



DUSTON PARISH COUNCIL

Parish Office
Duston Community Centre
Pendle Road
NORTHAMPTON
NN5 6DT

Tel: 01604 583626
Email: office@duston-pc.gov.uk
Web: www.duston-pc.gov.uk
Twitter: @Duston_PC
Facebook: @DustonPC

FULL COUNCIL

19th October 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 25th October 2018 7pm** when the following business will be transacted.

AGENDA

37. To receive apologies for absence

38. To receive and approve the minutes of the meeting held on Thursday 13th September 2018 - (APPENDIX A)

39. 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).

40. 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).

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

41. Police Report

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

42. Planning Committee Update

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

43. Finance and General Purposes Committee Update

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

44. Engagement and Environment Committee Update

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

45. NCC Highways Double Yellow Line Consultation

- To consider the Highways consultation on placing double yellow lines in Millway and Timken Way South (APPENDIX F).

46. Notice of Conclusion of Audit 2018

- To receive and to note the report of the External Auditor 2017/18
(APPENDIX G)

47. Community Governance Review

The Council is recommended to agree (APPENDIX H):

- a) Instruct the Clerk to respond on behalf of Duston Parish Council to Northampton Borough Council's Community Governance Consultation Review and register that:
- b) The Polling District NSOD5 be included within Duston Civil Parish.
- c) The Polling District NSND7 be included within Duston Civil Parish.

d) Tresham Green, sometimes known as "Rye Hill", to be included within Duston Civil Parish

48. Transfer of Parks, Open Spaces & Allotments

The Council is recommended to agree (APPENDIX I):

- a) In principle, Duston Parish Council to take over the freehold of all the Parks and Open Spaces as outline 2.3 above.
- b) In principle, Duston Parish Council to take over the freehold of both Berrywood Road allotments and Bants Lane allotments.
- c) To instruct the Clerk to begin formal discussions with Northampton Borough Council and report back to Full Council with final recommendations.

Justin Gleich

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Clerk to Duston Parish Council



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FULL COUNCIL

MINUTES 13th SEPTEMBER 2018

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT: Cllr Anderson, Cllr Enright-King, Cllr Pape, Cllr Pepper, Cllr Ingram, Cllr Bottwood, Cllr Huffadine-Smith, Cllr Clarke, Cllr Maitland.

IN ATTENDANCE:

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

26. To receive apologies for absence

Cllr Golby, Cllr Patel.

27. To receive and approve the minutes of the meeting held on 19th July 2018 -

It was **RESOLVED:**

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

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

Cllr Bottwood declared a non-pecuniary interest as a member of Northampton Borough Council's Planning Committee.

29. Public participation session

None

30. Police Report

It was RESOLVED:

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

31. Planning Committee Update

It was RESOLVED:

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

32. 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).

33. Engagement and Environment Committee Update

It was RESOLVED:

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

34. Motions

Proposed by Cllr John Caswell and seconded by Cllr Mike Pepper

- “This Council welcomes moves by Northampton Borough Council to establish a Community Governance Review seeking to create additional town or parish councils in Northampton.

This Council recognises the positive benefits of the last Community Governance Review in 2012 in advancing the localism agenda in Northampton and community engagement through the referenda held.

“This Council encourages Northampton Borough Council to adopt the same Community Governance Review model used in 2012 that allowed communities a final say in the creation of new parish councils through a referendum.

“This Council notes the recommendations of Northampton Borough Council’s Community Governance Review Steering Group to alter the scope of the review to include parished areas in the borough which have existing parish councils.

“Council is concerned that this was done without prior communication or consultation with Duston Parish Council, and that if approved by Northampton Borough Council it could allow for the abolition of existing parish councils in the borough.

“Council delegates responsibility to the Clerk (in consultation with two councillors) to use council resources as necessary to represent the parish council in this matter and ensure the continued existence of Duston Parish Council.”

It was RESOLVED:

To approve the motion as worded.

- When formally responding to the Community Governance Review, conducted by Northampton Borough Council, all Parish Councillors will have an opportunity to feed into the Council’s formal response.

35. Vehicle Access Barrier for St Luke’s Field

It was RESOLVED:

- To approve additional funds for a barrier to prevent unauthorised vehicle access to St Luke’s Field.

- To delegate to the Clerk to select the most appropriate option in accordance with the Council's Financial Regulations.

