



DUSTON PARISH COUNCIL

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

FULL COUNCIL

26th August 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 2nd September 2021 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Acting Clerk, Duston Parish Council

AGENDA

65/21. To receive apologies for absence

66/21. To receive and approve the minutes of the meeting held on 5th August 2021 (APPENDIX A)

67/21. 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*)

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

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).

68/21. 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).

69/21. Bank Reconciliations

- To approve bank reconciliations for June 2021 (APPENDIX B)

70/21. Invoices for Approval

- To approve invoice payments for June 2021 (APPENDIX C)

71/21. Engagement and Wellbeing Committee Update

- To receive a report in the form of the minutes of the Engagement & Wellbeing Committee meeting of 29th July 2021 and note any recommendations made (APPENDIX E).

72/21. Planning Committee

- To receive a report in the form of the minutes of the Planning Committee of 19th August 2021 and note any decisions made (APPENDIX F).

73/21. Environment Committee

- To receive a report in the form of the minutes of Environment Committee of 19th August 2021 and note any recommendations made (APPENDIX G)

74/21. Equality & Diversity Statement

- To approve the Equality & Diversity Statement (APPENDIX H)

75/21. Lone Worker Policy

- To approve the Lone Worker Policy (APPENDIX I)

76/21. Internal Councillor Control Procedure

- To approve the Internal Councillor Control Procedure (APPENDIX J)

77/21. Dignity at Work/Bullying and Harassment Policy

- To approve the Dignity at Work/Bullying and Harassment Policy (APPENDIX K)

78/21. Duston Good Neighbours Scheme

- To support the Duston Good Neighbours Scheme (APPENDIX L)

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79/21. Renovations to St Luke's Centre

- To agree the renovations of St Luke Centre, Main Road (APPENDIX M).

80/21. Bad Debt Write Off from Previous Tenant at St Luke's Centre

- To agree to write off bad debt from Natural Beauty Slimming World of £10,862

81/21. Closure St Luke's Churchyard

- To agree the closure of the churchyard at St Luke's Church (APPENDIX N)

82/21. Grant Application

- To consider a Grant Application from Duston Netball Club (APPENDIX O)

83/21. Planning Application N/2020/1623

- To agree a response from Duston Parish Council to the Planning Application.

84/21. Planning Application WNS/2021/0994/MAR

- To agree a response from Duston Parish Council to the Planning Application.



DUSTON PARISH COUNCIL

APPENDIX A

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

FULL COUNCIL

MINUTES 5th August 2021 7pm

CHAIRMAN:

Councillor Bottwood, in the Chair

PRESENT:

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

IN ATTENDANCE:

Gary Youens – Parish Clerk

50/21. Apologies

- Council received apologies from Cllrs Ingram, Pape, Golby & King.

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

- **RESOLVED:** The minutes of the meeting held on 8th July 2021 were approved as a true record of the meeting

52/21. Declarations of Interest

- There were none

53/21. Public Participation Session

- David Huffadine Smith addressed the Council on item 62/21 (Asset Transfers Update).
- Iain Liddon addressed the Council.

54/21. Police Report

- There was no Police Report (APPENDIX B).

55/21. Bank Reconciliations

- **RESOLVED:** To approve the bank reconciliations for May 2021 (APPENDIX C)

56/21. Invoices for Approval

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

57/21. Data Protection / Data Breach Policy

- **RESOLVED:**
 - a) To adopt the Data Breach & Data Breach Policy (APPENDIX E)
 - b) To send to Northants CALC to see if they have any comment.

58/21. Model Publication Scheme

- **RESOLVED:** To adopt the Model Publication Scheme (APPENDIX F).

59/21. Communications Policy

- **RESOLVED:**
 - a) Delete the words “in which they live” in section 8. The sentence now reads “Councillors represent the community and are governed by...”
 - b) Adopt the Communications Policy (APPENDIX G)

60/21. Grant Policy

- **RESOLVED:**
 - a) Change the term “non-profit” to “Not For Profit”.
 - b) To make as point 6 under the “Grant Application Process” heading that the Grant Application Form will be published on the Duston Parish Council website.
 - c) To adopt the revised Grants Policy and Form (APPENDIX H).

61/21. Record Retention Policy

- **RESOLVED:**

- a) Insert the words "after ceasing" for both lease agreements 12 years and contracts 6 years.
- b) To adopt the Record Retention Policy (APPENDIX I)

62/21. To Consider appointing Northants DPO CALC Service as Council's Data Protection Officer

- **RESOLVED:** To appoint Northants CALC as Duston Parish Council DPO.

63/21. Replace 3 Wooden Windows at St Lukes Centre

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

64/21. Asset Transfer Update

- **RESOLVED:**
 - a) Delegate to the Clerk to pursue the freehold of Public Open Spaces and Allotments with West Northamptonshire Council, as outlined in APPENDIX J, in consultation with the Chair of the Council and the Chair of the Environment Committee.
 - b) If Duston Wildes Park ("The Quarry") is offered to Duston Parish Council then carry out an independent Health & Safety assessment.
 - c) Report back to Council prior to any transfer.

The meeting concluded 8:16pm

Date: 30/07/2021

Duston Parish Council

Page 1

Time: 13:10

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	6	45,316.55
			<u>45,316.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,316.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,316.55
		Balance per Cash Book is :-	45,316.55
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	6	624,099.15
			<u>624,099.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			624,099.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			624,099.15
		Balance per Cash Book is :-	624,099.15
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	6	7.08
			<hr/> 7.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			7.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			7.08
		Balance per Cash Book is :-	7.08
		Difference is :-	0.00

	Float	
30.6.21	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	0.13
	<u>7.08</u>	IN TIN
In safe		0.00
		<u>7.08</u>
		0.00

Reconciliation to RBS

In tin b/wd 1.6.21	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 30.6.21	7.08	0.00
Balance per RBS 30.6.21	<u>7.08</u>	

Petty cash expenses paid

Ref	Description	£
		<u>0.00</u>

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	6	4.36
			<u>4.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.36
		Balance per Cash Book is :-	4.36
		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 05 July 2021

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

Your Business Premium Account

At a glance

04 Jun - 02 Jul 2021

Date	Description	Money out £	Money in £	Balance £
4 Jun	Start Balance			674,084.92
7 Jun	% Interest Earned Gross For The Period 8 Mar - 6 Jun		14.23	674,099.15
15 Jun	to Account 03573680 at 20-61-51 TOP Up Internet Banking	50,000.00		624,099.15
2 Jul	Balance carried forward			624,099.15
	Total Payments/Receipts	50,000.00	14.23	

Start balance	£674,084.92
Money out	£50,000.00
Money in	£14.23
► Gross interest earned	£14.23
End balance	£624,099.15

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.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				45,152.11
30 Jun	Giro Direct Credit From W F Fountain Insur Ref: 4449		60.00	45,212.11
	Giro Direct Credit From Gayna Brown Scho Ref: 4450		80.00	45,292.11
	<input type="checkbox"/> Internet Banking Transfer From Account 63308480 at 20-61-51 GY Payment		24.44	45,316.55
1 Jul	DD Direct Debit to Sse Gas Ref: 359586141	2,472.75		42,843.80
	DD Direct Debit to TV Licence MBP Ref: 3785257662	13.37		42,830.43
	DD Direct Debit to Southern Electric Ref: 908165141	1,368.79		41,461.64
	Giro Direct Credit From Mr Graham J Waughm Ref: Cjcaterring Apr		1,000.00	42,461.64
1 Jul	Balance carried forward			42,461.64
Total Payments/Receipts		18,479.33	8,386.92	

