



**DUSTON PARISH COUNCIL**

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

### FULL COUNCIL

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

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

### **AGENDA**

**30/22. To receive apologies for absence**

**31/22. To receive and approve the minutes of the meeting held on 19<sup>th</sup> May 2022 (APPENDIX A)**

**32/22. To receive and approve the minutes of the meeting held on 9<sup>th</sup> June 2022 (APPENDIX B)**

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

**33/22. 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*).

**34/22. 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*).

**35/22. Bank Reconciliations**

- a) To approve bank reconciliations for April 2022 (APPENDIX C)
- b) To approve bank reconciliations for May 2022 (APPENDIX D)

**36/22. Payment of Invoices**

- a) To note invoice payments for April 2022 (APPENDIX E)
- b) To note invoice payments for May 2022 (APPENDIX F)

**37/22. Payment by Direct Debit**

- Approve the use of variable direct debit. Duston Parish Council Financial Regulations state *"The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two year"* (APPENDIX G)

**38/22. Updates from Committees**

- a) To receive a report in the form of draft minutes from Planning Committee (APPENDIX H)
- b) To receive a report in the form of draft minutes from the Community Services Committee (APPENDIX I)
- c) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX J)
- d) To receive a report in the form of draft minutes from Resources and General Purposes Committee (APPENDIX K)

**39/22. St Luke's Field**

- To ask the Clerk to look into and if possible to place a gate the other end of St Luke's Field (Sussex Close). Funds for this would be from General Reserves.

**40/22. The freehold transfer of Allotments, Parks, Open Spaces from West Northamptonshire Council to Duston Parish Council**

- To approve the transfer to Duston Parish Council of Aquitaine Close Open Space, Bants Lane Allotment Gardens, Berrywood Road Allotment Gardens, Bramhall Rise POS, Brockwood Close POS, Clipston Way POS, Duston Wildes Open Space, Hardlands Road

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POS, Newton Road POS, Sandly Lane & Alsace Close Open Space, The Green Open Space, Weggs Farm Road, Sandly Lane Open Space, "The Rose Garden", Westbury Close Open Space, Haydown Green, Triumph Gardens Park, Beaune Close POS, Cheddar Close Open Space (APPENDIX L)

**41/22. Memorial Tree for John Caswell and Shaun Pape**

- Discuss and agree location of a memorial tree in Duston for John Caswell and Shaun Pape

**42/33. Duston Players**

- To discuss a request from Duston Players for expenditure at Duston Community Centre (APPENDIX M)

**43/22. Mendip Park**

- To discuss the fence between Mendip Park and Sam Harrison Way POS and issues of anti-social behaviour.

**44/22. Grant Application**

- To consider a Grant Application from Duston Library (APPENDIX N)

**45/22. Exclusion of Press and Public**

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

- To agree Duston Sports Centre lease with Northampton Leisure Trust (APPENDIX O).





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**ANNUAL COUNCIL**

**MINUTES 19<sup>th</sup> May 2022 7pm**

**CHAIRMAN:**

Councillor Bottwood, in the Chair

**PRESENT:**

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

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**01/22. Election of Chair of Duston Parish Council**

- **RESOLVED:** Cllr Alan Bottwood was elected Chair for the municipal year 2022/23.

**02/22. Declaration of Acceptance of Office**

- **RESOLVED:** Cllr Alan Bottwood signed the Acceptance of Office

**03/22. Election of Vice-Chair of Duston Parish Council**

- **RESOLVED:** Cllr Sandie Maitland was elected Vice-Chair for the municipal year 2022/23.

**04/22. To receive apologies for absence**

- Apologies were received from Cllrs Hinch and Golby

**05/22. To receive and approve the minutes of the meeting held on 7<sup>th</sup> April 2022**

- **RESOLVED:** The minutes of the meeting held on 7<sup>th</sup> April 2022 were approved as a true record of the meeting.

**06/22. To receive declarations of interest under the Council's Code of Conduct**

- There were no public speakers.

**07/22. Public Participation Session**

- **RESOLVED:** There were no public speakers

**08/22. To review and Adopt the Following Policies**

- **RESOLVED:** To note and approve the following policies
  - a) Standing Orders & Scheme of Delegation (APPENDIX B)
  - b) Financial Regulations (APPENDIX C)
  - c) Councillor Code of Conduct (APPENDIX D)

**09/22. Appointment of Standing Committees**

- **RESOLVED:** The following were elected to serve on the standing committees
  - a) Planning Committee: Ingram, Bottwood, Barnes, Liddon, Stonehouse,
  - b) Environment Committee: Enright-King, Ennis-Clark, Ingram, Liddon
  - c) Resources & General Purposes Committee: Maitland, Barnes, Ingram Ennis-Clark, Bottwood (as Chair of the Council)
  - d) Community Services Committee: Maitland, Roper, Ennis-Clark, Golby, Stonehouse, Liddon.
  - e) HR Sub-Committee: Bottwood, Maitland (as Chair and Vice Chair of Council), Mumford

**10/22. Annual Calendar of Meetings**

- **RESOLVED:** To note the draft calendar of meetings (APPENDIX E)

**11/22. Internal Controls Councillor**

- **RESOLVED:**
  - a) To elect Cllr Miles Barnes as Internal Controls Councillor
  - b) To adopt the Internal Controls Councillor Checklist (APPENDIX F)

**12/22. NCALC Police Liaison Representative**

- **RESOLVED:** To elect Cllr Liddon as the Police Liason Representative and work with Cllr Paul Enright-King

#### **13/22. Subscriptions**

- **RESOLVED:** To approve the following subscriptions for 2022/23
  - a) NALC / NCALC (including fee for Internal Auditor and Data Protection Officer)
  - b) Northants ACRE
  - c) Society of Local Council Clerks

#### **14/22. Bank Reconciliations**

- **RESOLVED:** To approve the bank reconciliations for March 2022 (APPENDIX G)

*Cllr Hinch joined the meeting at this point and declared a non-pecuniary interest as Board member of Northampton Leisure Trust (NLT).*

#### **15/22. Payment of Invoices**

- **RESOLVED:** To note invoice payments for February 2022 (APPENDIX H)

#### **16/22. Duston Swimming Pool Feasibility Study**

- **RESOLVED:**
  - a) To agree for Northampton Leisure Trust (NLT) to carry out a feasibility study for a swimming pool at Duston Sports Centre (APPENDIX I)
  - b) To consider the findings of a feasibility study at a future Council meeting

#### **17/22. Exclusion of Press and Public**

- **RESOLVED:** To examine more closely the current Duston Sports Centre lease and operating agreement prior to making a decision and bring it back to Council at a future meeting.

The meeting ended at 8:31pm







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**FULL COUNCIL**

**MINUTES 9<sup>th</sup> June 2022 7pm**

**CHAIRMAN:**

Councillor Bottwood, in the Chair

**PRESENT:**

Ennis-Clark, Maitland, Enright-King, Ingram, Golby, Roper, Mumford

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**18/22. To receive apologies for absence**

- Cllr Liddon, Stonehouse, Hinch, Barnes

**19/22. To receive and approve the minutes of the meeting held on 19<sup>th</sup> May 2022 (APPENDIX A)**

- **RESOLVED:**
  - a) To include Cllr Liddon on the Community Services Committee
  - b) Approval deferred to the next meeting.

**20/22. To receive declarations of interest under the Council's Code of Conduct**

- There were no declarations of interest

**21/22. Public Participation Session**

- Members of the public spoke on Item 27/22. All speakers spoke of the uneven slabs being a serious problem for people with mobility and visual impairments. A petition has been started and has collected many signatories in a short space of time.

#### **22/22. Annual Return**

- **RESOLVED:**
  - a) To note the Report of the Internal Auditor 2021/22 (APPENDIX B)
  - b) To agree the Annual Return and Governance Statement 2021/22 (APPENDIX C)
  - c) To receive year end information and agree the Accounting Statements for 2021/22 (APPENDIX D)
  - d) To agree the dates for the Exercise of Public Rights as 20th June 2022 to 29th July 2022.

#### **23/22. Asset Register**

- **RESOLVED:** To approve the Asset Register for 2021/22 (APPENDIX B)

#### **24/22. CIL / S106**

- Members of the Planning Committee reported to Council on the progress to try and get CIL / S106 owed to Duston. Upton Parish Council are doing the same for their area. NCalc are having regular meetings with the senior management at WNC on this issue to get this resolved as soon as possible.

#### **25/22. A New Litter Bin**

- **RESOLVED:**
  - a) To install a new litter between Park Avenue and Errington Park via Main Road.
  - b) Delegate to the Clerk in consultation with the Environment Committee as to the precise location.

#### **26/22. A New Litter Bin**

- **RESOLVED:** To delegate to the Environment Committee whether a new bin is necessary in Westbury Close / Bants Lane and report back to Council with a recommendation.

#### **27/22. Limehurst Square**

- **RESOLVED:** To write a letter to West Northamptonshire Council to get them to resurface Limehurst Square. Point out that people with mobility and visual impairments can and do trip over the uneven paving slabs.

**28/22. Grants**

- **RESOLVED:** To defer the item to a future Council meeting.

**29/22. Councillor Feedback**

- **RESOLVED:** To defer the item to a future Council meeting.

The meeting ended at 8:28pm

DRAFT



Bank Reconciliation Statement as at 30/04/2022  
for Cashbook 1 - Current A/c 03573680

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/04/2022	4	76,610.60
			<u>76,610.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,610.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,610.60
			<u>76,610.60</u>
		Balance per Cash Book is :-	76,610.60
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	4	141.87
			<u>141.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			141.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			141.87
			<b>Balance per Cash Book is :-</b>
			<b>141.87</b>
			<b>Difference is :-</b>
			<b>0.00</b>

Apr-22

Float	
Per count	
20	
10	0.00
5	25.00
2	10.00
1	6.00
0.5	0.00
0.2	0.00
0.1	0.80
0.05	0.00
0.02	0.00
0.01	0.07
	<u>41.87</u> IN TIN

In safe

100.00

141.87 Agreed

Reconciliation to RBS

Apr-22

In tin b'wd	144.07	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
	<u>144.07</u>	
Cash paid out in month	<u>2.20</u>	
= Cash in tin	141.87	0.00
Balance per RBS	<u>141.87</u>	

Petty cash expenses paid

Ref	Description	£
PCAPR22/1	Limes	0.35
PCAPR22/2	Easter	1.50
PCAPR22/3	Limes	0.35
		<u>2.20</u>





**Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	4	628,307.82
			<u>628,307.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			628,307.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			628,307.82
			<b>Balance per Cash Book is :-</b>
			<b>628,307.82</b>
			<b>Difference is :-</b>
			<b>0.00</b>

**Bank Reconciliation Statement as at 30/04/2022  
for Cashbook 9 - Unity Current 20456870**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	30/04/2022	1	500.00
			<hr/> 500.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			500.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			500.00
		<b>Balance per Cash Book is :-</b>	<b>500.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/05/2022  
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/05/2022	5	50,193.90
			<u>50,193.90</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
13/05/2022 bcard Nisbets plc		79.76	
			<u>79.76</u>
			50,114.14
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
13/05/2022 Bcard		3.00	
			<u>3.00</u>
			50,117.14
		<b>Balance per Cash Book is :-</b>	<b>50,117.14</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/05/2022  
for Cashbook 2 - Business Saver A/c 63253058

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/05/2022	5	628,307.82
			<u>628,307.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			628,307.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			628,307.82
		<b>Balance per Cash Book is :-</b>	<b>628,307.82</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/05/2022  
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2022	5	59.62
			<u>59.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			59.62
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			59.62
		<b>Balance per Cash Book is :-</b>	<b>59.62</b>
		<b>Difference is :-</b>	<b>0.00</b>

May-22

Float	
Per count	
20	
10	10.00
5	30.00
2	12.00
1	7.00
0.5	0.00
0.2	0.00
0.1	0.30
0.05	0.30
0.02	0.00
0.01	0.02
	<u>59.62</u> IN TIN
In safe	0.00
	<u>59.62</u> Agreed

Reconciliation to RBS

May-22

In tin b'wd	141.87	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float	-50.00	
	<u>91.87</u>	
Cash paid out in month	<u>32.25</u>	
= Cash in tin	59.62	0.00
Balance per RBS	<u>59.62</u>	

Petty cash expenses paid

Ref	Description	£
PCMAY22/1	Jubilee event accessories	17.95
PCMAY22/2	Jubilee event accessories	1.50
PCMAY22/3	Jubilee event accessories	12.80
		<u>32.25</u>

Bank Reconciliation Statement as at 31/05/2022  
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/05/2022	5	21.18
			<u>21.18</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			21.18
		<b>Balance per Cash Book is :-</b>	<b>21.18</b>
		<b>Difference is :-</b>	<b>0.00</b>





Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
30/04/2022	80330		1ST REACTION	1ST001	260.00	52.00	312.00	4160	101	260.00	1st Reaction Key hold DCC
30/04/2022	E2015357431		ALLSTAR	ALL001	115.15	23.02	138.17	4145	212	115.15	Allstar - fuel April
25/04/2022	1144122		A AND L PAVING	ALP001	250.00	50.00	300.00	4227	211	250.00	ALPaving install notice boards
30/04/2022	AVIVAAPR22		AVIVA	AVIVA001	275.35	0.00	275.35	4000	101	157.34	AVIVAAPR22 pensions
								4006	101	118.01	AVIVAAPR22 pensions
21/04/2022	CHGAPR22		BARCLAYS	B0001	42.98	0.00	42.98	4125	201	42.98	CHGAPR22/Barclays
29/04/2022	PSI000197443		BACA	BACA01	210.77	42.15	252.92	4167	101	210.77	BACA - uniform
28/04/2022	9592		BARNETT LAND	BARN01	130.00	26.00	156.00	4226	211	130.00	Barnet maint Duston Gardens
28/04/2022	9593		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	55.00	Barnett maintenance Timken
13/04/2022	BCARDAPR22		BARCLAYCARD	BCARD	769.31	147.99	917.30	4227	101	222.46	Bcard, Srewfix,toolstation etc
								4225	101	52.47	Bcard, Srewfix,toolstation etc
								4115	201	153.03	Bcard stationery etc
								4128	215	135.43	Bcard Queens canopy signs etc
								4220	101	152.93	Bcard desk
								103	0	3.00	Bcard microsoft refund due
								4165	101	49.99	Bcard footrest
05/04/2022	991486566		BRITISH GAS	BRIT01	2,935.98	587.19	3,523.17	4206	101	2,935.98	BG - DCC electricity 1.3-31.3
29/04/2022	7530		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM grounds maintenance
01/04/2022	220400093261		DBFB	DBFB	334.75	66.95	401.70	4120	101	334.75	DBFB telephone DCC
01/04/2022	220400093561		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB - St L CCTV
26/04/2022	INV-0008		DJP HANDYMAN	DJP001	95.00	0.00	95.00	4225	101	95.00	DJP Servng hatch
01/04/2022	INS25490976		EDENRED	EDENRED	16.00	3.20	19.20	4136	201	16.00	Eden Red charge
11/04/2022	6455212		ESPO	ESPO01	363.20	72.64	435.84	4151	101	189.50	ESPO cleaning/stationery
								4115	201	173.70	ESPO cleaning/stationery
26/04/2022	INV145174		EVAC+CHAIR	EVAC001	450.00	90.00	540.00	4019	101	450.00	Evac chair - training
30/04/2022	HMRCAPR22		HMRC	HMRC01	4,694.12	0.00	4,694.12	4000	201	385.47	HMRCAPR22/HMRC PAYE & NI
								4000	101	1,613.73	HMRCAPR22/HMRC PAYE & NI
								4000	102	1,023.04	HMRCAPR22/HMRC PAYE & NI



