



DUSTON PARISH COUNCIL

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

Planning Committee

Cllrs Ingram (Chair), Bottwood, Barnes

18th February 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee to be held at Duston Community Centre on Thursday 24th February 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

PC038/22. To receive apologies for absence

PC039/22. To receive and approve for signature the minutes of the meeting held on 15th December 2021 (APPENDIX A)

PC040/22. 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*).

PC041/22. Public Participation Session (*Persons wishing to address the committee on an agenda item may register their intention to do so by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes*).

PC042/22. Planning Applications

- a) WNN/2022/0106, 29 Park Lane, Northampton, NN56QD
GROUND FLOOR REAR PITCHED ROOF SINGLE STOREY EXTENSION
- b) WNN/2022/0128, 2 Knighton Close, Northampton, NN5 6NE
SINGLE STOREY SIDE EXTENSION
- c) WNN/2022/0035, 33 Marseilles Northampton Northamptonshire NN5 6YT
TWO STOREY SIDE AND REAR EXTENSION

PC043/22. S106/CIL for Duston

- To receive any update regarding CIL / S106 monies (APPENDIX B)

PC044/22. Community Asset Mapping

- To discuss the Community Asset Mapping Project as delegated by Full Council.

PC045/22. Draft Scheme of Delegation

- To discuss the proposed draft scheme of delegation as a Committee (APPENDIX C)

PC046/21. Date of Next Meeting

- Date of the next Planning Committee is 24th March 2022 7pm.



DUSTON PARISH COUNCIL

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

Planning Committee
MINUTES 15th December 2021 7pm

CHAIR: Councillor M Ingram

PRESENT: Cllrs Bottwood, Hinch

IN ATTENDANCE:

Gary Youens – Parish Clerk

PC030/21. To receive apologies for absence

- Cllr Barnes

PC031/21. To receive and approve the minutes of the meeting held on 25th November 2021 (APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on Thursday 25th November 2021 were approved as a true record and signed by the Chair.

PC032/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- There were no declarations of interest.

PC033/21. Public Participation Session

- There were no speakers from the public.

PC034/21. Planning Applications

a) WNN/2021/1098, 20 Cotswold Avenue, Northampton, NN5 6BU

- **RESOLVED:** No Comment or Observation

b) WNN/2021/1090, 551 Harlestone Road, Northampton, NN5 6NX

- **RESOLVED:** No Comment or Observation

c) WNN/2021/1110, Lumley, Scycamore Road, Northampton, NN5 6JS

- **RESOLVED:** No Comment or Observation

d) WNN/2021/0728, 32 Clipston Way, Northampton, NN5 6TP

Withdrawn

PC035/21. Update on Norwood Farm, Sandy Lane

- Cllr Ingram gave a verbal update on the briefing he attended on Norwood Farm. Many issues were raised and how this would impact on Duston. Traffic and speeding on the Sandy Lane were of a particular concern. This and other developments are going to impact on Duston over the coming months and years. Cllr Ingram circulated a map of the proposed development and it was noted how a T-Junction from the estate would come out directly on a 60mph limit. This should be reduced from 60 mph to 30 mph.

PC036/21. Duston Parish Council Four Year Plan

- The Committee discussed the objectives and what order to do them in.
- **RESOLVED:**
 - a) A revision of Duston Neighbourhood Plan should wait until the adoption of Northampton Local Plan Part 2.
 - b) To write to the Head of Planning (Northampton Area) asking the process to release CIL and how we put forward suggestions to spend on S106.

PC037/21. Date of Next Meeting

- **RESOLVED:** The next Planning Committee will take place on 27th January 2022 at 7.00pm.

The meeting closed at 8:16pm

DRAFT

**WNN/2022/0106, 29 Park Lane,
Northampton, NN56QD**

**GROUND FLOOR REAR PITCHED ROOF
SINGLE STOREY EXTENSION**



SITE PLAN
SCALE 1:1250

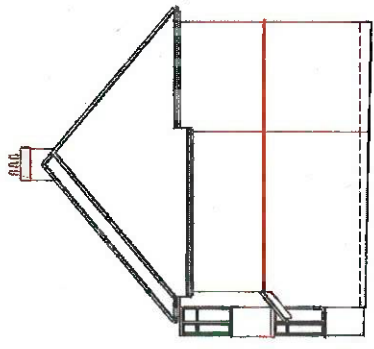


PROPOSED GROUND FLOOR REAR EXTENSION

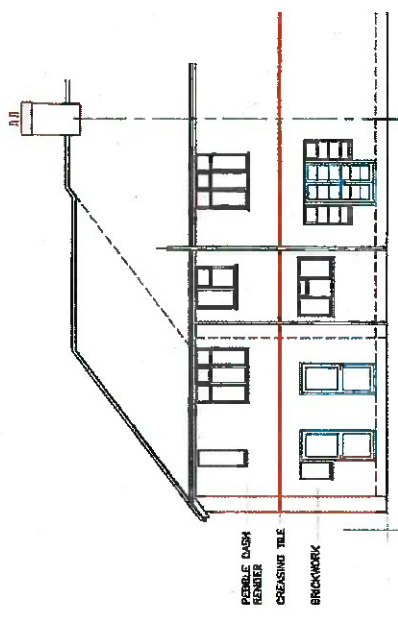


BLOCK PLAN
SCALE 1:500

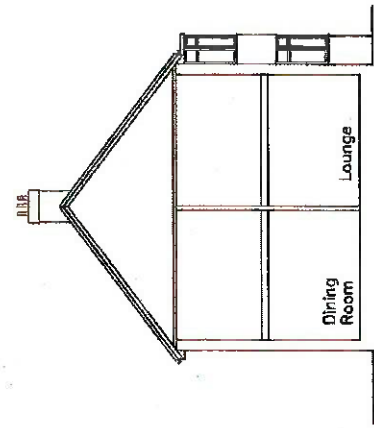
Rev	Description	Date
<p>Philip Horne Architectural Services 80A Water Lane, Wootton, Northampton, NN4 6HG Tel 01604 765239 Office Mob 07710 765038 e-mail philip-horne@btconnect.com</p>		
client	Mrs J Nutt 29 Park Lane, Duston Northampton, NN5 6DD	
project	29 Park Lane, Duston Northampton, NN5 6DD	
drawing	Proposed Ground Floor Rear Extension	
status	Planning	
scale	1/1250	1/500
date	Sept 2021	drawn by P K H
<p>All dimensions to be checked on site by the contractor and any discrepancies found shall be brought to the attention of Philip Horne prior to any commencement of work.</p>		
drawing no	21/2567/100	rev



