



**DUSTON PARISH COUNCIL**

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

### FULL COUNCIL

25<sup>th</sup> February 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 3<sup>rd</sup> March commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

### **AGENDA**

**168/22. To receive apologies for absence**

**169/22. To receive and approve the minutes of the meeting held on 3<sup>rd</sup> February 2022 (APPENDIX A)**

**170/22. To receive and approve the minutes of the meeting held on 17<sup>th</sup> February 2022 (APPENDIX B)**

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)

**171/22. 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 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*).

**172/22. Public Participation Session** (*Persons wishing to address Council 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*).

**173/22. Bank Reconciliations**

- To approve bank reconciliations for December 2021 (APPENDIX C)
- To approve bank reconciliations for January 2022 (APPENDIX D)

**174/22. Payment of Invoices**

- To note invoice payments for December 2021 (APPENDIX E)
- To note invoice payments for January 2022 (APPENDIX F)

**175/22. Co-option to fill a casual vacancy for New Duston West ward**

- Proposal to suspend Standing Orders for this agenda item only and allow for secret ballot.
- Each candidate invited to address the meeting for 3 minutes each.
- Voting (*The first candidate to receive an absolute majority of those present and voting is declared co-opted. Should no single candidate receive an absolute majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority*).

**176/22. Committee Updates**

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

**177/22. Committee Proposals and Recommendations**

- Engagement & Wellbeing Committee
  - Annual Parish Meeting 2022. Advertise through website, notice boards and social media and inviting community groups to come forward. The Clerk contacts Northamptonshire Police to ask them to attend. Clerk decides date after contacting the Police.

**178/22. Moving Speed Activated Signs outside Duston**

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)

- To agree a charge of £50 + VAT (per visit) to move the Speed Activated Signs for Upton Parish Council

**179/22. Grant for Duston Branch of Royal British Legion of £500**

*Note: Section 137 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.*

**180/22. Speed limit on Harlestone Road**

- To support Harlestone Manor Parish Council proposal that all of the Harlestone Road (up to the New Sandy Lane Roundabout) should be 30 mph.

**181/22. Duston Sports Centre**

- To receive a presentation from Northampton Leisure Trust (NLT) on activities and future plans.

**182/22. Internal Controls Councillor**

- To receive a verbal report from Internal Controls Councillor.

**183/22. St Luke's Centre Leases**

- To ask the Clerk to ensure all leases as of March 2022 at St Luke's Centre are up to date. In consultation with the Internal Controls Councillor (Cllr Barnes) and one other nominated councillor.

**184/22. Swimming Pool Feasibility and Lease Extension for Duston Sports Centre**

- To ask the Clerk / RFO to bring a report to Council for consideration in consultation with Chair of the Council (Cllr Bottwood) and Chair of Planning Committee (Cllr Ingram).

**185/22. Duston Community Events – costs / benefits to Duston residents.**





**DUSTON PARISH COUNCIL**

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Duston Community Centre  
Pendle Road  
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Northampton  
NN5 6DT

**FULL COUNCIL**

**MINUTES 3<sup>rd</sup> February 2022 7pm**

**CHAIRMAN:**

Councillor Bottwood, in the Chair

**PRESENT:**

Mumford, Ennis-Clark, Maitland, Hinch, Golby, Enright-King.

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**153/22. To receive apologies for absence**

- Cllrs Ingram, Roper & Stonehouse.

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

- **RESOLVED:** The minutes of the meeting held on 13<sup>th</sup> January 2022 were approved as a true record of the meeting.

**155/22. To receive declarations of interest under the Council's Code of Conduct**

- Cllr Enright-King declared a non-pecuniary interest in Item 163/22 (a) as Chair of Duston Royal British Legion Branch.

**156/22. Public Participation Session**

- Two members of the public, Iain Liddon and Meghan Cahill, addressed the meeting.

#### **157/22. Bank Reconciliations**

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

#### **158/22. Invoices for Approval**

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

#### **159/22. Committee Updates**

- **RESOLVED:** To note the report from the Engagement and Wellbeing Committee (APPENDIX D)

#### **160/22. Committee Proposals and Recommendations**

- **RESOLVED:** To ask the Engagement and Wellbeing Committee to provide more detail for the Limehurst Square Street Craft Fair. The Clerk advised that market stalls on pavements and grass verges would mean road closures as prams, wheelchairs and so on would not be able to get past. Stalls might be possible in the middle of Limehurst Square but there would need to be sufficient space for pedestrians using mobility aides to access the shops.

