



DUSTON PARISH COUNCIL

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

FULL COUNCIL

25th February 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 2nd March 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

155/23. To receive apologies for absence

156/23. To receive and approve the minutes of the meeting held on Thursday 2nd February 2023 (APPENDIX A).

157/23. 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*)

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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).

158/23. Alan Burns, West Northamptonshire Council

- To welcome Alan Burns who has recently been appointed West Northamptonshire Council liaison officer for Town and Parish Councils.

159/23. 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).*

160/23. Updates from Committees

- a) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX B)
- b) To receive a report in the form of draft minutes from the Planning Committee (APPENDIX C)
- c) To receive a report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX D)

161/23. Recommendation From Environment Committee

- a) To use identified funds to install a land drainage system in Mendip Park to help reduce the amount of standing water. Land drains to terminate into a soakway system equating to approximately 4m³. Approximate cost £5000.
- b) Use Community Infrastructure Levy.

162/23. Recommendation From Environment Committee

- a) Council has the opportunity to discuss potential parking solutions around Eldean School and Millway School.
- b) To fund possible banners, A frames, flyers etc from the Grants budget.

163/23. Armed Forces Covenant

- Duston Parish Council to approve and sign the Armed Forces Covenant (APPENDIX E)
Proposed by Cllr Nigel Hinch

164/23. Duston Good Neighbours Scheme (DGNS)

- The BCD Manager to actively seek a central co-ordinator for the DGNS in order to get the project back on track and operational.
Proposed by Cllr Matt Golby

165/23. Grow Together Allotment Sub-Committee Report

- a) To agree and adopt the aims & objectives of The Grow Together Allotment (APPENDIX F)
- b) To agree the minutes of the Grow Together Allotment Sub-Committee (APPENDIX G)

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166/23. Tree Policy

- To adopt the Tree Management Policy (APPENDIX H)

167/23. Councillor Officer Protocol

- To adopt the Councillor / Officer Protocol (APPENDIX I)

168/23. Coronation Plans

- To receive an update and further discuss Coronation Plans

169/23. 2023 Events & Initiatives Update

- To receive a written report from the BCD Manager (APPENDIX J)

170/23. Welcome to Duston Signs

- a) As part of the Four Year Plan two purchase two additional "Welcome To Duston Signs" and posts. Size of sign 950 x 500mm. Cost is £1790 + £65 carriage and VAT
- b) To install one adjacent to Access Storage and another to the entrance of Weggs Farm Road facing the New Sandy Lane.
- c) To be paid for using Community Infrastructure Levy (CIL)

171/23. Internal Controls Councillor Report

- To receive the latest Internal Controls Councillor Report (APPENDIX K)

172/23. Bank Reconciliations

- To approve bank reconciliations for December 2022 (APPENDIX L)

173/23. Payment of Invoices

- To note invoice payments for December 2022 (APPENDIX M)



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FULL COUNCIL MINUTES
THURSDAY 2nd FEBRUARY 2023 7:00PM

CHAIR: P Enright-King

COUNCILLORS PRESENT: Barnes, Golby, Hinch, Ingram, Liddon, Maitland, Stonehouse,

IN ATTENDANCE:

Gary Youens – Clark

Ryan Ikavnieks – Assistant Clark

140/23. To receive apologies for absence

- Apologies were received from Cllrs Bottwood, Ennis-clark, Roper, Mumford

141/23. To receive and approve the minutes of the meeting held on Thursday 12th January 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday the 12th of January were approved as a true record and signed by the chair.

142/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to disclose any interest in the items on this agenda, whether pecuniary or otherwise. Cllr Golby declared a non-interest upon Item 146, being that he is Cabinet Member for Adult Care, Wellbeing, and Health Integration at West Northamptonshire Council.

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143/23. Public Participation Session

- There were no members of the public present at the meeting.

144/23. Updates from Committees

- **RESOLVED:**
 - a) That the report in the form of draft minutes from the Environment Committee was noted.
 - b) That the report in the form of draft minutes from the Planning Committee was noted.
 - c) That the report in the form of draft minutes from the Community Services Committee was noted.

145/23. Recommendations from the Environment Committee

- **RESOLVED:**
 - a) That the Clerk was delegate to try and find three quotes and purchase two additional vehicle activated signs (VAS) in consultation with the Environment Committee, using Community Infrastructure Levy monies. No more than £6000 for two vehicle activated signs.
 - b) That the Clerk seek external advice of potential remedies for the flooding at Mendip Park and Errington Park

146/23. Recommendation from Community Services Committee

Cllr Golby gave a presentation explaining in detail what Local Area Partnerships (LAPS) are, exploring the Northamptonshire Integrated Care System Operating Mode. The organisations involved, range from Health Fire and Police Services, Education institutions and other third sector organisations.

The presentation explored the level of collaboration that is fostered between organisations through the Local Partnerships with the objective of "Health services, care services and wider determinates of health services integrated at a local level to focus on the needs of the community"

There are 9 LAPS that cover West Northants, the LAP that Duston is a part of is N3, which combines the Electoral Wards of Duston West and St. Crispin Duston East, and Sixfields.

- **RESOLVED:** That the presentation from Cllr Matt Golby on West Northamptonshire Health & Wellbeing Partnerships, Local Area Partnerships was noted.

147/23. Paving Outside Duston Library

- **RESOLVED:** To delegate to the Resources and General Purposes Committee the responsibility of overseeing the construction of footpath between Duston Community Centre and Pendle Road.

148/23. Clerk Report

- The Clerks reported provided updates to various items overseen by the Clerk such as:
 - Four new bins have been installed at various locations.
 - A tree fell on the footpath in Sussex Close, contractors cleared this away along with other vegetation to prevent further issues
 - Both Mendip Park and Hardlands Road POS Consultations have been launched
 - The work to the entrance of Grafton Way Meadow is being prepared to start.
 - The Clerk reminded that Councillors who have issue with the performance of employees to take it up with the Clerk/Proper Officer or the Chair of the Council rather than the individual staff member.
- **RESOLVED:** That the written Clerk Report was noted.

149/23. Police Liaison Report

- **RESOLVED:** That the verbal police liaison report was noted.

150/23. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for November 2022 were approved.

151/23. Payment of Invoices

- **RESOLVED:** That the invoice payments for November 2022 were noted.

152/23. Flexible Working Policy

- **RESOLVED:** That the revised Flexible Working Policy was adopted (APPENDIX H)

153/23. Lone Workers Policy

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- **RESOLVED:** That the revised Lone Workers Policy was adopted (APPENDIX I)

154/23. Defibrillator In Errington Park

- **RESOLVED:**
 - a) That the Clerk contacts the First Responders to locate the most suitable locations for a defibrillator alongside conducting a defibrillator assessment of Duston.
 - b) That a defibrillator be installed at Errington Park using community infrastructure levy (CIL) monies.