36. Staffing Update

It was RESOLVED:

- To note that Tracy Fogg-Stevens will be leaving Duston Parish Council.
- Council wished to record its thanks to Tracy Fogg-Stevens for her service to Duston Parish Council and the local community.

DRAFT



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

Monday 22nd October 2018

Duston Parish Council police report.

Ladies and Gents,

Crime Figures – September 2018.

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other Offences
New Duston	2	0	3	3	7
Old Duston	5	2	2	1	31
Ryehill	2	1	5	2	6

The 'other offence' figures cover reports such as domestic incidents and all violent crime offences, robbery, public order, harassment, drugs possession, sexual offences and weapon possession.

Burglary and vehicle crime offences continue to be reported 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. 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:

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.'

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 – 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.'



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PLANNING COMMITTEE

MINUTES 27th SEPTEMBER 2018

CHAIRMAN OF COMMITTEE: Cllr Ingram, in the Chair

PRESENT: Cllrs Huffadine-Smith, Pepper, Maitland, Pape

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

13. To receive apologies for absence

14. To receive and approve the minutes of the meeting held on 13th September 2018 -

It was **RESOLVED:**

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

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

None

16. Public participation session

None

17. Planning applications

17(a)

N/2018/1305, 14 Lodge Close, Northampton, NN5 6SH

Two storey side extension and single storey rear and front extension and demolition of existing conservatories

It was RESOLVED:

Parking is already problematic in this cul de sac. Committee asked that plans are altered to ensure there is no loss of parking on the property. With some alteration to the plans keeping three parking spaces is possible.

17(b)

N/2018/1287, 76 Main Road, Duston, Northampton, Northamptonshire, NN5 6JN

Change of Use from Dwellinghouse (Use Class C3) to Dental Practice (Use Class D1) on the first floor with 2-bed self-contained flat on the ground floor, with alterations including a lean-to infill rear extension, knock through to No. 74 Main Road and new car parking area to rear garden.

It was RESOLVED:

More parking spaces are welcome as on street parking along Main Road can be dangerous. Onsite parking provision should comply with relevant regulations. Committee very much welcomes the plan to provide more NHS dental care into the community.

17(c)

N/2018/1304, 15 Velocette Way, Northampton, Northamptonshire, NN5 6YF

Single storey side extension

It was RESOLVED:

Committee had no objection or comment on this application.

17(d)

N/2018/1313, 11A Eastfield Road, Duston, Northamptonshire, NN5 6TG

Two storey rear extension and change of use of highway verge to form private parking spaces

Committee had no objection or comment on this application.

DRAFT



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FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES 27th September 2018

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

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

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

18. To receive apologies for absence

Cllr Anderson and Justin Gleich (Parish Clerk) gave his apologies

19. To receive and approve the minutes of the meeting held on 26th July 2018 -

It was RESOLVED:

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

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

None

21. Public participation session

Margaret Edwards addressed the Committee on Item 24.

22. Bank reconciliations

It was RESOLVED:

- Bank Reconciliations for June, July and August were approved (APPENDIX B).

23. To review invoices and cheques for signature

It was RESOLVED

- The invoices were approved for signature (APPENDIX C).

24. Grant Applications

It was RESOLVED:

- Duston Local History Society was asked to forward the invoice to the Clerk for payment.
- The Grant Application for Duston Scouts was approved.
- The Grant Application from Duston Library was not approved.

Cllr Huffadine-Smith proposed and Cllr Maitland seconded that within the existing Engagement and Environment Committee budget two copies of the Chronicle & Echo should be purchased every week, one of which will be left in Duston Library. A discussion on national newspapers would be deferred to the next Finance and General Purposes Committee. The motion was carried.

25. NEBOSH Training

It was RESOLVED:

- To agree to the funding in principle of NEBOSH training subject to the Clerk seeking Best Value.

26. Renewal of Assistant Clerk Contract

It was RESOLVED:

- To renew the Assistant Clerk contract until April 2019.

DRAFT

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ENGAGEMENT AND ENVIRONMENT COMMITTEE**MINUTES 13th SEPTEMBER 2018**

CHAIRMAN OF COMMITTEE: Councillor Huffadine-Smith, in the Chair

PRESENT: Cllr Ingram, Cllr Anderson, Cllr Enright-King, Cllr Caswell, Cllr Pape, Cllr Maitland, Cllr Clarke.

