

MEETING WITH THE PROSPECTIVE DUSTON PARISH COUNCIL

1ST MAY 1991

PRESENT: NORTHAMPTON BOROUGH COUNCIL

H J Almond - Borough Solicitor
F McGown - Principal Committee Clerk

DUSTON PARISH COUNCIL

J Duijsters (Jnr)
J H Duijsters
R Tavener
Mrs E Tavener
Mrs C Carter
R C Weston
F G Lilley
L Bruley
Mrs P Ridley

1. PARISH AGM.

The Borough Solicitor stated that the Annual general Meeting had to be held within 2 weeks from the date of the Parish Councillors taking office, ie 2 weeks from Sunday 5th May. After discussion it was agreed that the AGM be held on Thursday 16th May at 7.30 pm and would take place at Duston Community Centre or St. Francis Hall or other venue depending upon availability of suitable accommodation.

2. PARISH MEETING.

The Borough Solicitor commented that it was usual practice for the Parish Meeting to be held on the same night as the Annual General Meeting. After discussion it was agreed that the Parish Meeting take place at 8.00 pm on 16th May and that the Annual General Meeting resume upon its conclusion.

3. APPOINTMENT OF CHAIRMAN.

The Borough Solicitor commented that the first item of business at the Annual General Meeting would be to consider the appointment of a Chairman and he invited the Parish Councillors to consider this item before the Annual General Meeting took place. The position was noted.

4. APPOINTMENT OF A PARISH CLERK.

The Borough Solicitor commented that the Parish Council would probably wish to consider the appointment of a permanent clerk but suggested in the short term whilst the Council was getting itself organised that one of the Councillors fulfilled the role temporarily. He commented that if a Councillor did undertake this role on a temporary basis they would be entitled to claim expenses but would receive no remuneration for the task. The position was noted.

5. BANK ACCOUNT.

The Borough Solicitor commented that Parish Council would need to open a bank account which presumably the signatories would be the Chairman and the Clerk. This would be necessary so that the Borough Treasurer could deposit the Parishes precept.

6. FORMS OF ACCEPTANCE OF OFFICE.

Mrs Tavener and Mrs Carter indicated that they had been able to get their forms of acceptance of office signed by Councillor Mrs Walden and accordingly the Borough Solicitor commented that they would be able to witness the other Parish Councillors after Sunday 5th May when they technically came into office. The position was noted.

7. PLANNING APPLICATIONS.

The Borough Solicitor circulated an example of a planning application from which it was noted that the Parish Council would have 10 days on which to comment upon it. The Borough Solicitor commented that usual practice was for either the whole of the Parish Council to consider planning applications or for them to set up a panel to consider them. If the former were the case then Parish Meetings would be required on a fortnightly basis.

8. ADVICE FROM LOCAL COUNCILS ASSOCIATION.

The Borough Solicitor commented that the Parish Council could seek advice from the Northamptonshire Local Council Association on the issues raised at this meeting and others which the Parish Council may wish to consider. It was agreed that a member of the Association be invited to attend the Annual General Meeting.

9. PUBLICITY.

In answer to a question the Borough Solicitor commented that it would be for the Parish Council to decide how it wished to publicise its activities to the Parish. Generally Parishes advertised their activities through Parish notice boards, newsheets, word of mouth. The position was noted.

10. INSUFFICIENCY OF MEMBERS AT AN ORDINARY ELECTION.

Mrs Tavener commented upon the fact that there were only 11 Councillors whereas the total compliment was 12. She suggested the co-optation of a gentlemen who had put himself forward as being interested. The Borough Solicitor commented that the Parish Council would have 35 days in which to decide whether it wished to co-opt somebody, leave the position vacant, or to hold an election. It was agreed that the Parish Council would give this matter some further consideration.

11. AGENDA FOR AGM.

The Borough Solicitor read out a list of items for consideration at the Annual General Meeting on which general agreement was given.

12. OTHER MATTERS.

A. PUBLIC NOTICE OF AGM AND PARISH MEETING.

The Borough Solicitor stated that he would place the advertisements for the Annual General Meeting and the Parish Meeting.

At this juncture the Parish Councillors introduced themselves to the public.

It was confirmed that Ward Councillors would received a copy of the Parish Council Minutes.

The Chairman thanked the public for their contributions and reconvened the AGM of the Parish Council.

