



DUSTON PARISH COUNCIL

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

FULL COUNCIL

2nd June 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 8th June 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

22/23. To receive apologies for absence

23/23. To receive and approve the minutes of the meeting held on 18th May 2023 (APPENDIX A)

24/23. 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)

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).

25/23. 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).*

26/23. Annual Return

- a) To receive the Report of the Internal Auditor for 22/23 (APPENDIX B)
- b) To agree the Annual Return and Governance Statement 22/23 (APPENDIX C)
- c) To receive year end information and agree the Accounting Statements for 2022/23 (APPENDIX D)
- d) To confirm the period for the exercise of electors rights

27/23. Mendip Park Public Consultation

- a) To receive the public consultation results on the Mendip Park Survey (APPENDIX E)
- b) To decided whether to install a lockable gate between Mendip Park and Sam Harrison Way POS using Community Infrastructure Levy

28/23. Clerk Report

- To receive a written report from the Parish Clerk (APPENDIX F)

29/23. Covid 19 Bench in Cemetery

- To agree to move the Covid-19 memorable bench in Duston cemetery to a new location (APPENDIX G)

30/23. PCSO Sponsor Scheme

- To decide whether Duston Parish Council look into sponsor a PCSO. Approximate cost £45,000 per annum (APPENDIX H)

31/23. Updates from Committees

- To receive a report in the form of draft minutes from the Planning Committee (APPENDIX I)

32/23. Grants Policy

- a) To approve the Grant Awarding Policy (APPENDIX J)
- b) To approve the Grant Application Form (APPENDIX K)

33/23. Record Retention Policy

- To re adopt the Records Retention Policy (APPENDIX L)

34/23. Planning Application - WNN/2023/0504 15M 5G TELECOMS INSTALLATION, Main Road

- To discuss and agree a response to the Planning Application (APPENDIX M)

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ANNUAL COUNCIL MINUTES
THURSDAY 18th MAY 2023 7PM

Chair: Cllr S Maitland

Councillors Present: Barnes, Ennis-Clark, Golby, Hinch, Ingram, Liddon, Maitland, Mumford Stonehouse.

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

01/23. Election of Chair of Duston Parish Council

- **RESOLVED:** Cllr Paul Enright-King was elected Chair for the municipal year of 2023/24

02/23. Declaration of Acceptance of Office

- **RESOLVED:** That Declaration of Acceptance of Office be signed by the Chair outside of a Council meeting.

03/23. Election of Vice Chair of Duston Parish Council

- **RESOLVED :** Cllr Sandie Maitland was elected Vice-Chair for the municipal year of 2023/24

04/23. To receive apologies for absence

- **RESOLVED:** Apologies were resolved from Cllrs Bottwood, Enright-King, Roper and Golby.

05/23. To receive and approve the minutes of the extraordinary meeting held on 6th April 2023

- **RESOLVED:** That the minutes of the extraordinary meeting held on Thursday the 6th of April 2023 were approved as a true record and signed by the chair.

06/23. To receive and approve the minutes of the ordinary meeting held on 6th April 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday the 6th of April 2023 were approved as a true record and signed by the chair.

07/23. 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 declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

08/23. Public Participation Session

- Six members of the public were present. Two members spoke upon litter issues around Port Road and asked the Council to consider purchasing and install a rubbish bin, they also informed the Council that relocating the Speed Activated Sign, which is currently located on Port Road, to the other side of the road would be a more effective location as it will face traffic entering into Duston.
- Four members of the public raised concerns related upon the issue of a communications infrastructure being marked for installation outside of the local shopping space and next to private dwellings, located at Main Road near Duston Eldean Primary School. Cllr Hinch said he would like into it and contact the residents directly.

09/23. To Review and Adopt the Following Policies

- Council suggested document control features be added to all further policies. All policies have a date approved on them but the Clerk said in future they will also include a version number, date adopted and a review by date.
- **RESOLVED:**
 - a) That the Financial Regulations was noted and adopted.
 - b) That the Councillor Code of Conduct was noted and adopted.

- c) That the Data Protection / Data Breach Policies was noted and adopted (APPENDIX E).
- d) That the CCTV Policy was noted and adopted (APPENDIX F).
- e) That the Honorary Freewoman / Honorary Freeman of Duston Parish was noted and adopted (APPENDIX G).

10/23. Appointment of Standing Committees

- **RESOLVED:** That the following members were elected to serve on each Committee as per Standing Orders & Scheme of Delegation:
 - a) Planning Committee: Councillors Barnes, Enright-King, Ingram, Liddon, and Mumford
 - b) Community Services Committee: Councillors, Ennis-Clark, Enright-King, Golby, Stonehouse, Maitland, and Roper
 - c) Environment Committee: Councillors Ennis-Clark, Enright-King, Ingram, and Liddon
 - d) Resources & General Purposes Committee: Councillors Barnes, Ennis-Clark, Enright-King and Ingram.
 - e) HR Sub-Committee: Councillors Enright-King, Ennis-Clark, and Maitland.

11/23. Internal Controls Councillor

- **RESOLVED:**
 - a) That Councillor Barnes was elected as the Internal Controls Councillor for 2023/24
 - b) That the Internal Control Checklist was noted and approved (APPENDIX H)

12/23. NCALC Police Liaison Representative

- **RESOLVED:** That Councillor Liddon was elected as Police Liaison Representative for 2023/24

13/23. Subscriptions

- **RESOLVED:**

- a) That the subscription to Northampton County Association of Local Councils (NCALC) was re-approved. This included the Internal Auditor and Data Protection Officer.
- b) That the subscription to Northants ACRE was re-approved.
- c) That the subscription to Society of Local Council Clerks (SLCC) for the Clerk and Assistant Clerk was approved.

