



**Desborough Town Council**  
Town Clerk: Graham Thomson  
High Street, Desborough, NN14 2QS  
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**To: All Town Councillors**

You are hereby summoned to attend the Meeting of Desborough Town Council to be held in the **Library, High Street, Desborough** on **Thursday 20 September 2018**, commencing at **7pm** for the purpose of transacting the following business. Members of the press and public are invited to attend.

Signed,

Graham Thomson  
Town Clerk

14 September 2018

AGENDA

- 118/18 Chairman's welcome and announcements**
- 119/18 Apologies for absence**  
To consider and if so resolved to approve apologies for absence.
- 120/18 Declarations of interest**  
To note any declarations of interest from Councillors.
- 121/18 Requests for Dispensation**  
To consider and if so resolved to approve any requests for dispensation for Councillors with an interest to be allowed to speak in accordance with Section 33 of Localism Act 2011.
- 122/18 To receive and approve the minutes of the meeting held on 19 July 2018**  
The minutes of the meeting held on 19 July 2018 have been circulated and will be taken without comment.
- 123/18 To receive a report from the Police**  
The local Police have been asked to present / submit a report.
- 124/18 To hear representations from Members of the Public**  
Note: no decisions will be made in response to this item.  
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included on the agenda. The session will last for a maximum of 30 minutes at the discretion of the Chairman. Any individual members of the public may only speak once lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the Chairman of the meeting, who may direct that a written or oral response be given.
- 125/18 Eckland Lodge representations**  
Eckland Lodge Business Park Ltd has submitted a planning application [KET/2018/0655](#) for a new factory development. A request to address the Council about the plans has been received on behalf of the applicants.
- 126/18 Financial:**
- 126.1/18 To consider and if so resolved to approve additional bank signatories**  
It is RECOMMENDED that the Town Clerk (as Responsible Financial Officer) be automatically be added to the list of bank signatories on appointment.
- 126.2/18 To receive the finance report**  
The report (Appendix A) is brief this month pending the outcome of a review of expenditure, budgets, and commitments. A full report will be presented to the October Council meeting.
- 126.3/18 To note and approve items of expenditure**  
**Payroll Provider**  
The Council was not using an external payroll provider. In order to improve accountability and transparency, and to reduce the staff time needed to keep up to date with legislative changes, the Town Clerk sought quotations for independent, external, service provision. The monthly cost of outsourcing would be £16.25, with end of year documentation at a cost of £10 each year (total annual cost: £205). Any submission to the Pension Regulator would be charged at £7.20 there would be an initial 20% discount for payments within 30 days, reducing to 15% from April 2019. In accordance with Standing Orders, the Town Clerk approved the appointment of Autela Payroll Services of Skirlaugh, East Riding of Yorkshire. The cost will be accommodated from the General Administration budget.

### **Microsoft Office 365**

The licence for the copy of Microsoft Office 365 Business has expired. The Town Clerk requests that the Council authorise the purchase on an ongoing basis, the cost is currently £94.80 per year. The cost would be accommodated from the General Administration budget.

The Council is RECOMMENDED to note the Town Clerk's engagement of the payroll provider and to approve the purchase a copy of Microsoft Office 365 Business for one user for Mac at an annual cost of £94.80.

### **126.3/18 To consider and if so resolved to approve accounts for payment**

The report set out at Appendix A details those invoices and payments and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.

### **127/18 Planning**

#### **127.1/18 To receive and note the Planning Report**

In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning authority as set out in the report attached at Appendix B.

#### **127.3/18 To consider Planning Applications and to determine any responses:**

The undermentioned applications have recently been received and the Council is RECOMMENDED to consider what comment, if any, should be made.

**KET/2018/0474**, land off Harrington Road, Desborough

Full Application: 4 no. dwellings

Concerns were raised about the proposal the during the consultation with Councillors and the Town Clerk RECOMMENDS the the Council comment in the following terms:-

“Access

“The Council believes that the access arrangements for the site are inadequate and not thought through. Harrington Road is extremely narrow and it the proposal would lead to a significantly increased risk to the road being blocked: which already occurs on a regular basis.

“The existing difficulties of access to Orchard Close have not been addressed and will be only exacerbated by the proposed development.

“Development Plan

“The development plan has been created, but it is not clear how the increased traffic flow will be managed. The Council is particularly concerned about the increase in traffic in the vicinity of the school and has not seen an impact assessment of the proposal in relation to increased parking and traffic.