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

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was 0.100%

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
18/06/2021	76704		1ST REACTION	1ST001	30.00	6.00	36.00	4160	102	30.00	1st Reaction alarm services
28/06/2021	119352		1ST REACTION	1ST001	375.00	75.00	450.00	4160	101	375.00	1st Reaction annual fee
03/06/2021	3215		2COMMUNE	2C001	1,275.00	255.00	1,530.00	4131	204	1,275.00	2commune website/emails
30/06/2021	E2014088247		ALLSTAR	ALL001	48.08	9.62	57.70	4145	212	48.08	Allstar fuel
06/06/2021	9032979		ANGLIAN WATER	ANGL01	815.87	0.00	815.87	4207	101	815.87	AW DCC 6.3.21-5.6.21
30/06/2021	AVVAJUN21		AVIVA	AVVA001	183.11	0.00	183.11	4000	101	104.64	AVVAJUN21/AVVA
17/06/2021	CHGJUN21		BARCLAYS	B0001	10.00	0.00	10.00	4125	201	78.47	AVVAJUN21/AVVA
12/05/2021	CHGMAY21		BARCLAYS	B0001	11.50	0.00	11.50	4125	201	10.00	CHGJUN21/Barclays
03/06/2021	PSIB000067828		BACA	BACA01	60.59	12.12	72.71	4167	101	11.50	CHGMAY21/Barclays
10/06/2021	PSIB000068920		BACA	BACA01	154.00	30.80	184.80	4167	101	60.59	BACA - Staff clothing
09/06/2021	9127		BARNETT LAND	BARN01	150.00	30.00	180.00	4226	211	154.00	BACA T Shirt
09/06/2021	9128		BARNETT LAND	BARN01	50.00	10.00	60.00	4226	211	150.00	Barnett - Landscape maintenanc
28/06/2021	9163		BARNETT LAND	BARN01	130.00	26.00	156.00	4226	211	50.00	Barnett- Timken Art maint
28/06/2021	9164		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	130.00	Barnett Duston Gardens maint
13/06/2021	BCARD JUN 21		BARCLAYCARD	BCARD	399.36	41.32	440.68	4225	101	55.00	Barnett June Timken
03/06/2021	984494092		BRITISH GAS	BRIT01	1,496.99	299.39	1,796.38	4206	101	182.57	BCARD JUN 21 spray unit etc
14/06/2021	VI/1264793 JUN		CATHEDRAL	CATH01	507.00	101.40	608.40	4226	101	20.40	BCARD JUN 21 stamps
24/06/2021	6892		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	24.00	BCARD JUN 21 Call group
30/06/2021	6903		COMPLETE GROUND MAN.	CGM001	220.00	44.00	264.00	4226	211	172.39	BCARD SLCC
30/06/2021	CMSJUN21		CHILD MAINTENANCE	CHIL001	316.33	0.00	316.33	4000	101	1,496.99	B Gas, electricity DCC
30/06/2021	10410351		CS2	CS2001	440.00	88.00	528.00	4055	211	270.40	VI/1264793 JUN/Cathedral Leasi
										33.80	VI/1264793 JUN/Cathedral Leasi
										202.80	VI/1264793 JUN/Cathedral Leasi
										220.00	CGS Grounds maint June
										316.33	CGM Errington/Timken
										440.00	CMSJUN21/Child Maintenance Ser
										-440.00	CS2 reinstatement cost Timken

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/06/2021	210600068462		DBFB	DBFB	325.10	65.02	390.12	6000	211	440.00	CS2 reinstatement cost Tinken
01/06/2021	210600069035		DBFB	DBFB	52.50	10.50	63.00	4231	102	52.50	DBFB CCTV line
04/06/2021	DUPCCGRANT		DUSTON AND UPTON PCC	DUSTPCC001	1,000.00	0.00	1,000.00	4080	203	1,000.00	Duston & Upton PCC Grant
19/05/2021	IN235330911		EDENRED	EDENRED	309.12	3.22	312.34	4000	201	293.00	IN235330911/EDENRED
09/06/2021	IN236122375		EDENRED	EDENRED	309.12	3.22	312.34	4000	101	293.00	Edenred - childcare vouchers
05/06/2021	127796-5176		ESA COURIERS	ESA001	250.00	50.00	300.00	4225	101	250.00	ESA courier from joinery
15/06/2021	6075563		ESPO	ESPO01	198.15	39.63	237.78	4151	101	60.90	ESPO - toilet rolls
18/06/2021	AGJUN21		ALISON GRANTHAM	GRANTHAM01	36.75	0.00	36.75	4128	215	36.75	A Grantham Plants
30/06/2021	6157		NATALIE GREEN & CO.	GREEN001	1,245.00	249.00	1,494.00	4050	201	1,245.00	N Green - accountancy
30/06/2021	HMRC JUN21		HMRC	HMRC01	4,993.38	0.00	4,993.38	4000	201	922.76	HMRC JUN21/HMRC PAYE & NI
								4000	101	1,471.49	HMRC JUN21/HMRC PAYE & NI
								4000	102	987.44	HMRC JUN21/HMRC PAYE & NI
								4005	201	312.16	HMRC JUN21/HMRC PAYE & NI
								4005	101	781.65	HMRC JUN21/HMRC PAYE & NI
								4005	102	517.88	HMRC JUN21/HMRC PAYE & NI
01/06/2021	136668		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	Intercounty Cleaning
29/06/2021	2805		J & S POTTER	JSP01	1,265.00	253.00	1,518.00	4225	211	1,265.00	Potter replace bollards Mendip
07/06/2021	SI-602		LD ROOFING	LDROOF01	7,630.00	1,526.00	9,156.00	4225	102	7,630.00	LD Roof repairs St L
30/06/2021	LGSS JUN21		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSS JUN21/Employers & School
								4000	101	371.11	LGSS JUN21/Employers & School
								4000	102	313.89	LGSS JUN21/Employers & School
								4006	201	808.24	LGSS JUN21/Employers & School
								4006	101	1,649.21	LGSS JUN21/Employers & School
								4006	102	1,131.22	LGSS JUN21/Employers & School
14/06/2021	INV1127030		MOULTON COLLEGE	MCOLLEGE	120.00	0.00	120.00	4019	101	120.00	Moulton Coll First Aid Course

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 3

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/06/2021	INV-1292		NALC	NALC	44.00	0.00	44.00	4019	202	44.00	NCalc - Councilor course
03/06/2021	4125		P B ELECTRICAL SER.	PBE001	85.00	17.00	102.00	4225	101	85.00	PB Elec flood light/theater rep
11/06/2021	6414/21		P B ELECTRICAL SER.	PBE001	1,862.50	372.50	2,235.00	4225	101	1,862.50	P B Elec, emergency light rep
11/06/2021	6414/21A		P B ELECTRICAL SER.	PBE001	0.50	0.10	0.60	4225	101	0.50	6414/21A/P B Electrical ADJ
15/06/2021	SIN1715613		PRS FOR MUSIC	PRS01	356.82	71.36	428.18	4062	101	356.82	PPS Licence
30/06/2021	SALARIESJUN21		SALARIES	SALARIES01	13,621.52	0.00	13,621.52	4000	201	3,180.41	SALARIESJUN21/STAFF SALARIES
30/06/2021	0001610583		SRCL LTD	SRCL	68.72	13.74	82.46	4155	101	68.72	SRCL - waste removal
14/06/2021	231641116/0041		SOUTHERN ELECTRIC	SSE01	1,140.66	228.13	1,368.79	4206	102	1,140.66	SSE Elec ST L 18.3.21-11.6.21
14/06/2021	281641215/0035		SOUTHERN ELECTRIC	SSE01	2,060.63	412.12	2,472.75	4205	102	2,060.63	SSE Gas St L 18.3.21-11.6.21
21/06/2021	IN10010		SSF DESIGN BUILD	SSF001	1,004.00	200.80	1,204.80	4225	101	1,004.00	SSF - replace 5 doors
14/06/2021	8051		SSSLTD	SSS01	530.00	106.00	636.00	4225	101	530.00	Smart Security 2 cameras
30/06/2021	8100		SSSLTD	SSS01	160.00	32.00	192.00	4226	101	160.00	SSS - CCTV maintenance
30/06/2021	94152		TRANter	TRAN01	384.77	76.95	461.72	4226	101	384.77	Tranter 8.21-31.7.22 Fire Alar
01/06/2021	TVJUN21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TVJUN21/TV Licensing
30/06/2021	RCO1163988		VEOLIA	V0002	377.30	75.46	452.76	4155	101	287.56	RCO1163988/Veolia ES (UK) Ltd
22/06/2021	B4-500935043		VODAFONE	VODA01	51.29	8.26	59.55	4121	101	25.65	Vodafone - June 21
29/06/2021	5452/PW/21		P A WESTON	WESTON001	30.00	0.00	30.00	4128	215	30.00	Weston hanging basket brackets
18/06/2021	207		DALE WILLIAMS	WILL001	1,500.00	0.00	1,500.00	4225	101	1,500.00	D Williams decorate corridor e
21/06/2021	RATEDCC		WEST NORTHANTS COUNC WNC001		1,345.23	0.00	1,345.23	4200	101	1,345.23	Rates 21/22 DCC
21/06/2021	RATES STL		WEST NORTHANTS COUNC WNC001		845.57	0.00	845.57	4200	102	845.57	Rates 21/22 St Lukes

TOTAL INVOICES 56,002.65 5,166.51 61,169.16

56,002.65

Nominal Ledger Analysis



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

Engagement and Wellbeing Committee
MINUTES 29th July 2021 7pm

CHAIR: Councillor S Maitland

PRESENT: Cllrs S Roper, Cllr J Ennis-Clark

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

1. To receive apologies for absence

- Cllr Golby

2. To receive and approve the minutes of the meeting held on Thursday 18th February 2021 (APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on Thursday 18th February 2021 were approved as a true record and signed by the Chair.

