



DUSTON PARISH COUNCIL

Parish Office
Duston Community Centre
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NORTHAMPTON
NN5 6DT

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ANNUAL MEETING

3rd May 2018

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 10th May 2018 8pm** when the following business will be transacted.

AGENDA

1. Election of Chairman of the Council

- To elect a Chairman of the Council for ensuing municipal year

2. Declaration of Acceptance of Office

- To receive the Chairman's Declaration of Acceptance of Office

3. Election of Vice Chairman

- To elect a Vice Chairman of the Council for ensuing municipal year.

**4. To receive and approve the minutes of the meeting held on 25th May 2017-
(APPENDIX A)**

5. **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).
6. **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).
7. **Police Report – (APPENDIX B)**
8. **Appointment of Standing Committees**
 - To approve the appointment of Councillors to the Council's Standing Committees 2018/19.
9. **Annual Calendar of Meetings**
 - To approve the annual calendar of meetings for 2018/19 – (APPENDIX C)

Justin Gleich



Clerk to Duston Parish Council

**MINUTES OF THE ANNUAL MEETING OF DUSTON PARISH COUNCIL HELD AT
DUSTON COMMUNITY CENTRE ON THURSDAY 25TH MAY 2017 AT 7PM**

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT M Golby, M Ingram, P Anderson, A Bottwood, L Reed, D
Huffadine-Smith, M Pepper

IN ATTENDANCE: Nina L. Villa – Interim Parish Clerk

Prior to the meeting the Council received an update fro White Peak Planning Ltd. on the proposed Northampton West (pre application) development

1. ELECTION OF CHAIRMAN OF THE COUNCIL

It was **RESOLVED** that:

a) Cllr John W. Caswell be elected Chairman of the Council for the ensuing municipal year

2. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr John W. Caswell made and signed the Declaration of Acceptance of Office

3. ELECTION OF VICE CHAIRMAN

It was **RESOLVED** that:

a) Cllr M Ingram be elected Vice Chairman of the Council for the ensuing municipal year

4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Jones, Patel and Allen

5. DECLARATIONS OF INTEREST

There were no Declarations of Interest

6. MINUTES

The Clerk advised that there was a set of 'confidential' minutes which were also attached to the draft minutes of the last meeting and that keeping of confidential minutes was neither lawful nor desirable and therefore these would be attached to the standard meeting minutes.

It was **RESOLVED** that:

a) The minutes of the previous meeting were **approved** and the Chairman authorised to sign the same



7. PUBLIC SESSION

There was only one member of public present who introduced herself to the meeting as a new resident of Duston.

8. POLICE REPORT

The Chairman welcomed the local PCSO and Special Constable to the meeting. They provided the Council with an update on policing issues in the area including Duston youth causing issues in Upton, a spate of burglaries from motor vehicles and a small number of distraction burglaries. The PCSO advised that there may be changes to their shift patterns which will increase the hours of operation.

The Council thanked the police for their support at recent events and advised them of the local Duston newsletter which might be a useful publication for the police to use for key messages.

A question was raised about engagement with the school and the PCSO advised that they had been unable to do as much engagement as they would like. The Council queried whether its Youth Worker was able to assist and the police confirmed they are linked in with this officer.

It was **RESOLVED** that:

- a) The Council **note** the report

9. FINANCE REPORT

The current Chairman of Finance, Cllr Bottwood, advised the Council that due to the current staffing situation, the usual finance report was not available however considerable backlog of finance matters was nearly resolved and payments scheduled were available if any Councillor wished to view them. He requested that any finance queries be directed through him until the staffing situation was resolved.

It was agreed that an urgent action was to increase the number of Councillors authorised as signatories on the account due to difficulties in processing payments.

It Council discussed the Chairman's allowance (currently £600) and the Councillors allowances (total budget £5000) and agreed that they should remain at the same levels as 2016/17.

There was a discussion about the appointment of the Internal Auditor and it was felt that in the current circumstances, it would be preferable to appoint a new Auditor. The Clerk was asked to investigate this possibility.