“The development plan clearly states that there are limited access possibilities, and that there will be a main road feeding the estate of 58 dwellings. It states that this main road will feed a series of private roads serving no more than five houses each. The document also states that the proposed access road to the initial four house will be through Orchard Close. The Council is concerned that there appears to be no detail about the route of substantive access road.

“Foul and Surface Water

“The Council is concerned that the proposal to run foul and surface water into Orchard Close is unwise and unworkable. There are already known problems of flooding at the junction of Harrington Road and Miessen Avenue: leading to flooding by water run off into the gardens of the adjacent houses that are lower than the road level.

“Over-development

“The Council is concerned that the proposal would lead to overdevelopment in Desborough at this stage. The Site Specific Part 2 Local Plan for 2011 to 2031 states

that as at April 2017 Desborough was required to find another 400 dwellings. The development of land south of the town will release 304 properties and the proposed development off Buxton Road / Eyam Close would yield 135. Therefore the Orchard Close proposal would lead to an over provision at a time when local services are struggling to meet demand.

“Desborough Draft Neighbourhood Plan

“The DDNP **discounted** this site for housing development stating: *“that housing proposals would cause too much disruption to the local area in terms of access and movement, and that these might have the potential to damage adjacent valuable green areas and landscape and wildlife assets”*.

“Discounted by Kettering Borough Council

“Kettering Borough Council’s Housing Allocations Background Paper (27 March 2018) listed the site as “Discounted as housing allocation”.

“Misleading Photographs

“The implication from the photographs (apparently taken before the Persimmon development) is of an idyllic tree lined lane, without any cars parked. However, the experience of residents is of a continual line of parked cars.

“The substantive development

”The Council is very concerned at the lack of detail of the substantive development of 58 properties, especially, but not limited to: access arrangements; property layout; road layout; water treatment; the existing sinks and pond onsite.

[17/00180/OUT](#), Outline application for a sustainable urban extension comprising of 4,500 dwellings, 46,850 sqm of Class B1/B2, two local centres/mixed use A1-A5, B1, C2, C3 and D1/D2, secondary schools, primary schools, public open space, drainage, access and associated infrastructure works. Demolition of existing buildings  
West Corby Urban Extension Uppingham Road Corby Northamptonshire

The applicant has amended the application and plans. The Council previously (July 2017) objected to the application, commenting in the following terms:-

*“Convergence towards and potentially joining Kettering is not supported.*

*“Substantial development which will need improvements to A6003 road to Oakley Hay will have massive impact (sic) on medical provision locally.*

*“As we have seen with the A6 closures all surrounding roads have been over loaded, a development of this overuse will cause strain on the surrounding road structure therefore all of these require improving and detailed traffic control.”*

It is not yet clear what changes have been made but the outcome of investigations will be reported to the meeting.

#### **128/18 To consider alterations to the Council’s Standing Orders**

Members have had circulated some draft Standing Orders intended to replace those currently in use. It has been suggested that it would be beneficial to review them alongside a proposed formal Scheme of Delegation. It is intended to produce the Delegation Scheme at the October meeting and it is therefore RECOMMENDED that:-

- a. further revisions be proposed in tandem with a formal Scheme of Delegation;
- b. an informal training session be held for Members; and,
- c. the revised documents be presented to the October meeting of the Council.

#### **129/18 To consider and determine Council engagement methods**

The Council is REQUESTED to consider and determine the process for community engagement with the Council’s programme for future years.

**130/18 Community Grant Scheme**

In accordance with the Grants Awarding Policy, at the May and October meetings, the Council considers applications for grants received from organisations. It is proposed that a Working Party be formed to consider applications received and to recommend whether any awards might be made and the amount of any grant. The Council is RECOMMENDED to form an Community Grant Working Party with the terms of reference proposed and to determine the membership.

**131/18 Rothwell North Working Party (RNWP) update and AGM**

An update of the current situation will be presented to the meeting. The annual meeting of the RNWP is to take place in Rothwell on Monday 15 October 2018 at 7pm.

The Council has been advised informally that it might not be possible to hold future meetings of the RNWP in Rothwell and it is RECOMMENDED that meetings be hosted in the large room of this Council's offices.