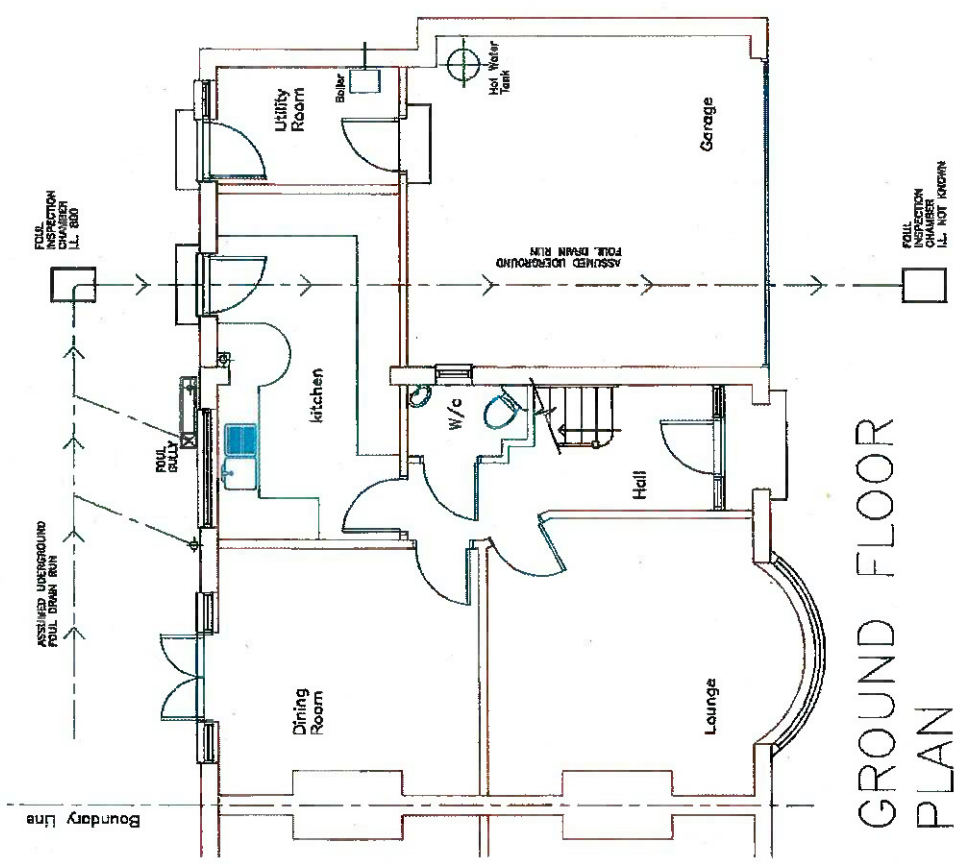
SIDE ELEVATION



REAR ELEVATION



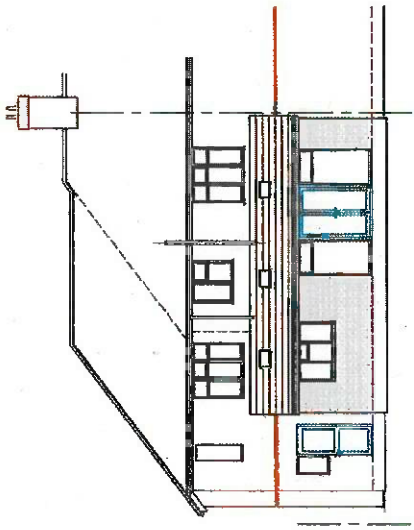
SIDE ELEVATION



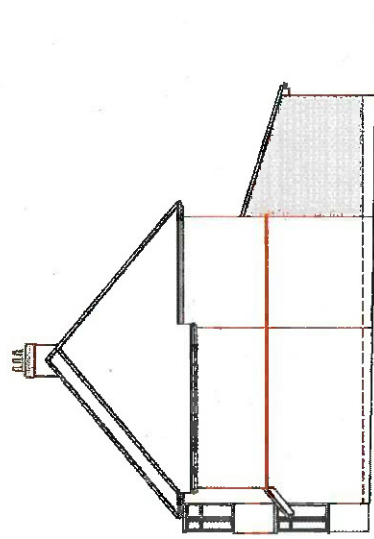
GROUND FLOOR PLAN

EXISTING DWELLING
 Walls : Plaster (some brick faced) over
 Red/Brick (some all) over Laminar Pebble
 Dash render above existing tile line
 Roof: Fibred concrete profile tiles (Reinforced
 Reinforce), Colour Brown
 Windows : UPVC Double Glazed, Colour White,
 some UPVC Double Glazed, Colour Light Brown
 Front door: Painted colour White,
 Colours : Plastic gutter and down pipes, Colour
 Black
 Fender: Timber stained brown

