



**DUSTON PARISH COUNCIL**

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

### **FULL COUNCIL**

22<sup>nd</sup> October 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 4<sup>th</sup> November 2021 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Acting Clerk, Duston Parish Council

### **AGENDA**

**111/21. To receive apologies for absence**

**112/21. To receive and approve the minutes of the meeting held on 7<sup>th</sup> October 2021 (APPENDIX A)**

**113/21. 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](http://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).*

#### **114/21. 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).*

#### **115/21. Bank Reconciliations**

- a) To approve bank reconciliations for August 2021 (APPENDIX B)
- b) To approve bank reconciliations for September 2021 (APPENDIX C)

#### **116/21. Invoices for Approval**

- a) To approve invoice payments for August 2021 (APPENDIX D)
- b) To approve invoice payments for September 2021 (APPENDIX E)

#### **117/21. Volunteer Policy**

- a) To receive the Working Party Report on the Volunteer Policy
- b) To approve the draft Volunteer Policy (APPENDIX F)

#### **118/21. Meeting Schedule**

- To approve the following meeting schedule

Council – First Thursday of Month at 7pm (Second Thursday in January 2022)

Environment Committee – Third Thursday at 7pm

Engagement & Wellbeing Committee – Fourth Wednesday at 7pm

Planning Committee – Fourth Thursday at 7pm

#### **119/21. Duston Parish Council Four Year Plan**

- To approve the draft Four Year Plan (APPENDIX G)



**DUSTON PARISH COUNCIL**

APPENDIX A

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

**FULL COUNCIL**

**MINUTES 7<sup>th</sup> October 2021 7pm**

**CHAIRMAN:**

Councillor Pape, in the Chair

**PRESENT:**

Clrs Bottwood, Enright-King, Ennis-Clark, Maitland, Hinch, Golby, Roper, Stonehouse, Ingram, Golby.

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**85/21. To receive apologies for absence**

- Cllr Barnes

**86/21. To receive and approve the minutes of the meeting held on 2<sup>nd</sup> September 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 2<sup>nd</sup> September 2021 were approved as a true record of the meeting

**87/21. To receive declarations of interest under the Council's Code of Conduct**

- Cllr Stonehouse declared a non-pecuniary interest in Item 104/21.

**88/21. Public Participation Session**

- Bernard Bullivant addressed the Council on the condition of the footpath on Mendip Road and the bins at Malvern Grove.

- Iain Liddon spoke on e-scooters.

**89/21. Bank Reconciliations**

- **RESOLVED:** To approve the bank reconciliations for July 2021 (APPENDIX B)

**90/21. Invoices for Approval**

- **RESOLVED:** To approve invoice payments for July 2021 (APPENDIX C)

**91/21. Engagement and Wellbeing Committee Update**

- **RESOLVED:** To note the report from the Committee and any recommendations (APPENDIX D)

**92/21. Planning Committee Update**

- **RESOLVED:** To note the report from the committee and the decisions made (APPENDIX E)

**93/21. Environment Committee Update**

- **RESOLVED:** To note the report from the Committee and any recommendations made (APPENDIX F)

**94/21. Grant Application**

- **RESOLVED:** To approve the Grant Application from RSPCA Northamptonshire Branch Duston Charity Shop (APPENDIX G)

**95/21. Community Engagement Reports**

- **RESOLVED:**
  - a) To thank staff for the work as set out in both reports.
  - b) To approve the Community Engagement Reports for 2020 and 2021 (APPENDIX H)

**96/21. Duston Parish Council Website**

- **RESOLVED:**
  - a) To move to the responsive template offered by our current provider.

- b) To establish a working party to investigate the potential use and cost of Modern.Gov of Cllrs Bottwood, Ennis-Clark and Hinch and report back to Council in due course.

**97/21. Volunteer Policy**

- **RESOLVED:** To establish a working party to make possible amendments to the Volunteer Policy of Cllrs Maitland and Hinch and report to the next meeting of Council.

**98/21. Whistleblowing Policy**

- **RESOLVED:** To adopt the Whistleblowing Policy (APPENDIX K)

**99/21. Health and Safety Policy**

- **RESOLVED:** To adopt the Health and Safety Policy (APPENDIX L)

**100/21. Disciplinary and Grievance Policy**

- **RESOLVED:** To adopt the Disciplinary and Grievance Policy (APPENDIX M)

**101/21. Sickness Absence Policy**

- **RESOLVED:** To adopt the Sickness Absence Policy (APPENDIX N)

**102/21. Complaints Policy**

- **RESOLVED:** To adopt the Complaints Policy (APPENDIX O)

**103/21. Amendments to Standing Orders**

- **RESOLVED:** To approve the proposed amendments to Standing Orders (APPENDIX P)

**104/21. Partnership Working With Duston Good Neighbours Scheme**

- **RESOLVED:** To approve partnership working with Duston Good Neighbours Scheme and the addition to the constitution (APPENDIX Q)

**105/21. Footpaths**

- **RESOLVED:** To delegate to Planning Committee to look at the issue of unregistered land in Duston and report back in due course.

**106/21. Duston Four Year Plan**

- **RESOLVED:** To delegate to the Clerk in consultation with the Chairs of the Committees to produce a final draft of the Four Year Plan to present to Council.

**107/21. Meeting Schedule**

- **RESOLVED:** To consult each Committee and then bring back to the next meeting of Council.

**108/21. Duston Parish Council Christmas Trees**

- **RESOLVED:**
  - a) To have a Christmas Tree at the front of St Luke's Centre.
  - b) To have a Christmas Tree on the roof of the Community Centre.
  - c) To ask the owner for permission to put on at St Francis Church.
  - d) To ask Highways for permission to have one on the verge near Woodley Chase.