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

- There were no declarations of interest.

4. Public Participation Session

- There were no speakers from the public.

5. Four Year Plan

- A discussion took place about possible proposals for the Duston Parish Council Four Year Plan.

The meeting closed at 8:22pm

Engagement & Well-being Committee 29/07/2021

Notes for Four Year Plan:

Need to keep Duston as a great place to live.

Newsletter – should DPC reintroduce a newsletter? If so how frequently and how will it be delivered?

Noticeboards – the small notice boards are hard to read should they be replaced with the double ones? Keep them in roughly the same location (Eldean shops, Quarry Road, Chiltern Avenue, Village Centre).

Hold regular councillor surgeries

Look for new ways of community engagement. This could be through new technology such as smart phone apps but also remember residents who not use or have access to modern technology. Need a variety of ways of communications such as social media, website, noticeboards and maybe a newsletter.

Promote the positives of what Duston has to offer such as shops, restaurants and the various community groups. Need to keep our local shops.

Continue to work with St Luke's Surgery and wellbeing groups such as mental health. Look at having representation of the Patient Participation Group. Think of how we can support local wellbeing initiatives.

What are the practical ways DPC can help with health and social care and integrate the two?

Band stand – maybe moveable structure so it can be moved around different parks in Duston.

Look at having "Friends of Park" groups.

Improve publicity of DPC services

Enhance the Annual Parish Meeting. How?

Look to expand the number of community events and days put on by Duston Parish Council. Keep Duston Fun Day as a core event.

Duston Parish Council and community help to make Duston a great place to live, work and play.

Consider a name change – Parish or Town? Do people identify Duston as a village?



DUSTON PARISH COUNCIL

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

Planning Committee
MINUTES 19th August 6pm

CHAIR: Councillor M Ingram

PRESENT: Cllrs Bottwood, Hinch, Barnes

IN ATTENDANCE:

Gary Youens – Acting Parish Clerk

PC001/21. To receive apologies for absence

- None

PC002/21. To receive and approve the minutes of the meeting held on Thursday 11th February 2021 (APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on Thursday 11th February 2021 were approved as a true record and signed by the Chair.

PC003/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- There were no declarations of interest.

PC004/21. Public Participation Session

- There were no speakers from the public.

PC005/21. Planning Applications

- a) WNN/2021/0526, 30 Deancourt Drive NN5 6PY
SINGLE STOREY EXTENSION

RESOLVED: No Comment or Observation

- b) WNN/2021/0520 7 Holmleigh Close NN5 6JE
NEW TIMBER FRAMED CONSERVATORY TO ASPECT

RESOLVED: No Comment or Observation

PC006/21. Four Year Plan

- A discussion took place about possible proposals for the Duston Parish Council Four Year Plan.

PC007/21. Date of Next Meeting

- **RESOLVED:** The next Planning Committee will take place on 16th September 2021 at 6.00pm.

The meeting closed at 6:58pm

Planning Committee Notes for 4 Year Plan 19/08/21

Revising & refreshing the Neighbourhood Plan and bring it up to date. It was made 6 years ago. Neighbourhood Plan helps to keep the character of the area. Will it need new policies? Northampton Local Plan now takes precedence as its newer. Keep street scene of Duston.

Ensure S106 / CIL money is spent. Come up with ideas and proposals.

Need to expand and help our local amenities such as St Luke's surgery.

Celebrate and promote Duston heritage.

Promote our local amenities.

Get the finger point signs.

Promote walkways to encourage exercise

Trim trail at Mendip Park Duston Sports Centre Field.

Open up fence between Mendip Park / Timken estate.

Plants & wildlife replanting. Rewilding. Good for bees and insects.

Clear up public footpaths. Much overhanging branches. Kill weeds.

Employ environmental officers. Keep Duston tidy.

More "Welcome to Duston" signs. Improve the gateways into Duston and our shopping areas.

We may need a tree policy for the future?

Look to get street champions. Perhaps divide parish up 12 parts for each councillor to monitor.

Electric charging points. Where will they be best placed in Duston?

Trying to take on parks and allotments from WNC. WNC is focused on other things.

More planters to enhance our public areas.

West Northamptonshire Council will increasingly focus on social care and infrastructure. Duston Parish Council to fill a void? Make Duston a nice place to live and work.



DUSTON PARISH COUNCIL

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

Environment Committee
MINUTES 19th August 2021 7pm

CHAIR: Councillor P Enright-King

PRESENT: Cllrs Maitland, Ennis-Clark, Ingram

IN ATTENDANCE:

Gary Youens – Acting Parish Clerk

EC001/21. To receive apologies for absence

- None

EC002/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- None

EC002/21. Public Participation Session

- There were no speakers from the public.

EC003/21. Four Year Plan

- A discussion took place about possible proposals for the Duston Parish Council Four Year Plan.

EC004/21. Date of Next Meeting

- **RESOLVED:** The next Planning Committee will take place on 16th September 2021 at 7.00pm

The meeting closed at 8:42pm

Notes Environment Committee 19/08/21

Crime – could be mobile CCTV, ANPR cameras, fund a PCSO? Need to do what we can to help tackle anti-social behaviour to make Duston safer.

Need to do a big push to reduce flytipping / litter in the parish. Various ways this can be done.

Trim trail of gym equipment – could be Sports Field, Mendip Park or another location.

Need to do something about the footpaths and alleys in Duston. Many weeds and overhanging bushes.

Make sure we promote and protect Duston history and heritage.

Plant more trees. One in each park around Duston?

Linking Mendip Park / Timken site.

Work with our youth providers.

More “Welcome to Duston” entrance signs such as Cotswold Avenue and Weggs Farm Road.
Boundary markers.

Some nice welcome signs for each park (Errington Park, St Lukes, Quarry, Mendip Grafton, Triumph Gardens). “Welcome to xxxxx Park”.

Electric charging points in the parish. Could be outside the Library, Limehurst Square or the old garage site at Darwin Walk? Duston and the Parish Council need to become more environmentally friendly. Use solar power where possible. Need to be energy efficient.

Seek ownership of all parks and allotments in Duston. For the parks we do own seek village green status to add further protection for them.

Smart looking finger posts.

Rewilding – put fence round it.

Keep the two speed activated signs.

More Public Art?

More planters. On the ground and/or some on lampposts?

Do more to help of our shopping areas such as making sure they have adequate litter bins. A double parish council notice board in each area.

Help community groups such as Duston wombles. Work in partnership with local groups.

May need a small team of environmental officers to keep the Duston clean and tidy. Wearing DPC high vis jackets.

Keep on taking on public open space rather it going to management companies. Local control of POS is important.

Refurbishment of playground equipment that wasn't done last time (such as Clee Rise, Quarry, St Lukes Feld). Refurbish the MUGA at Errington, Mendip and Grafton).

Revise the neighbourhood plan to say more on the problems of HMOs and protect of green spaces.

Bus shelters. Does Duston need more bus shelters? Replace the green ones outside Francis Church and Newton Road?

A red telephone in village centre but also Main Road shops? Help to give Duston a community feel.