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
01/04/2022	145139		INTERCOUNTY	ICCS01	415.74	83.15	498.89	4150	101	415.74	ICC - cleaning
01/04/2022	47623		ISE FIRE PRODUCTS	SEFIRE01	355.00	71.00	426.00	4226	101	355.00	ISE Fire- fire certificate
01/04/2022	47624		ISE FIRE PRODUCTS	SEFIRE01	129.00	25.80	154.80	4226	101	129.00	ISE Fire extinguisher service
29/04/2022	SI-1100		LD ROOFING	LDROOF01	2,250.00	450.00	2,700.00	4225	102	2,250.00	LD Roof - St Lukes roof final
								321		-2,250.00	LD Roof - St Lukes roof final
30/04/2022	LGSSAPR22		NCC - PENSION	LPGS	3,568.63	0.00	3,568.63	4000	102	118.41	LD Roof - St Lukes roof final
								4000	101	321.26	LD Roof - St Lukes roof final
								4000	102	295.97	LGSSAPR22/ Pension
								4006	201	333.91	LGSSAPR22/ Pension
								4006	101	1,514.82	LGSSAPR22/ Pension
								4006	102	984.26	LGSSAPR22/ Pension
26/04/2022	INV-MAC27143		MAC SYSTEMS	MACS01	435.00	87.00	522.00	4227	102	435.00	Mac - St Lukes door callout
04/04/2022	1179134		NAMEBADGES INT	NAME002	11.87	2.37	14.24	4167	101	11.87	Name Badges
25/04/2022	14074		PERSONNEL ADVICE	PAS01	120.00	0.00	120.00	4056	201	120.00	Prsonel Advice HR retention
25/04/2022	6513/22		P B ELECTRICAL SER.	PBE001	345.00	69.00	414.00	4227	102	345.00	PB Elec hand driers
25/04/2022	6514/22		P B ELECTRICAL SER.	PBE001	839.00	167.80	1,006.80	4225	101	839.00	PB Elec emergency light fault
27/04/2022	238		RAP PLUMBING	RAP001	950.00	0.00	950.00	4220	102	950.00	RAP St Lukes install sink
30/04/2022	SALARIESAPR22		SALARIES	SALARIES01	13,272.27	0.00	13,272.27	4000	201	2,344.30	SALARIESAPR22/STAFF SALARIES
								4000	101	6,688.01	SALARIESAPR22/STAFF SALARIES
								4000	102	4,239.96	SALARIESAPR22/STAFF SALARIES
01/04/2022	0001695667		SRCL LTD	SRCL	136.72	27.34	164.06	4155	101	68.72	SRCL waste March 22
								4155	102	68.00	SRCL waste March 22
05/04/2022	451877372/0005		SOUTHERN ELECTRIC	SSE01	1,012.59	202.51	1,215.10	4206	102	1,012.59	SSE Elec St L
19/04/2022	1085417616		STANNAH	ST01	232.75	46.55	279.30	4226	101	232.75	Stannah service midlift
01/04/2022	TVAPR22		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TV licence



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 1

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
30/04/2022	RCO1184342		VEOLIA	V0002	421.84	84.37	506.21	4155	101	331.60	Veolia Waste St L/ DCC	
30/04/2022	RCO1184343		VEOLIA	V0002	44.92	8.98	53.90	4155	102	90.24	Veolia Waste St L/ DCC	
22/04/2022	B4-545601674		VODAFONE	VODA01	86.38	13.27	99.65	4121	101	44.92	Veolia - waste St L	
									101	43.19	Vodafone - mobile phones	
									102	43.19	Vodafone - mobile phones	
01/04/2022	217602139		WEST NORTHANTS COUNC	WNC001	1,133.58	0.00	1,133.58	4200	101	1,133.58	WNC - DCC rates	
01/04/2022	21746881522/23		WEST NORTHANTS COUNC	WNC001	1,126.40	0.00	1,126.40	4200	102	1,126.40	WNC - Rates St Lukes	
30/04/2022	204155418		WORLDPAY	WORLD001	14.06	2.02	16.08	4137	201	14.06	Worldpay CC charges	
07/04/2022	VOI0026261		ZENOFFICE	Z002	136.43	27.29	163.72	4107	201	136.43	Zen Office photocopier March	
<b>TOTAL INVOICES</b>								<b>39,562.24</b>	<b>2,843.41</b>	<b>42,405.65</b>	<b>39,562.24</b>	



## APPENDIX F

## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 2

## 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	
24/05/2022	2457		A1 RUBBISH	A1001	240.00	48.00	288.00	4155	102	240.00	A1 Rubbish St Lukes
31/05/2022	E2015483449		ALLSTAR	ALL001	56.32	11.26	67.58	4145	212	56.32	Allstar fuel May 22
06/05/2022	10474589		ANGLIAN WATER	ANGL01	-610.15	-122.03	-732.18	4207	102	-610.15	Wave St L 8.2.22-5.5.22
31/05/2022	AVIVAMAY22		AVIVA	AVIVA001	289.39	0.00	289.39	4000	101	165.36	AVIVAMAY22/AVIVA
								4006	101	124.03	AVIVAMAY22/AVIVA
19/05/2022	CHGMAY22		BARCLAYS	B0001	12.00	0.00	12.00	4125	201	12.00	Barclays charges May 22
26/05/2022	1986		BARNES	BARN001	625.00	125.00	750.00	4225	211	625.00	Barnes rebuild garden wall
09/05/2022	9611		BARNETT LAND	BARN01	130.00	26.00	156.00	4226	211	130.00	Barnet maint Duston Gardens
09/05/2022	9612		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	55.00	Barnet Timken art maint
13/05/2022	BCARD MAY22		BARCLAYCARD	BCARD	1,639.23	190.19	1,829.42	4227	101	84.15	Bcard maintenance
								4225	101	358.40	Bcard repairs inc drill
								4019	201	260.00	Bcard first aid/handling train
								4151	101	31.04	Bcard cleaning materials
								4128	215	180.37	Bcard Jubilee
								4121	101	15.82	Bcard spare phone facilities
								4070	201	615.45	Insurance engineering 9.5.22
								4220	201	94.00	Bcard cupboard
03/05/2022	966787479		BRITISH GAS	BRIT01	2,365.77	473.15	2,838.92	4206	101	2,365.77	B Gas Electricity DCC 1.4-30.4
10/05/2022	INV288781		BROXAP	BRO001	564.00	112.80	676.80	4249	211	564.00	Broxap Rainbow Bench
05/05/2022	7569		COMPLETE GROUND MAN.	CGM001	1,020.00	204.00	1,224.00	4226	211	1,020.00	CGM trees and hedge
19/05/2022	7586		COMPLETE GROUND MAN.	CGM001	360.00	72.00	432.00	4226	211	360.00	CGM Tree survey spinney
27/05/2022	7589		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM grounds maintenance - May
08/05/2022	4750		DA HEATING LTD	DA001	563.68	112.74	676.42	4225	101	563.68	DA Heat repair boiler
01/05/2022	220500095537		DBFB	DBFB	333.73	66.75	400.48	4120	101	333.73	DBFB - telephones broadband
01/05/2022	220500095558		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB St Lukes CCTV
01/05/2022	INS25693663		EDENRED	EDENRED	16.00	3.20	19.20	4136	201	16.00	Edenred - charge
11/05/2022	229-408106		EDMUNDSON ELEC.	EDMUND01	45.12	9.02	54.14	4225	101	45.12	Edmundson Led bulbs
04/05/2022	6473500		ESPO	ESPO01	70.00	14.00	84.00	4220	201	70.00	ESPO bookcase





## Purchase Ledger for Month No 2

## 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	
10/05/2022	6480349		ESPO	ESPO01	86.78	17.36	104.14	4115	201	86.78	ESPO stationery
16/05/2022	6489071		ESPO	ESPO01	19.48	3.90	23.38	4227	101	19.48	ESPO wet floor sign
11/05/2022	54749	TRA	FIRE TRAINING CO	FIR001	192.50	38.50	231.00	4019	101	192.50	Fire Training warden training
30/04/2022	6338		NATALIE GREEN & CO.	GREE001	1,160.00	232.00	1,392.00	4050	201	1,160.00	N Green April work
31/05/2022	6339		NATALIE GREEN & CO.	GREE001	3,327.00	665.40	3,992.40	4050	201	3,327.00	N Green May - year end work
31/05/2022	HMRCMAY22		HMRC	HMRC01	4,827.40	0.00	4,827.40	4000	201	393.87	HMRC MAY 22
								4000	101	1,665.08	HMRC MAY 22
								4000	102	1,054.94	HMRC MAY 22
								4005	201	233.23	HMRC MAY 22
								4005	101	906.89	HMRC MAY 22
								4005	102	573.39	HMRC MAY 22
01/05/2022	145934		INTERCOUNTY	ICCS01	415.74	83.15	498.89	4150	101	415.74	ICC clearing DCC
20/05/2022	1328		INSTAPOWERR	INS001	2,700.00	0.00	2,700.00	4227	101	2,700.00	Instapower DCC Electr report
11/05/2022	S1000851		KEEP BRITAIN TIDY	KBT001	2,250.00	450.00	2,700.00	4227	211	2,250.00	Keep Britain Tidy signs
31/05/2022	LGSSMAY22		NCC - PENSION	LPGS	3,594.10	0.00	3,594.10	4000	201	119.44	LGSS PENSION MAY 22
								4000	101	320.95	LGSS PENSION MAY 22
								4000	102	300.45	LGSS PENSION MAY 22
								4006	201	334.68	LGSS PENSION MAY 22
								4006	101	1,526.05	LGSS PENSION MAY 22
								4006	102	992.53	LGSS PENSION MAY 22
13/05/2022	SIN2073906		PRS FOR MUSIC	PRS01	496.35	99.27	595.62	4062	101	496.35	PRD - music licence DCC
17/05/2022	243		RAP PLUMBING	RAP001	60.00	0.00	60.00	4225	102	60.00	RAP - ST Lukes toilet repair
31/05/2022	SALARIESMAY22		SALARIES	SALARIES01	13,434.91	0.00	13,434.91	4000	201	2,355.37	SALARIESMAY22/STAFF SALARIES
								4000	101	6,773.04	SALARIESMAY22/STAFF SALARIES
								4000	102	4,298.70	SALARIESMAY22/STAFF SALARIES
								4015	101	7.80	SALARIESMAY22/STAFF SALARIES
30/04/2022	0001705080		SRCL LTD	SRCL	110.04	22.01	132.05	4155	101	68.72	SRCL waste removal
								4155	102	41.32	SRCL waste removal
31/05/2022	0001714729		SRCL LTD	SRCL	106.12	21.22	127.34	4155	101	72.12	SRCL - waste removal



**PURCHASE LEDGER INVOICE LISTING**

**Purchase Ledger for Month No 2**

**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	
03/05/2022	TVMAY22		TV LICENSING	TV001	13.37	0.00	13.37	4155	102	34.00	SRCCL - waste removal
31/05/2022	RCO1186144		VEOLIA	V0002	56.15	11.23	67.38	4062	101	13.37	TV LICENCE MAY 22
31/05/2022	RCO1186413		VEOLIA	V0002	535.67	107.13	642.80	4155	101	56.15	Veolia waste St L
22/05/2022	B4-549776260		VODAFONE	VODA01	131.89	12.37	144.26	4155	102	422.87	Veolia waste removal
16/05/2022	0285		DALE WILLIAMS	WILL001	2,500.00	0.00	2,500.00	4121	101	112.80	Veolia waste removal
31/05/2022	208642517		WORLDPAY	WORLD001	15.53	2.03	17.56	4121	102	65.95	Vodafone mobile phone
09/05/2022	VOI0026610		ZENOFFICE	Z002	120.23	24.04	144.27	4225	102	65.94	Vodafone mobile phone
							2,500.00	4137	201	2,500.00	D Williams St Lukes main hall
							15.53	4107	201	15.53	Worldpay credit card chg
							120.23	4107	201	120.23	Zen photocopier charges
				<b>TOTAL INVOICES</b>	<b>45,442.43</b>	<b>3,449.51</b>	<b>48,891.94</b>				<b>45,442.43</b>



## APPENDIX G

## Duston Parish Council

## Direct debits as at 30 June 2022

Supplier	Purpose	Amount £	Frequency	Date taken
TV Licencing	TV Licence	13.37	Monthly	3rd
West Northants Council	Rates for community centre	113.00	Monthly	3rd
Vodafone	Mobile phones	Variable	Monthly	5th
Allstar	Van fuel	Variable	Monthly	9th
Aviva	Monthly pension contributions	Variable	Monthly	9th
Aviva	Pension scheme admin charge	41.00	Monthly	10th
Barclays	Bank charges	Variable	Monthly	10th
Barclaycard	Credit card transactions	Variable	Monthly	15th
British Gas	Electricity DCC	Variable	Monthly	17th
Worldpay	Credit card machine charges	Variable	Monthly	19th
Zen Office	Photocopier usage charges	Variable	Monthly	19th
Salaries	Salaries (paid through 'autopay')	Variable	Monthly	25th
DBFB	Telephone and broadband	Variable	Monthly	30th
DBFB	CCTV line St Lukes	Variable	Monthly	30th
Veolia	Waste	Variable	Monthly	30th
Cathedral Leasing	Hygiene service	608.00	Quarterly	14th
Bauer Media	Journal subscription	13.50	Quarterly	24th
Hewlett Packard	Photocopier hire	570.46	Quarterly	5th
SSE	Electricity St Lukes	Variable	Quarterly	variable
SSE	Gas St Lukes	Variable	Quarterly	variable
Wave	Water rates St Lukes	Variable	Variable	variable
Wave	Water rates DCC	Variable	Variable	variable
Public Works Loans	St Lukes	8,100.00	Half yearly	10 May and 10 November
Public Works Loans	Sports Centre	6,100.01	Half yearly	23 June and 23 December
Public Works Loans	Sports Centre	5,873.37	Half yearly	23 June and 23 December
Public Works Loans	St Lukes	7,189.13	Half yearly	23 June and 23 December
Public Works Loans	DCC	16,349.52	Half yearly	2 June and 2 December
Public Works Loans	DCC	16,214.12	Half yearly	13 June and 13 December





**DUSTON PARISH COUNCIL**

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

**Planning Committee**  
**MINUTES 29<sup>th</sup> June 2022 7pm**

**CHAIR:** Councillor M Ingram

**PRESENT:** Cllrs Bottwood, Liddon

**IN ATTENDANCE:**

Gary Youens – Parish Clerk  
Ryan Ikavnieks – Assistant Clerk

**PC014/22. To receive apologies for absence**

- Cllrs Barnes, Stonehouse

**PC015/22. To receive and approve for signature the minutes of the meeting held on 8<sup>th</sup> June 2022 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 8<sup>th</sup> June 2022 were approved as a true record and signed by the Chair.