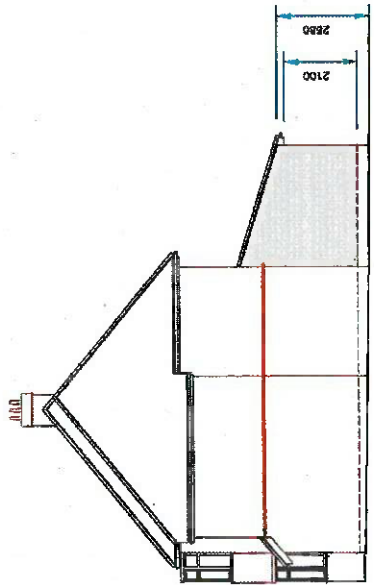
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1	0.5 0	1 2 3 4 5 6 7 8 9
SCALE BAR 1/100		
1	0.5 0	1 1.5 2 2.5 3 3.5 4
SCALE BAR 1/50		
Philip Horne		
Architectural Services		
80A Water Lane, Wootton, Northampton, NN4 8HG		
Tel 01604 745239 Office		
Mob 07710 268038		
e-mail philip-horne@btconnect.com		
client	Mrs J Nutt	
	20 Red Lion Close	
	Northampton, NN5 6AD	
project	29 Park Lane, Boston	
	Northampton, NN5 6JD	
drawing	Proposed Ground Floor Rear Extension	
status	Survey Plans	
date	1/50 1/100	date
	Sept 2021	drawn by
		P K H
All dimensions to be checked on site by the contractor and any discrepancies found shall be brought to the attention of Philip Horne prior to any commencement of work.		
drawing no	21/2567/01	year



REAR ELEVATION

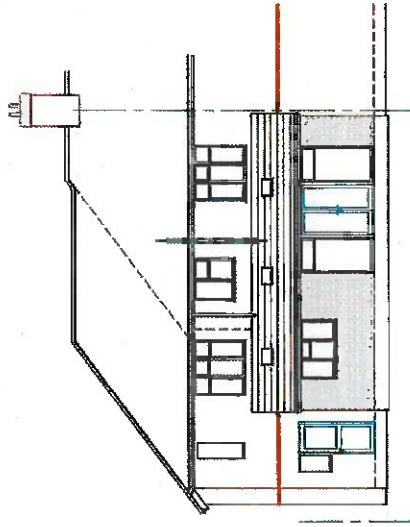


SIDE ELEVATION

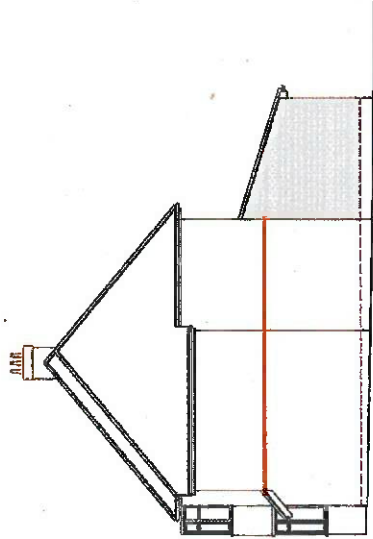


SIDE ELEVATION

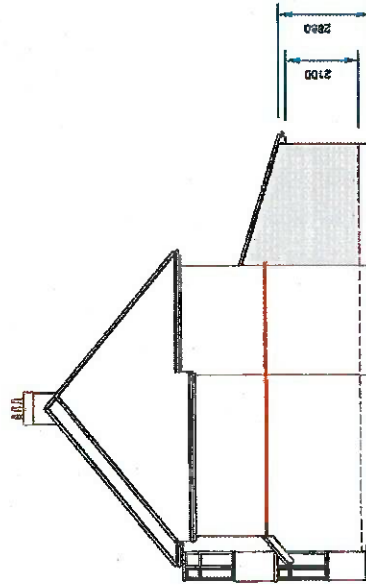
Rev	Description	Date
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1	0.5	2
1	0.5	3
1	0.5	4
1	0.5	5
1	0.5	6
1	0.5	7
1	0.5	8
1	0.5	9
SCALE BAR 1/100		
1	0.5	0
1	0.5	1
1	0.5	1.5
1	0.5	2
1	0.5	2.5
1	0.5	3
1	0.5	3.5
1	0.5	4
SCALE BAR 1/25		
Philip Horne Architectural Services 80A Water Lane, Wootton, Northampton, NN4 6HG Tel: 01804 765239 Office Mob: 07710 765038 e-mail: philip-horne@btconnect.com		
author	Mrs J Nutt	
	28 Park Lane, Dunsen	
	Northampton, NN5 5DU	
project	29 Park Lane, Dunsen	
	Northampton, NN5 5DU	
client	Proposed Ground Floor Rear Extension	
status	Structure Erection Plans	
date	1/100	drawn by
		P K H
All dimensions to be checked on site by the contractor and confirmed with the architect prior to any commencement of work.		
drawing no	21/2567/03	rev