Seek to have heritage type street lighting? Should we take on street lighting?

With West Northamptonshire Council having to focus more on things like social care and strategic infrastructure there is going to be gap that the Parish Council can fill.



EQUALITY AND DIVERSITY STATEMENT

1. Statement

Duston Parish Council is an Equality and Diversity Employer.

2. Legal Position

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

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

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

3. Scope

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

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

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

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

This policy is also in compliance with the following legislation:-

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



Lone Working Policy

1. Introduction

1.1. Duston Parish Council recognises that some staff are required to work by themselves in the community and in Parish Council facilities without close or direct supervision, sometimes in isolated work areas or out of office hours.

1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Duston Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees also have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the Policy

The Health & Safety Executive guidance states that it is legal to work alone but employers have a duty to assess the risks to lone workers and take steps to avoid or control the risks. This requires the identification of hazards at work, assessing the risks involved, and putting measures in place to avoid or control the risks.

This policy applies to all situations involving lone working arising in connection with the duties and activities of Duston Parish Council staff.

3. Definitions of Lone Working

Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other, eg in different locations.
- People working outside normal office hours

Those working away from their fixed base where:

- One worker is visiting another premises or location;
- One worker is making a home visit to an individual;
- One worker is working from their own home.

4. Aims of the Policy

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

5. Responsibilities

5.1. Duston Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy
- Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

The Clerk and line managers are responsible for the day-to-day management of lone workers.

5.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.

- Following guidance and procedures designed for safe working.
- Reporting all incidents to the Clerk or line manager that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Co-operate with their line manager to ensure lone working arrangements are followed.

5. Guidance for Risk Assessment of Lone Working

Risks to be assessed during the process include:

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

This list is not exhaustive and other risks may be identified during the risk assessment process.

6. Good Practice for Lone Workers

6.1. During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party.

6.2. If, during the trip away, any plans change significantly this should be communicated back to the other party.

6.3 Lone workers should confirm that they are safe at the end of each shift.

6.4. When meeting with contractors arrangements must be made to meet in a public place and not in private residential properties.

6.5. If a visit is being made to a member of the public in their home another member of staff must be informed of the visit and the approximate times.

6.6. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them.

6.7. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.

6.8. All incidents must be reported to the Clerk. Employees should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required employees should dial 999.

6.9. A Member of Staff is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone.



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councillor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councillor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councillor will be kept for 12 months.

The Internal Controls Councillor Report

The Councillor must work through the Checklist on Page 2.

Signed by Internal Controls Councillor:

Date:

Signed by Clerk/RFO:

Date:

Checklist	Approved Yes/No	Any Comments
1		All bank statements filed
2		Purchase Invoices have been approved by the Clerk/RFO
3		Cheque counterfoil have been signed by at least two Councillors
4		Bank Reconciliations match bank statements
5		Bank Reconciliations have been approved by Full Council
6		Invoices have been signed by the Clerk/RFO
7		Invoices have been signed by two Councillor authorising signatories
8		Quarterly VAT return has been submitted to HMRC
9		Monthly Payroll pack filed
10		Tax, NI and Contributions made
11		Pension Contributions up to date
12		Insurance up to date
13		Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations
14		Minutes for the previous quarter have been signed
15		Standing Orders & Financial Regulations have been approved by Full Council within the last year



Dignity at Work / Bullying and Harassment Policy

Purpose and Scope

Statement: In support of our value to respect others Duston Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Councillor Code of Conduct.

Definitions

Bullying

"Bullying maybe characterized as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is

"Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council's reputation and ultimately, legal proceedings against the Council and payment of legal fees and potentially unlimited compensation.

Source: SLCC

Duston Good Neighbour Scheme addition to the Constitution

To be inserted at No.2

In order to provide ongoing support and to help safeguard the continuity of the Duston Good Neighbour Scheme for the benefit of Duston residents, Duston Parish Council is committed to a working partnership.

The working partnership comprises liaison between Duston Parish Council's Community Development Manager and the scheme's lead coordinator to support the evolution, sustainability and future development of the scheme and further signposting support to village events, initiatives and activities by DPC's Events Officer. The Community Development Manager will also attend committee meetings.



(insert village) Good Neighbours Scheme

Constitution

This constitution was adopted by the Steering Group of the (insert village) Good Neighbours Scheme on _____ date and will be taken for approval to the first Annual General Meeting of the membership.

(insert village) Good Neighbours Scheme Constitution

1. Name

The name of the Group shall be (insert village) Good Neighbours Scheme

2. Administration

Subject to the matters set out below the Group shall be administered and managed in accordance with this constitution by members of the Organising Committee, constituted by clause 7 of this constitution ('the Organising Committee').

3. Aims

The aims of the (insert village) Good Neighbours Scheme are:

To support the residents of the parish of (insert village and district), Northamptonshire to maintain a good quality of life and remain independent in their own homes if they so wish, through the provision of short-term help, self-help and friendship.

To establish and maintain a locally-available and meaningful opportunity for residents to volunteer their time and energy in the local community.

4. Powers

In furtherance of the aims the Organising Committee may exercise the following powers:

- a) power to raise funds and to invite and receive grants, donations and other contributions;
- b) power to buy or lease and to maintain any equipment or materials necessary for the achievement of the aims;
- c) power to open and use bank accounts;
- d) power to take out insurance;
- e) power to request DBS checks where appropriate;
- f) power to hold personal data of volunteers and clients, in line with the (insert village) Good Neighbours Scheme Data Protection Policy;
- g) power to sell, lease or dispose of all or any part of the property of the Group;
- h) power to publish books, periodicals, pamphlets and other materials in printed, recorded or electronic format, and to hold intellectual property rights in any such material;
- i) power to organise conferences, debates, seminars, and such other special events as the Organising Committee may determine;
- j) power to co-operate with other organisations in furtherance of any of the aims or of any similar purposes;
- k) power to do all such other lawful things as are necessary for the achievement of the aims.

5. Membership

- a) Members may be volunteers or clients and may sometimes be both.

(insert village) Good Neighbours Scheme Constitution

- b) Membership of the Group shall be open to any person over the age of 18 years living in the parish of (insert village). Residents under 18 may be considered at the Organising Committee's discretion where the younger resident would be accompanied on their volunteering by relative or a DBS-checked volunteer at all times and/or where the volunteering undertaken by the younger resident would not involve being alone with a client.
- c) Membership shall be open to any person irrespective of Race, Colour, Nationality, Ethnic or National Origin, Religion or Creed, Gender, Marital Status, Sexuality or Disability.
- d) The Secretary shall be responsible for ensuring membership records are kept and that new members receive and return any paperwork necessary for membership.
- e) The Organising Committee have the right to agree or reject applications for membership. The Organising Committee may by unanimous vote, and for good reason, terminate the membership of any member provided that the member concerned shall have the right to be heard by the Organising Committee, accompanied by a friend, before a final decision is made.
- f) Other (insert village)-based organisations may become member-organisations and may appoint a representative to attend the meetings of the Organising Committee as an observer, notifying the Secretary of that person's name.

6. Officers

Until the first Annual General Meeting, the Steering Group will elect the officers from within their own number. The first Annual General Meeting will take place within twelve months of the launch of the Scheme.

At the Annual General Meeting the members shall elect from among themselves the following Officers, who shall hold office from the conclusion of that meeting:

- the Chair
- the Secretary
- the Treasurer
- the Volunteer Co-ordinator

The Duties of the Officers are as follows:

- a. The duties of the Chairperson are to:
 - Chair meetings of the Committee and the Group;
 - Represent the Group at functions/meetings that the Group has been invited to, or delegate another member of the organising committee to be a representative;
 - Act as spokesperson for the Group when necessary.
- b. The duties of the Secretary are to:
 - Take and keep minutes of the meetings;
 - Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson;
 - Maintain the membership list in consultation with the Co-ordinator;
 - Deal with correspondence;
 - Collect and circulate any relevant information within the Group.
- c. The duties of the Treasurer are to:
 - Supervise the financial affairs of the Group
 - Keep proper accounts that show all monies collected and paid out by the Group.
 - Liaise with other groups and organisations that may be providing financial assistance.
- d. The duties of the Volunteer Co-ordinator are to:
 - Receive applications from Volunteers and liaise with the Designated Safeguarding Person to arrange for DBS checks where appropriate.