**PC016/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- None

#### **PC017/22. Public Participation Session**

- There were no speakers from the public.

#### **PC018/22. Planning Applications**

a) WNN/2022/0589, 30 Hardlands Road, Northamptonshire, NN5 6LN

- **RESOLVED:** Duston Parish Council has no objection to the application. A query was sent to ascertain if the application requires permission for a change of use.

b) WNN/2022/0633, 35 Berrywood Road, Northampton, NN5 6XA

- **RESOLVED:** Duston Parish Council has no objection to this application. A query was sent to ascertain if Upton Parish Council been consulted, as the application falls under their jurisdiction.

c) WNN/2022/0661, 131 Harlestone Road, Northampton, NN5 6AA

- **RESOLVED:** No Observation or Comment.

d) WNN/2022/0656, 30 Park Avenue, Duston, NN5 6Q

- **RESOLVED:** No Observation or Comment.

#### **PC019/22. CIL / S106**

- Cllr Ingram gave a verbal update noting that Danny Moody, NCALC's chief executive, is investigating and will provide an update at the end of July 2022. It was also noted that WNC are looking into this matter internally and aim to provide information by September 2022.
- **RESOLVED:** A verbal update was received regarding outstanding CIL/S106 owed to Duston.

#### **PC020/22. Houses In Multiple Occupation**

- **RESOLVED:** Noted that WNC will be doing a review into HMOs in the Northampton Area. Duston Parish Council will review our position on HMOs during a review of our Neighbourhood Plan.



**PC021/22. Duston Four Year Plan**

- A discussion took place on the Planning Committee objectives in the Four Year Plan.

<u>Planning</u>	<u>Time frame (01/04/22 to 31/03/26)</u>	<u>Review and Discussion that occurred.</u>
To revise and update the Neighbourhood Plan	Complete within two years	Preliminary research has started. Waiting until Northampton Local Plan Part 2 is fully finished.
To look at all unregistered land in the Parish	Ongoing	Discussion surrounding who is the custodian of the right of way path adjacent to Duston Bakery and Squirrels Lane.
Install 2 – 3 public information boards explaining the history of the Parish and its various buildings	Complete within two years	Inquire with the local history society to see if they would like to support the council in this endeavor by creating historical articles for the DPC website that can be displayed at each site.
Establish a working party to see how we can enhance Rosevilla Hut & Timpken Gates	Dec-26	The transfer of Rosevilla Hut & Timpken Gates is being dealt with by solicitors. Ideas are currently being formulated.
Get installed electric charging points in appropriate locations	Dec-26	Identify potential locations for charging points. Research what current options are available.
Establish a working party to make recommendations to council on CIL/S106 can be spent	Ongoing	NCALC is currently looking into this.

- **RESOLVED:** The planning objectives in the Duston Four Year Plan were reviewed and discussed.

**PC022/22. Next Meeting Dates**

- **RESOLVED:** To agree the following dates for the Planning Committee

Thursday 28<sup>th</sup> July 2022 7PM

Wednesday 31<sup>st</sup> August 2022 7PM

Meeting closed at 8:15PM

DRAFT



**DUSTON PARISH COUNCIL**

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

**Community Services Committee**  
**MINUTES 22<sup>nd</sup> June 2022 7pm**

**CHAIR:** Councillor S Maitland

**PRESENT:** Cllrs Ennis-Clark, Stonehouse, Liddon, Roper,

**IN ATTENDANCE:**

Gary Youens – Parish Clerk  
Ryan Ikavnieks – Assistant Clerk

**CSC001/22. Elect a Chair of the Community Services Committee**

- **RESOLVED:** Cllr Maitland was elected Chair of the Community Services Committee for the municipal year 2022/23

**CSC002/22. Elect a Vice-Chair of the Community Services Committee**

- **RESOLVED:** Cllr Roper was elected Vice-Chair of the Community Services Committee for the municipal year 2022/23

**CSC003/22. To receive apologies**

- Cllr Golby

**CSC004/22. To receive and approve the minutes of the meeting held on Wednesday 23<sup>rd</sup> April 2022**

- **RESOLVED:** The minutes of the meeting held on Wednesday 23<sup>rd</sup> April 2022 were approved as a true record and signed by the Chair.

**CSC005/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- There were no declarations of interest.

**CSC006/22. Public Participation Session**

- There were no speakers from the public.

**CSC007/22. Terms of Reference for Community Services Committee**

- **RESOLVED:**
  - a) Committee noted the current terms of reference
  - b) Establish the following working parties within the terms of reference
    - Seniors provision Cllr Stonehouse, Cllr Maitland
    - TGTA Cllr Stonehouse, Cllr Maitland
    - Publicity Cllr Liddon, Cllr Stonehouse
    - Youth Cllr Roper, Cllr Golby, Cllr Maitland
    - Limehurst Shopping Centre - Cllr Maitland, Cllr Liddon
    - Community Sheds - Cllr Bottwood, Cllr Liddon
  - c) To revise the wording of the terms of reference including a role in making recommendations to Council on Grant Applications. To discuss at the next meeting prior to asking Council for approval.

**CSC008/22. Working Party on Youth Provision**

- Cllr Roper gave a verbal update on the Youth Working Party and the progress they have made to date. They have been in contact with the Duston School. Various ideas were proposed by students at the school such as a graffiti wall and accessible charging points.
- **RESOLVED:** To note the verbal update from the Youth Working Party.

**CSC009/22. Youth Equipment at Mendip Park**

- A discussion occurred about the advantages and disadvantages of having a skate park at Mendip Park. It was noted that a skate park was a good suggestion in general but all parks are surrounded by residential properties. Both Errington Park and Mendip Park have flooding issues in the winter months.

- Discussion of outside spaces for young people to meet. It is suggested Hardlands Road Open Space might be suitable location for a possible meeting place. It was noted this land belongs to West Northamptonshire Council and a public consultation with local residents would be required.
- **RESOLVED:**
  - a) To look at various locations for a skate park at a future meeting.
  - b) To ask the Youth Provision working party to look at a seating shelter that might be suitable for Hardlands Road Open Space or another location.

#### **CSC010/22. Duston Youth Club**

- It started at Duston Sports Centre on Monday 20<sup>th</sup> June 2022.
- **RESOLVED:** To note the verbal update from Cllr Maitland.

#### **CSC011/22. Duston Parish Council Four Year Plan**

- Each objective under Engagement and Wellbeing was discussed. No further plans for a bandstand at Errington Park. It should say "a calendar of events".
- **RESOLVED:** To note the objectives as stated in the Four Year Plan.

#### **CSC012/22. Duston Good Neighbours Scheme**

- Cllr Maitland and Cllr Stonehouse gave a verbal update on Duston Good Neighbours Scheme.
- **RESOLVED:** Continue to help the scheme but Council should only have a supportive role.

#### **CSC013/22. Grow Together Allotment**

- **RESOLVED:**
  - a) To note that the Grow Together Allotment is now provided directly by Duston Parish Council.
  - b) To note the verbal report from the Clerk on the Grow Together Allotment.

#### **CSC014/22. Civic Issues**

- It was noted that with the Borough Council gone the Parish Council can take a more leading role with civic events. The Mayoralty and Northampton Coat of Arms no longer applies to the civil parish of Duston. Duston is no more part of Northampton than is Harlestone or Harpole.

#### **CSC015/22. Date of Next Meeting**

- **RESOLVED:**
  - a) The next meeting is to be Tuesday 19<sup>th</sup> July 2022 at 7pm
  - b) The Committee should generally meet bi-monthly with working parties in between meetings.

The meeting closed at 9:00pm

DRAFT



**DUSTON PARISH COUNCIL**

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

**Environment Committee**  
**MINUTES 18<sup>th</sup> May 2022 7pm**

**CHAIR:** Councillor P Enright-King

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

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**EC047/22. To receive apologies for absence**

- None

**EC048/22. To receive and approve for signature the minutes of the meeting held on Wednesday 18<sup>th</sup> May 2022 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 18<sup>th</sup> May 2022 were approved as a true record of the meeting.

**EC049/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- None

**EC050/22. Public Participation Session**

- There were no speakers from the public.

#### **EC051/22. Park Entrances**

- Both Cllr Enright-King and the Clerk went to visit each park to look at the entrances to see what could be improved. Cllr Enright-King and the Clerk gave their initial thoughts on what should be done.
- Committee discussed various solutions to each park. Each solution could require some significant invest from the Parish Council.
- **RESOLVED:**
  - a) To concentrate for the time being on entrances to Duston Parish Council owned Parks.
  - b) To bring this item back to the next Committee meeting.

#### **EC052/22. Four Year Plan Environment Objectives**

- Committee discussed each objective and noted the progress.
- **RESOLVED:** To look again at these objectives at a future meeting of the Environment Committee.





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

**Resources and General Purposes Committee**  
**MINUTES 30<sup>th</sup> June 2022 7PM**

**CHAIR:** Cllr Bottwood

**PRESENT:** Ingram, Ennis-Clark

**IN ATTENDANCE:**

Gary Youens – Parish Clerk  
Ryan Ikavnieks – Assistant Clerk

**RGPC001/22. Elect a Chair of the Resources and General Purposes Committee**

- Cllr Bottwood was voted to stand as acting chair for the purposes of the meeting.
- **RESOLVED:** Item deferred to next meeting.

**RGPC002/22. Elect a Vice-Chair of the Resources and General Purposes Committee**

- **RESOLVED:** Item deferred to next meeting.

**RGPC003/22. To receive apologies for absence**

- Apologies of absence received from Cllrs Barnes, Maitland

**RGPC004/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- None

#### **RGPC005/22. Public Participation Session**

- There were no speakers for the public

#### **RGPC006/22. Terms of Reference for Resources and General Purposes Committee**

- **RESOLVED:** The terms of reference for Resources and General Purposes Committee as approved by Council (APPENDIX A) were noted.

#### **RGPC007/22. St Luke's Centre Refurbishment**

- The Clerk gave a presentation of the Refurbishment work that has been done at St Luke's Centre over the past 12 months. The building is looking better and fresher thanks to the investment made by Duston Parish Council.
- **RESOLVED:** The note the report on the refurbishment of St Luke's Centre (APPENDIX B).

#### **RGPC008/22. Staff Structure**

- **RESOLVED:** The current staffing structure (APPENDIX C) was noted.

#### **RGPC009/22. Budget 2023/24**

- **RESOLVED:**
  - a) To ask each standing committee for their suggested funding priorities for the 2023/24 budget setting process..
  - b) To consider in the future budgetary setting process playground inspection and maintenance and tree maintenance.
  - c) To look into how Councillor Allowances and expenses are meant to be used by law and if any policy examples exist.

#### **RGPC010/22. Asset Transfers from West Northamptonshire Council**

- Councillors discussed budgetary provisions for environmental maintenance of the proposed transfer of Parks, Public Open Space & Allotments.
- It was noted that due to West Northampton Council having contractual obligations with Veolia, Duston Parish Council would not have to take over grounds maintenance until June 2028.
- **RESOLVED:**
  - a) That these transfer of parks, open spaces and allotments should be discussed and agreed at the next Full Council meeting (APPENDIX D).
  - b) Should Council agree to the transfer it still might be necessary for this Committee or Council to discuss further any practical issues to do with parks and allotments prior to formal transfer.

**RGPC011/22. Parish Council Environmental Maintenance**

- **RESOLVED:**
  - a) To note the current environmental maintenance arrangements the Parish Council has in place.
  - b) To ask the Environment Committee to give a view on the service specification.

**RGPC012/22. Monitoring of Grant Applications**

- Councillors discussed the creation of a Grant information sheet/poster that could display photos and information from successful Grant Applicants, alongside information on the Grant process itself.
- The Community Services Committee is currently considering whether it should take on more of a role in scrutinising grant applications and then reviewing them.
- **RESOLVED:** The way in which approved Grant Applications get scrutinised and reviewed will be revised. It will be done by a member of staff.

**RGPC013/22. Date of Next Meeting**

- **RESOLVED:**
  - a) To agree Thursday 30<sup>th</sup> September 2022 as the next meeting date.
  - b) A meeting might be necessary sooner to discuss practical and legal issues of asset transfers if approved by Council at the forthcoming meeting on 7<sup>th</sup> July 2022.

**RGPC014/21. Exclusion of Press and Public**

- **RESOVLED:** To note the verbal update given by the Clerk on the Parish Councils Leases at Duston Community Centre, Duston Sports Centre and St Luke's Centre.

Meeting ended at 8:45pm





**Full Council 7<sup>th</sup> July 2022**

**40/22. The freehold transfer of Allotments, Parks, Open Spaces from West Northamptonshire Council to Duston Parish Council**

### **1. Purpose of Report**

Approve the transfer of ownership from West Northamptonshire Council to Duston Parish Council of various parks, public open space and allotments within the civil parish of Duston.

### **2. History**

2.1 In 2018 Northampton Borough Council invited parish councils in its area to apply for various assets in their area. Duston Parish Council applied for the two allotment sites and nearly twenty parks / open spaces.

2.2 The reasons for this were

- To look after these assets in better way that reflects local priorities. It gives Duston residents a bigger say on how they are run. High quality green public spaces could enhance community wellbeing.
- For the foreseeable future the priorities for West Northamptonshire Council will be social care, highways, infrastructure improvements, school admissions etc. This could mean that local parks and allotments would not get the attention and resources they require.
- Ownership by Duston Parish Council would protect these assets against possible future residential development (e.g Haydown Green was considered as a possible housing site in Northampton Local Plan Part 2 but was ruled out on ).

2.3 Due to staff capacity issues and the limited time available prior to reorganisation Northampton Borough Council (NBC) said it was only possible to transfer ownership of the following:

- Errington Park
- Mendip Park
- Grafton Way Park
- Melbourne Lane Park
- Strip of Land to the rear of the Duston Community Centre.

2.4 These parks have now been transferred although the strip of land to the rear of Duston Community Centre is still pending at the Land Registry.

2.5 Also at the same time Duston Parish Council agreed to adopt the Public Open Space at Telstar Way (known as "Duston Gardens"). It is expected that this will start in the autumn / winter of this year.