REAR ELEVATION



SIDE ELEVATION



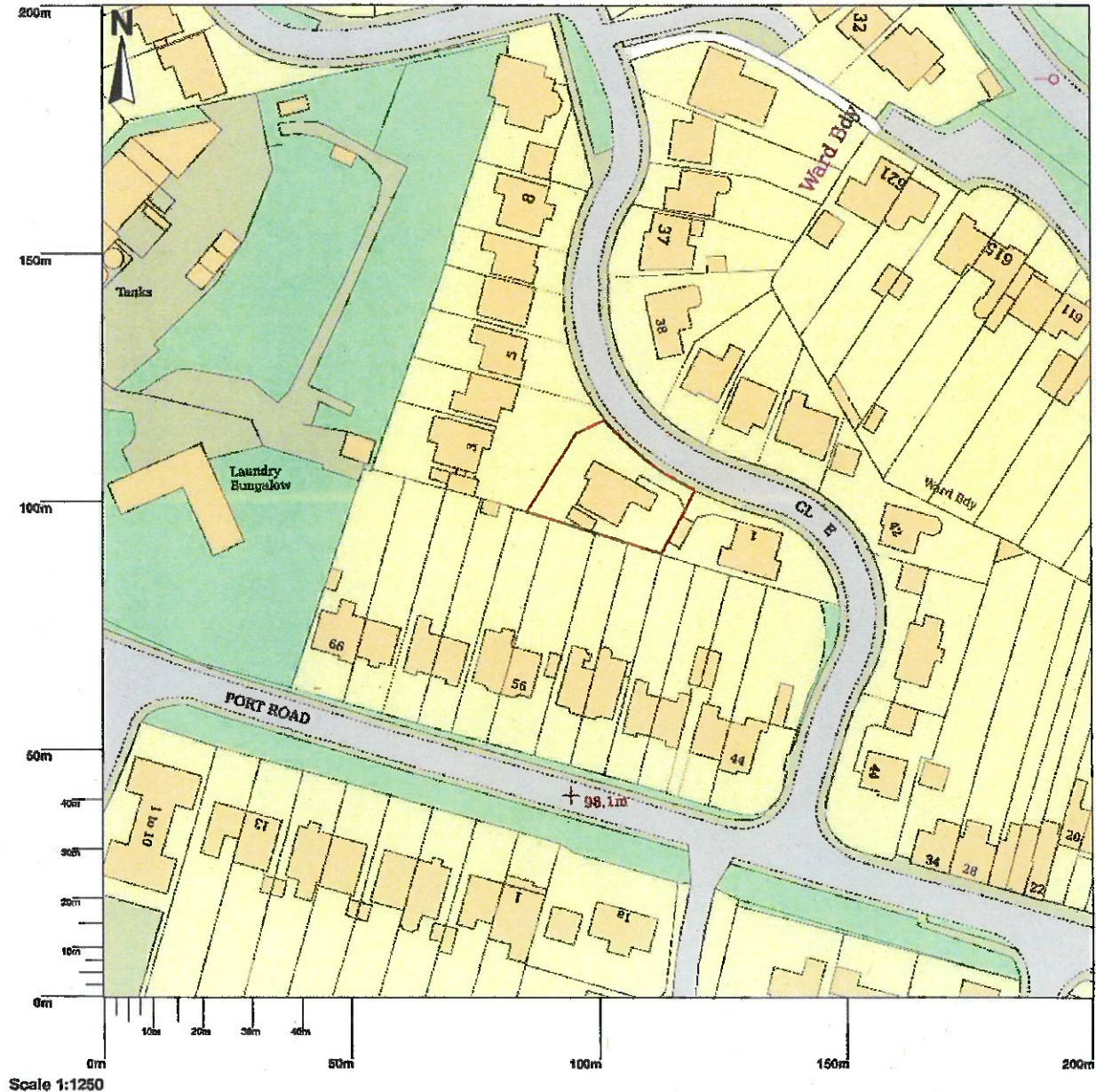
SIDE ELEVATION

Bar	Description	Notes
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SCALE BAR 1/100		
1	0.5	0 0.5 1 1.5 2 2.5 3 3.5 4
SCALE BAR 1/50		
Philip Horne Architectural Services 50A Water Lane, Wootton, Northampton, NN4 9HQ Tel 01834 765239 Office Mob 07710 765038 e-mail philip-horne@btconnect.com		
Client	Mrs J Nutt 28 Park Lane, Dunton Northampton, NN5 6DD	
Project	28 Park Lane, Dunton Northampton, NN5 6DD	
Drawing	Proposed Ground Floor Rear Exterior Scaffolding Erection Plans	
Author	PKH	
Date	1/100	date: Sept 2021
All dimensions to be checked on site by the contractor and any discrepancies found will be brought to the attention of Philip Horne prior to any commencement of work.		
Drawing No	21/2567/03	Rev

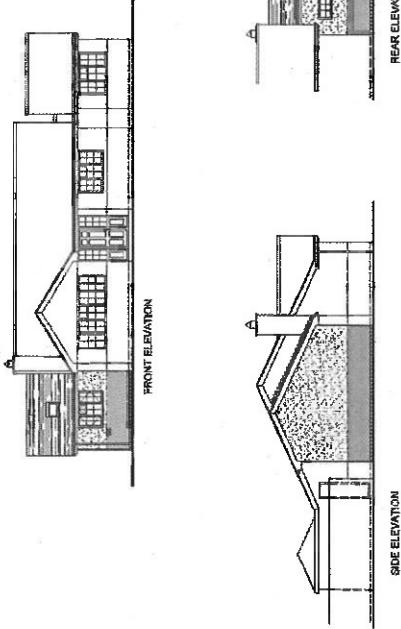
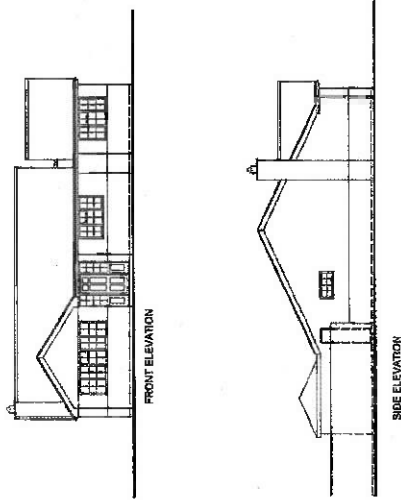
**WNN/2022/0128, 2 Knighton Close,
Northampton, NN5 6NE**

SINGLE STOREY SIDE EXTENSION

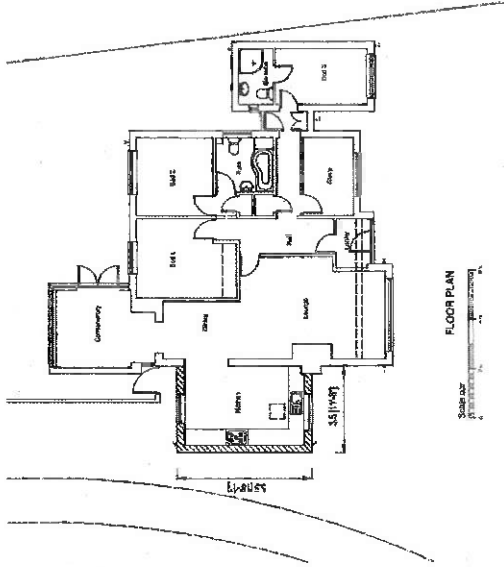
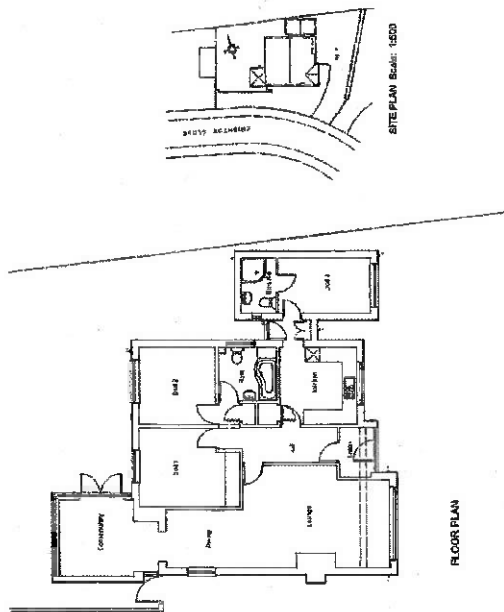
2 Knighton Close, Northampton, NN5 6NE