It was **RESOLVED** that:



- a) The Council appoint Cllrs Caswell, Bottwood, Reed, Pepper and Ingram as authorised signatories for the Council bank account (including online banking)
- b) The Council approved the proposal to retain the same levels of Chairman's and Councillors' allowances for 2017/18
- c) The Council note the remainder of the report

10. PLANNING COMMITTEE REPORT

The current Chairman, Cllr Ingram, gave a brief update on local planning issues but advised that due to the current staffing situation, no planning meetings were scheduled. Instead, new applications were being circulated to all Councillors who were asked to provide feedback and if necessary a meeting will be called to discuss contentious or large applications. It is hoped to resume meetings shortly.

It was **RESOLVED** that:

- a) The Council **note** the report

11. ENVIRONMENT AND ENGAGEMENT COMMITTEE

The current Chairman, Cllr Reed, gave an update on the work of the Committee since the last meeting. She advised that Duston in Bloom had been deferred due to the staffing situation but that planning for the 8th July event was going very well.

She advised the Council that, due to health issues, she would not be offering herself for election as Chairman of the Committee for the forthcoming year but was keen to stay involved as a Committee member.

The Chairman thanked Cllr Reed for work as Chairman over the last year and wished her a speedy recovery.

It was **RESOLVED** that:

- b) The Council **note** the report

12. GENERAL POWER OF COMPETENCE

It was **RESOLVED** that:

- a) Duston Parish Council, as at 25th May 2017, meet the two criteria for eligibility (Localism Act 2011 s8) set out in a statutory instrument known as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

13. APPOINTMENT OF STANDING COMMITTEES

The Council considered its requirements for Standing Committees for 2017/18. Some proposals were made but it was felt that in light of the current



staffing situation, the current arrangements should continue and be reviewed in due course. The Clerk advised the Council that whilst the Committees and their membership were approved at this meeting, it was for members of each Committee, at its first meeting of said Committee, to elect a Chairman.

It was **RESOLVED** that:

- a) The Council **approve** the following Committees and membership for 2017/18:

Finance: Cllrs Bottwood, Ingram, Anderson, Huffadine-Smith and Caswell.

Environment: Cllrs Reed, Anderson, Huffadine-Smith, Golby and Pepper

Planning: Cllrs Ingram, Huffadine-Smith, Bottwood, Pepper

14. ANNUAL CALENDAR OF MEETINGS

It was **RESOLVED** that:

- a) Subject to the current staffing situation, the schedule of meetings will continue in their current format and a list of dates will be published shortly.

15. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to Meetings) Act 1960 as amended by the Local Government Act 1972.

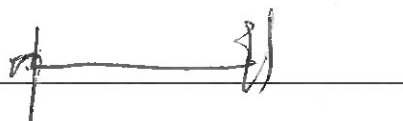
16. STAFFING UPDATE

The Clerk provided members with an update on several staffing matters and the interim actions taken to ensure that, insofar as is possible, Council business proceeds uninterrupted. The Clerk also presented a proposed new Grievance Procedure for adoption by the Council.

It was **RESOLVED** that:

- a) The Council **delegate** authority to the Interim Parish Clerk, in consultation with the Chairman and Vice Chairman, to resolve a staffing matter.
 b) The Council **approve** the new Grievance Procedure
 c) The Council approve a one off honorarium to two members of staff in recognition of their considerable assistance during this difficult time

Chairman's Signature



Date:

10/5/2018



Duston Parish Council

Declaration of Acceptance of Office

1, (PRINT NAME),
having been elected to the office of Chairman
of Duston Parish Council, declare that I take that office
upon myself, and will duly and faithfully fulfil the duties of it
according to the best of my judgement and ability.

Signed 

Date 10/5/2018

This declaration was made and signed before me.

Signed 

Proper Officer of the Council

* Insert: Member, Chairman or Town Mayor

Note: this form may also be used for co-opted members, although,
strictly speaking, they are "co-opted" rather than "elected".

APPENDIX B

PC 717 Sarah WHITEHEAD
PCSO 7140 Lee SHELTON
PCSO 7122 Lucy HOPPER



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

Telephone: 101

Follow us on Twitter:  @NptonPolice @PC717Sazzles

Wednesday 2nd May 2018

Duston Parish Council police report.

