



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

FULL COUNCIL

30th September 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 6th of October 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:



Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

77/22. To receive apologies for absence

78/22. To receive and approve the minutes of the meeting held on 1st September 2022 (APPENDIX A).

79/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed*)

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

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).

80/22. 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).*

81/22. Northamptonshire Police Presentation

- To note the verbal presentation given by the local police officer.

82/22. Clerks Report

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

84/22. Bank Reconciliations

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

85/22. Payment of Invoices

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

86/22. Dog Waste Bin

- To discuss the placement of a dog waste bin in the Brockwood Close
Proposed by Cllr M Goldby

89/22. Update from the councils local police representative

- To note the verbal report from the councils local police representative
Proposed by Cllr I Liddon

87/22. Commemorative Tree for the Boys Brigade

- To discuss a commemorative tree for the centenary of the Boys Brigade
Proposed by Cllr I Liddon

88/22. Warm Rooms Initiative

- To discuss the provision of warm rooms by Duston Parish Council
Proposed By Cllr S Maitland



DUSTON PARISH COUNCIL

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FULL COUNCIL
MINUTES 1st September 2022

CHAIR: Councillor Maitland

PRESENT: Councillors

Barnes, Ennis-Clark, Golby, Hinch, Ingram, Liddon, Mumford, Roper and Stonehouse,

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk

62/22. To receive apologies for absence

- Apologies were received from Cllrs Bottwood and Enright-King

63/22. To receive and approve the minutes of the meeting held on 4th August 2022 (APPENDIX A).

- **RESOLVED:** The minutes of the meeting held on the 4th August 2022 were approved as a true record and signed by the Chair.

64/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interests

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65/22. Public Participation Session

- A member of the public spoke on item 73/22

66/22. Clerks Report

- Councillors noted that a version of the actions sheet that depicts completed actions during the previous month would be of use.
- **RESOLVED:** To note the verbal report from the Clerk regarding the action sheet.

67/22. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for July 2022 were approved (APPENDIX B)

68/22. Payment of Invoices

- **RESOLVED:** That the invoice payments for July 2022 were noted (APPENDIX C)

69/22. Wet Pour Surfacing for St Luke's Field and Mendip Park Playground

- **RESOLVED:**
 - a) To approve that the Wet Pour Surfacing be repaired at Mendip Park Play Ground with funds from the general reserves.
 - b) To approve that the Wet Pour Surfacing be repaired at St Luke's Field with funds from the general reserves subject to the outcome from liaising with West Northamptonshire Council.

70/22. Internal Controls Councillor Report

- **RESOLVED:**
 - a) To note the report from the Internal Controls Councillor.
 - b) To seek guidance from NCALC upon the ideal sum for the general reserves for Duston Parish Council.

71/22 Hanging Baskets / Floral Displays

- **RESOLVED:** To delegate this item to the Environment Committee for consideration and report back to Council with recommendations.

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72/22. Duston Food Bank

- **RESOLVED:** To approve all recommendations made in Appendix E

73/22. Limehurst Square Surfacing

- **RESOLVED:** To allow Cllrs Goldby and Hinch to enquire further with WNC highways and to report back at a future Council meeting.

74/22. Mendip Park Residents Public Meeting

- **RESOLVED:** To note the discussion surrounding the creation of a friends of Mendip Park group

75/22. Letter to Andrew Lewer MP

- **RESOLVED:** The Clerk to compose a letter to Andrew Lewer MP regarding outstanding CIL / S106 owed to Duston Parish Council

76/22. Community Services Committee Working Party on Youth

- **RESOLVED:** To note the verbal report by Cllr S Roper on the progress of the youth working party.

**Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022	8	38,607.74
			38,607.74
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			38,607.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			38,607.74
		Balance per Cash Book is :-	38,607.74
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022	8	72.79
			<hr/> 72.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			72.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			72.79
		Balance per Cash Book is :-	72.79
		Difference is :-	0.00

Aug-22

Float	
Per count	
20	40.00
10	10.00
5	10.00
2	12.00
1	0.00
0.5	0.00
0.2	0.20
0.1	0.20
0.05	0.35
0.02	0.00
0.01	0.04
	<u>72.79</u> IN TIN
In safe	0.00
	<u>72.79</u> Agreed

Reconciliation to RBS

Aug-22

In tin b'wd	132.30	
Cash received (trf from bankings sheets)		
Trf in from cash takings	0.00	
Trf to Facilities float	-53.51	
Trf in from facilities		
	<u>78.79</u>	
Cash paid out in month	<u>6.00</u>	
= Cash in tin	72.79	0.00
Balance per RBS	<u>72.79</u>	

Petty cash expenses paid

Ref	Description	£
PC Aug 1	Alison lemons	1.50
PC Aug 2	Alison limes/cif	1.50
PC Aug 3	Alison limes/cloths	3.00
		<u>6.00</u>

**Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022	8	94.80
			<hr/> 94.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			94.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			94.80
		Balance per Cash Book is :-	94.80
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022	8	481.85
			<hr/> 481.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			481.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			481.85
		Balance per Cash Book is :-	481.85
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2022
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	31/08/2022	8	508,350.80
			<hr/> 508,350.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			508,350.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			508,350.80
		Balance per Cash Book is :-	508,350.80
		Difference is :-	0.00

Duston Parish Council
PURCHASE LEDGER INVOICE LISTING

28/09/2022
16:24

Order by Supplier A/c

Purchase Ledger for Month No 5

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	
24/08/2022	121490		1ST REACTION	1ST001	125.00	25.00	150.00	4225	101	125.00	1st Reactkey fobs
31/08/2022	E2015911362		ALLSTAR	ALL001	50.03	10.00	60.03	4145	212	50.03	Allstar fuel
06/08/2022	10863638		ANGLIAN WATER	ANGL01	815.39	0.00	815.39	4207	102	815.39	Water - 6.5.22-5.8.22 St L
31/08/2022	AVIVA AUG22		AVIVA	AVIVA001	388.20	0.00	388.20	4000	101	221.82	AVIVA AUG22/AVIVA
31/08/2022	AVIVA REFUND		AVIVA	AVIVA001	-47.09	0.00	-47.09	4006	101	166.38	AVIVA AUG22/AVIVA
31/08/2022	AVIVA REFUND		AVIVA	AVIVA001	-47.09	0.00	-47.09	4006	101	-20.18	AVIVA REFUND DUE/AVIVA
31/08/2022	AVIVA REFUND		AVIVA	AVIVA001	-47.09	0.00	-47.09	4006	101	-26.91	AVIVA REFUND DUE/AVIVA
31/08/2022	BARC CHG AUG		BARCLAYS	B0001	28.05	0.00	28.05	4125	201	28.05	BARC CHG AUG/Barclays
31/07/2022	BARC CHG JUL		BARCLAYS	B0001	26.33	0.00	26.33	4125	201	26.33	BARC CHG JUL/Barclays
31/08/2022	9759		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	140.00	Barnett maint Duston Gardens
31/08/2022	9760		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	60.00	Barnett Maintenance Timken Art
13/08/2022	BCARDAUG22		BARCLAYCARD	BCARD	1,605.99	316.61	1,922.60	4227	101	34.11	Toolstation door closer
								4019	101	390.00	Plugtest course (Bcard)
								4151	101	90.63	Amazon cleaning consumables
								4115	201	37.46	Amazon stationery
								4128	215	11.66	Amazon garden tools
								4060	201	48.00	Amazon fee
								4101	201	69.43	Amazon one drive
								4129	101	7.55	Tesco biscuits
								4220	211	703.33	Defibrillator
								4220	101	157.50	Amazon speaker
								4220	101	158.32	Ezone fan
								103	0	-102.00	SLCC refund
02/08/2022	0392200		BOOKERS	BOOKERS01	144.28	14.56	158.84	4151	101	114.80	Booker cleaning etc
03/08/2022	959876324		BRITISH GAS	BRIT01	2,158.17	431.63	2,589.80	4206	101	29.48	Booker cleaning etc
26/08/2022	7825		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	2,158.17	B Gas / Elec DCC1.7-31.7.22
08/08/2022	13441		COMMUNITY HEARTBEAT	COMM001	106.00	21.20	127.20	4225	211	1,460.00	CGM - grounds maintenance
								4225	211	106.00	Community HB defib misc

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

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	
12/08/2022	4877		DA HEATING LTD	DA001	320.37	64.07	384.44	4225	101	320.37	DA Heating water heater
01/08/2022	220800103131		DBFB	DBFB	334.91	66.98	401.89	4120	101	334.91	DBFB- telephone/broadband
01/08/2022	220800103644		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB - St L CCTV line
01/08/2022	INV148118		EVAC+CHAIR	EVAC001	95.00	19.00	114.00	4226	101	95.00	Evac Maintenance contract
10/08/2022	518122730		GALLAGHER	GAL001	14,119.72	0.00	14,119.72	4070	101	4,377.11	Insurance 8.9.22-7.9.23
								4070	102	2,329.75	Insurance 8.9.22-7.9.23
								4070	103	2,386.23	Insurance 8.9.22-7.9.23
31/08/2022	6356		NATALIE GREEN & CO.	GREE001	1,967.50	393.50	2,361.00	4050	201	5,026.63	Insurance 8.9.22-7.9.23
04/08/2022	HP AUG 22		HEWLETT	HEWLETT	570.46	0.00	570.46	4106	201	1,967.50	N Green - accountancy and payr
13/08/2022	INV-5046		K & J HIRD	HH001	60.00	12.00	72.00	4150	102	570.46	HP photocopier lease
								4150	101	30.00	Hird - window cleaning
								4150	101	30.00	Hird - window cleaning
31/08/2022	HMRAUG22		HMRC	HMRC01	4,427.99	0.00	4,427.99	4000	201	470.30	HMRC AUG22/HMRC PAYE & NI
								4000	101	1,389.21	HMRC AUG22/HMRC PAYE & NI
								4000	102	980.42	HMRC AUG22/HMRC PAYE & NI
								4000	211	-158.24	HMRC AUG22/HMRC PAYE & NI
								4005	201	302.84	HMRC AUG22/HMRC PAYE & NI
								4005	101	808.28	HMRC AUG22/HMRC PAYE & NI
								4005	102	569.78	HMRC AUG22/HMRC PAYE & NI
31/08/2022	SMPAUG22		HMRC	HMRC01	-2,094.87	0.00	-2,094.87	4000	101	65.40	HMRC AUG22/HMRC PAYE & NI
								4000	102	-1,423.70	HMRC SMP Recovered
								4000	102	-610.16	HMRC SMP Recovered
								4005	101	-42.71	HMRC SMP Recovered
								4005	102	-18.30	HMRC SMP Recovered
05/08/2022	ICO		ICO	ICO01	35.00	0.00	35.00	4135	201	35.00	ICO data protection fee
08/08/2022	76464		LINDUM FIRE	L0004	90.00	18.00	108.00	4226	102	90.00	Lindum 6 month fire inspection
31/08/2022	LGSS AUG22		NCC - PENSION	LPGS	2,908.29	0.00	2,908.29	4000	201	141.17	LGSS AUG22/Pension
								4000	101	182.54	LGSS AUG22/Pension
								4000	102	277.38	LGSS AUG22/Pension

