



DUSTON PARISH COUNCIL

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

FULL COUNCIL

29th 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 4th of August 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

46/22. To receive apologies for absence

47/22. To receive and approve the minutes of the meeting held on 7th July 2022 (APPENDIX A).

48/22. 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*).

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

49/22. 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*).

50/22. Clerks Report

- To receive a verbal report from the Clerk regarding the action sheet – *information only*

51/22. Bank Reconciliations

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

52/22. Payment of Invoices

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

53/22. Updates from Committees

- a) To receive a report in the form of draft minutes from Planning Committee (APPENDIX D)
- b) To receive a report in the form of draft minutes from the Community Services Committee (APPENDIX E).
- c) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX F).

54/22. Appointment of the Proper Officer / Responsible Financial Officer

- a) To approve appointment of Gary Youens as the Proper Officer (Local Government Act 1972 Section 112) and Responsible Financial Officer (Local Government Act 1972 Section 151)
- b) To agree remuneration on National NALC/SLCC Pay Scales LC3 37-41

55/22. Memorial Tree for John Caswell and Shaun Pape

- To discuss and approve locations in Duston for a memorial tree for both John Caswell and Shaun Pape.

56/22. Amendments to Scheme of Delegation

- a) To approve amendments to the proposed amendments to the Scheme of Delegation (APPENDIX G)
- b) To delegate to the Clerk to make the necessary changes to Standing Orders and Financial Regulations

57/22. Committee Membership

- To approve any new appointment or removal of members from Standing Committees
 - Planning Committee (Cllrs Ingram, Barnes, Bottwood, Liddon, Stonehouse +1 vacancy)
 - Environment Committee (Cllrs Enright-King, Ingram, Liddon, Ennis-Clark +2 vacancies)

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- Community Services Committee (Cllrs Maitland, Roper, Stonehouse, Golby, Liddon, Ennis-Clark)
- Resources & General Purposes Committee (Cllrs Bottwood, Ingram, Ennis-Clark, Maitland, Barnes +1 vacancy)

58/22. Recommendation from Environment Committee

- That a bin should be placed on the Public Open Space between Westbury Road and Bants Lane (APPENDIX H)

59/22. Recommendation from Planning Committee

- To ask the Clerk to look into getting the footpath between Kerrfield Estate and Timken Estate (which includes Right of Way KL/010) tidied up.

60/22. The Grow together Allotment

- To seek Council permission to establish a Grow Together Allotment Sub-Committee that will report to Community Services Committee and to establish its terms of references. (APPENDIX I)

61/22. Communications from West Northamptonshire Council

- To discuss improving communications from WNC
Proposed by Cllr S Maitland

62/22. Community Services Committee Working Party on Publicity

- To discuss the Councillor Section on Duston Parish Council website
Proposed by Cllr I Liddon



DUSTON PARISH COUNCIL

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Duston Community Centre
Pendle Road
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FULL COUNCIL

MINUTES 7th July 2022 7PM

CHAIR: Councillor Bottwood

PRESENT: Councillors Liddon, Maitland, Ingram, Mumford, Ennis-Clark

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk

30/22 To receive apologies for absence

- Apologies were received from Cllrs Barnes, Roper, Hinch Golby, Stonehouse, Enright-King

31/22 To receive and approve the minutes of the meeting held on Thursday 19th May 2022 (APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on Thursday 19th May 2022 were approved as a true record and signed by the Chair.

32/22 To receive and approve the minutes of the meeting held on Thursday 9th June 2022 (APPENDIX B)

- **RESOLVED:** The minutes of the meeting held on Thursday 9th June 2022 were approved as a true record and signed by the Chair.

33/22 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interest.

34/22 Public Participation Session

- Three members of the public attended the session to address the Council in relation to item 43/22.

35/22 Bank Reconciliations

- **RESOLVED:**
 - 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

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

37/22 Payment by Direct Debit

- **RESOLVED:** To approve the use of variable direct debit payments as required by the Financial Regulations (APPENDIX G)

38/22 Updates from committees

- **RESOLVED:**
 - a) To note the report in the form of draft minutes from the Planning Committee (APPENDIX H).
 - b) To note the report in the form of draft minutes from the Community Service Committee (APPENDIX I).
 - c) To note the report in the form of draft minutes from the Environment Committee (APPENDIX J).
 - d) To note the report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX K).