2.6 Northampton Borough Council transferred assets to other local parish councils as well. The newly created Northampton Town Council, Kingsthorpe Parish Council, Delapre Far Cotton Community Council were given the freehold of all the allotment sites in their respective areas.

2.7 All parks and allotments transferred to the Parishes are still covered by the Veolia contract until June 2028. Until June 2028 the transferred parks and open spaces will still be subject to the special expenses charge.

2.8 A verbal commitment was given to Duston Parish Council by Northampton Borough Council that the remaining parks and two allotment sites would be considered for transfer post reorganisation.

### **3. Proposed Parks and Allotments**

3.1 West Northampton Council has now approached local parish councils about the remaining assets to be transferred.

West Northamptonshire Council is now offering to take the freehold ownership of the following:

- a) Aquitaine Close Open Space (0.37 acre)
- b) Bants Lane Allotment Gardens
- c) Berrywood Road Allotment Gardens
- d) Bramhall Rise POS (2.17 acre)
- e) Brockwood Close POS (0.49 acre)

- f) Clipston Way POS (0.57 acre)
- g) Duston Wildes Open Space (1.93 acre)
- h) Hardlands Road POS (1.98 acre)
- i) Newton Road POS (1.41 acre)
- j) Sandly Lane & Alsace Close Open Space
- k) The Green Open Space, Weggs Farm Road (0.79 acre)
- l) Sandly Lane Open Space (2.89 acres)
- m) "The Rose Garden" (0.03)
- n) Westbury Close Open Space (0.31 acres)
- o) Haydown Green 0.32 (acres)
- p) Triumph Gardens Park (1.92 acres)
- q) Beaune Close POS (0.40 acres)
- r) Cheddar Close Open Space (0.21 acre)

#### **4. Issues**

It is possible that a few of these assets such as the allotment sites and the rose garden used to belong to the previous Duston Parish Council. Both Errington Park and the cemetery used to belong to the previous Duston Parish Council. However, no readily available historical records are available to confirm this.

All of the parks and in question are well established public open spaces that have been used by local residents for many years and in a few cases decades.

Responsibility for grounds maintenance would remain with NBC current contractor until 3<sup>rd</sup> June 2028, after which time responsibility would fall to Duston Parish Council.

Northampton Town Council and Far Cotton Delapre Community Council were given a draft agency agreement by West Northamptonshire Council to outline the responsibilities of each side.

#### **5. Cost**

It is difficult to know how much the cost will be because

- Since Duston Parish Council won't fully take over the grounds maintenance until mid-2028 it is hard to know what the cost will be then.
- Duston Parish Council is yet to determine the service specification it would like.

However, the 2022/23 special expenses charge for grass cutting in Duston is £27,242 but this includes Duston Cemetery, Kenilworth Close and Cheviton Close. This is £4.81 for a Band D property in Duston which is a 18p increase in the previous year.

At a future date the Council will need to decide how it will deliver its Environmental Services e.g by contractor, in-house and to what specification.

Duston Parish Council has been maintaining the “Rose Garden” on Main Road almost since our formation in 1991.

For 2021/22 a new budget line was created to allow for an incremental year on year increase in preparation to take over the maintenance of Errington Park, Mendip Park, Grafton Way & Melbourne Lane Park.

The table below provides a budget allocation breakdown beginning in 2021/22:

	Annual Budget	Cumulative Ear Marked Reserve
Year 1 2021/22	3,750	3,750
Year 2 2022/23	7,500	11,250
Year 3 2023/24	11,250	22,500
Year 4 2024/25	15,000	37,500
Year 5 2025/26	18,750	56,250
Year 6 2026/27	22,500	78,750
Year 7 2027/28	26,250	105,000
Year 8 2028/29	30,000	135,000

This covers the cost of maintaining 13.09 acres and the total acreage of the proposed transfer is 15.8 acres. It will be therefore be necessary to increase the amount we are putting into this earmarked reserve for 2028. Special expenses would cease for any asset transfers in 2028 and therefore the precept could possible rise with no overall difference to precept payers.

## **6. Council To Consider**

a) To agree in principle Duston Parish Council takes the freehold ownership of the above parks, open spaces and the two allotments.

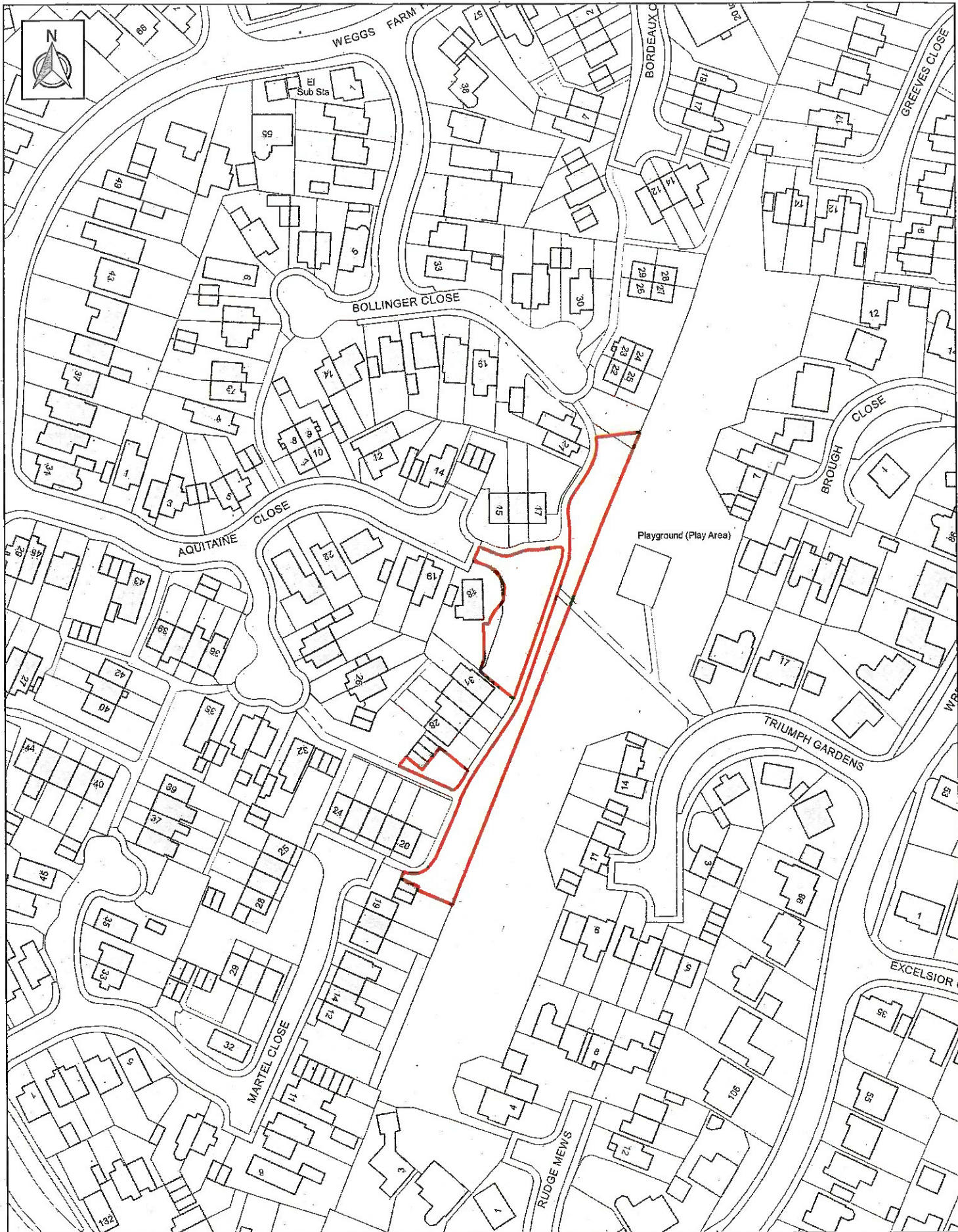


b) To delegate to the Resources and General Purposes Committee to oversee the legal transfers and sort out any unresolved issues. All Councillors would be invited to attend the Committee to give their further views if they wish.

c) To increase the amount being placed into Earmarked Reserves and delegate to the Resources and General Purposes Committee to recommend to Council as to how much of an increase during the budget setting process.