The meeting closed at 20:45



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Environment Committee
MINUTES 16th February 2023

CHAIR: Councillor P. Enright-King

PRESENT: Cllrs Ennis-Clark, Ingram and Liddon

IN ATTENDANCE:

Mr G. Youens – Clerk

EC067/23. To receive apologies for absence

- There were no apologies received.

EC068/23. To receive and approve for signature the minutes of the meeting held on Thursday 15th of December

- **RESOLVED:** That the Minutes of the meeting held on the 19th January 2023 were approved as a true record and signed by the Chair.

EC069/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

EC070/23. Public Participation Session

- One member of the public was in attendance, they spoke upon Item EC071/23.

EC071/23. Mendip Park Discussion

- Council received a presentation from Steve Tee about possible solutions to the flooding issue at Mendip Park. It was noted that it is not possible to use the Anglia Water storm drains.
- Some kind of soak way is likely to be needed but this would just alleviate the problem rather than solve it completely.
- **RESOLVED:**
 - a) The Clerk to get a quote to install a soakway for Mendip Park and present to Full Council.
 - b) To contact the Environment Agency and Bellway Homes about possible assistance and advice.
 - c) The Clerk to get a quote on installing a skate ramp at Mendip Park and bring this to a future meeting.

EC072/23. Speed Activated Signs

- The Committee discussed various benefits of Speed Activated Signs and having at least two staff members trained to collect the data.
- **RESOLVED:** To purchase two additional Speed Activated Signs using the Community Infrastructure Levy.

EC073/23. Grafton Way Meadow

- **RESOLVED:**
 - a) To note the entrance to Grafton Way has now been completed
 - b) To note the update on Grafton Way Rewilding

EC074/23. Councillor Suggestions

- Councillors discussed various environmental initiatives that S106 / Community Infrastructure Structure could be used.
- The Clerk to contact the Cabinet Member for Highways about possibly installing two electric charging points at Duston Library.

EC075/23. Play Equipment at Parks

- Committee discussed the provision of play equipment in Duston. It was noted that green spaces have even more important since the pandemic.

- **RESOLVED:** The Clerk to get some quotes on new play equipment for the Quarry, Haydown Green and Mendip Park and present to a future meeting.

EC076/23. Parking Round and Air Pollution near Millway Primary School

- **RESOLVED:**
 - a) To note the discussion and put on the Council agenda.
 - b) The Clerk to encourage councillors and staff to get anti-engine flyers that can then be distributed to the local schools.

EC077/23. Defibrillator at Errington Park

- The Clerk is currently gets quotes and will then install a defibrillator at Errington Park. As agreed by Council it will be funded by Community Infrastructure Levy (CIL).

The meeting was closed at 8:33pm.



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Planning Committee
MINUTES 23rd FEBRUARY 2023

CHAIR: Councillor M. Ingram

PRESENT: Cllrs Barnes, Liddon, Mumford,

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk

PC057/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

PC058/23. To receive and approve for signature the minutes of the meeting held on 26th January 2023

- **RESOLVED:** That the Minutes of the meeting held on the 26th of January 2023 were approved as a true record and signed by the Chair.

PC059/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

PC060/23. Public Participation Session

- There were no members of the public pr

PC061/23. Planning Applications

WNN/2023/0085 – 266A MAIN ROAD, DUSTON, NN5 6PP – NEW BUNGALOW

- **RESOLVED:** Objection

This application contradicts Duston Parish Councils Neighbourhood Plan:

H4 Smaller infill sites – general criteria (objective 2) – P31

Development will be supported on sites of up to 5 dwellings on previously developed land and large gardens, subject to the following criteria:

- i - In respect to backland and tandem development in gardens of existing properties, the need to avoid adverse impact on the amenity of neighbouring properties through; loss of privacy, daylight, visual intrusion by a building or structure, car parking, removal of mature vegetation or landscaping and additional traffic resulting from the development.
- ii - Windfall, back land or tandem development must have direct highway access.
- iii - It must have due regard to the need to preserve or enhance the Conservation Area.
- iv - The requirements for development in local character areas (Policy BE1) are met.
- v - The provision of natural landscaping, including native trees, hedgerows, wetland areas and the retention or incorporation of habitats for small mammals, birds and insects.

Parking space is limited and of concern to neighbors.

A similar planning application at the same site was rejected in 1973, therefore Duston Parish Council Objects to the application.

The drive way would be located on/near a busy junction next to busy shops; two bus stops are in close proximity to the drive.

Potential concerns over trees with Tree Protection Orders need to be felled in order to develop the land.

Over development as adjacent gardens have already been developed, alongside privacy concerns for neighboring properties.

PC062/23. Double Yellow Lines on the fringe of Duston

- **RESOLVED:** That the discussion on double yellow lines on St Cripsin Drive (within Upton) and its possible impact on Duston was noted.

PC063/23. CIL / S106**• RESOLVED:**

- a) That the discussion of the latest situation with regards to outstanding CIL / S106 owed to Duston was noted.
- b) That the discussion on possible local projects using Community Infrastructure Levy (CIL) and Section 106 was noted, and for the Clerk to investigate cost of the discussed projects for later discussion.

DRAFT



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Resources and General Purposes Committee
MINUTES 22nd FEBRUARY 2023 7:20 PM

CHAIR: Councillor J. Ennis-Clark

PRESENT: Cllrs Enright-King, Ingram, Maitland, Barnes

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

George Nemteanu – Facilities and Operations Manager

RGPC042/23. To receive apologies for absence

- There were no apologies received.

RGPC043/23. To receive and approve for signature the minutes of the meeting held on 30th November 2022

- **RESOLVED:** That the Minutes of the meeting held on the 30th of November 2022 were approved as a true record and signed by the Chair.

RGPC044/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

RGPC045/23. Public Participation Session

- There were no members of the public present.

RGPC046/23. Room Hire Terms and Conditions

- **RESOLVED:** That the amended terms and conditions of room hire at Duston Community Centre and St Luke's Centre were noted (APPENDIX B)

RGPC047/23. Fire Doors at Duston Community Centre

- **RESOLVED:** That the briefing on fire doors at Duston Community Centre was noted.

RGPC048/23. Solar Panels at Duston Community Centre

- **RESOLVED:**
 - a) That the briefing on the installation of solar panels at Duston Community Centre was noted.
 - b) The Clerk to bring the proposal to a future Council meeting for further consideration.

RGPC049/23. Paving Outside Duston Library

- **RESOLVED:**
 - a) That the discussion surrounding the construction of a footpath linking Pendle Road and the entrance to Duston Community Centre was noted
 - b) That the Clerk will report back to the committee with a further quote.