**132/18 Vehicle Speeds and Traffic**

Pursuant to the decision at the last meeting, discussions have taken place with the Police with a view to reducing the danger caused by excessive vehicle speeds in Desborough. A number of issues were raised including:-

- a. Cameras  
The difficulty that enforcement relies on scarce Police time;
- b. Dedicated PCSO  
The possibility of funding a PCSO which although it would result in a more visual presence of Police in Desborough is cost prohibitive at approximately £35,000 per year plus on costs.
- c. Environmental Changes:  
These were considered to be the most effective solution and were referred to in the document 'Traffic Calming Feasibility Study ' B576 Desborough by the Traffic Engineering Team. It was noted that one option included chevrons, narrowing /chicanes and creating a distinct entrance to an urban area. It was also suggested that large planters highlighting the entrance to the town would also help. The total cost of this approach was estimated at £250,000.
- d. Speed limits:  
Any proposal to reduce the speed limit before the 30 mph zone to 40 mph would have to be referred to the NCC Highways department. It was noted that there would be extensions to the 30 mph zones as a result of the residential developments at Rothwell but not until construction takes place.
- e. Police speed camera check:  
The Police indicated the possibility of speed checks at night but warned of the knock-on effects in other areas of Policing.
- f. CCTV:  
The upgrading and potential relocation of CCTV cameras are being investigated.
- g. Larger vehicles:  
Any issues with larger vehicles should continue to be reported to the Police to take appropriate action.
- h. Parking:  
It was confirmed that people should continue to report incorrect parking on the crossing at High Street, and in order to assist in securing a conviction the Police needed a clear photograph showing the vehicle registration and a statement from an observer. Nearby businesses will be approached to display signs reminding people to park legally and considerately.

The Council is REQUESTED to consider the matter.

**133/18 To consider and approve proposals and a policy for an Honoured Citizen Award scheme**  
 Pursuant to the decision at the last meeting, formal proposals for the establishment of an Honoured Citizen Award scheme have been made (See Appendix C). The proposal is to establish an awards scheme for “Honoured Junior Citizen” and “Honoured Citizen”; to form and determine the membership of the Honoured Citizen Award Advisory Working Party

The Council is RECOMMENDED to approve the scheme as set out in Appendix C and to determine the membership of the Advisory Working Party.

**134/18 Annual Waiting Restriction Review 2018/19**

Every year the County Council receives a large number of requests to change or introduce new parking restrictions across the County. In order to deal with these enquires effectively, a programme of annual reviews was introduced.

A request has been submitted for restrictions at the Rushton Road junctions with Frost Close and Morse Road, Desborough. Apparently, vehicles are parking right up to the junction are causing access and egress issues. If the Council supports the idea in principle, NCC will engage in formal consultation. The Council is REQUESTED to give its views on the suggestion.



**135/18 Grit / Salt Bins**

The Council Council has undertaken a review of all Northamptonshire County Council owned grit bins to ensure that all grit bins on the highway network meet with the current criteria. Following this year’s review, the County Council proposes to remove the following bins:-

- High Street: outside the library
- Upper Dane junction with Whitehill Road
- Lower Steeping: by the green cabinet
- Whitehill Road junction with Langdale

Where NCC is no longer maintaining a grit bin appropriate arrangement can be made where a Parish takes over the ownership and therefore the replenishment and use of the grit bin. This would entail a transfer of ownership to be agreed.

If the Town Council was minded to take responsibility for any of the bins, it would also need to take responsibility for supplies of grit/salt, insurance, repairs, and replacement. The estimated cost of filling each bin each year is estimated at £50, bins cost approximately £300 to replace (plus fitting), and the extra insurance cost would be likely to be accommodated within the existing premium (which is subject to renewal / renegotiation in November). Further details are set out in Report No. 2.

The Council is REQUESTED to consider.

**136/18 Training Plan and CiLCA course registration**

As Members will no doubt be aware there is a wealth of legislation around the operation of the Council and it is vital that the Town Council has the correct training and resources. A review of training offered is being undertaken and a report will be presented to the October Council meeting. In the meantime, if Members have any specific requests they should direct them to the Town Clerk in the first instance.

In order for the Council to retain the General Power of Competence (which allows a wider discretion on expenditure) several conditions need to be met. One is that the Town Clerk needs to have a particular qualification. In order to address this it is RECOMMENDED that the Town Clerk attend the CiLCA training course over the weekend of 1 and 2 December 2018 at NALC’s

offices in Litchborough (at a cost of £350) and register to submit the portfolio of evidence required (at a further cost of £250 if paid during September 2018).

**137/18 S106 Amounts**

KBC has advised the Council that there is a balance of £71,000 made up from two Section 106 agreements exclusively (and named) for the Desborough Greenspace. Suggestions for the use of funds have included:-

- a. new lighting along Burdock Way from the Leisure Centre;
- b. Signage and physical improvements at gateways;
- c. the pathway through The Plens;
- d. route ways through the site;
- e. a family and 'natural' play area;
- f. possibly allotments if there is a demonstrable need.

