



## DUSTON PARISH COUNCIL

Parish Office  
Duston Community Centre  
Pendle Road  
NORTHAMPTON  
NN5 6DT

Tel: 01604 583626  
Email: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk)  
Web: [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)  
Twitter: @Duston\_PC  
Facebook: @DustonPC

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### FULL COUNCIL

22<sup>nd</sup> February 2019

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 28<sup>th</sup> February 2019 7pm** when the following business will be transacted.

#### **AGENDA**

**79. To receive apologies for absence**

**80. To receive and approve the minutes of the meeting held on Thursday 17<sup>th</sup> January 2019 - (APPENDIX A)**

**81. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).**

**82. Public participation session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).**

**83. Police Report**

- To receive a report from the Police during the last period (APPENDIX B).

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

**84. Planning Committee Update**

- To receive a report in the form of the minutes of the last Planning Committee and note the decisions made (APPENDIX C).

**85. Finance and General Purposes Committee Update**

- To receive a report in the form of the minutes of the last Finance and General Purposes Committee and note the decisions made (APPENDIX D).

**86. Engagement and Environment Committee Update**

- To receive a report in the form of the minutes of the last Engagement and Environment Committee and note the decisions made (APPENDIX E).

**87. Data Protection and Data Breach Policy**

- To approve the Data Protection and Data Breach Policy (APPENDIX F).

**88. Equal Opportunities Policy**

- To approve the Equal Opportunities Policy (APPENDIX G).

**89. Rose Garden**

- To discuss requesting the freehold of the Rose Garden from Northampton Borough Council.

**90. Swimming Pool at Duston School**

- To discuss the swimming pool at Duston School.

**91. Councillor Training**

- To discuss Councillor Training

**92. Local Government Reorganisation**

- To discuss Local Government Reorganisation in Northampton.

**93. Draft Meeting Schedule 2019/20**

- To receive the draft meeting schedule 2019/20.

Justin Gleich

*Signed on original*

Clerk to Duston Parish Council



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**FULL COUNCIL**

**MINUTES 17<sup>th</sup> JANUARY 2019**

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT: Cllrs Golby, Enright-King, Pape, Pepper, Ingram, Huffadine-Smith, Clarke, Patel, Maitland

IN ATTENDANCE:

Justin Gleich – Parish Clerk,  
Gary Youens – Deputy Parish Clerk

**65.To receive apologies for absence**

Cllrs Anderson, Bottwood

**66.To receive and approve the minutes of the meeting held on 6<sup>th</sup> December 2018 -**

It was RESOLVED:

- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

**67. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

Cllr Pepper declared a non-pecuniary interest in Item 78

**68. Public participation session**

Malcom Clancy addressed the Council on Item 78  
Judith Sansom addressed the Council on Item 73

**69. Police Report**

It was RESOLVED:

- To note the Police Report for the last period (APPENDIX B).

**70. Planning Committee Update**

It was RESOLVED:

- To note the report from the Planning Committee and the decisions made (APPENDIX C).

**71. Finance and General Purposes Committee Update**

It was RESOLVED:

- To note the report from the Finance and General Purposes Committee and the decisions made (APPENDIX D).

**72. Engagement and Environment Committee Update**

It was RESOLVED:

- To note the report from the Engagement and Environment Committee and the decisions made (APPENDIX E).

**73. Duston Community Centre Café**

It was RESOLVED:

- To agree the recommendations as set out in the Report (APPENDIX F)
- Cllr Maitland asked for her abstention to be recorded.

#### **74. Budget & Precept 2019/20**

It was RESOLVED:

- To approve the draft budget (APPENDIX G)
- To approve the proposed precept of £480,092, a 2.76% increase.
- To agree a balance of £554,980 as a prudent minimum general reserve for the 31st March 2020.
- Cllr Huffadine-Smith asked for his abstention to be recorded.

#### **75. Disciplinary/Grievance Procedure**

It was RESOLVED:

- To approve the draft Disciplinary/Grievance Procedure (APPENDIX H).

#### **76. Code of Conduct**

It was RESOLVED:

- To approve the draft Code of Conduct (APPENDIX I).

#### **77. Internal Control Councillor Report**

It was RESOLVED:

- To approve the report of the Internal Controls Councillor (APPENDIX J)

#### **78. Adoption of Green Spaces on Timken Estate**

It was RESOLVED:

- To investigate the possibility of adopting the open green spaces on the next stage of the Timken development and also the existing Timken site.

DRAFT



PC 717 Sarah WHITEHEAD  
 PCSO 7140 Lee SHELTON  
 PCSO 7088 Victoria WAKELING

Northamptonshire Police  
 Northampton Neighbourhood Policing Team  
 Mereway Fire & Police Station  
 MEREWAY  
 Northampton  
 NN4 8BW

Telephone: 101

Follow us on Twitter:  @NptonPolice @PC717Sazzles

Monday 18<sup>th</sup> February 2019

**Duston Parish Council police report.**

Ladies and Gents,

Crime Figures – January 2019.