14/23. Bank Reconciliations

- **RESOLVED:**

- a) That the bank reconciliations for February 2023 were noted and approved.
- b) That the bank reconciliations for March 2023 were noted and approved.

15/23. Payment of Invoices

- **RESOLVED:**

- a) That the invoice payments for February 2023 were noted (APPENDIX K)
- b) That the invoice payments for March 2023 were noted (APPENDIX L).

16/23. Updates from Committees

- **RESOLVED:**

- a) That the report in the form of draft minutes from the Environment Committee was noted (APPENDIX M)
- b) That the report in the form of draft minutes from the Planning Committee was noted (APPENDIX N)
- c) That the report in the form of draft minutes from the Resources and General Purposes Committee was noted (APPENDIX O)
- d) That the report in the form of draft minutes from Community Services Committee was noted (APPENDIX P)

17/23. Recommendation From The Environment Committee

- Council had a discussion on the advantages and disadvantages of the use of Trustee Amenity glyphosate.
- **RESOLVED:** That the use of Trustee Amenity glyphosate, by West Northamptonshire contractors, around Duston Parish was noted.

18/23. Recommendation From The Planning Committee

- **RESOLVED:**
 - a) That the Council agreed that there needed to be a revision of the Neighbourhood Plan to ensure it is up to date.
 - b) To delegate the preliminary investigation to Planning Committee and to report back to Council with a quote.

19/23. Recommendations From Resources & General Purposes Committee

- **RESOLVED:**
 - a) To note the sound report and not take any immediate action. Refer back to Resources & General Purposes Committee to see if they have any specific proposals (APPENDIX R)
 - b) To install a new Flag Pole at Duston Sports Centre and funded by Community Infrastructure Levy.

20/23. Recommendation from Community Services Committee

- **RESOLVED:**
 - a) To extend the Youth Club trial period at Duston Sports Centre until the end of July (APPENDIX S)
 - b) To purchase a Bleed Cabinet and install somewhere at Duston Community Centre / Duston Library funded by the Community Infrastructure Levy.
 - c) Not to use a private bus operator for Duston Fun Day but see if a local charity will do it for free instead.

21/23. Asset Register

- **RESOLVED:** That the Asset Register for 2022/23 was noted and approved (APPENDIX T)

The meeting closed at 8:22pm



Report to Full Council

Date: Thursday 8th June 2023

Agenda Item: 26/23 a) Report of the Internal Auditor 2022/23

1. PURPOSE OF THE REPORT

To present the report of the Internal Auditor and to ask the Council to review the effectiveness of Internal Audit regime.

2. BACKGROUND INFORMATION

- 2.1 The Parish Council currently uses Northamptonshire Association of Local Council's (NALC) to undertake its Internal Audit and the findings of the Auditor are reported to Full Council each year.
- 2.2 It is important for the Council to recognise that internal audit's function is to test and report to them on whether the Council's system of financial control put in place by management is adequate and working satisfactorily.

3. SCOPE OF INTERNAL AUDIT PLAN PROPOSAL

- 3.1 All Parish Councils are required to review the effectiveness of the system of internal audit at least annually. The following five standards need to be addressed in order for Internal Audit to be considered effective and should be clearly defined in the Internal Auditor's engagement letter:

3.1.1 Scope of Internal Audit

What should be included in the audit plan, or, in other words, what is it that the Council wants the internal audit to do. It is recommended that the minimum requirements contained in "Governance and Accountability for Smaller Authorities in England" are required of Duston's internal audit. The Council may also wish to consider additional areas of work.

The work should take account of the risk management processes (e.g. the annual Financial Risk Assessment) and also the wider internal controls (the whole system of checks and controls, financial or otherwise, established by management in order to provide assurance regarding the achievement of the organisations objectives). Good examples of internal controls are robust and regularly review Financial Regulations, regular financial reporting to Council and Councillor conducted bank reconciliation.

3.1.2 Independence

The Internal Auditor should be allowed to have direct access to those charged with governance (i.e. the Council/Clerk/Responsible Financial Officer) where this is thought necessary by the auditor.

The Internal Auditor should have no other role within the Council and the Council should confirm this. This is not to say that he/she cannot be an employee of the Council. This may happen within larger local Councils and certainly does happen in principle authorities, but the Internal Auditor should have no role in the financial or decision-making processes.

The Internal Auditors report should be made in his/her own name and addressed to the Council. It is perfectly feasible to prepare the audit report on a "negative" basis, i.e. only those items which require amendment or improvement to be mentioned, but where the auditor finds that no matters have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

3.1.3 Competence

The Council must be satisfied that the Internal Auditor is competent to carry out the work. The Internal Auditor does not have to possess any qualifications but the following essential competencies to be sought should be:

- understanding of basic accounting processes;

- understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of risk management issues; and
- understanding of accounting requirements and the legal framework and powers of local councils.

3.1.4 Relationships

The Parish Clerk and Responsible Financial Officer (RFO) of the Council should be consulted on the content of the audit plan and all concerned should agree this beforehand. Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be clearly set out in such documents as job descriptions and the auditors' engagement letter.