It has not been possible to fully investigate the possibilities and requirements at this stage and it is RECOMMENDED that investigations continue and be reported to the October meeting.

**138/18 Food Banks: location of collection points**

Concern has been raised that there is no food bank in Desborough and that there might be more neutral locations for collection points. Further information will be presented to the meeting.

**139/18 Northamptonshire County Association Of Local Councils (NCALC) Annual Meeting**

**139.1/18 To appoint a delegate to attend and vote on the Town Council's behalf.**

The Council is RECOMMENDED to nominate a delegate to attend the NCALC and vote on the Council's behalf.

**139.2/18 To consider submitting a motion for inclusion on the agenda of the NCALC annual meeting**

The Council is REQUESTED to consider submitting a motion for consideration at the NCALC annual meeting, the deadline for submission is 24 September 2018.

**140/18 Work plan for the remainder of the municipal year**

As Councillors will know, there has been a backlog of works and a number of items which require review. However, there is simply not enough time to deal with all the issues at one time. An outline plan for major items has been devised to avoid the Council being swamped with work of equal importance. Items will be accelerated as time permits or if circumstances dictate. Other items may be added to the work plan throughout the year and the plan amended accordingly. It is RECOMMENDED that the draft work plan set out at Appendix D be approved as an outline for the remainder of the year.

**141/18 Desborough Neighbourhood Plan (DNP)**

As Members may know, a second consultation draft of the DNP was published in July 2017. The consultation resulted in an updated document being presented by the Neighbourhood Planning Group as evidence to a Planning Inspector in relation to a planning appeal for residential development to the south of Desborough at the end of 2017.

It is understood that there has been no further progress with the draft plan since that time. Concerns were raised over the content at the time by the Borough Council and the independent assessors, chiefly related to the robustness of the evidence base, and . Since late 2017, some significant changes have occurred, for example, the Desborough South application was approved by the Planning Inspector and the Site Specific Part 2 Local Plan has progressed through a consultation draft this year.

In light of the changes that have taken place since the draft was produced it is suggested that a good starting point would be for a comprehensive review of the content of the draft DNP in the context of the Part 2 Local Plan – Draft Plan (2018) by a reformed DNP Group or other.

The website for the DNP seems to be dormant and the Council did not appoint Councillors to the Group for 2018-19. The Council is REQUESTED to consider how to move forward with the Neighbourhood Plan and indicate a preferred timescale.

**142/18 To determine representation on other bodies**

The Council is requested to nominate representatives on the following bodies:-

- Town Centre Partnership - two seats
- Neighbourhood Plan Steering Group - five seats (if appropriate)

**143/18 Proposed Dunkirk Avenue bench**

Members may not be aware that at the end of 2017, the then Town Clerk signed an application written by the County Councillor for funding of £549 from the County Council's Councillor Empowerment Fund for the purchase and installation of a bench on Dunkirk Avenue on the grass verge adjacent to the bus stop, alongside the railings to the recreation ground. Although permissions were sought and granted from KBC and NCC Highways, there does not appear to have been a decision of the Town Council to approve the expenditure on the bench (£549 supplied and installed by KBC), nor for the ongoing maintenance, potential future replacement, insurance and so on, nor is there any indication of consultation with neighbouring residents. It is understood that the insurance costs would be negligible.

The Council is REQUESTED to consider the matter.

**144/18 To agree a schedule of meetings for the remainder of the municipal year**

The Council is RECOMMENDED to approve the schedule of meetings for the remainder of the municipal year, all meetings to take place in the Library and to commence at 7 o'clock unless otherwise agreed:-

- 18 October 2018
- 15 November 2018
- 20 December 2018
- 17 January 2019
- 21 February 2019
- 21 March 2019
- 18 April 2019

**145/18 To Note Items of Information**

The report of the Town Clerk (Appendix E) contains information on the following matters and the Council is RECOMMENDED to note the information contained in the report. No decisions of a financial nature will be made in relation to this item.

- 145.1/18 To receive a report from the County Councillor
- 145.2/18 To receive a report from Borough Councillors
- 145.3/18 To receive a report on the current situation and future of Desborough Library
- 145.4/18 To receive an update on the website
- 145.5/18 To receive an update from Desborough Community Groups
- 145.6/18 To receive an update on the Youth Council proposal
- 145.7/18 Reported delays in allocating social housing

**FINANCE REPORT**

The report is brief this month pending the outcome of a review of expenditure, budgets, and commitments. A full report will be presented to the October Council meeting.

The detail will be added before the meeting as information is clarified.