IN ATTENDANCE:

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

18. To receive apologies for absence

Cllr Golby

19. To receive and approve the minutes of the meeting held on 19th July 2018 -

It was RESOLVED that:

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

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

None

21. Public participation session

Judith Sansom addressed the Council on item 24.

22. Duston Fun Day

It was RESOLVED:

- To note the report from the Business & Community Development Manager.
- To have Duston Fun Day on Sunday 30th June 2019 on St. Luke's Field.

23. Grit / Salt Bins

It was RESOLVED:

- The Clerk to investigate whether in future gritting can be incorporated into the duties of a member of staff.

24. Litter

It was RESOLVED:

- The Clerk to come back to Committee, in due course, with proposals of how a member of staff could have a litter picking role in future.

25. Newsletter

It was RESOLVED:

- The latest newsletter was noted with suggested amendments.

26. Benches

It was RESOLVED:

- To purchase a World War One Commemorative Bench to replace the one that has been removed on Berrywood Road.

DRAFT

RESPONSE TO NCC HIGHWAYS CONSULTATION ON DOUBLE YELLOW LINES

CONSULTATION DEADLINE FOR DPC 26TH October 2018

Millway:

Dear Duston Parish Council,

Annual waiting restriction review 2018/19 – Northampton

As you may be aware 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 where we initially write to local councils and county councillors for their views on locations requiring investigation.

A review for Northampton has now been conducted and we would gratefully request the Parish Councils input into the proposed changes, as with local knowledge they will hopefully have a better understanding of any issues relating to parking problems.

Attached with this email is a proposal plan for parking restriction changes, which has been drawn up following the assessment of a request that has been submitted in your area.

Millway, Duston – Request submitted by a local resident, which included a petition signed by several (roughly 17) residents affected. Request is for double yellow lines due to vehicles parking on the verges/footways and residents driveways.

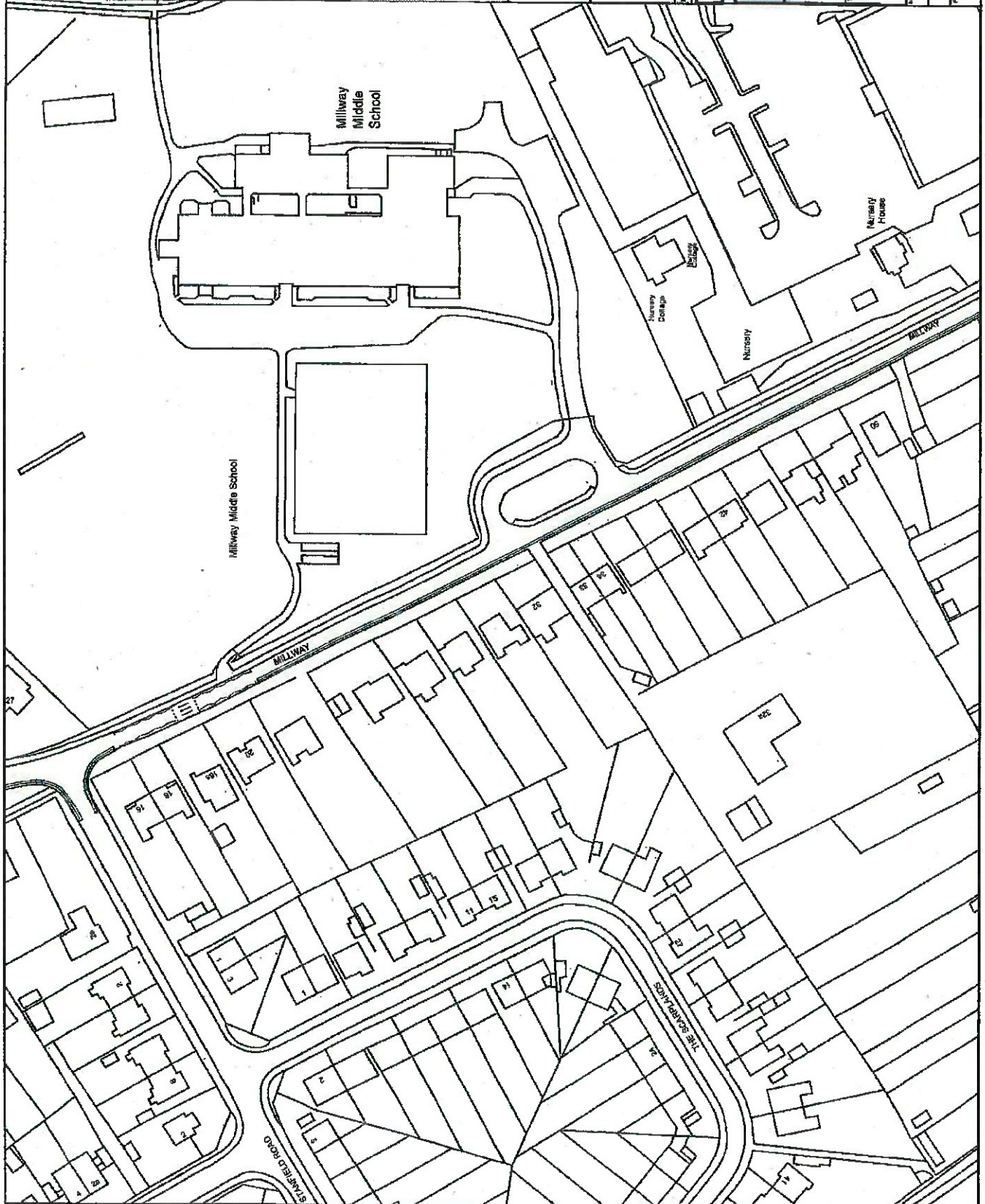
Before we can move to the next stage of advertising the proposal in the public domain, we would welcome the Parish Councils feedback and confirmation of support for the attached proposal plan.