#### **161/22. NCALC Asset Mapping Project**

- **RESOLVED:**
  - a) To note the list so far of "Community Assets" in Duston (APPENDIX E)
  - b) Councillors to send any further suggestions to the Clerk for consideration.
  - c) The Clerk to email councillors asking again for ideas about what could be constituted as an Asset Mapping Project.

#### **162/22. Committee Places**

- **RESOLVED:**
  - a) To remove Cllr Hinch from the Planning Committee.
  - b) Councillors asked to let the Clerk know if they wish to join or be removed from Committees.

#### **163/22. To consider grant requests**

- **RESOLVED:**
  - a) To refer the donation to Duston RBL to the next meeting once the Clerk has sought legal clarification from NCALC regarding Shaun Pape allowance.
  - b) To decline the request for sponsorship to attend Dance World Cup (APPENDIX F).

**164/22. Flexible Working Policy**

- **RESOLVED:**
  - a) Insert "Flexible Working Policy" as the title.
  - b) To approve the Flexible Working Policy (APPENDIX G).

**165/22. Queen Platinum Jubilee**

- **RESOLVED:**
  - a) Not to take part in the Beacon Jubilee Scheme
  - b) To ask Engagement & Wellbeing Committee to look whether other Jubilee events can be done.

**166/22. Internal Controls Councillor**

- **RESOLVED:** Defer the item to the next meeting.

**167/22. Exclusion of Press and Public**

- Staffing Structure
- **RESOLVED:** To note the revised staffing structure.

The meeting ended at 8:33pm







**DUSTON PARISH COUNCIL**

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

**FULL COUNCIL**

**MINUTES 17<sup>th</sup> February 2022 6:40pm**

**CHAIRMAN:**

Councillor Bottwood, in the Chair

**PRESENT:**

Ennis-Clark, Maitland, Hinch, Roper, Barnes, Ingram

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**168/22. To receive apologies for absence**

- Cllrs Golby, Mumford and Enright-King.

**169/22. To receive and approve the minutes of the meeting held on 3<sup>rd</sup> February 2022  
 (APPENDIX A)**

- **RESOLVED:** To defer the approval of the minutes of 3<sup>rd</sup> February 2022 until the next ordinary meeting.

**170/22. To receive declarations of interest under the Council's Code of Conduct**

- None

**171/22. Public Participation Session**

- There were no public speakers

#### **172/21. Youth Provision**

- **RESOLVED:**

- a) To ask the Engagement & Wellbeing Committee to come up with recommendations for future Youth Provision of Duston Parish Council. The Committee can set up a working party if they wish.
- b) Not to renew the current contract and issue the notice of termination effective from 18<sup>th</sup> February 2022.
- c) It is the opinion of Council that Youth activities should not continue during the notice period.
- d) Delegate to the Clerk in consultation with both the Chair of Council and the Chair of Engagement & Wellbeing Committee as to the winding down of the rest of the contract.

#### **173/22. Recognition of the Contribution of John Caswell and Shaun Pape**

- **RESOLVED:**

- a) The most appropriate way to remember serving Chairs, members and staff who pass away in service would be to plant a tree. This would be most equitable thing to do as many parish councillors have served Duston.
- b) To keep the name "Duston Community Centre" in part due to our inability to change it formally.

#### **174/21. Exclusion of Press and Public**

- A discussion occurred regarding current Youth Work.

The meeting ended at 7:27pm

Date: 01/02/2022

Duston Parish Council

Page 1

Time: 15:31

Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	11	21,383.71
			<hr/> 21,383.71
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			21,383.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			21,383.71
			<hr/>
		<b>Balance per Cash Book is :-</b>	<b>21,383.71</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	12	542,675.84
			<u>542,675.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			542,675.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			542,675.84
			<b>Balance per Cash Book is :-</b>
			<b>542,675.84</b>
			<b>Difference is :-</b>
			<b>0.00</b>



**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	12	35.36
			<hr/> 35.36
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			35.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			35.36
			<hr/>
		<b>Balance per Cash Book is :-</b>	<b>35.36</b>
		<b>Difference is :-</b>	<b>0.00</b>





Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	12	29.68
			<hr/> 29.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			29.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			29.68
			<hr/>
			Balance per Cash Book is :-
			29.68
			Difference is :-
			0.00



Float	
Per count	
20	
10	10.00
5	10.00
2	6.00
1	7.00
0.5	0.50
0.2	1.40
0.1	0.30
0.05	0.10
0.02	0.00
0.01	0.06
	<u>35.36</u> IN TIN
In safe	0.00
	<u>35.36</u> Agreed

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**Reconciliation to RBS**

In tin b'wd 1.12.21	126.21	
Cash received (trf from bankings sheets)		
Trf in from cash takings	11.00	
Trf to Facilities float	-100.00	
	<u>37.21</u>	
Cash paid out in month	<u>1.85</u>	
= Cash in tin 31.12.21	35.36	0.00
Balance per RBS 31.12.21	<u>35.36</u>	

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**Petty cash expenses paid**

Ref	Description	£
PCDEC1	AG Christmas expenses	1.85
		<u>1.85</u>



Date: 18/02/2022

Duston Parish Council

Page 1

Time: 14:47

**Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022	1	77,538.36
			<u>77,538.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,538.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,538.36
		<b>Balance per Cash Book is :-</b>	<b>77,538.36</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/01/2022  
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	31/01/2022	1	442,675.84
			<u>442,675.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			442,675.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			442,675.84
			<b>Balance per Cash Book is :-</b>
			<b>442,675.84</b>
			<b>Difference is :-</b>
			<b>0.00</b>





Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2022	1	35.36
			<u>35.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35.36
		<b>Balance per Cash Book is :-</b>	<b>35.36</b>
		<b>Difference is :-</b>	<b>0.00</b>



	Float	
	Per count	
	20	
	10	10.00
	5	5.00
	2	12.00
	1	6.00
	0.5	0.50
	0.2	1.40
	0.1	0.30
	0.05	0.10
	0.02	0.00
	0.01	0.06
		<u>35.36</u> IN TIN
In safe		0.00
		<u>35.36</u> Agreed

Reconciliation to RBS

Jan-22

In tin b'wd		35.36	
Cash received (trf from bankings sheets)			
Trf in from cash takings		0.00	
Trf to Facilities float		0.00	
		<u>35.36</u>	
Cash paid out in month		<u>0.00</u>	
= Cash in tin		35.36	0.00
Balance per RBS		<u>35.36</u>	

Petty cash expenses paid

Ref	Description	£
		<u>-</u>



Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/01/2022	1	9.13
			<hr/> 9.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			9.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			9.13
		<b>Balance per Cash Book is :-</b>	<b>9.13</b>
		<b>Difference is :-</b>	<b>0.00</b>



Order by Supplier A/c

Purchase Ledger for Month No 9

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	
27/11/2021	78643		1ST REACTION	1ST001	90.00	18.00	108.00	4160	102	90.00	1st Reaction Lock up St L
19/12/2021	78858		1ST REACTION	1ST001	30.00	6.00	36.00	4160	102	30.00	1st Reaction alarm response
22/12/2021	78885		1ST REACTION	1ST001	27.50	5.50	33.00	4160	101	27.50	1st Reaction Lock up
31/12/2021	79102		1ST REACTION	1ST001	30.00	6.00	36.00	4160	102	30.00	1st Reaction Alarm response
06/12/2021	120145		1ST REACTION	1ST001	85.00	17.00	102.00	4160	102	85.00	1st Reaction alarm work
14/12/2021	120183		1ST REACTION	1ST001	85.00	17.00	102.00	4160	102	85.00	1st Reaction - Alarm work STL
20/12/2021	2211		A1 RUBBISH	A1001	220.00	44.00	264.00	4155	102	220.00	A1 Rubbish, St Lukes rubbish
31/12/2021	E2014838793		ALLSTAR	ALL001	96.59	19.32	115.91	4145	212	96.59	Allstar - fuel
06/12/2021	9828766		ANGLIAN WATER	ANGL01	556.12	0.00	556.12	4207	101	556.12	Wave water DCC 6.9.21-6.12.21
31/12/2021	AVVADEC21		AVIVA	AVVA001	120.64	0.00	120.64	4000	101	68.94	AVVADEC21/AVIVA
								4000	102	51.70	AVVADEC21/AVIVA
16/12/2021	CHG DEC21		BARCLAYS	B0001	12.00	0.00	12.00	4125	201	12.00	CHG DEC21/Barclays
22/12/2021	PSIB00014804		BACA	BACA01	65.00	13.00	78.00	4227	211	65.00	BACA de-icing salt
13/12/2021	BCARDDEC21		BARCLAYCARD	BCARD	400.52	18.61	419.13	4115	201	4.28	Bcard Jones stationery etc
								4115	201	5.62	Bcard diary
								4115	201	5.82	Bcard diary
								4128	215	12.38	Bcard Jones stationery etc
								4128	215	29.17	Bcard Sandy Lane nursery
								4128	215	30.00	Bcard gift vouch xmas prize
								4227	101	9.16	Bcard screwdriver set
								4165	101	16.95	Bcard face masks
								4151	101	9.64	Bcard cleaning misc
								4140	212	277.50	Bcard van road tax
08/12/2021	0139281		BOOKERS	BOOKERS01	143.93	27.27	171.20	4129	101	9.97	Booker cleaning etc
								4151	101	133.96	Booker cleaning etc
03/12/2021	971700084		BRITISH GAS	BRIT01	2,761.14	552.22	3,313.36	4206	101	2,761.14	B Gas Electricity DCC 1.11-30.
14/12/2021	V11357372DEC21		CATHEDRAL	CATH01	507.00	101.40	608.40	4226	201	33.80	V11357372DEC21/Cathedral Leasi
								4226	101	270.40	V11357372DEC21/Cathedral Leasi