Council members should be clear on their own responsibilities for the "protection of the public purse" within the internal audit framework. The Council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed.

3.1.5 Audit Planning and Reporting

The audit plan should properly take account of the corporate risk i.e. controls and procedures within the Council which minimise the risk of the body not being able to function or carry out what it sets out to do. The Council should approve the plan. Internal audit should report in writing in accordance with the plan.

The Internal Auditor is appointed by and reports to the Council not the Clerk/RFO. The auditor should have up-to-date and adequate professional indemnity insurance and provide or agree a letter of engagement with the Council.

- 3.2 In order to satisfy all of these requirements the Council approved an audit plan in accordance with the above mentioned "Governance and Accountability for Smaller Authorities in England" and approved an Audit Engagement letter.

4. REPORT OF THE INTERNAL AUDITOR

- 4.1 The report of the Internal Auditor is attached to this report and is self-explanatory.
- 4.2 Majority of the internal auditor work is done by viewing information that must be published on our website under the Local Government Transparency Code 2015.
- 4.2. No significant issues were identified by the Internal Auditor for the period 2022/23. However, it was pointed out that there must be a quarterly check of the Internal Councillor Control Checklist. Council should ensure those who receive grant money give some kind of report back to ensure the funds were used correctly.

5. **RECOMMENDATIONS**

It is **RECOMMENDED** that:

- a) Council receive the report of the Internal Auditor
- b) Council agrees that the scope of Internal Audit remains appropriate and
- c) Council agrees that the Internal Audit regime is effective

Internal Audit Report

(to be read in conjunction with the Annual Governance and Accountability Return)

Name of council:	Duston Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	22.05.2023
Year ending:	31 March 2023	Date audit carried out:	18.05.2023

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. It is important to note that managing the council's internal controls is a day-to-day function of the council through its staff and councillors and it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the council in order to detect error or fraud. This report is based on the evidence made available to and seen by me. The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council: I met with Gary Youens, Clerk & RFO, Ryan Ikavnieks, Assistant Clerk and Natalie Green, the council's retained accounts consultant on 18 May to carry out the internal audit. Gary is to be congratulated on achieving his CiLCA qualification during the course of this year, enabling the council to reclaim the ability to use the General Power of Competence. I thank all concerned for their assistance and co-operation in carrying out the audit.

Prior to our meeting, I examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I sought evidence that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council. Whilst the External Auditor raised no issues I identified a number of issues, two of which have not been fully addressed, as detailed below.

I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the 'proper practices' as set out in the Practitioners' Guide*), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures including the display of information and the exercise of public rights.

Where necessary, I requested and was provided with supplementary evidence to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the Annual Internal Audit Report (AIAR) that forms part of the council's Annual Governance and Accountability Return (AGAR). This supplementary information was obtained through inspection of documents and questioning at the audit meeting.

I noted 3 issues;

1. Financial Regulations. The slippage in the frequency of the checks carried out by the Internal Controls Councillor (ICC) seen last year has recurred this year with just two of the formal checks required by reg 2.2 of the Financial Regulations having been carried out. That is an improvement on the previous year and I understand the explanation provided to me but would draw attention to reg 5.10 that anticipates and expressly addresses this

potential difficulty; establishing a pool of Internal Controls Councillors who work on a quarterly rota basis is a proven model for delivering this task. I appreciate that this requirement is just one of the financial control measures that the council has in place but a strict protocol for managing this aspect of the council's business is important for reasons of transparency.

2. Transparency Code 2015. Some of the information required by the Transparency Code 2015 to be displayed on the website was not so displayed and the information that was available was spread around the site rather than collated, making it very difficult to identify and locate.

3. Risk Management. In February 2023, the balance in one account with Barclays Bank significantly exceeded the £85,000 guaranteed by the Financial Services Compensation Scheme. I appreciate that this eventuality will be the norm, more often than not for a council the size and complexity of Duston PC and I am not suggesting that deposits with any given bank or deposit taker should never exceed £85,000. That said, the requirement in the Accounts & Audit Regulations 2015 is for the council to review, annually the risks to which it is exposed and as part of that review, the council must be able to justify its current policy and strategy for managing its cash deposits.

Notwithstanding the above, it is apparent that the council continues to exhibit acceptable standards of governance and compliance with statutory requirements. Based on the information made available to me I am satisfied that in all significant respects, the internal control objectives are being delivered and achieved to a standard adequate to meet the council's needs. Accordingly, I have completed and signed the Annual Internal Audit Report as required.

John Marshall, CiLCA
Internal Auditor to the Council
07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	599,537	482,261
2. Annual precept	507,094	531,239
3. Total other receipts	208,507	450,921
4. Staff costs	292,835	280,624
5. Loan interest/capital repayments	119,844	119,589
6. Total other payments	420,198	368,866
7. Balances carried forward	482,261	695,342
8. Total cash and investments	500,084	681,801
9. Total fixed assets and long term assets	4,450,124	4,487,183
10. Total borrowings	1,594,118	1,539,989

The proper practices referred to in Accounts and Audit Regulations 2015 that smaller authorities must follow are set out in The *Practitioners' Guide 2023*. A copy of the current version of the Guide and other useful information is available for free download from this page:

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2023.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2023. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4
- Section 2 - Accounting Statements 2022/23, approved and signed, page 5

Not later than 30 September 2023 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Duston Parish Council

www.duston-pc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/05/2023

Name of person who carried out the internal audit

W J McL. Marshall, CILCA

Signature of person who carried out the internal audit

W J McL. Marshall

Date

22/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified: (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was carried out and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not. (add separate sheets if needed).