**Monthly Bank Reconciliation**

Bank accounts	Barclays Current	Barclays Business Saver
Balance 01/04/18	£289,111.29	£19,150.06
Unpresented cheques	£5,100.00	£0
Receipts	£183,486.83	£9.55
Payments	£49,232.62	£0
Closing balance	£418,265.50	£19,159.61

Bank reconciliation	30/08/2018
Balances on Statement	£446,345.09
Unpresented cheques	£5,100.00
Reconciled Balance	£441,245.09

**Accounts for Payment**

Supplier	Reason	Payment method	VAT	Total Amount
Talk Talk Business	Internet and telephone	DD		£57.67
Kettering Borough Council	tbc Invoice number 51106128	CH		£223.70
British Youth Council	Consultancy for Youth Council	CH	n/a	£800.00
Information Commissioner's Office	Compulsory registration	CH	£40.00	
Microsoft (to be confirmed)	Miscrosoft Office 365 Business	CH		£94.80
Graham Thomson	Salary	CH		Details to come from payroll provider
HMRC	PAYE	CH		
Autela Payroll Services	Payroll	CH		
LGSS Pensions	Pension	CH		
Northamptonshire County Council	Office rent - 01/07/18-30/09/18	CH	n/a	£2,000.00

**Further updates will be made to this page.**



**Planning Matters**

The following applications were noted and no comment made by the Town Council.

KET/2018/0531

Woodside, Stoke Albany Road (land adj), Desborough

Full Application: Use of land for 2 no. traveller caravans for applicant and another family member. Creation of hard-standing and modernisation of amenity block

KET/2018/0369

3 The Oaks, Braybrooke Road, Desborough

Advertisement Application: 1 no. non-illuminated and 1 no. externally illuminated fascia sign and 2 no. window vinyls

KET/2018/0516

13 Kenmore Drive, Desborough

Full Application: Garage conversion with single storey rear

KET/2018/0576

11 Hawfinch Green, Desborough

Full Application: Single storey side extension

KET/2018/0290

99-131 Pioneer Avenue (land between), Desborough

Full Application: Substitution of house types to plots 2 and 3 to include a garage and additional bedroom

KET/2018/0616

Former Poultry Unit, Stoke Albany Road, Desborough

Part 3 Class R Determination: Change of use of former poultry unit to B1 office and B8 storage

KET/2018/0601

48 Paddock Lane, Desborough

Full Application: Erection of 2 no. dwellings to rear and conversion of existing dwelling into 2 no. dwellings

KET/2018/0474

Harrington Road (land off), Desborough

Full Application: 4 no. dwellings

KET/2018/0623

Gaultney Farm (land at), Pipewell Road, Desborough

Outline Application: Erection of up to 70 no. dwellings with all matters reserved except access

KET/2018/0645

49 Copelands Road, Desborough

Full Application: Garage conversion to home office with single storey rear extension

KET/2018/0639

8 Westmorland Drive, Desborough

Certificate of Lawfulness for Proposed Operations: Single storey rear extension

KET/2018/0666

Departure from the Development Plan

Fruit Barn, Wycombe House, Rothwell Road, Desborough Full Application: Barn conversion to granny annexe

## **HONOURED CITIZEN AWARD**

### Introduction

Desborough Town Council's Honoured Citizen Award is a tribute to a member of the community and confers no material honours or special privileges. Awards may be made at any time and will not necessarily be made on an annual or regular basis. Awards will take the form of an official letter or certificate, and may be presented at an appropriate place such as the recipient's school or workplace, at an event, at a Town Council meeting, posted to them, or presented in private. The scheme is intended to celebrate exceptional citizenship but to avoid embarrassment a mechanism to keep details of unsuccessful nominations confidential has been created.

### Scope

Awards will be made by the Town Council entirely at its discretion to those who have "*made a significantly positive contribution to the communities in Desborough Town Council area*". An unsuccessful nomination does not necessarily indicate that the Council does not appreciate or recognise the effort, service, or actions of nominees. There is no limit on the number of Awards which may be made in any year: and no requirement to make any Awards.

### Categories

There are two categories of Award:-

- Honoured Junior Citizen (for any young person of school age or below)
- Honoured Citizen (for all other nominees)

### Nominations

Nominations may be made by anyone resident or working in the Council's area, or by any organisation working to the benefit of communities in the Council's area. Nominations will not be accepted from relatives of the nominee. Nominations must be made in the format prescribed by the Town Council and must be submitted to the Town Clerk. No correspondence will be entered into with regard to any nomination other than to verify facts if necessary.