## Purchase Ledger for Month No 9

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
06/12/2021	7221		COMPLETE GROUND MAN.	CGM001	1,800.00	360.00	2,160.00	4226	102	202.80	V11357372DEC21/Cathedral Leasi
23/12/2021	7262		COMPLETE GROUND MAN.	CGM001	1,490.00	298.00	1,788.00	4226	211	1,800.00	CGM tree works
31/12/2021	CMSDEC21		CHILD MAINTENANCE	CHILD001	253.40	0.00	253.40	4000	101	1,490.00	CGM grounds maint Dec
01/12/2021	211200084251		DBFB	DBFB	52.50	10.50	63.00	4231	102	253.40	CMSDEC21/Child Maintenance Ser
01/12/2021	211200084343		DBFB	DBFB	349.61	69.92	419.53	4120	201	52.50	DBFB - CCTV line St L
01/12/2021	INS24658790		EDENRED	EDENRED	16.00	3.20	19.20	4136	201	349.61	DBFB - telephone/broadband
10/12/2021	INV24727161		EDENRED	EDENRED	243.00	0.00	243.00	4000	201	16.00	Edenred Voucher service charge
07/12/2021	21225690		EASISERV	ES001	181.00	36.20	217.20	4128	215	243.00	Edenred childcare vouchers
16/12/2021	6331075		ESPO	ESPO01	185.25	37.05	222.30	4115	201	181.00	Easiserv foamex board
31/12/2021	6223		NATALIE GREEN & CO.	GREE001	2,497.50	499.50	2,997.00	4050	201	94.95	ESPO stationery, cleaning
02/12/2021	INV-4109		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	90.30	ESPO stationery, cleaning
31/12/2021	HMRC DEC21		HMRC	HMRC01	4,573.68	0.00	4,573.68	4000	201	2,497.50	N Green accounts and payroll
								4150	102	30.00	Hird Window cleaning
								4000	201	30.00	Hird Window cleaning
								4000	101	687.55	HMRC DEC21/HMRC PAYE & NI
								4000	102	1,523.54	HMRC DEC21/HMRC PAYE & NI
								4000	102	838.95	HMRC DEC21/HMRC PAYE & NI
								4005	201	212.63	HMRC DEC21/HMRC PAYE & NI
								4005	101	832.26	HMRC DEC21/HMRC PAYE & NI
								4005	102	478.75	HMRC DEC21/HMRC PAYE & NI
01/12/2021	141906		INTERCOUNTY	ICCS01	650.00	130.00	780.00	4150	101	650.00	Intercounty, cleaning Dec
09/12/2021	1187		INSTAPOWER	INS001	1,350.00	0.00	1,350.00	4227	102	1,350.00	Instapower Elec certs final
								321		-1,350.00	Instapower Elec certs final
31/12/2021	LGSSDEC21		NCC - PENSION	LPGS	4,067.89	0.00	4,067.89	4000	102	1,350.00	Instapower Elec certs final
								4000	201	150.87	LGSSDEC21 pension
								4000	101	408.63	LGSSDEC21 pension
								4000	102	275.63	LGSSDEC21 pension
								4006	201	547.98	LGSSDEC21 pension
								4006	101	1,690.06	LGSSDEC21 pension