39/22 St Luke's Field

- **RESOLVED:** The council approved to place a gate allowing vehicular access onto St Luke's Field from Sussex Close with the funds being acquired from the General Reserves.

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

- **RESOLVED:**

- a) To agree the freehold transfer to Duston Parish Council of Aquitaine Close Open Space, Bants Lane Allotment Gardens, Beaune Close POS, Berrywood Road Allotment Gardens, Bramhall Rise POS, Brockwood Close POS, Clipston Way POS, Cheddar Close Open Space, Duston Wildes Open Space, Hardlands Road POS, Newton Road POS, Sandy Lane Open Space, "The Rose Garden", Westbury Close Open Space, Haydown Green, Triumph Gardens Park, Beaune Close POS, Cheddar Close Open Space from West Northamptonshire Council.
- b) Delegate to the Resources and General Purposes Committee for further detailed consideration prior to formal transfer from West Northamptonshire Council to Duston Parish Council.
- c) Delegate to Resources and General Purposes Committee to recommend to Council as to how much to increase Earmarked Reserves in preparation for taking on the ground maintenance in June 2028 (APPENDIX L).

41/22 Memorial Tree for John Caswell and Shaun Pape

- **RESOLVED:** To bring this item forward to the next ordinary Full Council as to allow Councillors find and recommend suitable locations within Duston.

42/22 Duston Players

- **RESOLVED:** The request from Duston Players was referred to Resources and General Purposes Committee for further consideration (APPENDIX M).

43/22 Mendip Park

- **RESOLVED:** To discuss this item again at a future Council meeting once further information has been obtained.

44/22 Grant Application

- **RESOLVED:** The Grant Application from Duston Library was approved (APPENDIX N).

45/22 Exclusion of Press and Public

- **RESOLVED:** To agree to all the recommendations as outlined in APPENDIX O in relation to Duston Sports Centre lease.

Meeting ended at 8:59PM

Date: 26/07/2022

Duston Parish Council

Page 1

Time: 15:08

Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	6	57,075.99
			<u>57,075.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			57,075.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			57,075.99
			Balance per Cash Book is :-
			57,075.99
			Difference is :-
			0.00

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	6	508,350.80
			<u>508,350.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			508,350.80
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			508,350.80
		Balance per Cash Book is :-	508,350.80
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	6	116.30
			<hr/> 116.30
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			116.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			116.30
		Balance per Cash Book is :-	116.30
		Difference is :-	0.00

Jun-22

Per count	Float
20	80.00
10	10.00
5	5.00
2	18.00
1	2.00
0.5	0.00
0.2	0.60
0.1	0.30
0.05	0.35
0.02	0.00
0.01	0.05
	<u>116.30</u> IN TIN
In safe	0.00
	<u>116.30</u> Agreed

Reconciliation to RBS

Jun-22

In tin b'wd	59.62	
Cash received (trf from bankings sheets)		
Trf in from cash takings	15.50	
Trf to Facilities float	-8.82	
Trf in from facilities	50.00	
	<u>116.30</u>	
Cash paid out in month	<u>0.00</u>	
= Cash in tin	116.30	0.00
Balance per RBS	<u>116.30</u>	

Petty cash expenses paid

Ref	Description	£
		<u>-</u>

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	6	20.32
			<hr/> 20.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			20.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			20.32
		Balance per Cash Book is :-	20.32
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	4	481.85
			<u>481.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>481.85</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>481.85</u>
		Balance per Cash Book is :-	481.85
		Difference is :-	0.00

