



DUSTON PARISH COUNCIL

1

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

FULL COUNCIL

28th January 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 3rd February 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

153/22. To receive apologies for absence

154/22. To receive and approve the minutes of the meeting held on 13th January 2022 (APPENDIX A)

155/22. 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).

156/22. 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).*

157/22. Bank Reconciliations

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

158/22. Invoices for Approval

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

159/22. Committee Updates

- To receive a report in the form of the minutes of the Engagement and Wellbeing Committee (APPENDIX D)

160/22. Committee Proposals and Recommendations

- Engagement & Wellbeing Committee.
 - To consider an outline proposal for a Limehurst Square Street Craft Fair

161/22. NCALC Asset Mapping Project

- To note the list so far of "Community Assets" in Duston (APPENDIX E)

162/22. Committee Places

- To make any changes to Committee membership

163/22. To consider Grant Requests

- a) Duston Branch of Royal British Legion of £500
- b) Sponsorship to attend the Dance World Cup (APPENDIX F)

Note: Section 137 of the Local Government Act 1972, as amended by the Local Government and Housing Act 1989, Section 36, enables Councils to incur expenditure for certain purposes, not otherwise authorised, which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. The benefit obtained must be commensurate with the expenditure incurred. The annual expenditure must not exceed the total electorate multiplied by the annual statutory limit per elector.

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164/22. Flexible Working Policy

- To approve the draft Flexible Working Policy (APPENDIX G)

165/22. Queen Platinum Jubilee

- To decide whether to take part in the Beacon Scheme.
(Cost of Beacon is £490 plus VAT)

166/22. Internal Controls Councillor

- To receive a verbal report from Internal Controls Councillor

167/21. Exclusion of Press and Public

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

- Staffing Structure



DUSTON PARISH COUNCIL

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Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

MINUTES 13th January 2022 7pm

CHAIRMAN:

Councillor Bottwood, in the Chair

PRESENT:

Mumford, Ennis-Clark, Maitland, Hinch, Roper, Ingram, Barnes, Golby.

IN ATTENDANCE:

Gary Youens – Parish Clerk

136/22. To receive apologies for absence

- Cllrs Stonehouse and Enright-King.

137/22. To receive and approve the minutes of the meeting held on 9th December 2021

(APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on 9th December 2021 were approved as a true record of the meeting.

138/22. To receive declarations of interest under the Council's Code of Conduct

- None

139/22. Public Participation Session

- Iain Liddon addressed the Council and spoke particular about the 100th Anniversary of the local Boys Brigade.

140/22. Briefing from Chris Pollet Director of Strategy & Partnerships, Northampton General Hospital

- Chris Pollet gave an overview of how the NHS in Northamptonshire has been dealing with the pandemic and the local vaccine programme.
- **RESOLVED:** Council thanked Chris Pollet for coming to the meeting and praised the work he and his health colleagues have been doing.

141/22. Bank Reconciliations

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

142/22. Invoices for Approval

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

143/22. Planning Committee Update

- **RESOLVED:** To note the report from the committee and the decisions made (APPENDIX C)
- It was noted by Council the Clerk has formally written to West Northamptonshire Council asking about outstanding S106 and CIL owed to Duston. Cllr Hinch as a local ward councillor is also making enquiries.

144/22. Corporate Risk Assessment

- **RESOLVED:** To approve the Duston Parish Council Corporate Risk Assessment 2022/23

145/22. Budget and Council Tax Precept 2022/23

- **RESOLVED:**
 - a) To approve the budget for 2022/23 (APPENDIX F)
 - b) To approve a precept of £531,231 for 2022/23 (APPENDIX F)

146/22. Committee Places

- **RESOLVED:**
 - a) Cllr Mumford to be on the HR Sub Committee for the remainder of the municipal year.
 - b) Refer other Committee Places to the next meeting

147/22. Draft Scheme of Delegation

- The Clerk presented a possible new scheme of delegation that allowed for more effective member input and also recognising that Duston Parish Council is taking on more responsibilities following the local government reorganisation of last year.
- **RESOLVED:** To receive the draft scheme of delegation and send any comments or observations to the Clerk (APPENDIX G)

148/22. Annual Leave Policy

- **RESOLVED:**
 - a) To insert in the first paragraph under the heading "Annual Leave Entitlement"

Annual leave entitlement is awarded in accordance with National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service as set out in the Green Book.

