



**DUSTON PARISH COUNCIL**

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

### FULL COUNCIL

1<sup>st</sup> April 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 7<sup>th</sup> April 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

### **AGENDA**

**186/22. To receive apologies for absence**

**187/22. To receive and approve the minutes of the meeting held on 3<sup>rd</sup> March 2022 (APPENDIX A)**

**188/22. 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](http://www.duston-pc.gov.uk)

*and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).*

**189/22. 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).*

**190/22. Presentation from Northampton Leisure Trust (NLT) on Duston Sports Centre**

**191/22. Bank Reconciliations**

- To approve bank reconciliations for February 2022 (APPENDIX B)

**192/22. Payment of Invoices**

- To note invoice payments for February 2022 (APPENDIX C)

**193/22. Duston Parish Council Events**

- To receive a report on the benefits / costs of Duston Parish Council events (APPENDIX D).

**194/22. Committee Updates**

- To receive a report in the form of draft minutes of the Environment Committee (APPENDIX E).

**195/22. Committee Proposals and Recommendations**

- Environment Committee.
  - 1) Purchase 40 Glow in the Dark A3 anti-dog fouling corex signs. Cost £2,250 + VAT. (Subject to approval from WNC Highways to use their lampposts) (APPENDIX F).
  - 2) Declare a Climate Emergency . *“Duston Parish Council notes that climate change is one of the biggest challenges facing our world and recognises that we need to protect our local area, one of natural beauty and heritage, and secure a sustainable, healthy and prosperous environment for current and future generations to continue to enjoy.”*
  - 3) Ask the Clerk to progress with the following on the Four Year Plan and provide updates on progress to the Environment Committee.
    - Obtain village green status for Mendip Park, Errington Park, Grafton Way Park & Melbourne Lane Park.
    - Install a seat by bus stop opposite Timken Way South (subject to WNC Highways approval).
    - A litter bin at Quarry Road Shops (subject to WNC Highways approval).
  - 4) To ask the Clerk to do the following (which are not in the Four Year Plan) and provide updates on progress to the Environment Committee.

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- A seat at the bus stop on Cotswold Avenue (NN5 6BU) thus encouraging public transport (subject to WNC Highways approval).
  - Replace the bench in the Village Centre (adjacent to the telephone box) which is now rusting and bending.
  - A seat in the Limehurst area (subject to permission).
- 5) To ask the Clerk to do the following regarding tree planting and provide updates on progress to the Environment Committee.
- Plant a tree in Errington Park to commemorate the service of Shaun Pape.
  - Plant a tree in Mendip Park. This could be to commemorate 100 years of Duston Boys Brigade.
- Engagement and Wellbeing Committee Working Party
    - 1) To go ahead with an 8 month trial period with NLT for a youth provision. Group 1 Years 5, 6, 7 and Group 2 Years 8, 9, 10 (APPENDIX G).
    - 2) To set up a 2 councillor working party with assistance from the Clerk to come up with a proposal on the future of the Grow Together Allotment and report back to Council in due course. Also look long term at the possibility of a “Men in Sheds” project (APPENDIX H).

#### **196/22. Grant Application**

- To consider a Grant Application from Duston Garden Club (APPENDIX I)

#### **197/22. Draft Scheme of Delegation**

- To adopt the draft scheme of delegation and start Annual Council May 2022 (APPENDIX J)

#### **198/22. A Four Year Plan Objective**

- To approve £7,000 from General Reserves to go ahead with paving the walkway between Community Centre entrance and Pendle Road (subject to approval from WNC Assets) (APPENDIX K).

#### **199/22. New Litter Bin**

- To consider a new litter bin between Park Avenue and Errington Park via Main Road. Proposed Cllr J Mumford.

#### **200/22. CIL for the civil Parish of Duston**

- To consider submitting a Freedom of Information Request to West Northamptonshire Council on all the CIL owed to Duston Parish Council since 1<sup>st</sup> April 2018.  
Proposed by Cllr M Ingram.

**201/22. 100<sup>th</sup> Anniversary of Duston Boys Brigade**

- To consider ways to help Duston Boys Brigade celebrate their 100 years and contribution to the Parish.  
Proposed by Cllr I Liddon.



**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> March 2022 7pm**

**CHAIRMAN:**

Councillor Bottwood, in the Chair

**PRESENT:**

Ennis-Clark, Maitland, Hinch, Enright-King, Mumford, Barnes, Roper, Ingram, Stonehouse.

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

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

- Cllr Golby.

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

- **RESOLVED:** The minutes of the meeting held on 3<sup>rd</sup> February 2022 were approved as a true record of the meeting with the amendment that Cllr Elaine Stonehouse was present.

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

- **RESOLVED:** The minutes of the meeting held on 3<sup>rd</sup> February 2022 were approved as a true record of the meeting.

**171/22. To receive declarations of interest under the Council’s Code of Conduct**

- Cllr Enright-King declared a non-pecuniary interest in Item 179/22 as Chair of Duston Royal British Legion Branch.

#### **172/22. Public Participation Session**

- There were no speakers from the public.

#### **173/22. Bank Reconciliations**

- **RESOLVED:**
  - a) To approve the bank reconciliations for December 2021 (APPENDIX C)
  - b) To approve bank reconciliations for January 2022 (APPENDIX D)

#### **174/22. Payment of Invoices**

- **RESOLVED:**
  - a) To note invoice payments for December 2021 (APPENDIX E)
  - b) To note invoice payments for January 2022 (APPENDIX F)

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

- **RESOLVED:**
  - a) To suspend standing orders for this item only to allow for a secret ballot of the three candidates.
  - b) Mr Iain Liddon was elected by the Council to represent New Duston West.

#### **176/22. Committee Updates**

- **RESOLVED:**
  - a) To note the report from the Planning Committee (APPENDIX G). There was a discussion on the ongoing problems in trying to get allocated S106 / CIL spent in Duston. It was said Upton Parish Council were having the same problems.
  - b) To note the report in the form of minutes of the Engagement and Wellbeing Committee (APPENDIX H).

