



DUSTON PARISH COUNCIL

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

FULL COUNCIL

28th July 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 5th August 2021 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Deputy Clerk, Duston Parish Council

AGENDA

50/21. To receive apologies for absence

51/21. To receive and approve the minutes of the meeting held on 8th July 2021 (APPENDIX A)

52/21. 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*).

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

53/21. 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).

54/21. Police Report

- To receive the Police Report for the last period (APPENDIX B – To Follow).

55/21. Bank Reconciliations

- To approve bank reconciliations for May 2021 (APPENDIX C)

56/21. Invoices for Approval

- To approve invoice payments for May 2021 (APPENDIX D)

57/21. Data Protection / Data Breach Policy

- To approve the Data Protection & Data Breach Policy (APPENDIX E)

58/21. Model Publication Scheme

- To approve the Publication Scheme for Duston Parish Council (APPENDIX F)

59/21. Communications Policy

- To approve the Communications Policy (APPENDIX G)

60/21. Grant Policy

- To approve the revised Grants Policy and Form. Changes highlighted in red (APPENDIX H)

61/21. Record Retention Policy

- To approve the Record Retention Policy (APPENDIX I)

62/21. To consider appointing Northants DPO CALC Service as Council's Data Protection Officer**63/21. Replace 3 wooden windows at St Luke's Centre**

- To replace three wooden windows like for like at St Luke's Centre, Main Road, Duston.

64/21. Asset Transfers Update

- To note the update on the possible transfers of allotments, parks and open space from West Northamptonshire Council (APPENDIX J).

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Pendle Road
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FULL COUNCIL

MINUTES 8th July 2021

CHAIRMAN:

Councillor Pape, in the Chair

PRESENT:

Cllrs Bottwood, Enright-King, Ellis-Clark, Maitland, Hinch, Golby, Barnes, Roper, Ingram, Stonehouse

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

30. Apologies

- Council received apologies from Cllr King.

31. Minutes of the meeting held on 3rd June 2021

- Council resolved to approve the minutes - (APPENDIX A)

32. Declarations of Interest

- There were none

33. Public Participation Session

- Iain Liddon addressed the Council.

34. Police Report

- Council received the Police Report for the last period (APPENDIX B).

35. Bank Reconciliations

- Council resolved to approve the bank reconciliations for April 2021 (APPENDIX C)

36. Invoices for Approval

- Council resolved to approve the invoice payments for April 2021 (APPENDIX D)

37. Standing Orders

It was RESOLVED:

- a) To approve the Standing Orders (APPENDIX E)
- b) To change the name of "Personnel Sub-Committee" to "Human Resources Sub-Committee".

38. Appointment of Internal Control Councillor

- It was resolved to appoint Cllr Miles Barnes as the Internal Controls Councillor.

39. Appointment of Members to Conduct the Clerk's Annual Appraisal

- It was resolved to appoint Cllrs Pape, Bottwood & Maitland to conduct the Clerk's Annual Appraisal.

40. Committee Membership

It was RESOLVED:

To appoint the following members to the Standing Committees

- a) Planning Committee: Cllr Ingram (Chair), Cllr Hinch (Vice-Chair), Cllr Bottwood, Cllr Barnes
- b) Environment Committee: Cllr Enright-King (Chair), Cllr King (Vice-Chair), Cllr Ennis-Clark, Cllr Ingram, Cllr Maitland
- c) Engagement & Wellbeing Committee: Cllr Maitland (Chair), Cllr Stonehouse (Vice-Chair), Cllr Golby, Cllr Roper, Cllr Ennis-Clark

41. Grant Policy

It was RESOLVED:

- (a) To approve the grants awarding policy subject to changes (APPENDIX F)

- (b) To delegate to the Clerk to make changes that make it clear other non-profit organisations can apply. This will be done in consultation with Cllr Hinch.