Ladies and Gents,

Crime Figures – April 2018.

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other Offences
New Duston	1	0	3	1	14
Old Duston	3	4	4	13	23
Ryehill	2	0	0	4	4

The 'other offence' figures cover reports such as violence (including all domestic assaults and incidents), drugs supply, theft (including shoplifting), public order, sexual offences and hate incidents.

Burglary and vehicle crime offences continue to be reported. For further crime prevention advice, please visit www.northantspolice.co.uk or contact me directly via 101.

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

Northamptonshire Police – Protecting people from harm.

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. No personal details are taken, information cannot be traced or recorded and you will not go to court.'*

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 – Protecting people from harm.

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. No personal details are taken, information cannot be traced or recorded and you will not go to court.'*

**REPORT TO A MEETING OF DUSTON PARISH COUNCIL TO BE HELD ON 10th
MAY 2018**

AGENDA ITEM 9 – ANNUAL CALENDAR OF MEETINGS

PURPOSE OF REPORT

1. To present Council with two options for the annual meeting calendar for 2018/2019.

BACKGROUND INFORMATION

- 2.1 Local Authorities in England are legally required to have a minimum of four meetings of Full Council during the course of each civic year. Duston Parish Council has chosen in previous years to hold these meetings every month with the exception of the month of August.
- 2.2 Council has opted to have three standing committees to which it has delegated specific executive and advisory functions. These committees also meet once a month except of the month of August.
- 2.3 In turn, these committees have the power to establish sub-committees (otherwise known as working parties) with a purely advisory remit for the consideration and duration of specific projects.
- 2.4 It is usual in principal authorities and larger town and parish councils that Full Council meets once every six weeks, with standing committees processing the majority of council business and therefore meeting more frequently.
- 2.5 Although not required by law, it is considered best practice for the Finance and General Purposes Committee and Planning Committee to meet at least once each month.
- 2.6 Under both options below, the Finance and General Purposes Committee would meet on either the third or fourth Thursday of each month in order to allow for the preparation of finance reports for the previous month.

OPTION 1

- 3.1 Meetings of Full Council and the Engagement and Environment Committee to meet on the first Thursday of each month (with the exception of August).

3.2 Meetings of the Finance and General Purposes Committee and Planning Committee to meet on the third Thursday of each month (with the exception of August and December) as follows:

- **Full Council and Engagement and Enterprise Committee**

7th June 2018
 5th July 2018
 6th September 2018
 4th October 2018
 8th November 2018
 6th December 2018
 17th January 2019
 7th February 2019
 7th March 2019
 4th April 2019
 16th May 2019 (Annual Meeting)
 23rd May 2019 (Parish Meeting)

- **Finance and General Purposes Committee and Planning Committee**

21st June 2018
 19th July 2018
 20th September 2018
 25th October 2018
 22nd November 2018
 13th December 2018 (Planning Committee Only)
 24th January 2019
 21st February 2019
 21st March 2019
 18th April 2019
 23rd May 2019

OPTION 2

4.1 Meetings of Full Council and the Engagement and Environment Committee to meet once every six weeks on a Thursday evening (with the exception of August).

4.2 Meetings of the Finance and General Purposes Committee and Planning Committee to meet on the fourth Thursday of each month (with the exception of August and December) as follows:

- **Full Council and Engagement and Environment Committee**

7th June 2018
19th July 2018
13th September 2018
25th October 2018
6th December 2018
17th January 2019
28th February 2019
11th April 2019
16th May 2019 (Annual Meeting)
30th May 2019 (Parish Meeting)

- **Finance and General Purposes Committee and Planning Committee**

28th June 2018
26th July 2018
27th September 2018
1st November 2018
29th November 2018
13th December 2018 (Planning Committee Only)
31st January 2019
21st February 2019
28th March 2019
25th April 2019

RECOMMENDATION

- **That Council resolves to adopt Option 1 or Option 2 as the meeting calendar for 2018/2019**

Justin Gleich
Parish Council Clerk
May 2018