



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

25th February 2021

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council, which will be held online, on **Thursday 4th March 2021 at 6.30pm** when the following business will be transacted.

<https://zoom.us/j/5414793137?pwd=U1FxWHNiWTVSaGNEb1V0UDdUT2RxUT09>
Meeting ID: 541 479 3137
Passcode: 641649

AGENDA

129. To receive apologies for absence

130. To receive and approve the minutes of the meeting held on Thursday 4th February 2021 - (APPENDIX A)

131. 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).

132. Public Participation Session

(Persons wishing to address Council on an agenda item 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).

133. Planning Committee Update

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

134. 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 C).

135. Bank Reconciliations

- To approve bank reconciliations for December 2020 (APPENDIX D)
- To approve bank reconciliations for January 2021 (APPENDIX E)

136. Invoices for Approval

- To approve invoice payments for December 2020 (APPENDIX F)
- To approve invoice payments for January 2021 (APPENDIX G)

137. Grants

- To receive a grant application from Duston Village Hall (APPENDIX H)

138. Transfer of Footpath and Right of Way on Timken Estate

- To consider the transfer of access road at Rose Villa Farm and footpath at Alfred Knight Close (APPENDIX I)

139. Committee Terms of Reference

- To agree amendments to Standing Orders to reflect changes to committees agreed by Council on 4th February 2021.(APPENDIX J)

140. Allocation of Funds Raised Through Crisp Packet Collection

- To agree the allocation of funds to community groups/charities raised through the crisp packet collection project.

141. Covid Commemoration

- To consider recommendations from the Engagement and Environment Committee for a Covid commemoration project for Duston (APPENDIX K).

142. Management of Timken Estate

- To discuss arrangements for the management of the Timken Estate as agreed by council on 20th January 2021.

143. Support for Local Litter Pickers

- To discuss options for giving additional support to local litter pickers

Justin Gleich
Duston Parish Clerk (signed on original)



DUSTON PARISH COUNCIL

APPENDIX A

Duston Parish Council
Duston Community Centre
Pendle Road
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FULL COUNCIL

MINUTES 4th February 2021

CHAIRMAN: Councillor Pape, in the Chair

PRESENT: Cllrs, Huffadine-Smith (from Item 123 onwards), Enright-King, Maitland, Golby, Stonehouse, Bottwood and Patel.

IN ATTENDANCE:

Justin Gleich – Parish Clerk
Gary Youens – Deputy Parish Clerk

119. To receive apologies for absence

- Apologies were received from Cllrs Pepper and Ingram.

120. To receive and approve the minutes of the meeting held on Thursday 20th January 2021 - (APPENDIX A)

- Council resolved to approve the minutes

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

- There were none

122. Public Participation Session

- There were no public speakers

123. Planning Committee Update

- Council noted the update (APPENDIX B) and instructed the Clerk to send the previous letter regarding HMOs in Duston to the Chief Executive of the new unitary authority.

124. Engagement and Environment Committee Update

- Council noted the update (APPENDIX C).

125. Bank Reconciliations

- Council resolved to approve the bank reconciliations for November 2020 (APPENDIX D)

126. Invoices for Approval

- Council resolved to approve the invoices for November 2020 (APPENDIX E)

127. Grant Applications

- Council resolved to award the grant to Affinity Day Care as requested (APPENDIX F)

128. Report of the Wellbeing Working Party

- Council resolved to adopt the recommendations of the Wellbeing Working Party (APPENDIX G) and noted the amendment to the newsletter being 'Community Connect – Helping to connect church and community groups for the wellbeing of all'.



DUSTON PARISH COUNCIL

APPENDIX B

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Planning Committee
MINUTES 11th February 2021

CHAIR: Councillor S Pape

PRESENT: Cllrs Huffadine-Smith, Maitland,

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

11. To receive apologies for absence

- Cllrs Ingram, Pepper

12. To receive the minutes of the meeting held on Thursday 21st January 2020 (APPENDIX A)

- Committee resolved to approve the draft minutes for Thursday 21st January and authorised the Chairman to sign the same.

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

- There were none.

14. Public Participation Session

- Cllr Paul Enright-King spoke on Item 15.

15. Planning Application

N/2020/1568 20 Whernside Way, Northampton, NN5 6DU, Change of use from Dwellinghouse (Use Class C3) to House In Multiple Occupation for 5 Occupants (Use Class C4)

It was RESOLVED:

Duston Parish Council objects to this planning application and we share the neighbouring residents and ward councillor concerns.

Parking is a particular concern. There is only one parking space outside this property but if 5 adults move in each with cars then parking will be a particular problem. It would inevitably lead to more parking on Newton Road where buses already struggle to weave through their way through the parked cars.

The quality of wall between these properties is understood to be of poor quality. Excessive noise coming from this HMO would be of real nuisance to the neighbouring properties. Loud music, shouting and televisions can be heard from one property to the next. It is not up to a modern standard.

These building are, in part, of a wooden construction which means fire could spread more easily. So we are concerned with the Health and Safety aspect of this HMO application.

We also understand that these properties have a covenant in them which states "Not to Use the property for the purpose of any trade or business or otherwise than as a private dwellinghouse nor to do anything on the property which may be or become a nuisance injury or annoyance to the owners tenants or occupiers of any adjoining or neighbouring properties." Is this compatible with a HMO?

Finally, this HMO would not be keeping with the area. The neighbouring properties, which are close to a primary school, are largely family dwellings.

DRAFT



DUSTON PARISH COUNCIL

APPENDIX C

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Environment and Engagement Committee
MINUTES 18th February 2021

CHAIR: Councillor S Maitland

PRESENT: Cllrs Pape, Maitland, Bottwood, Stonehouse, Enright-King, Golby

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

46. To receive apologies for absence

- Cllr Ingram

47. To receive and approve the minutes of the meeting held on Thursday 21st January 2020 (APPENDIX A)

- To change one word on Item 40 from “helping Affinity Day Care” to “supporting Affinity Day Care”.
- Committee agreed to approve the minutes for Thursday 21st January 2021 and authorised the Chairman to sign the same.

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

- There were none.

49. Public Participation Session

- There were no members of the public registered to speak.

50. Annual Parish Meeting

It was RESOLVED:

- To set up a working party to discuss the Annual Parish Meeting 2021.