Map area bounded by: 471277,262855 471477,263055. Produced on 04 February 2022 from the OS National Geographic Database. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2022. Supplied by UKPlanningMaps.com a licensed OS partner (100054135). Unique plan reference: p4b/uk/748068/1012215



Materials & Finishes
 Wall: Full brickwork in red
 External walls: Full brickwork in red
 Windows: UPVC colour white
 Doors: UPVC colour white
 Internal walls: Full brickwork in red
 Floor: Full brickwork in red



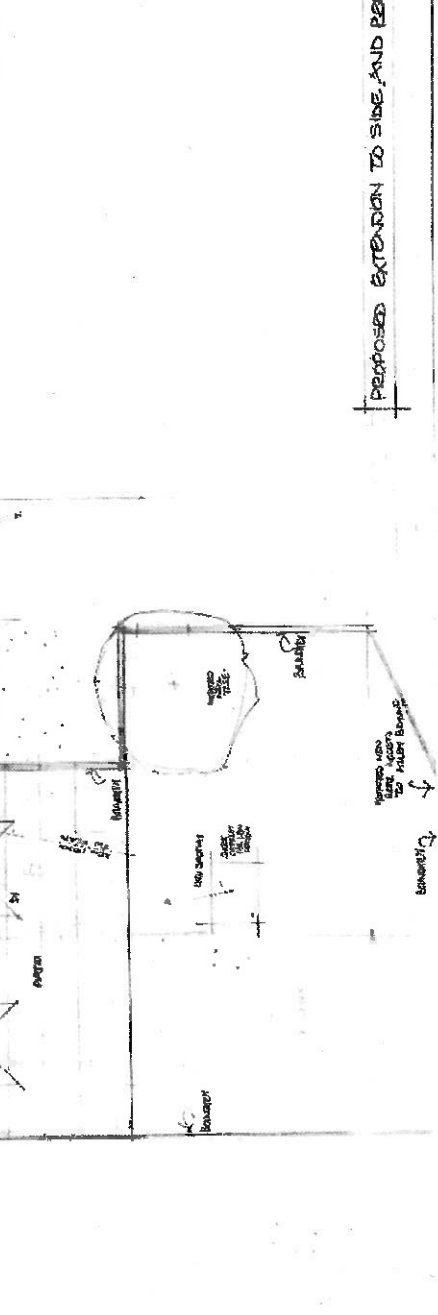
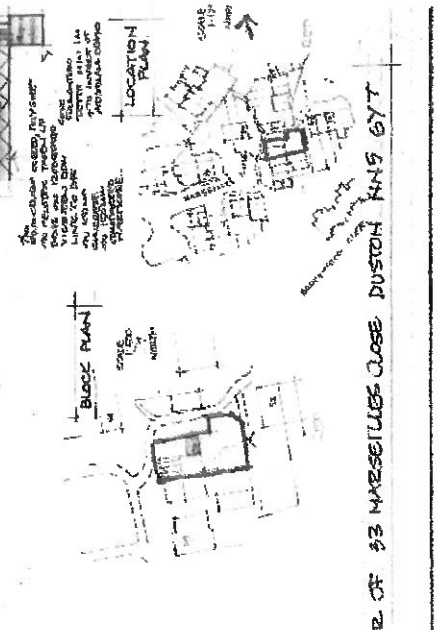
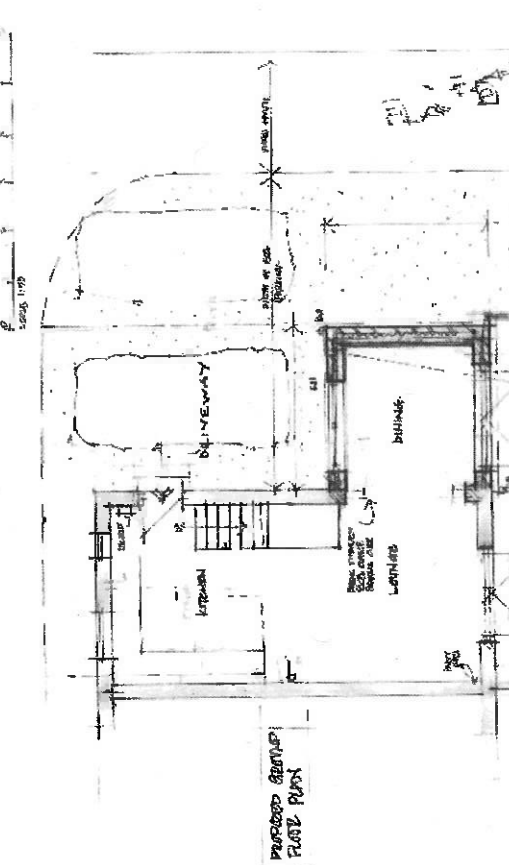
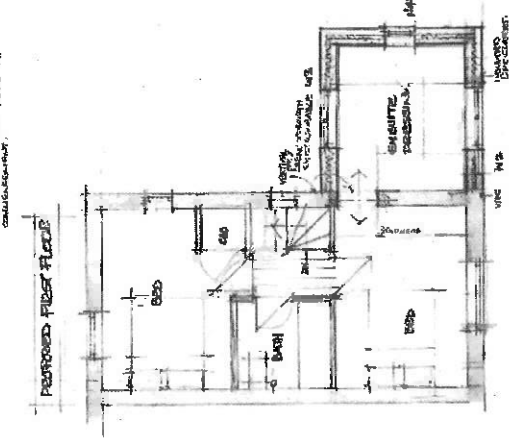
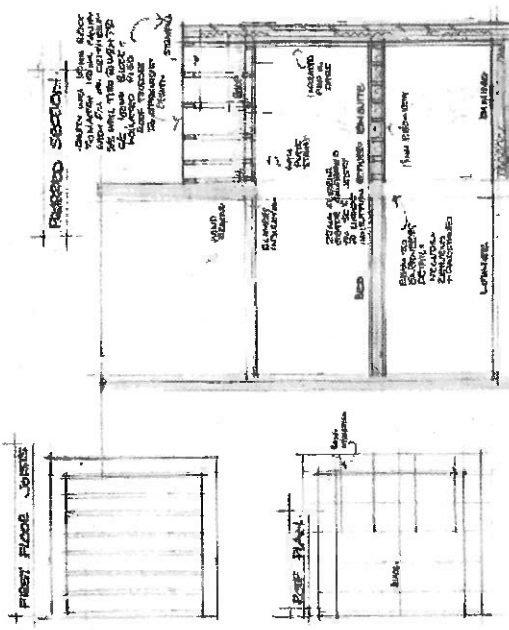
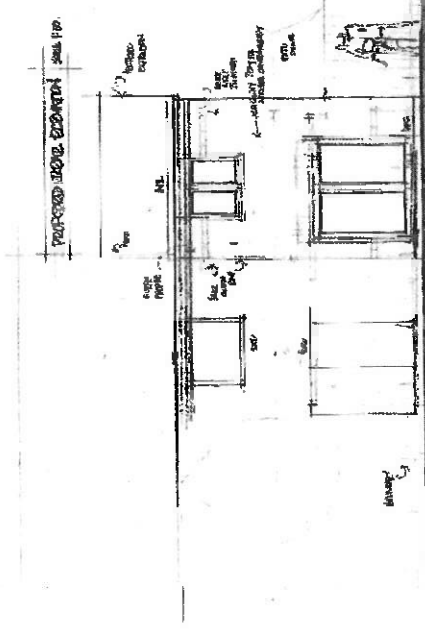
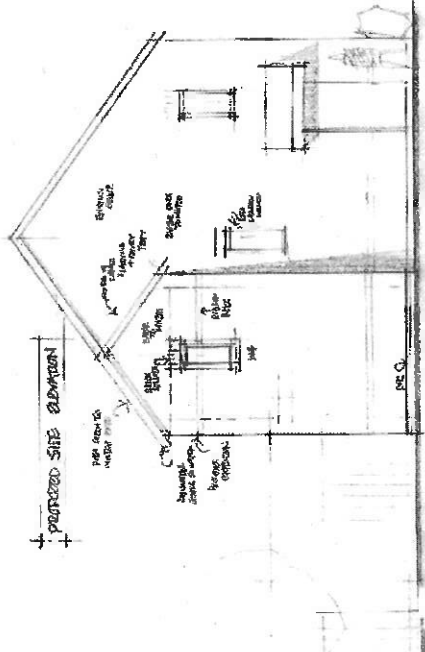
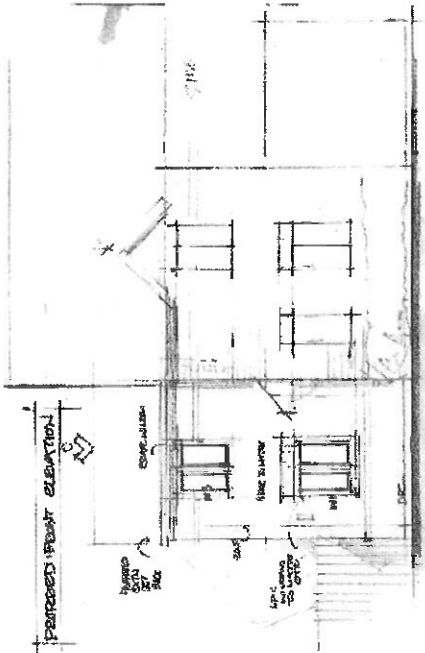
EXISTING