42. Four Year Action Plan

It was RESOLVED:

- a) To create a four year action plan (APPENDIX F)
- b) To ask each Standing Committee for their priorities and input
- c) To report back to Council in the Autumn / Winter

43. Fly-Tipping

- Council resolved to pass this to the Environment Committee to consider recommendations

44. Gender Neutral Language

It was RESOLVED:

- A letter from Duston Parish Council will be sent to NCALC asking them to lobby for a change in the Local Government Act 1972 to make language gender neutral.

The meeting concluded 20:58

Date: 07/07/2021

Duston Parish Council

Page 1

Time: 17:41

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/05/2021	5	74,198.52
			<u>74,198.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			74,198.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			74,198.52
		Balance per Cash Book is :-	74,198.52
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/05/2021	5	674,084.92
			<u>674,084.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			674,084.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			674,084.92
		Balance per Cash Book is :-	674,084.92
		Difference is :-	0.00

31.5.21	Float Per count 20 10 5 2 1 5.00 0.5 0.2 1.40 0.1 0.10 0.05 0.45 0.02 0.01 <u>0.13</u> 7.08 IN TIN
In safe	0.00
	<u>7.08</u>
	0.00

Reconciliation to RBS

In tin b'wd 1.5.21	7.08	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
	<u>7.08</u>	
Cash paid out in month	<u>0.00</u>	
= Cash in tin 31.5.21	7.08	0.00
Balance per RBS 31.5.21	<u>7.08</u>	

Petty cash expenses paid

Ref	Description	£
		<u> </u>
		<u> </u>

**Bank Reconciliation Statement as at 31/05/2021
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	31/05/2021	5	37.91
			<u>37.91</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37.91
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			37.91
		Balance per Cash Book :-	37.91
		Difference is :-	0.00

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

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	
12/05/2021	119145		1ST REACTION	1ST001	85.00	17.00	102.00	4225	102	85.00	1ST Reaction 2 fobs
06/05/2021	8905663		ANGLIAN WATER	ANGL01	977.97	0.00	977.97	4207	102	977.97	Wave ST L 8.2.21-5.5.21
31/05/2021	AVIVAMAY21		AVIVA	AVIVA001	183.11	0.00	183.11	4000	101	104.84	Aviva May 21
13/05/2021	BCARDMAY21		BARCLAYCARD	BCARD	1,434.73	278.04	1,712.77	4227	101	78.47	Aviva May 21
								4225	101	116.66	Bcard - Vacuum
								4116	201	15.48	Bcard postage
								4019	201	25.00	Bcard Health & Safety book
								4115	201	145.00	Bcard - printing letterheads..
								4120	201	28.80	Bcard - Callgroup
								4220	102	381.00	Bcard, Off Furn, alum showcase
								4249	211	414.00	Bcard Broxap 'Borth' bench
07/05/2021	0217675		BOOKERS	BOOKERS01	44.96	8.99	53.95	4151	101	44.96	Booker cleaning materials
04/05/2021	955750010		BRITISH GAS	BRIT01	1,463.79	292.75	1,756.54	4206	101	1,463.79	BGAS Electric 1.4.21-30.4.21
31/05/2021	6858		COMPLETE GROUND MAN.	CGM001	330.00	66.00	396.00	4226	211	330.00	Complete GM - Errington/Tesla
31/05/2021	CMSMAY21		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CMSMAY21/Child Maintenance Ser
14/05/2021	8720		COMMUNITY HEARTBEAT	COMM001	183.83	32.17	216.00	4128	211	183.83	Com Heart emergency phone rent
07/05/2021	CONST		CONSTRUCTION SPECIAL	CSL001	166.97	0.00	166.97	103	0	166.97	Refund from Construction Speci
31/05/2021	4110		DA HEATING LTD	DA001	1,276.00	255.20	1,531.20	4227	101	1,276.00	DA Heating repipe gas on roof
28/05/2021	S095724		DATS PRINT SERVICES	DATS001	140.00	28.00	168.00	4128	215	140.00	Dats Print vinyl banner
01/05/2021	210500067281		DBFB	DBFB	52.50	10.50	63.00	4160	102	52.50	DBFB line rental St L
01/05/2021	210500067346		DBFB	DBFB	325.10	65.02	390.12	4120	101	325.10	DBFB Telephone/broadband
04/05/2021	6026671		ESPO	ESPO01	101.50	20.30	121.80	4151	101	101.50	ESPo toilet rolls
31/05/2021	6119		NATALIE GREEN & CO.	GREE001	3,255.00	651.00	3,906.00	4050	201	3,255.00	N Green accounts, AGAR,audit
18/05/2021	INV-3479		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	K J Hird - cleaning windows
								4150	102	30.00	K J Hird - cleaning windows
31/05/2021	HMRCMAY21		HMRC	HMRC01	4,985.22	0.00	4,985.22	4000	201	922.76	HMRCMAY21/HMRC PAYE & NI
								4000	101	1,466.96	HMRCMAY21/HMRC PAYE & NI