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 3

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description	
							Invoice Total	A/C	Centre		Amount
30/06/2022	81246		1ST REACTION	1ST001	486.00	97.20	583.20	4128	215	486.00	1st React door supervisors DFD
21/06/2022	121169		1ST REACTION	1ST001	400.00	80.00	480.00	4226	101	400.00	1st R - annual main 6.7-5.7.23
22/06/2022	121173		1ST REACTION	1ST001	130.00	26.00	156.00	4225	101	130.00	1st Reaction 6 fobs DCC
14/06/2022	3845		2COMMUNE	2C001	1,275.00	255.00	1,530.00	4101	201	1,275.00	2Commune 25 email accounts
30/06/2022	E2015626790		ALLSTAR	ALL001	96.05	19.21	115.26	4145	212	96.05	Allstar van fuel
16/06/2022	30725		AMBER SCREEN	AMBS001	540.00	108.00	648.00	4249	211	540.00	Amber Fit Jubilee Bench
06/06/2022	10622344		ANGLIAN WATER	ANGL01	955.00	0.00	955.00	4207	101	955.00	Wave water DCC 6.3.22-5.6.22
30/06/2022	AVIVAJUN22		AVIVA	AVIVA001	286.87	0.00	286.87	4000	101	163.92	AVIVAJUN22 pension
								4006	101	122.95	AVIVAJUN22 pension
30/06/2022	BARCJUN22		BARCLAYS	B0001	63.30	0.00	63.30	4125	201	63.30	BARCJUN22/Charge
15/06/2022	9659		BARNETT LAND	BARN01	270.00	54.00	324.00	4226	211	270.00	Barnett - maintenance June
15/06/2022	9660		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	55.00	Barnett landscape Timken
13/06/2022	BCARDJUN22		BARCLAYCARD	BCARD	577.86	25.44	603.30	4227	101	21.95	Beard Makita tool kit
								4225	101	26.81	Beard key box/mugs etc
								4115	101	0.64	Beard staples
								4128	215	211.02	BCard jubilee/DFD various
								4240	211	176.44	Beard plants etc
								4019	201	141.00	SLCC 13th edition book
15/06/2022	0498189		BOOKERS	BOOKERS01	40.56	8.11	48.67	4129	101	40.56	Bookers water etc
26/06/2022	DFDBoxEDDY		BOXEDDY	BOX001	300.00	0.00	300.00	4128	215	300.00	Boxeddy DFD DJ
06/06/2022	958864229		BRITISH GAS	BRIT01	2,235.00	447.00	2,682.00	4206	101	2,235.00	B Gas - elec DCC 1.5.22-31.5.2
14/06/2022	VI/1408549JUNE		CATHEDRAL	CATH01	519.99	104.00	623.99	4226	201	40.00	Cathedral Leasing hygiene
								4226	101	240.00	Cathedral Leasing hygiene
								4226	102	239.99	Cathedral Leasing hygiene
30/06/2022	7664		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM maintenance June 22
09/05/2022	12405		COMMUNITY HEARTBEAT	COMM001	180.00	36.00	216.00	4226	211	180.00	Com Heart - emergency phone
01/06/2022	220600098117		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB ST L CCTV line
01/06/2022	220600098192		DBFB	DBFB	334.89	66.98	401.87	4120	101	334.89	DBFB telephones