### Awards Advisory Working Party

The Council will appoint an Advisory Working Party of five Councillors to consider nominations. Publicity during the initial stages of consideration would be prejudicial to the public interest and the names and details of Awards made will be published in the future. Therefore, the Advisory Working Party will exempt the details of nominations and discussions in accordance with Section 22 of the Freedom of Information Act 2000 and will hold its discussions in private.

### Decision-making Process

On receiving a nomination, the Town Clerk will endeavour to verify the information contained in the nomination form. A meeting of the Advisory Working Party will consider nominations. Owing to the likely irregular nature of nominations, meetings may be delayed until an appropriate time. Voting will be by secret ballot and decisions to recommend Awards will be based entirely on merit. The Advisory Working Party minutes will be reported to the Council at the next practicable meeting. Lobbying of Council Members in favour of or against any nominee may render all nominations for that nominee void. The Advisory Working Party's recommendations will be determined by the Town Clerk in consultation with the Chairman of the Council.

### Unsuccessful Nominations

The Town Clerk will notify those who made nominations which were unsuccessful without giving reasons for the nomination being not supported. No further correspondence will be entered into (including the merits of any nomination, any other decisions made, the rationale behind the decision). Further nominations for those unsuccessful will be permitted.

### Successful Nominations

The Town Clerk will contact the nominee, or their parent / guardian as appropriate, indicating that the Council is minded to make an Award and seeking confirmation that the Award will be accepted and in what form the nominee would like the Award to take. If a nominee rejects the Award then no Award will be made and the matter shall be reported to the next meeting of the Committee.

### Confidentiality

Nomination forms received will be treated as confidential and shall be destroyed immediately after a decision on an award has been made. Publicity will be given to Award recipients in consultation with them / their parents or guardians.

### Exclusions

Nominations will not be accepted from and awards will not be made to current and past employees of Desborough Town Council; current and past elected Members of: Desborough Town Council, Rothwell Town Council, Kettering Borough Council, Market Harborough District Council, Northamptonshire County Council, Leicestershire County Council, (or any successor local authorities covering those geographical areas); current and past Members of Parliament whose constituency covers the Desborough Town Council area; current and past Members of the House of Lords.

Graham Thomson  
Town Clerk

**Draft Work Plan 2018-19**

**October 2018**

**Procedural items**

Standing Orders  
Scheme of Delegation  
Community engagement Statement of intent  
Review of existing policies and introduction of recommended policies

**Development items**

Use of Town Council offices / space  
Training Plan  
S106 proposals  
Plans for the coming year

**Financial items**

Grants Award Scheme  
Insurance policies  
Financial and Treasury Management Strategy and reserves policy

**November 2018**

**Procedural items**

Standing Orders  
Financial Regulations  
Document Management and Record Keeping Policy  
Review of existing policies and introduction of recommended policies

**Development items**

Website review and development

**Financial items**

External Contract review

**December 2018**

**Procedural items**

Neighbourhood plan review and relaunch  
Review of existing policies and introduction of recommended policies

**January 2019**

**Procedural items**

Risk Assessments review  
Business Plan / Strategy  
Review of existing policies and introduction of recommended policies

**Development items**

Website confirmation

**February 2019**

**Procedural items**

Review of existing policies and introduction of recommended policies

**March 2019**

**Procedural items**

Review of arrangements for the forthcoming elections / review of local government reorganisation proposals  
Review of bodies on which the Council nominates representation  
Review of existing policies and introduction of recommended policies

**April 2019**

**Procedural items**

Review of Committee Structure  
Review of existing policies and introduction of recommended policies.

**Information Items**

**145.1/18 To receive a report from the County Councillor**

County Councillor Matthews has been asked to present / submit a report.

**145.2/18 To receive a report from Borough Councillors**

The Kettering Borough Councillors have been asked to present / submit a report.

Borough Cllr Derbyshire has said that she is unable to attend the meeting but has sent the following report:-

*"I did attend the members information meeting at KBC on the 20th August which was informative. Again on the 28th again attended members information session. 29th Attended Extra Ordinary Council Meeting which again was very informative."*

**145.3/18 To receive a report on the current situation and future of Desborough Library**

As Members will be aware, the Judicial Review was successful and the closure programme appears to have been halted. The County Council's Director of Public Health has subsequently stated that NCC is:

*"currently completing a review of library services and we will approach community groups, partners and interested parties to discuss options in late September. The feedback from the public we have received to date on the proposed library changes has been very helpful and is being taken into consideration as we review options for future library provision. We are keen to continue engagement"*

Efforts to secure the future of the Library in Desborough are continuing and will be reported as information becomes available.