**109/21. Covid 19 Emergency Procedures for Council Meetings and Staff**

- **RESOLVED:** To delegate to the Engagement and Wellbeing Committee to look at this issue and report back in due course.

**110/21. To turn Unit 2 into a free community hot desking facility**

- **RESOLVED:** To look at this idea at some point in the future.

The meeting concluded 8:51pm

Date: 19/10/2021

Duston Parish Council

Page 1

Time: 14:25

**Bank Reconciliation Statement as at 31/08/2021  
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	31/08/2021	8	43,501.58
			<u>43,501.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			43,501.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			43,501.58
		<b>Balance per Cash Book is :-</b>	<b>43,501.58</b>
		<b>Difference is :-</b>	<b>0.00</b>





**Bank Reconciliation Statement as at 31/08/2021  
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	31/08/2021	8	524,099.15
			<u>524,099.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			524,099.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			524,099.15
		<b>Balance per Cash Book is :-</b>	<b>524,099.15</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/08/2021  
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2021	8	7.08
			<u>7.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7.08
		<b>Balance per Cash Book is :-</b>	<b>7.08</b>
		<b>Difference is :-</b>	<b>0.00</b>



	Float	
	Per count	
31.8.21	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 IN TIN</u>
In safe		0.00
		<u>7.08</u>
		0.00

Reconciliation to RBS

In tin b'wd 1.8.21	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 31.8.21	7.08	0.00
Balance per RBS 31.8.21	<u>7.08</u>	

Petty cash expenses paid

Ref	Description	£
		<u>0.00</u>



**Bank Reconciliation Statement as at 31/08/2021  
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	31/08/2021	8	13.51
			<hr/> 13.51
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			13.51
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			13.51
		<b>Balance per Cash Book is :-</b>	<b>13.51</b>
		<b>Difference is :-</b>	<b>0.00</b>





**Bank Reconciliation Statement as at 30/09/2021  
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/09/2021	9	77,334.95
			<u>77,334.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,334.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,334.95
			<b>Balance per Cash Book is :- 77,334.95</b>
			<b>Difference is :- 0.00</b>



Bank Reconciliation Statement as at 30/09/2021  
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	30/09/2021	9	707,660.72
			<hr/> 707,660.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			707,660.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			707,660.72
		<b>Balance per Cash Book is :-</b>	<b>707,660.72</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/09/2021  
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	30/09/2021	9	124.14
			<hr/> 124.14
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			124.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			124.14
		<b>Balance per Cash Book is :-</b>	<b>124.14</b>
		<b>Difference is :-</b>	<b>0.00</b>



30.9.21	Float Per count 20 10      10.00 5      5.00 2 1      6.00 0.5    2.00 0.2    0.80 0.1    0.10 0.05   0.20 0.02   0.02 0.01   0.02 <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 24.14 IN TIN
In safe	100.00
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 124.14

Reconciliation to RBS

In tin b'wd 1.9.21	7.08	
Cash received (trf from bankings sheets)		
Trf in from cash takings	150.00	
Trf to Facilities float	-31.79	
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 125.29	
Cash paid out in month	1.15	
= Cash in tin 30.9.21	124.14	0.00
Balance per RBS 30.9.21	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 124.14	

Petty cash expenses paid

Ref	Description	£
PCSEP1	Alison sponges	1.15
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 1.15





Bank Reconciliation Statement as at 30/09/2021  
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	30/09/2021	9	82.25
			<u>82.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			82.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			82.25
		<b>Balance per Cash Book is :-</b>	<b>82.25</b>
		<b>Difference is :-</b>	<b>0.00</b>



Purchase Ledger for Month No 5

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	
25/08/2021	77375		1ST REACTION	1ST001	30.00	6.00	36.00	4160	102	30.00	1st Reaction alarm response SL
04/08/2021	119473		1ST REACTION	1ST001	202.50	40.50	243.00	4225	101	202.50	1st Reaction replace contacts
14/06/2021	3246		2COMMUNE	2C001	150.00	30.00	180.00	4019	201	150.00	2Commune Site editor training
20/08/2021	INV37949		ABBOTT SIGNS	ABBO01	674.50	134.90	809.40	4220	101	674.50	Abbot exterior signs DPCiogo
27/08/2021	INV37963		ABBOTT SIGNS	ABBO01	38.00	7.60	45.60	4225	101	38.00	Abbott replace internal sign
31/07/2021	ALLSTARJUL21		ALLSTAR	ALL001	46.01	9.20	55.21	4145	212	46.01	ALLSTARJUL21/Allstar
31/08/2021	E2014326403		ALLSTAR	ALL001	51.05	10.21	61.26	4145	212	51.05	Allstar - Aug fuel
06/08/2021	9309081		ANGLIAN WATER	ANGL01	985.50	0.00	985.50	4207	101	985.50	Anglian Water DCC
31/08/2021	AVIVAUG21		AVIVA	AVIVA001	238.48	0.00	238.48	4000	101	136.28	AVIVAUG21/AVIVA
								4006	101	102.20	AVIVAUG21/AVIVA
31/07/2021	CHARGEJUL21		BARCLAYS	B0001	10.00	0.00	10.00	4125	201	10.00	CHARGEJUL21/Barclays
19/08/2021	CHGAU21		BARCLAYS	B0001	11.50	0.00	11.50	4125	201	11.50	CHGAU21/Barclays
16/08/2021	9261		BARNETT LAND	BARN01	130.00	26.00	156.00	4226	211	130.00	Barnett maintenance
16/08/2021	9262		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	55.00	Barnett maint Timken Art
13/08/2021	BCARD AUG21		BARCLAYCARD	BCARD	720.08	95.70	815.78	4227	101	161.72	BCard maintenance
								4225	101	53.13	BCard repairs etc
13/07/2021	BCARDJUL		BARCLAYCARD	BCARD	825.75	151.04	976.79	4227	101	195.00	BCard UK Training IOSH course
								4220	101	210.25	BCard overhead door closers
								4220	101	99.98	BCard Telescopic ladder
								4225	211	67.59	B Card diffusers, trunking etc
								4225	101	38.32	B Card traffic mirror
								4225	101	22.20	B Card Duston Cobbler keys
								4019	201	32.96	Bcard SLCC training
								4165	101	24.82	Bcard gloves
								4115	201	12.29	Bcard stationery
								4120	201	24.00	Bcard Call Group
								4128	215	25.73	Bcard flags
								103	0	24.44	Bcard refund dua