51. Covid Commemoration

- To purchase three commemorative benches of the Covid-19 Pandemic for the following areas
 - Old Duston area
 - Limehurst Square / Newton Road
 - Weggs Farm / St Giles Park area

Date: 02/02/2021

Duston Parish Council

Page 1

Time: 14:56

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 2 - Business Saver A/c 63253058**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/12/2020	12	545,410.22
			<u>545,410.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			545,410.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			545,410.22
		Balance per Cash Book is :-	545,410.22
		Difference is :-	0.00



DUSTON PARISH COUNCIL
 Sort Code 20-61-51
 Account No 63253058
 SWIFTBIC BUKBGB22
 IBAN GB52 BUKB 2061 5163 2530 58
 Issued on 04 January 2021

THE OFFICIALS
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
4 Dec	Start Balance			605,398.03
7 Dec	<input type="checkbox"/> to Account 03573680 at 20-61-51 Account TOP Up Internet Banking	50,000.00		555,398.03
	% Interest Earned Gross For The Period 7 Sep - 6 Dec		12.19	555,410.22
16 Dec	<input type="checkbox"/> to Account 03573680 at 20-61-51 TOP Up Internet Banking	10,000.00		545,410.22
31 Dec	Balance carried forward			545,410.22
	Total Payments/Receipts	60,000.00	12.19	

04 - 31 Dec 2020

Start balance	£605,398.03
Money out	£60,000.00
Money in	£12.19
► Gross interest earned	£12.19
End balance	£545,410.22

Your deposit is eligible for protection
 by the Financial Services
 Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/12/2020	12	53,138.11
			<u>53,138.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			53,138.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			53,138.11
		Balance per Cash Book is :-	53,138.11
		Difference is :-	0.00

THE OFFICIALS
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Current Account

At a glance

25 - 31 Dec 2020

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			56,997.47
29 Dec	DD Direct Debit to Veolia ES UK Ltd Ref: 12863901	549.78		56,447.69
	DD Direct Debit to Sse Gas Ref: 359586141	1,501.21		54,946.48
	DD Direct Debit to Southern Electric Ref: 908165141	1,355.25		53,591.23
30 Dec	DD Direct Debit to Dbfb Ltd Ref: MD3Hqed	63.00		53,528.23
	DD Direct Debit to Dbfb Ltd Ref: Tfn5Hvn	390.12		53,138.11
31 Dec	Balance carried forward			53,138.11
	Total Payments/Receipts	3,859.36	0.00	

Start balance	£56,997.47
Money out	£3,859.36
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£0.00
End balance	£53,138.11

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2020	12	207.08
			<u>207.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			207.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			207.08
		Balance per Cash Book is :-	207.08
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/12/2020	12	99.09
			<u>99.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			99.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			99.09
		Balance per Cash Book is :-	99.09
		Difference is :-	0.00

Date: 24/02/2021

Duston Parish Council

Page 1

Time: 14:34

**Bank Reconciliation Statement as at 31/01/2021
for Cashbook 2 - Business Saver A/c 63253058**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/01/2021	1	525,410.22
			<u>525,410.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			525,410.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			525,410.22
		Balance per Cash Book is :-	525,410.22
		Difference is :-	0.00

THE OFFICIALS
DUSTON PARISH COUNCIL
DUSTON COMMUNITY CENTRE
PENDLE ROAD
NORTHAMPTON
NN5 6DT

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
1 Jan	Start Balance			545,410.22
14 Jan	to Account 03573680 at 20-61-51 TOP Up Internet Banking	20,000.00		525,410.22
3 Feb	Balance carried forward			525,410.22
	Total Payments/Receipts	20,000.00	0.00	

01 Jan - 03 Feb 2021

Start balance	£545,410.22
Money out	£20,000.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£525,410.22

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Bank Reconciliation Statement as at 31/01/2021
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/01/2021	1	34,391.13
			<u>34,391.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34,391.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			34,391.13
		Balance per Cash Book is :-	34,391.13
		Difference is :-	0.00

THE OFFICIALS
DUSTON PARISH COUNCIL
DUSTON COMMUNITY CENTRE
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NORTHAMPTON
NN5 6DT

Your Business Current Account

At a glance

29 Jan - 04 Feb 2021

Date	Description	Money out £	Money in £	Balance £
29 Jan	Start Balance			34,391.13
1 Feb	DD Direct Debit to TV Licence MBP Ref: 3785257662	13.43		34,377.70
	Giro Direct Credit From Squirrels Childcar Ref: 4374		4,000.00	38,377.70
2 Feb	DD Direct Debit to Booker Ltd -BK Ref: 0722586495	159.58		38,218.12
3 Feb	DD Direct Debit to Vodafone Ltd Ref: 690818276-00001	58.14		38,159.98
	Giro Direct Credit From Southern Electric Ref: 908165141		1,975.52	40,135.50
	Deposit Re 42Weston Favell 000001		505.00	40,640.50
4 Feb	— Unpaid Chq Unp 400055	195.00		40,445.50
	Ⓢ Commission Charges For The Period 14 Dec 2020/12 Jan 2021	28.40		40,417.10
	— Business Banking Loyalty Reward For Period 14 Dec - 12 Jan		5.60	40,422.70
4 Feb	Balance carried forward			40,422.70
	Total Payments/Receipts	454.55	6,486.12	

Start balance	£34,391.13
Money out	£454.55
▶ Commission charges	£28.40
▶ Interest paid	£0.00
Money in	£6,486.12
▶ Loyalty Reward	£5.60
End balance	£40,422.70

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Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 31/01/2021
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2021	1	207.08
			<u>207.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			207.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			207.08
		Balance per Cash Book is :-	207.08
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2021
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/01/2021	1	65.54
			<u>65.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			65.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			65.54
		Balance per Cash Book is :-	65.54
		Difference is :-	0.00

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
28/12/2020	74750		1ST REACTION	1ST001	27.50	5.50	33.00	4160	101	27.50	1st Reaction Lock Up DCC
30/12/2020	118489		1ST REACTION	1ST001	70.00	14.00	84.00	4160	102	70.00	1st Reaction - alarm work
30/12/2020	118496		1ST REACTION	1ST001	375.00	75.00	450.00	4226	102	375.00	1st Reaction alarm maint chg
15/12/2020	INV37293		ABBOTT SIGNS	ABBO01	675.24	135.05	810.29	4220	101	675.24	Abbott Signs internal signs
15/12/2020	INV37294		ABBOTT SIGNS	ABBO01	435.66	87.13	522.79	4220	215	435.66	Abbot Remembrance Day display
31/12/2020	E2013421865		ALLSTAR	ALL001	36.33	7.26	43.59	4145	212	36.33	Allstar fuel
11/12/2020	0000020158		AMBEROL	AMBER01	195.00	39.00	234.00	4240	215	195.00	Amberol - baskets
06/12/2020	8238759		ANGLIAN WATER	ANGL01	22.34	0.00	22.34	4207	101	22.34	Water DCC 6.9.20-5.12.20
31/12/2020	AVIVADEC20		AVIVA	AVIVA001	183.11	0.00	183.11	4000	101	104.64	Aviva -Dec 20 pensions
								4006	101	78.47	Aviva -Dec 20 pensions
17/12/2020	CHGDEC20		BARCLAYS	B0001	32.60	0.00	32.60	4125	201	32.60	CHGDEC20/Barclays
21/12/2020	8863		BARNETT LAND	BARN01	950.00	190.00	1,140.00	4227	211	950.00	Barnett - bulb planting
13/11/2020	BCARD NOV		BARCLAYCARD	BCARD	548.47	39.00	587.47	4019	101	195.00	Plugtest - PAT course
								4121	101	27.17	Amazon phone case
								4120	201	28.80	Callgroup
								4128	215	30.00	Pets At Home competition prize
								4140	212	267.50	VAN road tax
03/12/2020	982465015		BRITISH GAS	BRIT01	1,551.40	310.28	1,861.68	4206	101	1,551.40	B Gas elec DCC 1.11-30.11.20
16/12/2020	82091036		CAME INSURANCE	CAME01	569.15	0.00	569.15	4070	212	569.15	Came - van insurance
14/12/2020	VII1264793DEC		CATHEDRAL	CATH01	507.00	101.40	608.40	4226	201	33.80	Cathedral- Hygiene services
								4226	101	270.40	Cathedral- Hygiene services
								4226	102	202.80	Cathedral- Hygiene services
31/12/2020	6536		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM Grounds maint Dec
31/12/2020	CMSDEC20		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	Child Maintenance Service
01/12/2020	1002982		DBFB	DBFB	325.10	65.02	390.12	4120	201	325.10	DBFB - line rental
01/12/2020	1004001		DBFB	DBFB	52.50	10.50	63.00	4233	102	52.50	DBFB Line rental SL
09/12/2020	IN228528856		EDENRED	EDENRED	309.12	3.22	312.34	4000	201	309.12	Eden Red childcare
31/12/2020	6009		NATALIE GREEN & CO.	GREE001	3,790.00	758.00	4,548.00	4050	201	3,790.00	N Green account/budgets/review