**145.4/18 To receive an update on the website**

Initial investigations into the website clarified that the annual website contract is due to expire on 18 February 2019. The domain is renewed every two years and is due to expire on 20 April 2019. The provider is 2commune which provides websites to most of the local councils in Northamptonshire as well as NCALC. The basic template is used but a "modern" template is also available (for £250 plus VAT). Investigations into the scope of developments with the existing provider, and alternatives, will continue and be reported to the Council in accordance with the Work Plan (if adopted).

**145.5/18 To receive an update from Desborough Community Groups**

Any reports received or presented from community groups in Desborough will be noted.

**145.6/18 To receive an update on the Youth Council proposal**

In accordance with the decision at the last meeting, an information session was held on 4 September 2018 for interested parties. The session was facilitated by the British Youth Council's Youth Democracy Coordinator, Midlands.

The meeting was well attended and a written report from the Youth Democracy Coordinator is expected. One suggestion was for the Youth Council to be a partnership of Desborough and Rothwell rather than one for each town. Further information will be provided in due course.

**145.7/18 Reported delays in allocating social housing**

It has been reported that there have been delays in allocating social housing under the Keyways scheme in Desborough in recent months.

## 135/18 Grit / Salt Bins

The following note was prepared by NCALC

### What's the issue?

In June 2018 Northamptonshire County Council (NCC) announced that it would be reducing the winter gritting routes in the county and removing 500 of its 1,973 grit bins, unless parish councils wanted to take them over. Northants CALC sent out information to all member councils by email on 29 June 2018 about the proposed changes, along with a link to a page on the NCC web site with all the details (<http://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/roads-and-streets/gritting/Pages/proposed-winter-services-changes-2018-2019.aspx>).

The next thing that happened was towards the end of August when clerks started receiving letters from the "Winter Service Team" at NH confirming which bins were going to be removed unless the parish council said it wanted to take them over. The letter said "... *If this is something of interest we are asking the Parish/Community representative to contact us before the 15th September 2018 to avoid the bins being removed*". I have made the point to NH that it is extremely unhelpful to write to parish councils at the end of August and expect notification back by mid-September. In response, NH agreed to give until the end of September to allow time to respond for those councils whose meetings are in the second half of the month. This was confirmed by Northants CALC to all member councils in last Friday's mini *eUpdate*.

### Why the deadline?

NH's policy is to fill all the grit bins in the county between 15 September 2018 and 15 October 2018 ready for the winter season. This work is planned in now and a gang will be going round with grit and filling the 1,473 bins that are being retained. The same gang will remove any bin that has been earmarked for removal unless the parish council has notified NH of its intention to take over ownership of it. If NH hasn't heard from the parish council one way or the other the bin will be removed, so if your council does intend to take over a grit bin then I would advise fixing a notice to that effect on the bin itself, to avoid the gang removing it unintentionally.

### Should we or shouldn't we?

Of the fifty or so councils that sent feedback in response to my e-mail last week, approximately half have decided to take over ownership of one or more grit bins, and half have decided that the bin(s) can be removed. Some councils have challenged NH's criteria for removing a bin, and one or two of those challenges have been successful. If a grit bin is earmarked for removal that you think should be retained by NH then contact them urgently at [northamptonshirewintermaintenance@kierwsp.co.uk](mailto:northamptonshirewintermaintenance@kierwsp.co.uk). Don't expect an immediate response though because they are snowed under (no pun intended!). The strategic decision – i.e. should there be a grit bin there or not – is a matter for each parish council and should be decided on a bin by bin basis. Parish councils have forensic knowledge of their communities and can normally fairly easily determine whether a bin is a "must have", in which case it should really be retained by NH, a "nice to have" in which case it should be taken over by the parish council or a "not really used" in which case it should be removed. However, for those councils wishing to take over ownership of a bin there are an awful lot of issues that ought to be addressed...

### Do we have the legal power to take over the grit bin?

When considering any new project or purchase, a parish council should be asking itself "Do we have a legal basis for acting?". My view is that a parish council **does not have a direct power** to own and maintain a grit bin and fill it with grit. Instead, the power would need to be delegated to it by NCC, who is the highway authority. The relevant legislation is Section 101 of the Local Government Act 1972 and Section 185 of the Highways Act 1980. NCC has already written to some councils who have confirmed that they do wish to take over ownership and have granted authorisation (a licence) under Section 185. However, the letter is silent regarding Section 101. I have asked the Legal Team at the National Association of Local Councils (NALC) to confirm the position and I will pass on the advice as soon as it is available. In the meantime the important thing is to secure the asset, if that's what the parish council intends to do.