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

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	
								4220	101	148.65	Bcard Fire door closers
03/08/2021	0228700		BOOKERS	BOOKERS01	52.75	0.00	52.75	4129	101	52.75	Bookers coffee etc
03/08/2021	967709908		BRITISH GAS	BRIT01	1,491.75	298.35	1,790.10	4206	101	1,491.75	B Gas elec DCC 1.7-31.7.21
31/08/2021	BT HISTORIC		BRITISH TELECOM	BT01	3,803.07	760.62	4,563.69	4999	201	3,803.07	BT historic invoices/fee
26/08/2021	21697042021		CAME INSURANCE	CAME01	12,616.10	0.00	12,616.10	4070	101	3,911.00	Insurance8/9/21-7/9/22
								4070	102	2,082.00	Insurance8/9/21-7/9/22
								4070	103	2,132.00	Insurance8/9/21-7/9/22
								4070	201	4,491.10	Insurance8/9/21-7/9/22
28/05/2021	6821		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM Grounds Maint May
27/08/2021	6996		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM maintenance Aug
31/08/2021	7013		COMPLETE GROUND MAN.	CGM001	405.00	81.00	486.00	4226	211	405.00	CGM Errington etc cut
31/08/2021	CMSAUG21		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CMSAUG21/Child Maintenance Ser
31/07/2021	1849		CLR LAW	CLR/LAW001	250.00	50.00	300.00	4055	201	250.00	CLR legal
01/07/2021	210700070602		DBFB	DBFB	325.10	65.02	390.12	4120	201	325.10	Database for Business Ltd
01/07/2021	210700070980		DBFB	DBFB	52.50	10.50	63.00	4233	102	52.50	DBFB St Lukes
01/08/2021	210800073583		DBFB	DBFB	52.50	10.50	63.00	4231	102	52.50	DBFB St Lukes CCTV line
01/08/2021	210800074199		DBFB	DBFB	328.16	65.63	393.79	4120	201	328.16	DBFB Telephone
31/08/2021	7402740571		DELL COMPUTERS	DELL01	1,831.48	366.30	2,197.78	4100	201	1,831.48	Dell Optiplex computers - 2
30/07/2021	OP/356566		DTP GROUP	DTP001	593.00	118.60	711.60	4115	201	593.00	DTP - toner
09/08/2021	IN239117802		EDEXRED	EDEXRED	309.12	3.22	312.34	4000	201	293.00	Eden Red vouchers
								4136	201	16.12	Eden Red vouchers
12/07/2021	6113618		ESPO	ESPO01	17.40	3.48	20.88	4151	101	17.40	ESPO bin liners
31/08/2021	6161670		ESPO	ESPO01	2.70	0.54	3.24	4115	201	2.70	ESPO-clips
31/08/2021	6161680		ESPO	ESPO01	8.45	1.69	10.14	4115	201	8.45	ESPO Dividers
31/08/2021	6161920		ESPO	ESPO01	12.20	2.44	14.64	4115	201	12.20	ESPO computer mouse
26/08/2021	55688		FSE	FSE01	250.00	50.00	300.00	4110	204	250.00	FSE Duston School Ad/sponsorsh
27/08/2021	AG AUG		ALISON GRANTHAM	GRANTHAM01	22.30	0.00	22.30	4115	201	22.30	A Grantham Amazon ink