11. DATE AND VENUE OF FUTURE MEETINGS.

It was agreed that Duston Church of England Primary School continue as the venue for the time being and that the date of the next meeting be Thursday 6th June 1991 at 7.30 pm.

12. ANY OTHER BUSINESS.

It was agreed by members that due to personal circumstances, Mr J Quijsters (Junior) need not sign the Declaration of acceptance of office until the next meeting of this Parish Council, or before that date.

Mrs Tavener suggested that at the next meeting, the members discuss the budget.

F. J. Selley

MEETING OF THE DUSTON PARISH COUNCIL

16TH MAY 1991

PRESENT: DUSTON PARISH COUNCIL:

Mrs I Abbott
Mr L Bruley
Mrs C Carter
Mr F Lilley
Mr D Myhill
Mrs P Ridley
Mrs E Tavener
Mr R Tavener
Mr R Weston

ALSO PRESENT: NORTHAMPTON BOROUGH COUNCIL:

H J Almond - Borough Solicitor
D M Dallen - Committee Clerk

1. INTRODUCTION.

The Borough Solicitor, as "Proper Officer" for the purpose of creating the Parish Council, opened the Annual General Meeting of Duston Parish Council.

2. APPOINTMENT OF CHAIRMAN.

It was suggested that the appointment of Chairman be deferred pending full attendance of the Parish Council. The Borough Solicitor advised that in order for the Council to be properly constituted, a Chairman should be elected at this meeting. Mrs Ridley proposed and Mr Bruley seconded "that Mr Francis Lilley be elected as Chairman of Duston Parish Council"

Upon a vote, the motion was carried.

At this juncture, the newly appointed Chairman, Mr Francis Lilley took the Chair and signed the declaration of acceptance of office.

The Chairman reported with regret the sudden death of Mr J H Duijsters (Senior) and the Council stood in silence as a mark of respect.

3. APPOINTMENT OF VICE CHAIRMAN.

It was proposed and seconded that Mrs E Tavener be appointed as Vice Chairman. It was further proposed and seconded that Mrs P Ridley be appointed as Vice Chairman of Duston Parish Council. Upon a vote it was agreed that Mrs P Ridley be appointed as Vice Chairman of Duston Parish Council.

4. APOLOGIES.

An apology for absence was received from Mr J Duijsters (Junior).

72

5. NORTHAMPTONSHIRE ASSOCIATION OF LOCAL COUNCILS.

The Chairman welcomed Debbie Smith who attended the meeting in an advisory capacity as representative for the above Association. She advised that it was her intention to inform the Council of the role of the Association under item 10, on the Agenda, and detailed that advice could be given informally, outside the confines of a Committee Meeting.

6. VACANCY ON PARISH COUNCIL.

The Borough Solicitor advised that there were two vacancies on the Parish Council. A vacancy existed following non appointment at the recent election. The second vacancy occurred due to the tragic death of Mr Duijsters. An election could only take place if the required number of electors (ten), gave notice of a request for an election within 14 working days from the date of a public notice being made; if this criteria was not met, and ten electors failed to give notice, then the Council could fill the vacancy by co-options.

D Smith confirmed the Borough Solicitor's information and further advised that should the Council decide to co-opt a person to the vacancy, the power of co-option must be exercised within 35 election days (from the date of the relevant Council Meeting), or the vacancy could be filled by other means, eg an election. The Borough Solicitor circulated letters from members of the local electorate willing to be co-opted to the Council.

It was agreed that in order to ensure a wider opportunity for the people of Duston to submit nominations, an Ordinary Election take place to fill the vacancies.

7. APPOINTMENT OF CLERK.

The Borough Solicitor suggested that it might be appropriate to appoint a Member of the Council as Parish Clerk, on a temporary basis, until a clerk was permanently appointed. D Smith outlined the clerk's duties, which would include, attendance at all parish Council meetings and the preparation and keeping of minutes, relevant thereto; preparation and despatch of agendas; dealing with enquiries from members of the public; taking any action arising from the minutes.

It was agreed that the Northampton Borough Council continue to provide a minute clerk for a short, temporary period and that Mrs Tavener be appointed officially as the temporary Parish Clerk. However, the Borough Solicitor advised of the urgent need to appoint a clerk as soon as possible.