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

- **RESOLVED:** To ask a member of Northamptonshire Police to address the Annual Parish meeting and once they confirm then ask other local representatives to come along. Once date is known then advertise through our website, notice boards and social media.

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

- **RESOLVED:** Charge Upton Parish Council £50 + VAT each time the two speed signs are moved and batteries are changed. It takes two members of staff to do this task and drive their in the Parish Council van. This charge would not be applied retrospectively.

#### **179/22. Committee Places**

- **RESOLVED:** To ask the Duston Royal British Legion to submit a formal grant request.

#### **180/22. Speed Limit on Harlestone Road**

- **RESOLVED:** To support Harlestone Manor Parish Council that all of the Harlestone Road (from Templemore to the New Sandy Lane Roundabout) should be 30 mph. The case is made stronger in the fact that a supermarket is proposed on the Lodge Farm Industrial estate and then there are the new developments of Harlestone Manor and Loxton Fields. The Clerk will write a formal letter of support to Harlestone Manor Parish Council.

#### **181/22. Duston Sports Centre**

- **RESOLVED:** To defer item to the next meeting.

#### **182/22. Internal Controls Councillor**

- **RESOLVED:** To note the verbal report from the Internal Controls Councillor. The application to Unity Bank has been submitted as per Council resolution.

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

- **RESOLVED:** The Clerk brings all leases as of 31<sup>st</sup> March 2022 at St Luke's Centre up to date in consultation with Cllrs Bottwood and Barnes.

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

- **RESOLVED:**
  - a) The Clerk brings a report to Council about a feasibility study for a swimming pool at Duston Sports Centre and possibly extending the current lease.
  - b) The report is put together in consultation with Cllrs Bottwood and Ingram.

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

- **RESOLVED:** To ask the Clerk to bring a report to Council of a list of the events put on by the Parish Council and their benefits as well as their costs.

The meeting ended at 9pm





Date: 15/03/2022

Duston Parish Council

Page 1

Time: 16:23

Bank Reconciliation Statement as at 28/02/2022  
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	28/02/2022	2	60,536.94
			<hr/> 60,536.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			60,536.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			60,536.94
			<hr/>
			<b>Balance per Cash Book is :-</b> 60,536.94
			<b>Difference is :-</b> 0.00



THE OFFICIALS  
DUSTON PARISH COUNCIL  
DUSTON COMMUNITY CENTRE  
PENDLE ROAD  
NORTHAMPTON  
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DUSTON PARISH COUNCIL

Sort Code 20-61-51  
Account No 03573680

SWIFTBIC BUKGB22

IBAN GB16 BUKB 2061 5103 5736 80

Issued on 04 March 2022

## Your Business Current Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
25 Feb	Start Balance			73,290.37
	DD Direct Debit to Payflow /Dgdg Ref: BACS	18,946.76		54,343.61
	STO Standing Order From Squirrels Childcar Ref: 4691		4,000.00	58,343.61
	Giro Direct Credit From Tumble Tots Northa Ref: Tumbletots 4718		160.00	58,503.61
	Giro Direct Credit From Worldpay 2202 Ref: 09658267		115.00	58,618.61
28 Feb	DD Direct Debit to Dbfb Ltd Ref: MD3Hced	63.00		58,555.61
	DD Direct Debit to Dbfb Ltd Ref: TinsHvn	390.12		58,165.49
	DD Direct Debit to Veolia ES UK Ltd Ref: 12863901	643.55		57,521.94
	Giro Direct Credit From W F Fountain Insur Ref: 4737		80.00	57,601.94
	Giro Direct Credit From Mr Graham J Waughm Ref: Gjcaterringroomfire		210.00	57,811.94
	Giro Direct Credit From Wnc Fairfields Sch Ref: Fairfields		625.00	58,436.94
	Giro Direct Credit From Mr Graham J Waughm Ref: Gjcaterring Jan/Feb		2,000.00	60,436.94
	Giro Direct Credit From Worldpay 2302 Ref: 09658267		20.00	60,456.94
	Direct Credit From Feather Care Ref: Inv No 4747		80.00	60,536.94

Continued

### 25 Feb - 03 Mar 2022

Start balance	£73,290.37
Money out	£20,255.22
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£10,875.25
End balance	£63,910.40

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

**Bank Reconciliation Statement as at 28/02/2022  
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	28/02/2022	2	442,675.84
			<hr/> 442,675.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			442,675.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			442,675.84
			<hr/>
			Balance per Cash Book is :- 442,675.84
			Difference is :- 0.00

THE OFFICIALS  
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DUSTON COMMUNITY CENTRE  
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NORTHAMPTON  
NN5 6DT

## Your Business Premium Account

## At a glance

### 01 Jan - 03 Feb 2022

Date	Description	Money out £	Money in £	Balance £
1 Jan	Start Balance			542,675.84
19 Jan	 to Account 03573680 at 20-61-51 Transfer Internet Banking	50,000.00		492,675.84
27 Jan	 to Account 03573680 at 20-61-51 Internet Banking	50,000.00		442,675.84
3 Feb	Balance carried forward			442,675.84
	Total Payments/Receipts	100,000.00	0.00	

Start balance	£542,675.84
Money out	£100,000.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£442,675.84

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.