PROPOSED

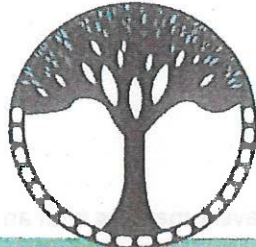
Revisions: Job reference:	Client: Mr & Mrs Errols	Scale: 1:100 1:500	Rev:
		Date: Jan 2022	Drawing No: 0201/PP1
PROPOSED SIDE SINGLE STOREY EXTENSION at 2 KNIGHTON CLOSE, DUSTON, NORTHAMPTON. NN5 6NE.			
2 KNIGHTON CLOSE, DUSTON, NORTHAMPTON.			

**WNN/2022/0035, 33 Marseilles
Northamptonshire NN5 6YT**

**TWO STOREY SIDE AND REAR
EXTENSION**



PROPOSED EXTENSION TO SIDE AND REAR OF 33 MARSELLIES CLOSE DUSTON HNS 6YT



DUSTON PARISH COUNCIL

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

10th January 2022

Dear Jim Newton,

Duston Parish Council would like to ensure that there are plans in place to spend the allocated CIL and S106 for the Duston area. To do this we need up to date information about what is available and the processes we have to go through.

- 1) Community Infrastructure Levy. I understand that Duston Parish Council is owed CIL. We have had a Neighbourhood Plan in place since December 2015 and are entitled to 25%. Can you confirm how much CIL is owed to Duston Parish Council and how we can access it?
- 2) I further understand that there is S106 monies for Duston. Over a year ago we were told the below was available. Can you confirm this is still the case and how we put forward suggestions to use these funds?