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description	
							Invoice Total	A/C	Centre		Amount
17/08/2021	AG AUG 2		ALISON GRANTHAM	GRANTHAM01	60.95	12.19	73.14	4128	215	60.95	A Grantham hi viz jackets
31/08/2021	6160		NATALIE GREEN & CO.	GREE001	2,195.00	439.00	2,634.00	4050	201	2,195.00	N Green accounts/leaver etc
31/08/2021	HMRCAUG21		HMRC	HMRC01	6,299.55	0.00	6,299.55	4000	201	1,105.13	HMRCAUG21/HMRC PAYE & NI
								4000	101	1,887.83	HMRCAUG21/HMRC PAYE & NI
								4000	102	1,283.40	HMRCAUG21/HMRC PAYE & NI
								4005	201	399.46	HMRCAUG21/HMRC PAYE & NI
								4005	101	970.30	HMRCAUG21/HMRC PAYE & NI
								4005	102	653.43	HMRCAUG21/HMRC PAYE & NI
01/07/2021	137672		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	ICS Cleaning July
01/08/2021	138389		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	ICC Cleaning Aug
05/08/2021	ICOAUG21		ICO	ICO01	35.00	0.00	35.00	4060	201	35.00	ICOAUG21/Information Commissio
25/08/2021	72380		LINDUM FIRE	L0004	90.00	18.00	108.00	4226	102	90.00	Lindum Fire 6mth insp StL
09/08/2021	SI-690		LD ROOFING	LDROOF01	9,650.00	1,930.00	11,580.00	4225	102	9,650.00	LD Roofing50% Roof St L
								321		-9,650.00	LD Roofing50% Roof St L
31/08/2021	LGSS AUG21		NCC - PENSION	LPGS	5,195.18	0.00	5,195.18	4000	201	260.74	LGSS AUG21/Employers & School
								4000	101	416.66	LGSS AUG21/Employers & School
								4000	102	371.17	LGSS AUG21/Employers & School
								4006	201	947.65	LGSS AUG21/Employers & School
								4006	101	1,878.36	LGSS AUG21/Employers & School
								4006	102	1,320.40	LGSS AUG21/Employers & School
16/08/2021	INV-MAC26253		MAC SYSTEMS	MACS01	105.00	21.00	126.00	4227	102	105.00	Mac - access door fault
06/08/2021	INV-1460		NCALC	NCALC01	10.00	0.00	10.00	4019	201	10.00	NCalc- data prot officer fee
17/08/2021	2633		PERSONNEL ADVICE	PAS01	150.00	30.00	180.00	4056	201	150.00	Personnel - HR advice
14/08/2021	6433/21		P B ELECTRICAL SER.	PBE001	147.00	29.40	176.40	4227	101	147.00	PBE socket in hall/wire heater
10/08/2021	087		PR PAVING	PRP001	1,800.00	0.00	1,800.00	4225	101	1,800.00	PR Paving cast iron channels
13/08/2021	216		RAP PLUMBING	RAP001	525.00	0.00	525.00	4225	101	525.00	RAP Plumbing 10water heater
31/08/2021	SALARIESAUG21		SALARIES	SALARIES01	20,986.05	0.00	20,986.05	4000	201	5,436.67	SALARIESAUG21/STAFF SALARIES
								4000	101	9,041.59	SALARIESAUG21/STAFF SALARIES





Purchase Ledger for Month No 5

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		
31/08/2021	0001629192		SRCL LTD	SRCL	102.72	20.54	123.26	4000	102	6,498.69	SALARIESAUG21/STAFF SALARIES	
19/08/2021	94655		TRANTR	TRAN01	167.05	33.41	200.46	4155	102	34.00	SRCL waste	
31/08/2021	TVAUG21		TV LICENSING	TV001	11.87	0.00	11.87	4062	101	11.87	Tranter Fire alarm call out	
05/08/2021	0000004489		URBASER LTD	URB001	9.17	1.83	11.00	4155	211	9.17	TVAUG21/TV Licensing	
31/08/2021	RCO1168488		VEOLIA	V0002	528.16	105.63	633.79	4155	101	382.08	Urbaseer waste disposal	
31/08/2021	RCO1168489		VEOLIA	V0002	10.00	2.00	12.00	4155	102	146.08	Veolia waste removal	
31/08/2021	RCO1170166		VEOLIA	V0002	42.15	8.43	50.58	4155	102	10.00	Veolia St Lukes	
22/08/2021	B4-510083694		VODAFONE	VODA01	48.80	7.96	57.76	4121	101	24.90	Veolia waste annual fee	
01/07/2021	159160195		WORLDPAY	WORLD001	40.07	5.01	45.08	4137	201	24.90	Vodafone-August	
31/08/2021	168539904		WORLDPAY	WORLD001	39.99	5.00	44.99	4137	201	24.90	Vodafone-August	
										40.07	159160195/Worldpay (UK) Ltd	
										39.99	Worldpay cc charges	
<b>TOTAL INVOICES</b>							<b>78,286.47</b>	<b>5,705.14</b>	<b>83,991.61</b>		<b>78,286.47</b>	



Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description	
							Invoice Total	A/C	Centre		Amount
30/09/2021	78086		1ST REACTION	1ST001	220.00	44.00	264.00	4160	101	220.00	1st Reaction Lock up DCC
25/09/2021	2063		A1 RUBBISH	A1001	220.00	44.00	264.00	4155	102	220.00	A1 rubbish clear from St Lukes
21/09/2021	INV38024		ABBOTT SIGNS	ABBO01	59.00	11.80	70.80	4221	101	59.00	Abbot meeting room sign
30/09/2021	ALLSTAR SEPT		ALLSTAR	ALL001	50.06	10.01	60.06	4145	212	50.06	ALLSTAR SEPT/Fuel
06/09/2021	9437789		ANGLIAN WATER	ANGL01	949.76	0.00	949.76	4207	101	949.76	Water DCC 6.6.21-5.9.21
30/09/2021	AVIVAADJSEPT		AVIVA	AVIVA001	-17.16	0.00	-17.16	4006	101	-17.16	Aviva adjust September
30/09/2021	AVIVASEP21		AVIVA	AVIVA001	215.58	0.00	215.58	4006	101	102.20	AVIVASEP21/AVIVA
								4000	101	113.38	AVIVASEP21/AVIVA
16/09/2021	CHGSEPT21		BARCLAYS	B0001	19.50	0.00	19.50	4125	201	19.50	CHGSEPT21/Barclays
21/09/2021	9317		BARNETT LAND	BARN01	150.00	26.00	156.00	4226	211	130.00	Barnett Duston Gardens mainte
21/09/2021	9318		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	55.00	Barnett - Timken Art maint
13/09/2021	BCARD SEP21		BARCLAYCARD	BCARD	1,670.07	160.58	1,830.65	4225	212	183.33	Bcard Henry Hoover
								4151	101	155.19	Bcard consumables etc
								4115	201	285.28	Bcard stationery
								4116	201	10.56	Bcard stamps
								4060	201	410.00	BcardSLCC GY Qualification fee
01/09/2021	INV-7717		BDP PUBLICATIONS	BDP001	420.00	0.00	420.00	4110	204	625.71	Bcard van repairs and parts
13/09/2021	20219549		BLOW MOTION	BLOWMOTION	792.30	158.46	950.76	4225	102	420.00	BDP -In and Around Duston 3
								321		792.30	Blowmotion 6 Hand dryers St L
								6000	102	-792.30	Blowmotion 6 Hand dryers St L
21/09/2021	0131566		BOOKERS	BOOKERS01	81.36	6.55	87.91	4129	101	81.36	Bookers tea etc
03/09/2021	460632653		BRITISH GAS	BRIT01	1,297.37	259.47	1,556.84	4206	101	1,297.37	British Gas Elec DCC1.8.-31.8
14/09/2021	VII/1357372SEP		CATHEDRAL	CATH01	507.00	101.40	608.40	4226	201	33.80	Cathedral leasing Hygiene
								4226	101	270.40	Cathedral leasing Hygiene
06/09/2021	1332		CLUBS FOR YP	CFYP01	7,500.00	1,500.00	9,000.00	4057	213	202.80	Cathedral leasing Hygiene
22/09/2021	7041		COMPLETE GROUND MAN.	CGM001	1,500.00	300.00	1,800.00	4226	211	7,500.00	Clubs YP youth prog Jul-Sep
										1,500.00	CGM - works @ St Lukes



Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoices 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	
30/09/2021	7043		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM - Grounds Maint
30/09/2021	7080		COMPLETE GROUND MAN.	CGM001	270.00	54.00	324.00	4226	211	270.00	CGM Errington/Watson/Tesla
30/09/2021	CMSSEPT21		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CMSSEPT21/Child Maintenance Se
13/09/2021	218112		CONSTRUCTION SPECIAL	CSL001	1,784.46	356.89	2,141.35	4225	102	1,784.46	CS - Acroyvn wall guards St L
								321		-1,784.46	CS - Acroyvn wall guards St L
16/09/2021	187081		DAVID OGILVIE	DAVIDO	3,486.00	697.20	4,183.20	4249	211	1,784.46	CS - Acroyvn wall guards St L
01/09/2021	210900075776		DBFB	DBFB	325.10	65.02	390.12	4120	201	3,486.00	D Ogilvie-NHS/Key 3 seats
01/09/2021	210900075992		DBFB	DBFB	52.50	10.50	63.00	4231	102	325.10	DBFB - telephones/broadband
26/09/2021	7402747018		DELL COMPUTERS	DELL01	154.00	30.80	184.80	4100	201	52.50	DBFB - St Lukes CCTV line
22/09/2021	INV-0040		ELLIS ARCHITECTURAL	E0002	200.00	0.00	200.00	4055	102	154.00	Dell - monitor
								321		200.00	Ellis St L Fire exit drawings
								6000	102	-200.00	Ellis St L Fire exit drawings
10/09/2021	IN240993962		EDENRED	EDENRED	256.37	2.67	259.04	4000	201	200.00	Ellis St L Fire exit drawings
14/09/2021	6186114		ESPO	ESPO01	375.95	75.19	451.14	4115	201	243.00	Eden -Childcare vouchers
								4136	201	13.37	Eden -Childcare vouchers
24/09/2021	INV138741		EVAC+CHAIR	EVAC001	651.00	130.20	781.20	4220	102	20.35	ESPO- cleaning and stationary
								4151	101	355.60	ESPO- cleaning and stationary
								321		561.00	EVAC Chair St L
								6000	102	-561.00	EVAC Chair St L
								4226	102	561.00	EVAC Chair St L
								321		90.00	EVAC Chair St L
								6000	102	-90.00	EVAC Chair St L
19/09/2021	GC-S0032		GCSBUILD	GCS001	9,270.00	1,854.00	11,124.00	4225	102	90.00	EVAC Chair St L
								321		9,270.00	GSC 3 sach windows St L
								6000	102	-9,270.00	GSC 3 sach windows St L
30/09/2021	6192		NATALIE GREEN & CO.	GREE001	1,245.00	249.00	1,494.00	4050	201	9,270.00	GSC 3 sach windows St L
30/09/2021	HMRCSEP21		HMRC	HMRC01	4,311.57	0.00	4,311.57	4000	101	1,245.00	N Green-Accountancy/PKF
								4000	101	707.36	HMRCSEP21/HMRC PAYE & NI
								4000	101	1,385.95	HMRCSEP21/HMRC PAYE & NI