NORTHANTS CILCA LTD
INTERNAL AUDIT SERVICE

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Duston Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2022/23 for

Duston Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	599,537	482,261	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	507,094	531,239	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	208,507	450,921	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	292,835	280,624	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	119,844	119,589	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	420,198	368,866	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	482,261	695,342	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	500,084	681,801	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,450,124	4,487,183	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,594,118	1,538,989	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

12 05 2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



DUSTON PARISH COUNCIL

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

Committee: Full Council
 Date: 8th June 2023
 Agenda Item: 26/33 c. ANNUAL RETURN, GOVERNANCE STATEMENT AND
 END OF YEAR ACCOUNTS 2022/23

1. PURPOSE OF THE REPORT

To provide the Council with a commentary on the year end figures for 2022/23. To ask the Council to approve the year end accounts, Annual Governance and Accountability Return for 2022/23.

2. BACKGROUND INFORMATION

2.1 The accounts are prepared by methods that comply with the standard accounting practices and are based on the following basic concepts:

Going Concern – The accounts are prepared on the assumption that the Council will remain in existence for the foreseeable future. The alternative to this would be the ‘winding up’ basis which would value the assets at the level they could be sold for at the date of the accounts.

The Matching Principle – Incomes or Benefits are matched to their associated costs and reported in the most appropriate financial period.

Consistency – The same accounting principles are used and uniformly applied from one year to the next to ensure figures are comparable year on year.

Prudence – Where alternative outcomes are possible the one which produces the lowest profit, lower asset value or higher liability is chosen. The prevents overstatement of profit or benefit.

- 2.2 The Council is subject to intermediate audit by PKF Littlejohn. Council are asked to approve the Annual Governance and Accountability Return and authorise the Chairman to sign the same.

3. YEAR END ACCOUNTING ADJUSTMENTS

A computerised accounting systems records transactions strictly by invoice date, date of payment or date of banking for receipts. Where this would cause an item to be reported in the wrong financial period a manual adjustment is required to correct the accounts.

Prepayments – where items are paid or invoiced in advance for a service which extends beyond the end of the financial year the cost must be split pro rata between the two financial periods.

In the accounts for the year to 31st March 2023 the following adjustments were made:

Prepayments	2021/22 £	2022/23 £
Insurances	6,016	6,702
Utilities to be recharged to tenants	8,000	24,000
Duston Fund Day expenses paid in advance	-	3,636
Other prepayments	1,795	5,355
TOTAL	15,811	39,693

Accruals – Where the benefit of goods or services has been received or a cost incurred but an invoice from the supplier has not been received by the year end an adjustment is required to recognise the expenditure within the appropriate year, In the accounts for the year to 31st March 2023 the following adjustments were made:

Accruals	2021/22 £	2022/23 £
Audit and accountancy fees	4,300	6,180
Utilities	5,635	13,473
Legal and surveyors fees re leases etc	-	6,075

Other accruals	1,684	1,613
TOTAL	11,619	27,341

Deferred Income – Where a sales invoice is raised in advance for an event or service that takes place in the following financial period then this income must be adjusted to transfer it into the accounts for the following year. For example tenants rent invoices which are raised in advance.

Deferred Income	2021/22 £	2022/23 £
Tenants rent in advance	16,767	15,253
Room hire events after year end	548	559
Duston Fun Day monies in advance	562	496
TOTAL	17,877	16,308

4. OTHER BALANCE SHEET ITEMS

Cash and Bank Balances – At the 31st March 2023 the Council held £681,653.62 in bank accounts and £146.90 in petty cash and various floats. The balance per the bank statements before taking into account uncleared items as at 31 March 2023 totalled £681,800.52.

The Council is required to ensure that it has sufficient funds to be able to pay staff salaries, trade creditors, HMRC and pension scheme contributions in April before the first half of the following year's precept is received at the end of April. The first instalment of the precept amounting to £298,725.50 was received as cleared funds on 28 April 2023.

Debtors – The year end debtor balance represents the following:

Debtors	2021/22 £	2022/23
Debtors	26,427	42,090
HMRC (VAT refund due)	18,331	5,079
Other debtors	2,050	6,389
Prepayments	15,810	39,693
TOTAL	62,618	93,251

Creditors – The year end creditor balance represents the following:

Creditors	2021/22	2022/23
Purchase Ledger (includes PAYE and Pension*)	46,699	31,537
Refundable deposits	120	400
Accruals	11,619	27,341
Deferred income	17,877	16,308
Tenant deposit	1,937	1,937
Rent for lobby	2,187	2,187
TOTAL	80,439	79,710

*PAYE and pension scheme (LGPS) contributions relating to the March payroll were due for payment in April.

5. CONCLUSION

The Council budget for 2022/23 expenditure was £752,239 and the actual expenditure amounted to £741,853, of this £52,441 was met from ear-marked reserves. The income budget was £737,239 and the actual income received was £982,160. This included Community Infrastructure Levy income of £209,024. Transfers were made to ear-marked reserves in the sum of £261,532 (net transfers to ear-marked reserves £209,091). Key variances included in the Annual Return (those over 15%) are shown in the table below.