- b) In first paragraph change "21 days" to "22 days".
- c) Adopt the Annual Leave Policy (APPENDIX H)

149/22. NCALC & WNC Asset Mapping Project

- **RESOLVED:**
 - a) To note NCALC Asset Mapping Project to identify local community assets in Duston (APPENDIX I).
 - b) To ask the Clerk to send out a list of the known community assets to members for comment. All comments sent back to the Chair of the Council and the Clerk.
 - c) Delegate this task to the Planning Committee to take forward.

150/22. Queen Jubilee

- **RESOLVED:**
 - a) To plant a new tree on St Luke's Field as part of the Queens Green Canopy.
 - b) To defer the decision of a beacon to the next Council meeting in February to give more time for consideration.
 - c) It was noted the Duston Four Year Plan agreed to purchase a commemorative bench for the verge opposite the Timken Gates. A jubilee commemorative bench would meet this objective.

151/22. Grant Application

- **RESOLVED:**
 - a) To decline the Grant application for Eldean childcare.
 - b) To approve the £30 donation to help with printing costs for the Duston Santa Street Stall.

152/22. Council Meeting Protocols

- Chair of the Council gave an overview of the council meeting protocols.

The meeting ended at 8:38pm

DRAFT

Date: 27/01/2022

Duston Parish Council

Page 1

Time: 15:40

Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021	11	34,374.10
			<hr/> 34,374.10
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			34,374.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			34,374.10
		Balance per Cash Book is :-	34,374.10
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021	11	607,660.72
			<u>607,660.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607,660.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			607,660.72
		Balance per Cash Book is :-	607,660.72
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021	11	126.21
			<hr/> 126.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			126.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			126.21
		Balance per Cash Book is :-	126.21
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021	11	12.79
			<hr/> 12.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			12.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			12.79
		Balance per Cash Book is :-	12.79
		Difference is :-	0.00

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Your Business Current Account

At a glance

26 Nov - 02 Dec 2021

Date	Description	Money out £	Money in £	Balance £
26 Nov	Start Balance			50,864.22
	DD Direct Debit to Dbfb Ltd Ref: MD3Hqed	63.00		50,801.22
	DD Direct Debit to Dbfb Ltd Ref: Tfn5Hvn	401.70		50,399.52
	<input type="checkbox"/> On-Line Banking Bill Payment to SA Davies Ref: Duston Parish Coun	15.00		50,384.52
	<input type="checkbox"/> On-Line Banking Bill Payment to Helen Louise Tor Ref: Duston Parish Coun	15.00		50,369.52
	<input type="checkbox"/> On-Line Banking Bill Payment to Ppi Prs Ltd Ref: Inv Sin1906019	882.81		49,486.71
	<input type="checkbox"/> On-Line Banking Bill Payment to Insta Power Ref: 1157	2,450.00		47,036.71
	<input type="checkbox"/> On-Line Banking Bill Payment to Furniture at Work Ref: Acc1086856	3,282.00		43,754.71
	<input type="checkbox"/> On-Line Banking Bill Payment to PR Paving Ref: 116	6,000.00		37,754.71
29 Nov	DD Direct Debit to Veolia ES UK Ltd Ref: 12863901	586.15		37,168.56
	DD Direct Debit to BG Business Ref: 603274981120919000	2,794.46		34,374.10
1 Dec	DD Direct Debit to Booker Ltd -BK Ref: 0722586495	181.17		34,192.93
	DD Direct Debit to Nbc Nndr Rates Ref: 21 7450725	141.00		34,051.93
	DD Direct Debit to TV Licence MBP Ref: 3785257662	13.37		34,038.56

Start balance	£50,864.22
Money out	£33,238.23
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£24,469.99
End balance	£42,095.98

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



Continued

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Your Business Premium Account

At a glance

04 Nov - 03 Dec 2021

Date	Description	Money out £	Money in £	Balance £
4 Nov	Start Balance			672,660.72
12 Nov	 to Account 03573680 at 20-61-51 Transfer Internet Banking	65,000.00		607,660.72
2 Dec	 to Account 03573680 at 20-61-51 Transfer Internet Banking	20,000.00		587,660.72
3 Dec	Balance carried forward			587,660.72
	Total Payments/Receipts	85,000.00	0.00	

Start balance	£672,660.72
Money out	£85,000.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£587,660.72

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.