THE OFFICIALS  
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## Your Business Premium Account

## At a glance

### 04 Feb - 03 Mar 2022

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
3 Mar	Start Balance			442,675.84
3 Mar	Balance carried forward			442,675.84
	Total Payments/Receipts	0.00	0.00	

Start balance	£442,675.84
Money out	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£442,675.84

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

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

Bank Reconciliation Statement as at 28/02/2022  
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	28/02/2022	2	143.86
			<u>143.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			143.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			143.86
		<b>Balance per Cash Book is :-</b>	<b>143.86</b>
		<b>Difference is :-</b>	<b>0.00</b>

Float	
Per count	
20	
10	10.00
5	10.00
2	12.00
1	9.00
0.5	1.00
0.2	1.40
0.1	0.30
0.05	0.10
0.02	0.00
0.01	0.06
	<u>43.86</u> IN TIN
In safe	100.00
	<u>143.86</u> Agreed

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Reconciliation to RBS

Feb-22

In tin b'wd	35.36	
Cash received (trf from bankings sheets)		
Trf in from cash takings	108.50	
Trf to Facilities float	0.00	
	<u>143.86</u>	
Cash paid out in month	<u>0.00</u>	
= Cash in tin	143.86	0.00
Balance per RBS	<u>143.86</u>	

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Petty cash expenses paid

Ref	Description	£
		<u>          </u>
		<u>          </u>

**Bank Reconciliation Statement as at 28/02/2022  
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	28/02/2022	2	80.03
			<hr/> 80.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			80.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			80.03
			<hr/>
		<b>Balance per Cash Book is :-</b>	<b>80.03</b>
		<b>Difference is :-</b>	<b>0.00</b>



Duston Parish Council  
PURCHASE LEDGER INVOICE LISTING

22/03/2022  
17:27

Purchase Ledger for Month No 11

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	
22/11/2021	78741		1ST REACTION	1ST001	30.00	6.00	36.00	4160	102	30.00	1st R Alarm response 3.10.21
26/11/2021	120114		1ST REACTION	1ST001	400.00	80.00	480.00	4160	102	400.00	1st R Annual maint/monitoring
04/02/2022	120370		1ST REACTION	1ST001	70.00	14.00	84.00	4226	101	70.00	1st R service alarm DCC
09/02/2022	120431		1ST REACTION	1ST001	125.00	25.00	150.00	4225	101	125.00	1st R programme fobs
23/02/2022	INV38362		ABBOTT SIGNS	ABBO01	485.25	97.05	582.30	4225	102	485.25	Abbott - St L internal
28/02/2022	ALLSTARFEB22		ALLSTAR	ALL001	49.75	9.95	59.70	4145	212	49.75	Alistar van fuel
06/02/2022	10076698		ANGLIAN WATER	ANGL01	2,370.82	0.00	2,370.82	4207	102	2,370.82	AW - St L 6.11.21-5.2.22
01/02/2022	10000084830		AVIVA	AVIVA001	492.00	0.00	492.00	4055	201	492.00	Aviva yearly pension charge
28/02/2022	AVIVAFEB22		AVIVA	AVIVA001	198.42	0.00	198.42	4000	101	113.38	AVIVAFEB22/AVIVA
								4006	101	85.04	AVIVAFEB22/AVIVA
28/02/2022	CHGFEB22		BARCLAYS	B0001	31.80	0.00	31.80	4125	201	31.80	CHGFEB22/Barclays
13/02/2022	BCARDFEB22		BARCLAYCARD	BCARD	1,767.39	332.59	2,099.98	4227	101	642.14	BCARDFEB22Maintenance
								4225	101	161.02	BCARDFEB22repairs
								4151	101	52.25	BCARDFEB22 Cleaning
								4115	201	18.06	BCARDFEB22 stationery
								4116	201	11.15	BCARDFEB22post
								4140	212	41.79	BCARDFEB22 MOT
								4140	212	7.49	BCARDFEB22 bulb
								4165	101	12.66	BCARDFEB22 masks
								4249	211	820.83	BCard Jubilee Bench
11/02/2022	0250340		BOOKERS	BOOKERS01	68.09	1.12	69.21	4129	101	68.09	Bookers refreshments
03/02/2022	985546090		BRITISH GAS	BRIT01	3,102.05	620.41	3,722.46	4206	101	3,102.05	B Gas elect DCC 1.1.22-31.1.22
10/02/2022	1355		CLUBS FOR YP	CFYP01	7,500.00	1,500.00	9,000.00	4057	213	7,500.00	CYPN contract Jan-Mar 22
28/02/2022	7386		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM grounds maintenance Feb
11/02/2022	4633		DA HEATING LTD	DA001	120.00	24.00	144.00	4225	101	120.00	DA Heat boiler fault
01/02/2022	220200088286		DBFB	DBFB	52.50	10.50	63.00	4231	102	52.50	DBFB St L CCTV line rental
01/02/2022	220200088524		DBFB	DBFB	325.10	65.02	390.12	4120	201	325.10	DBFB telephone BB DCC
01/02/2022	INS2507103		EDENRED	EDENRED	16.00	3.20	19.20	4136	201	16.00	EdenRed voucher charge



Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
09/02/2022	INV2513996		EDENRED	EDENRED	243.00	0.00	243.00	4000	201	243.00	Edenred - childcare vouchers
21/02/2022	6401489		ESPO	ESPO01	143.85	28.77	172.62	4151	101	143.85	ESPO cloths/toilet rolls
21/02/2022	6401490		ESPO	ESPO01	165.60	33.12	198.72	4151	102	165.60	ESPO hand towels etc
24/02/2022	6405824		ESPO	ESPO01	7.35	1.47	8.82	4151	101	7.35	ESPO - cloths
28/02/2022	6229		NATALIE GREEN & CO.	GREEN001	2,265.00	453.00	2,718.00	4050	201	2,265.00	N Green accs, payroll Dec,Jan
28/02/2022	HMRCFEB22		HMRC	HMRC01	6,918.19	0.00	6,918.19	4000	201	2,787.37	HMRCFEB22/HMRC PAYE & NI
										1,338.70	HMRCFEB22/HMRC PAYE & NI
										786.82	HMRCFEB22/HMRC PAYE & NI
										829.81	HMRCFEB22/HMRC PAYE & NI
										734.65	HMRCFEB22/HMRC PAYE & NI
										440.84	HMRCFEB22/HMRC PAYE & NI
01/02/2022	143453		INTERCOUNTY	ICCS01	390.00	78.00	468.00	4150	101	390.00	ICC cleaning DCC
08/02/2022	1248		INSTAPOWERR	INS001	1,800.00	0.00	1,800.00	4225	102	1,800.00	Instapower St L remedial works
11/02/2022	74283		LINDUM FIRE	L0004	90.00	18.00	108.00	4226	102	90.00	Lindum St L fire inspections
28/02/2022	LGSSFE22		NCC - PENSION	LPGS	5,044.55	0.00	5,044.55	4000	201	399.35	LGSSFE22/Pension
										316.90	LGSSFE22/Pension
										256.43	LGSSFE22/Pension
										1,691.94	LGSSFE22/Pension
										1,466.10	LGSSFE22/Pension
										913.83	LGSSFE22/Pension
11/02/2022	INV-1812		NCALC	NCALC01	68.00	0.00	68.00	4019	201	68.00	Ncalc - training GY
05/02/2022	SM25026		RBS	RBS01	59.00	11.80	70.80	4052	201	59.00	RBS Making Tax Digital
28/02/2022	SALSFEB22		SALARIES	SALARIES01	18,946.76	0.00	18,946.76	4000	201	9,212.39	SALSFEB22/STAFF SALARIES
										6,078.68	SALSFEB22/STAFF SALARIES
										3,649.20	SALSFEB22/STAFF SALARIES
										6.49	SALSFEB22/STAFF SALARIES
28/02/2022	0001685810		SRCL LTD	SRCL	96.72	19.34	116.06	4155	101	62.72	SRCL - waste removal
										34.00	SRCL - waste removal
14/02/2022	96604		TRANTRER	TRAN01	160.00	32.00	192.00	4226	101	160.00	Tranter call out fire alarm