RGPC050/23. DPC Job Descriptions and Staffing Structure

- **RESOLVED:**
 - a) That the job descriptions of all Duston Parish Council Staff were noted (APPENDIX C)
 - b) That the current staffing structure was noted (APPENDIX D)

RGPC051/23. Duston Parish Council Financial Regulations

- **RESOLVED:**
 - a) That the current Financial Regulations for Duston Parish Council were noted and agreed as adequate (APPENDIX E)
 - b) That the committees concluded, based on the discussion and the review upon Duston Parish Councils Financial Regulations, do not currently need to be altered or amended.

RGPC052/23. Banking Mandate

- **RESOLVED:** That the verbal update regarding the banking mandate and current authorisation and signatories was noted.

RGPC053/23. Budget Monitoring

- **RESOLVED:** That the current the budget in comparison expenditures was noted (APPENDIX F)

RGPC054/23. Earmarked Reserves

- **RESOLVED:** That the current Earmarked Reserves were noted (APPENDIX G)

RGPC055/23. Investors in People

- **RESOLVED:** That the Clerk will further investigate the benefits Investors in People scheme and report back to Full Council.

RGPC056/22. Installation of Smart Metres at Duston Community Centre

- **RESOLVED:**
 - a) That the discussion around installing smart metres at Duston Community Centre was noted.
 - b) For the Clerk to obtain costing for rerouting electrical circuits.

Meeting closed at 21:00



Duston Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our organisation and our country.

Signed on behalf of:

Duston Parish Council

Signed:

Name: Cllr Paul Enright-King

Position: Chair, Duston Parish Council

Date:

Signed:

Name: Gary Youens

Position: Clerk / RFO

Date:



The Armed Forces Covenant

An Enduring Covenant Between
The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown
And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We **Duston Parish Council** will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

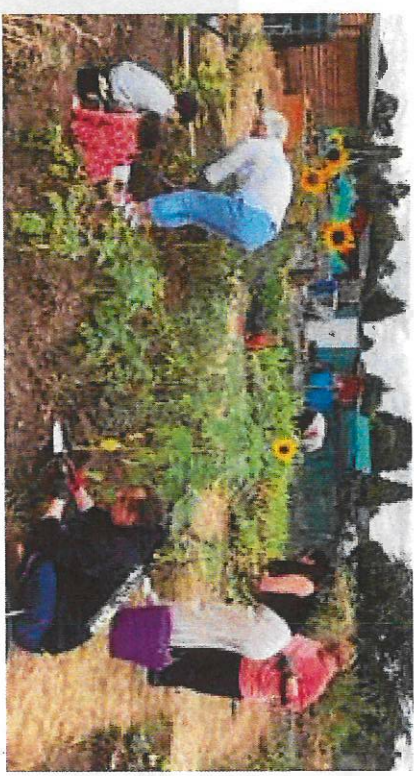
- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- Promote the fact that we are an **Armed Forces-friendly Council**, to our members, staff and wider public. Celebrate the work of the Armed Forces and encouraging positive interaction between them and members of the public.
- Maintain our **War Memorial**.
- Support the local employment of military **Veterans, Service Spouses** and as well as **Reserves Forces**; recognising that they are a valued part of our community.
- Recognise that **military veterans** are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website.
- Seeking to support our employees who choose to be members of the **Reserve Forces**, including by accommodating their training and deployment where possible;
- Encourage support for and membership of local military sponsored **cadet units**.
- Support national events such as **Armed Forces Day, Reserves Day, the Poppy Appeal Day** and Remembrance activities;
- Encourage support for **Armed Forces charities**.
- Encourage local businesses to consider offering discounts to members of the **Armed Forces community**.

2.2 We will publicise these commitments on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our residents on how we are doing.



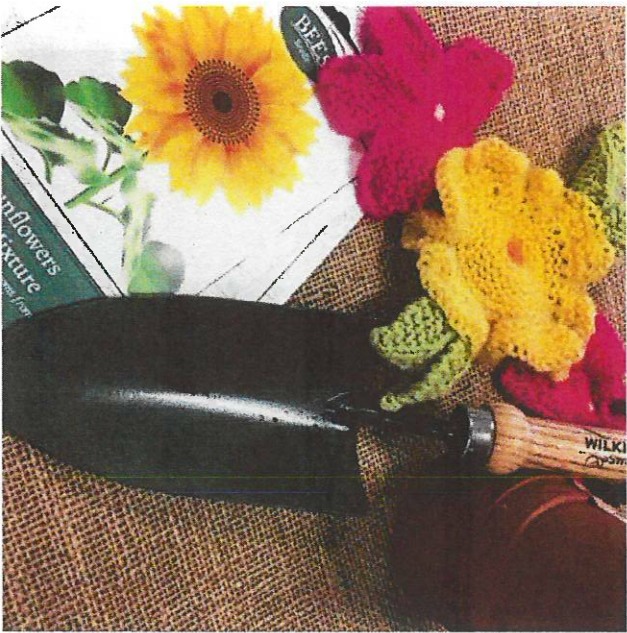
THE GROW TOGETHER ALLOTMENT





TGTA CORE VALUES

- To provide an inclusive facility for local people and groups to grow
- To offer a safe environment for people of all ages and gardening abilities to work together
- To promote a positive space in which mental, emotional & physical health and wellbeing can be improved
- To operate an environmentally sound plot



AIMS & OBJECTIVES

- To encourage people to 'have a go' and achieve their own aims
- To share skills, best practice and be environmentally aware
- To partner with other community organisations for the benefit of all
- To develop volunteer & partnership working opportunities



OUR PLOT & WHAT WE'VE GOT

- 15 Pole plot (375m²)
- Potting Shed
- Greenhouse
- Shed
- Tools/Hand Tools
- Petrol Mower
- Seating Area
- Raised Beds
- Compost Bays

WHAT & WHO DO WE GROW

A variety of vegetables, fruit & herbs

Wild & cut flowers

Habitats for birds, insects and small animals



Volunteers

Schools & Nurseries

Youth Groups & Organisations

Young Adults Support Groups

Affinity Day Care

Better Lives

UON Students

Corporate Team Building





BENEFITS

- Volunteering opportunity
- Improved health & wellbeing
- Make friends & share skills
- A sense of community involvement
- Opportunity to learn about the growth cycle
- Supports National Curriculum
- Raised awareness of where our food comes from
- Volunteers & Groups can take spare produce home
- Grow | Cook | Eat Promoting Fork to Table concept
- 'Soup-er Bag' connects with the community



S U C C E S S E S

Northampton in Bloom Gold medal winner
East Midlands in Bloom Silver medal winner