Float	
Per count	
20	
10	0.00
5	10.00
2	6.00
1	7.00
0.5	1.00
0.2	1.60
0.1	0.40
0.05	0.15
0.02	0.00
0.01	0.06
	<u>26.21</u> IN TIN

In safe	100.00
	<u>126.21</u>

Reconciliation to RBS

In tin b'wd 1.11.21	128.56	
Cash received (trf from bankings sheets)		
Trf in from cash takings	0.00	
Trf to Facilities float	0.00	
	<u>128.56</u>	
Cash paid out in month	<u>2.35</u>	
= Cash in tin 31.10.21	126.21	0.00
Balance per RBS 31.10.21	<u>126.21</u>	

Petty cash expenses paid

Ref	Description	£
PCNOV1	Sarah lemons	2.35
		<u>2.35</u>

Purchase Ledger for Month No 8

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/c	Centre	Amount	Analysis Description
20/11/2021	2157		A1 RUBBISH	A1001	230.00	46.00	276.00	4155	101	115.00	A1 Rubbish clear St Lukes/DCC
30/11/2021	E2014703234		ALLSTAR	ALL001	100.01	20.00	120.01	4155	102	115.00	A1 Rubbish clear St Lukes/DCC
06/11/2021	9691140		ANGLIAN WATER	ANGL01	3,949.79	0.00	3,949.79	4145	212	100.01	Allstar fuel
30/11/2021	AVIVANOV21		AVIVA	AVIVA001	198.42	0.00	198.42	4207	102	3,949.79	A Water St L 6.8.21-5.11.21
18/11/2021	CHGNOV21		BARCLAYS	B0001	23.55	0.00	23.55	4000	101	113.38	AVIVANOV21/AVIVA
08/11/2021	PSIB000128613		BACA	BACA01	35.00	7.00	42.00	4006	101	85.04	AVIVANOV21/AVIVA
13/11/2021	BCARDNOV		BARCLAYCARD	BCARD	996.44	192.12	1,188.56	4125	201	23.55	CHGNOV21/Barclays
								4167	101	35.00	BACA jacket
								4227	101	16.87	Beard Homebase cable ties
								4225	101	181.84	Beard Amaxon, ties, brackets et
								4151	101	17.43	Beard Amazon cleaning
								4128	101	34.98	Beard events misc
								4165	101	38.66	BCard face masks
								4220	101	706.66	BCard/Currys speakers
25/11/2021	0357081		BOOKERS	BOOKERS01	152.06	29.11	181.17	4151	101	152.06	Booker cleaning etc
15/11/2021	340861844		BRITISH GAS	BRIT01	2,045.32	409.06	2,454.38	4206	101	2,045.32	B Gas elec 1.9.21-30.9.21
15/11/2021	340861845		BRITISH GAS	BRIT01	2,276.68	455.33	2,732.01	4206	101	2,276.68	B GAS elec 1.10.21-31.10.21
08/11/2021	716867514		BRITISH GAS	BRIT01	-1,993.28	-398.65	-2,391.93	4206	101	-1,993.28	B Gas electricity credit
23/11/2021	1342		CLUBS FOR YP	CFYP01	7,500.00	1,500.00	9,000.00	4057	213	7,500.00	CFYP - Oct Dec 21 Youth
29/10/2021	7153		COMPLETE GROUND MAN.	CGM001	270.00	54.00	324.00	4226	211	270.00	CGM Errington/Watson/Tesla
30/11/2021	7202		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM - Grounds maint Nov
29/11/2021	7215		COMPLETE GROUND MAN.	CGM001	630.00	126.00	756.00	4128	211	630.00	CGM - Christmas Tree
30/11/2021	CMANOV21		COMPLETE GROUND MAN.	CGM001	300.00	60.00	360.00	4226	211	300.00	CSM leaf collections
20/11/2021	4421		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	Child Support Agency
01/11/2021	21110080556		DA HEATING LTD	DA001	120.00	24.00	144.00	4225	101	120.00	D A Heating heating repair
01/11/2021	21110080615		DBFB	DBFB	52.50	10.50	63.00	4231	102	52.50	DBFB St Lukes CCTV
01/11/2021	INS24451768		EDENRED	EDENRED	334.75	66.95	401.70	4120	201	334.75	DBFB - telephone/broadband
					16.00	3.20	19.20	4136	201	16.00	Eden Red voucher charge