Purchase Ledger for Month No 11

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	
01/02/2022	TVFEB22		TV LICENSING	TV001	13.43	0.00	13.43	4062	101	13.43	TVFEB22/TV Licensing	
28/02/2022	RCO1180734		VEOLIA	V0002	416.34	83.27	499.61	4155	101	324.00	Veolia waste removal	
28/02/2022	RCO1180735		VEOLIA	V0002	44.92	8.98	53.90	4155	102	92.34	Veolia waste removal	
22/02/2022	B4-537249901		VODAFONE	VODA01	124.50	12.86	137.36	4121	101	21.70	Vodafone Feb 22	
								4121	102	21.70	Vodafone Feb 22	
								4121	215	81.10	Vodafone Feb 22	
18/02/2022	5527		VOLVINA	VOLV01	288.00	57.60	345.60	4225	102	288.00	Volvina St L replace blinds	
08/02/2022	0275		DALE WILLIAMS	WILL001	2,303.00	0.00	2,303.00	4225	102	2,303.00	D Williams St L Office 2	
								321		-2,303.00	D Williams St L Office 2	
28/02/2022	0276		DALE WILLIAMS	WILL001	2,115.00	0.00	2,115.00	6000	102	2,303.00	D Williams St L Office 2	
								4225	102	2,115.00	D Williams Decorating SL wceetc	
								321		-2,115.00	D Williams Decorating SL wceetc	
28/02/2022	195213992		WORLDPAY	WORLD001	15.70	2.09	17.79	6000	102	2,115.00	D Williams Decorating SL wceetc	
08/02/2022	VOI0025292		ZENOFFICE	Z002	135.69	27.14	162.83	4137	201	15.70	Worldpay cc charges	
								4107	201	135.69	Zen photocopier chgs	
<b>TOTAL INVOICES</b>								<b>60,248.77</b>			<b>3,894.28</b>	<b>64,143.05</b>
												<b>60,248.77</b>



DPC EVENTS & INITIATIVES, BENEFITS AND COSTS 2022

## DPC EVENTS &amp; INITIATIVES

- MONTHLY WELLBEING TALKS
- HEALTH, WELLBEING AND COMMUNITY INFO FAIR
- MONTHLY SESSIONS AT THE GROW TOGETHER ALLOTMENT
- VOLUNTEER PLANTING SESSIONS SPRING/AUTUMN
- HANGING BASKETS & PLANTERS
- QUEEN'S JUBILEE DISPLAY
- QUEEN'S GREEN CANOPY
- DUSTON VILLAGE EASTER TRAIL
- DUSTON FUN DAY
- LET'S CELEBRATE DUSTON MONTH
- HALLOWEEN PUMPKIN TRAIL
- POPPY CASCADE
- DUSTON REMEMBERS
- CHRISTMAS MARKET
- CHRISTMAS TREE & LIGHT PARADE
- DUSTON FESTIVE WINDOW TRAIL
- DUSTON GOOD NEIGHBOUR SCHEME
- DUSTON TOGETHER
- MONTHLY COMMUNITY CONNECT FEATURE
- BI-MONTHLY IN AND AROUND DUSTON FEATURE
- QUARTERLY 50+ MAGAZINE FEATURE
- SOCIAL MEDIA (FB, TWITTER)
- WEBSITE PUBLICITY
- MONTHLY EVENTS EMAILS TO DATABASE
- DUSTON BUSINESSES SUPPORT
- PARTNERSHIP/LINK WORKING
  - TGTA
  - NLT
  - TIMKEN GRANGE
  - POND FARM
  - ADULT SOCIAL CARE
  - AFFINITY DAY CARE
  - FAVEL DAY CARE

- CK
- SQUIRRELS
- SUPPORTING INDEPENDENCE PROGRAMME (WNDC)
- GJ CATERING
- SPECTRUM
- NORTHAMPTON TOWN FC
- ST LUKE'S PPG
- GENESIS CARE
- THREE SHIRES HOSPITAL
- ACRE
- DUSTON SCHOOLS & CHURCHES