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

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	
01/05/2021	135899		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	IC cleaning DCC
12/05/2021	135944		INTERCOUNTY	ICCS01	21.00	4.20	25.20	4151	101	21.00	IC cleaning mops
31/05/2021	LGSSMAY21		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSS pension May 21
21/05/2021	21/22 NJ5005		N'PTONSHIRE ACRE	NA001	35.00	0.00	35.00	4060	201	371.11	LGSS pension May 21
11/05/2021	INV-1270		NCALC	NCALC01	30.00	0.00	30.00	4019	201	30.00	Northants Acrc
10/05/2021	6397/21		P B ELECTRICAL SER.	PBE001	364.00	72.80	436.80	4227	102	364.00	NCalc Intro VAT GY
10/05/2021	6398/21		P B ELECTRICAL SER.	PBE001	550.00	110.00	660.00	4227	101	550.00	PBElec St Lukes outside lights
05/05/2021	529865		PERKINS FLORISTS	PERK01	80.00	16.00	96.00	4128	215	80.00	PB Eice Hall new lights
04/05/2021	002		PHASE DESIGN	PHASE001	1,039.00	0.00	1,039.00	4225	101	1,039.00	Perkins - plants
31/05/2021	SALARYMAY21		SALARIES	SALARIES01	13,606.64	0.00	13,606.64	4000	201	3,180.41	Phase - hot water heater repla
31/05/2021	0001601004		SRCL LTD	SRCL	68.72	13.74	82.46	4155	101	68.72	SALARYMAY21/STAFF SALARIES
01/05/2021	TVMAY21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	SALARYMAY21/STAFF SALARIES
31/05/2021	RCO1161811		VEOLIA	V0002	458.15	91.63	549.78	4155	101	352.45	SALARYMAY21/STAFF SALARIES
22/05/2021	B4-496325869		VODAFONE	VODA01	49.80	7.96	57.76	4121	101	24.90	3.90 SALARYMAY21/STAFF SALARIES
17/05/2021	0000813809		WICKSTEED	WICKSTE001	271.25	54.25	325.50	4225	211	271.25	SRCL waste removal
											TVMAY21/TV Licensing
											Veolia waste May
											Veolia waste May
											Vodafone May
											Vodafone May
											Wicksteed cradle seat

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

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		
31/05/2021	0000813938		WICKSTEED	WICKSTE001	480.00	96.00	576.00	4226	211	480.00	Wicksteed inspect play equip	
31/05/2021	154608962		WORLDPAY	WORLD001	39.99	5.00	44.99	4137	201	39.99	Worldpay credit card	
TOTAL INVOICES								37,357.75	2,283.40	39,641.15	37,357.75	



DUSTON PARISH COUNCIL

Data Protection Policy

The Data Protection Policy

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

General Data Protection Regulations (GDPR)

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

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

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

- **Data is processed in accordance with the rights of individuals**

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

- **Data is kept securely**

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

Storing and accessing data

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

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

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

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

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

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

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

Confidentiality

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

Data Breach Policy

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

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

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

Consequences of a personal data breach

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

Duston Parish Council’s duty to report a breach

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

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

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

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

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

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

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

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

Data processors duty to inform Duston Parish Council

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

Records of data breaches

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

How to Record Data Breaches

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

To report a data breach use the ICO online system:

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



Information available from Duston Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".



Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard Copy Email Website</p>	<p>20p per sheet Free Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy Email Website</p>	<p>20p per sheet Free Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy Email Website Notice Boards</p>	<p>20p per sheet Free Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy Email Website Notice boards</p>	<p>20p per sheet Free Free Free</p>
<p>Staffing structure</p>	<p>Hard Copy</p>	<p>20p per sheet Free</p>

	Email Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	20p per sheet
Finalised budget	Hard Copy Email	20p per sheet Free
Precept	Hard Copy Email	20p per sheet Free
Borrowing Approval letter	Hard Copy Email	20p per sheet Free
Financial Standing Orders and Regulations	Hard Copy Email	20p per sheet Free
Grants given and received	Hard Copy Email	20p per sheet Free
List of current contracts awarded and value of contract	Hard Copy Email	20p per sheet Free
Members' allowances and expenses	Hard Copy Email	20p per sheet Free



<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	<p>Hard copy Email</p>	<p>20 p per sheet Free</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard Copy Email</p>	<p>20p per sheet Free</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<p>Hard Copy Email Website</p>	<p>20p per sheet Free Free</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard Copy Email Website Notice boards</p>	<p>20p per sheet Free Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard Copy Email Website</p>	<p>20p per sheet Free Free Free</p>

Code of Conduct Policy statements			
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	ALL Hard Copy Email	20p per sheet Free	
Information security policy	Hard Copy Email	20p per sheet Free	
Records management policies (records retention, destruction and archive)	Hard Copy Email	20p per sheet Free	
Data protection policies	Hard Copy Email	20p per sheet Free	
Schedule of charges (for the publication of information)	Hard Copy Email	20 per sheet Free	
Class 6 – Lists and Registers	(hard copy or website; some information may		



Currently maintained lists and registers only	only be available by inspection)	20p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	20p per sheet
Assets register	Hard Copy Email	20p per sheet Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy Email	20p per sheet Free
Register of members' interests	Hard Copy	20p per sheet
Register of gifts and hospitality	Hard Copy	20p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	ALL Hard Copy Email	20p per sheet Free
Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		



Public conveniences	
Agency agreements	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: Parish Clerk, Duston Parish Council, Duston Community Centre, Pendle Road, Duston, Northampton, NN5 6DT
SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (In Colour)	Actual cost *

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority



Communications Policy

1. Introduction

Duston Parish Council has an obligation to engage effectively with its residents, partners, members, employees and other stakeholders.

The overall aim is to make Council communications a two way process: to give people the information to understand accurately what we do, while also enabling the Council to make informed decisions using information received from residents and stakeholders. This policy is supported by the Council Publication Scheme.

2. Why is communication important?

Achieving the Council's aims and objectives requires good communication with every individual, group and organisation we work with, or provide services for. An important part of our role is to ensure that information provided is easily accessible, relevant and timely.

Duston Parish Council through good communication will understand and better meet the needs of residents and the community, whilst also raising the profile of the village and the Parish Council.