Purchase Ledger for Month No 8

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	
11/11/2021	INV24515091		EDENRED	EDENRED	243.00	0.00	243.00	4000	201	243.00	EDEN Red vouchers
01/11/2021	523354		FURNITUREWORK	FUR001	2,735.00	547.00	3,282.00	4220	102	2,735.00	3 chairs and 10 tables
30/11/2021	6214		NATALIE GREEN & CO.	GREE001	1,882.50	376.50	2,259.00	4050	201	1,882.50	N Green accs, budget, payroll
30/11/2021	HMRCNOV21		HMRC	HMRC01	4,312.43	0.00	4,312.43	4000	201	707.06	HMRCNOV21/HMRC PAYE & NI
								4000	101	1,386.47	HMRCNOV21/HMRC PAYE & NI
								4000	102	834.50	HMRCNOV21/HMRC PAYE & NI
								4005	201	208.66	HMRCNOV21/HMRC PAYE & NI
								4005	101	734.80	HMRCNOV21/HMRC PAYE & NI
								4005	102	440.94	HMRCNOV21/HMRC PAYE & NI
30/11/2021	141373		INTERCOUNTY	ICCS01	464.24	92.85	557.09	4150	101	464.24	ICC Cleaning Nov
30/11/2021	141570		INTERCOUNTY	ICCS01	144.16	28.84	173.00	4151	101	144.16	ICC cleaning materials
13/11/2021	1157		INSTAPOWERR	INS001	2,450.00	0.00	2,450.00	4227	102	2,450.00	Instapower electrical certs SL
04/11/2021	SI-833		LD ROOFING	LDROOF01	9,650.00	1,930.00	11,580.00	4225	102	9,650.00	LD Roofing St Lukes
								321		-9,650.00	LD Roofing St Lukes
30/11/2021	LGSSNOV21		NCC - PENSION	LPGS	3,653.72	0.00	3,653.72	4000	201	151.79	LGSSNOV21/Employers & School A
								4000	101	316.90	LGSSNOV21/Employers & School A
								4000	102	256.43	LGSSNOV21/Employers & School A
								4006	201	548.67	LGSSNOV21/Employers & School A
								4006	101	1,466.10	LGSSNOV21/Employers & School A
								4006	102	913.83	LGSSNOV21/Employers & School A
09/11/2021	001016		MIDLANDS CATERING EQ	MID001	356.88	71.37	428.25	4225	101	356.88	Mid Catering repair dishwasher
09/11/2021	001017		MIDLANDS CATERING EQ	MID001	100.00	20.00	120.00	4225	102	100.00	Midlands Catering call out SL
12/11/2021	68		MUSICALITY	MUS001	50.00	0.00	50.00	4128	215	50.00	Musicality Xmas music St L
10/11/2021	INV-1660		NCALC	NCALC01	76.00	0.00	76.00	4019	202	76.00	Ncalc- Training MI
24/11/2021	INV-1706		NCALC	NCALC01	76.00	0.00	76.00	4019	201	76.00	Ncalc training course GY AG
26/11/2021	6467/21		P B ELECTRICAL SER.	PBE001	2,501.00	500.20	3,001.20	4220	102	2,501.00	PB Elec new lights St Lukes
								321		-2,501.00	PB Elec new lights St Lukes
								6000	102	2,501.00	PB Elec new lights St Lukes