Purchase Ledger for Month No 6

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	
01/09/2021	139191		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	ICC Cleaning
24/09/2021	SI-755		LD ROOFING	LDROOF01	9,650.00	1,930.00	11,580.00	4225	102	9,650.00	LD Roof - roofing works St L
								321		-9,650.00	LD Roof - roofing works St L
30/09/2021	LGSSESPT21		NCC - PENSION	LPGS	4,871.53	0.00	4,871.53	4000	201	151.79	LGSSESPT21 Pension
								4000	101	316.90	LGSSESPT21 Pension
								4000	102	256.43	LGSSESPT21 Pension
								4006	201	947.65	LGSSESPT21 Pension
								4006	101	1,878.36	LGSSESPT21 Pension
30/09/2021	LGSSESPTADJ		NCC - PENSION	LPGS	-1,217.81	0.00	-1,217.81	4006	201	1,320.40	LGSSESPT21 Pension
								4006	101	-398.98	LGSSESPT21 Pension
								4006	102	-412.26	LGSSESPT21 Pension
								4006	102	-406.57	LGSSESPT21 Pension
15/09/2021	INV-1484		NCALC	NCALC01	38.00	0.00	38.00	4019	202	38.00	NCalc - Training course P King
29/09/2021	INV-1539		NCALC	NCALC01	290.00	0.00	290.00	4019	201	290.00	NCalc - Training course
15/09/2021	6446/21		P B ELECTRICAL SER.	PBE001	224.00	44.80	268.80	4225	102	224.00	PBE St Lukes remove lighting
								321		-224.00	PBE St Lukes remove lighting
14/09/2021	16036		PHIPPS STU	PHIPPS	140.00	0.00	140.00	6000	102	224.00	PBE St Lukes remove lighting
03/09/2021	SB20211386		PKF LITTLEJOHN	PKF	1,300.00	260.00	1,560.00	4051	201	140.00	S Phipps IT support
03/09/2021	34JUF003-0001		PARISH ON LINE	POL01	540.00	108.00	648.00	4101	201	1,300.00	PKFExternal audit
24/09/2021	221		RAP PLUMBING	RAP001	1,650.00	0.00	1,650.00	4225	101	540.00	Parish Online Mapping Service
30/09/2021	SALARIESSEPT21		SALARIES	SALARIES01	11,848.41	0.00	11,848.41	4000	201	1,650.00	RAP drain, plumbing repairs
								4000	101	2,455.15	SALARIESSEPT21/STAFF SALARIES
								4000	102	5,911.39	SALARIESSEPT21/STAFF SALARIES
								4000	102	3,475.37	SALARIESSEPT21/STAFF SALARIES





Purchase Ledger for Month No 6

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	
30/09/2021	0001638789		SRCL LTD	SRCL	102.72	20.54	123.26	4015	201	6.50	SALARIES/STAFF SALARIES
16/09/2021	23164116/0042		SOUTHERN ELECTRIC	SSE01	1,138.03	227.60	1,365.63	4155	102	68.72	SRCL Waste removal
16/09/2021	281641215/0036		SOUTHERN ELECTRIC	SSE01	69.54	13.91	83.45	4205	102	34.00	SRCL Waste removal
06/09/2021	IN10019		SSF DESIGN BUILD	SSF001	150.00	30.00	180.00	4225	102	1,138.03	SSE Elect St L 12.6.21-14.9.21
01/09/2021	TVSEPT21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	69.54	Gas St Lukes 12.6-14.9.21
30/09/2021	RCO1171382		VEOLIA	V0002	427.24	85.45	512.69	4155	101	150.00	SSF - Replace door
22/09/2021	B4-514729871		VODAFONE	VODA01	49.80	7.96	57.76	4121	101	13.37	TVSEPT21/TV Licensing
30/09/2021	173353476		WORLDPAY	WORLD001	4.99	1.00	5.99	4137	201	300.40	Veolia - waste
								4155	102	126.84	Veolia - waste
								4121	101	49.80	Vodafone - mobile
								4137	201	4.99	Worldpay CC charges

TOTAL INVOICES 71,222.17 9,200.85 80,423.02

71,222.17





**DUSTON PARISH COUNCIL**

## **Volunteer Policy**

### **1. Introduction**

- 1.1** Duston Parish Council places great value on the involvement of volunteers in its work. Volunteers help enhance the range and quality of services provided by Duston Parish Council by putting their time, skills, knowledge or experience at its disposal. They help keep Duston Parish Council's work relevant to the community in Duston by bringing a range of personalities, backgrounds and experience into the organisation.
- 1.2** This policy is intended to ensure good practice in the involvement of volunteers in Duston Parish Council's work and promote understanding of the respective roles of staff and volunteers in the organisation.
- 1.3** Duston Parish Council will maintain a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the Parish Council of any changes to those details or to request removal of those details from the database if they no longer wish to volunteer. This info will not be shared to any third party.
- 1.4** Implementation of this policy shall be overseen by the Clerk in accordance with Duston Parish Council's Health and Safety Policy and the Equality and Diversity Statement.

### **2. Role of Volunteers and Task Specification**

Before recruiting volunteers, the Clerk will have considered the appropriateness of the role envisaged bearing in mind the following points: -

- 2.1 The roles of volunteers and those of staff in Duston Parish Council should be distinct. Staff should not normally be involved in working for Duston Parish Council in a voluntary and a salaried capacity.
- 2.2 Work carried out by volunteers should not be such that might jeopardise paid posts.
- 2.3 The voluntary role must allow for job satisfaction on the part of the volunteer, as well as meeting a need.
- 2.4 Existing staff and volunteers should be consulted on the creation of new roles for volunteers which are likely to affect them and, if appropriate, a relevant Trade Union should be consulted.
- 2.5 When a role for volunteers is identified and approved a role description outlining the general tasks, required skills or qualities, and conditions of service (i.e. expenses, insurance) should be available in writing or email.

### **3. Recruitment and Selection**

- 3.1 Nominated members of staff with the appropriate skills will be responsible for the selection of volunteers who would be working under their supervision.
- 3.2 Volunteers will be recruited from the widest possible base and selected accordingly to their own individual ability to perform the required tasks.
- 3.3 A clear description of the volunteer's role will be given.
- 3.4 A volunteer will be invited to commence working for a trial period prior to either side agreeing to a longer term arrangement.
- 3.5 If unable to involve a particular volunteer, the staff responsible for the selection must make the reasons clear in a sensitive manner.

### **4. Support**

- 4.1 An individual member of staff should be nominated to provide support to individual volunteers. Clear lines of communication should be identified.
- 4.2 Staff need to devote time to support volunteers, and if necessary be provided with training in relevant skills.
- 4.3 Where appropriate, additional methods of support will be used e.g. volunteer meetings, newsletters, or other tokens of appreciation.
- 4.4 Note should be taken of individual volunteers needs for support.