Purchase Ledger for Month No 9

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description
								A/C	Centre	
09/11/2021	153270		NAMEBADGES INT	NAME002	18.87	3.77	22.64	4006	102	994.72 LGSSDEC21 pension
22/12/2021	INV-1759		NCALC	NCALC01	68.00	0.00	68.00	4167	101	18.87 Namebadges
07/12/2021	6474/21		P B ELECTRICAL SER.	PBE001	160.00	32.00	192.00	4019	201	30.00 Budget training GY. NH Leader
03/12/2021	229		RAP PLUMBING	RAP001	90.00	0.00	90.00	4019	202	38.00 Budget training GY. NH Leader
10/12/2021	230		RAP PLUMBING	RAP001	85.00	0.00	85.00	4225	102	160.00 PB Elect Emergency light StL
23/12/2021	232		RAP PLUMBING	RAP001	795.50	0.00	795.50	4225	101	90.00 RAP syphon change DCC
31/12/2021	SALARIESDEC21		SALARIES	SALARIES01	13,392.96	0.00	13,392.96	4225	102	85.00 RAP leaking sink St Lukes
								4015	101	795.50 RAP drain, water heater
								4000	201	2,751.26 SALARIESDEC21/STAFF SALARIES
								4000	101	6,483.07 SALARIESDEC21/STAFF SALARIES
								4000	102	3,966.23 SALARIESDEC21/STAFF SALARIES
								4155	101	192.40 SALARIESDEC21/STAFF SALARIES
31/12/2021	0001666889		SRCL LTD	SRCL	102.72	20.54	123.26	4155	101	68.72 SRCL waste removal
								4155	102	34.00 SRCL waste removal
22/12/2021	23164116/0043		SOUTHERN ELECTRIC	SSE01	4.73	0.24	4.97	4206	102	4.73 SSE Elec St L 15.9.21-30.9.21
08/12/2021	251874049/0001		SOUTHERN ELECTRIC	SSE01	3,110.43	622.08	3,732.51	4205	102	3,110.43 SSE Gas 1.10.21-7.12.21
22/12/2021	451877373/0001		SOUTHERN ELECTRIC	SSE01	4,593.70	918.74	5,512.44	4206	102	4,593.70 SSE elec StL 1.10.21-7.12-21
14/12/2021	90018272		SWARCO	SWARCO	485.00	97.00	582.00	4226	211	485.00 Swarco - maintenance cameras
01/12/2021	TVDEC21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37 TVDEC21/TV Licensing
31/12/2021	CANCELERROR		VEOLIA	V0002	-49.86	-7.97	-57.83	4121	101	-24.93 Vodafone misposted to Veolia
								4121	102	-24.93 Vodafone misposted to Veolia
31/12/2021	RCO1177132		VEOLIA	V0002	391.96	78.39	470.35	4155	101	307.40 Veolia waste
								4155	102	84.56 Veolia waste
31/12/2021	RCO1177133		VEOLIA	V0002	40.00	8.00	48.00	4155	102	40.00 Veolia waste STL
22/12/2021	B4-528454269		VODAFONE	VODA01	50.12	8.03	58.15	4121	101	50.12 Vodafone Dec 21
09/12/2021	424000539995		WEST NORTANTS COUNC	WNC001	4,873.88	853.29	5,727.17	4065	202	4,873.88 WNC By-election Oct21
								327		-4,873.88 WNC By-election Oct21
31/12/2021	186754052		WORLDPAY	WORLD001	10.60	2.01	12.61	6000	202	4,873.88 WNC By-election Oct21
								4137	201	10.60 Worldpay credit card charges



Purchase Ledger for Month No 9

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis				
								A/C	Centre	Amount		
06/12/2021	VOI0024302		ZENOFFICE	Z002	146.63	29.32	175.95	4107	201	146.63	Zen Office photocopier charges	
<b>TOTAL INVOICES</b>								<b>51,383.88</b>	<b>4,967.13</b>	<b>56,351.01</b>	<b>51,383.88</b>	