Valuable resource during lockdown

Volunteers have gone on to run their own plots

Young adults can take responsibility in a safe space

Volunteers have extended their knowledge and

gained confidence

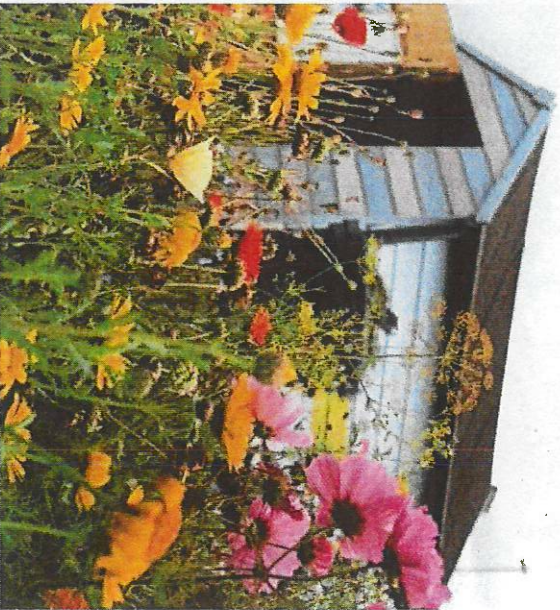
TGTA has supported other plot holders to get set

up

The success is in growing the people; the produce
is a bonus

OUR VISION

- To increase the volunteer base
- To attract new groups & individuals to the plot
- To develop regular groups to establish a sense of ownership
- To improve accessibility to attract more groups
- To continue to visit other schemes for inspiration and growth
- To expand our Sowing I Growing I Harvest plans
 - To increase the number of no-dig beds
 - To expand the timetable of events at the plot
 - To make TGA a sustainable project to ensure longevity
- To continue to raise awareness of the facility



A SPACE FOR US ALL TO GROW



THE GROW TOGETHER ALLOTMENT



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The Grow Together Allotment Sub-Committee MINUTES 9th FEBRUARY 2023

CHAIR: Councillor M. Golby

PRESENT: Cllrs Ennis-Clark, Ingram, Golby

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business and Community Development Manager

Jenny Evans – The Grow Together Allotment coordinator

TGTA-SC001/23. Election of Char

- **RESOLVED:** Cllr Golby was elected Chair of The Grow Together Allotment Sub-Committee for the municipal year 2022/23

TGTA-SC002/23. To receive apologies for absence

- There were no apologies received.

TGTA-SC003/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

TGTA-SC004/23. Public Participation Session

- There were no members of the public present.

TGTA-SC005/23. The Grow Together Allotment Presentation

- A presentation on The Grow Together Allotment was presented to the sub-committee that displayed the current core values, inherited aims and objectives, the current equipment and plot at their disposal and its current vision among other topics.
- **RESOLVED:** That the presentation from the TGTA Coordinator and the Business & Community Development Manager was noted.

TGTA-SC006/23. TGTA Aims and Objectives

- **RESOLVED:**
 - a) That the aims and objectives displayed in the presentation are agreed and fit for purpose.
 - b) To recommend to Full Council that the aims and objectives displayed in the presentation be formally adopted.

TGTA-SC007/23. Date of Next Meeting.

- **RESOLVED:** That no additional meeting is required.

Meeting closed at 19:21



TREE MANAGEMENT POLICY

SCOPE

The management and maintenance of mature trees growing on Duston Parish Council owned/maintained land to ensure the health/safety of all users to our sites and to protect the tree population along with any neighbouring property to minimise the risk of any potential damage/injury.

AIMS

- ➤ To manage a sustainable healthy tree population on Duston Council sites by undertaking a regular inspection of trees across all sites.
- ➤ To reduce the risk of potential subsidence claims to private, residential or commercial property.
- ➤ To ensure a diverse population of trees across the town to improve biodiversity and the environmental habitat of the areas on which the trees are located where appropriate.
- ➤ To ensure the health and safety of users on sites by keeping paths, roads and streetlights clear of overhanging vegetation and tree growth.
- ➤ To produce a clear management regime for trees growing on Duston Parish Council land that is understandable for the residents and visitors to the town.

THE COUNCIL'S LEGAL RESPONSIBILITIES

As the owner and manager of trees, Duston Parish Council has a legal duty of care to take all reasonable steps to ensure that any foreseeable hazards can be identified and made safe. This

duty is laid down in the Occupiers Liability Act 1984 and the Health and Safety at Work Act 1974 Section 3 below

'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety'

Breaches of this duty may give rise to a claim of negligence. It is not possible to eliminate all risks from trees however there are often indications that a tree may be in decline. The council employs a professional arboriculture consultant to undertake regular inspections to industry standards. These inspections identify foreseeable hazards and specify the works needed to reduce these risks to an acceptable risk level.

TREE SURVEYS AND INSPECTIONS

Approach/Method

Duston Parish Councils programme of tree risk management inspections is undertaken by an independent professional arboriculturist. The survey records information on Council owned trees and identifies any which pose a risk to health and safety. Remedial action is undertaken on any tree which poses a risk on a timescale recommended by inspectors. All trees are reinspected every 3 years with more frequent inspections on those posing a higher level of risk. Works required are identified as part of the inspection and undertaken on a priority basis. Current budget constraints mean that we can only carry out works for health and safety reasons, damage to property, crime prevention and to facilitate other maintenance operations.

Acceptable Level of Risk

When the level of risk has been established by surveying the tree any works required will be dependent on reducing the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the risk is minimised to an acceptable level.

It may be possible to reduce the risk associated with a tree by pruning or moving the target e.g. rerouting a footpath.

There may be exceptional occasions when a higher risk may be acceptable for example if there is a tree of particular additional value or for reasons of heritage. In these circumstances the advice from an independent consultant will be sought. In addition to this further arboriculture advice or investigations into the condition of the tree may be sought.

TREE MANAGEMENT

Tree management schedules will be produced in accordance with the principles as outlined within the tree inspections, both programmed inspections and those undertaken in response to enquiries from the public.

We respond positively to tree issues raised regarding safety and endeavour to undertake works to alleviate damage to property, it is not possible or desirable to undertake all works requested. Some requests would not alleviate the problem others would only be a temporary measure which could not be repeated due to restricted budgets. Pruning can be to the detriment of many trees and can have the adverse effect of accelerating additional growth. Where a problem cannot be remedied by pruning a tree may need to be removed.

Tree works WILL take place in the following situations:

- Dead, dying or dangerous trees and branches that are or likely to be a danger to public safety.
- Trees or branches proven or likely to cause damage to a dwelling/house or garage. We endeavour to provide a 1.5 metre clearance from overhanging trees to a dwelling/house or garage (not property boundaries).
- Trees or branches creating unreasonable obstruction to a public highway, public right of way or access to property.
- Trees obstructing established essential fixtures and services situated in the highway.
- A tree which is proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by a competent professional assessor.

Tree works MAY take place in the following situations:

- Trees deemed by the Council to be an inappropriate species for their situation.
- Trees in an area which is designated for development or redevelopment.
- To maintain historic vistas or in the interest of preservation of heritage structures
- Re-pollarding or re-coppicing on a regular cycle.
- Trees giving rise to justifiable fears about risk of crime, or trees that have provided access and/or cover for criminal activity.
- Trees and branches restricting other grounds maintenance operations.
- Trees which need formative pruning to shape or train them during the early years.