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
31/12/2020	312870		HEWITSONS	HEWT01	2,999.33	599.87	3,599.20	4055	201	2,999.33	Hewitsons Community Asset tran
31/12/2020	HMRDEC20		HMRC	HMRC01	4,982.13	0.00	4,982.13	4000	201	928.41	HMRC Dec20
								4000	101	1,457.04	HMRC Dec20
								4000	102	979.88	HMRC Dec20
								4005	201	313.99	HMRC Dec20
								4005	101	783.59	HMRC Dec20
								4005	102	519.22	HMRC Dec20
30/12/2020	132304		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4150	101	356.42	ICC Cleaning
31/12/2020	LGSS DEC 20		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSS DEC 20 Pensions
								4000	101	371.11	LGSS DEC 20 Pensions
23/12/2020	SG25424		MAC SYSTEMS	MACS01	38.00	7.60	45.60	4225	101	38.00	Mac S - Fobs for door
24/12/2020	SG25444		MAC SYSTEMS	MACS01	133.25	26.65	159.90	4225	101	133.25	Mac S Callout door rel fault
24/12/2020	NBC LEGAL		NBC	NBC01	395.00	0.00	395.00	4055	201	395.00	NBC Legal land transfer Pendle
31/12/2020	SALARIESDEC20		SALARIES	SALARIES01	13,611.88	0.00	13,611.88	4000	201	3,170.87	Salaries Dec 20
								4000	101	6,371.25	Salaries Dec 20
								4000	102	4,069.76	Salaries Dec 20
31/12/2020	0001552063		SRCL LTD	SRCL	34.36	6.87	41.23	4155	101	34.36	SRCL - waste removal
08/12/2020	231641116/033		SOUTHERN ELECTRIC	SSE01	1,129.38	225.87	1,355.25	4206	102	1,129.38	SSE ST L Elec 15.9.20-7.12.20
08/12/2020	281641215/0033		SOUTHERN ELECTRIC	SSE01	1,251.01	250.20	1,501.21	4205	102	1,251.01	SSE - Gas St L 15.9-7.12
01/12/2020	TVDEC20		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TVDEC20/TV Licensing
31/12/2020	RCO1149100		VEOLIA	V0002	379.12	75.82	454.94	4155	101	294.56	Veolia Waste
								4155	102	84.56	Veolia Waste
22/12/2020	B4-47300097		VODAFONE	VODA01	49.31	7.86	57.17	4121	101	24.66	Vodafone - Mobile Dec 20
22/12/2020	0191		DALE WILLIAMS	WILL001	258.00	0.00	258.00	4121	102	24.65	Vodafone - Mobile Dec 20
								4227	101	258.00	Williams decorate staff toilet

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
17/12/2020	INV4095		WORKS TECHNICAL	WORKS001	346.47	69.29	415.76	4220	101	346.47	The Works PDA 103c loop system
17/12/2020	INV4097		WORKS TECHNICAL	WORKS001	188.98	37.80	226.78	4220	101	188.98	The Works - portabel loop syst
31/12/2020	13725968		WORLDPAY	WORLD001	39.99	5.00	44.99	4137	201	39.99	Worldpay cc chg
TOTAL INVOICES					42,862.43	3,462.47	46,324.90			42,862.43	

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
14/01/2021	10228		AA PAT TESTING	AA02	203.68	40.74	244.42	4227	101	186.88	AA Pat testing
31/01/2021	E2013525894		ALLSTAR	ALL001	35.84	7.17	43.01	4145	212	16.80	AA Pat testing
31/01/2021	AVIVAJAN21		AVIVA	AVIVA001	183.11	0.00	183.11	4000	101	35.84	Allstar - fuel
19/01/2021	CHGJAN21		BARCLAYS	B0001	28.40	0.00	28.40	4125	201	104.64	AVIVAJAN21/AVIVA
25/01/2021	760103		BACA	BACA01	121.50	24.30	145.80	4227	101	78.47	AVIVAJAN21/AVIVA
01/01/2021	BARCLAYCARDDE		BARCLAYCARD	BCARD	643.39	92.52	735.91	4225	101	28.40	CHGJAN21/Barclays
										121.50	BACA - snow shovel, salt
										25.99	BCARD - Screwfix fittings etc
										275.00	BCARD - Travis 5 fire doors
										12.49	BCARD - Screwfix HDM leads
										1.70	BCARD - Tesco milk
										166.65	BCARD - Argos TV for reception
										24.00	BCARD - Callgroup
										21.48	BCARD - Viking tape
										116.08	BCARD - Elite Ind - Masks
										29.17	BCARD Perkins flowers
										75.00	BCARD _ Work at Height trainin
										24.00	BCARD _ Callgroup
										132.98	Bookers - vacuum cleaner/mat
										1,967.26	B Gas - Electricity 1.12-31.12
										5,130.00	Clubs for YP Oct-Dec less cred
										1,190.00	CGM grounds maintenance
										316.33	CMSJAN21/Child Maintenance Ser
										325.10	DBFB - Telephone
										52.57	DBFB call charges
										309.12	Edenred Jan
										559.90	Edmundsen elect bulbs etc
										41.00	ESPO hand towels St L