### BENEFITS

- COMMUNITY ENGAGEMENT WITH RESIDENTS OF ALL AGES
- RAISED AWARENESS & PROFILE OF DPC AND ITS PURPOSE
- OPPORTUNITIES FOR LOCAL CHARITIES & ORGANISATIONS TO RAISE AWARENESS AND MONEY (OVER £2600 IN 1 PREVIOUS YEAR)
- EVENTS HAVE GIVEN LOCAL CRAFTERS AND CATERERS AN OPPORTUNITY TO ESTABLISH THEMSELVES
- EVENTS CREATE A SENSE OF COMMUNITY INVOLVEMENT AND A CONNECTION WITH THE AREA IN WHICH WE LIVE
- SUPPORT VIA PARTNERSHIPS WITH ALL SECTORS OF THE COMMUNITY BENEFITS ALL PARTIES CONCERNED; YOUTH ORGANISATIONS, LOCAL BUSINESSES & SHOP KEEPERS, CONSULTANTS FROM PRIVATE AND NHS HOSPITALS, COMMUNITY GROUPS, CHURCHES ETC
- INCREASED AWARENESS/CUSTOM/SALES/MEMBERSHIP OF BUSINESSES, GROUPS AND ORGANISATIONS LISTED ABOVE
- FREE OR AFFORDABLE EVENTS FOR THE VILLAGE TO ENJOY
- INCOME FROM PRIVATE BUSINESSES & STALLHOLDERS HELPS CONTRIBUTE TO THE BUDGET WHICH ENABLES DPC TO SUPPORT LOCAL COMMUNITY GROUPS BY ALLOWING THEM TO ATTEND EVENTS FREE OF CHARGE
- INCREASED TRAFFIC TO WEBSITE/SOCIAL MEDIA
- INCREASED AWARENESS OF DPC'S CENTRES AND FACILITIES FOR BOOKINGS
- OUR EVENTS HELP INCREASE SALES FOR THE CAFÉ & BARGAIN SHOP



- VOLUNTEER BASED INITIATIVES HELP TO CREATE A SENSE OF PRIDE IN OUR VILLAGE
- OPPORTUNITIES TO ENJOY THE WELLBEING BENEFITS OF VOLUNTEERING
- INCREASED AWARENESS OF DIFFERENT AREAS OF THE VILLAGE & SERVICES PROVIDED VIA THE LET'S CELEBRATE DUSTON MONTH & EASTER TRAIL
- DEVELOPING RELATIONSHIPS & LINKS ENCOURAGES MORE JOINED UP THINKING

#### COSTS PER ANNUM

- STAFFING
- PRINTING/STATIONERY
- PRIZES FOR COMPETITIONS £80
- HANGING BASKETS & PLANTS/BULBS/COMPOST £400
- DUSTON FUN DAY 2022 estimate £8-9000
- XMAS MARKET SINGERS £50
- XMAS MARKET NMPAT BRASS PLAYERS SWEETS £5
- JUBILEE BUNTING & FLAGS £68





**DUSTON PARISH COUNCIL**

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

**Environment Committee**  
**MINUTES 17<sup>th</sup> March 2022 7pm**

**CHAIR:** Councillor P Enright-King

**PRESENT:** Cllrs Maitland, Ennis-Clark,

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**EC037/22. To receive apologies for absence**

- Cllr Ingram

**EC038/22. To receive and approve for signature the minutes of the meeting held on 18<sup>th</sup> November 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 18<sup>th</sup> November 2021 were approved as a true record of the meeting.

**EC039/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- None

**EC040/22. Public Participation Session**

- There were no speakers from the public.

#### **EC041/22. Dog Fouling**

- **RESOLVED:**

- a) Committee read the presentation on Dog Fouling which was a publication by the Keep Britain Tidy campaign.
- b) To recommend to Council that Duston Parish Council purchase 40 Glow in the Dark A3 corex signs. The Clerk would seek permission first from West Northamptonshire Council Highway Department to see if their lampposts can be used. 20 of Sign 1 and 20 of Sign 3.

#### **EC042/22. Environment Committee Recommendations to Full Council**

- **RESOLVED:**

- a) The following will be recommended to Full Council (APPENDIX B)

- 1) Declare a Climate Emergency . *“Duston Parish Council notes that climate change is one of the biggest challenges facing our world and recognises that we need to protect our local area, one of natural beauty and heritage, and secure a sustainable, healthy and prosperous environment for current and future generations to continue to enjoy.”*
- 2) Ask the Clerk to progress with the following on the Four Year Plan but provide updates on progress to the Environment Committee.
  - Obtain village green status for Mendip Park, Errington Park, Grafton Way Park & Melbourne Lane Park.
  - Install a seat by bus stop opposite Timken Way South.
  - A litter bin at Quarry Road Shops.
- 3) To ask the Clerk to do the following (which are not in the Four Year Plan).
  - A seat at the bus stop on Cotswold Avenue (NN5 6BU) thus encouraging public transport.
  - Replace the bench in the Village Centre (adjacent to the telephone box) which is now rusting and bending.
  - A seat in Limehurst area.
- 4) Tree Planting.
  - Plant a tree in Errington Park to commemorate the service of Shaun Pape.
  - Plant a tree in Mendip Park. This could be to commemorate 100 years of Duston Boys Brigade.

- b) Recommendations 4, 6, 7 are deferred to a future meeting. The Chair of the Committee and the Clerk will go out looking at the various parks and green spaces in Duston.

**EC043/22. Draft Environmental Guidance on Duston Parish Council Operations**

- **RESOLVED:** To send the guidance to both councillors and staff for comments.

**EC044/22. Draft Scheme of Delegation**

- **RESOLVED:** Committee noted the draft scheme of delegation and recommend it go to Council for consideration.

**EC045/22. Discussion on a Draft Tree Policy**

- **RESOLVED:** To defer this item until a future meeting.

**EC046/22. Date of Next Meeting**

- The next Environment Committee Meeting will be Thursday 21<sup>st</sup> April at 7pm.