JH312 British Timken - Public Art £1,020.00

JH314 British Timken - Environmental Contribution £72,062.00

JH331 Former Rylands School - Strategic Infrastructure £34,000.00

JH333 Former Rylands School - Community Fund £66,134.50

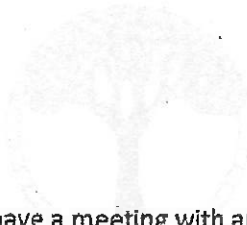
JH334 Former Rylands School - Design £6,750.00

JH335 Former Rylands School - Play Area and Recreation Equip £876.55

JH545 British Timkin, Main Rd N/2018/1207 - Construction training £13,580

Tel: 01604 583626
 Email: office@duston-pc.gov.uk

Web: www.duston-pc.gov.uk
 Facebook: @DustonPC
 Twitter: @Duston_PC



If necessary we are prepared to have a meeting with an appropriate officer in person or via zoom to try and move this forward. We do have some outline proposals what this could be used for.

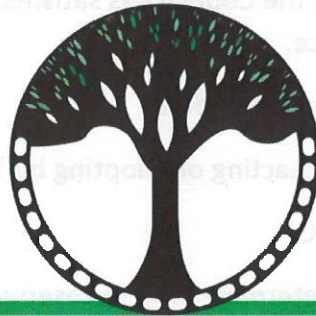
Any help you can give would be appreciated. I have copied in the Duston Ward councillors for their information.

Yours sincerely,

Gary Youens
Clerk, Duston Parish Council

cc.

- Cllr Paul Dyball Duston East
- Cllr Nigel Hinch Duston East
- Cllr Greg Lunn Duston East
- Cllr Matt Golby Duston West & St Crispin
- Cllr Anna King Duston West & St Crispin
- Cllr Jake Roberts Duston West & St Crispin



DUSTON PARISH COUNCIL

Scheme of Delegation

Under the Local Government Act 1972 s 101 (a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

The Parish Council does not have the power to delegate a decision to an individual Councillor. Therefore an individual councillor cannot issue an instruction to the Clerk or a contractor.

However, certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

All delegated powers and duties shall be exercised and performed on behalf of and in the name of Duston Parish Council.

Matters Reserved for Full Council

Membership: All 12 Councillors

Quorum: 4 Councillors

The following are reserved matters for the Council (not exhaustive).

GOVERNANCE

Appointment of the Chairman and Vice-Chairman of Duston Parish Council.

Approve or amend Standing Orders (including scheme of delegation), Financial Regulations, Member Code of Conduct and other written policies.

Filling of Council vacancies through co-option if a by-election has not been called.

Approve membership of Standing Committees and Sub-Committees. Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the municipal year.

Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.

Appointing representatives to outside bodies.

Making, amending, revoking, re-enacting or adopting by-laws.

Appointment of the Clerk and RFO.

Full Council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a parish council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

Any other matters not delegated to a standing committee or referred to Full Council by standing committees

Approving and amending the Council's Strategic Plan and Priorities

Matters of principle or policy. This could arise by:

- a. on matters of major importance which have not previously been before the Council; or
- b. matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
- c. in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chairman may, before a decision is taken by the committee or sub-committee, state that a matter is referred to Council.

Cessation of any Council service.

Annual Council Meetings Cycle.

FINANCE

Approval of annual council budget and precept including fees and charges.

Authorising borrowing & capital projects.

Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.

Appointment of the Internal Auditor.

Receiving both the Internal and External Auditor Reports.

Appointment of Internal Controls Councillor and receiving their reports.

Approval of Payments and Bank Reconciliations.

Banking Arrangements.

The incurring of expenditure for which no provision or insufficient provision has been made.

ASSETS

Approve on annual basis the Asset Register.

Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).

STAFFING

To approve the staffing structure & salary bands.

To approve staff terms and conditions of employment and any alterations.

OTHERS.

Approval of Grant Applications £600 and over.

Authorising any proposed alterations to the Neighbourhood Plan.

Standing Committees

Planning Committee

Membership: A maximum of 6 councillors. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings: Usually Monthly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

Delegated the following responsibilities:

1. To make observations / comments to West Northamptonshire Council on the following Planning issues

- a) Planning applications in Duston and on the fringe of the Parish.
- b) Planning policies and detailed local plans appropriate to the civil parish of Duston.
- c) On planning appeals and matters relating thereto.
- d) Street Naming.
- e) Tree Preservation Orders (TPOs)
- f) Listed building consents
- g) Duston Conservation Area

2. To review and monitor Local Planning Documents (e.g. Duston Neighbourhood Plan & West Northamptonshire Strategic Plan) and make any observations / comments as appropriate.
3. Make recommendations to Council regarding any changes to the Duston Neighbourhood Plan.
4. To make observations / comments to West Northamptonshire Council Highways on the following:
 - a) The creation, diversion and closure of public rights of way (including Bridleways).
 - b) Traffic Regulation Orders (TROs).
 - c) Traffic management matters.
5. To make observations / comments on all matters in relation to public transport.
6. The power to establish working parties within its terms of reference. Does not have the power to set up a Sub-Committee.
7. Any issue referred to it by Council.

Community Services Committee

Membership: A maximum of 6 councillors. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings: Usually Bi-Monthly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Community Services Committee will review, monitor and make recommendations to Council on the following:
 - a) DPC community engagement, public consultations and communications.
 - b) DPC community events programme.
 - c) Supporting local community projects not directly run and overseen by DPC.
 - d) Delivering improved health, social and other wellbeing outcomes for the residents of Duston which includes working in partnership with other organisations.
 - e) Any community services provided by DPC (e.g. youth provision, older people).
 - f) Civic issues that directly relate to Duston Parish Council.

- g) Developing and promoting economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
- h) The three community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road).
- i) Promoting Duston based services and local voluntary / community sector.
- j) Communications Policy and Grant Policy.

Specific Delegated Responsibilities:

- 2. To directly liaise with the local stakeholders regarding the development of community services and amenities.
- 3. Oversee the Annual Parish Meeting.
- 4. Approval of Grants under £600
- 5. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
- 6. Any issue referred to it by Council.

Environment Committee

Membership: A maximum of 6 councillors. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings: Usually Bi-Monthly.

