 JULY 2025 AND THE DECISIONS OF THE COUNCIL

DECIDED that:-
the minutes and decisions 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 AND DETERMINE THE NEXT STEPS

The Chair reported that it was planned to hold the consultative event in October to give time for preparations and public advertisement. Following a discussion about the consultation process it was
DECIDED that:-

- (a) the consultative event be held in the United Reformed Church on the morning of 11 October 2025;
- (b) the Town Clerk be requested to book the venue for the event;
- (c) Cllr Kennedy be requested to make suggestions for the questionnaire to be used;
- (d) Cllr Ward be requested to make suggestions for the publicity to be used; and,
- (e) the Town Clerk be requested to seek a consultant on terms approved by the Council.

The meeting closed at 18:17

Minutes of the Events Committee
Meeting held on 21 August 2025
In the Large Meeting Room at the Library building

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

- G. TO NOTE ANY APOLOGIES FOR ABSENCE**
No apologies for absence were received.
RESOLVED that:-
the information be noted.
- H. DECLARATIONS OF INTEREST**
Cllr Cornwall declared an interest in any matter relating to the Scouts and Cllr Varley declared an interest in item H(i).
RESOLVED that:-
the information be noted.
- I. TO NOTE THE MINUTES OF THE MEETINGS HELD ON 23 JUNE 2025 AND 14 JULY 2025 AND THE COUNCIL'S DECISIONS THEREON**
The minutes of the meetings held on 23 June 2025 and 14 July 2025 had been previously circulated.
RESOLVED that:-
the minutes be noted.
- J. TO REVIEW THE VJ DAY PICNIC IN THE PARK**
The Committee noted that the event had been successful and that those who attended seemed to have enjoyed themselves. It was reported that two gazebos had been damaged by gusts of wind and the possibility of repair was being explored. It was also noted that one set of weights had been lost.
RECOMMENDED that:-
the Council be requested to consider the replacement of gazebos with better quality ones when considering the 2026/27 budget.
- K. TO NOTE THE CURRENT SITUATION WITH AND APPROVE ARRANGEMENTS FOR 1940s DAY**
The Committee considered issues relating to the event. It was noted that two volunteers would be needed at each road closure exit/entry for safety. It was considered that each entrance should have a low metal barrier in addition to those with higher visibility.
It was RESOLVED that specific arrangements as set out in Appendix A be approved.
- L. TO AGREE THE DATE OF THE NEXT MEETING**
RESOLVED that:-
the next meeting be scheduled for 2 October 2025.
- M. TO CONSIDER A MOTION FOR THE EXCLUSION OF THE PRESS AND PUBLIC**
RESOLVED that:-
in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972, the Committee exclude the press and public for the remaining agenda items by reason of the confidential nature of the business to be transacted on the grounds that publicity would be prejudicial to the public interest.
- N. TO RECEIVE A REPORT FROM THE TOWN CLERK**
(i) VJ Day party in the park - complaint
Cllr Varley having declared an interest in this item left the meeting and took no part in the discussion or voting thereon.
The Town Clerk reported on two incidents at the VJ Day party in the park and a course of action was agreed.
(ii) VJ Day party in the park - equipment
The Town Clerk reported on damage to borrowed equipment at the event and it was agreed to fund the cost of its replacement.
(iii) Events - stallholders
The Town Clerk reported on issues with stallholders at previous events and a course of action was agreed.

The meeting closed at 19:22

Initialed by the Chair: _____

Appendix A

No.	Item	Comment	1940s
1	Event Date		13/09
2	Theme		1940s
3	Location	Station Road / High Street	Street
4	Road closure	a) Entire Station Road b) 09:00 - 18:00 c) High St in front of little co-op d) Has been granted	a) Y b) Y c) Y d) Y
5	Road Barriers	a) Substantial barriers and signs needed to protect pedestrians and participants which may be borrowed b) Volunteers and Councillors staff the road closures c) The huts and barriers be retrieved from Albany Sheds / Men's Shed	a) JF b) All c) JF
6	Timetable		Noon - 4
7	Music - Acts	a) To be asked:- • Kettering Silver band • Singers (possibly as a compere) • Morris dancing b) Fees about £100 - £200 each	As 2024
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15 c) Charges apply to all (see point 14)	a) TC b) TC c) Y
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
10	Food / drink	a) Must be 5* rating (4* if acceptable administrative failing) b) Provision of insurance / safety certificates	a) Y b) Y
11	Delivery of letters to frontagers	TC to print by 05/09 for Cllrs to deliver	TC/Cllrs
12	Stewarding / staff	a) Volunteers and Councillors b) Advertise for volunteers for stewarding and gazebos etc	a) Y b) Y
13	Posters and banners	a) Based on last year's template b) Erect / remove	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
15	Power supply	HSS Booked at £79.68	Y
16	BANNED	a) Animals as part of stall or display b) Inflatables c) "Axis" powers representations of any kind	a) Y b) Y c) Y
17	Litter	a) Sacks from NNC at £3.97 per sack inc collection b) Stallholders to remove own rubbish c) Bags to be disposed of	a) N b) Y c) Y
18	Cancellation protocols	As before - key date 02/09/2025	Y
19	Flypast	Spitfire - subject to the usual caveats - timing tbc	Y
20	Vehicle cavalcade	Route as before	Y
21	Toilets	1x Accessible and 1x standard located - Mansefield CI £564	Y
22	Newspaper	500 from a previous year	Y
24	Refreshments	a) Scouts as before b) Tea/coffee/Bottled water for staff/volunteers at HQ	a) Y b) Y
25	Not in event	Invite businesses to make a contribution if they want to be on the street (cash or vouchers)	JF
27	Press	a) Press release to be drafted b) Press release issued by TC	a) Cllr TH b) TC
28	TENs etc.	Received	Y

Appendix B

Desborough Town Council 04 September 2025

Finance Report

Monthly Bank Reconciliation	31/07/25	31/07/25
Account	Amount	Amount
Unity Trust Bank Current	£2,163.90	£6,184.69
Unity Trust Bank Saver	£79,987.55	£454.98
Lloyds commercial multipay	£0.00	£0.00
CCLA Public Sector Deposit Fund	£220,642.25	£211,675.04
CCLA Public Sector Deposit Fund (Unpaid invoice)	(£76,532.39)	£0.00
Available funds including reserves	£226,261.31	£218,314.71
Reconciled Balance	£302,793.70	£218,314.71

2025/26 to date	
Charges	Receipts
£29.85	£0.00
£0.00	£22.30
£9.00	£0.00
£0.00	£5,145.63

The dividend from the CCLA Public Sector Deposit Fund is reinvested each month into the fund. The dividend reinvested was £2,126.35

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

Appendix C

Desborough Town Council 04 September 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).

A schedule showing the payments and receipts will be circulated separately.

Initialed by the Chair: _____