To ensure that the review remains relevant we must ask that all responses are returned no later than the 15th October 2018 and if you would like more time please email me as soon as possible.

In the meantime if you have any questions please do not hesitate to contact me.

Kind regards,

Northamptonshire Highways



KEY

EXISTING 'NO WAITING AT ANY TIME' RESTRICTIONS TO REMAIN

PROPOSED NEW 'NO WAITING AT ANY TIME' RESTRICTIONS (DOUBLE YELLOW LINES)

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Published 2018.

REV	DATE	BY	DESCRIPTION	CHK APP

CONSULTATION

Northamptonshire Highways

NORTHAMPTON WAITING RESTRICTION REVIEW 2018-19

TITLE
PROPOSED PARKING RESTRICTIONS
MILLWAY, DUSTON
REF - NBC 018

ISSUED BY: []
DATE: []

APPROVED BY: []
DATE: []

PROJECT NO: NH18B103
DRAWING NO: S602/18069
SCALE: []
DATE: []

VERSION: V1





<p>KEY</p> <p>EXISTING DOUBLE YELLOW LINES</p> <p>PROPOSED NEW 'NO WAITING AT ANY TIME' RESTRICTIONS (DOUBLE YELLOW LINES)</p>	
<p>The plan is reproduced from Ordnance Survey records with the permission of the Controller, Her Majesty's Stationery Office. Under the terms of the Ordnance Survey Act 1947, the copyright in this plan is vested in Her Majesty. It is published by the Controller of Her Majesty's Stationery Office.</p> <p>Northamptonshire County Council, Lanes 114, 1001 1001, Northampton NN1 1AA.</p>	
<p>CONSULTATION</p>	
<p>Northamptonshire Highways</p>	
<p>NORTHAMPTON WAITING RESTRICTIONS 2018 - 19</p>	
<p>PROPOSED PARKING RESTRICTIONS TIMKIN WAY SOUTH, NORTHAMPTON SITE PROPOSAL</p>	
<p>DATE: 11/02/2019</p> <p>TIME: 14:00</p> <p>BY: JAW</p> <p>FOR: 14/02/19</p>	<p>DATE: 11/02/2019</p> <p>TIME: 14:00</p> <p>BY: JAW</p> <p>FOR: 14/02/19</p>
<p>PROJECT: NH18B103</p>	<p>PROJECT: SB02/18/154</p>
<p>V2</p>	

Duston Parish Council

**Notice of conclusion of audit
Annual Return for the year ended 31 March 2018**

**Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)**

1. The audit of accounts for **Duston Parish Council** for the year ended 31 March 2018 has been completed and the accounts have been published.
2. The **Annual Governance & Accountability Return** is available for inspection by any local government elector of the area of **Duston Parish Council** on application to:

Mr Justin Gleich (Parish Clerk)
Duston Community Centre
Pendle Road
Duston, Northants
NN5 6DT

10am – 4pm Monday to Friday

3. Copies will be provided to any person on payment of £5 for each copy of the **Annual Governance & Accountability Return**.