There have again been significant increases in utility costs for the centres and these have exceeded the expenditure budget. This has been offset in part by the increase in room hire income. Savings have been made against the salaries budget. The cost of salaries and pensions was £61,050 lower than the budget due to the fact that additional staff included in the budget, were not recruited until part way through the year. Legal and professional fees have exceeded the budget by £16,470, this was mainly due the additional work required to review and prepare new leases for the commercial office tenants. This additional cost was offset by savings in the salary budget as the previous assistant clerk, who would have assisted with this work, is no longer employed. Costs were carefully managed throughout the year and the budgeted break-even was exceeded, leaving a surplus (after net movements to ear-marked reserves) of £3,988.

Key variances	2021/22 £	2022/23 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<i>Other receipts</i>	208,507	450,921	242,414	116%	Community Infrastructure Levy monies received in the sum of £209,124. Income from room hire increased due to new customers and more groups returning after the end of the pandemic.
<i>All other payments</i>	420,198	368,866	(51,332)	12%	<p>Legal and professional fees have increased by £24,481, this includes additional work to negotiate, review and prepare new leases for the commercial office tenants. It also includes the legal costs associated with the asset transfers.</p> <p>The youth programme costs fell by £24,400 as a new service provider was used. Play equipment was purchased and the existing play areas were refurbished at a cost of £19,153.</p> <p>During the previous financial year £93,118 was spent on the renovation of St Lukes community centre and new equipment. This year £12,900 was spent to complete the works.</p>

6. TOTAL BUDGET VARIANCE ON THE GENERAL RESERVE

The Council ended the year with a General Reserve of £357,673 (£353,685, 2021/22) and earmarked reserves of £337,670 (£128,578 2021/22), resulting in an overall reserve as at 31st March 2023 of £695,342.

7. BORROWINGS

The Council has Public Works Loans Board borrowings of £1,538,989 as at 31st March 2023.

8. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) The Council approve the Annual Governance and Accountability Review 2022/23 and authorise the Chairman to sign the same
- b) The Council approve the end of year financial statement as a fair and accurate record of the Council's financial position at 31st March 2023.



DUSTON PARISH COUNCIL

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

Clerk Report – 1st June 2023

The main preparation of staff has been Duston Fun Day. Fingers crossed for weather. As usual all staff are expected to attend.

As usual for this time of year we have received complaints about long grass. With a combination of sun and rain this has been prime grass growing weather. Most of these complaints are nothing to do Duston Parish Council.

The recycling bins at Weggs Farm Road (adj to Tesco) have been removed by West Northamptonshire Council due to people leaving non recycling waste there like old mattresses.

I have been working with our accountant on the Annual Return and closing last year accounts.

Alan Bottwood and Nigel Hinch have resigned from Duston Parish Council. I have thanked them for their service.

Ryan Ikavnieks, Assistant Clerk, is currently doing Cilca training.

Since starting Duston Parish Council once 3 – 4 months (as Deputy Clerk then Clerk) I attend a Northampton Area Parish Clerk Forum. West Northamptonshire Council are now setting a large Parish Council Clerk Forum which will include Northampton, Duston, East Hunsbury, Wootton, Brackley, Towcester, Daventry, Long Buckby etc.

We have done our best to publicly support “Duston Market” at the village bakery. They are pleased how the first event went.

At the next Environment Committee I am putting two items on the agenda that the public have raised. The first is the boundary fence between St Luke’s Field and Sussex Close. It

should be remembered we need permission from WNC to install a fence on this boundary under the terms of the lease and it may even need planning permission. A public of the public has requested a bin at Port Road.

Duston Eldean Primary School and Millway Primary School have received their better parking signs. This is being paid for via grant money.

I am thinking of amalgamating all our staff policies (e.g. Annual Leave Policy, Sickness Absence Policy) and having a "Staff Handbook". A staff handbook would contain all the HR Policies.

Cllr Liddon has suggested to me we have a DPC photo of all Councillors next to the tree we planted to celebrate the 100th Anniversary of the 11th Northampton Boy Brigade.

The status of various projects:

Defib for Errington Park – it has been received and we are waiting for the contractor to install it. Paid for by CIL.

Speed Activated Signs – we are waiting for them to arrive. Facilities staff are learning how to get the information of the existing ones. Paid for by CIL.

Path outside Duston Library and rear of Community Centre – waiting for WNC Assets Department to give me written position for this to happen. I will do this once I have permission and inform Resources & General Purposes Committee when it is done. Paid for by CIL.

Bleed Cabinet at exterior to Duston Library – waiting for written permission from WNC Assets Department. Paid for by CIL.

Parks, Open Spaces & Allotments – waiting to hear something from our solicitor Pathfinder Legal.

Alfred Knight Footpath & 3 Street lights, Rose Villa Access – developer will resurface Rose Villa Access before proceeding with formal legal transfer.

Telstar Way Open Space – waiting to hear from the developer.

Bee Stops – the rewilding / bee stop at Grafton Way Meadow is set up. Currently staff are setting up Bee stops at Errington Park and Mendip Park.

Quarry Play Equipment – should be complete in the summer. Being paid for by CIL.

Haydown Green Play Equipment – should be complete towards end of summer. Being paid for by CIL.

S106 – I have West Northamptonshire Council for S106 to fund 3 new items of play equipment in Mendip Park, a commemorative bench in Mendip Park and a commemorative bench for Telstar Way. I have chased this up. I have not received anything back. The interim S106 officer has now left. I understand WNC are now going to try and recruit a permanent S106 officer.