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
31/07/2022	PAS VAT		PERSONNEL ADVICE	PAS01	0.00	80.00	80.00	4006	201	350.99	LGSS AUG22/Pension
31/07/2022	PAS VAT CR		PERSONNEL ADVICE	PAS01	-80.00	0.00	-80.00	4006	101	1,113.36	LGSS AUG22/Pension
24/08/2022	SB20220980		PKF LITTLEJOHN	PKF	1,600.00	320.00	1,920.00	4006	102	842.85	LGSS AUG22/Pension
02/08/2022	252779		PATHFINDER LEGAL	PLS	62.00	12.40	74.40	4051	201	1,600.00	PKF Audit
14/08/2022	029		ROKITA	ROK001	590.00	0.00	590.00	4055	102	62.00	Pathfinder legal re leases
								4227	102	430.00	G Rokita repairs toilets/tap
								4227	101	160.00	G Rokita repairs toilets/tap
31/08/2022	SALARIESAUG22		SALARIES	SALARIES01	15,261.67	0.00	15,261.67	4000	201	2,977.40	SALARIESAUG22/STAFF SALARIES
								4000	101	6,192.13	SALARIESAUG22/STAFF SALARIES
								4000	102	4,396.38	SALARIESAUG22/STAFF SALARIES
								4000	211	1,682.76	SALARIESAUG22/STAFF SALARIES
31/08/2022	0001743928		SRCL LTD	SRCL	155.86	31.17	187.03	4015	101	13.00	SALARIESAUG22/STAFF SALARIES
								4155	101	119.28	SRCL Waste removal
								4155	102	36.58	SRCL Waste removal
31/08/2022	451877372/0006		SOUTHERN ELECTRIC	SSE01	10,839.82	2,167.96	13,007.78	4206	102	10,839.82	SSE Elec 25.3-29.6.22 Sil
01/08/2022	TVAUG22		TV LICENSING	TV001	12.47	0.00	12.47	4062	101	12.47	TV Licence
09/08/2022	0000006302		URBASER LTD	URB001	5.83	1.17	7.00	4155	211	5.83	Urbase waste disposal
31/07/2022	RCO1191266		VEOLIA	V0002	477.49	95.50	572.99	4155	101	339.37	Veolia waste July
								4155	102	138.12	Veolia waste July
31/08/2022	RCO1193086		VEOLIA	V0002	611.88	122.38	734.26	4155	101	428.18	Veolia waste Aug
								4155	102	183.70	Veolia waste Aug
22/08/2022	B4-562010283		VODAFONE	VODDA01	114.18	16.83	131.01	4121	101	57.09	Vodafone
								4121	102	57.09	Vodafone
25/08/2022	1500		WEL ELECTRICAL	WEL001	225.00	0.00	225.00	4227	101	225.00	WEL Elec extractor fault
12/08/2022	0000818701		WICKSTEED	WICKSTE001	360.00	72.00	432.00	4227	211	360.00	Wicksteed- inspect play equip
31/07/2022	217278120		WORLDPAY	WORLD001	14.94	2.02	16.96	4137	201	14.94	Worldpay credit card charges J
31/08/2022	221493671		WORLDPAY	WORLD001	10.00	2.00	12.00	4137	201	10.00	Worldpay credit card charges

Purchase Ledger for Month No 5

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis				
								A/C	Centre	Amount	Analysis Description	
05/08/2022	VOI027820		ZENOFFICE	Z002	102.46	20.49	122.95	4107	201	102.46	Zen - photocopier charges	
TOTAL INVOICES								60,312.40	4,679.29	64,991.69	60,312.40	