(insert village) Good Neighbours Scheme Constitution

- Organise rotas of volunteers willing to man the help-line.
- Establish and maintain a record system to ensure the smooth running of the scheme.

7. Organising Committee

The AGM may also elect up to 5 other members to serve on the Organising Committee.

In addition to the Officers and the members elected, the Committee may appoint co-opted members. There must no more than one third of the committee who are co-opted.

The Organising Committee shall consist of:

- a. The Officers specified in the preceding clause;
- b. Any other members of the Group elected at the Annual General Meeting.
- c. Any co-opted members.

The Organising Committee shall be in post until the end of the Annual General Meeting after their election but shall be eligible for re-election if they wish to continue in post.

One of the Organising Committee will take on the role of Designated Safeguarding Person (DSP).

A member of the Organising Committee shall cease to hold office if s/he:

- a) has been convicted of any offence involving dishonesty or deception;
- b) has been adjudged bankrupt or sequestration of her/his estate has been awarded and s/he has not been discharged;
- c) has made a composition or arrangement with, or granted a trust deed for, her/his creditors and has not been discharged;
- d) has been removed by the Charity Commissioners or by any court or under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 from being concerned with the management or control of any body;
- e) has become incapable by reason of mental disorder, illness or injury of managing his or her own affairs;
- f) is absent without the permission of the Organising Committee from all its meetings held within a period of six months and the Organising Committee resolves that s/he shall cease to hold office; or
- g) notifies the Organising Committee of her/his resignation: Provided that at least three members of the Organising Committee will remain in office when the notice of resignation is to take effect.

8. Meetings and proceedings of the Organising Committee

- a) The Organising Committee shall hold at least four meetings each year. A special meeting may be called by the Chair or by any two members of the Organising Committee upon 21 days' notice being given to the members of the Organising Committee of the matters to be discussed.
- b) There shall be a quorum when three persons or one third of the committee (whichever is the greater) are present at the meeting.
- c) When a vote is taken the matter shall be decided by a majority of those present and voting. In the case of equality of votes the Chair shall have a casting vote.
- d) The Secretary shall keep minutes of the proceedings of the Committee.
- e) In the absence of the Chair or Secretary the first business of the meeting shall be to ensure that a substitute is appointed for the duration of the meeting.

9. Sub-committees

The Organising Committee may appoint such sub-committees as it thinks fit for supervising or performing any activity or service, defining the terms of reference and determining each sub-committee's composition and the duration of its activities. All acts and proceedings of each sub-committee shall be reported

(insert village) Good Neighbours Scheme Constitution

as soon as possible to the Organising Committee.

10. Receipts and expenditure

- a) Any money obtained by the Group shall be used only for the Group.
- b) A bank account shall be opened in the name of the Group. The funds of the Group including all donations, contributions and bequests, shall be paid into the bank account at such bank or other financial institution as the Organising Committee shall decide.
- c) All cheques, and any other instruction to a financial institution for withdrawal of funds, shall be signed by at least two signatories, one of whom will be the Treasurer. The Committee shall authorise (in writing to the Secretary) the Treasurer and up to two other members of the Committee to sign cheques on behalf of the Group. Signatories shall be appointed by the Committee annually at the Committee's first meeting following the Annual General Meeting.
- d) Where funds are received by donation, grant, gift, bequest or otherwise for specifically designed purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. If such moneys cannot be spent in accordance with the conditions of their donation, any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees permit. In the absence of such requirement or permission, after reasonable notice to the donors(s) or trustee(s), the Committee shall apply such funds to purposes as near as possible to those for which they were granted.
- e) The funds of the Group shall be applied to further the aims and no payments shall be made to any members of the Organising Committee except reasonable and proper out of pocket expenses.

11. Accounts

- a) The Treasurer shall present to each meeting of the Organising Committee an up-to-date statement of the accounts.
- b) The Treasurer shall prepare annual statements of accounts which, after examination by an independent person appointed by the Organising Committee, shall be presented to the Annual General Meeting.

12. Indemnity

No member of the Organising Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Organising Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member whom it is sought to make liable.

13. General meetings

- a) There shall be an Annual General Meeting of the Group which shall be held in the month of (insert month) each year or as soon as is practicable thereafter. Every Annual General Meeting shall be called by the Organising Committee. The Secretary shall give at least 21 days' notice of the Annual General Meeting to all the members of the Group, who shall be entitled to attend and vote at the meeting.
- b) The business of each Annual General Meeting shall be:
 - I. to receive the Annual Report of the Chairperson of the Organising Committee;
 - II. to receive the accounts of the Group for the preceding financial year;
 - III. to elect the Officers specified in Clause 6 of this constitution;
 - IV. to elect the members of the Organising Committee specified in 7;
 - V. to consider and vote on any proposals to alter this constitution in accordance with clause 15 of this

(insert village) Good Neighbours Scheme Constitution

- constitution;
- VI. to consider any other business of which due notice has been given.
- c) The Committee may call a Special General Meeting at any time. If at least ten members of the Group or 25% of the membership request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting without delay. At least 21 days' notice must be given and the notice must state the business to be discussed.

14. Procedure at general meetings

All general meetings shall be chaired by the Chair appointed at the preceding Annual General Meeting or, in his/her absence, by a person appointed at the beginning of the meeting. The Secretary or some other person specially appointed by the meeting shall keep a full record of proceedings at every general meeting. There shall be a quorum when 10 persons or one tenth of the membership, whichever is the lesser, are present.

15. Alterations to the Constitution

No alteration or addition to this Constitution shall be made except at a General Meeting. This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. At least 21 days' notice must be given to all members.

16. Dissolution

If the Committee decides that it is necessary or advisable to dissolve the Group it shall call a General Meeting of all the members of the Group, of which not less than 21 days' notice shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Committee shall have the power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to groups who have provided funding held by or on behalf of the Group, as a General Meeting or the Committee (in the absence of direction from the General Meeting) may determine.

Name	Signature:	Position/Role	Date
.....		Chair
.....		Secretary
.....		Treasurer
.....		Volunteer-Co-ordinator



St Luke's Centre Renovation

Purpose of the Report: To release £75,000 from General Reserves to undertake refurbishment work of St Luke's Centre.

Once Duston Community Centre was refurbished it was the intention to start renovating the St Luke's Centre which hasn't had any serious work remedial work done to it in a number of years. Under the terms of the lease from WNC the Parish Council is obliged to keep it in a good state of repair.

We have been in contact with the Conservation Officer at WNC to ensure the work being proposed is acceptable. With St Luke's Centre being in a conservation area it has meant the cost of repair work to the exterior of the building is comparatively high.

Work that needs to be undertaken includes –

- Roof repairs
- Replacement fascia (including removing lights from fascia to do work)
- Painting
- Trims around the rooms and corners
- Hand dryers
- Tables, trolleys, chairs and an evacuation chair
- Wheelchair access point
- New footpath construction
- Flooring

Council To Consider:

To release funds of £75,000 from General Reserves to complete the above.



APPENDIX N
Duston & Upton Parish
Church of England Churches
St Francis' Church • St Luke's Church

Office: St Francis' Church, Eastfield Road, Northampton. NN5 6TQ

5th August 2021

To Duston Parish Council,

As you are aware, The Parochial Church Council of Duston and Upton Parish is looking to close the Churchyard at St Luke's Church Duston. For the time being, the Parochial Church Council has decided to continue with the maintenance of the Churchyard after closure. We are required by The Ministry of Justice to bring this matter before Duston Parish Council, as the Churchyard is located in the area for which you are responsible. (We also are required to notify West Northamptonshire Council). Please could you indicate any objections to the closure on the enclosed form and return to me at:

The Rectory
3 Main Road
Duston
Northampton
NN5 6JB

Thank you.

Yours sincerely

Mandy Manzett

Team Rector.



Duston Parish Council
Grant Application Form

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

DUSTON NETBALL CLUB

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

Address – where organisation/individual is based:

Contact Name:	ELAINE WRIGHT
Position:	HEAD COACH / DIRECTOR
Address:	136 MAIN ROAD DUSTON
Postcode:	NNS 6 2A
Email:	netballwright@brinknok.com
Daytime Phone:	07834 195853
Website:	DUSTON NETBALL

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 type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

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.