- Thinning of trees where it will benefit adjacent specimens or those of more favourable species.
- The tree is a species which is known to ultimately outgrow its location and in doing so unreasonably restricts the use of the area.
- Trees restricting repairs and maintenance of property.
- To protect or enhance biodiversity.
- To improve the aesthetics of the designed landscape.
- Minor structural damage to neighbouring boundary walls.
- Self-set trees on boundaries where they are a significant nuisance.

Tree works WILL NOT be carried out in the following situations:

The Council will not undertake tree work operations which may be to the detriment of the tree or for the following reasons:

- Shade prevention.
- Interference with television/satellite/internet signals and private CCTV operations. • Contact with overhead telephone lines.
- Branches overhanging neighbouring property where there is no risk to a person or dwelling/house.
- Prevention of animal and insect droppings.
- Because trees are perceived as being too large by a member of the public. • Prevention or clearance of seasonal occurrences such as leaf, flower, seed, blossom, pollen, fruit fall, cones. • Obstruction of views from private residence.
- Where tree roots have entered drains.
- Where tree roots have entered gardens.
- To allow construction of new access or driveway to property.
- To facilitate the implementation of non- essential underground or over ground services.

STANDARDS OF WORK

The Council will undertake work to trees in accordance with BS 3998:201. The Council will not fell or prune any tree without adequate justification.

NATURAL OCCURANCES

Tree Litter

The Council is not legally responsible for fallen leaves, seeds, fruit, pollen, blossom or cones onto private property or any damage that this may cause. Pruning does not alleviate these problems and we would not carry out works to prevent these arisings.

Where gutters are regularly blocked by fallen leaves gutter guards may be fitted to provide a low maintenance solution at the property owner's expense.

Wildlife

The Council does not accept responsibility for cleaning up of animal or insect droppings such as bird droppings and aphid honeydew onto private property.

Pest and Diseases

The Council will take a responsible approach towards pests and disease and will be proactive in planning for any new threats that are posed to the Councils tree population. Advice provided by the Forestry Commission, Arboricultural Association and our Arboricultural Consultant is periodically reviewed and implemented.

Shade

There is no legal right to light therefore the Council has no legal obligation to abate this nuisance. Pruning will often have negligible impact on the amount of light reaching a house and can have the adverse effect of accelerating additional growth. Therefore under normal circumstances tree works is not considered.

Where elderly, infirm or disabled persons who spend a significant amount of time within their home are affected by shading there will be flexibility to look at some intervention if it can be established that the presence of the tree is detrimental to their health. These cases will be considered on an individual basis alongside the species size and location of the tree, the aesthetic value of the tree, the benefits to the wider community and the financial resources available.

The tree in question would also have to meet the following criteria:

- located to the south or west of the property and;

- have a height greater than 12metres with the distance between the trunk of the tree and the window of the nearest habitable room less than 5 metres;
- where the gap between the edge of the tree canopy and a vertical line through that window is less than 2metres.

We will not prune or fell a tree in our ownership to improve natural light to a solar panel as trees are an important asset in tackling climate change.

Bird Nesting

All wild birds at the nest are protected by the Wildlife & Countryside Act, 1981, as amended by the Countryside and Rights of Way Act 2000. It is an offence to intentionally take, damage or destroy the nest of any wild bird whilst it is in use or being built. It is also an offence to intentionally or recklessly disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such birds.

The Council carries out tree, hedge and shrub removals or substantial renovations outside of the nesting period where possible (August to mid March); exceptions will include works undertaken for health and safety reasons and trees proven to be damaging property.

At times formally grown shrubs and hedges require containment pruning within the nesting season to remove the current season's growth. The works will be carried out in a manner causing minimum disturbance to birds and wildlife.

Where works are required within the nesting season a preliminary inspection will be undertaken to check for the presence of protected species. Should a protected species be present or in the area surrounding, including active bird nests (one being built, in use or containing eggs), works will not be undertaken unless to alleviate a dangerous condition in which case advice is sought from the RSPB.

Bat roosts

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife and Countryside Act 1981 (as amended). Causing damage to or destroying a roost site is a criminal offence which can lead to imprisonment or fine. Trees with suitable features such as holes, cracks, crevices and dense ivy will be risk assessed for their ability to support bats. Trees, in Duston Parish Council ownership, displaying signs of roosting bats will be referred to an external bat consultant before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

DAMAGE FROM TREES

Root ingress in gardens

The Council is unable to prevent root ingress within adjacent gardens, it is not considered actionable nuisance and therefore we do not undertake root removal where this has occurred. Reduction or removal of some tree species which regenerate through shoots from their buried roots can often exacerbate the problem as it stimulates them to produce more roots.

The Council will not accept responsibility for tree roots that have gained access to drains or services as a consequence of this services being unfit for purpose. Tree roots do not generally break drainage pipes but may be attracted by the moisture of a leaking pipe and enter. The onus is on the owner to get the drain repaired at their own expense.

Where tree roots have caused minor damage to non-supporting structures such as garden walls the Council will not take any action. It is the responsibility of the property owner to rebuild or repair garden walls and fences to take account of adjacent trees. This can be achieved in a number of ways (for example installing a section of railing or bridging foundations around the base of a tree).

If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account.

The Council will not accept responsibility for tree roots damaging hard paving in adjacent land. The onus is on the owner to repair paths, drives and patios etc. to take account of adjacent trees and tree roots. Where roots protrude they can be root pruned up to the boundary but not to the detriment of the trees health.

Damage from overhanging branches

The Council will cut back tree branches from a dwelling/house and garage where they touch windows, walls, roofs or gutters. This will ensure that damage to a dwelling/house and garage such as tiles or gutters is avoided. We endeavour to maintain a 1.5m clearance from these structures.

Overhanging branches not causing damage to a dwelling/house, garage, fence or wall will not be pruned back and it is the onus of the property owner to cut them back to their boundary if they perceive these to be a nuisance.

If branches from a tree on Council owned land are found to be causing damage to a boundary wall we will investigate and take action if appropriate. The usual course would be to remove low branches up to a maximum height of 3m.

We will consider tree removal if the walls or fence is irreplaceable and of exceptional importance e.g. a retaining wall or of historical interest, if there is a risk to public health or if other tree works are not appropriate.

Damage to paths and patios

It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude they can be root pruned up to the boundary, or the path re-laid around the tree with flexible materials such as asphalt to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

Claims for Subsidence

The Council's insurance company, supported by the Clerk / RFO and Arboriculture Consultant will manage all claims relating to subsidence.

When investigating claims of subsidence and damage to properties from a tree owned and maintained by the Council, the onus will be on the claimant to provide evidence that the tree is the cause. The claimant or their building insurers must submit a structural engineer's report demonstrating that on balance of probability the tree is the cause of the damage. This will enable the Council to review the evidence and determine the appropriate course of action. The report must cover:

- A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map.
- Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building.
- Measurement of the extent and distribution of vertical movement using level monitoring. Where level monitoring is not possible, state why and provide crack monitoring data.
- A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics.
- The sub-soil characteristics including soil type -liquid limit, plastic limit and plasticity index.
- The location and identification of roots of a culpable species found.
- Proposals and estimated costs of options to repair the damage.