Announcement made by: Justin Gleich (Parish Clerk)

Date of announcement: 8th October 2018

Final External Auditor Report and Certificate 2017/18 in respect of NH0077 Duston Parish Council

Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to risk management and financial reporting procedures. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

PKF Littlejohn LLP

PKF Littlejohn LLP
03/10/2018

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

DUSTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that the authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

14

26/06/18

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.duston-pc.gov.uk

Section 2 – Accounting Statements 2017/18 for

DUSTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	676,590	657,525	Total balances and reserves at the beginning of the year as recorded in the financial records. Values must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	443,101	451,719	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	175,967	220,394	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	286,471	287,449	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	121,119	120,864	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	230,543	321,344	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	657,525	599,981	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	592,789	536,312	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,214,955	4,222,138	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,842,695	1,796,356	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		N/A	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

26/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/18

and recorded as minute reference:

14

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Duston Parish Council NH0077

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

28/09/2018

Note: The NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 25th October 2018
Agenda Item: 47. Community Governance Review

1. Purpose

Duston Parish Council to submit a response to the forthcoming Northampton Borough Council Community Governance Review Consultation.

2. Background

2.1 Chapter 4 of the Local Government and Public Involvement in Health Act 2007 gives Principal Councils (district councils in two tier areas or unitary councils) the power to carry out Community Governance Reviews and put in place or make changes to local community (parish) governance arrangements. A Community Governance Review (CGR) could consider whether to create a new parish, whether to alter the boundary of an existing parish or whether to group a number of parishes together.

2.2 Section 93 of the Local Government and Public Involvement Act 2007 requires the relevant principal council to follow two main criteria when carrying out a CGR:

- Parishes are reflective of the identities and interests of the community in that area; and
- They should be effective and convenient

2.3 In March 2018 the Secretary of State invited each principal authority in Northamptonshire to submit a proposal for a single tier of local government. A joint submission was made on 31st August 2018. Consequently, on 9th July Northampton Borough Council decided to undertake a CGR for the unparished area of Northampton. This was amended by Northampton Borough Council on 10th September 2018 to include the whole of the Borough, which includes existing Parish Councils.

2.4 With likely creation of a new unitary authority covering the southern half of Northamptonshire (Northampton, South Northamptonshire and Daventry), Northampton Borough Council has taken the position that communities within Northampton would benefit from the creation of new parish and town councils. Currently there are 10 Parish Councils in Northampton with most of the town unparished.

2.4 Northampton Borough Council has set up a Working Group to oversee the terms of reference of the CGR and timetable. The timetable provisionally created by Northampton Borough Council is as follows,

- Terms of reference of CGR published Tuesday 6 November 2018
- First consultation period 8 weeks from Monday 12 November 2018 to Monday 7 January 2019.
- Draft recommendations to be published for consultation 12 weeks from 11 March 2019 to 6 June 2019.
- Borough Council to consider final recommendations in September 2019
- Reorganisation Order in force 1 April 2020 (or earlier)
- Parish elections May 2020.

2.5 The Northampton West Sustainable Urban Extension (SUE, Policy N4) is situated on the western side of Northampton. It adjoins the existing neighbourhoods of New Duston and whilst it adjoins the urban edge of Northampton the SUE occurs within both Daventry District and South Northamptonshire. In the West Northamptonshire Joint Core Strategy it consists of a mixture of 1500 new dwellings and community facilities. Many Parish Councillors believe this new development will be part of a "Greater Duston" community. However, Parish Council boundaries cannot cut across principal authority boundaries. This is, in part, due to the fact that Northampton Borough Council and Daventry District Council are separate council tax collecting bodies.

3. Issues

4.1 Current details of the Community Governance Review obtained from Northampton Borough Council are only in draft form and are therefore potentially subject to change. The official proposals, terms of reference and timetable are expected to be formally published by the Borough Council on Tuesday 6th November.

4.2 The final result of the CGR could mean the redrawing of ward boundaries within Duston Civil Parish. It may also change the overall number of Parish Councillors.

4.3 Expansion of the Parish boundary would likely increase the precept income for Duston Parish Council.


4.4 Guidance by the Secretary of State recommends that the Community Governance Reviews are carried out every 10 to 15 years. It could therefore be some time before another opportunity arises to update the Parish boundary.

4.4 Due to Local Government Reorganisation, that has triggered this Community Governance Review, it is expected Parish Council elections will be postponed until May 2020. Any change is expected to come into effect on 1st April 2020.