D Smith confirmed that the Association would advise and assist where necessary.

8. BANK ACCOUNT.

The Borough Solicitor advised that it was necessary to open a bank account for the Parish Council. The signatories were often the Chairman and the Clerk, but this was not essential. D Smith advised that three signatories should be appointed. It was agreed that the official bank for the Duston Parish Council be National Westminster Bank PLC, in Duston and that the three signatories be the Chairman, Mr F Lilley, the Vice Chairman, Mrs P Ridley and the Temporary Clerk, Mrs E Tavener.

FD

9. ESTABLISHMENT OF PLANNING COMMITTEE.

The Borough Solicitor advised that planning applications for the Duston area would be received for consultation with the Parish Council, the normal response time being two weeks from the date of the consultation letter. D Smith advised that the Planning Committee could be a sub group of the full Parish Council and would only meet when necessary. However, it must meet in a place where the public could reasonably attend. The alternative could be that planning matters were considered at the full Parish Meeting. It was agreed that initially, an item be included on every agenda so that planning applications could be considered at every meeting of the Parish Council, if necessary.

The Borough Solicitor circulated a planning application for consideration in respect of a single storey rear extension to 250 Main Road, Duston.

It was noted that no objections were raised.

J. MEMBERSHIP OF NORTHAMPTONSHIRE ASSOCIATION OF LOCAL COUNCILS.

D Smith outlined the full service offered to Parish Councils by the above Association. She advised that the services would be available free of charge for the year ended 31st March 1992. Subsequent to that Duston Parish Council could choose to join the Association for a fee of approximately £150 per year. She further displayed an Information Pack for Councillors, which was available at £3.50 per pack. A book was also available, which she considered would be useful for the new clerk.

Two leaflets were circulated to each Councillor namely, "DECLARATIONS OF INTEREST", and "LOCAL COUNCILS - MEETINGS". The Association also offered various training courses and information evenings for Councillors and Parish Clerks. The powers of Local Councils was circulated and D Smith summarised the leaflet for the benefit of the public.

AT THIS JUNCTURE THE MEETING WAS ADJOURNED AND THE ANNUAL GENERAL MEETING OF THE PARISH WAS CONVENED BY THE CHAIRMAN.

ANNUAL PARISH MEETING

The members of public in attendance were invited to address the Committee and various questions were asked. In particular, reference was made to the publicity given to parish Meetings and Mrs Tavener confirmed that this was an issue the Parish Council intended addressing. She further confirmed that all Parish Meetings would include an item to allow members of the public to address the Council. In any event, various suggestions were made, including postings in the Community Centre and the Church Newsletter.

Councillors agreed to furnish members of the public with their address and telephone number on request.

A question was raised as to the election of current Councillors. The Borough Solicitor detailed the legal procedure and process that was vigorously followed by the current Parish administration. The Borough Solicitor further detailed the difference between the Annual General Meeting of the Parish Council and the Annual Parish Meeting.

7-d.

MEETING OF DUSTON PARISH COUNCIL

6th June, 1991

PRESENT: Duston Parish Council: Mr F. Lilley (Chairman)
Mrs E. Tavener (Vice-Chairman)
Mrs I. Abbott
Mr L. Bruley
Mrs C. Carter
Mr D. Myhill
Mrs P. Ridley
Mr R. Tavener
Mr R. Weston

ALSO PRESENT: Northampton Borough Council:

J. Tyler - Committee Clerk

1. PUBLIC QUESTIONS AND ADDRESSES.

Members of public present at the meeting raised concern with regard to the formation of the Parish Council and the publication of Notice of the Meeting. A suggestion was made that a list of names and addresses of the new Councillors be displayed on notice boards within the village when the next agenda is displayed. Councillors listed locations at which the agenda for meetings were currently displayed.

With regard to the formation of the Council Councillors explained to the public present that the election which would have been held on 2nd May was not required due to there being insufficient nominations, eleven Councillors were therefore elected unopposed.

The public then raised questions with regard to the procedures for giving Notice of the Election and it was explained that the running of the election with regard to such procedures was the responsibility of the Northampton Borough Council. The Chairman informed the members of the public that all the procedures with regard to the election had been followed appropriately.

At this juncture Councillors introduced themselves to the members of public and detailed their objectives and interests in the village.

2. APOLOGIES.

None received.