Gary Youens  
Parish Clerk / RFO





**West  
Northamptonshire  
Council**

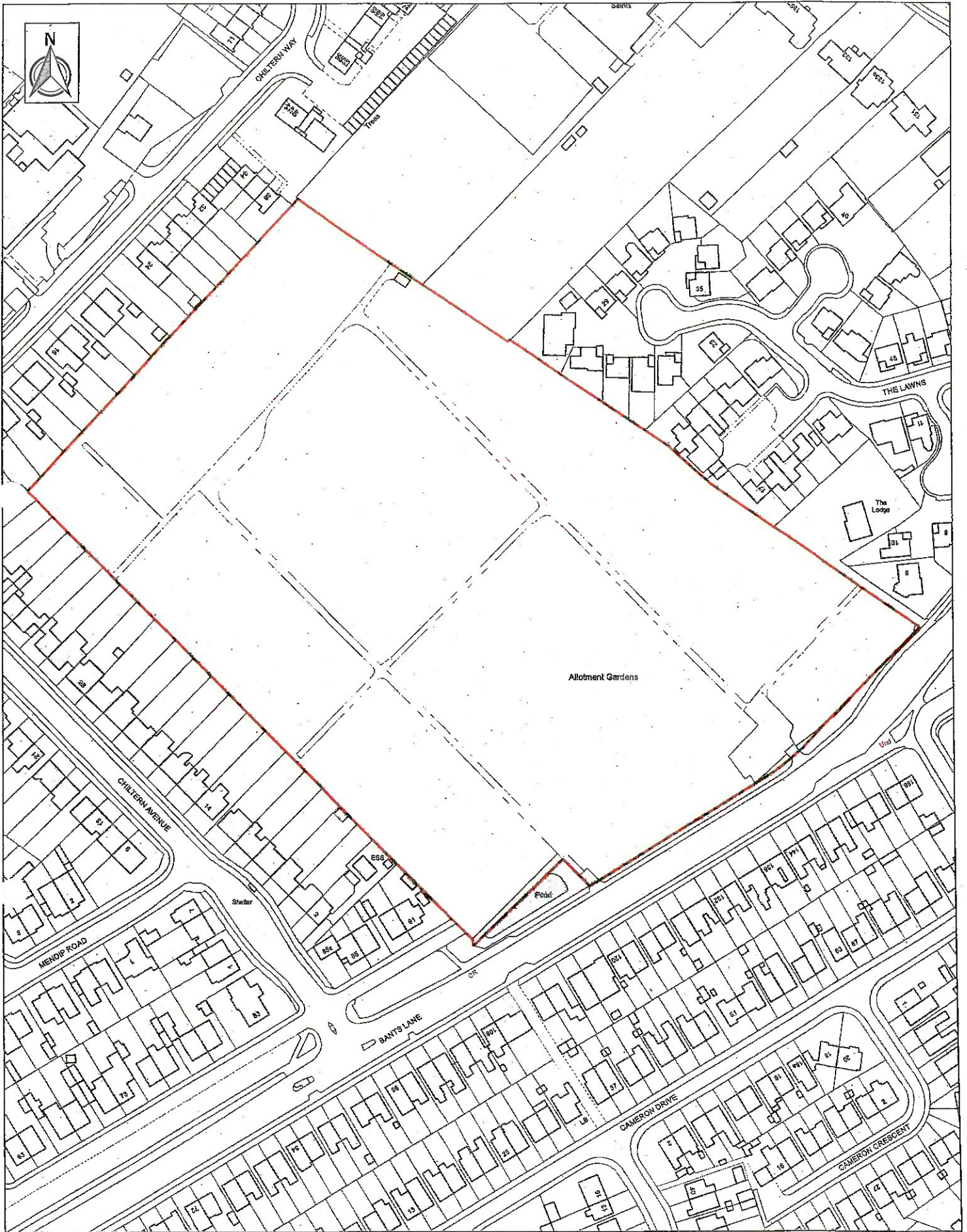
**Title: Aquitaine Close Open Space**

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**Date: 08-06-2022**

**Scale: 1:1,250 @A4**

**Drawn: LP**



**West  
Northamptonshire  
Council**

**Title: Bants Lane Allotment Gardens**

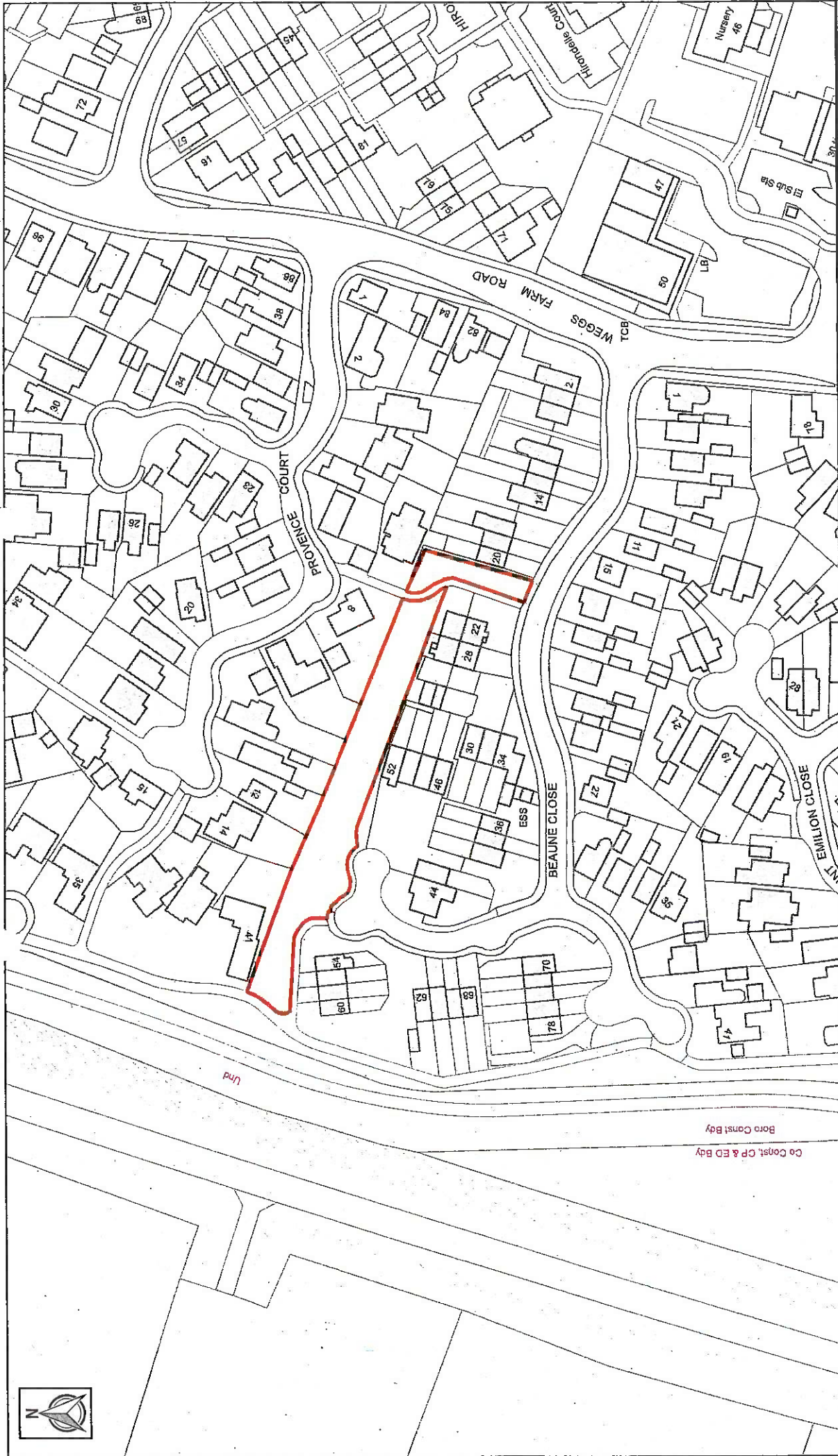
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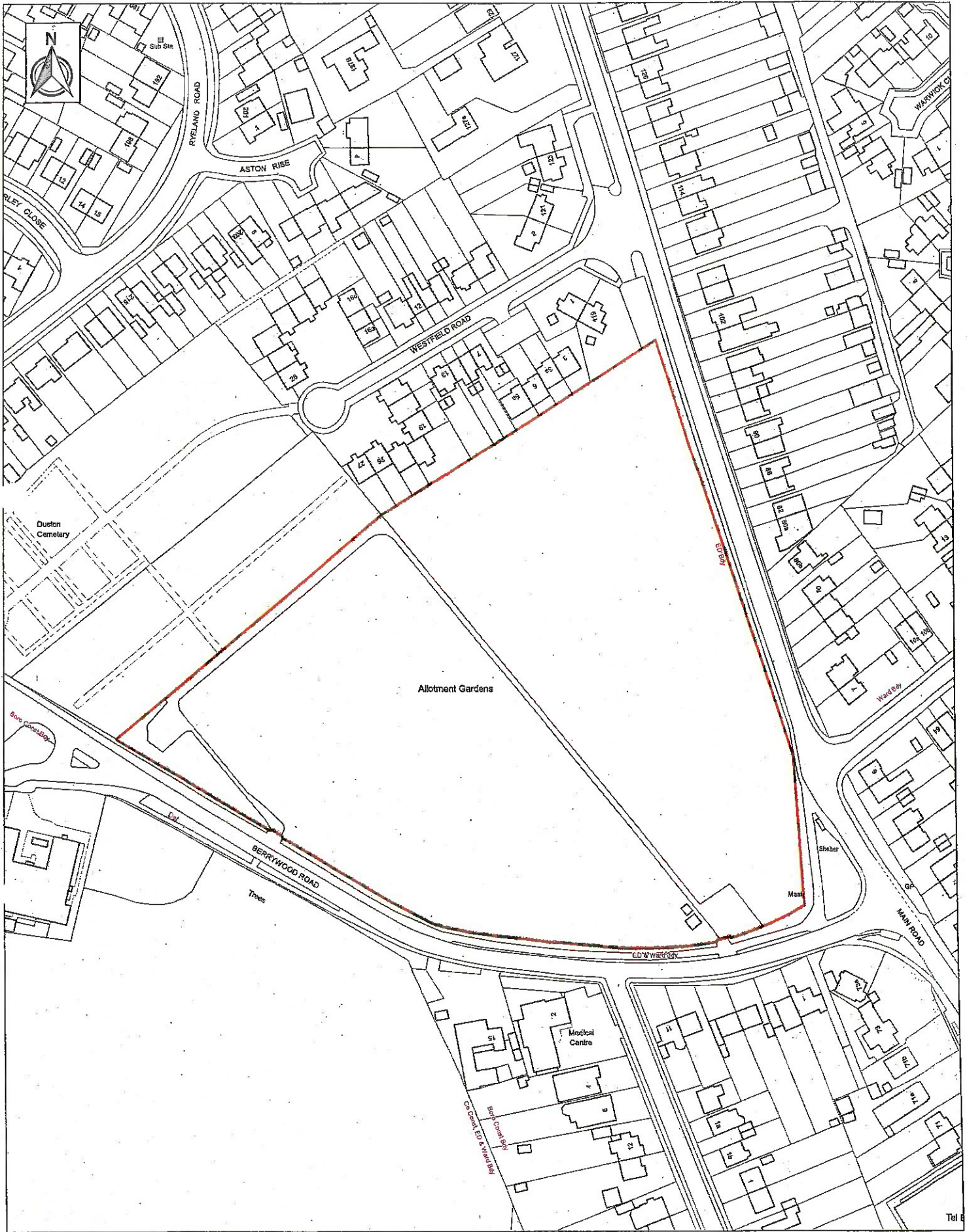
Date: 08-06-2022  
 Scale: 1:1,250 @A4  
 Drawn by: LP

Title: **Beaune Close Open Space**

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Co Const. CP & ED Bdy  
 Boro Const Bdy



**West  
Northamptonshire  
Council**

**Title: Berrywood Road Allotment Gardens**

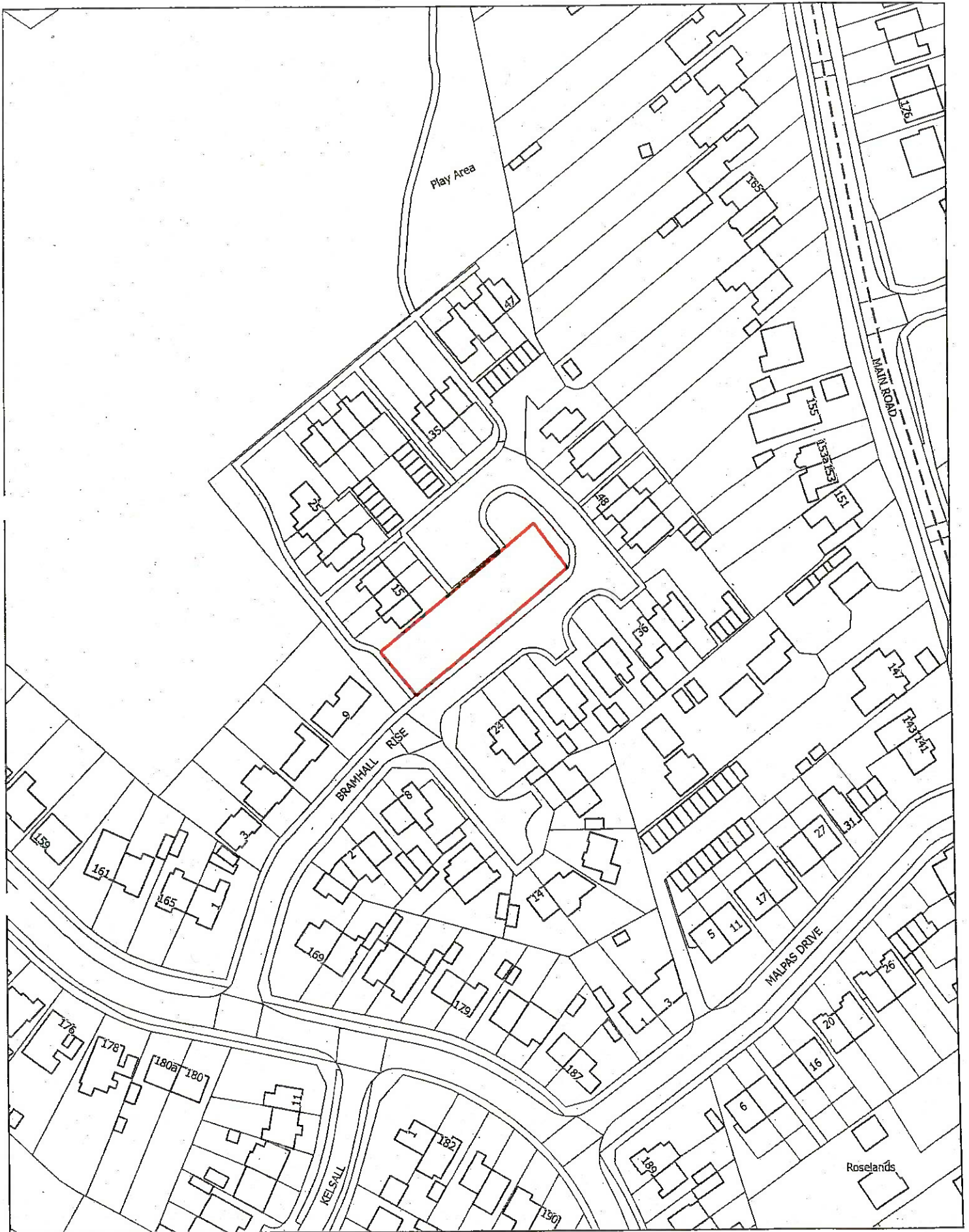
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**Scale: 1:1,250 @A3**

**Drawn: LP**





**NORTHAMPTON**  
BOROUGH COUNCIL

Title: **Bramhall Rise POS (NN31251)**

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Date: 21-11-2019

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**NORTHAMPTON**  
BOROUGH COUNCIL

Title: **Brockwood Close POS (NN320621)**

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Date: 21-11-2019

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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn by: LP

Title: **Cheddar Close Open Space**

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**NORTHAMPTON  
BOROUGH COUNCIL**

Title: **Clipston Way POS (NN320617)**

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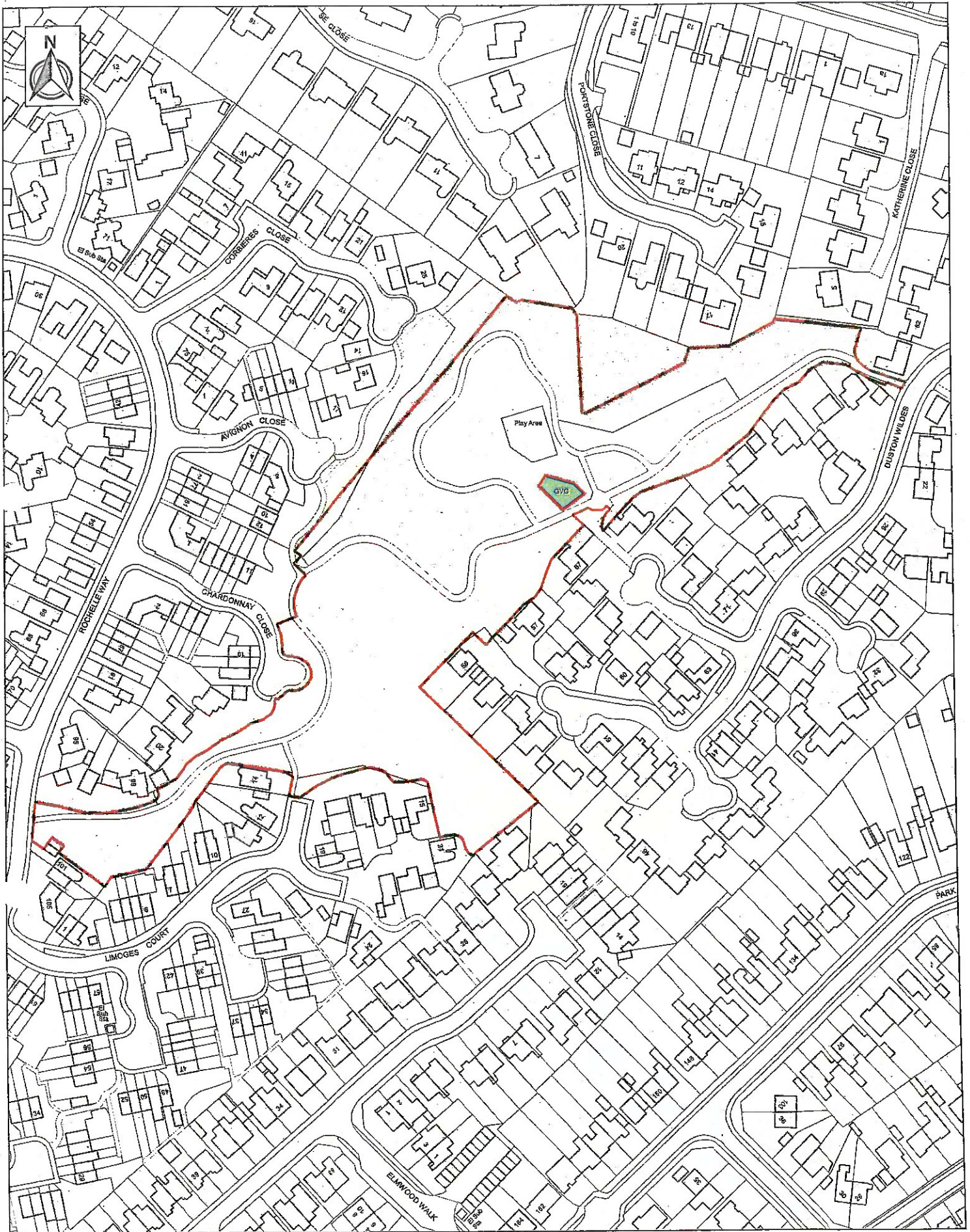
Date: 21-11-2019