CIL – West Northamptonshire Council have informed me that Duston Parish Council is now due a further £3,344.81 in Community Infrastructure Levy.

Duston Sports Centre Lease 2027 to 2042 – currently being put together by solicitor Pathfinder Legal.

3 x Welcome to Duston Signs – currently being manufactured. Being paid for by CIL.

Flag Pole at Duston Sports Centre – once they have received our payment they will install. Being paid for by CIL.

Tree Inspections – we have tree surveys for Mendip Park, St Luke's Field, Grafton Way Meadow and Errington Park. We are now getting quotes to carry out the recommended work.

Parking Bays – Resources & General Purposes Committee agreed to repaint parking bays at Errington Park, Duston Community Centre and Duston Sports Centre. We are currently considering whether this is something we can do in house. We would staff at Errington Park.

Planters – it is an aspiration to put more planters about in Duston. I have put this on the back burner somewhat until the benches, welcome signs, defib etc have been installed.

Limehurst Square – We continue to push for it to be resurfaced sooner rather than later.

Gary Youens



Full Council 8th June 2023
27/23. Mendip Park Public Consultation

1. Purpose of Report

1.1 To inform and display to the Council the data collected from the Mendip Park Public Consultation.

2. Background

2.1 During the Full Council meeting on the 3rd of November 2022, Duston Parish Council (DPC), as per 102/22. 'Recommendations from the Environments Committee' item a, resolved to conduct a public consultation to understand the public's perception on the installation of a lockable gate between Mendip Park and Sam Harrison Way Public Open Space (POS).

2.2 The public consultation opened on the 24th of January 2023 and closed on the 28th of February 2023.

2.3 Seventy letters notifying the residents of the public consultation and how to participate (scanning a QR code, following the links on the DPC Social Media/Website or alternatively collecting a physical copy from the Community Centre) were posted to dwellings on directly backed onto Mendip Park and dwellings on Sam Harrison Way within view of the fence line. (Dwellings on Mendip Road, Cotswold Avenue, and dwellings on Sam Harrison Way)

2.4 Furthermore, six posters were placed in total, in conjunction with social media posts, to inform users of the park who do not live in the houses that were notified that the

consultation was being conducted. Two posters were placed upon two lamp posts located on Mendip Road, one poster was placed upon the welcome to Mendip Park sign located in direct sightline of the park's entrance. Three posters were placed around the Sam Harrison Way Public Open Space.

3. Findings

3.1 There were 177 individual responses received. 172 responses were submitted online, with five being turned in physically to Duston Community Centre.

3.2 The first question that was asked was 'What is your postcode?' Figure 1 displays the breakdown of where respondents live based upon postcode. The four most common postcodes were NN5 6GW (9.0%/, Ash Tree Road / Duston Gardens), NN5 6DP (8.5% Cotswold Ave), NN5 6BA (6.8%, Mendip Rd) and NN5 6PQ (6.2%, Rollers Cl / Duston Gardens).

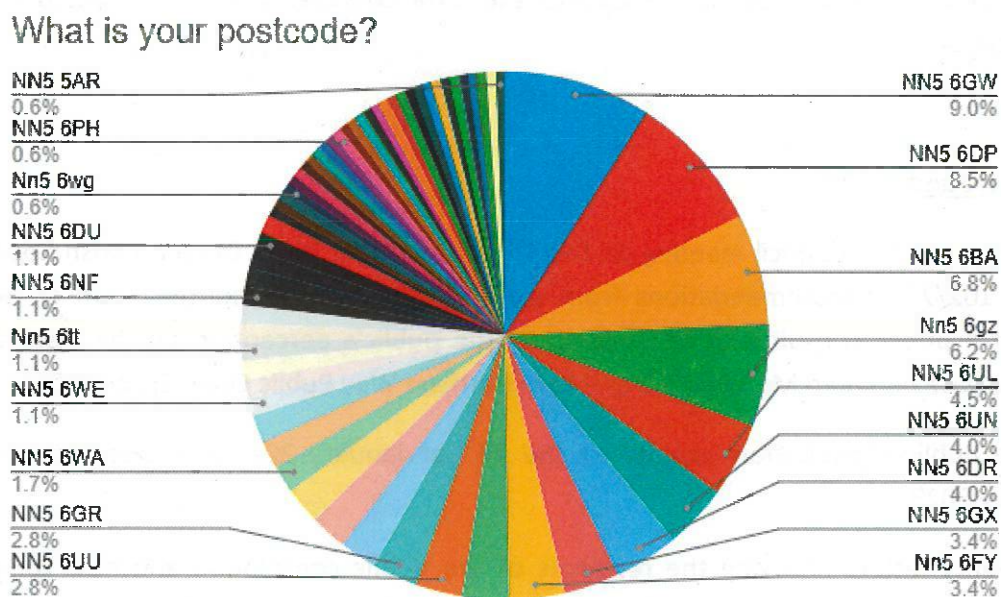


Figure 1

3.3 The second question that was asked enquired about often the individual respondent visits Mendip Park. Figure 2 displays the breakdown of how frequently the respondents visit the site.

Have you ever visited Mendip Park, if so, on average how often do you visit Mendip Park?