Purchase Ledger for Month No 10

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
31/01/2022	79514		1ST REACTION	1ST001	55.00	11.00	66.00	4160	101	55.00	1ST Reaction lock up service
11/01/2022	INV38269		ABBOTT SIGNS	ABBO01	397.40	79.48	476.88	4220	101	397.40	Abbot - exterior signage
31/01/2022	ALLSTAR JAN22		ALLSTAR	ALL001	46.23	9.25	55.48	4145	212	46.23	aLLSTAR JAN FUEL
31/01/2022	AVIVAJAN22		AVIVA	AVIVA001	127.66	0.00	127.66	4000	101	72.95	AVIVAJAN22/Pension
19/01/2022	CHARGEJAN22		BARCLAYS	B0001	67.95	0.00	67.95	4125	201	54.71	AVIVAJAN22/Pension
13/01/2022	BCARDJAN22		BARCLAYCARD	BCARD	198.64	39.50	238.14	4227	101	67.95	CHARGEJAN22/Barclays
								4225	101	67.85	BCARDJAN22/Barclaycard
								4151	101	19.96	BCARDJAN22/Barclaycard
								4115	201	23.22	BCARDJAN22/Barclaycard
								4128	215	20.95	BCARDJAN22/Barclaycard
04/01/2022	979592256		BRITISH GAS	BRIT01	2,984.97	596.99	3,581.96	4206	102	66.66	BCARDJAN22/Barclaycard
31/01/2022	7308		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	2,984.97	B Gas - Elec 1.12.21-31.12.21
01/01/2022	INS24863034		EDENRED	EDENRED	16.00	3.20	19.20	4136	201	1,190.00	CGM - Grounds Maintenance
11/01/2022	INV24921782		EDENRED	EDENRED	243.00	0.00	243.00	4000	201	16.00	Edenred service charge
12/01/2022	95028824		GALLAGHER	GAL001	611.26	0.00	611.26	4140	212	243.00	Edenred childcare vouchers
31/01/2022	6227		NATALIE GREEN & CO.	GREE001	1,160.00	232.00	1,392.00	4050	201	611.26	Van insurance 16.1-15.1.23
31/01/2022	INV-4334		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	1,160.00	N Green accountancy, payroll
								4150	102	30.00	K Hird windows
31/01/2022	HMRCJAN22		HMRC	HMRC01	4,298.55	0.00	4,298.55	4000	201	30.00	K Hird windows
								4000	101	683.44	HMRCJAN22/HMRC PAYE & NI
								4000	102	1,389.92	HMRCJAN22/HMRC PAYE & NI
								4005	201	808.73	HMRCJAN22/HMRC PAYE & NI
								4005	101	208.83	HMRCJAN22/HMRC PAYE & NI
								4005	102	757.15	HMRCJAN22/HMRC PAYE & NI
								4150	101	450.48	HMRCJAN22/HMRC PAYE & NI
01/01/2022	142561		INTERCOUNTY	ICCS01	650.00	130.00	780.00	4150	101	650.00	ICC Cleaning
14/01/2022	142860		INTERCOUNTY	ICCS01	39.20	7.84	47.04	4151	101	39.20	ICC Bin liners
14/01/2022	SI-926		LD ROOFING	LDROOF01	7,430.00	1,486.00	8,916.00	4225	102	7,430.00	LD Roofing Office area SL