The Council will challenge unwarranted claims based on insufficient or inaccurate evidence.

A successful claim will not necessarily result in the tree being felled. Options include remedial work to the tree such as heavy repeated crown reductions to prevent further damage. Where the decision to fell the tree is taken the Council will assess whether a replacement tree of an alternative species is appropriate.

OTHER TREE RELATED ISSUES

Telephone Wires

We will not prune or fell a tree in our ownership / management to prevent or reduce interference with telephone wires. We would recommend contacting the telephone service provider in such circumstances.

It is the telephone service providers' responsibility to maintain your service. Several options are available to the utility company that do not require pruning of a tree to maintain the service. Often pruning is a temporary solution and the problem may reoccur when branches grow back.

For example the cable can be sheathed at points of high friction; the lines can also be redirected through the tree canopy. It may be that the telephone service provider is able to suggest an alternative solution to the problem of trees affecting telephone wires.

ADJACENT LANDOWNERS

Permitted Works to Council Owned Trees

Property owners have a common law right to make private arrangements to prune back Council owned tree branches overhanging their property as long as the tree is not subject to a Tree Preservation Order, within a Conservation Area or have any planning restrictions attached to them.

The cutting back should only be up to the fence or boundary line. Should works be required beyond the boundary in order to cut back to suitable pruning points, approval must be sought from the Council. The Council will need to meet the contractor to agree the works, see proof of insurance, qualifications, professional membership and site risk assessment before they are allowed to carry out work on Council owned/maintained land.

Cuttings must be disposed of in an appropriate manner the Council does not require these to be returned. Any cuttings left on council property will be deemed as fly tipping and will be subject to appropriate enforcement action.

Any works undertaken to Council owned trees must be carried out to the relevant industry standards as set out in BS 3998. It is recommended that works are undertaken by a suitably trained professional tree surgeon carrying the relevant levels of Public Liability Insurance unless the works are such that you could carry them out with hand secateurs or similar. The person undertaking these works would be liable for any works which cause injury/damage or result in the death of the tree as a result of poor practices.

Criminal Damage

Any felling or heavy pruning of Council trees on Council land is deemed as criminal damage. The perpetrator will be investigated and under the Anti-social Behaviour, Crime and Policing Act 2014 a Community Protection Notice may be issued, breach of which would result in a fine of up to £2,500 for an individual and £20,000 for a body.

Dangerous Trees Not Owned by the Council

The Highways Act 1980 Section 154 gives the Highways Authority, West Northamptonshire Highways powers to serve notice requiring the cutting or felling of a hedge tree or shrub which endangers, obstructs or interferes with the passage of vehicles or pedestrian or by reason of its condition is likely to cause danger by falling on to the highway. The owner /occupier will have 14 days to do the works. Failure to carry out these works results in WNC carrying out these essential works and recharging the costs to the owner.

The Local Government (Miscellaneous Provisions) Act 1976 – Section 23 gives Duston Parish Council powers to deal with dangerous trees not owned by the council where there is an imminent danger or where there is immediate and unreasonable risk to persons or property (other than to the public highway). It cannot be used in circumstances where, for example there is a fear of trees falling in a high wind.

The Council is unable to assist in disputes regarding privately owned trees.

HEDGES

Hedges on Council Land Hedges will be retained on Council land wherever possible, managed in a healthy condition in the interest of local amenity and wildlife.

High Hedges

If natural light is being blocked by growth of a hedge then action may be taken to reduce the problem under the high hedges, Part 8 of the Anti-social Behaviour Act 2003. West Northamptonshire Council is the authority who have the power to intervene in matters involving high hedge disputes.



Councillor / Officer Protocol

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship.

Roles of Councillors and Officers

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work and functions under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and

- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice.
- to act within the policies, practices, processes and conventions established by the council.
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities.
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines.
- to treat them fairly and with respect, dignity and courtesy.
- to act with integrity, to give support and to respect appropriate confidentiality.
- to recognise that officers do not work under the instruction of individual councillors or groups.
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures.
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority.
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly.

- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties.
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner.
- do not ask officers to exceed their authority where that authority is given.

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all councillors and to implement the agreed resolutions and policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner.
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

- Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's policies and procedures.
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/Officer relationships are to be conducted in a positive and constructive way.

Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the Chair of the Council

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;

- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (the Clerk) is the head of paid services and has a line management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

Councillors' Access to Information and to Council Documents

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is

reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the “need to know” principle.

The exercise of this common law right depends therefore upon the councillor’s ability to demonstrate that they have the necessary “need to know”. In this respect a member has no right to “a roving commission” to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the “need to know”.

This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor’s “need to know” will normally be presumed.

In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor’s duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

2023 EVENTS & INITIATIVES UPDATE

JANUARY - MARCH

Health & Wellbeing Talks January - November

We continue to work with St Luke's PPG, Genesis Healthcare & Three Shires to bring FREE monthly talks. This year we are returning to a mixture of virtual & 'in person' talks at Duston Community Centre.

Topics include: Estate Planning | Arthritis | Eye Conditions | Dementia | Breast Lumps & Bumps | Debt Management & Retirement Advice

Indoor Car boot Sales January | April | September

20 stalls available to book at Duston Community Centre. GJ Café & Bargain Shop open

Community Info & Wellness Fair 11th March

24 stalls representing local services & wellbeing at Duston Community Centre. Free meditation sessions, GJ Café Open

The Grow Together Allotment (TGTA)

Programme of dates for monthly drop in sessions, 1 day a week dedicated to community groups from Affinity Daycare & Better Lives. Programme of seasonal events & intergenerational skill swaps involving local schools.

Community Planting in Duston

Timken Art has been replanted following the damage caused by contractors. A range of drought tolerant plants and an underplanting of 200 alliums & tulip bulbs went in in January. We have successfully negotiated a payment of £600 towards the replanting from the contractors with the help of Highways.

Planters and planted areas at our 2 centres and across Duston refreshed for Spring with bulbs and plants

The Queen's Green Canopy is running until March of this year. A volunteer day is planned to plant a hedgerow in St Luke's Field

Commemorative trees – 2 Hawthorn trees will be planted at Duston Sports Centre to mark the service of our late Chairmen, Cllrs Caswell & Pape
A further 2 trees have been planted on St Luke's field; A flowering cherry tree to mark the life of Queen Elizabeth II (the same species as the first ever one

she planted during her reign as Queen) and another to celebrate 100 years of the 11th Northampton Boys' Brigade. We are working with the officers at BB to arrange the planting of 100 bulbs underneath the tree.