3. What should the Council be communicating?

Duston Parish Council aims to externally communicate the following:

- Information about our decisions
- Advice about our services and functions
- Information about the Council's finances

- The work of the voluntary and community sector in Duston
- Public consultations and public inquiries relevant to Duston
- Advocating Duston interests to West Northamptonshire Council and other public sector bodies
- Being an effective voice of the community
- Promoting Duston

4. Who should we be communicating with?

Duston Parish Council's audience is wide and varied but will typically include:

- Residents
- Hard to reach groups (such as young people)
- The Press / Media
- West Northamptonshire Council
- Voluntary groups and organisations
- The business community and potential investors
- Duston Parish Councillors and staff
- Local MP and West Northamptonshire ward Councillors.
- Other public sector organisations (police, health, fire)
- Local schools
- Visitors to Duston

5. Methods of Communication

Duston Parish Council will provide information that is accessible, relevant and timely to meet the expectations of the community.

Different forms of communication appeal across different age and social groups and it is important to ensure that the Council considers and uses where possible all options to communicate effectively with everyone.

These are the main ways Duston Parish Council, as a corporate body, communicates externally:

- Manage the media / press effectively to promote the Council & Duston
- Publishing and distributing a Parish Council newsletter
- Ensure the Council is consistently linked to its services and functions
- Maintaining a Duston Parish Council website
- Parish Council notice boards
- Using Social Media

- Access to Council Meetings

5.1 Media and Press

The Clerk or Deputy Clerk should be the first point of contact for all media and press enquiries to Duston Parish Council.

The Parish Council will be pro-active in approaching the media with press releases, articles and information that publicises an event, story or topical subject that is associated with and has a positive impact on Duston Parish Council, local residents, businesses and the local environment. Parish Councillors will be pro-active in communicating with the Clerk and Deputy Clerk anything they feel is worthy of publicising to the media.

Any press release from the Parish Council is to be approved by the Clerk or Deputy Clerk in consultation with the Chairman of the Council. In the absence of the Chairman it will be the Vice-Chairman of the Council.

Likewise, all requests for media interviews should be directed to the Clerk or Deputy Clerk. In turn they will consult with the Chairman of the Council or in their absence the Vice-Chairman.

The Clerk will be responsible for Parish Council articles or advertisements in external publications. Information published will be in line with Duston Parish Council policies and decisions.

For avoidance of doubt, any individual Parish Councillor(s) may issue their own personal statements to the media but they must be careful to avoid giving the impression that they speak formally on behalf of Duston Parish Council, unless properly authorised to do so.

5.2 Newsletter

From time to time Duston Parish Council may produce a direct newsletter for all domestic dwellings in Duston. The production of the newsletter will be overseen by the Clerk and other officers. The final version of the newsletter will be approved by Council or duly delegated Committee prior to distribution.

5.3 Duston Parish Council Services

The Parish Council will promote its services and functions to the local community. Council communications should seek to inform the public of the positive impact Duston Parish Council has in the community, and to maintain the Council's reputation.

5.4 Website

The Parish Council will maintain a website which is regularly updated and contains key information about the Council and important events in Duston and those affecting Duston.

The website shall contain material that arises from Council business including:

- Agendas and minutes
- Policies
- Factual information about the Parish Council and Parish Councillors
- Reports, Surveys or any other material derived from the Parish Council

The website may also contain:

- Latest Parish News and Local Events
- Details about local Community Groups
- Links to local external (useful) resources
- Links to the relevant local public sector bodies where appropriate.

Any Councillor may submit material for inclusion on the website provided that it is consistent with this policy and decisions of Duston Parish Council. It must also be within any limits of the technical feasibility to upload. Content submissions must be submitted to the Clerk or Deputy Clerk for consideration to be included on the website.

5.5 Notice boards

Typically the notice board will contain

- The title of the parish council
- The name, address, telephone number and email address of the Clerk
- List of Parish Councillors and their contact details
- Agenda for forthcoming meetings
- Minutes of meetings
- Parish Council facilities, services and events.

Locked noticeboards are intended generally for Parish Council specific information although consideration will be given to using the space for notices pertaining to activities of interest or other important information.

5.6 Social Media

All Parish Council social media channels should only be used for the business of the authority and never for private use.