## **5. Induction and Training**

- 5.1** All volunteers will be given an induction to Duston Parish Council and its work, including an information pack.
- 5.2** Any training required to enable volunteers to fulfill their roles will be arranged and paid for by Duston Parish Council.
- 5.3** Volunteers should be encouraged to take additional training that will enhance their role within Duston Parish Council, to be paid for by Duston Parish Council.

## **6. Role in Decision Making**

- 6.1** Volunteers will be consulted on any major policy or operational changes in Duston Parish Council that will affect them.
- 6.2** Volunteers will be encouraged to express their opinions on the work of Duston Parish Council and to develop their role within Duston Parish Council.
- 6.3** Volunteers may be invited to attend and to speak at committee meetings.

## **7. Conditions**

- 7.1** Volunteers will not be asked to work in conditions considered unsuitable for paid staff and will have the same provisions made regarding Health and Safety.
- 7.2** Insurance arrangements will be made for volunteers to cover them whilst undertaking duties on behalf of Duston Parish Council.
- 7.3** Out of pocket expenses will be reimbursed including travel to and from the project, and the cost of childminding or other care arrangements up to an agreed amount. Guidelines on acceptable expenses and rates will be available from the Chief Officer.
- 7.4** Where work is carried out over a meal time, a subsistence allowance may be paid or a meal provided. Refreshments etc. will be freely available to volunteers as for paid staff.
- 7.5** If a grievance arises for a volunteer which cannot satisfactorily be resolved by their supervisor, it should be brought to the Clerk. If it cannot be resolved, it will be referred to the Grievance Panel.

7.6 All volunteers should be made aware of the above rights and conditions without having to ask. Details of current rates for expenses, how to claim, and the nature and extent of insurance cover must be readily available.

7.7 Conditions such as rates for expenses, allowances, etc. will be reviewed periodically.

## 8. Equal Opportunities

8.1 Duston Parish Council relies on volunteer involvement to keep it relevant to the community it serves and so encourages involvement from all sections of the community.

8.2 Duston Parish Council operates a Diversity and Equal Opportunities Policy. It should ensure that it does not unfairly exclude or discourage the involvement of potential volunteers because of:

- class
- race, colour, nationality or ethnic background
- disability
- sex or marital status
- sexual orientation
- unrelated criminal record.

8.3 Each volunteer job specification should make clear the requirement that volunteers adhere to Duston Parish Council's Diversity and Equal Opportunities Policy.

8.4 If a volunteer has a special need or disability that makes their involvement difficult, every effort will be made to involve them. An explanation will be given if this is not possible.

**This policy is to be read in conjunction with the following policy:**

- Equality and Diversity Statement
- Health and Safety Policy

# **DELIVERING FOR DUSTON**

## **FOUR YEAR ACTION PLAN**

**1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2026**

### **Introduction**

This year marked the 30 year anniversary of Duston Parish Council (DPC). Over this time the Parish Council has gradually taken on more of a role in making Duston a better place to live and work. There are notable things that happened in that first decade or so that are still here benefitting residents today. In 2001 the Parish Council installed Triumph Gardens play area and the path linking it to Aquitaine Close. In 1998 DPC installed the commemorative bench on Bants Lane to mark the passing of Princess Diana funeral cortege. The work continued in the next decade as well such as putting in a path around the perimeter of the Quarry Park and then installing the MUGA (Multi Use Games Area) at Errington Park.

The Parish Council has also played a role in more difficult times. Following the closure of the British Timken site the Parish Council, despite being a relatively small organisation at the time, worked hard with the developers to try and get the best deal for residents. It secured the future of the Sports Club and Field and ensured this much valued asset stayed in local control and could be safeguarded for future generations.

In the first half of 2000s Northamptonshire County Council took the decision to restructure schools in Northampton and bring it in line with the rest of the county and most of the country. Northampton went from Lower, Middle and Upper Schools to Primary and Secondary. This meant a surplus of school sites and many, such as the Ryeland Middle School, were sold for housing. A strong campaign helped secure the future of St Lukes Lower School and Field as a community facility which DPC now proudly maintains for local residents.

Duston Parish Council has now for some time put on an annual community festival. Not always in the same location or with the same name. Presently it is held at St Luke's Field with the name "Duston Fun Day". This annual community event has become a key event in the local calendar. In recent years there has been a change in the nature of local government across the country.

Both Northampton Borough Council and Northamptonshire County Council began to focus more on their core statutory services. This has meant DPC has taken on yet more of a role in the community to fill a void. Most notably it has taken on the freehold and running of the Community Centre at Pendle Road and installed more play and gym equipment. These are the kind of things that principal authorities once did.

Duston has always had a strong sense of community and identity. After the demise of the previous Duston Parish Council in 1965 when the village was incorporated into the Borough of Northampton the community picked up the pieces. The previous Duston Parish Council (1895 – 1965) had an Old Peoples Welfare Committee and after 1965 this became Duston Old Peoples Welfare Association (DOPWA). DOPWA have carried forward the work in helping the older residents. Duston Community Association (DCA) coordinated a huge range of volunteer activities over many years such as running Duston Community Centre and teaching young children to swim at the local swimming pool.

### **Where we are**

Duston Parish Council now finds itself amongst change. The village has gone from being one out of ten parishes in Northampton to one out of 165 parishes in West Northamptonshire. West Northamptonshire Council (WNC) is one of the larger local authorities in England. Many principle authorities will be focusing on issues like social services, infrastructure projects, schools places and strategic housing growth. Duston Parish Council now has a simple choice. It can either be a talking shop and just administer itself or it can choose to take on a bigger enhanced role and actually deliver for residents. Duston Parish Council can fill some of the space left by the now defunct Northampton Borough Council. We will look favourably with West Northamptonshire Council about devolving services locally to Duston Parish Council.