## Purchase Ledger for Month No 10

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
31/01/2022	LGSSJAN22		NCC - PENSION	LPGS	3,770.42	0.00	3,770.42	321	6000	102	-7,430.00	LD Roofing Office area SL
04/01/2022	6481/22		P B ELECTRICAL SER.	PBE001	276.00	55.20	331.20	4225	101	101	7,430.00	LD Roofing Office area SL
20/01/2022	859632		PERKINS FLORISTS	PERK01	350.00	70.00	420.00	4128	215	215	151.79	LGSSJAN22 Pension
27/01/2022	1766		QUICK TEST	QUICKTEST	75.00	15.00	90.00	4227	101	101	365.40	LGSSJAN22 Pension
31/01/2022	SALARIESJAN22		SALARIES	SALARIES01	12,434.34	0.00	12,434.34	4000	201	201	259.88	LGSSJAN22 Pension
27/01/2022	GRANT 9/12/21		SCOUTS	SCOUT01	475.00	0.00	475.00	4080	203	203	548.67	LGSSJAN22 Pension
31/01/2022	0001676267		SRCL LTD	SRCL	102.72	20.54	123.26	4155	101	102	1,520.52	LGSSJAN22 Pension
24/01/2022	8507		SSSLTD	SSS01	2,195.00	439.00	2,634.00	4231	102	102	924.16	LGSSJAN22 Pension
17/01/2022	1085386372		STANNAH	ST01	232.75	46.55	279.30	4226	101	101	276.00	PB Elec emergy light repairs
04/01/2022	TVJAN22		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	101	350.00	Perkins Hangin baskets
13/01/2022	2107		UK TRAINING	UKTRAIN001	430.00	86.00	516.00	4019	101	101	75.00	Quick Test calibration
12/01/2022	0000005281		URBASER LTD	URB001	46.67	9.33	56.00	4155	211	211	2,552.73	SALARIESJAN22/STAFF SALARIES
22/01/2022	19/1/22		VELLA TONY	V001	40.00	0.00	40.00	4128	215	215	6,179.25	SALARIESJAN22/STAFF SALARIES
31/01/2022	RCO1178938		VEOLIA	V0002	480.14	96.03	576.17	4155	101	101	3,693.26	SALARIESJAN22/STAFF SALARIES
31/01/2022	RCO1178939		VEOLIA	V0002	56.15	11.23	67.38	4155	102	102	9.10	SALARIESJAN22/STAFF SALARIES



Purchase Ledger for Month No 10

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
22/01/2022	B4-532890470		VODAFONE	VODA01	49.83	7.97	57.80	4121	101	24.92	Vodafone mobiles	
28/01/2022	5400		VOLVINA	VOLV01	3,350.25	670.05	4,020.30	4121	102	24.91	Vodafone mobiles	
								4220	102	3,350.25	Volvina St L Roller blinds	
								321		-3,350.25	Volvina St L Roller blinds	
07/01/2022	271		DALE WILLIAMS	WILL001	2,875.00	0.00	2,875.00	6000	102	3,350.25	Volvina St L Roller blinds	
								4225	102	2,875.00	Williams St L Redecorate	
								321		-2,875.00	Williams St L Redecorate	
17/01/2022	272		DALE WILLIAMS	WILL001	3,519.00	0.00	3,519.00	6000	102	2,875.00	Williams St L Redecorate	
								4225	102	3,519.00	Williams St L decorating	
								321		-3,519.00	Williams St L decorating	
19/01/2022	273		DALE WILLIAMS	WILL001	470.00	0.00	470.00	6000	102	3,519.00	Williams St L decorating	
								4225	102	470.00	Williams St L decorating	
								321		-470.00	Williams St L decorating	
06/01/2022	424000572622		WEST NORTHANTS COUNC	WNC001	437.50	0.00	437.50	6000	102	470.00	Williams St L decorating	
14/01/2022	424000600413		WEST NORTHANTS COUNC	WNC001	180.00	0.00	180.00	4201	201	437.50	WNC Reception space	
31/01/2022	190971408		WORLDPAY	WORLD001	12.93	2.02	14.95	4062	101	180.00	WNC Licencing fee	
10/01/2022	VO10024862		ZENOFFICE	Z002	145.80	29.16	174.96	4137	201	12.93	Worldpay credit card charges	
								4107	201	145.80	Zen - copier charges	
<b>TOTAL INVOICES</b>								<b>51,593.73</b>	<b>4,403.34</b>	<b>55,997.07</b>	<b>51,593.73</b>	
VAT ANALYSIS CODE E @ 0.00%					1,116.71	0.00	1,116.71					
VAT ANALYSIS CODE OTS @ 0.00%					21,542.34	0.00	21,542.34					
VAT ANALYSIS CODE S @ 20.00%					22,030.68	4,403.34	26,434.02					
VAT ANALYSIS CODE Z @ 0.00%					6,904.00	0.00	6,904.00					
<b>TOTALS</b>								<b>51,593.73</b>	<b>4,403.34</b>	<b>55,997.07</b>		





**DUSTON PARISH COUNCIL**

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

**Planning Committee**  
**MINUTES 24<sup>th</sup> February 2021 7pm**

**CHAIR:** Councillor M Ingram

**PRESENT:** Cllrs Bottwood, Barnes

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**PC038/22. To receive apologies for absence**

- None

**PC039/22. To receive and approve the minutes of the meeting held on 15<sup>th</sup> December 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Wednesday 15<sup>th</sup> December 2021 were approved as a true record and signed by the Chair.