Plans for the area opposite the Co-op in New Duston that had to be shelved due to the pandemic are back on track. 3 self-watering recycled planters, bark chippings repurposed from tree work in the spinney and a general tidy up is scheduled. An opportunity to involve local residents & shops and improve the area

14 Hanging baskets filled with winter flowering plants are maintained by us throughout Duston. These will be replanted in the summer.

Publicity & Communications

Articles for In and Around Duston, 50+ Magazine & Community Connect Magazine. Website directory and What's on calendar promoted for community to advertise their events/services. Webpages & Social media platforms utilized and boosts used where appropriate. Events banners ordered for DPC & TGTA. Recent meeting with Cllr Liddon to look at ways to improve reach digitally. Community Forums planned to further develop relationships with partners, local businesses, organisations, services, churches etc. Regular partnership link meetings take place with local representatives from Trilogy Active, care homes, churches etc. and the wider community including Delapre Abbey and WNC

APRIL – DECEMBER

Easter 3-14th April

Plans to be discussed

King Charles III Coronation 6-8 May

Initial meeting has taken place to look at potential ways to celebrate across Duston. Potential ideas to represent all areas of Duston and sectors of the community whilst promoting the palace plans for The Big Lunch and The Big Help Out plus working with our partners and community to support their street parties & events.

Duston Fun Day 25th June St Luke's Field

Annual event for all the family, entertainment and services booked.

Let's Celebrate Duston 1-31 August

A whole month celebrating everything that Duston has to offer. Each day of the month will focus on a different aspect.

Duston Remembers 30th Oct – 12 November

Poppy Cascade, supporting local church services etc.

Christmas at St Luke's 18 November St Luke's Centre

Annual Christmas event with stalls, local entertainment and refreshments

Duston's Christmas Cheer 1-25 December

Plans to be discussed

Alison Grantham
Community Development Manager
February 2023



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councilor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councilor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councilor will be kept for 12 months.

The Internal Controls Councilor Report

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date: 3/2/2023

Signed by Clerk/RFO:

Date: 3/3/2023

Checklist	Approved Yes/No	Any Comments
1 All bank statements filed	Yes	
2 Cheque counterfoil have been signed by at least two Councillors	N/A	
3 Bank Reconciliations match bank statements	Yes	
4 Bank Reconciliations have been approved by Full Council	Yes	
5 Invoices have been signed by the Clerk/RFO	Yes	
6 Invoices have been signed by two Councillor authorising signatories	NO	Only one Councillor signed as only one authorising
7 Quarterly VAT return has been submitted to HMRC	Yes	
8 Monthly Payroll pack filed	Yes	
9 Tax, NI and Contributions made	Yes	
10 Pension Contributions up to date	Yes	
11 Insurance up to date	Yes	
12 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	Yes	
13 Minutes for the previous quarter have been signed	Yes	
14 All existing tenants are up to date with their rent payments	Yes	
15 Standing Orders & Financial Regulations have been approved by Full Council within the last year	Yes	

Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	12	15,822.30
			<u>15,822.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,822.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,822.30
		Balance per Cash Book is :-	15,822.30
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	12	783,555.21
			<hr/> 783,555.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			783,555.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			783,555.21
		Balance per Cash Book is :-	783,555.21
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	12	128.40
			<u>128.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			128.40
<u>Receipts not Banked/Cleared (Plus)</u>			
02/12/2022 TO PC		102.50	
02/12/2022 TRF PC		100.00	
			<u>202.50</u>
			330.90
		Balance per Cash Book is :-	330.90
		Difference is :-	0.00

Dec-22

	Float	
	Per count	
	20	100.00
	10	10.00
	5	5.00
	2	8.00
	1	3.00
	0.5	1.00
	0.2	0.80
	0.1	0.10
	0.05	0.45
	0.02	0.04
	0.01	0.01
		<u>128.40</u> IN TIN

In safe

0.00

128.40 Agreed

Reconciliation to RBS

Dec-22

In tin b'wd	128.40	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float	0.00	
Trf in from facilities		
	<u>128.40</u>	
Cash paid out in month	<u>0.00</u>	
= Cash in tin	128.40	0.00
Balance per RBS	<u>128.40</u>	

Petty cash expenses paid

Ref	Description	£
		<u>0.00</u>

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022	12	34.26
			<u>34.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			34.26
		Balance per Cash Book is :-	34.26
		Difference is :-	0.00

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

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	
31/12/2022	E2016455928		ALLSTAR	ALL001	59.16	11.83	70.99	4145	212	59.16	Allstar fuel Dec 22
14/12/2022	31371		AMBER SCREEN	AMBS001	248.00	49.60	297.60	4249	211	248.00	Amber - fit new green bench
01/12/2022	1328810		ANGLIAN WATER	ANGL01	-960.67	0.00	-960.67	4207	101	-960.67	Water credit DCC
01/12/2022	11328811		ANGLIAN WATER	ANGL01	-955.00	0.00	-955.00	4207	101	-955.00	Water credit DCC
01/12/2022	11328814		ANGLIAN WATER	ANGL01	-901.28	0.00	-901.28	4207	101	-901.28	Water DCC cred 6.12.21-5.3.22
01/12/2022	11328815		ANGLIAN WATER	ANGL01	-556.12	0.00	-556.12	4207	101	-556.12	Water credit DCC 6-9-21-5.12-21
01/12/2022	11328816		ANGLIAN WATER	ANGL01	-949.76	0.00	-949.76	4207	101	-949.76	Water credit DCC6.6.21-5.9.21
01/12/2022	11328817		ANGLIAN WATER	ANGL01	-815.87	0.00	-815.87	4207	101	-815.87	Water credit DCC6.3.21-5.6.21
01/12/2022	11328818		ANGLIAN WATER	ANGL01	5,507.12	0.00	5,507.12	4207	101	5,507.12	Water 6.3.21-5.9.22 reissue
06/12/2022	11363931		ANGLIAN WATER	ANGL01	1,009.78	0.00	1,009.78	4207	101	1,009.78	Water DCC 6.9.22-5.12.22
31/12/2022	AVVADEC22		AVIVA	AVIVA001	483.20	0.00	483.20	4000	101	276.10	AVIVADEC22/AVIVA
								4006	102	207.10	AVIVADEC22/AVIVA
19/12/2022	CHGDEC22		BARCLAYS	B0001	41.48	0.00	41.48	4125	201	41.48	CHGDEC22/Barclays
31/12/2022	BCARD DEC 22		BARCLAYCARD	BCARD	1,216.38	125.91	1,342.29	4227	101	35.83	BCARD DEC 22/Barclaycard
								4225	101	97.64	BCARD DEC 22/Barclaycard
								4151	101	47.43	BCARD DEC 22/Barclaycard
								4115	201	43.32	BCARD DEC 22/Barclaycard
								4128	215	441.12	Barclaycard xmas events
								4128	215	150.00	Barclaycard tree memorial plaq
								4128	215	55.42	Barclaycard compost allotments
								4129	101	17.26	Barclaycard compost allotments
								4015	101	1.66	Barclaycard compost allotments
								4140	212	292.50	Barclaycard van tax
								4101	101	34.20	Barclaycard microsoft
05/12/2022	281091964		BRITISH GAS	BRIT01	2,199.87	439.98	2,639.85	4206	101	2,199.87	B Gas Elec DPC 1.11-30.11.22
14/12/2022	V11442186DEC22		CATHEDRAL	CATH01	519.99	104.00	623.99	4226	201	40.00	Cathedral disposal units
								4226	101	240.00	Cathedral disposal units
								4226	102	239.99	Cathedral disposal units