Purchase Ledger for Month No 3

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			
26/06/2022	1072		DC EVENT MEDICAL	DCM001	475.00	0.00	475.00	4128	215	475.00	DC Event DFD emergency respond			
14/06/2022	00963		DJ LYNTON	DJLYN01	300.00	0.00	300.00	4128	215	300.00	DJ Lynton DFD			
06/06/2022	6511759		ESPO	ESPO01	139.50	27.90	167.40	4225	101	139.50	ESPO steps			
28/06/2022	6551754		ESPO	ESPO01	153.41	30.68	184.09	4151	101	153.41	ESPO cleaning materials			
27/06/2022	INV147005		EVAC+CHAIR	EVAC001	90.00	18.00	108.00	4226	101	90.00	EVAC Maintenance re chair			
30/06/2022	6341		NATALIE GREEN & CO.	GREE001	3,752.50	750.50	4,503.00	4050	201	3,752.50	N Green accounts and year end			
15/06/2022	INV-4833		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hird window cleaning			
								4150	102	30.00	Hird window cleaning			
30/06/2022	HMRCJUN22		HMRC	HMRC01	4,811.17	0.00	4,811.17	4000	201	396.57	HMRCJUN22/HMRC PAYE & NI			
								4000	101	1,611.68	HMRCJUN22/HMRC PAYE & NI			
								4000	102	1,033.67	HMRCJUN22/HMRC PAYE & NI			
								4000	215	75.00	HMRCJUN22/HMRC PAYE & NI			
01/06/2022	147182		INTERCOUNTY	ICCS01	415.74	83.15	498.89	4150	101	415.74	ICS cleaning			
17/06/2022	1354		INSTAPOWER	INS001	1,750.00	0.00	1,750.00	4225	101	1,750.00	Instapower remedial electrics			
30/06/2022	LGSSJUN22		NCC - PENSION	LPGS	3,525.29	0.00	3,525.29	4000	201	119.44	LGSSJUN22/Pension Jun			
								4000	101	311.56	LGSSJUN22/Pension Jun			
								4000	102	295.81	LGSSJUN22/Pension Jun			
								4006	201	334.68	LGSSJUN22/Pension Jun			
								4006	101	1,488.02	LGSSJUN22/Pension Jun			
								4006	102	975.78	LGSSJUN22/Pension Jun			
28/06/2022	5058		MARK ARROWSMITH	MA01	280.00	56.00	336.00	4128	215	280.00	Arrowsmith toilets DFD			
24/05/2022	MOSDFC001		MOSOUNDS	MOS001	1,400.00	280.00	1,680.00	4128	215	1,400.00	Mosounds trailer stage DFD			
26/05/2022	22/NJS031		N'PTONSHIRE ACRE	NA001	35.00	0.00	35.00	4060	201	35.00	Acre membership 1.4-31.3.22			
20/06/2022	INV-1933		NCALC	NCALC01	4,399.05	157.00	4,556.05	4060	201	3,614.05	Ncalc yearly fees			
								4060	201	10.00	Ncalc fee			
								4051	201	775.00	Ncalc internal audit			

Purchase Ledger for Month No 3

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		
28/06/2022	021		NUTS ABOUT COFFEE	NUT001	41.80	0.00	41.80	4128	215	41.80	Refereshments DFD	
10/06/2022	6522/22		P B ELECTRICAL SER.	PBE001	145.00	29.00	174.00	4225	101	145.00	PBE light repairs toilet	
01/06/2022	25337		PERKINS FLORISTS	PERK01	350.00	70.00	420.00	4240	211	350.00	Perkins hanging baskets	
06/06/2022	248093		PATHFINDER LEGAL	PLS	347.20	69.44	416.64	4055	201	347.20	Pathfinder legal re lease ext	
30/06/2022	SALARIESJUN22		SALARIES	SALARIES01	14,457.26	0.00	14,457.26	4000	201	2,652.74	SALARIESJUN22/STAFF SALARIES	
								4000	101	6,962.13	SALARIESJUN22/STAFF SALARIES	
								4000	102	4,542.03	SALARIESJUN22/STAFF SALARIES	
								4000	215	300.36	SALARIESJUN22/STAFF SALARIES	
30/06/2022	0001725128		SRGL LTD	SRCL	106.52	21.30	127.82	4155	101	72.52	SRCL waste removal	
								4155	102	34.00	SRCL waste removal	
07/06/2022	251874049/0005		SOUTHERN ELECTRIC	SSE01	5,475.97	1,095.19	6,571.16	4205	102	5,475.97	SSE Gas 18.3.22-31.5.22	
21/06/2022	8857		SSSLTD	SSS01	165.00	33.00	198.00	4226	101	165.00	SSS - CCTV maintenance	
28/06/2022	1204		STAGE RIGHT PROD.	STAGE01	1,000.00	200.00	1,200.00	4128	215	1,000.00	StageRight sound system	
21/06/2022	12		SUNFLOWER ALPACAS	SUN001	250.00	0.00	250.00	4128	215	250.00	Sunflower Alpacas DFD	
26/06/2022	003076		THOMSON	THOM01	300.00	0.00	300.00	4128	215	300.00	S Thomson Juggling DFD	
30/06/2022	98091		TRANTRER	TRAN01	404.01	80.80	484.81	4226	101	404.01	Tranter maint 1.8-31.7.23	
30/06/2022	TVJUN22		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TV Licence June 22	
30/06/2022	RCO1187945		VEOLIA	V0002	489.16	97.83	586.99	4155	101	324.00	Veolia waste removal	
								4155	102	165.16	Veolia waste removal	
30/06/2022	RCO1187946		VEOLIA	V0002	30.00	6.00	36.00	4155	102	30.00	Veolia waste St L	
22/06/2022	B4-553852310		VODAFONE	VODA01	81.89	12.37	94.26	4121	101	40.94	Vodafone mobile	
								4121	102	40.95	Vodafone mobile	
13/06/2022	3122		WINGS EVENTS	WINGS01	2,130.00	426.00	2,556.00	4128	215	2,130.00	Wings marqueeDFD	
28/06/2022	424000901934		WEST NORTHANTS COUNC	WNC001	437.50	0.00	437.50	4201	201	437.50	WNC lobby rent	
30/06/2022	212910559		WORLDPAY	WORLD001	11.42	2.02	13.44	4137	201	11.42	Workpay June 22	
07/06/2022	VOI0026905		ZENOFFICE	Z002	175.04	35.00	210.04	4107	201	175.04	Zen copier charges	
								TOTAL INVOICES		58,257.40	5,233.94	63,491.34
										58,257.40		