Our surroundings are continuing to change as well. Until very recently Duston was on the edge of Northampton surrounded by countryside to the east. Large scale housing development is now taking place in Dallington Grange, Upton Lodge and in Harlestone/Harpole. Despite this change the Parish Council is determined to keep Duston's character and identity.



## **The Purpose**

The core purpose of Duston Parish Council will be to make the Parish a great place to live and work and the guiding overarching principles will be -

1. To protect and enhance both the history and identity of Duston. This will help preserve and enhance the sense of community pride in Duston.
2. To improve the environment and public open spaces in the Parish.
3. To provide cost effective services that meet local needs and aspirations.
4. To keep our local amenities such as shops and restaurants that help to bring the community together and provide for local employment.
5. Provide Community Leadership. The Parish Council alone can't make our locality a great place to live and work. So Duston Parish Council will work in partnership with West Northamptonshire and other stakeholders. We will work alongside all sections of community including young people.

## Our Aims

To be implemented by both Councillors and Staff.

<b>Engagement &amp; Wellbeing</b>	
Annual Magazine. DPC "Annual Report" Highlighting local business, community groups and events.	Dec-22
Set Up from Friends of Park Groups.	Dec-23
Quartley Councillor Surgeries	Ongoing
Suck up grass cuttings left by Veolia / Idverde	Dec-24
Engage with Limehurst Square Shops	Ongoing
Christmas Carols at Limeshurst	Ongoing
A resident survey to all domestic properties in Duston	Dec-22
A feasibility study & consultation into a band stand in Errington Park	Feb-23
Be proactive at opportunities in adopting Public Open Space so it doesn't go to management companies	Ongoing
Now Duston is no longer part of the Borough of Northampton the Parish Council will need to become the leader of local civic events.	Ongoing
Re-surface Limhurst Square but keep trees and bins. An improved design.	Dec-25
Continue to run our usual calendar of events.	Ongoing
Develop links with PPG & Mind. Both mental and physical wellbeing is vital to our residents.	Ongoing
Build up a volunteer base that is willing to help and support Parish Council initiatives.	Ongoing
Divide Parish into 12 areas for each councillor to monitor	Ongoing

<b>Environment</b>	
Replace the small noticeboards with double noticeboards in approx same location	By December 2022
Use non-toxic spray to help wildlife	Once Veolia contract expires
To obtain to Public Open Space from West Northants & put it in Parish Council ownership	Ongoing
To obtain ownership of both Bants Lane Allotments & Berrywood Road Allotments	Ongoing
To see how we can enhance both Duston Cemetery & St Luke's Churchyard	Ongoing
Employ an additional "Community Ranger" so DPC has two out in the Parish	By December 2022
A litter bin near Quarry Road shops	Sep-22
Install "Welcome to Duston" signs at Weggs Farm Road, Chiltern Avenue & Cotsworld Avenue	Jun-22
To install finger directional signs around parish	Feb-24
Install "a trim trail" somewhere in Duston in an appropriate location like Mendip Park or Sports Field	Dec-24
Adopt a biodiversity policy. We will look to have some rewilding to support wildlife.	Dec-22
Install more new play equipment at Melbourne Lane, the Quarry and Haydown Green aimed for the younger children.	Jun-22
Do a public consultation on putting in a gateway between Timken Estate & Mendip Park	Dec-25
Keep all four of our defibrillators for the next four years.	Ongoing
Identify Areas for Rewilding to help wildlife	Ongoing
Look to install planters & hanging baskets in each shopping area	Dec-23
Village green status for each park we own and maybe also St Luke's Field	Dec-23
Tree Planting	Ongoing

Consider funding a PCSO for Duston	Ongoing
Install a bench by Bus Stop opposite Timken Way North	Aug-22
Paving outside Duston Library	October 2022
Clerk to bring to Council a tree Policy	Feb-22
To ensure we provide an effective youth provision	Ongoing
Get an additional Vehicle Speed Sign	Dec-23
Commerative bench on verge opposite Timken Gates	Apr-23
Look to improve the entrances to DPC owned parks	Ongoing
Refurbish equipment MUGA at Errington Park, Mendip Park & Grafton Way	Ongoing

<b>Planning</b>	
To revise and update the Neighbourhood Plan	Complete within 2 years
To look at all unregistered land in the Parish	Ongoing
Install 2 – 3 public information boards explaining the history of the parish and its various buildings.	Complete within 2 years
Establish a working party to see how we can enhance Rosevilla Hut & Timken Gates	Dec-26
Get installed electric charging points in appropriate location	Dec-26
Establish a working party to make recommendations to council on CIL / S106 can be spent	Ongoing

### **Duston Together & Wellbeing**

Duston is made up of various estates. Residents do not always know the groups out there that can help. Therefore Duston Parish Council will help bring this all together as we are about “connecting the community”. It should be easy to sign post what organisations are out there

that can meet particular needs of our residents. Knowing what local organisations are out there will improve community wellbeing and satisfaction.

### **Our Amenities**

Shops, restaurants, café and pubs play both a vital economic and community function. Keeping these facilities are vital in making Duston a great place to live. Having our basic amenities nearby, in a reasonable walking distance, helps to reduce car travel and thus pollution. We will look to support each of our shopping areas in the ways that we can.

### **Concluding Remarks**

It is a key role of Duston Parish Council to provide community leadership and take things forward. To make Duston a great place to live and work we need vibrant communities. Duston Parish Council is ambitious for the future. Our aim is for the Parish Council to be responsive and delivering for residents. *To be the best parish to live in West Northamptonshire.*