4. Recommendations

The Council is recommended to **AGREE:**

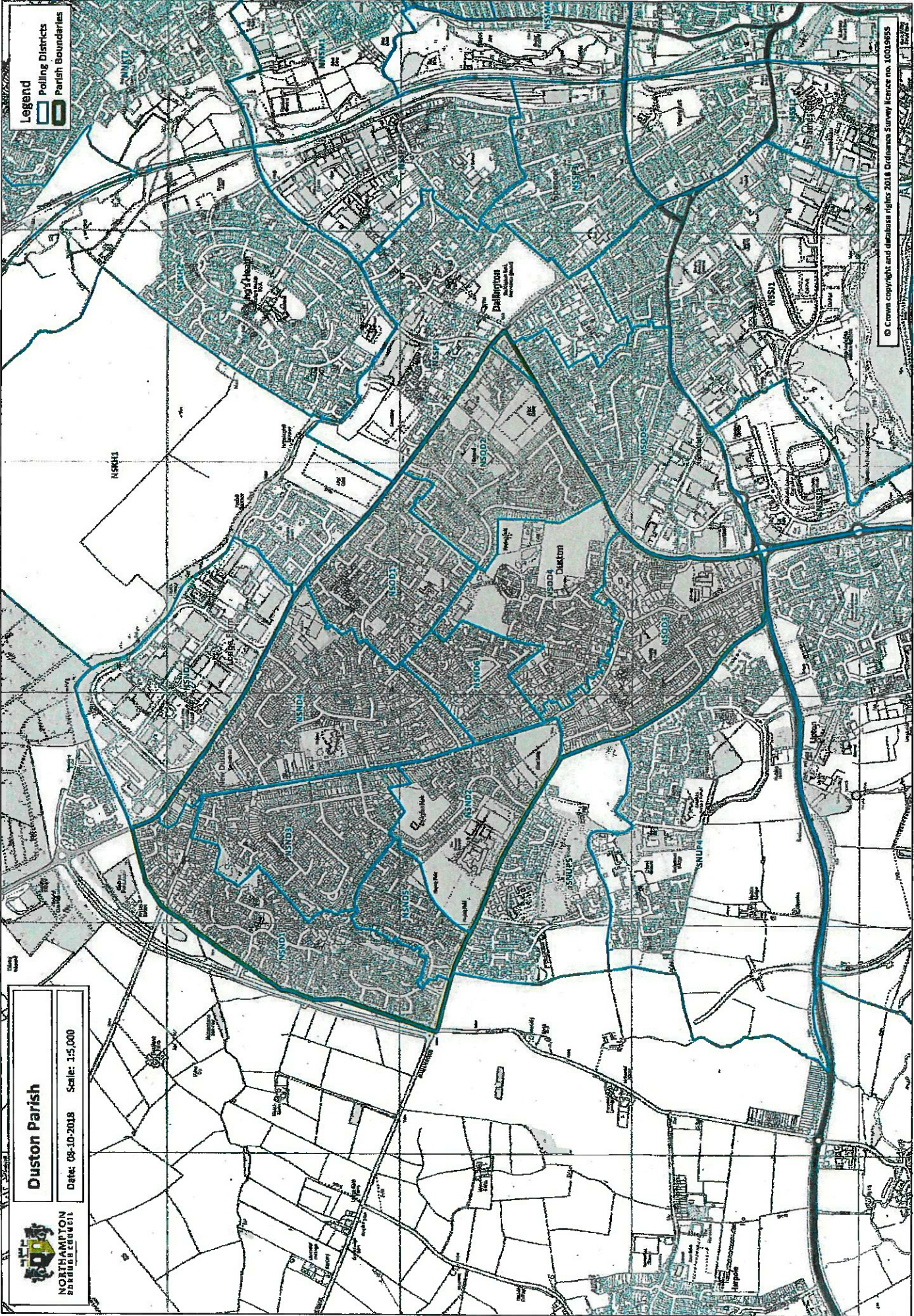
- a) Instruct the Clerk to respond on behalf of Duston Parish Council to Northampton Borough Council's Community Governance Consultation Review and register that:
- b) The Polling District NSOD5 (Properties 861, Electors 1505) be included within Duston Civil Parish.
- c) The Polling District NSND7 (Properties 6, Electors 13) be included within Duston Civil Parish.
- d) Tresham Green, sometimes known as "Rye Hill", to be included within Duston Civil Parish.