DUSTON PARISH COUNCIL

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

Planning Committee
Minutes 28th July 7PM

CHAIR: Councillor M Ingram

PRESENT: Cllrs Barnes, Liddon

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

PC022/22. To receive apologies for absence

- Apologies were received from Cllrs Bottwood & Stonehouse

PC023/22. To receive and approve for signature the minutes of the meeting held on 29th June 2022

- **RESOLVED:** The minutes of the meeting held on the 29th of June 2022 were approved as a true record and signed by the chair.

PC024/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interest received.

PC025/22. Public Participation Session

- There were no speakers from the public in attendance.

PC026/22. Planning Applications

a) WNN/2022/0710 – 129 MENDIP ROAD, NORTHAMPTON, NN5 6BA

- **RESOLVED:** No Observations or Comments

b) WNN/2022/0724 – 4 WEGGS FARM ROAD, NORTHAMPTON, NN5 6HD

- **RESOLVED:** Duston Parish Council has no objection to this application. A query was sent to ascertain to who owns the land that the structure is being built upon, is the structure considered a dwelling and if there is any potential parking repercussions that may occur as a result of the structure.

PC027/22. CIL / S106

- **RESOLVED:** To note the verbal update regarding outstanding CIL / S106 owed to Duston. It was further noted that Upton Parish Council and NCALC are also pursuing the matter.

PC029/22. Public rights of way**RESOLVED:**

- a) To note the Public Rights of Way in Duston and the Clerk to contact NCALC for advice.
- b) To recommend to Full Council that Duston Parish Council does a one off clearing of the Right of Way between Kerrfield Estate and Timken (KL/010) in terms of overgrowth.

PC029/22. Next Meeting Dates

- Wednesday 31st August 2022 7pm



DUSTON PARISH COUNCIL

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Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Community Services Committee
MINUTES 19th July 2022 7PM

CHAIR: Councillor S Maitland

PRESENT: Cllrs, Liddon, Roper, Golby

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk
Jenny Lewis – TGTA Coördinator
Alison Grantham – Business & Community Development Manager

CSC016/22. To receive apologies for absence

- Apologies were received from Cllrs Ennis-Clark and Stonehouse.

CSC017/22. To receive and approve the minutes of the meeting held on Wednesday 22th June 2022 (APPENDIX A)

- **RESOVLED:** The minutes of the meeting held on the 22th of June were approved as a true record and signed by the Chair.

CSC018/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interest submitted.

CSC019/22. Public Participation Session

- There were no speakers from the public.

CSC020/22. Review of the Terms of Reference for Community Services Committee

- **RESOLVED:** The revised Terms of Reference for the Community Services Committee were approved to recommend to Full Council.

CSC021/22. Working Parties Briefs/Updates

- **RESOLVED:** To note updates from the following working parties:
 - a) To note the report (APPENDIX C) from the Senior Provisions working party.
 - b) To note the report (APPENDIX D) from The Grow Together Allotment working party.
 - c) To note the report (APPENDIX E) from the Publicity working party.
 - d) To note the report (APPENDIX F) from the Youth working party.
 - e) To note the report (APPENDIX F) from the Limehurst Shopping Centre working party.
 - f) To note the verbal update from the Community Sheds working party.