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
12/01/2021	5933678		ESPO	ESPO01	82.00	16.40	98.40	4151	101	82.00	ESPO - hand towels
14/01/2021	ALISON JAN21		ALISON GRANTHAM	GRANTHAM01	29.55	5.91	35.46	4115	201	29.55	A Grantham printer/diary
31/01/2021	6028		NATALIE GREEN & CO.	GREE001	695.00	139.00	834.00	4050	201	695.00	N Green accountancy Jan
04/01/2021	INV-2966		K & J HIRD	HH001	375.00	75.00	450.00	4150	102	60.00	Hird cleaning windows
								4227	101	180.00	Hird drainage clearing
								4227	101	135.00	Hird window preparation
31/01/2021	HMRCJAN21		HMRC	HMRC01	5,026.07	0.00	5,026.07	4000	201	928.84	HMRCJAN21/HMRC PAYE & NI
								4000	101	1,482.71	HMRCJAN21/HMRC PAYE & NI
								4000	102	997.00	HMRCJAN21/HMRC PAYE & NI
								4005	201	314.57	HMRCJAN21/HMRC PAYE & NI
								4005	101	783.67	HMRCJAN21/HMRC PAYE & NI
								4005	102	519.28	HMRCJAN21/HMRC PAYE & NI
13/01/2021	132526		INTERCOUNTY	ICCS01	21.00	4.20	25.20	4151	101	21.00	Intercounty cleaning mop
01/01/2021	132879		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4150	101	356.42	Intercounty cleaning
27/01/2021	2538		J & S POTTER	JSP01	120.00	24.00	144.00	4225	102	120.00	J&S Potter - remove bollard
31/01/2021	LGSS JAN21		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSS JAN21
								4000	101	371.11	LGSS JAN21
								4000	102	313.89	LGSS JAN21
								4006	201	808.24	LGSS JAN21
								4006	101	1,649.21	LGSS JAN21
								4006	102	1,131.22	LGSS JAN21
14/01/2021	6376/21		P B ELECTRICAL SER.	PBE001	246.00	49.20	295.20	4220	101	130.00	PB Elect flood light/rear exit
								4225	101	116.00	PB Elect repair emergency ligh
31/01/2021	SALS JAN21		SALARIES	SALARIES01	13,585.56	0.00	13,585.56	4000	201	3,184.09	SALS JAN21/STAFF SALARIES
								4000	101	6,347.53	SALS JAN21/STAFF SALARIES
								4000	102	4,053.94	SALS JAN21/STAFF SALARIES
01/01/2021	MEM233168		SLCC	SLCC01	317.00	0.00	317.00	4060	201	317.00	SLCC Full membership JG
18/01/2021	1085268288		STANNAH	ST01	223.79	44.76	268.55	4226	101	223.79	Stannah lift service 16.1-15.4
18/01/2021	92365		TRANTER	TRAN01	95.00	19.00	114.00	4226	101	95.00	Tranter fire alarm call out

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
03/01/2021	TV JAN221		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TV JAN221/TV Licensing	
31/01/2021	RCO1151236		VEOLIA	V0002	372.12	74.42	446.54	4155	101	287.56	Veolia Jan 21 waste	
22/01/2021	B4-478354167		VODAFONE	VODA01	50.12	8.02	58.14	4155	102	84.56	Veolia Jan 21 waste	
								4121	101	25.06	Vodafone Jan	
14/01/2021	INV4096		WORKS TECHNICAL	WORKS001	1,099.41	219.88	1,319.29	4220	101	1,099.41	The Works Signet Amplifier	
31/01/2021	140287556		WORLDPAY	WORLD001	39.99	5.00	44.99	4137	201	39.99	Worldpay - charges	
TOTAL INVOICES								38,610.33	2,829.41	41,439.74	38,610.33	



Duston Parish Council
Grant Application Form

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

DUSTON VILLAGE HALL

(If funding is approved the cheque will be made payable to the above)

Address – where organisation/individual is based:

Contact Name:	ELAINE WRIGHT
Position:	CHAIRMAN
Address:	136 MAIN ROAD
Postcode:	NNS 6RA
Email:	neltballwright@btinternet.com
Daytime Phone:	07831 195853
Website:	—

These contact details will be used for all correspondence relating to any grant.

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

Is it a registered charity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "yes", please provide the number	222267	

Is it a charitable company limited by guarantee?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

Provide a brief outline of what your organisation does.

Duston Village Hall provides a superb venue for several groups for the people of Duston (+ further afield) to use for example, exercise groups, pilates groups line dancing groups, social dancing groups Karate groups, Tai chi groups, German Shepherd dog training, + all dog breed groups Mums + Tots group.

When was the organisation formed?	December 1923
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Duston Parish Council Grant Application Form

Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose
/		

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give a brief description of the activities for which the grant is sought:

The Village Hall requires a new boiler as the old one is breaking down several times due to old age

<p>Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).</p>	<p>All the said Hall user groups will benefit - this will include approximately 100+ users of the hall.</p>
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<p>Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:</p>	<p>/</p>
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<p>How do you know there is a need for the work for which a grant is being requested?</p>	<p>Boiler not able to be repaired</p>
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ALGIS

6 SYCAMORE ROAD
OLD DUSTON
NORTHAMPTON
NN5 6JS

PETRUSEVICIUS

CARPENTRY

HOME TEL: 01604 759064
MOBILE: 07976667837

Other work undertaken – uPVC Windows/Doors/ Fascia
/Soffits/Guttering etc Conservatories & Base Work.

OUR REF Estimate 09/12/2020

YOUR REF.

Duston Village Hall
Sycamore Road
Old Duston
Northampton
NN5 6JS

ESTIMATE

Plumbing Estimate (Brington Welding) 07886690476

1. Remove old boiler
2. Supply and fit New boiler
3. Reposition any pipework needed pipework
4. Remove rubbish and dispose off

New Boiler +Materials + Labour £2600.00



Duston Parish Council
Grant Application Form

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Please tell us how you will make a difference – what are the benefits of your activity?	All groups that use the hall offer great sessions in exercise etc plus as previous listed.
---	--

Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?	The new wailer will allow <u>all</u> groups to continue re hearing net breaking down continually.
---	---

4. FINANCIAL DETAILS:

How much money are you requesting from Duston Parish Council?	£ 1000-00
---	-----------

Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc **and provide evidence** by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
New Vaillant Boiler			
+ fitting etc.	2600-00	1000-00	Hall.
Total	£2600	£1000	£1600

(quote included)



Duston Parish Council Grant Application Form

5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loads received or applied for, including the sum which you have requested from this application).

DPC Grant (this application)	£ 1000 - 00
Northampton Borough Council Grant	£ /
Northampton County Council Grant	£ /
Other Grants (please specify)	£ /
Existing Funds	£ 1600 - 00
Fund Raising	£
Other (please specify)	£
TOTAL	£ 2600 - 00

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

As Covid struck the use of Hall the forthcoming AGM February 2021 will not be taking place - The new Treasurer is in the process of preparing the annual accounts report for December 2020
Please see A/c report as at Dec 2019.

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.