The Duston Parish Council logo will be the authority's social media profile image.

A generic email account will be used for a lead point of contact.

The Clerk will authorise which officers have access to social media accounts. Officers are encouraged to engage with social media within their day-to-day responsibilities and this includes:

- Details of local events within Duston that may be of interest to local residents.
- Sharing photographs from past events
- Notifications about press releases when they are sent out
- Promote the voluntary sector and community sector in Duston
- Progress updates about activities and projects the Parish Council are undertaking.
- Help residents with information relating to Duston or Duston Parish Council.
- Inform residents and press about Duston news

Officers will not enter into debate through social media channels. However, points of clarification maybe given.

Public social media posts made by officers or councillors (either officially or in a private capacity) which contain content that is abusive, illegal, prohibited or in any way may cause serious reputational damage to the council or the office of councillor will be subject to appropriate action under the council's disciplinary or code of conduct policies.

5.7 Access to Council Meetings

All Duston Parish Council meetings must be open to the general public except in limited defined circumstances where the law requires or allows the meeting to be closed to the public. In addition, the Council must allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. As per Standing Orders there is a Public Participation session at Council and Committee meetings.

Seating and copies of the agenda will be provided at all Duston Parish Council meetings for the public and press.

6. Officers

The Clerk has overall responsibility for communication with stakeholders. The point of contact for the Parish Council is the Clerk, and it is to the Clerk that all correspondence for the Parish Council should be addressed.

The Clerk will distribute all relevant information to Members, such as progress updates on Council decisions, available training sessions and NALC / NCALC briefings and general email updates.

All communication from Council Officers shall be courteous, timely, professional and appropriate. All Officers are aware that their communication reflects on the reputation of the Council.

Staff will include a 'signature' as part of all email communication so that name, position and contact information is provided.

7. Chairman of the Council

Whilst the word 'Chairman' is the correct legal term the Parish Council will endeavour to use gender neutral language.

The Chairman of the Council will, in the first instance, be the member quoted in official Duston Parish Council media / press releases and interviews.

The Chairman represents Duston Parish Council for all civic and ceremonial functions.

The Vice-Chairman will fulfil this role in the absence of the Chairman.

8. Councillors

Councillors represent the community in which they live and are governed by the Code of Conduct which encourages open, informed, timely and courteous communication.

It is important not to raise the expectations of residents before a matter has been investigated. Depending on the issue, it may be appropriate for a Councillor to deal with the matter in the following ways:

- Refer the matter to the Clerk who will then deal with it as appropriate
- Request an item on a relevant agenda
- Investigate the matter personally, having sought the guidance of the Clerk or Deputy Clerk.

Councillors will be given a Parish Council email address which they should use for all council business.

Council letterheaded paper may be used by the Clerk when preparing communications from any Councillor if requested but only be used to convey information that has been authorised by resolution of Duston Parish Council and must not be used to convey personal views.

9. Internal Communications and Protocol between Councillors / Officers

Councillors and officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only as long as their term of office lasts. Officers are responsible to the council.

The relationship between councillors and officers is an essential ingredient that goes into the successful work of the council. There shall be mutual courtesy and respect between councillors and officers with regard to their respective roles.

Councillors (also known as "Members") represent their electoral ward; provide community leadership, set the budgetary and policy framework for the Council and monitor and review council performance in delivering services. It is council or a duly delegated committee that determines policy.

The Clerk and offices implement agreed policy, suggest policy proposals to council or committee, provide impartial professional advice, ensure Council always acts in a lawful manner and are responsible for day to day managerial and operational decisions within the Council.

Councillors must not give instructions to any member of staff unless properly authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from Council). The Clerk and designated managers are responsible for the day to day line management of staff.

Telephone calls between Councillors and Officers should be appropriate to the work of the Parish Council. Instant replies to emails should not be expected (reasons for urgency should be stated).