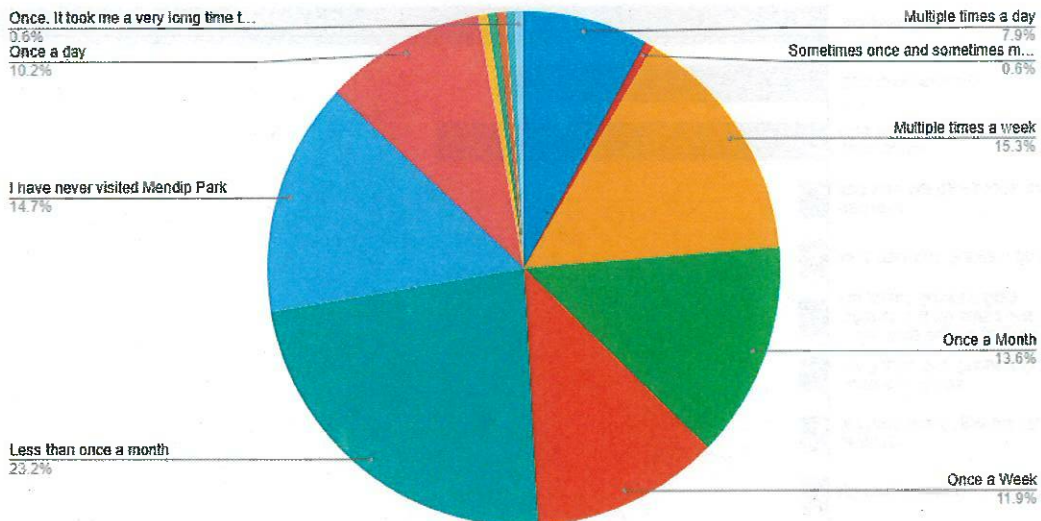


Figure 2

3.4 The third question asked to the residents was 'If you have never or rarely visit Mendip Park, what's stopping you?' as to identify any potential issues that are isolating individuals from using the space. Respondents were allowed to list multiple issues.

- 76 respondents (42.9%) expressed that the entrance is too far away / they don't know where the entrance is with a further 10 respondents (5.6%) stating that they did not know Mendip Park existed.
- 52 respondents (30.5%) highlighted that flooding issues during the winter negatively impacts the accessibility of the park.
- 43 responses (24.3%) were left blank or responded with a message that reaffirmed that they visit Mendip Park often (I do visit, N/A, Access is good.) 26 respondents (14.9%) stated that a lack of play equipment is a factor causing them not to visit Mendip Park. 18 responses (10.2%) express that a lack of seating around the park hinders them from visiting the park.

3.5 Question four was 'If you have or often visit Mendip Park, what is the primary activity during your visit?', Table 1 shows the primary activity of Park users.

If you have or often visit Mendip Park, what is the primary activity during your visit?