**PC040/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- Cllr Barnes declared a non-pecuniary interest in Item PC042/21 a).

**PC041/22. Public Participation Session**

- There were no speakers from the public.

#### **PC042/22. Planning Applications**

a) WNN/2022/0106, 29 Park Lane Northampton NN5 6QD

- **RESOLVED:** No Comment or Observation

b) WNN/2022/0128, 2 Knighton Close, Northampton, NN5 6NE

- **RESOLVED:** No Comment or Observation

c) WNN/2022/0035, 33 Marseilles Northampton NN5 6YT

- **RESOLVED:** No Comment or Observation

#### **PC043/22. S106/CIL for Duston**

- The Clerk reported that we have not had a response from West Northamptonshire Council regarding outstanding S106 / CIL monies owed to the civil parish of Duston (APPENDIX B). However, Cllr Nigel Hinch is continuing to make enquiries on our behalf.

- **RESOLVED:**

- a) To get in touch with NCALC regarding S106 / CIL asking them if other Parish & Town Councils are having problems with WNC.
- b) To forward the letter to the WNC S151 Officer after contacting Cllr Nigel Hinch first.
- c) Cllr Mike Ingram to speak to the Clerk of Upton Parish Council on how Duston Parish Council can learn from them and take things forward.

#### **PC044/22. Community Asset Mapping**

- **RESOLVED:** To ask all members one last time for further suggestions to the community mapping project.

#### **PC045/22. Draft Scheme of Delegation**

- **RESOLVED:** Committee noted the draft scheme of delegation.

**PC046/22. Date of Next Meeting**

- **RESOLVED:** The next Planning Committee will take place on 24<sup>th</sup> March 2022 at 7.00pm.

The meeting closed at 7:52pm

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**DUSTON PARISH COUNCIL**

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

**Engagement and Wellbeing Committee**  
**MINUTES 23<sup>rd</sup> February 2022 7pm**

**CHAIR:** Councillor S Maitland

**PRESENT:** Cllrs Roper, Ennis-Clark, Bottwood

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

Alison Grantham – Business Community Development Manager

**EWC036/22. To receive apologies for absence**

- Cllrs Golby, Stonehouse

**EWC037/22. To receive and approve the minutes of the meeting held on Wednesday 12<sup>th</sup> January 2022 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Wednesday 12<sup>th</sup> January 2022 were approved as a true record and signed by the Chair.

**EWC038/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- There were no declarations of interest.

**EW039/22. Public Participation Session**

- There were no speakers from the public.

#### **EWC040/22. Discuss options for Youth Provision as provided by Duston Parish Council**

- The Clerk gave an overview of the recent decisions of Council regarding the current contract. Council have delegated to the Engagement & Wellbeing Committee the task of coming up with some recommendations for the future of our Youth Provision. Council have given the Committee the option to set up a working party on the issue.
- Business Community Development Manager explained the work that has been done at the Grow Together Allotment.
- **RESOLVED:** To set up a working party to look at youth provision in Duston this consists of Cllrs Maitland (Chair), Golby, Ennis-Clark, Roper.

#### **EWC041/22. Discuss Annual Parish Meeting 2022**

- **RESOLVED:** To recommend to Council
  - a) Advertise the Annual Parish Meeting through website, notice boards and social media and inviting community groups to come forward.
  - b) The Clerk contacts the Police directly and asks them to attend to give a report.
  - c) The Clerk to decide the most appropriate date (dependent on when the Police can attend).

#### **EWC042/22. Draft Scheme of Delegation**

- **RESOLVED:** Committee noted the report

#### **EWC043/22. Limehurst Craft Faye**

- **RESOLVED:**
  - a) To look to do something in 2023
  - b) Street Closures on Limehurst Road and Cotswold Avenue would not be pursued due to the expense.

#### **EWC044/21. Platinum Jubilee Celebrations**

- Bunting, flags, tree for green canopy and jubilee bench have all been ordered. Business Community Development Manager discussed how the jubilee theme will tie in for this year Duston Fun Day.

**EWC045/21. Date of Next Meeting**

- The next meeting would be on Wednesday 6<sup>th</sup> April 2022

The meeting closed at 8:06pm

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