Scale: 1:1,250

Drawn by: LP







**West  
Northamptonshire  
Council**

**Title: Duston Wildes Open Space**

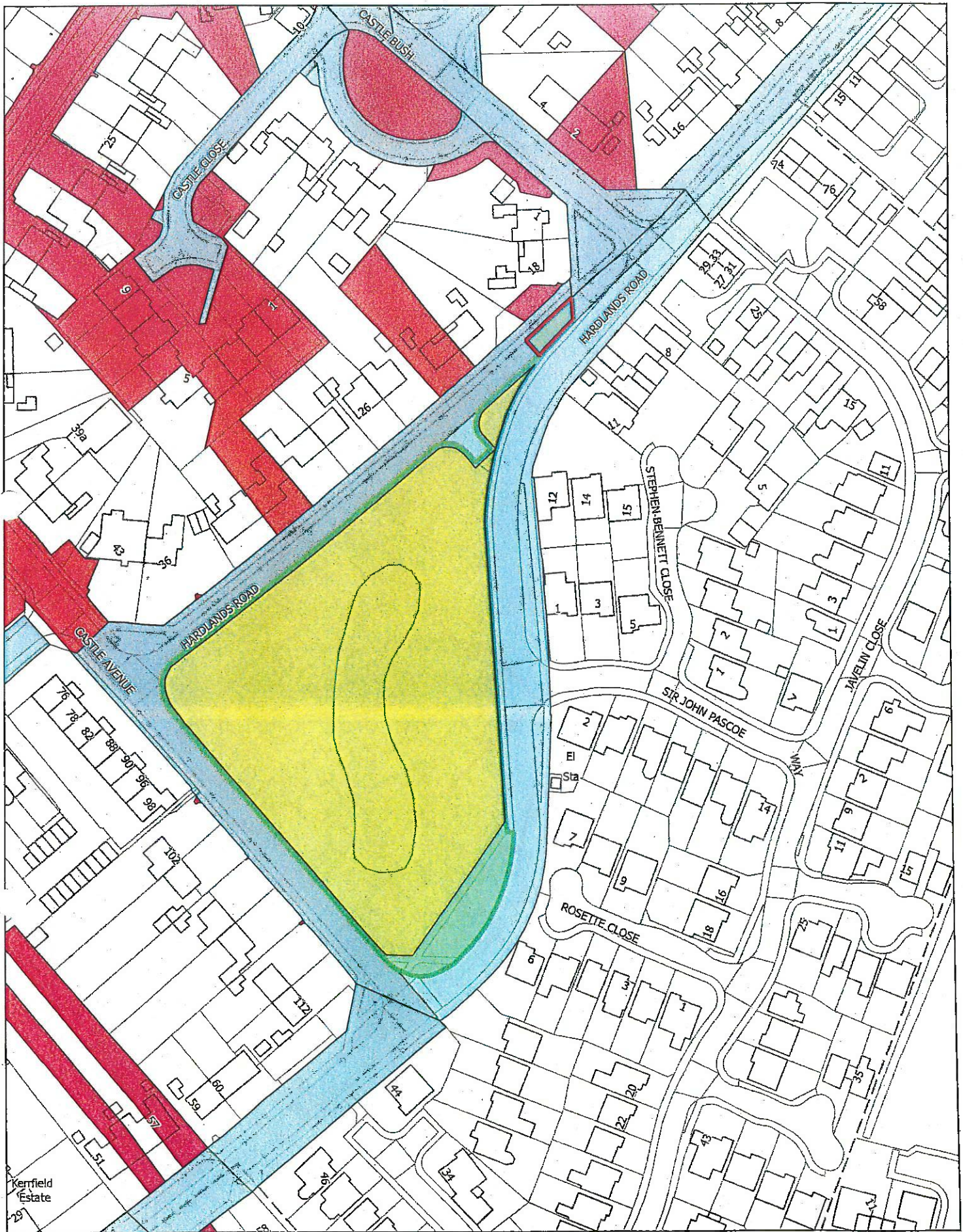
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**Scale: 1:1,250 @A3**

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Kerrfield Estate



**NORTHAMPTON**  
BOROUGH COUNCIL

Title: **Hardlands Road POS - not NBC & part adopted highway**

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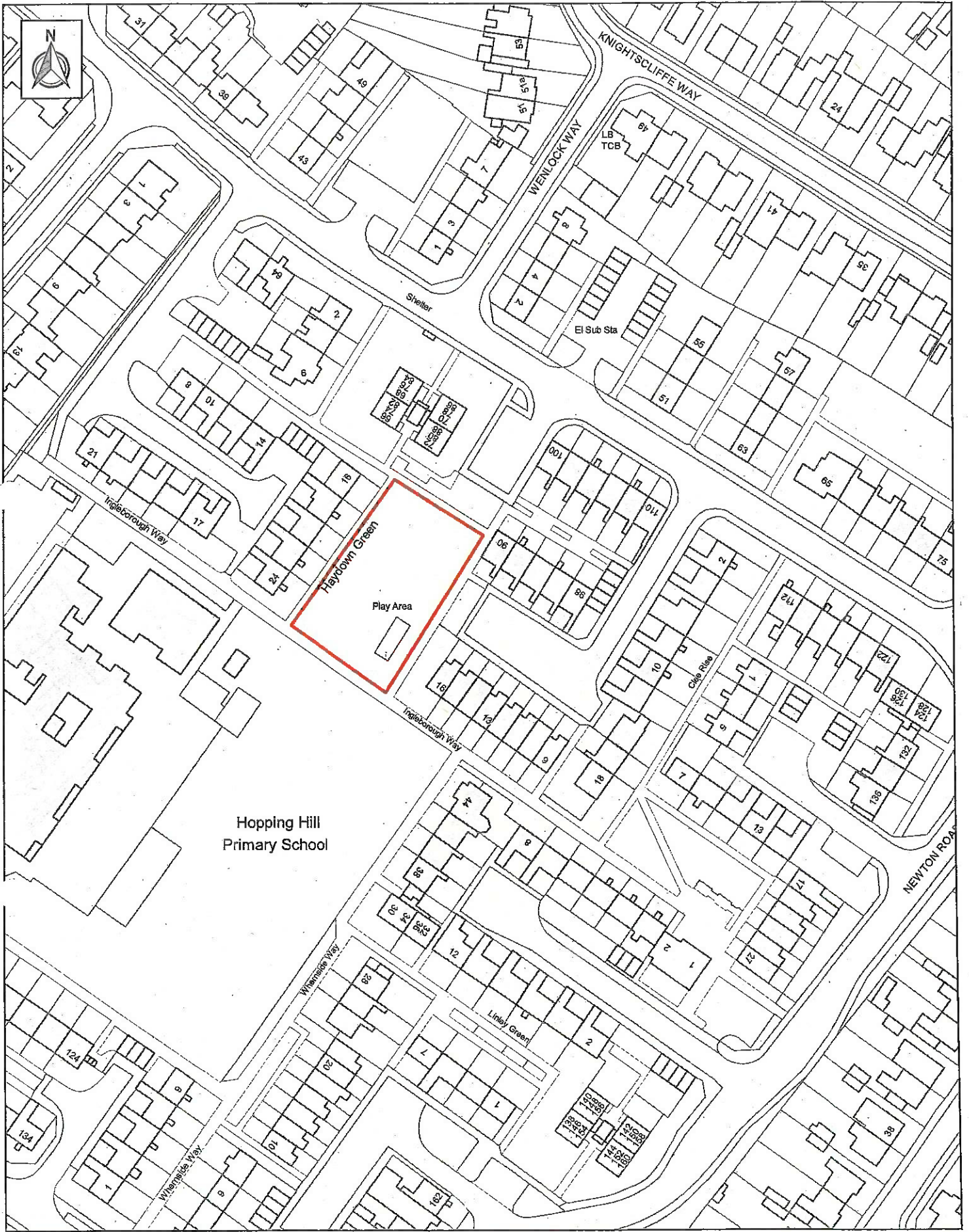
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**West  
Northamptonshire  
Council**

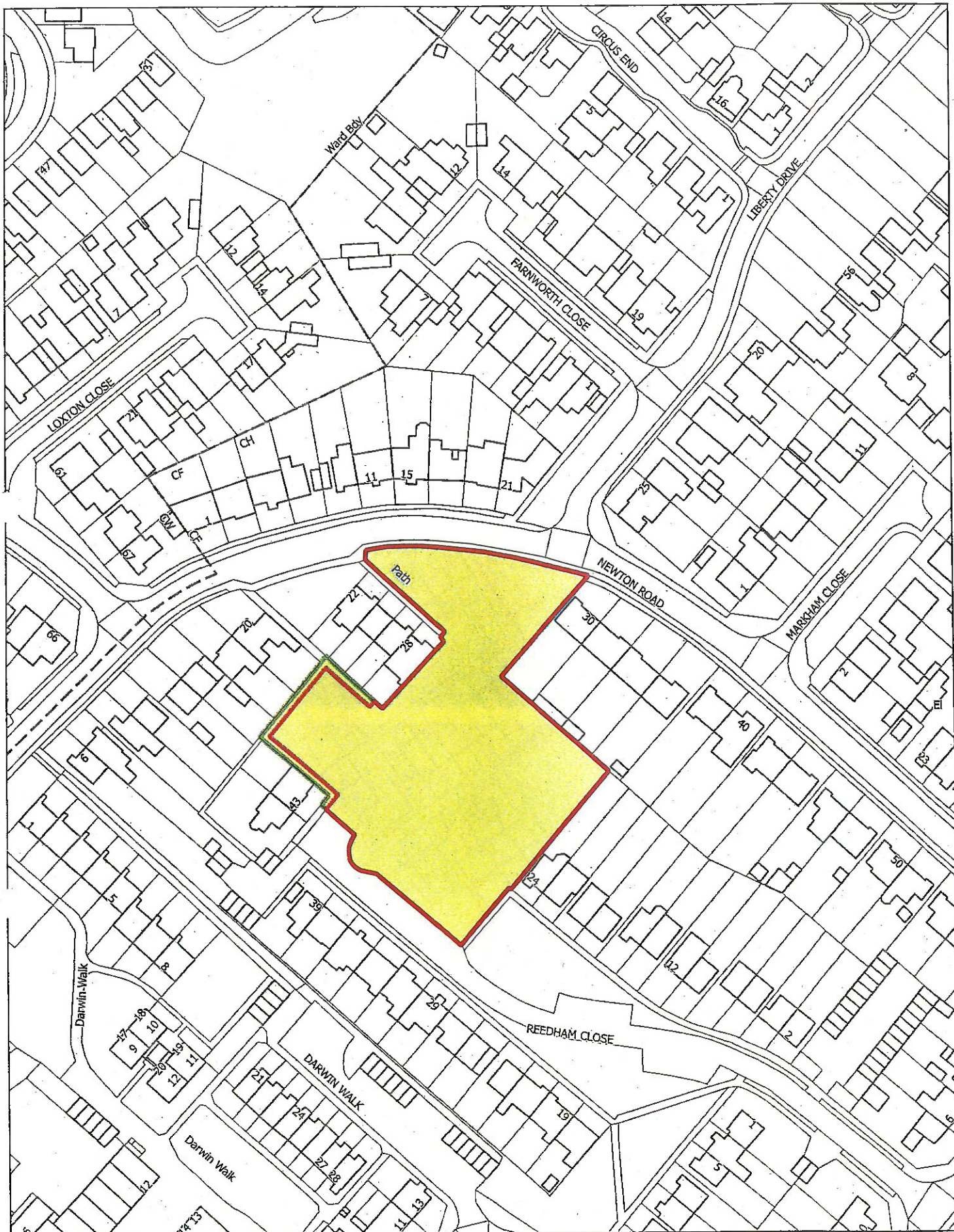
Title: **Haydown Green Open Space**

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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn: LP



Title: **Newton Road Ownership (NN320616) & POS extent**

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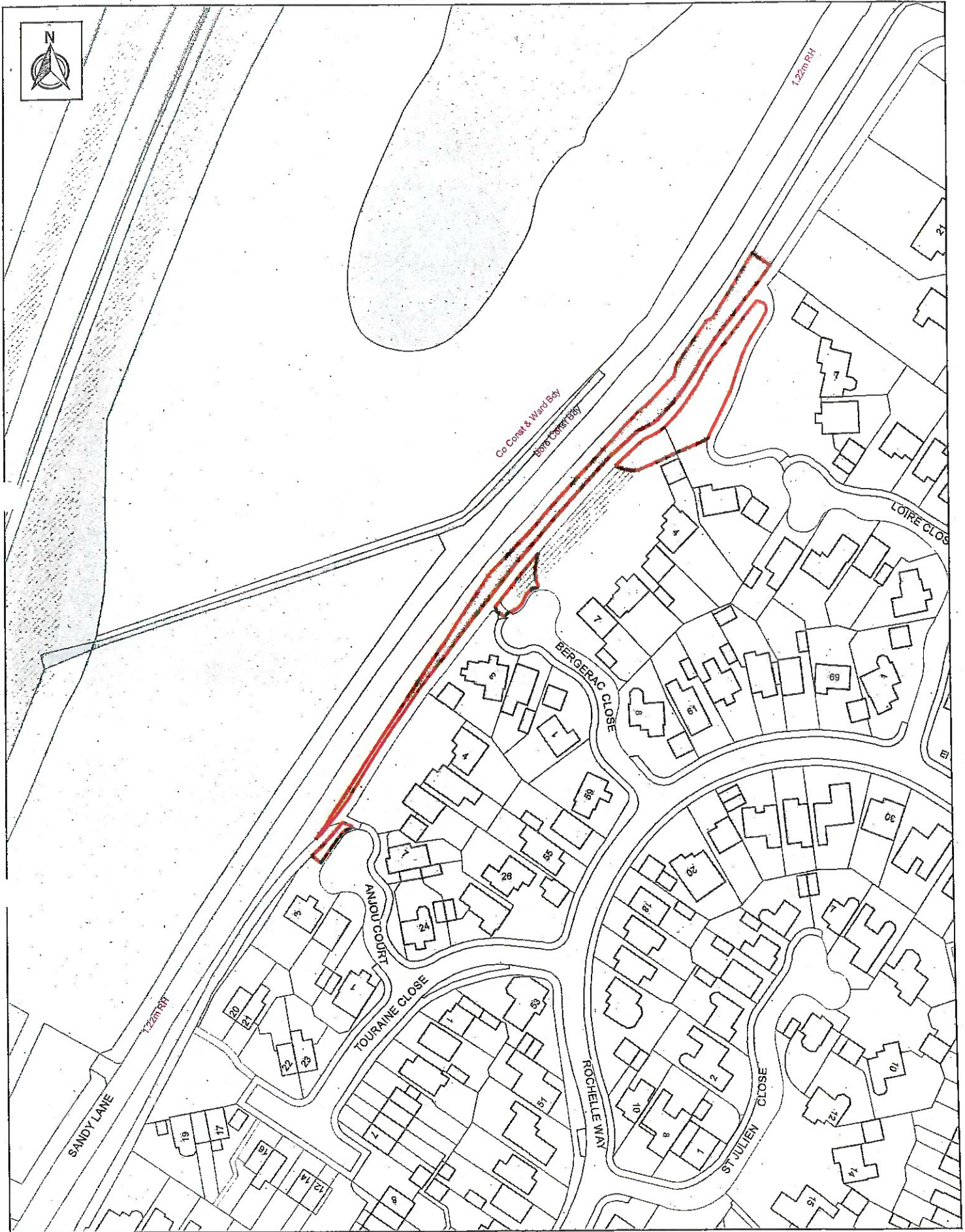
Date: 21-11-2019