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other Offences
<b>New Duston</b>	2	0	1	6	13
<b>Old Duston</b>	4	0	3	11	33
<b>Ryehill</b>	0	1	0	0	7

The 'other offence' figures cover reports such as domestic incidents and all violent crime offences, harassment, fraud, anti-social behaviour, drugs possession, public order and theft offences.

**Burglary and vehicle crime offences remain of concern** across the Upton & Duston beat as a whole. Residents are encouraged to look out for one another and to report anything of a suspicious nature via 101 or 999 appropriately. If you have an CCTV footage of 'suspicious circumstances' please let the team know, so it can be viewed for possible identification purposes.

Pedal cycle thefts have also been reported this month. Please ensure you secure your cycles when left unattended, with a robust approved locking system. For further crime prevention advice, please visit [www.northantspolice.co.uk](http://www.northantspolice.co.uk) or contact me directly via 101.

**Harlestone Road allotments** have also become a target for criminal damage, arson and burglary offences – plot holders are reminded not to leave anything of value on site and to remain vigilant. If those passing by are suspicious of activity on the site at any time, please contact 101 / 999 as appropriate immediately.

Northamptonshire Police – Fighting crime, protecting people.

**CRIMESTOPPERS 0800 555 111**

*'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on **the above number** or through their anonymous online form at [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org). No personal details are taken, information cannot be traced or recorded and you will not go to court.'*

**Northamptonshire Neighbourhood Alert** is a free messaging service that allows Northamptonshire Police, Neighbourhood Watch and other partner organisations to keep you informed about issues on your area that are relevant to you. Once you've signed up, you'll receive information about crime and suspicious activity where you live or work – helping to prevent and detect crime and anti-social behaviour.

For more information and to sign up, visit:  
[www.northamptonshireneighbourhoodalert.co.uk](http://www.northamptonshireneighbourhoodalert.co.uk)

Our team's #BlueButterfly key messages are:

- We all have the right to feel safe, all of the time.
- We can talk with someone about anything, even if it feels awful or small.
- We all have a responsibility to respect the rights of others to feel safe.

We would ask that all adults work alongside us, respecting and reinforcing these simple messages to both young and older residents.

We would ask if residents wish to report anything at all, that they call 101 for non-emergencies or 999 for crimes in progress or life threatening situations.

Prefer to report on line? Please visit: <http://www.northants.police.uk/contact>

For those who do not wish to report incidents directly to the police, we would ask that you contact **CrimeStoppers** on **0800 555 111**.

We encourage all residents to report anti-social behaviour via 101 (whether or not you need an officer to attend) as it helps us to plan our patrols and to be in the right areas at the right time.

Anti-social behaviour isn't only caused by 'young people' – if you are affected, please do let us know.

Anti-social behaviour includes but is not limited to:

- Disruptive, noisy behaviour in otherwise quiet neighbourhoods.
- Night time noise from houses or gardens, especially between 11pm & 7am.
- Threatening, drunken or 'yobbish' behaviour.
- Vandalism, graffiti and fly-posting.
- Dealing or buying drugs on the street.
- Litter and fly-tipping rubbish.
- Aggressive begging.
- Drinking in the street.
- Setting off fireworks late at night.
- Abandoning cars on the street.

General parking issues were decriminalised some years ago. All but obstruction offences are now dealt with by the County Council – please visit their website for further guidance or advice:  
<http://www.northamptonshire.gov.uk/en/councilservices/Transport/parking>

Follow us on Twitter -  @NptonPolice @PC717Sazzles - for regular updates specific to Duston & Upton and / or general crime prevention advice.

Kind regards, Sarah © (PC 717 WHITEHEAD).

Northamptonshire Police – Fighting crime, protecting people.

**CRIMESTOPPERS 0800 555 111**

*'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org). No personal details are taken, information cannot be traced or recorded and you will not go to court.'*





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**PLANNING COMMITTEE**

**MINUTES 21<sup>st</sup> FEBRUARY 2019**

CHAIRMAN OF COMMITTEE: Cllr Ingram, in the Chair

PRESENT: Cllrs Pepper, Huffadine-Smith, Clarke

IN ATTENDANCE:

Justin Gleich - Parish Clerk

**40.To receive apologies for absence**

Cllrs Pape, Maitland

**41.To receive and approve the minutes of the meeting held on 31<sup>st</sup> January 2019 -**

It was RESOLVED:

- Approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

**42.To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

None

#### 43. Public participation session

There were no public speakers

#### 44. Planning applications

44(a)

N/2019/0005, 621 Harlestone Road, Northampton, NN5 6NU

Removal of existing sun room, out building and double garage in rear garden and construction of new single storey rear extension.

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It was RESOLVED:

Comment.

This is already a congested parking area and it will reduce the available parking further. This would possibly result in more on street parking.

44(b)

N/2019/0105, 74 Main Road, Duston, Northampton, Northamptonshire, NN5 6JN

Two storey rear extension and internal alterations to Dental Practice and creation of car park to rear

It was RESOLVED:

The Committee had no further observations on this planning application in addition to those made when it was originally considered.