CSC022/22. Skate Park in Duston

- **RESOLVED:** To Discuss various suitable locations for a skate ramp at a future meeting.

CSC023/22. Annual Parish Meeting 2023 (APPENDIX H)

- **RESOLVED:** To discuss and review plans for the Annual Parish Meeting 2023 at a future meeting.

CSC024/22. The Grow Together Allotment

- **RESOLVED:**
 - a) To note the verbal report given by Jenny Lewis (TGTA Coordinator)
 - b) To note the discussion that occurred surrounding the aims of The Grow Together Allotment and ask Full Council permission to set up a specific TGTA sub-committee.

CSC025/22. Events Programme

- Alison Grantham spoke of the events and initiatives that are planned until the end of the year. She briefly spoke about events for 2023. This is all dependent on staffing resources available in the coming weeks.

- **RESOLVED:** To note the verbal report given by Alison Grantham (Business & Community Development Manager) upon the current events program up until December 2022

CSC026/22. Budget Proposals 2023/24

- **RESOLVED:** To discuss relevant budget proposals for 2023/24 at a further meeting.

CSC027/22. Date of Next Meetings

- Wednesday 7th of September
- Wednesday 9th of November
- Wednesday 4th of January
- Wednesday 8th of March

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DUSTON PARISH COUNCIL

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

Environment Committee
MINUTES 27th July 2022 7pm

CHAIR: Councillor P Enright-King

PRESENT: Cllrs Ennis-Clark, Ingram, Liddon

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk
Andrew Lewis – Environmental Maintenance Officer

EC001/22. Elect a Chair of the Environment Committee

- **RESOLVED:** Cllr Enright-King was elected Chair of the Environment Committee for the municipal year 2022/23

EC002/22. Elect a Vice-Chair of the Environment Committee

- **RESOLVED:** Cllr Ingram was elected Vice-Chair of the Environment Committee for the municipal year 2022/23

EC003/22. To receive apologies for absence

- None

EC004/22. To receive and approve for signature the minutes of the meeting held on Wednesday 18th May 2022 (APPENDIX A)

- **RESOLVED:** The minutes of the meeting held on Wednesday 18th May 2022 were approved as a true record and signed by the Chair.

EC005/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interest.

EC006/22. Public Participation Session

- There were no speakers from the public.

EC007/22. Terms of Reference for Environment Committee

- **RESOLVED:**
 - a) Councillors noted the terms of reference
 - b) Clerk to reword litter bins, notice boards and vehicle activated signs and present to Council for approval

EC008/22. To discuss the use and location of dog fouling signs

- **RESOLVED:**
 - a) To delegate the responsibility to the Clerk to put up the signs and seek relevant permissions.
 - b) Clerk to put back to next Environment Committee on progress.

EC009/22. Bin in Westbury Close Public Open Space

- **RESOLVED:**
 - a) To note the concern of a resident that a bin in Westbury Close is needed
 - b) The proposed location is on the Public Open Space
 - c) To recommend to Full Council that a bin placed at Westbury Close.

EC010/22. Litter Bins

- **RESOLVED:** To note that Council has approved having a litter bin at Quarry Road shopping area and between Park Avenue & Errington Park via Main Road.

EC011/22. Benches

- **RESOLVED:**
 - a) To delegate responsibilities to the Clerk to source a bench that is suitable in regards to the Conservation Area and report back to the Environment Committee.

- b) To research active bus routes in Duston and frequently used bus stops for bench placements.

EC012/22. Entrances to Duston Parish Council owned Parks

- **RESOLVED:**
 - a) To focus attention and resources on specific park entrance at a time whilst also creating a congruent design approach to be brought forward and discussed at a future Environment Committee meeting.
 - b) For now concentrate on improving the entrance to Grafton Way Meadow.
 - c) To investigate "Welcome to Park" signage for all DPC owned Parks.

EC013/22. Mendip Park

- The Clerk advised the Committee that whether putting in a new fence or creating a proper access through could not be done within this year's budget.
- **RESOLVED:**
 - a) To note the ongoing discussion surrounding the fence between Mendip Park and Sam Harrison Way.
 - b) To be brought forward and discussed at the next Environment Committee meeting.