Provides Netball for all ages - to include netball skills training + match play for ladies over 18 + over 16's girls

When was the organisation formed?	December 2007
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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
N/A		

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

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

The club has had to train/play outside courts and the said 20 balls are to replace the badly worn balls outside.

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).

All the said club netball players ladies + girls a total of 30+

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:

No

How do you know there is a need for the work for which a grant is being requested?

Enables better health + fitness for females



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<p>Please tell us how you will make a difference -- what are the benefits of your activity?</p>	<p>To provide a safe environment for girls + ladies to enjoy physical activity as a team sport</p>
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<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p>	<p>Several teams play in local leagues which is our development plan for good netball for all.</p>
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4. FINANCIAL DETAILS:

<p>How much money are you requesting from Duston Parish Council?</p>	<p>£239.98 (see breakdown)</p>
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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 £
20 New Netballs	239.98		
Total	£239.98	£	£

Customer Services: **0161 626 3936**
Monday - Friday, 9am - 5pm

2 Items
£238.98

- Netball Trainers
- Netballs
- Netball Posts & Rings
- Netball Kit
- Netball Equipment
- Sports Injuries & Supports
- Netball Trophies & Medals
- Netball Books & Resources
- Covid Friendly Products
- SALE

Shopping Cart

<input type="checkbox"/>		<p>10 x Gilbert Pulse Purple Netballs & Gilbert Ball Sack</p>	<input style="width: 50px; height: 20px;" type="text" value="2"/>	£99.99	£199.98
	<p>Ball Size: Size 5</p>		2		

Do you have a coupon? If you have a coupon for our shop then enter it here:

Coupon Code

Total £238.98

UPDATE CART

CONTINUE SHOPPING

CHECKOUT NOW



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)	£ 239.98
Northampton Borough Council Grant	£
Northampton County Council Grant	£
Other Grants (please specify)	£
Existing Funds	£
Fund Raising	£
Other (please specify)	£
TOTAL	£ 239.98

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 checked="" 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:

No annual Report due to lockdown
awaiting to have an A&A

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.



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>Elan Wright</i>
Name (please print)	ELAN E WRIGHT
Position	Head Coach (Director)
Date	28th June 2021

Please return your completed form to the address below:

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

22 May - 23 Jun 2021

Mr Adrian Bradley Wright and
Mrs Elaine Wright

MG 009071 F1VI900A 709F305XF00061 34200 02862 A

- Sort Code 20-61-51
- Account no. 30007439
- SWIFTBIC BUKGB22
- IBAN GB70 BUKB 2061 5130 0074 39

MR A WRIGHT & MRS E WRIGHT
136 MAIN ROAD
DUSTON
NORTHAMPTON
NN5 6RA



At a glance

Start balance	£322.06
Money in	£460.00
Money out	£391.70
End balance	£390.36

Your arranged limits

Overdraft	£2,060
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NOTICEBOARD

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

Where interest has been debited to your account during the period covered by this statement, this has been calculated at 29.930% per annum

Your Barclays Bank Account statement

Current account statement

Your transactions

Giro Bank Giro Contactless Online








Date	Description	Money out	Money in	Balance
22 May	Start balance			322.06
25 May	Giro Received From Johnson Kerrie Ref: Kerrie		12.00	
	Giro Received From Hunter Valerie Ref: Hunter Netball		12.00	346.06
26 May	Giro Received From Farmer Nicola Ref: Millie Farmer		12.00	358.06
28 May	Bill Payment to Moulton College Ref: 1497178	90.00		268.06
07 Jun	Giro Received From Bowie Daniel Ref: Martha Bowie		12.00	
	Giro Received From Sara Wilks Ref: Hannah Wilks		12.00	
	Giro Received From Davies Simone Ref: Imogen D U16		12.00	304.06
08 Jun	Giro Received From Pearle S A Ref: Steph Pearle		12.00	
	Giro Received From S Deane Ref: Training Fees		12.00	
	Giro Received From Hundley AM Ref: Hundley C		12.00	
	Giro Received From Hundley AM Ref: Hundley ABI		12.00	
	Giro Received From Nickolls Ella Ref: Ella Nickolls		12.00	


Continued

09071 53575 F1VI900A 1 of 2

1/2

Your transactions

Date	Description	Money out	Money in	Balance
08 Jun	 Bill Payment From McCormack+Yanags Ref: Olivia Yanagisawa		12.00	376.06
09 Jun	 Received From Tango Ciann Ref: Ciann Netball		12.00	
	 Received From G Green Ref: Georgia Training		12.00	
	 Received From Shocklidge SJ Ref: Megan S Netball		12.00	412.06
10 Jun	 Received From Ella Joyce Ref: Netball Money		12.00	424.06
11 Jun	 Received From Williams NJ Ref: Nina Subs		12.00	436.06
14 Jun	 Card Payment to Marks&Spencer PLC On 11 Jun	5.70		
	 Bill Payment to Mr Dean Martin Hum Ref: Duston NC	40.00		
	 Bill Payment to Judith Rachel Clem Ref: Dustin NC	40.00		
	 Bill Payment to Lesley Clarke Ref: Duston NC	40.00		
	 Bill Payment to Ms Claire Haywood Ref: Duston NC	40.00		
	 Transfer From Sort Code 20-61-51 Account 60988839 Ref: Dress Monies		164.00	434.36
16 Jun	 Bill Payment to Kimberley Westley Ref: Dustonnetball	40.00		394.36
18 Jun	 Bill Payment to K Hughes Ref: Duston Roses	56.00		
	 Transfer From Sort Code 20-61-51 Account 60988839 Ref: Netball Dresses		80.00	418.36
21 Jun	 Received From Taylor He Ref: Netball HT		12.00	430.36
22 Jun	 Bill Payment to Emma Bateman Ref: Duston Netball	40.00		390.36
23 Jun	End balance			390.36

 **Anything Wrong?** If you've spotted any incorrect or unusual transactions, see the next page for how to get in touch with us.

Credit interest rates

This account does not pay credit interest



**NORTHAMPTON
BOROUGH COUNCIL**

PLANNING NOTICE

**TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND)
ORDER 2015**

Application Reference No: N/2020/1623

Take notice that an application has been made to the Northampton Borough Council to carry out the following:

PROPOSAL	DEMOLITION OF EXISTING BUILDINGS AND ERECTION OF CLASS E LIMITED ASSORTMENT DISCOUNT FOODSTORE WITH ASSOCIATED CAR PARKING, ACCESS, LANDSCAPING AND ASSOCIATED ENGINEERING WORKS
LOCATION	• MAJOR APPLICATION. HARVEY'S WAREHOUSES LTD HILL CLOSE NORTHAMPTON NORTHAMPTONSHIRE NN5 7UN
APPLICANT	LIDL GREAT BRITAIN LIMITED

A copy of the documentation, plans and the accompanying details are available for inspection on-line www.northampton.gov.uk, click on "Planning", and then on "Planning Search Facility", entering the plan application number as shown above.

Any person who wishes to make representations should write to the Planning Division, The Guildhall, St Square, Northampton, or email planning@northampton.gov.uk, within **21 days** of the date of this notice quoting the application reference number.

All comments received will become background papers (as defined in the Access to Information 1985) and accordingly will be available for public inspection, and will be published on the Council website.

It should be noted that details of this application may have also been publicised by a press notice and date shown thereon (if later than that advised above) is the last date by which representations will be accepted.