3. MINUTES OF THE MEETING HELD ON 16TH MAY, 1991.

These were agreed.

4. MATTERS ARISING.

(A) VACANCY ON PARISH COUNCIL.

The Clerk advised that with regard to the vacancy on the Parish Council at Old Duston an election would be held on the 18th July should the required number of electors (10) give notice for the request of an election. The full election timetable was explained to Councillors by the temporary Clerk; Mrs E. Tavener.

J.L.

The Temporary Clerk then referred to the previous meeting of this Council where it was agreed that in order to ensure a wider opportunity for the people of Duston to submit nominations, an ordinary election take place to fill both vacancies, this including the vacancy at New Duston. With regard to the elections being held on the same day for both vacancies the Clerk advised that she was awaiting a response from the Borough Council as to whether this was possible due to the apparent need to publish notices simultaneously for the two elections.

(B) APPOINTMENT OF CLERK.

The Clerk circulated three documents with regard to the vacancy, these being;

- (i) full costs likely to be incurred by the Parish Council.
- (ii) the 1991/92 budgetary plan.
- (iii) the NALC standard job description for the Parish Clerk.

With regard to the Clerk's payments it was agreed that the Clerk be paid on a basis of 10 hours part time with a review after six months. It was noted by the Council that the requirement for the Clerk to record the number of hours worked each day/week may be necessary.

D. Smith advised as to the usual qualifications required for such a post and informed the Council of the procedure of appointment. The Council declared that it was preferred that the Clerk be a resident of the Parish of Duston.

It was agreed that the Chairman, Mrs Tavener and D. Smith prepare the necessary details of the advert for the earliest possible publication.

5. PLANNING APPLICATIONS RECEIVED.

The Clerk reported that no applications had been received to date however two decision notices had been received and details of these decisions were read to the Council.

6. BUDGET.

The Chairman invited members of the Council to submit ideas for improvement works on which the Council's budget could be spent.

Items raised by Councillors included the following:

- (i) Lighting at the footpath to the rear of British Timken Sports Field.
- (ii) Berrywood Road green requiring enhancement as focal point on entry to the village.
- (iii) Parish Council advertisement on village nameplate signs, litter bins etc.
- (iv) Invalid access to village hall, Mr Howes in the public gallery elaborated on this item of wheelchair access and detailed the likely costs to be incurred.
- (v) Publication of Parish Newsletter.

J.L.

(B) SQUIRELLS PUBLIC HOUSE.

In reply to an address with regard to building plans at the above property it was suggested that the Planning Department of the Borough Council be approached for clarification.

(C) SKATE BOARD RAMP.

Following the need for the above equipment being expressed by a representative of a group of youngsters resident in Duston. It was indicated that the Parish Council would support the initiative on the proviso that a suitable site is found and other 'ground-work' is undertaken by the group. Details of the Borough Council's Leisure and Recreation Department were referred.

7. FORTHCOMING ELECTIONS.

(A) OLD DUSTON.

The Temporary Acting Clerk submitted details of the above election to be held on 18th July, 1991 and read the nominations relating thereto. With regard to the use of the C E Lower School and Chiltern Lower School as Polling Stations, the Parish Council expressed regret concerning the closure of the schools for the election day.

(B) NEW DUSTON.

The Temporary Acting Clerk advised the Council that the above election would be held on 1st August, 1991, nominations closed on Friday 5th July at noon. It was noted by the Council that a full Council meeting would be held on 1st August and the two new Councillors may be present.

8. BUDGET 1991 AND BANK ACCOUNT.

The Temporary Acting Clerk informed the Council that the National Westminster Bank account had been opened. Signatories for the account were three number, comprising The Chairman, The Vice-Chairman and The Clerk. The details of balances in the deposit and current accounts were proposed and approved by the Council.

9. PARISH COUNCIL NEWSLETTER.

With regard to the above publication it was proposed that members of the Council consider the likely format and content with a view to a publication date in September. After discussion the content was agreed as follows with representatives appointed as indicated:-

- i) Parish Map - Mrs E Tavener
- ii) Councillor's Details - Mrs E Tavener
- iii) Invitation of Suggestions - Mrs E Tavener
- iv) What is a Parish Council? - Miss D Smith

Mrs Tavener also underlook to produce the publication on the Word Processor.

10. PLANNING.

(A) APPLICATION.