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

- 1. The Environmental Committee will review, monitor and make recommendations to Council on the following:
 - a) The management and maintenance of DPC owned trees, green spaces, playgrounds, streetlights and parks (Mendip Park, Errington Park, Melbourne Lane Open Space, St Luke's Field, Grafton Way Park and Public Open Spaces adjacent to Telstar Way).
 - b) Matters relating to non-DPC owned trees, green spaces, playgrounds, streetlights and parks within the Parish including allotments, St Lukes Churchyard and Duston cemetery.

- c) Street furniture such as seating, litter bins, noticeboards, clocks & bus shelters. This includes the purchase of additional or replacement street furniture.
- d) Maintenance and upkeep of the war Memorial.
- e) Maintenance and upkeep of Timken Artwork.
- f) Maintenance and upkeep of Timken Gates and Rosevilla Hut.
- g) Reducing litter and fly-tipping in Duston.
- h) Actions and initiatives to help reduce crime, disorder and anti-social behaviour.
- i) How DPC and the wider Parish can help play its part in confronting climate change. Also advising Council and other Committees on Climate Change issues.
- j) Improving and maintaining biodiversity in Duston.

Specific Delegated Responsibilities:

- 2. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.
- 3. Oversee the usage and operation of the Vehicle Activated Signs (VAS) within Duston.
- 4. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
- 5. Any issue referred to it by Council.

Resources & General Purposes Committee

Membership: A maximum of 6 councillors one of which must be the Chair of Duston Parish Council. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings: Usually Quarterly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Committee will review, monitor and make recommendations to Council on the following:

CORPORATE.

- a) The general administration of Duston Parish Council.
- b) Officer and Member training and development.

- c) Contracts and Tendering. In the case of
 - Environment contracts (e.g. grass cutting and horticultural works). Consult with the Environment Committee prior to making any recommendations to Council.
 - Community Services contracts (e.g. Youth provision & Duston Sports Centre). Consult with the Community Services Committee prior to making any recommendations to Council.
- d) Potential delegation of services to the Parish Council from West Northamptonshire Council.
- e) Disposal or acquisition of any property and land.

BUILDING FACILITIES.

- f) The operational running and maintenance of Duston Community Centre and St Luke's Centre.
- g) Fees, terms & conditions of hire at St Luke's Centre & Duston Community Centre.

STAFFING.

- h) The staffing structure including salary remuneration (pay banding).
- i) Matters relating to employees of the Council in their conditions of service, welfare and safety.
- j) Proposing and amending HR policies.

FINANCE.

- k) Financial Regulations.
- l) Maintaining adequate general reserves, in line with audit regulations, and allocation of earmarked reserves for specific purposes.
- m) In year virements between approved budget headings.

Specific Delegated Responsibilities:

- 2.To monitor the council's income and expenditure against actual budget.
- 3.To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.
4. To receive any proposals from Committees, in respect of expenditure for the following financial year, as part of the Council's budget setting process.
5. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations.
6. In year monitoring of the Corporate Risk Register with the Clerk/RFO.
- 7.To ensure the Council is adequately insured (e.g. buildings & other property).
8. To consider any appeal against a decision in respect of pay.
9. To authorize attendance at conferences and other powers contained in Section 175 of the Local Government Act 1972.

10. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.

11. Any issue referred to it by Council.

HR Sub-Committee

Membership: 3 Councillors. The Chair of Council, Vice-Chair of Council and one other councillor nominated by the Council.

Meetings: At least once a year and on ad hoc basis.

- To oversee the Clerk / RFO
- Clerk Appraisal

Other Committees

Disciplinary & Grievance Panel

To deal with matters arising from the Council's disciplinary and grievance procedures. It will consist of 3 members appointed by Council and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council.

Appeals Panel

To deal with Appeals arising from the Council's disciplinary and grievance procedures. It will consist of 3 members appointed by Council and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council. The members involved cannot be involved in the original hearings or investigation.

Working Parties

A Working Party must follow the course for which it was convened and there is to be no transfer of delegated powers from the Committee from which it was formed otherwise the Council acts unlawfully.

The Working Party shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Committee

Membership of the Working Party is to be decided at creation of the group when the need is identified for such an action.

Membership need not be confined to Members of the Council, nor to the parent committee, members may be drawn from volunteers or specialist areas.

The Working Party shall advise and make recommendations to the Council or Committee from which it was formed.

The Working Party may meet without the need to give public notice.

Delegation To Parish Clerk / RFO

LEGAL

The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.

As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act 1972.

The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders

To receive declarations of acceptance of office

To retain a copy of every Councillors Register of Interests

To deal with dispensation requests from Members of the Council

Power to take appropriate steps to ensure the Council does not exceed its powers

RESPONSIBLE FINANCIAL OFFICER

Carry out "Section 151" functions

Responsible for all financial records of the Council

The careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

Ensure the approved precept is issued to West Northamptonshire Council.

Power to release any financial related report or document to the Council or its committees in discharge of the RFO responsibilities.

MANAGEMENT

The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.

Manage all employees of the Council and have the authority to take disciplinary action under agreed procedures.

Arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chair and Vice-Chair.

Manage the implementation all Council, Committee or sub-Committee resolutions.

Deal with day to day matters in relation to all the Council's functions, assets, events and leases, in accordance with policies and decisions of the Council or relevant Committee.

Authorise operational spending within agreed budgets approved by Council (as per Financial Regulations).

To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Make adequate and effective arrangements to pay salaries and wages to all employees of the Council;

Maintain adequate and effective personnel records.

Negotiating the terms of any lease, licence conveyance or transfer of land or property

The granting or refusal of the Council's consent under the terms of any lease

Take, discontinue and/or appear in any legal action authorised by the Council.

The Parish Clerk / RFO will exercise these powers in accordance with:

Approved budgets

The Council's Standing Orders and Financial Regulations

The Council's adopted policy framework and procedures

All statutory common law and contractual requirements.

The Parish Clerk may:

Take urgent decisions on behalf of the Council in consultation with the Chair of the Council (or Vice-Chair in their absence) as per Standing Orders & Financial Regulations.