The Hall will be re-opening when legally able to - so at present the hall next for March - July 2020 + November 2020 were not collected as not able to operate - And at present (Jan 2021) the hall is closed awaiting influenza re when able to open.



Duston Parish Council Grant Application Form

7. DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council".

Signed	<i>Haine Wright</i>
Name (please print)	<i>H A I N E W R I G H T</i>
Position	<i>CHAIRMAN</i>
Date	<i>January 14 2021</i>

Please return your completed form to the address below:

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Duston Village Hall - Statement of Income and Expenditure

For the period of 1st January 2019 to 31st December 2019

<u>2018</u>	<u>Income</u>	<u>2019</u>	<u>2018</u>	<u>Expenditure</u>	<u>2019</u>
£ 5,766.00	Lettings	£ 6,208.70	£ 2,109.73	Utilities	£ 2,283.97
£ 1,635.00	Private Hire	£ 1,065.00	£ 880.00	Caretaker	£ 720.00
£ 420.00	Donations	£ 218.36	£ 200.00	Accountant / Honourarium	£ 310.00
£ 3,031.08	Fund Raising	£ -	£ 496.99	Insurance	£ 506.47
£ 750.00	Grants	£ -	£ 2,366.25	Repairs/Maintenance	£ 1,694.76
£ 9.98	Bank Interest	£ 6.49	£ 129.43	Sundries/Cleaning	£ 219.46
£ -	Sundries	£ -	£ 72.72	Rates	£ 67.34
				Tax on Interest/bank charges	£ -
				Deposit returns	£ -
<u>£ 11,612.06</u>	Total Income	<u>£ 7,498.55</u>	<u>£ 6,255.12</u>	Total Expenditure	<u>£ 5,802.00</u>
	2018 Profit/loss	£5,356.94		2019 Profit/loss	£ 1,696.55


<u>Current Assets</u>	<u>2018</u>	<u>2019</u>
BANK BALANCE - HSBC Current Account	£ 3,871.22	£ 1,155.25
BANK BALANCE - Treasurer's Trust Account	£ 11,445.45	£ 16,239.94
Cash On Hand	£ 594.54	£ 212.57
Sub-Total	<u>£ 15,911.21</u>	<u>£ 17,607.76</u>

BANK BALANCE - HSBC BMM Account		
BANK BALANCE - COIF Charities account	£ 100.52	£ 100.94
Sub-Total	<u>£ 16,011.73</u>	<u>£ 100.94</u>

<u>Receivables</u>	<u>2018</u>	<u>2019</u>
TOTAL ASSETS	<u>£ 16,011.73</u>	<u>£ 17,708.70</u>

<u>Current Liabilities</u>	<u>2018</u>	<u>2019</u>
Payables	£ -	£ -
NET ASSETS	<u>£ 16,011.73</u>	<u>£ 17,708.70</u>

The above is a true statement of account for the period 1st January 2019 to 31st December 2019


.....
- Treasurer

The above statement of account has been checked and audited by

.....

BRITISH
LIBRARY



Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Full Council

Date: 4th March 2021

Agenda Item: 138. Transfer of Footpath and Right of Way on Timken Estate

1. Purpose

1.1 To consider the transfer of the access road at Rose Villa Farm and footpath at Alfred Knight Close

2. Background

2.1 On August 20th 2020 Council decided to proceed with adoption of the old Gatehouse at Rose Villa Farm and the Timken Gates on Main Road. This is currently in progress.

2.2 As a result, David Wilson Homes (DWH) have now asked whether Duston Parish Council would be interested in adopting the Right of Way on which the Gatehouse directly sits, and the footpath adjacent to the Timken Gates.

2.3 These assets have yet to be offered to a management company. For some time Council has had concerns regarding the management of public spaces on new housing developments in the parish, and specifically in relation to uncapped fees charged to local residents. Should Duston Parish Council decline the offer then they are likely to be offered to a management company.

2.4 The Right of Way and footpath will not be adopted by County Council Highways. DWH do not wish to spend the very significant sums needed to meet the high criteria of public highway. There is no requirement or expectation for them to become an adopted Highway. However, it can remain as a right of way and a footpath as it is currently used.

2.5 The right of way and the footpath once belonged to British Timken and were sold (along with the rest of the site) to David Wilson Homes.

3. Issues

3.1 DWH are willing to transfer funds with any transfer.

3.2 If the right of way at Rose Villa Farm goes to a management company or alternative private ownership it could make access to the Gatehouse the Parish Council will adopt in the near future more difficult.

3.3 The right of way allows for both pedestrian (to the Timken Estate) and residential access (to Rose Villa Farm).

3.4 The footpath joins up footpaths on Main Road, Timken Way South and Alfred Knight Close. Main Road and Timken Way South are public highways. Alfred Knight Close is subject to ongoing discussions between DWH and the Highways Authority. The majority of roads and footpaths on the Timken Estate have now been adopted by Highways.

3.5 There is no drainage to maintain on either the right of way or footpath. On the right of way there is a street light owned by Northamptonshire County Council.

4. Recommendations

4.1 Council is being asked to decide if it would like officers to proceed with the appropriate checks and discussions relevant to the transfer of these assets in order to properly inform Council. Council is not, at this point in time, being asked to agree to either transfer.