Scale: 1:1,250

Drawn by: LP







**West  
Northamptonshire  
Council**

Title: **Sandy Lane Open Space**

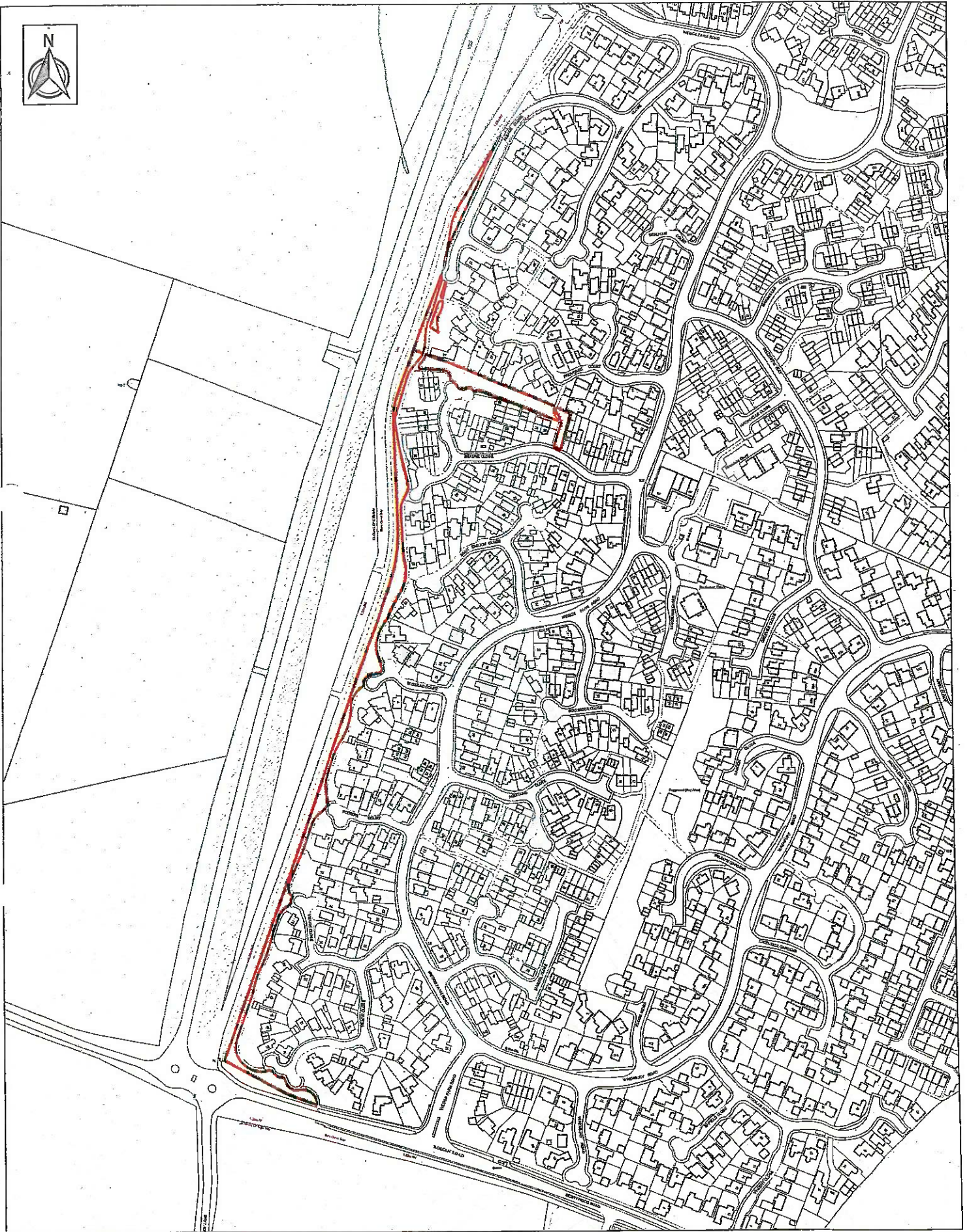
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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn: LP





West  
Northamptonshire  
Council

Title: **Sandy Lane & Alsace Close Open Space**

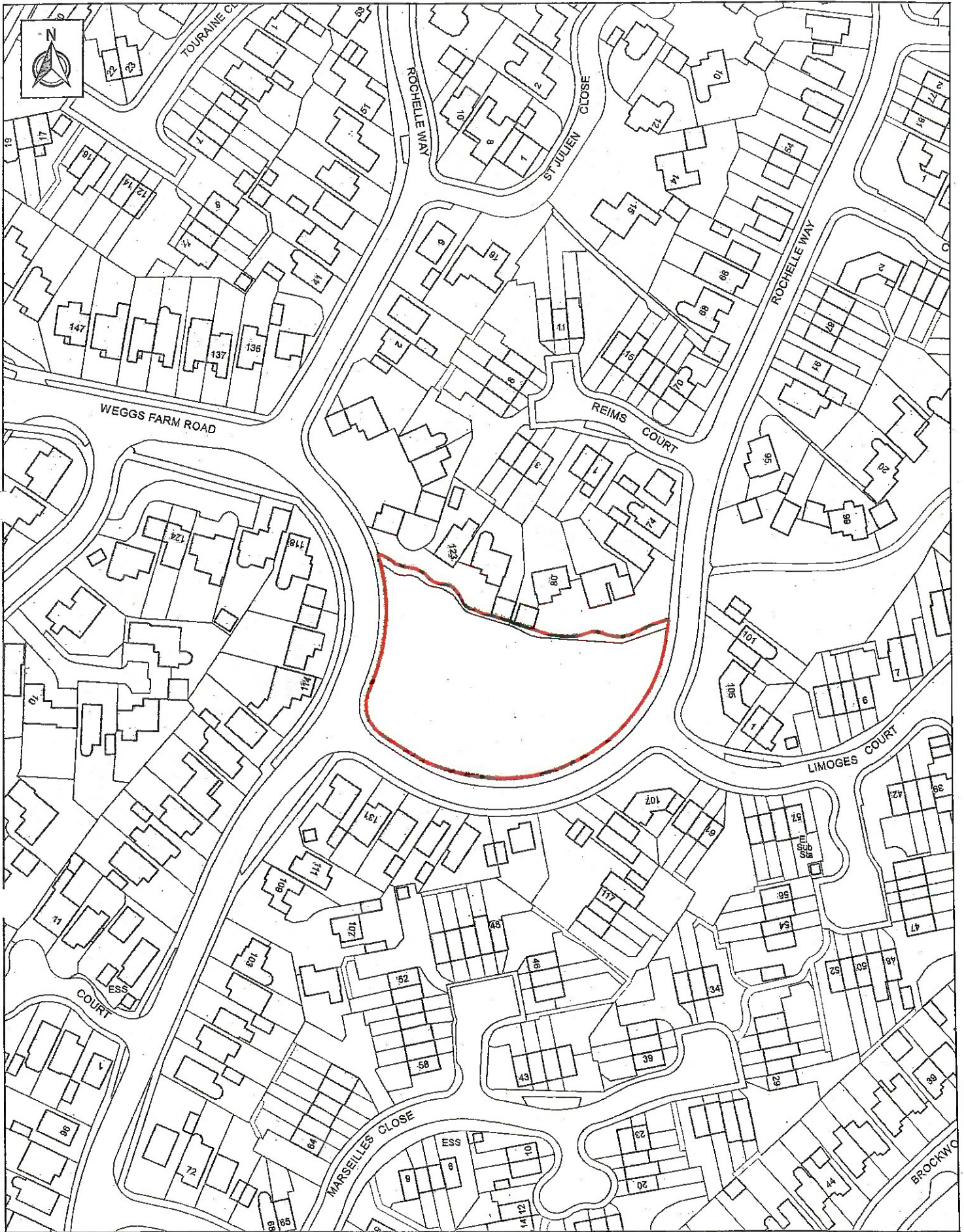
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Date: 08-06-2022

Scale: 1:2,500 @A3

Drawn: -LP-





**West  
Northamptonshire  
Council**

**Title: The Green Open Space, Weggs Farm Road**

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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn: LP





NORTHAMPTON  
BOROUGH COUNCIL

Title: "The Rose Garden", Main Rd, Duston OS (NN331187)

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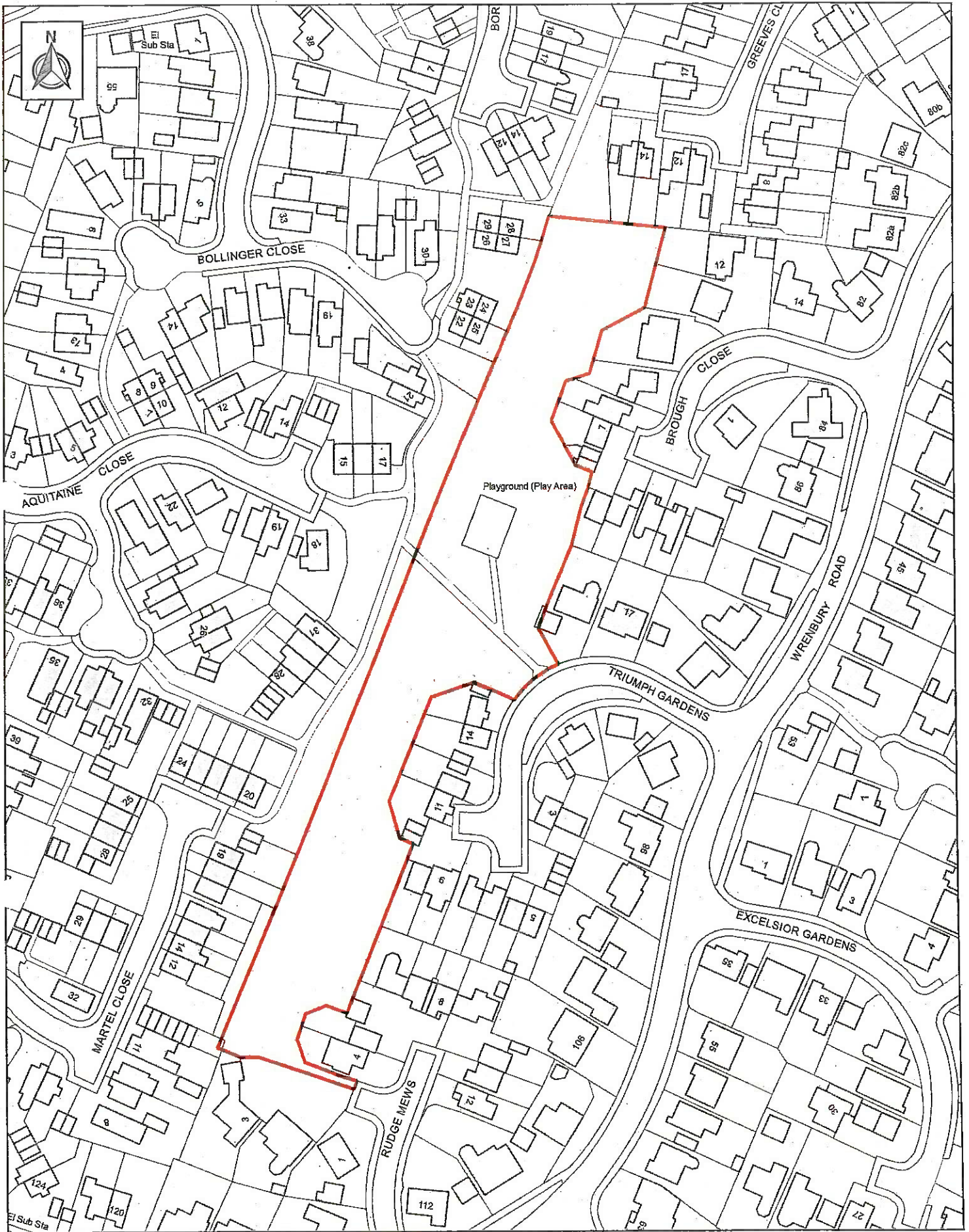
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**West  
Northamptonshire  
Council**

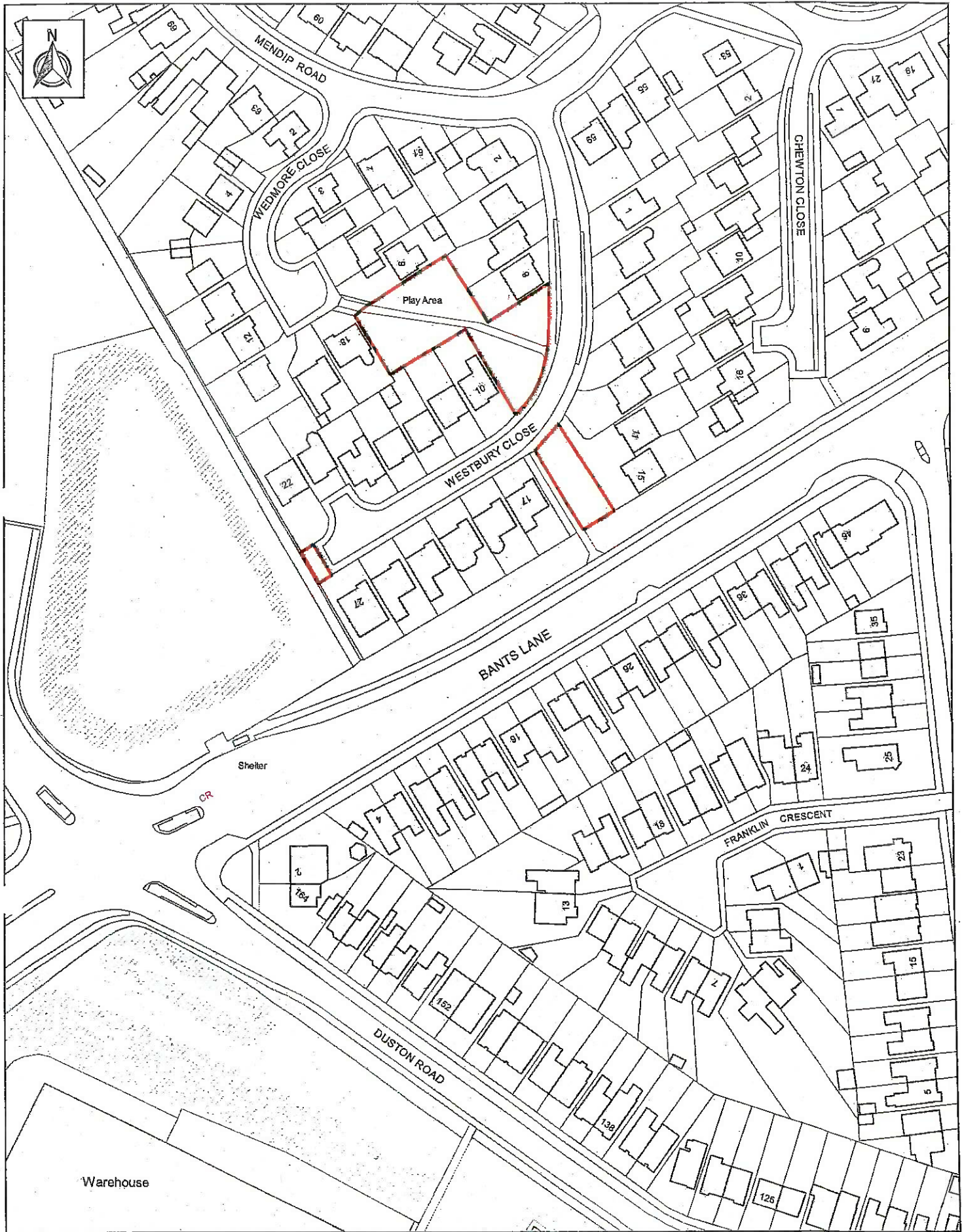
**Title: Triumph Gardens Open Space**

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**Date: 08-06-2022**

**Scale: 1:1,250 @A4**

**Drawn: LP**



**West Northamptonshire Council**

Title: **Westbury Close Open Space**

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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn: LP

Dated  
2021

## ALLOTMENTS MANAGEMENT AGREEMENT

Between

[     ] PARISH/TOWN DISTRICT COUNCIL

And

WEST NORTHAMPTONSHIRE COUNCIL

THIS AGREEMENT is made the

day of

2021

**BETWEEN**

1. [ ] PARISH/TOWN COUNCIL of [ ] ("PC")
2. WEST NORTAMPTONSHIRE COUNCIL of One Angel Square, Angel Street, Northampton, NN1 1ED ("WNC")

**EXPLANATION**

- A. [ ] allotments (the "Allotments") were transferred to the ownership of PC on the day of its creation under Regulation 9 of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.
- B. The Allotments were previously owned by a predecessor council of WNC and as such the management of these had been incorporated into a contract for environmental services with Veolia
- C. WNC and PC have identified it would be beneficial WNC's duties towards the Allotments to be fulfilled by PC.
- D. PC is empowered under regulations made under Section 9EA of the Local Government Act 2000 to make arrangements for the discharge of its functions including by means of the executive of another local authority. WNC is such a local authority.
- E. This Agreement makes provision to that effect.