The following application was received and considered;
91/0485 - Loft conversion and new windows
at 3 Park Lane, Duston
for Mr Maloney.

It was agreed that no observations be forwarded to the Borough Council.

J.D.

(B) COMMITTEE.

It was agreed that the following Councillors be appointed to the Planning Committee;

Mr F Lilley
Mrs P Ridley
Mr L Bruley
Mr J Duijsters
Mr R Tavener
Mr D Weston

It was further agreed that the first meeting of the Planning Committee be held on 24th July, 1991 commencing at 7.30 pm. The possibility of using the Community Centre as the venue for this meeting would be investigated.

11. APPOINTMENT OF CLERK.

Pursuant to the provisions of the Public Bodies Admission to Meetings Act, 1960 it was agreed that this item be taken in private and discussed therefore as the last item of this meeting.

12. DATE OF NEXT MEETING.

The Council agreed that the next meeting of the Council be held on 1st August, 1991. The possibility of using the Community Centre as the venue for this meeting was being investigated.

13. ANY OTHER URGENT BUSINESS.

(A) CEMETERY.

Concern was expressed at reports of vandalism at the Cemetery and the impact this has had on facilities, particularly with the lack of provision of a water tap used for flowers. It was agreed to refer the comments to the Leisure and Recreation Department at the Borough Council who were responsible for the cemetery. It was further agreed to invite the Police to future Parish Council Meetings.

(B) COUNCIL INSURANCE.

The Temporary Acting Clerk submitted details of the proposed insurance cover and the Council agreed that this be expedited.

(C) NORTANTS RURAL COMMUNITY COUNCIL (NRCC).

Details of a public rights of way seminar were submitted. It was agreed that The Chairman and Vice-Chairman attend the seminar on behalf of the Parish Council.

14. PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960 - EXCLUSION OF PUBLIC. THE CHAIRMAN MOVED THAT THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE BUSINESS OF THE MEETING ON THE GROUNDS THAT THERE WAS LIKELY TO BE DISCLOSURE TO THEM OF PRIVATE AND CONFIDENTIAL INFORMATION. THE MOTION WAS CARRIED.

15. APPOINTMENT OF CLERK.

The Council considered applications submitted for the post of Clerk to the Parish Council in order that a short list could be formulated before a final decision on the appointment be made.

F Lilley

DUSTON PARISH COUNCIL

4th July, 1991

PRESENT: DUSTON PARISH COUNCIL
Mr F Lilley (Chairman)
Mrs P Ridley (Vice-Chairman)
Mrs I Abbott
Mr L Bruley
Mr J Duijsters
Mr K Myhill
Mrs E Tavener
Mr R Tavener

ALSO PRESENT: NORTHAMPTON BOROUGH COUNCIL
Mr J Tyler

1. APOLOGIES.

Apologies for absence were received from Mrs Carter and Mr Weston.

2. MINUTES OF THE MEETING HELD ON 6TH JUNE, 1991.

These were approved subject to the following amendments;

- i) Mrs P Ridley be indicated as Vice-Chairman.
- ii) Mr J Duijsters be included in the list of those present.

3. MATTER ARISING.

MINUTE 7 (B) - ST CRISPINS.

Mr J Tyler of Northampton Borough Council agreed to obtain a copy of the plans for this proposed development for the Parish Council's information.

4. ADOPTION OF STANDING ORDERS.

It was agreed that the following Councillors be appointed to the Standing Orders Committee;

Mr F Lilley
Mrs P Ridley
Mr D Myhill
Mrs E Tavener.

5. DATES, TIMES AND VENUES OF FUTURE MEETINGS.

The Temporary Acting Clerk gave details of room hire charges and available facilities at various locations. Following discussion it was agreed;

- i) That the use of the Community Centre for future meetings be approved.
- ii) That affiliation to the Community Centre be pursued.
- iii) That future meetings of the Council be held on the first Thursday each month.
- iv) That the C E Lower School be formally thanked regarding the use of the school rooms.

6. PUBLIC QUESTIONS AND ADDRESSES.

(A) PUBLIC PLAYING FIELD.

With regard to the playing field site adjacent to the school, the public were informed that this was not within Parish Council ownership. It was suggested that comments made relating to the proposed use of the site should be forwarded to Borough Councillor Mrs R Walden.

F.d.