4.2 Council is recommended to:

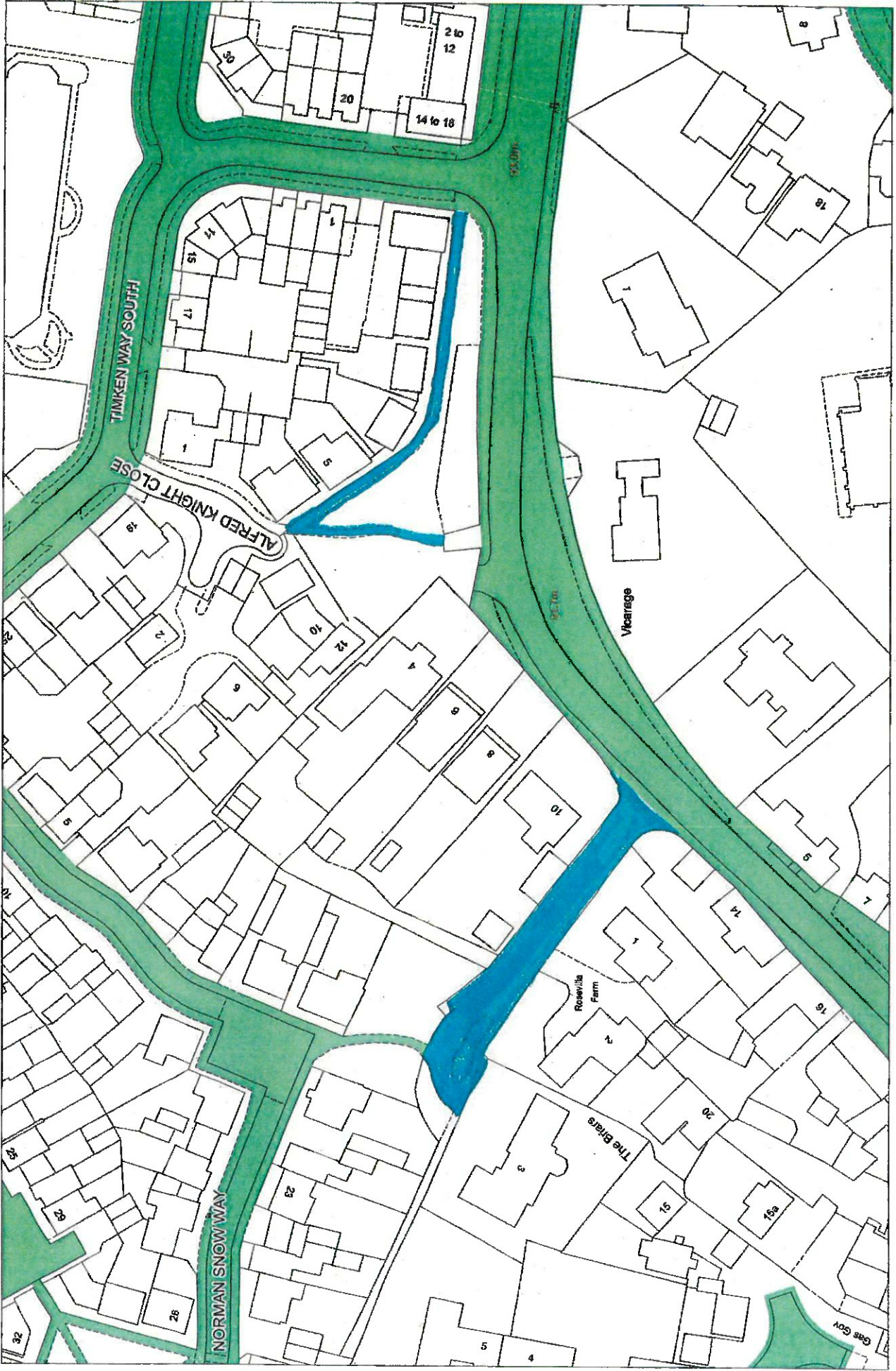
- a. Instruct the Clerk to undertake more detailed discussions with DWH regarding the transfer of the access road at Rose Villa Farm.
- b. Instruct the Clerk to undertake more detailed discussions with DWH regarding the transfer of footpath at Alfred Knight Close.

Report Author
Gary Youens – Deputy Clerk

GREEN = HIGHWAYS LAND BLUE = PROPOSAL

Extent of publicly maintained highway - Main Road, Duston, Northampton

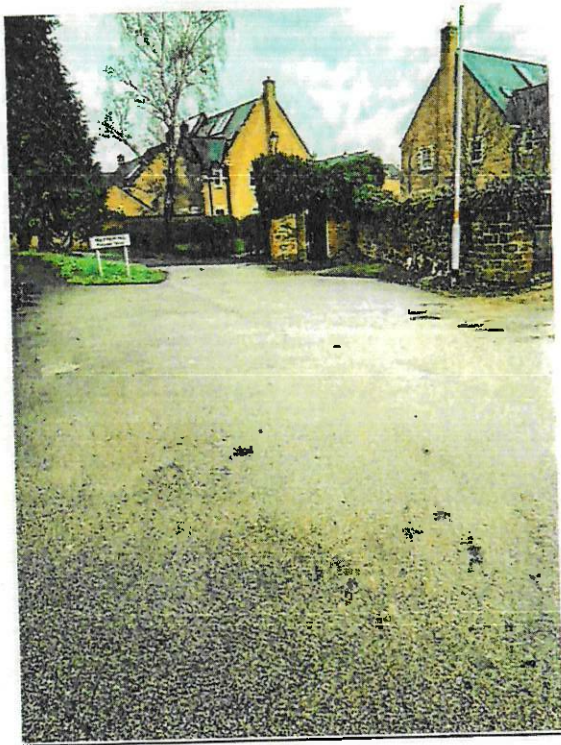
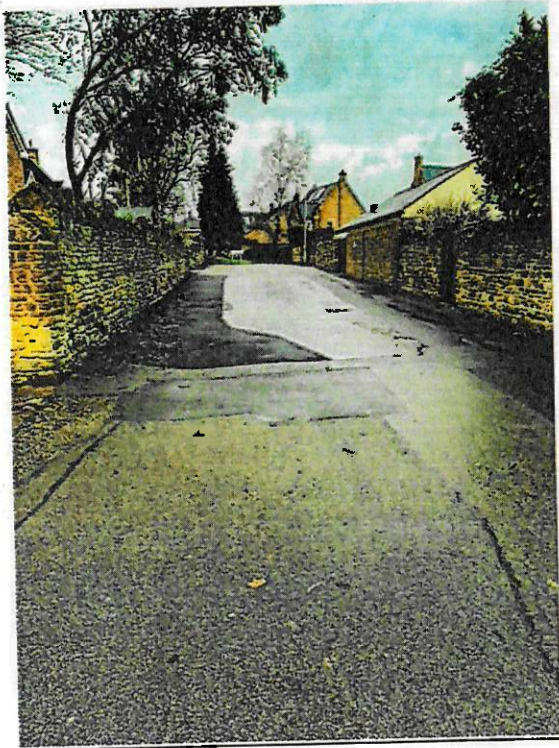
Scale 1:1000 @ A4



Footpath Alfred Knight to Main Road



Off Main Road – Rose Villa





Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Full Council

Date: 4th March 2021

Agenda Item: 141. Covid Commemoration

1. Purpose

1.1 To receive the recommendation from Engagement & Environment Committee that Duston Parish Council purchases 3 benches to commemorate the Covid-19 pandemic.

2. Background

2.1 At its meeting on 18th August the Engagement and Environment Committee agreed to recommend to Full Council three new benches in Duston to commemorate the Covid-19 pandemic.

2.2 The purchase and installations of three benches was agreed in order to provide separate points of commemoration around the parish. The three areas were

- Old Duston
- Limehurst Square / Newton Road area
- Weggs Farm Road / St Giles Park area

2.3 Each bench would also have a commemorative plaque.

3. Issues

3.1 Benches located in residential areas can lead to complaints of noise. If a new bench is to be placed in a residential area consultation with adjoining residents may be necessary.

3.2 To place a new bench on Highways land requires all adjoining residents to agree. In addition, Highways require an underground utilities search and an accredited street works fitter to undertake the work.