Councillor Meetings with the Clerk or other Officers. Wherever possible an appointment should be made; meetings should be relevant to the work of the officer; councillors should be clear that the matter is legitimate council business.

9. Miscellaneous

Communications must not breach equalities, bullying and harassment policies. Councillors must also adhere to the Councillor Code of Conduct.

The Councillors and Officers must not disclose information which is confidential or where disclosure of information is prohibited by law. This includes disclosure to the public of any matter which has been discussed as a confidential item at a Council meeting, or information that has been provided to a councillor in the course of fulfilling their official responsibilities that should not otherwise be in the public domain.



Grant Awarding Policy

This document outlines Duston Parish Council's guidelines for awarding community grants. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Duston in a positive way

Each grant will not normally exceed a maximum of £1000, although Council may use its discretion to exceed this amount.

Grant Application Process

1. Applicants will be required to complete and submit an application form.
2. The Parish Clerk will receive all applications in the first instance.
3. In addition to the application form organisations will be required to provide
 - A copy of their written constitution or details of their aims and purpose.
 - A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

- A copy of their Annual Report
- ~~A copy of their written constitution or details of their aims and purpose~~
- ~~Details of the project or activity,~~
- ~~Demonstration that the grant will be of benefit to the local community within the parish~~
- ~~The proportion or number of beneficiaries living in the electoral area~~
- ~~Demonstration of a clear need for the funding,~~
- ~~A copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.~~

4. Applications may be submitted at any time and a decision will be made at the next ordinary meeting of Council.

5. All applicants will be contacted following a decision by Council.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified local project.
5. An organisation should have a bank account in its own name ~~with two authorised representatives required to sign each cheque.~~ Payment will be made to the named organisation.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. ~~Evidence of expenditure should be supplied to the Council where requested. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.~~
7. Organisations may make multiple applications during the same financial year, but priority will be given to applications from organisations that have not previously received funding from the Council.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each award.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded. Grants

must not be distributed to any other organisation by the recipient. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.

12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

13. Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

14. ~~13.~~ Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

GUIDANCE FOR APPLICANTS

Applicants must complete the form which is available through the Council's website and submit with supporting documentation to the Parish Clerk.

Applications should not exceed £1000, although Council may choose to award above this amount in exceptional circumstances.

WHO IS ELIGIBLE TO APPLY?

The following organisations may apply:

- A Duston based charity
- A non-profit organisation serving the needs of the residents of Duston
- Resident(s) of Duston requesting grant aid with a project/event, which will be for the benefit of the local community
- A Duston based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Duston

WHO AND WHAT IS NOT ELIGIBLE TO APPLY?

Council will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for – profit" commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- Regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Duston Parish Council

- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda

THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A GRANT PRIORITY

- Projects where there is a large shortfall in the funding needed required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

THINGS TO CONSIDER

Before completing your application please spend time on preparation and planning. You need to consider:

- ~~Who will be involved:~~ What different skills do people in your group have and how much time can they commit to it? Will you need help from another organisation to make your idea work? It is important to identify somebody as the contact person who will sign forms, deal with the paperwork and be the contact person for the Parish Council.
- ~~Consultation:~~ Do local people support your plan and can you demonstrate this?
- ~~Costs:~~ Have you got a clear idea of how much your project will cost? Do you need to raise more money and if so, from where?
- ~~Timescale:~~ When planning your project remember that things often take longer than expected.
- ~~Completing the form:~~ Make sure you answer all the questions. If you are not sure that something is relevant, include it in any case – too much information is better than too little. Make sure you keep a copy of the completed application. If in doubt please speak to the Parish Council.