EC014/22. Grafton Way Meadow

- **RESOLVED:** To note the discussion of creating a re-wilded section in the park.

EC015/22. Play ground inspections

- **RESOLVED:** To note the verbal report from the Clerk. Wicksteed have been on site inspecting Mendip, Grafton, Errington and St Lukes and the Clerk is now waiting for their report.

EC016/22. Play Equipment at Errington Park

- **RESOLVED:** To research cost and quotes to install a replacement item in the children play area, to discuss at the next Environment Committee meeting.

EC017/22 Transfer of Allotments, Parks, Open Spaces from West Northamptonshire Council to Duston Parish Council

- **RESOLVED:**
 - a) To note that Full Council has approved in principle to transfer all parks, open spaces and allotments to Duston Parish Council.

- b) To be discussed again at the next Environment Committee meeting.

EC018/22. Environmental Contracts

- **RESOLVED:** To defer until the next meeting.

It was resolved to extend the meeting by an additional 15 minutes

EC019/22. Bees

- **RESOLVED:**
 - a) To note the discussion of Bee Stops.
 - b) To note the discussion of Bee hives on Duston Community Centre roof and concerns were raised.

EC020/22. Budget Proposals 2023/24

- **RESOLVED:** To be brought forward and discussed at the next Environment Committee meeting.

EC021/22. Date of Next Meeting

- The next two Environment Committee Meetings will be
Thursday 15th September 2022 at 7pm
Thursday 13th October 2022 at 7pm

Meeting Closed at 9:15pm

Proposed Changes to Duston Parish Council Scheme of Delegation

1. 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:

- 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 (including website and notice boards).
- b) DPC community events and community services (e.g. youth club, the grow together allotment, defibrillators in Chiltern Avenue, Weggs Farm Road, Harlestone Road).
- 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) Developing and promoting economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
- g) Promoting Duston based services and local voluntary / community sector.
- h) Promotion of local democracy in Duston
- i) Communications Policy and Grant Policy.
- j) Grant Applications

Specific Delegated Decision Making Responsibilities:

Authority to spend on the below is a maximum of £1200 per item of expenditure without full council approval. Anything above £1200 needs the approval of Council.

2. To directly liaise with the local stakeholders regarding the development of community services and amenities.

~~3. Civic issues that directly relate to Duston Parish Council.~~

4. 3. Oversee the Annual Parish Meeting.

~~5. Oversee the management of the three community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road).~~

6. 4 To receive reports back from successful grant applications

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

9. 6. Any issue referred to it by Council.

2. 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:

- 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 overall management 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 refuse 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 Decision Making Responsibilities:

Authority to spend on the below is a maximum of £1200 per item of expenditure without full council approval. Anything above £1200 needs the approval of full Council.

2. Minor improvements to DPC owned Parks and Open Spaces (Mendip Park, Errington Park, Melbourne Lane Open Space, St Luke's Field, Grafton Way Park and Public Open Spaces adjacent to Telstar Way).

3. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.

~~4. Oversee the usage and operation of the Vehicle Activated Signs (VAS) within Duston.~~

~~5.~~ 4. Oversee general signage use relating to the Environment such as anti - littering, dog fouling, pollution, crime and speeding (which includes the vehicle activated signs).

~~6.~~ 5. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.

~~7.~~ 6. Any issue referred to it by Council.