3.3 The most appropriate places identified are:

- At a bus stop where there is currently no bench (or a bench which requires replacement)
- A Park / Open Space
- In a largely non-residential area

4. Finance

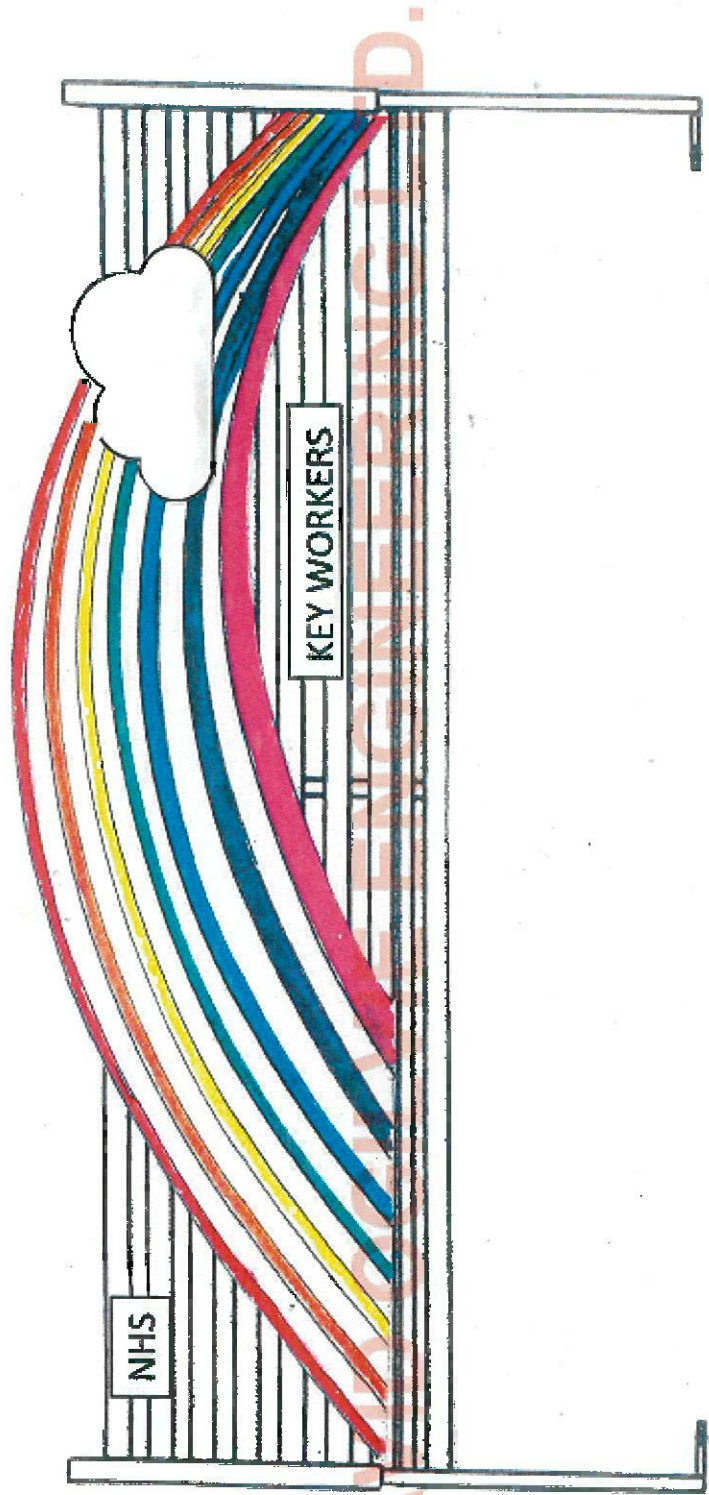
4.1 Benches are priced between £1,000 and £1,500 each plus VAT.

5. Recommendations

5.1 Council is recommended to agree:

- a) To the placement of three commemorative benches in East, Central and West Duston.
- b) To delegate to the Clerk, in consultation with two named councillors, to arrange for the purchase and installation of three benches and plaques in appropriate locations in the parish.

Author
Gary Youens – Deputy Clerk



NHS

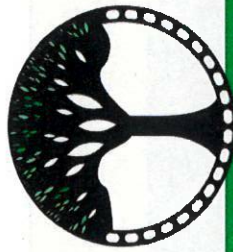
KEY WORKERS

DAVID PEARSON LTD.

THANK YOU







DUSTON PARISH COUNCIL

Council Resolution Action Progress Report (2019 - Onwards)

DATE	ITEM	DECISION	STATUS
10th May 2019	11	To renew the annual subscription to NALC/NCALC	Subscription Renewed
6th June 2019	22a	Duston Parish Council to purchase equipment directly	Equipment Purchased
6th June 2019	22c	To ask the Boys Brigade to seek three quotes prior to approval	Information requested
6th June 2019	27	To delegate to the Clerk responsibility to consider improvements to the Parish Council website	Work to commence in 2020/21 financial year
6th June 2019	28a	To establish a working party to consider estate management fees which would report back to Council in September 2019	Working party set up and report on September agenda
6th June 2019	28b	To write to the owners of the green spaces of Prestbury Court and Timken Estate to see if the land could be transferred to the Parish Council	Letters sent 10/06.19 and council notified by email
6th June 2019	31b	The Clerk to draft an updated communications policy	Presented to Council 7.11.19
6th June 2019	34b	To delegate responsibility for agreeing a lease to the Clerk, in consultation with the Chairman and Internal Controls Councillor	Terms Agreed with Tenant
4th July 2019	42a	Not to approve the grant application from Duston Library but instead offer to pay the invoice	Invoice paid
4th July 2019	42c	To approve the grant application from the Boys Brigade	Grant paid
4th July 2019	43	To approve the replacement and refurbishment of play equipment at Grafton Way Park	Play equipment installation completed 30.10.19
4th July 2019	44a	To replace the bus stop bench on Weggs Farm Road with a butterfly commemorative bench	Installed 18.10.19
4th July 2019	44b	To place a Happy to Chat plaque in the Rose Garden	Plaque installed
5th September 2019	61b	The Clerk to write to the Chief Constable asking him to come to Duston	Letter Sent

5th September 2019	66	To delegate responsibility to the Clerk to review current staffing arrangements and make any necessary changes in line with current council policies, budgets and employment legislation.	In Progress
5th September 2019		To send letters as detailed in report recommendations	Letters sent
5th September 2019	70	To write into the review of the West Northamptonshire Joint Core Strategy the need for affordable housing.	Submission made
5th September 2019	73	To seek permission to install a commemorative bench on Main Road outside the co-op, near Woodley Chase	Permission sought but refused by Highways Dept, NCC
5th September 2019	74	Clir Clarke would meet the Clerk to discuss ideas on future events	Met 23/9/19
3rd October 2019	79	To invite the Police to Duston	Letter sent and response received 22/10/19
3rd October 2019	84	To adopt three public phone boxes and install defibrillators and 999 facilities	Confirmation of adoption received from BT 3/1/2020
3rd October 2019	86	Request that NBC refurbish play equipment in Haydown Green	Request submitted, NBC are looking into the project
3rd October 2019	87	Clerk to write to Co-Op and Squirrels Inn owners regarding public access to car park	Letters sent
3rd October 2019	89	Clerk to contact Woodland Trust with a view to tree planting programme	Initial meeting held 12/11/19
7th November 2019	100	Clerk to report back to Council	Report to Council in Feb 2020
7th November 2019	104	The Clerk to pass on the comments made by Members to NCALC	The Clerk spoke to Danny Moody on 13/11/19
14th November 2019	109	The Clerk to contact the Probation Service about using the Community Payback scheme for litter picking in Duston	The Probation Service require specific submissions for projects, which will be incorporated into DPC's 2020 Bloom arrangements
5th December 2019	120	To amend the 2019/20 meeting calendar so that 5th December, 9th January, 6th February and 5th March meetings begin at 2pm	Arrangements made 14/11/19
9th January 2020	126	The Clerk would circulate to councillors by email the starting and current figures for the three loans the parish council has with PWLB	Emailed 3/1/2020
9th January 2020	130	Clerk to forward details of Police incident website to members	Emailed 31/1/2020
9th January 2020	132	Cheque issued to Northampton Express Bowls Club	Sent 24/01/2020
9th January 2020	132	Precept Letter sent to NBC	Sent 13/01/2020