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

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	
18/11/2021	16040		PHIPPS STU	PHIPPS	105.00	0.00	105.00	4102	201	S Phipps On site support
22/11/2021	116		PR PAVING	PRP001	6,000.00	0.00	6,000.00	4227	102	PR Paving St I block pave
								321		-6,000.00
19/11/2021	SIN1906019		PRS FOR MUSIC	PRS01	735.67	147.14	882.81	4062	102	PR Paving St I block pave
30/11/2021	227		RAP PLUMBING	RAP001	620.00	0.00	620.00	4225	102	PPL/PRS Music licence
20/11/2021	SM24446		RBS	RBS01	121.00	24.20	145.20	4101	201	RAP St L water heater/toilet
30/11/2021	SALARYNOV21		SALARIES	SALARIES01	11,853.65	0.00	11,853.65	4000	201	RBS Asset software
								4000	201	2,461.94
								4000	101	SALARYNOV21/STAFF SALARIES
								4000	102	5,902.04
								4015	101	SALARYNOV21/STAFF SALARIES
								4226	101	3,477.32
04/11/2021	009990		SUPER COOL CENTRAL	SCC01	640.00	128.00	768.00	4226	101	SALARYNOV21/STAFF SALARIES
30/11/2021	0001657221		SRCL LTD	SRCL	102.72	20.54	123.26	4155	101	Supercool maintenance air con
								4155	102	68.72
01/11/2021	TVNOV21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	SRCL Waste November
06/10/2021	0000004784		URBASER LTD	URB001	13.33	2.67	16.00	4155	211	SRCL Waste November
08/11/2021	0000004946		URBASER LTD	URB001	11.67	2.33	14.00	4155	211	TVNOV21/TV Licensing
30/11/2021	RCO1175324		VEOLIA	V0002	474.20	94.84	569.04	4155	101	Urbaner waste September
								4155	102	11.67
								4155	102	Urbaner trade waste
30/11/2021	RCO1175325	AST	VEOLIA	V0002	50.00	10.00	60.00	4155	102	Veolia waste removal
22/10/2021	B4-519269021		VODAFONE	VODA01	49.86	7.97	57.83	4121	101	Veolia waste removal
								4121	102	24.93
22/11/2021	B4-523852189		VODAFONE	VODA01	54.20	8.85	63.05	4121	101	Vodafone - 22/10/21
								4121	102	24.93
03/11/2021	424000440495		WEST NORTHANTS COUNC	WNC001	437.50	0.00	437.50	4201	201	Vodafone November
12/11/2021	INV-0499		WORKS TECHNICAL	WORKS001	380.00	76.00	456.00	4227	101	Vodafone November
30/11/2021	182339022		WORLDPAY	WORLDO01	11.94	1.11	13.05	4137	201	WNC Reception 29.9-24.12.21
24/11/2021	2102600		ZEPHYR	ZEPH001	200.00	40.00	240.00	4225	211	Works stage lighting service
								4225	211	11.94
								4225	211	Worldpay November
								4225	211	Zephyr flagpole repair

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

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
TOTAL INVOICES										
					69,312.61	6,973.03	76,285.64		69,312.61	



DUSTON PARISH COUNCIL

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

Engagement and Wellbeing Committee
MINUTES 12th January 2022 7pm

CHAIR: Councillor S Maitland

PRESENT: Cllrs Roper, Golby, Ennis-Clark, Stonehouse

IN ATTENDANCE:

Gary Youens – Parish Clerk

EWC029/21. To receive apologies for absence

- None

EWC030/21. To receive and approve the minutes of the meeting held on Wednesday 27th October 2021 (APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on Wednesday 27th October 2021 were approved as a true record and signed by the Chair.

EWC031/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- There were no declarations of interest.

EW032/21. Public Participation Session

- There were no speakers from the public.

EWC033/21. Discuss future events at St Francis Church / Limehurst Square Area

- There was a discussion about the need for a craft fair in Limehurst Square and how this could link up with St Francis Church. Cllr Maitland said there would be three main objectives for such an event which were 1) Promote the Limehurst Square area 2) Give an opportunity to for local crafters to showcase their work and 3) To have an event that covers its costs.
- The Clerk advised that to have street stalls along Cotswold Avenue would likely mean road closures but would check with West Northants Council. Such an event would need to have adequate insurance cover.
- **RESOLVED:** Cllr Maitland would write an outline proposal for the next Council meeting about having street stalls in Limehurst Square in late summer or early Autumn.