### **What are the costs involved?**

The actual transfer of ownership is at no cost. NH has provided pricing for filling grit bins as follows: "...we have looked at the Homebase website (you can source the material from anywhere that is convenient ) and a 20kg bag of rock salt is currently £4.40 and a bag of Sharp Sand is £1.75, the current grit bin on the highway network will hold between 200kg and 300kg of material dependent on the style, so working on these costs and a 300kg mix of sand and salt this would work out at around £46.00 to fill from empty." As well as the material cost there may be labour costs, admin overhead and insurance.

### **What responsibilities would we have?**

The Section 185 letter sets out various conditions or responsibilities for those councils wishing to take over a bin. The conditions are poorly worded and unclear. For example, Condition 4 is that "*The salt bin should be maintained to an agreed standard...*" but nowhere does it specify what that standard is. And Condition 5 says that NNC can instruct the removal of the bin at any time and that the parish council must "...*reinstate the surface of the highway at no cost to the County Council*". Clearly these conditions are unworkable and I have agreed with NH that the letter will be reissued (with the new draft having been sent to me in advance this time!). Member councils are advised to not sign and return the letters already received and instead wait for the second version.

### **Is there any liability?**

There is very little liability arising out of ownership of a grit bin. The statutory duty is to ensure the safety of the highway, and thankfully that duty remains with NCC as the highways authority. Any grit bin that is taken over by a parish council is, by definition, in the "nice to have" category and the safety of the highway is not dependent on it. It's like defibrillators... they are provided in case they can help... you don't become liable for someone's death if they can't access your defibrillator in time. There is of course some liability attached to owning any asset in the highway, but it is no more so for grit bins than it is for a bench or a litter bin. Clearly the grit bin should be inspected (at least annually) and should be maintained in a reasonable state of repair so that it is safe to use. The inherent liability of owning an asset would normally be covered by a council's Public Liability insurance (£5million minimum required, check with your insurer).

### **What if the grit bin is in poor condition?**

The condition of a grit bin and the grit in it is a major consideration. Some grit bins, especially those not used very often, may have fallen into a state of disrepair. NH will not be refurbishing the bins before they hand them over and they will be handed over with just the grit that is in them now, i.e. they won't be topped up by NH before they are handed over. If your council thinks that in principle a grit bin is needed, but the grit bin is beyond reasonable repair, then it might actually be better to let it be removed and then organise subsequently to purchase a new one to put in its place. Better to have the cost of a brand new bin (and grants are available) rather than spend money doing up an old one.

### **Is there a manual handling risk?**

Yes! I think this is my biggest concern. Some larger parish and town councils will have grounds maintenance staff, a Lengthsman, or a village handyman and the job of obtaining grit and filling the bins would seem to fit well within the job description of those sort of workers. However, most parish councils don't have any staff other than the clerk. A council could of course employ a contractor to fill the grit bins (see [this Google search](#)) but I am worried that some councils might try a DIY approach. The thought of a councillor or clerk lugging about 20Kg bags of sand and salt, mixing it together and then taking it in their car to a grit bin on a cold and dark night in December makes me shudder. If a councillor or clerk was injured whilst doing that then there would very likely be a liability for the council! Only persons who have had the requisite manual handling training and risk assessment training should be carrying out that sort of activity.

### **Can we ask NH to refill a grit bin that the parish council has taken ownership of?**

No. NH is not offering that service. Remember that this is a cost-cutting measure because of NCC's dire financial position. There are not the resources to provide that service to parish councils because of the manpower involved, the accounts and billing overhead, the administration overhead, the management overhead etc, etc. I did ask NH if it was possible to provide a fully costed quote for filling a parish grit bin and it was made clear that it was not. NH is not even prepared to entertain the notion of a grit bin staying in its ownership but the parish council being billed for filling it. The option was ruled out by NH on the basis that it would be much more costly than parish councils could do it for themselves. It is frustrating that NH cannot fully explain the rationale behind the decision, but the decision appears to be final so I have concluded that there is no point in chasing it further.

**We think there should be a grit bin in a location where there isn't one now – is that still possible?**

Yes. You can still make that request to NH. If the location meets the minimum criteria score (as assessed by NH) then a new bin would be installed. If the location doesn't meet the criteria then the parish council could decide to install one itself, subject to obtaining the necessary permissions from NH.

Chief Executive  
Northamptonshire County Association of Local Councils