Date:

**Peter Baguley
Director of Planning & Sustainability – Planning Service**

Northampton Borough Council
Planning Office
The Guildhall
St Giles Square
Northampton
NN1 1DE



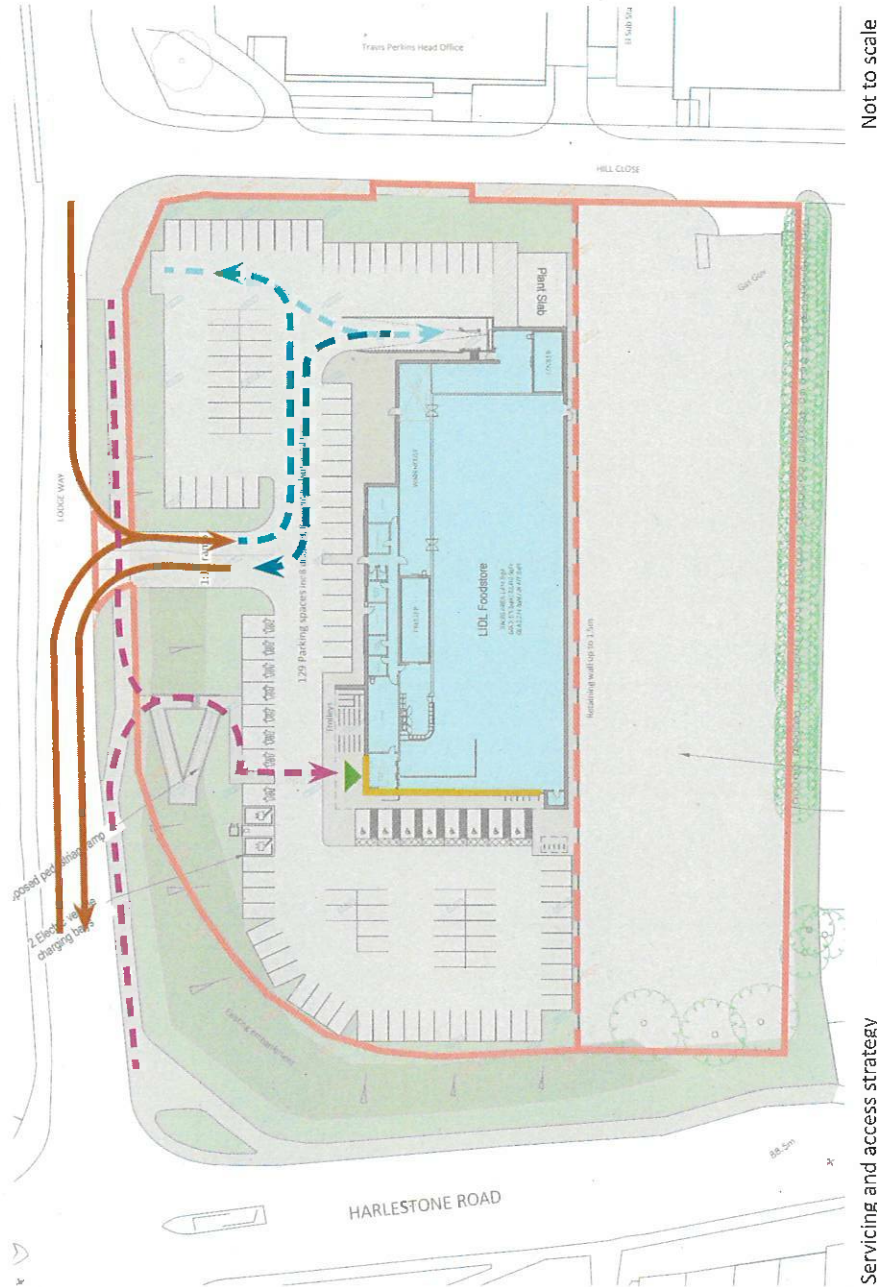
Access and Servicing

The proposal expresses a new access road off Lodge Way due to the current primary site access being located outside the boundary limits. This will provide a point of access and egress for customers and delivery vehicles. New pedestrian footpaths will be created linking into those existing outside the site. Once in the site dedicated crossings provide access to the store entrance. Existing bus stops are within approximately 200m of the store entrance.

A dedicated servicing / deliveries area will be located to the Lidl store's northern elevation. It is anticipated that there will be one to two dedicated deliveries per day, with up to three per day at peak periods of the year (for example, Christmas and Easter). All deliveries will be undertaken by 16.5m articulated HGVs. The swept path analysis of a typical 16.5m long articulated delivery vehicle is presented within the Transport Assessment and demonstrates that this size vehicle can easily and safely enter and leave the Lidl site in forward gears, even when the store is open for business.

The proposed 129 parking spaces includes 8 spaces to mobility standard and 8 parent and child, at convenient locations adjacent to the store entrance. There is also 2 rapid charge electric spaces proposed near to the southern facing elevation. 5 cycle stands providing space for 10 customer cycles, are proposed near the store entrance under the building canopy. Their location along the glazed frontage to the front of the site ensures natural surveillance and shelter.

- Site boundary
 - Servicing in /out
 - Vehicular access
 - Pedestrian access
 - Curtain walling
 - Store entrance
- Key



Servicing and access strategy

Not to scale

Conclusion

The proposed scheme seeks to bring a new foodstore offering to this part of Northampton by redeveloping a vacant brownfield, former industrial site, whilst also providing wider choice to consumers and generating new employment opportunities.

This proposal will be constructed to a high quality with sensitivity to the local environment, employing contemporary and sustainable design and materials to create an attractive, high quality building which is appropriate to its surrounding built environment. The proposal utilises its locality to ensure good accessibility and promote sustainable transport methods.



View from proposed new pedestrian access entry



View of the proposed store from Harlestone Road

**NOTICE UNDER ARTICLE 15(3) OR ARTICLE 16 OF APPLICATION FOR PLANNING
PERMISSION ACCOMPANIED BY AN ENVIRONMENTAL STATEMENT**

Application No.	WNS/2021/0976/MAR
Proposal	Reserved Matters submission relating to planning permission S/2017/2270/EIA. Details of layout, scale, appearance and landscaping pursuant to the erection of 285 dwellings (Plots R4-1 - R4-102, R5-1 - R5-109 and R7-1 - R7-74), adjoining strategic open space and play facilities.
Location	Northampton West Sustainable Urban Extension Sandy Lane, Harpole, Northamptonshire.
Parish	Harpole
Application No.	WNS/2021/0994/MAR
Proposal	Reserved Matters submission relating to planning permission S/2017/2270/EIA. Details of layout, scale, appearance and landscaping pursuant to the erection of 98 dwellings (Plots R8-1 - R8-98) and adjoining strategic open space. Original application was an environment impact assessment application.
Location	Duston Road Upper Harlestone. Northampton West Sustainable Urban Extension Harpole.
Parish	Harpole

I give notice that Bloor Homes, Bewick House, 6 Cygnet Drive, Swan Valley, Northampton, NN4 9BS has applied to West Northamptonshire Council for reserved matters planning permission for the above developments and that the application is accompanied by an Environmental Impact Assessment and Environmental Statement.

Members of the public may inspect copies of the application, plans, the environmental statement and other documents submitted with it via the Online Planning Register on the Council's website (www.southnorthants.gov.uk/comment), which will also tell you the current status of the application together with other useful information.

Members of the public may obtain copies of the Environment Statement from: Mr James Caffrey, Bloor Homes, Bewick House, 6 Cygnet Drive, Swan Valley, Northampton, NN4 9BS or email Mr James Caffrey James.Caffrey@bloorhomes.com

Anyone who wishes to make representations about this application should do so by **13 September 2021** to guarantee that they are considered. You can submit comments via the Council's website (www.southnorthants.gov.uk/comment).

You should be aware that by law, any representations made are not confidential and may be read by others including the applicant. The Council will not consider any anonymous representations on applications.



Jim Newton
Assistant Director - Growth, Climate and Regeneration

Date : 12 September 2021

BLOOR HOMES

Suzanne Taylor
West Northamptonshire Council
Development Management (South Office)
The Forum
Moat Lane
Northamptonshire
NN12 6AD

Email: James.Caffrey@bloorhomes.com
Tel: 01604 685607
Your Ref: S/2017/2270/EIA
Our Ref: SM5114/PL/JC/RM1/SN01

Date: 1st July 2021

***Sent via the planning portal only**

Dear Suzanne

Re: Northampton West – Reserved Matters application comprising details of layout, scale, appearance and landscaping pursuant to the erection of 98 dwellings (Plots R8-1 – R8-98), adjoining strategic open space – pursuant to outline planning approval S/2017/2270/EIA

Please find enclosed a reserved matters application pursuant to outline approval S/2017/2270/EIA comprising part of the first phase of development and comprising 98 dwellings, strategic open space and associated play facilities.