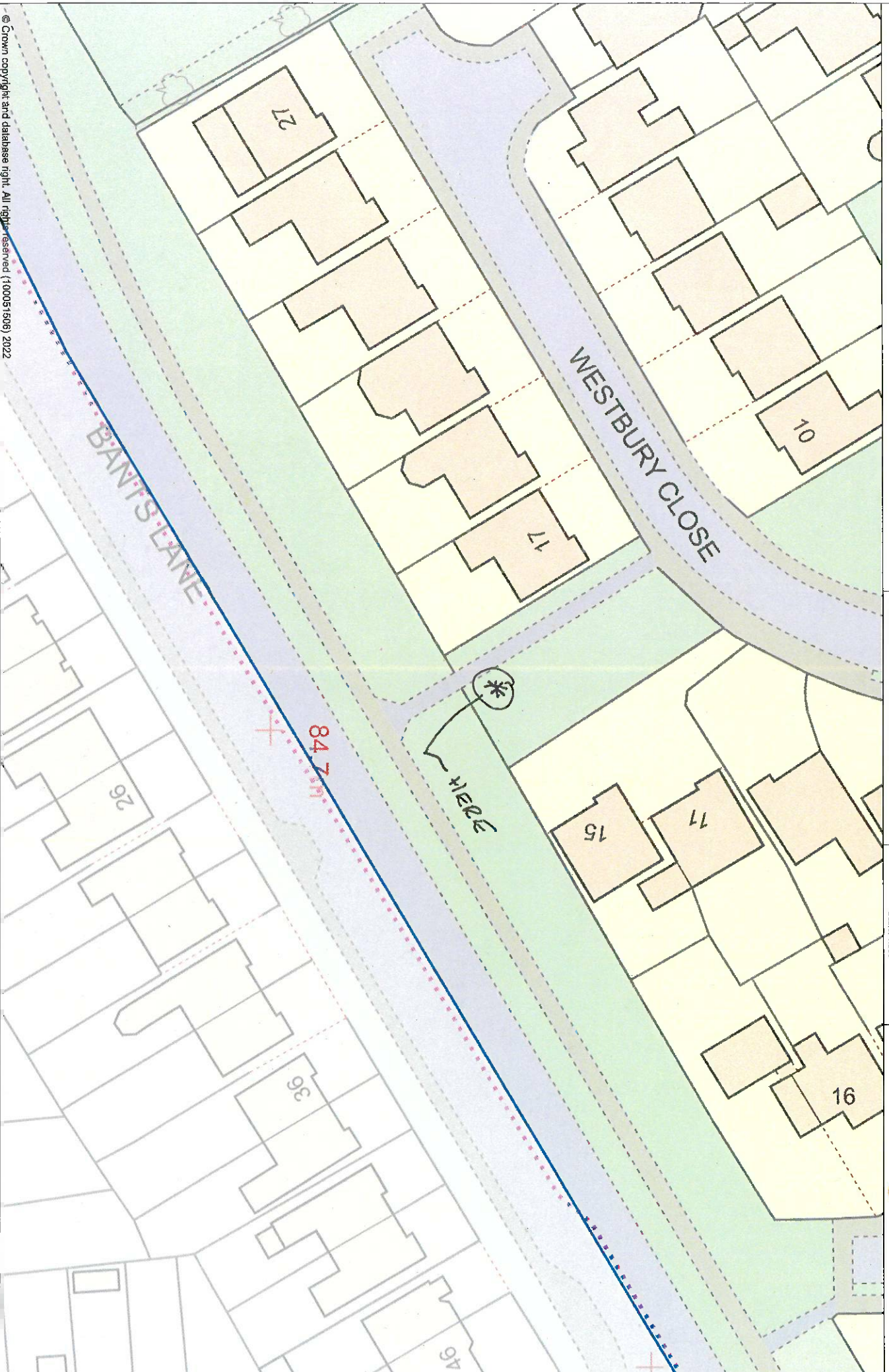
3. Resources & General Purposes Committee

To have "Authority to spend on the below is a maximum of £1200 per item of expenditure without full council approval. Anything above £1200 needs the approval of full Council" in its *Specific Delegated Decision Making Responsibilities*

Duston

Author: D. Parish

Date: 28/07/2022



To seek permission from Full Council to establish a Grow Together Allotment Sub-Committee

Grow Together Allotment Sub-Committee.

Membership: A maximum of 4 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 Sub-Committee at the first meeting for the municipal year. The Chair or Vice-Chair will report back to Community Services Committee.

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

No power to spend.

The Community Services Committee has the power to dissolve the Grow Together Allotment Sub-Committee.

Meetings:

- a) Determined by Community Services Committee but expected approximately quarterly.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. To establish the broad vision and objectives of The Grow Together Allotment
2. To receive any reports back from the Grow Together Allotment
3. Recommend to Council, Resources & General Purposes Committee and Community Services Committee as to the future budgetary provision of the Grow Together Allotment.