The meeting closed at 8:26pm

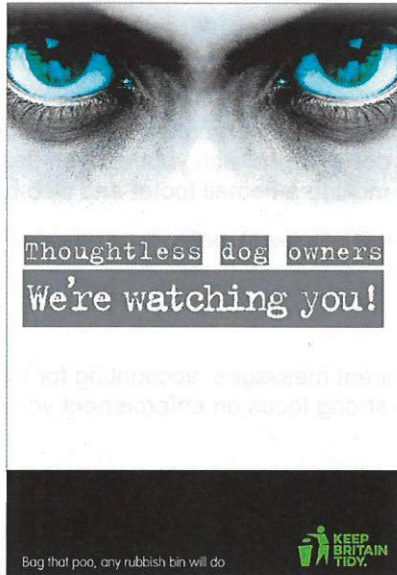




**DESIGN**

Sign Option – Please indicate the number you require for each design in the box(s) provided (minimum order of 10 per design)

**SIGN 1**



“Eyes only”

**SIGN 2**



“Enforcement”

Fine Amount if different

**SIGN 3**



“Positive reinforcement”

**SIGN 4**



“Peer influence”

# “WE ARE WATCHING YOU” DOG FOULING CAMPAIGN ORDER FORM

## INTRODUCTION

Thank you for choosing to take part in this new innovative campaign to tackle dog fouling in your Local Authority/ organisation.

The campaign package costs £2,250 + VAT (discounts are available to Network members, please contact us for a quote). As standard you will receive **40 Glow in the Dark A3 corex signs** with your chosen design(s), plus digital assets (in one design) for social media purposes which include an email footer and web banner.

**\*Essential level network membership is included in this package, however if you want even more benefits you can upgrade your membership – see below;**  
**£3,250 +VAT includes Expert membership**  
**£5,995 + VAT includes Exemplar membership**

There are four designs to choose from, each one has a slightly different messages, accounting for the different messages already used by the council. For example, if you have a strong focus on enforcement you may decide to choose the enforcement message.

You will also have the option to add your local authority logo displayed on the signs. If you would like to utilise this option **please send a copy of your logo in the eps format with your application form.**

To up-weight your campaign we have a range of other materials available to purchase, refer to page 6.

\*Dibond A3 signs are also available, please contact us for a quote.

## YOUR DETAILS

Organisation/ Local Authority name	
Contact name	
Job title	
Contact telephone number	
Email address	
Invoice address	
Sign / pack delivery address (if different from above)	

PO number	Total cost
Signature	Date



**Working Party Recommendation:** To go ahead with an 8 month trial period with NLT to provide a youth service.

Two sessions on Monday evening.

First session: Years 5, 6, 7.

Second session: Years 8, 9, 10.

**Activities:** NLT can provide a range of activities. The sessions will be delivered from the main sports hall that obviously lends itself to the delivery of physical activity, however they can also create a space that caters for more craft type activity, this will either be delivered in the main hall/outside space or within the CoffeeBox. NLT try to deliver sessions that are inclusive and that can cater for those who are not necessarily a sporty individual. Once sessions are established and we've spoken to children about what they want from the club we will start to introduce those ideas. Typical activity might include 'multi-sport' sessions with a focus on group games and high energy activity such as, dodgeball, benchball, tag games and others. NLT is also fortunate to have a bouncy castle on site which they could use on occasion.

**Registration:** NLT can control the registration process. NLT have a booking system that customers can use to book online, visiting Duston Sports Centre or by calling their contact centre. This way they can print registers and have customers details ready for when the children arrive. This is the same process they use for all their junior activities and holiday play schemes. They would then take registration forms on site that would also ascertain if they are from the area of Duston.

#### Day & Time

We have capacity to deliver this club on a **Monday** evening between 5-6pm (Years 5,6,7) and 6-7pm (Years 8,9,10).

**Cost:** The total weekly cost would be £200 per week. This would cover staff costs, venue hire and materials. A programme spanning 8 months between the end of April – December will roughly equate to 25 sessions (TBC).  $25 \times £200 = £5000$ .

**Health & Safety:** Northampton Leisure Trust have experience in managing and overseeing this type of provision/activity with coaches delivering weekly activities as part of our Junior Active offer, as well as a community programme.

- All activity is risk assessed and reviewed regularly
- Staff on site are first aid trained
- We have cover for public liability
- Safeguarding Policy and Procedure in place

- Qualified coaches who are fully inducted in regard to health & safety and safeguarding children & young people via line manager and through an online programme called iHasco.

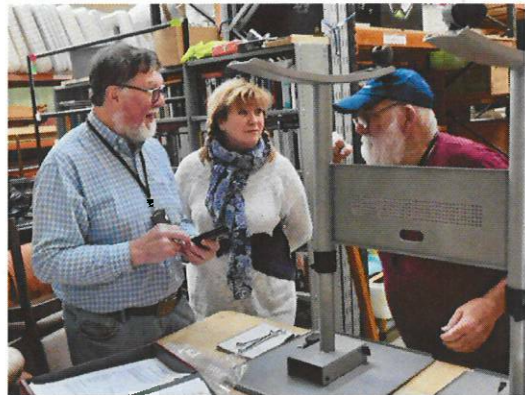
**Marketing & Promotion:** NLT are able to assist with the marketing and promotion of the session; however this may come at an additional cost initially if we need to produce uniformed marketing materials. We need to have this conversation with their marketing team before we can confirm they would be happy to promote in schools locally.

## Northampton Community Sheds (NCS) will meet again and again

### *Making and Mingling*

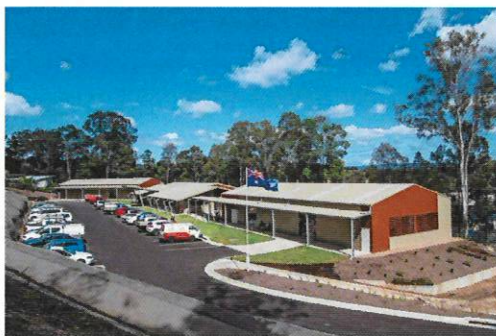
Life through the Covid pandemic has deprived many of us of vital social engagement. The experience has given us renewed appreciation of the value and importance of people coming together, learning more and enjoying friendship. And this is exactly what happens in the community shed. It brings fun and richness into people's social lives while they work together creating and delivering useful community projects.

Members of the Shed are keen to open their workshop again after closing the doors last March. We are now looking forward to making things again, developing skills and strengthening local community: all resting on the habits and traditions of what Australians call 'mateship'.