A separate reserved matters application pursuant to outline approval DA/2017/0889 has also been submitted and comprises the other part of this first phase of development, comprising 285 dwellings, strategic open space and associated play facilities.

The extent of each reserved matters application is shown on the enclosed 'Reserved Matters Submission Plan' and as shown the boundary to each follows the former district council boundary which separated South Northamptonshire District Council from Daventry District Council from.

A full suite of identical drawings have been submitted for both reserved matters applications and the drawings which we are seeking approval of are specified on each application form.

I trust you will find the plans to be comprehensive and in accordance with the Design Code. However, if you require any further information please do not hesitate to contact me.

BLOOR HOMES

Yours faithfully



James Caffrey

Planning Manager

For and on behalf of Bloor Homes Limited
South Midlands Division

BLOOR HOMES SOUTH MIDLANDS is a division of BLOOR HOMES LIMITED PRIMUS HOUSE, CYGNET DRIVE, SWAN VALLEY, NORTHAMPTON NN4 9BS
TELEPHONE 01604 684400 FACSIMILE 01604 684401 EMAIL smids@bloorhomes.com

REGISTERD No. 2162561 ENGLAND. REGISTERED OFFICE: ASHBY ROAD, MEASHAM, SWADLINCOTE, DERBYSHIRE DE12 7JP. VAT REG No. 125 4938 61

Bloorhomes.com

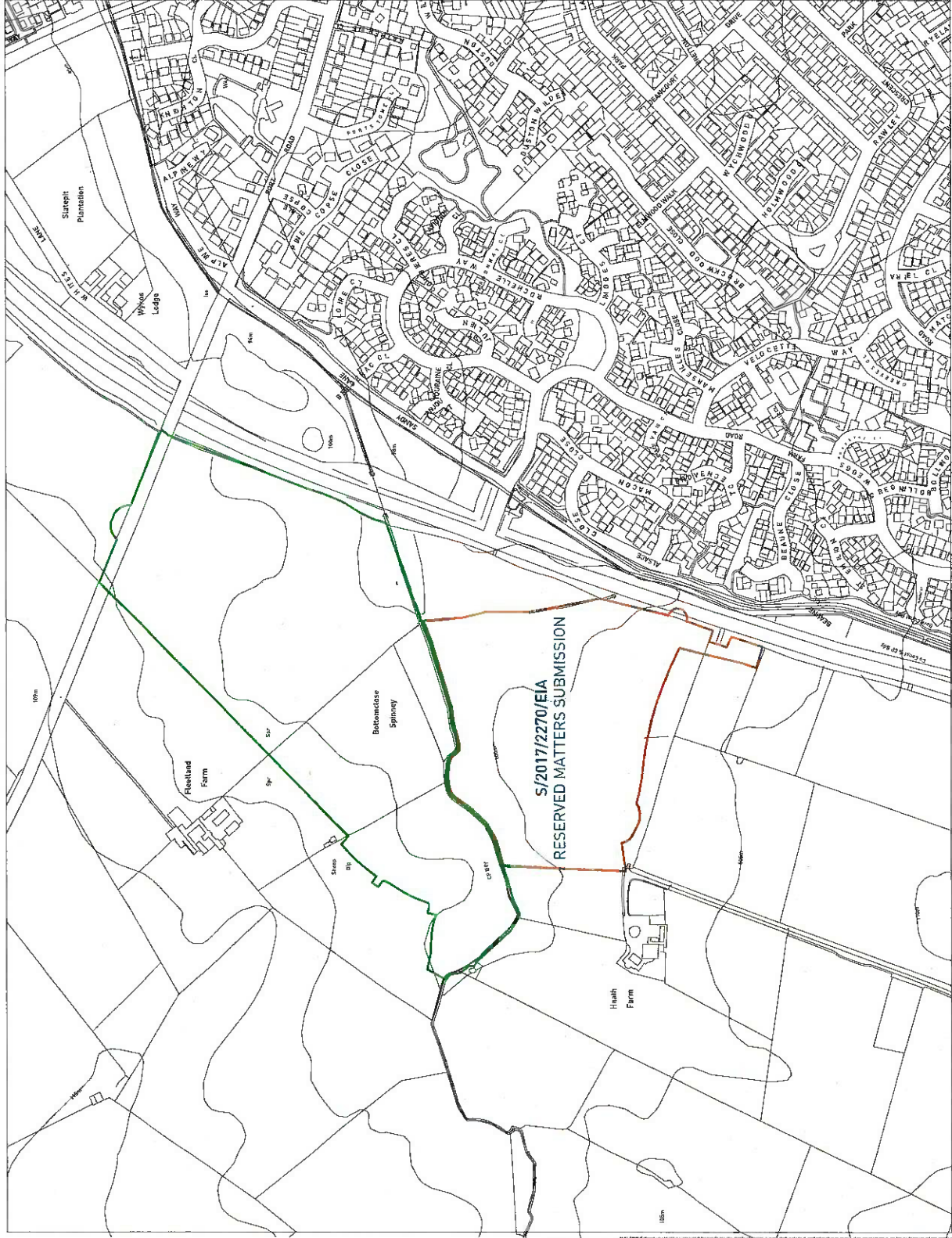
KEY



EXTENT OF RESERVED
MATTERS SUBMISSION (8.21HA)



DA/2017/0987 RESERVED
MATTERS SUBMISSION





- KEY**
- SITE LOCATION
 - LOCAL CENTRE PARCEL (1.71HA)
 - SPINE ROAD FRONTAGE
 - KEY SPACE FRONTAGE
 - PROPOSED PUBLIC OPEN SPACE (REFER TO DETAILED LANDSCAPING PROPOSALS)
 - INDICATIVE PLANTING (REFER TO DETAILED LANDSCAPING PROPOSALS)
 - RETAINED PLANTING
 - PROPOSED DRAINAGE (REFER TO DETAILED DRAINAGE PROPOSALS)
 - PROPOSED PLAY FACILITY (REFER TO DETAILED LANDSCAPING PROPOSALS)

Accommodation Schedule

Design/Market Unit Type	No. Units	Stores	No. of Units	Sqft./Unit	Total Sqft	
Ordnance	2	2	20	670	2540	10%
Ordnance	2	2	44	743	3332	
Kilburn	3	2	24	848	2256	
Macbrams	3	2.5	38	1050	2940	
Leamings	2	2	20	940	2820	62%
Honey	3	2	12	100	1800	
Lisley	3	2	12	610	1452	
Wilton	2	2	10	1311	3293	
Wilton	2	2	24	415	2472	
Wilton	4	2	33	430	4320	
Wilton	4	2	30	1211	2930	
Horswood	4	2	33	1498	4746	64%
Pease	4	2	20	1353	4320	
Morris	4	2.5	18	1348	2514	
Total	5	2	22	172	21020	5%
Total DM					283	636,019 sqm
Total Units					283	636,019 sqm



NORTHAMPTON WEST - PROPOSED LAYOUT (PARCELS R4, R5, R7 & R8)



Draft Response from Duston Parish Council. Planning Application WNS/2021/0994/MAR

To the Planning Case Officer

Duston Parish Council wishes to express its concerns again on the development of this area.

This application will inevitably increase traffic on Duston residential roads. Future residents on this proposed development will come through Duston village to access local amenities such as schools but also to get to the Sixfields district and into Northampton Town Centre. The increase in noise and air pollution will have a detrimental impact on the quality of life for Duston residents. Much of the new traffic will be sent through Port Road and Berrywood Road which already experience high levels of congestion at peak times. Residents have expressed their objections to us in that this development significantly changes the character of the wider area.

It has long been the view of Duston Parish Council that there needs to be significant improvements to the local road structure such as completion of the New Sandy Lane and the proposed North West Relief Road to mitigate the impact the proposed development will have on our Parish. These improvements should be made before construction starts. Serious consideration should be given to high bunds on both sides of the New Sandy Lane to safeguard against higher levels of air and noise pollution. There also needs to be a substantial expansion and improvement of local amenities in the Duston area such as doctor surgeries and school places to help cope with increased demand coming from such development.

We asked for the above to be addressed when outline planning permission was granted. We would like to see all Duston residents in the nearby area to be consulted.