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**FINANCE AND GENERAL PURPOSES COMMITTEE****MINUTES 21<sup>st</sup> February 2019**

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Pepper, Huffadine-Smith, Clarke, Ingram, Anderson

IN ATTENDANCE:

Justin Gleich – Parish Clerk,

**53. To receive apologies for absence**

Cllrs Caswell, Pape, Maitland

**54. To receive and approve the minutes of the meeting held on 31<sup>st</sup> January 2019 -**

It was RESOLVED:

- At the previous Finance and General Purposes Committee meeting on 31<sup>st</sup> January 2019, Cllr Ingram declared an interest under Item 51a as a member of Duston Old Peoples Welfare Association, which had not been recorded.
- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

**55. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

None

**56. Public participation session**

There were no public speakers.

**57. Bank reconciliations**

It was RESOLVED:

- To approve the Bank Reconciliations for January 2019.

**58. Invoices for approval**

In response to a previous issue raised, the Clerk clarified that it is the RFO's responsibility to ensure that the council's financial systems are adequate and robust, and to make appropriate arrangements for that within the budget agreed by Council. Power to do this is delegated to the RFO by Council and set out in law. All payments are fully listed and presented to the Finance and General Purposes Committee each month, and spending on accountancy fees was not in excess of the budgeted amount set by Full Council for 2018/19. The RFO proposed a reduction to the accountancy budget of £8,000 in the 2019/20 budget, reflecting a decrease in the use of external accountancy services, which was approved by Council on 17th January 2019.

It was RESOLVED:

- To approve invoices for January 2019.



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### ENGAGEMENT AND ENVIRONMENT COMMITTEE

#### MINUTES 17<sup>th</sup> January 2019

CHAIRMAN OF COMMITTEE: Councillor Golby, in the Chair

PRESENT: Cllrs Caswell, Maitland, Pape, Ingram, Huffadine-Smith

IN ATTENDANCE:

Justin Gleich – Parish Clerk,  
Gary Youens – Deputy Parish Clerk

#### **44.To receive apologies for absence**

Cllrs Anderson, Enright-King

#### **45.To receive and approve the minutes of the meeting held on 6<sup>th</sup> December 2018 -**

It was RESOLVED:

- The minutes of the previous meeting were approved and the chairman authorised to sign the same (APPENDIX A).

#### **46.To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

None

#### **47. Public participation session**

None

#### **48. Street Lighting**

It was RESOLVED:

- To note the verbal update on street lighting for Meeting Lane, the War Memorial and Melbourne Lane Park.

#### **49. Defibrillator**

It was RESOLVED:

- To purchase a defibrillator at St Luke's Community Centre.

#### **50. Speed Limits in Duston Residential Streets**

It was RESOLVED:

- To investigate creating 20 mph speed zones in Duston residential streets.

#### **51. Access to Mendip Park / Timken Estate**

It was RESOLVED:

- To investigate creating an access point between Mendip Park and Tavener Fields.



Duston Parish Council

## Data Protection Policy

### The Data Protection Policy

Duston Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

### General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Duston Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Duston Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**  
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**  
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**  
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**  
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

### **Storing and accessing data**

Duston Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Duston Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Duston Parish Council Office and are not available for public access. All data stored on the Duston Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Duston Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy or email). Proof of identity from the person is required. If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Duston Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Duston Parish Council must not disclose the personal information of the other individual. That individuals personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

### **Confidentiality**

Duston Parish Council Members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.



## Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Duston Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

### Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

### Duston Parish Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Duston Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Duston Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, Duston Parish Council must provide the individual with (ii)-(iv) above.

Duston Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

#### Data processors duty to inform Duston Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Duston Parish Council without undue delay. It is then Duston Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

#### Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

#### How to Record Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>



Duston Parish Council

## **DUSTON PARISH COUNCIL EQUAL OPPORTUNITIES POLICY**

### **1. Statement**

Duston Parish Council is an Equal Opportunity Employer.

### **2. Legal Position**

It is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”. No job applicant or employee will receive less favourable treatment on these grounds. All individuals are treated on the basis of their relevant merits, occupational qualifications and abilities and are given equal opportunity and access to training to enable them to progress further.

### **3. Scope**

Duston Parish Council opposes all forms of unlawful and unfair discrimination whether it is direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010 (see above).

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment,

promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability.

Breaches of this equal opportunities policy may be regarded as serious misconduct and could lead to disciplinary proceedings. All employees are entitled to complain about discrimination or harassment or victimization through the Council's Grievance Policy and Procedure.

This policy is in compliance with the following legislation:-

- Race Relations Act 1976, 2000 Amendment and 2003 Amendment Regulations
- Equal Pay Act 1970
- Sex Discrimination Act 1975, 1986 Amendment and Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Sexual Orientation) Regulations 2003
- Sex Discrimination (Gender Reassignment) Regulations and Gender Recognition Act 2004
- Disability Discrimination Acts 1995 and 2005
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Rehabilitation of Offenders Act 1974
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002