NORTHAMPTON
BOROUGH COUNCIL

Duston Parish

Date: 09-10-2018 Scale: 1:5,000



Legend

- Polling Districts
- Parish Boundaries

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DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 25th October 2018
Agenda Item: 48. Asset Transfer of Parks, Open Spaces & Allotments

1. Purpose

To consider the possible transfer of Northampton Borough Council owned Parks, Open Spaces and Allotments to Duston Parish Council.

2. Background

2.1 On 17th October 2018 Northampton Borough Council, at a meeting of Cabinet, agreed to begin negotiations with the 10 Parish Councils in Borough about the possibility of transferring parks and open spaces.

2.2 The transfer will be on a freehold basis not long leasehold basis. Assets of a commercial nature will be transferred at a commercial sale price. Assets transferred that are non-commercial in nature a nominal consideration will be charged (£100).

2.3 The main parks and open spaces in Duston are as follows

- Duston Wildes Open Space or "The Quarry".
1.93 ha including play equipment.
- Errington Park.
8.04 ha including play equipment, games area, football pitch and the free parking facility.
- Grafton Park.
1 ha including Play equipment and games area.
- Hardlands Road Open Space
1.98 ha.

- Melbourne Lane Open Space.
0.25 ha including play equipment.
- Mendip Park.
3.80 ha including play equipment and games area.
- Newton Road Open Space
1.41 ha
- Rochelle Way Open Space
1.61 ha.
- Sandy Lane Open Space
2.89 ha
- Westbury Close Play Area.
0.31 ha including play equipment.
- Triumph Gardens Open Space.
1.92 ha including play equipment.

2.3 Errington Park was opened in July 1939 after being "donated to the people of Duston" by Robert and Anne Errington. The Park was later extended to its present size. The former Duston Parish Council, to whom the land was originally conveyed, was abolished in 1965. The residual rights and assets of the former Duston Parish Council passed to then appropriate principal authority. The present Duston Parish Council was set up independently by the Northampton (Parishes) Order 1991, which did not transfer any land to it. Legally speaking, therefore, the present Duston Parish Council is not considered the successor to the original Duston Parish Council.

Errington Park was set up as charity in November 1962 with the relevant principal authority becoming the trustee in 1965. Northampton Borough Council remains the trustee of Errington Park charity at present (Charity No. 304459). The stated charity objective is as follows

"Public ground to be used as a playing field and recreation ground by the inhabitants of the village of new duston and old duston and as a playground for children."

2.4 One park, usually referred to "Melbourne Park", is situated adjacent to St Lukes Field. The former St Lukes School site (including the field) was given to Duston Parish Council by Northamptonshire County Council on a 99 year lease in March 2012. St Luke's Field is now fully maintained by Duston Parish Council. Due to its close proximity Melbourne Park is already generally maintained by Duston Parish Council.

2.5 There are two allotment sites in Duston Civil Parish. Bants Lane allotments are managed directly by Northampton Borough Council. Berrywood Road allotments are operationally managed by Duston Horticultural Association, whilst Northampton Borough Council owns the freehold.

3. Issues

3.1 If assets are transferred the Borough Council expects a reduction in its costs and maintenance. However, it is expected there would be discontinuation of the Special Expenses Charge on Duston. Special Expenses Charge is as follows -

Duston 2018/19 special expense charge per acre: £773.63

Duston 2018/19 total acreage eligible for special expenses: 30.30 acres

Duston 2018/19 total special expense charge: £23,441

3.2 Northampton Borough Council expects Parishes to maintain Parks and Open Spaces that are transferred. This will likely mean an increase in the Parish Precept, or accommodation within existing budgets.

3.3 Northampton Borough Council has also stated it will include a provision in any transfer of parks and open spaces that should the planning status of the land change then Northampton Borough Council (or its successor) would receive 100% of the increase in value of the land.

3.4 Errington Park, being a registered charity and having an existing arrangement with NTL (sports pitch hire), will require particular attention.