During the social restrictions of the lock-down, the trustees have been thinking about how members and other stakeholders can advance the Shed's size and scope; making it available to more people in the town. We seek to be more widely known, gather greater resources and secure more spacious premises. We depend on the community's joint resolve to realise our expansion.

We first opened in 2016 in Spencer Contact to address community issues of adjustment to retirement, social isolation, loneliness and mental health. Our shed is open to both men and women and we are a financially sound registered charity with over 40 members. New applicants are regularly turned away because of the shortage of working space. Despite society's forced retreat from the tumult of daily life, NCS members have been able to stick together: searching to extend our premises and publishing a monthly newsletter.



In recent years I have visited Sheds across Australia. There the movement's success can be attributed to the Sheds' partnership with local and national politicians, business people, voluntary associations and the medical profession. From the outset in 2010, the Australian Men's Shed Association has received a substantial government grant. Unlike Australia, in Northampton we have yet to secure such public support.

When meeting with the President of the Buderim Men's Shed in Queensland in 2019, he explained how local communities and politicians in Australia were able to discover common cause, then together building the Shed movement across the country and supporting people in later life. Funding has been provided through these channels. Buderim Men's Shed with its 250 members, in a town of 55,000 is an example. see [www.buderimmensshed.org](http://www.buderimmensshed.org)

NCS are looking for game-changers that will lift the standing of NCS and step-up the pace of our growth. We have a major opportunity here to bring a well understood solution to revitalise social engagement, empower communities and improve adult social care.





**DUSTON PARISH COUNCIL**

## Grant Application Form

### 1. ABOUT YOU:

Name of applicant/organisation:

DUSTON GARDEN CLUB

Address of applicant/organisation:

Contact Name:	JANET MCKINNEY
Position:	CHAIRPERSON
Address:	191 RIVERSTONE WAY NORTHAMPTON
Postcode:	NN4 9QU
Email:	JANMCKINNEY50@GMAIL.COM
Daytime Phone:	07885 418975
Website (if applicable):	ON FACEBOOK

*These contact details will be used for all correspondence relating to any grant.*

### 2. ABOUT YOUR ORGANISATION:

*This section need only be completed when organisations are applying*

What is the nature of organisation (e.g. Registered Charity, CIC, Voluntary)?	COMMUNITY GROUP
Please provide the Charity Number (if applicable)	—
How long has the organisation been established?	30 YEARS +

Objectives of the organisation and activities in Duston:

THE CLUB AIMS TO SHARE GARDENING KNOWLEDGE IN A FRIENDLY SOCIAL SETTING. WE MEET ON THE 2<sup>ND</sup> WEDNESDAY OF EACH MONTH AT ST LUKE'S COMMUNITY CENTRE, DUSTON BETWEEN 7-9PM. WE HAVE A VARIETY OF GUEST SPEAKERS, TRIPS OUT TO GARDENS OF INTEREST AND SOCIAL EVENINGS.

3. GRANT DETAILS:

Project for which grant is required:

THE CLUB WOULD LIKE TO ORGANISE A DAY TRIP TO TRENTHAM GARDENS NEAR STONE FOR OUR MEMBERS +

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

MANY OF OUR MEMBERS ARE PENSIONERS, WITH LIMITED FUNDS, SO A TRIP THAT IS FUNDED BY THE GRANT WILL OPEN UP THE TRIP TO ALL MEMBERS, AND ALLOW THOSE THAT MIGHT NOT BE ABLE TO ATTEND IF THEY HAVE TO FUND IT THEMSELVES TO PARTICIPATE.

How will this project benefit the parishioners/residents of Duston?

MANY OF OUR MEMBERS ARE RETIRED/SENIORS. OUTINGS AND DAY TRIPS ARE KNOWN TO ENHANCE THE PSYCHOLOGICAL AND PHYSICAL WELL-BEING. AN ORGANISED TRIP WILL OFFER THE OPPORTUNITY TO CONNECT WITH OTHER PEOPLE WHO HAVE A COMMON INTEREST IN GARDENING, ALL CRUCIAL TO LEADING A HEALTHY, ACTIVE AND FULFILLING LIFESTYLE AND ESPECIALLY SOMETHING THAT IS VERY MUCH NEEDED AFTER THE LONELINESS AND ISOLATION OF RECENT LOCKDOWNS.

Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?

FEEDBACK FROM PARTICIPANTS ON THE DAY AND APPETITE FOR OTHER ORGANISED TRIPS IN THE FUTURE. MONITOR ANY INCREASE IN CLUB MEMBERSHIP AND PEOPLE ATTENDING AS GUESTS.

4. FINANCIAL DETAILS:

How much money are you requesting from Duston Parish Council:

ANY CONTRIBUTIONS FOR THIS TRIP TO GO AHEAD WOULD BE GREATLY APPRECIATED BY OUR MEMBERS.

If your project will cost more than the total requested, how will the remainder be funded?

Please give the organisation name, number and sort code of the account into which the grant should be paid by the council if your application is successful:

DUSTON GARDEN CLUB - NATIONWIDE  
ACC. NO. 0883/702904374  
SORT CODE 070093 BANK ACCOUNT 33333334

--

Please provide a breakdown of estimated costs for your project below and attach copies of any quotes you may have obtained	
Description of estimated costs	Amount (£)
40 x £12.50 ENTRANCE FEE	£500
COACH TRANSPORTATION DAVENTRY COACHES VERBAW QUOTE	£1450.00
40 x £5 LIGHT REFRESHMENTS	£200
Total (£)	£1,150

**5. SUPPORTING INFORMATION**

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts (If the organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Copy of their written constitution / or Rules / or Details aims and purpose	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

Please feel free to enclose additional information which could be of benefit when your application is assessed.

**6. DECLARATION:**

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Duston Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”

Signed	<i>J McKinney</i>
Name (please print)	<i>JANET MCKINNEY</i>
Position	<i>CHAIR PERSON</i>
Date	<i>1.3.2022.</i>

Please return your completed form to the address below:

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

[clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk)



# Duston Garden Club Constitution

The aim of the club is to share gardening knowledge in a friendly, social setting.