EWC034/21. Discuss celebrations for the Queen Platinum Jubilee

- The Clerk advised that planting a tree for the Jubilee and the Beacon Scheme would be discussed at the next Council meeting. A decision is needed fairly soon to give adequate time to prepare.
- Possible events were discussed and this would be brought up at the Council meeting.

EWC035/21. Date of Next Meeting

- The next meeting would be on Wednesday 23rd February 2022

The meeting closed at 8:09pm

Limehurst Square Street Craft Fair

Proposed date: Sat 10th September
Proposed timings: 10am – 4pm

Aims: To promote the Limehurst area as a place of interest
To provide an outlet for Duston (and Upton) Crafters to showcase their work
To cover costs and break even, financially.

Overview:

To set up a range of selling spaces – either on tables in a marquee or in wooden “German Market style” booths – where **local** craft workers of all types of crafts can showcase their work and sell their handmade goods. **Only handmade** goods can be sold and they must **be sold by the crafter** who made them. Out of sensitivity to local traders, items for sale cannot be the same as offered by local shops in Limehurst Square.

Research

- 1 Costs of providing:
Rectangular gazebos along the grass edge of the roads, and provision of tables and chairs for crafters.
Wooden huts along the same edge, and possibly in Limehurst square. (They have built in floors, so the uneven paving slabs may not be a problem).
- 2 Consult Highways at WNC as soon as possible to see what restrictions may be in place in using grass verges (Cllr Golby and the Clerk offered to check this).
- 3 Look at the surrounding car parks, green spaces and so on to see if these would be better to use.
- 4 Advertise for craft workers to apply for display space.
- 5 Discuss and decide on pricing of sales space. Option 1: DPC provides the gazebos, tables, chairs etc and charges a fee that covers the costs. Option 2: Take a lower space rent but require sellers to pay 10% - 15% of their sales at the end of trading.
- 6 Map or Program could be produced to sell at a nominal fee (or free) to people as they arrive at the show. Advertisers could be encouraged to take space in the Program to cover cost of printing.
- 7 *What else will be taking place around the same time*
8. *Art exhibition @ St Francis, ^{Quend} will also take place at the same time.*

161/22. Community Asset Mapping Project

To note the following community assets and further suggestions.

Parks & Open Spaces -

Aquitaine Close
 Beaune Close
 Bramhall Rise
 Brockwood Close
 Cheddar Close
 Clipston Way
 Duston Wildes "Quarry"
 Errington Park
 Grafton Way
 Hardlands Road
 Kenilworth Close
 Melbourne Lane Open Space
 Mendip Road
 Newton Road
 Rochelle Way
 Sandy Lane Open Space
 The Green Weggs Farm Road
 Triumph Gardens
 Westbury Close
 St Luke's Field
 Sam Harrison Way (Tavenor Playing Fields)
 Open Space at Telstar Way
 Green Space on Witton Road (unregistered)

Duston Cemetery
 St Luke's Churchyard

War Memorial
 Timken Artwork

Berrywood Road Allotments
 Bants Lane Allotments

Duston Community Centre
 Duston Library
 St Luke's Centre
 Duston Sports Centre & Field
 Duston Village Hall
 Eastfield Close Community Hub

The Duston School (including the Swimming Pool)
Hopping Hill Primary School
Chiltern Primary School
Millway Primary School
Duston Eldean Primary School

Limehurst Sq Post Office
Malvern Grove Post Office
New Duston Post Office

St Francis Church
St Luke's Church
Duston United Reformed Church
St Patrick R C Church

Public Rights of way –

KL/007 – Southfield Road
KL/010 – Rosevilla Access Road
KL/017 – “Squirrels Lane”
KL/009 – path adjacent to Bakery



APPENDIX F

Would you like to help make dreams come true...

13 students from Oncore Dance Academy in Northampton have successfully gained places representing Team England in The Dance world Cup 2022.

The Dance World Cup is the largest all-genre international dance competition for children and young adults in the world, each year over 20,000 dancers from 62 countries compete at their countries qualifier for a coveted place to compete at the World Finals, it is considered the Olympics of dance with over 6000 of the best dancers around the world representing their country at the world finals.