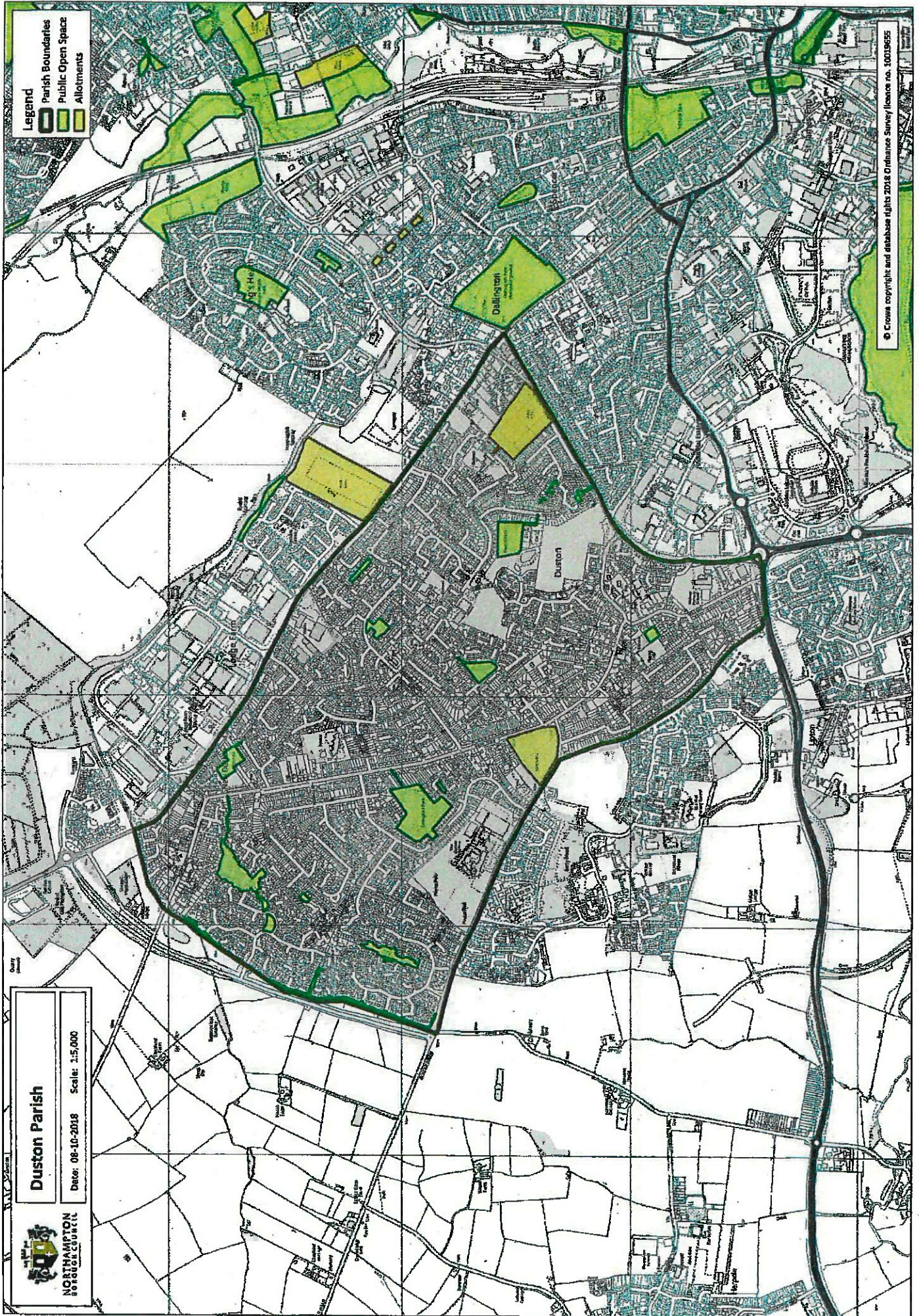
3.5 Northampton Borough Council began a 10 year contract with Veolia to carry out all their Environmental Service functions, including grass cutting and park maintenance. Northampton Partnership Homes (NPH) has a separate contractor for their areas.

4. Recommendations




The Council is recommended to **AGREE:**

- a) In principle, Duston Parish Council to take over the freehold of all the Parks and Open Spaces as outline 2.3 above.
- b) In principle, Duston Parish Council to take over the freehold of both Berrywood Road allotments and Bants Lane allotments.

- c) To instruct the Clerk to begin formal discussions with Northampton Borough Council and report back to Full Council with final recommendations.




Legend

-  Parish Boundaries
-  Public Open Space
-  Allotments

Duston Parish

Date: 08-10-2018 Scale: 1:5,000



NORTHAMPTON
BOROUGH COUNCIL

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