The club is affiliated to the Royal Horticultural Society.

Members can join the Duston Allotment Association; fees are 50p per year and this allows members to buy at the allotment shop.

The club meets on the second Wednesday of each month, from 7-9pm in St Luke's Community Centre, Old Duston. Parking and disabled access is available.

Membership fees are £15 per year, payable at the AGM, which is held at the start of the meeting in December.

Visitors are welcome and pay £3 per meeting.

Meetings consist of a speaker followed by tea/coffee and a raffle.

Outing to gardens of interest are arranged two or three times per year.

Two social events of a supper and Christmas party are held a year.

The club supports a charity each year. At the end of each year, a donation will be made to a local charity.

The Membership Secretary holds contact details for all members. This includes address, email, and telephone number. This information is to allow the Garden Club to keep you informed of any news and events, and will be maintained in line with data protection principles set out in the Data Protection Act of 2018. Only committee members will be able to access this information. All members will be asked to sign for their consent for the Club to hold this information. Members should ensure their contact details are correct at the time of paying their subscription, and inform the Membership Secretary if anything changes throughout the year.

Officers of the Garden Club are elected at the AGM and serve for a minimum of twelve months.

In the event the Garden Club closes the money held in the account is donated to a charity.

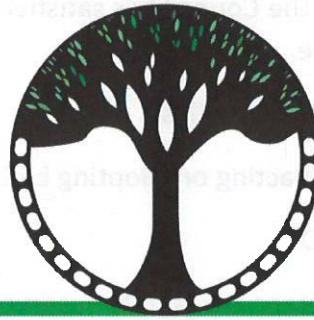
Effective from December 2021

	0883/702904374			2169.37
11NOV21	TRANSFER	40883D.048	122.90	2046.47
09DEC21	RECEIPT	K0883E.067	45.00 BY CHEQUE	2091.47
09DEC21	RECEIPT	K0883E.063	325.00	2416.47
31DEC21	GROSS INT	J0883E.020	1.11	*****
31DEC21	TAX DEDUCT	J0883E.020	0.00	*****
31DEC21	MET INT	J0883E.020	1.11	2417.58
11JAN22	CHQ 567758	J0883E.022	35.00	2382.58
11JAN22	CASH WDL	J0883E.023	150.00	2232.58
15FEB22	RECEIPT	F0883D.023	235.00	2467.58



GARDEN CLUB INPUTS 2020 -2021											
DATE	INPUTS	CHE	CASH	NET	RAFFLE	COFFEE	TEAS ETC	PLANTS	INTEREST	GUEST	TRIP
21-Jul	PLANTS		£ 77.30	£ 77.30				£ 77.30			
21-Jul	GUEST		£ 3.00	£ 3.00						£ 3.00	
21-Jul	RAFFLE		£ 25.00	£ 25.00	£ 25.00						
01-Aug	SOLD		£ 28.53	£ 28.53							
30-Jun	INTEREST.		£ 1.17	£ 1.17					£ 1.17		
11/03/2020	Ts/CS		£ 12.15	£ 12.15		£ 12.15					
08-Sep	RAFFLE		£ 24.00	£ 24.00	£ 24.00						
08-Sep	GUEST		£ 3.00	£ 3.00						£ 3.00	
06-Oct	LAMPOR	£ 16.00	£ 348.00	£ 364.00							£ 364.00
NOV	BOOK SALE		£ 10.00	£ 10.00	£ 10.00						
10-Nov	RAFFLE		£ 40.00	£ 40.00	£ 40.00						
10-Nov	GUESTS		£ 9.00	£ 9.00						£ 9.00	
	TOTAL	£ 16.00	£ 581.15	£ 597.15	£ 99.00	£ 12.15		£ 77.30	£ 1.17	£ 15.00	£ 364.00
	B/S 30/11/21			£ 2,046.47				OUTPUTS		£ 966.92	
	PETTY CASH			£ 63.73						£ 597.15	
	TOTAL			£ 2,110.20			LESS	INPUTS			
	B/S 30/11/20			£ 2,479.97							
	LOSS			£ 369.77				LOSS		£ 369.77	

GARDEN CLUB OUTPUTS 2020 -2021											
DATE	INVOICE	CHEQUE	CASH	NET	SPEAKER	ROOMHIRE	INSURANCE	MICS	CATERING	CHARITY	TRIP
01-Dec	FLOWERS		£ 12.00	£ 12.00				£ 12.00			
30-Nov	RHS	£ 110.00		£ 110.00			£ 110.00				
15-Apr	WHEATSHEAF		£ 25.20	£ 25.20					£ 25.20		
11-Jul	PLANT		£ 16.49	£ 16.49				£ 16.49			
21-Jul	BAKERY		£ 108.00	£ 108.00					£ 108.00		
21-Jul	DRINK		£ 82.33	£ 82.33					£ 82.33		
29-Jul	ROOM HIRE		£ 30.00	£ 30.00		£ 30.00					
19-Aug	DONATION		£ 25.00	£ 25.00						£ 25.00	
08-Sep	CARDS		£ 6.00	£ 6.00				£ 6.00			
08-Sep	SPEAKER		£ 20.00	£ 20.00	£ 20.00						
22-Sep	DONATION		£ 15.00	£ 15.00						£ 15.00	
06-Oct	LAMPPOST		£ 364.00	£ 364.00							£ 364.00
08-Oct	ROOM HIRE		£ 30.00	£ 30.00		£ 30.00					
10-Nov	ROOM HIRE		£ 25.00	£ 25.00		£ 25.00					
10-Nov	SPEAKER		£ 77.00	£ 77.00	£ 77.00						
10-Nov	PRO STAND		£ 20.90	£ 20.90				£ 20.90			
	Total	£ 110.00	£ 856.92	£ 966.92	£ 97.00	£ 85.00	£ 110.00	£ 55.39	£ 215.53	£ 40.00	£ 364.00



**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 Council. They decide amongst themselves by voting who will be Chair.

*Meetings:* At least once a year.

- 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.