We are looking for sponsors to help send our team of amazing dancers to compete in the Dance World Cup taking place in San Sebastian, Spain between the 24 June 2022 to the 2 July 2022.

Despite the Covid-19 restrictions over the last two years these dancers (between the ages of 7-11 years old) have continuously adapted and shown the upmost dedication to their love and passion of dance, never giving up on following their dreams. They have worked so hard and tirelessly to get where they are today with thanks to the amazing nurture, encouragement and support of their hardworking dance teachers and parents.

We have individual children who are seeking a sponsorship, this would give your firm the opportunity to have your logo on the Team GB uniform and feature in the World Cup programme, there will also be a huge amount of local coverage in the lead up to the Finals.

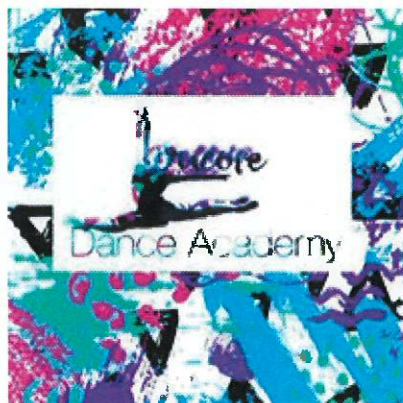
We would really appreciate any sponsorship or contributions you can donate to help towards the fees, entry kits, costumes, travel expenses etc

This is a huge achievement for these young children and any support will go a long way in making some big dreams come true.

Please email DWCOncoreteamGB@gmail.com for any further questions or to arrange sponsorship!

Thankyou so much for your time

We look forward to hearing from you





DUSTON PARISH COUNCIL

What is flexible working?

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

Scope

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible

working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

Making the request

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

Responding to your request

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,

- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar

change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of three councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk (Chair of the Council for the Clerk) in the first instance.

Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to make a request to change their working arrangements. Adopting and applying this policy as it stands will support the council to comply with this right.

1. Scope

The statutory right is limited to employees with 26 weeks' service. Councils can, if they wish, extend the right to all staff.

The statutory right is limited to one request per annum. Councils can, if they wish, consider requests made more frequently.

2. Considering requests

Employers are not compelled to agree to flexible working requests. The policy sets out some reasons that may mean the request cannot be accepted. This list is based on the legislation. Employers must carefully consider the request, but if the proposal is likely to lead to difficulties with the operation of the council, you should discuss the problems, see if they can be reasonably mitigated, but if not, you can decline the request.

With the exception of a request to support an employee with a disability (see below), the reason for the request should not affect whether the council accepts or declines a request.

Important note: If a request has been made to support the health and wellbeing of a staff member, then this may be considered to be a 'reasonable adjustment'. Employers have a legal duty to consider making changes to work arrangements to prevent disadvantage to a disabled worker. If an employer does not consider making such 'reasonable adjustments', or doesn't implement such adjustments, this may lead to unlawful discrimination.

A disability is a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. A 'reasonable adjustment' may be to allow an employee with long-term anxiety to arrive at work 30 minutes late to avoid rush hour.

Please refer to ACAS (www.acas.org.uk/disability) for further information.

3. Fairness

You may receive a flexible working request from one team member, agree to the request and confirm the changes to their contract. You may then receive a similar request from another team member doing the same job. Your agreement to the first request does not mean that you have to agree to the second request. Each request will need to be considered against the contractual arrangements in place.

4. Trial period

If you are not sure whether a proposed working pattern will work, you can agree to a trial period to test it out. If you do so, it will be important to put this in writing and be clear about the duration of the trial and that the working pattern will automatically revert to the previous arrangements unless the council agrees to the contrary.

5. Written outcome

If a request is agreed on a temporary or permanent basis, it will be important to confirm the outcome in writing and ensure this is placed on the HR file. If there is a change to the terms set out in the employment contract (whether temporarily or permanently), it will be important to issue a letter to confirm the changes that have been agreed.

More information

ACAS has published a statutory code of practice that lays down the principles that employers should follow when dealing with requests for flexible working.

See ACAS (www.acas.org.uk/index.aspx?articleid=1616) for more information.