6th February 2020	143	Cheque prepared for Duston Village Hall	21/02/2020
6th February 2020	146	Establish Tree Planting Working Party	First meeting held on 21/02/20
6th February 2020	148	The Clerk to undertake preliminary work regarding parking on Eastfield Road	Work Underway
6th February 2020	149	Wrenbury Road Litter Bin	Work Underway
6th February 2020	151	Establish Northampton Local Heritage List working party	First meetings held on 21.02.20
5th March 2020	162	Grants payments approved	Payments made by bank transfer
5th March 2020	165	To arrange lease for reception of Duston Community Centre	Lease signed
11th June 2020	24	Engagement and Environment Committee formed	Fist meeting has taken place
11th June 2020	25	Rename Duston Community Centre "The Caswell Centre"	Signage ordered
20th August 2020	41	Transfer of land, North of Bants Lane	In Progress
20th August 2020	42	Transfer of Errington, Grafton Way, Melbourne and Mendip Parks	In Progress
20th August 2020	43	Transfer of British Timken Heritage Features	In Progress
20th August 2020	44	Transfer of Strip of Land, Pendle Road	In Progress
10th September 2020	56	Write to Tesco raising the issue of litter in and around Limehurst Square	Letter Sent
1st October 2020	64	Grants payments approved	Payments made by bank transfer
1st October 2020	66	Submit Consultation on Virgin & Charge 2 Consultation	Submitted online October 2020
1st October 2020	68	Approve Planning Committee Response on Planning Reform	Submitted online October 2020
1st October 2020	71	Set up Wellbeing Working Party	Met in November 2020
1st October 2020	72	Maintenance of Paths and Alleyways in draft budget	Presented to Council Dec 2020
5th November 2020	84	Grant payment approved	Payments made by bank transfer
5th November 2020	85	Outsource of alcohol sales to Café	Tenant Notified
5th November 2020	86	Award Scheme	Approved and prepared for 2021
3rd December 2021	96	Grant Application Approved	Payment delaid due to issues with applicants bank
3rd December 2021	97	Report of the tree planting working party	Proposals being researched
3rd December 2021	102	HIMOs	Planning Committee met and reported to council
14th January 2021	111	Precept Approved	Precept request sent to NBC
14th January 2021	112	Police Bike Funding	Police informed and bike ordered
14th January 2021	113	Appointment of Police Liaison Representative	Clerk registered as council rep
4th February 2021	127	Grant Application Approved	Payment made by bank transfer
4th February 2021	128	Report of the Wellbeing Working Party	In progress



Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Full Council

Date: 4th March 2021

Agenda Item: 139. Committee Terms of Reference

1. Purpose

1.1 To agree amendments to the council's standing orders to reflect committee changes agreed by Council in January 2021.

2. Background

2.1 On 4th February 2021 Council resolved to adopt the recommendations contained in the report of the Wellbeing Working Party.

2.2 The report recommended that the environmental responsibilities of the Engagement and Environment Committee be moved to the Planning Committee, which would then be known as the Planning and Environment Committee.

2.3 It also recommended that the Engagement and Environment Committee be known as the Engagement and Wellbeing Committee, and that the terms of reference be amended to emphasise the committee's role in wellbeing.

2.3 Council wished for the changes to be formalised as soon as possible, but that the changes would not take effect or be included in standing orders until the Annual Meeting in May 2021.

2.4 The terms of reference for the Planning and Environment Committee to read:

"Membership: The Committee comprises of no more 6 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

Chairman & Vice-Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice-Chairman.

Voting: Decisions must be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

Meetings: As per the meeting calendar or as considered necessary by the Chair and Clerk.

Power to Spend: To spend within the budget as allocated to the Planning and Environment Committee by Full Council.

Delegated Responsibilities:

- a) Make observations on behalf of the Parish Council on planning applications and development plans within Duston, Northampton and West Northamptonshire, and within the area of adjoining authorities, where Duston is affected, directly or indirectly.*
- b) To make representations to the Local Planning Authority on applications for planning permission.*
- c) To make representations in respect of appeals against the refusal of planning permission. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.*
- d) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations*
- e) To respond to Highway and Rights of Way consultations*
- f) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning and Environment Committee.*
- g) To make recommendations to Full Council on the following:*
- h) In respect of representations to Northampton Borough Council in support of any planning application at odds with policies in the Local Plan.*
- i) To make recommendations to Full Council in relation to any arrangements between the parish council and the planning authority regarding the involvement of the parish council in the discharge of planning functions.*
- j) To consider management of trees, green spaces, playgrounds and parks as applicable to the parish council.*
- k) To oversee the war memorial.*

The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Planning and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report."

2.5 The terms of reference for the Engagement and Wellbeing Committee to read:

"The Committee comprises no more than 6 councillors. The quorum for the Committee shall be no less than 3 councillors. Membership of the Committee shall be decided by Full Council.

The Chairman and Vice Chairman shall be appointed by Full Council.

Voting will be by a majority vote. In the case of an equal vote the committee Chairman shall have the casting vote.

Meeting schedule to be agreed by Annual Council, and then as considered necessary by the Chairman and Clerk.

Delegated Responsibilities:

- a) To consider engagement, wellbeing and events.*
- b) To consider the social and economic wellbeing and development of the parish.*
- c) To make recommendations to Council on the formulation of policy, as necessary, in relation to the Committee's role.*
- d) To discharge all other aspects of its role and functions in accordance with relevant legislation, council policies and decisions of Full Council.*

The committee shall have the power to recommend to Council the establishment of working parties as required to fulfil its role. Any working parties would be subject to the normal rules set out in the Council's Standing Orders and would report to the committee."

3. Recommendations

3.1 Council is recommended to:

- Approve the amendments listed above for implementation and inclusion in the standing orders from 20th May 2021.

Author
Justin Gleich – Parish Clerk