NOW IT IS AGREED as follows:

**1. DEFINITIONS AND INTERPRETATION**

- 1.1 For the purposes of this Agreement the following words and phrases shall have the meanings indicated below.

<b>Breach</b>	WNC carrying out the Functions (including failing to carry out the Functions) such that PC has a material risk of being found responsible for: <ul style="list-style-type: none"><li>• A breach of the Functions.</li><li>• A breach of other legal obligations, including obligations relating to health and safety or to environmental protection.</li></ul>
<b>Breach Notification</b>	A notification by PC to WNC under clause 3.2.
<b>Contact</b>	The contract entered into between Northampton Borough Council and Veolia Environmental Services Limited for the provision of a range of environmental services from 4 <sup>th</sup> June 2018 and to which WNC is now a party.
<b>Contribution</b>	A sum which PC may make to WNC in respect of WNC carrying out the Functions.
<b>Functions</b>	PC's duties and powers to manage and maintain the Allotments.
<b>Management</b>	Risk assessments, safe systems of work, procedures, work



<b>Documents</b>	records, inspection records and any other document or record which shows how the Functions are to be, are, or were, performed.
<b>TUPE</b>	Transfer of Undertakings (Protection of Employees) Regulations 2006.
<b>VAT</b>	Value Added Tax or any similar tax or charge.
<b>Year</b>	The period of 12 months from 1 <sup>st</sup> April to 31 <sup>st</sup> March.

1.2 In this Agreement, unless the contrary intention appears:

1.2.1 Words in the singular include the plural and vice versa.

1.2.2 Clause headings are for ease of reference only and do not affect the construction of the Agreement.

1.2.3 Any reference to any Act of Parliament or to any order, regulation, statutory instrument or the like shall be deemed to include a reference to any amendment or re-enactment of it.

1.2.4 The expression "including" means "including without limitation".

1.2.5 References to clauses and sub-clauses are to clauses and sub-clauses of this Agreement.

## 2. GENERAL DUTIES OF WNC

2.1 WNC shall:

2.1.1 Carry out on behalf of PC the Functions.

2.1.2 Provide all workers (whether employed by WNC or otherwise), equipment, consumables and anything else necessary to carry out the Functions.

2.1.3 Comply with all legal obligations including obligations relating to health and safety and environmental protection whilst carrying out the Functions.

2.1.4 Dispose itself of all waste generated as part of carrying out the Functions.

2.2 WNC may carry out the Functions more comprehensively or to a higher standard than is required under this Agreement (but see section 5).

2.3 WNC shall ensure it carries sufficient insurance to cover carrying out the Functions.

## 3. OVERSIGHT

3.1 WNC shall on request by PC provide access to or copies of its Management Documents or any of them.

3.2 PC may notify WNC if PC has reasonable grounds to believe a Breach has occurred or is likely to occur. Such notification may be verbal or in writing, but if verbal shall be followed up in writing as soon as practicable.

3.3 WNC shall respond to a Breach Notification in writing as soon as practicable. Such response shall set out what action WNC proposes to take.

#### **4. HEALTH AND SAFETY**

- 4.1 Prior to commencing carrying out the Functions WNC shall ensure it has in place suitable and sufficient assessments Management Documents, training and workers (whether employed by WNC or otherwise) to ensure, insofar as reasonably practicable, the health and safety of all persons who may be affected by the carrying out of the Functions.
- 4.2 Management Documents shall include as a minimum:
  - 4.2.1 Risk assessments.
  - 4.2.2 Method statements.
  - 4.2.3 Safe systems of work.
  - 4.2.4 Personal protective equipment (PPE) log.
  - 4.2.5 Control of substances hazardous to health (COSHH) records.
  - 4.2.6 Training records.
- 4.3 WNC shall ensure that that at all times its Management Documents, training and workers (whether employed by WNC or otherwise) remain suitable and sufficient to ensure, insofar as reasonably practicable, the health and safety of all persons who may be affected by the carrying out of the Functions.
- 4.4 In the event that PC communicates (including a Breach Notification) a concern with the way WNC is carrying out the Functions or with PC's Management Documents which could adversely affect the health or safety of any person, WNC shall give due regard to PC's communication.

#### **5. FINANCIAL ARRANGEMENTS**

- 5.1 WNC shall be entitled to receive any income generated from the Allotments or the carrying out of the Functions.
- 5.2 Subject to 5.1, WNC shall carry out the Functions at its own expense, and shall not be entitled to payment from PC for carrying out the Functions unless PC decides to pay a Contribution.
- 5.3 If PC wishes to or is considering paying WNC a Contribution in order to remove or reduce a special expenses Council Tax charge WNC would otherwise levy on the parish of PC in the following Year then on written request WNC shall provide in writing information on the level of Contribution which it would need to receive in order to reduce to nil the special expenses charge it would otherwise levy.
- 5.4 If PC confirms in writing to WNC that it will pay a Contribution in relation to costs WNC incurs in carrying out the Functions prior to 1<sup>st</sup> February in any Year than:
  - 5.4.1 WNC shall take the proposed Contribution into account in setting any special expenses Council Tax charge on that PC's parish in the following Year.
  - 5.4.2 PC shall pay WNC the Contribution no later than 1<sup>st</sup> June of the following Year or by such other date or dates as WNC and PC may agree in writing.



- 5.5 In the event that a Contribution is liable to VAT, WNC shall provide a proper VAT invoice. Provided a proper VAT invoice is provided, PC shall pay the Contribution together with VAT on the Contribution.

## **6. RECORDS AND INFORMATION**

- 6.1 WNC shall keep and maintain adequate and comprehensive records relating to performance of the Functions.
- 6.2 WNC shall make such records available for inspection at reasonable times and on reasonable notice by any officer employed by PC and authorised for that purpose and likewise to PC's auditors or inspectors.
- 6.3 The parties shall co-operate fully with each other in dealing with data protection and freedom of information requests (including environmental information requests) and shall co-operate in responding to any enquiries in the course of investigations carried out by the Local Government Ombudsman or any other relevant statutory body.
- 6.4 On termination WNC shall provide to PC copies of records it holds in relation to the Allotments which PC reasonably requires to assume delivery of the Functions.
- 6.5 If the end of this Agreement (by whatever means) appears likely or certain to happen within the following six months, WNC shall provide PC with such information it holds about the Allotments as PC reasonably requires in order to be ready to assume delivery of the Functions.

## **7. STAFF**

- 7.1 The parties are of the opinion that no persons would be due to transfer under TUPE to the employment of WNC or any person engaged by WNC to carry out the Functions.
- 7.2 Should notwithstanding clause 7.1 it be established that a person is due to transfer under TUPE to the employment of WNC or any person engaged by WNC to carry out the Functions the parties shall co-operate to secure compliance with TUPE.
- 7.3 If the end of this Agreement (by whatever means) appears likely or certain to happen within the following six months, the parties shall co-operate in securing compliance with TUPE, if it is applicable.

## **8. LIABILITY**

- 8.1 WNC and PC shall each indemnify and hold harmless each other for any action or default of WNC under this Agreement and shall indemnify PC against any liability, expense or action thereby arising.

## **9. TERM AND TERMINATION**

- 9.1 This Agreement shall commence on the day it is complete and shall continue until the end (by whatever means) of the Contract or this Agreement is terminated.
- 9.2 Either party may give the other at least three months' written notice to terminate this Agreement. The Agreement will terminate at the end of the Year following three months from the date the notice was given.

- 9.3 If PC has given a Breach Notification and WNC not responded compliant with clause 3.3, or if the Breach the Breach Notification relates to could result in criminal sanctions or which has resulted in the service of notices against WNC or PC under the Health and Safety at Work etc. Act 1974 or regulations made under it then PC may terminate the Agreement with immediate effect by giving notice in writing.
- 9.4 If this Agreement comes to an end (by whatever means) the following provisions shall remain in full force and effect:
- 9.4.1 Section 1.
  - 9.4.2 Clause 3.1.
  - 9.4.3 Clause 5.3.
  - 9.4.4 Section 6.
  - 9.4.5 Clause 7.3.
  - 9.4.6 Section 8.
  - 9.4.7 Clause 9.4.
  - 9.4.8 Section 10.

## **10. STATUS OF AGREEMENT**

- 10.1 This Agreement shall be governed by and interpreted in accordance with English law and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.
- 10.2 If any provision of this Agreement is declared by any judicial or other competent authority to be void voidable illegal or otherwise unenforceable the remaining provisions of this Agreement shall continue in full force and effect and the parties shall in good faith amend that provision in such reasonable manner as achieves the intention of the parties without illegality.
- 10.3 Nothing in this Agreement shall be construed as the creation of a separate legal entity or a private partnership.
- 10.4 This Agreement does not create any right enforceable by any person not a party to it under the Contracts (Rights of Third Parties) Act 1999.

**Execution**

Executed by as a DEED by [       ]  
PARISH/TOWN COUNCIL :

Authorised signatory

Executed as a DEED by WEST  
NORTHAMPTONSHIRE COUNCIL :

Authorised signatory



**42/22. Duston Players**

To discuss a request from Duston Players for expenditure at Duston Community Centre

Duston Parish Council has received the request for the below from Duston Players.

An approximate cost has been attached to each one.

**To consider this request from Duston Players**

The following is a list of project suggestions:

1. Would it be possible to have a wired audio link up between the community room opposite the toilets and the stage please so that the actors can hear when they are due to appear on the stage? - We discourage them from being back stage during a performance as this hinders the back stage crew from doing what they need to do. A Wi-Fi link is less preferred due to time delays and issues should the Wi-Fi break down. The idea is that cast members would be able to listen to what is happening on the stage, and the link would only need to be one way. Around **Approximately £2000 based on quotes looking at installing speakers in rooms.**
2. Would it be possible to have a camera which covers the stage area patched into your CCTV network please? This would be to allow your team to view any unauthorised access to the stage and anyone who may cause damage. **Approximately £1900 – not enough space on server for another camera so would need to upgrade**
3. Would it be possible to have a door at the top of the stage stairs to reduce the likelihood of unauthorised persons entering the stage area? In particular this would to prevent children from the nursery from coming to harm if the stair gate installed by the nursery is left insecure or otherwise compromised. To accompany this the rail to the left of the stairs would also need to be boarded in. **Approximately £1000 - £2000 for door plus labour costs**
4. Would it be possible to have the overhead stage microphones checked please as I understand that they're not currently working? **£400**

**This is unplanned expenditure so funds would need to come from General Reserves**





**DUSTON PARISH COUNCIL**

## Grant Application Form

### 1. ABOUT YOU:

Name of applicant/organisation:

DUSTON LIBRARY

Address of applicant/organisation:

Contact Name:	ALAN BOON
Position:	CUSTOMER ADVISER
Address:	DUSTON LIBRARY, PENNOVE ROAD, DUSTON
Postcode:	NNS 6DT
Email:	alan.boon@westnorthants.gov.uk
Daytime Phone:	01604 368213
Website (if applicable):	

*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)?	LIBRARY
Please provide the Charity Number (if applicable)	-
How long has the organisation been established?	1984

Objectives of the organisation and activities in Duston:

WE ARE A PUBLIC LIBRARY FUNDED BY WESTNORTHANTS COUNCIL TO PROVIDE STATUTORY SERVICE TO THE PEOPLE OF WESTNORTHAMPTON AND OUTLYING VILLAGES. IN ADDITION TO THESE, WE ALSO OFFER A COMMUNITY SPACE AND PUT ON COMMUNITY EVENTS OUTSIDE OUR BASIC REMIT.

3. GRANT DETAILS:

Project for which grant is required: SUMMER READING CHALLENGE FINISHERS PARTY
How do you know there is a need for the work for which a grant is being requested? THIS WILL BE OUR FIRST FULL SUMMER READING CHALLENGE FOR 3 YEARS. WE ARE CONSTANTLY THE BEST ATTENDED LIBRARY IN THE AREA FOR THE SRC AND WOULD LOVE TO THANK CHILDREN FOR TAKING PART.
How will this project benefit the parishioners/residents of Duston? CHILDREN WHO TAKE PART IN AND FINISH THE SUMMER READING CHALLENGE AT DUSTON LIBRARY WILL FEEL REWARDED AND A SENSE OF GOODWILL CREATED FROM A GROUP WHICH OFTEN HAS LITTLE CONTACT WITH DUSTON PARISH COUNCIL.
Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits? WE WILL COLLECT DATA AND FEEDBACK FROM ATTENDEES.

4. FINANCIAL DETAILS:

How much money are you requesting from Duston Parish Council: £ 100.00
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: JUGGLING WORLD (STONE THE JUGGLER)



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 (£)
STEVE THE JUGGER / CIRCUS SKILLS	£100
Total (£)	100

**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 type="checkbox"/>	No <input checked="" 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 type="checkbox"/>	No <input checked="" type="checkbox"/>
Copy of their written constitution / or Rules / or Details aims and purpose	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

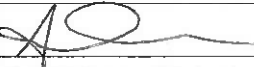
Where one or more of the above is omitted, please explain why:  
 THIS ACTIVITY IS IN ADDITION TO STATUTORY SERVICES PROVIDED BY WNC.

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	
Name (please print)	ALAN BOON
Position	CUSTOMER ADVISOR
Date	30/06/22

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)