GRANT CONDITIONS

~~Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.~~

~~Financial support may only be used for the purpose for which the grant is given. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.~~

~~Grants must not be distributed to any other organisation.~~

WHAT HAPPENS NEXT

- If your application is successful you will be sent a letter informing you.
- Successful applicants must provide photos or a short written report on how the grant was spent within 12 months of receiving the grant.
- If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.
- ~~When the project is finished, we will ask you to provide copies of invoices related to the project~~



DUSTON PARISH COUNCIL

Grant Application Form

1. ABOUT YOU:

Name of applicant/organisation:

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Address of applicant/organisation:

Contact Name:	
Position:	
Address:	
Postcode:	
Email:	
Daytime Phone:	
Website (if applicable):	

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

What is the nature of organisation (e.g. Registered Charity, CIC, Voluntary)?	
Please provide the Charity Number (if applicable)	
How long has the organisation been established?	

Objectives of the organisation and activities in Duston:

--

3. GRANT DETAILS:

Project for which grant is required:
How do you know there is a need for the work for which a grant is being requested?
How will this project benefit the parishioners/residents of Duston?
Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?

4. FINANCIAL DETAILS:

How much money are you requesting from Duston Parish Council:
If your project will cost more than the total requested, how will the remainder be funded?
Please give the organisation name, number and sort code of the account into which the grant should be paid by the council if your application is successful:

6. DECLARATION:

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Duston Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

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.”

Signed	
Name (please print)	
Position	
Date	

Please return your completed form to the address below:

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

clerk@duston-pc.gov.uk



Records Retention Policy

Duston Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the organisation. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Duston Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Duston Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Duston Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Duston Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Duston Parish Council's records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years + current year	HMRC
Petty cash accounts	Last completed audit year	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management



Asset Transfer Update

Purpose of the Report: To provide Council with an update on the progress that has been made in transferring Public Open Spaces (POS) to Duston Parish Council and also obtaining the remaining POS & allotments from West Northamptonshire Council.

Council has been successful in obtaining the following Public Open Spaces in its ownership

- Errington Park – completed
- Grafton Way Park – waiting confirmation from the Land Registry
- Mendip Park – waiting confirmation from the Land Registry
- Melbourne Lane Open Space – waiting confirmation from the Land Registry
- “Duston Gardens” at Telstar Way – contract signed and returned in April 2021

West Northamptonshire Council will continue to be responsible for the maintenance of these parks until June 2028 when their present contract expires. Duston Parish Council will take on POS at Telstar Way when the development is further complete. In June 2028 Errington Park, Grafton Way Park, Mendip Park and Melbourne Lane Open Space will be removed from the list that is charged under Special Expenses on the Council Tax. Some other Parish Councils in the Northampton area have also had some public open space transferred to them and continue to pursue the remaining parks in their area (eg Wootton Parish Council and East Hunsbury Parish Council). The recently created Northampton Town Council has had allotments in their area transferred to them.

In October 2018 Duston Parish Council resolved to pursue the freehold of most of the public open space in Duston that was owned by Northampton Borough Council. The Council decided not to pursue the transfer of Duston cemetery. Therefore the Council has continued to pursue the transfer of the allotments and POS in the following areas;

Bants Lane Allotments, Berrywood Road Allotments, Bramhall Rise, Aquitaine Close, Beaune Close, Brockwood Close, Cheddar Close, Clipston Way, Duston Wildes Park ("The Quarry"), Hardlands Road Open Space, Kenilworth Close, Newton Road Open Space, Sandy Lane Space, Triumph Gardens Park, Weggs Farm Road / Rochelle Way, Haydown Green Open Space, Westbury Close, "Rose Garden" off Main Road

West Northamptonshire Council have now asked Duston Parish Council to complete an application form for each public open space (or asset) they wish to obtain.

Council to Consider:

- a) Delegate to the Clerk to pursue the freehold of the above Public Open Spaces and Allotments with West Northamptonshire Council in consultation with the Chair of the Council and the Chair of the Environment Committee.
- b) If Council decides to pursue Duston Wildes Park ("The Quarry") then an independent Health & Safety assessment is undertaken.
- c) Report back to Council prior to any transfer.