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

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
23/12/2022	8107		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM Melbourne/Err maint Dec
27/12/2022	5126		DA HEATING LTD	DA001	70.00	14.00	84.00	4225	102	70.00	DA Heat/ St L off2 no heating
30/12/2022	5151		DA HEATING LTD	DA001	80.00	16.00	96.00	4225	102	80.00	DA HEat, check heating St L
12/12/2022	121222		DAVID OGILVIE	DAVIDO	995.00	199.00	1,194.00	4249	211	995.00	D Ogilvie Lomond Seat and kit
01/12/2022	22120011909		DBFB	DBFB	335.05	67.01	402.06	4120	201	335.05	DBFB telephone and broadband
01/12/2022	221200117850		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB St L CCTV
06/12/2022	6786628		ESPO	ESPO01	343.57	68.71	412.28	4151	101	94.37	ESPO bin bags and stationery
								4115	201	249.20	ESPO bin bags and stationery
06/12/2022	6786629		ESPO	ESPO01	246.90	49.38	296.28	4151	101	246.90	ESPO toilet rolls and towels
31/12/2022	6411		NATALIE GREEN & CO.	GREE001	3,800.00	760.00	4,560.00	4050	201	3,800.00	N Green,Nov, Dec and budget
31/12/2022	HMRC DEC22		HMRC	HMRC01	4,094.92	0.00	4,094.92	4000	201	1,007.33	HMRC Dec 22
								4000	101	412.70	HMRC Dec 22
								4000	102	696.53	HMRC Dec 22
								4000	211	221.26	HMRC Dec 22
								4005	201	538.15	HMRC Dec 22
								4005	101	587.93	HMRC Dec 22
								4005	102	409.00	HMRC Dec 22
								4005	211	222.02	HMRC Dec 22
07/12/2022	S1-78589		INSULGLASS LTD	INS002	1,986.00	0.00	1,986.00	4225	201	1,986.00	Insulglass St L 4 windows dep
31/12/2022	LGSS DEC22		NCC - PENSION	LPGS	2,923.32	0.00	2,923.32	4000	201	298.73	LGSS DEC22/Employers & School
								4000	101	52.66	LGSS DEC22/Employers & School
								4000	102	205.60	LGSS DEC22/Employers & School
								4006	201	977.51	LGSS DEC22/Employers & School
								4006	101	817.12	LGSS DEC22/Employers & School
								4006	102	571.70	LGSS DEC22/Employers & School
20/10/2022	INV-MAC27809		MAC SYSTEMS	MACS01	135.00	27.00	162.00	4225	102	135.00	Mac Repair maglock St L
23/12/2022	INV-MAC28107		MAC SYSTEMS	MACS01	135.00	27.00	162.00	4225	101	135.00	Mac nursery door fault
21/12/2022	7327		MSE ELECTRICAL	MSE001	85.00	17.00	102.00	4225	101	85.00	MSE connect alarm system
21/12/2022	INV-2627		NCALC	NCALC01	55.00	11.00	66.00	4021	202	55.00	NCalc Cllr training

Purchase Ledger for Month No 9

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	
01/12/2022	6577/22		P B ELECTRICAL SER.	PBE001	72.00	14.40	86.40	4225	102	72.00	PBE St L kitchen elc repairs
03/12/2022	262684		PATHFINDER LEGAL	PLS	747.70	149.54	897.24	4055	201	747.70	Pathfinder legal re St L off 3
03/12/2022	262685		PATHFINDER LEGAL	PLS	670.80	134.16	804.96	4055	201	670.80	Pathfinder legal St L off 4
03/12/2022	262686		PATHFINDER LEGAL	PLS	1,380.30	276.06	1,656.36	4055	201	1,380.30	Pathfinder Legal St L off 5
03/12/2022	262687		PATHFINDER LEGAL	PLS	283.80	56.76	340.56	4055	201	283.80	Pathfinder legal re off5 lease
03/12/2022	262688		PATHFINDER LEGAL	PLS	64.50	12.90	77.40	4055	201	64.50	Pathfinder St L off4 lease
22/11/2022	SIN2250941		PRS FOR MUSIC	PRS01	747.47	149.49	896.96	4062	102	747.47	PPL licence St L music licenc
07/12/2022	278		RAP PLUMBING	RAP001	173.00	0.00	173.00	4225	102	173.00	RAP St L plumbing repairs
31/12/2022	SALARIES DEC22		SALARIES	SALARIES01	16,026.28	0.00	16,026.28	4000	201	4,125.59	SALARIES DEC22/STAFF SALARIES
								4000	101	5,601.72	SALARIES DEC22/STAFF SALARIES
								4000	102	3,885.88	SALARIES DEC22/STAFF SALARIES
								4000	211	2,402.69	SALARIES DEC22/STAFF SALARIES
								4015	201	10.40	SALARIES DEC22/STAFF SALARIES
21/12/2022	SD430-1		SLCC	SLCC01	118.00	23.60	141.60	4035	201	118.00	SLCC job advertising
31/12/2022	0001782924		SRCL LTD	SRCL	75.84	15.17	91.01	4155	101	39.26	SRCL waste removal
								4155	102	36.58	SRCL waste removal
13/12/2022	191900996/0001		SOUTHERN ELECTRIC	SSE01	2,839.45	567.89	3,407.34	4205	102	2,839.45	SSE gas St L 1.11-30.11.22
01/12/2022	TV DEC22		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TV DEC22/TV Licensing
31/12/2022	RCO1200871		VEOLIA	V0002	577.53	115.51	693.04	4155	101	423.40	Veolia waste removal
								4155	102	154.13	Veolia waste removal
22/12/2022	B4-578426162		VODAFONE	VODA01	110.22	16.04	126.26	4121	101	55.11	Vodafone mobiles
								4121	102	55.11	Vodafone mobiles
31/12/2022	238247466		WORLDPAY	WORLD001	27.46	5.03	32.49	4137	201	27.46	Worldpay cc charges Dec 22
09/12/2022	VOI0029656		ZENOFFICE	Z002	113.89	22.78	136.67	4107	201	113.89	Zen photocopier charges
TOTAL INVOICES								46,986.61	3,849.57	50,836.18	46,986.61