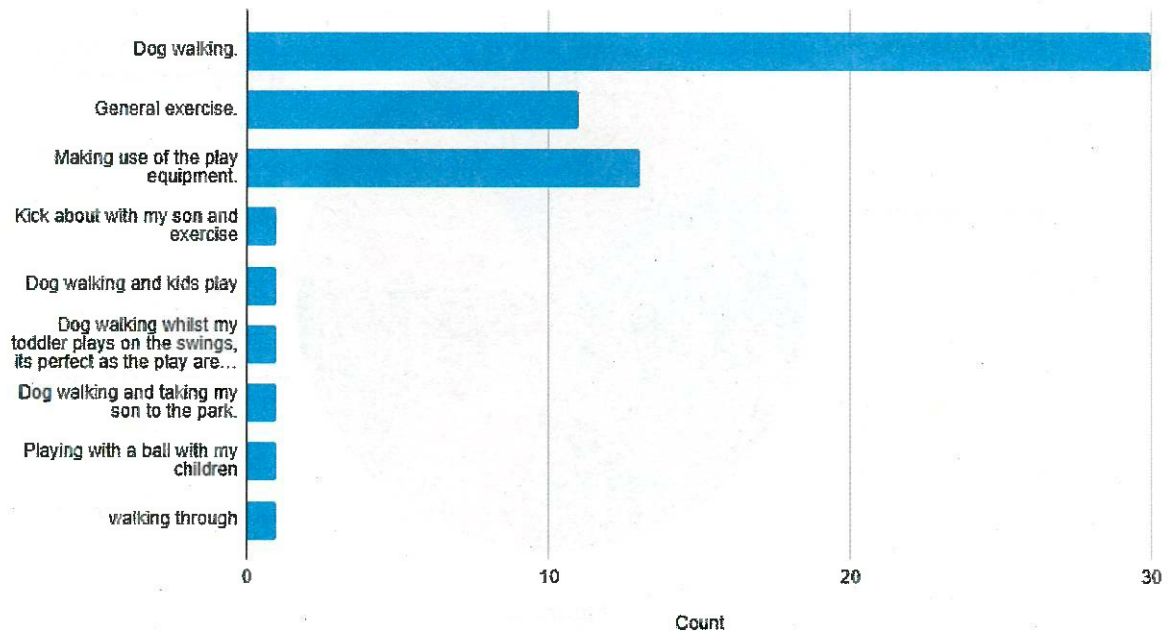
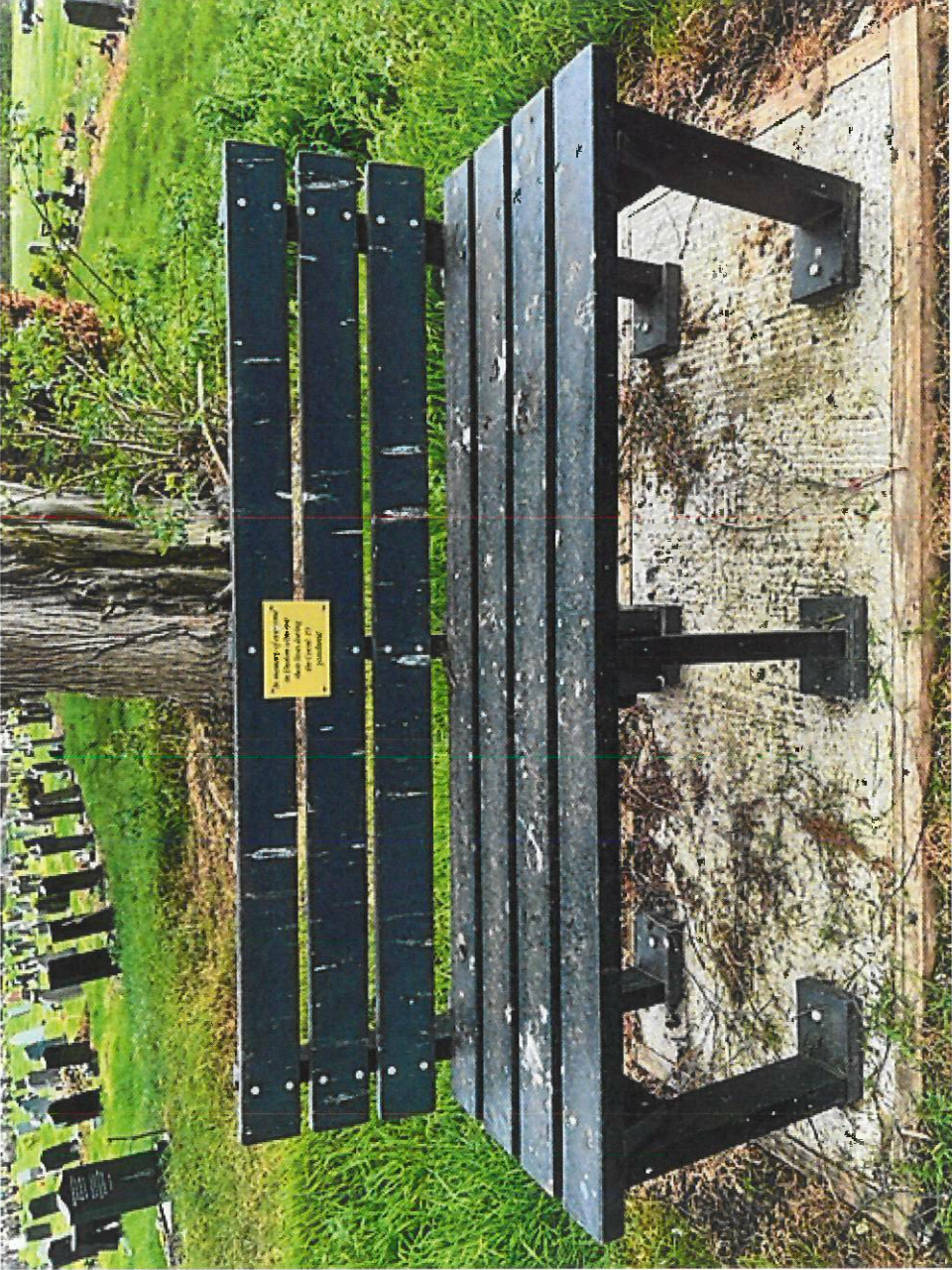


Table 1

3.6 The fifth question asked on the survey was 'Would Mendip Park benefit from having an additional gated entrance connecting Sam Harrison Way to the park?'. 137 respondents (77.4%) were in favor of an additional gated entrance. 34 respondents (19.2%) were against the notion of an additional gated entrance. 4 respondents (2.3%) were in favor of an additional gated entrance, subject to two specific conditions, the gate automatically closes (I.E weighted gate or spring system), anti-vehicle/motorcycle deterrents in place. Two responses (1.1%) were non-applicable.

APPENDIX G





Northamptonshire Police, Fire and Crime Commissioner
and Northamptonshire Police

Dedicated PCSO Scheme





Message from the Commissioner Stephen Mold



Following interest from local communities and organisations, I launched the dedicated PCSO scheme which allows organisations to sponsor a dedicated PCSO for their area.

The response to the scheme has been encouraging with local authorities, borough councils and businesses now sponsoring their own PCSO. I have visited most of the sponsors since the scheme began and I have been very pleased to see how well the scheme works and the excellent relationships that have been developed.

I am very grateful that so many organisations have entered into this partnership with us and shown very clearly, how much community safety and public confidence means to them.



Message from the Chief Constable Nick Adderley



As Chief Constable, I have committed to building neighbourhood teams and to further strengthen the capabilities of those who work within those teams. Police Community Support Officers (PCSOs) are critical to the success of Neighbourhood Policing due to the unique role they play in providing reassurance, visibility and connectivity to the community.

The opportunity for partners to sponsor a PCSO as a dedicated, visible presence in their area is not a replacement for your core local policing. This offer is about partnership working and providing communities with a tangible way to make a difference in their areas.

Northamptonshire Police is now better placed than ever to deliver effective community policing, but working with partners on schemes such as this, will help make our county an even safer place and assist in our mission of fighting crime and protecting people.

What is a Police Community Support Officer and what can they do for my community?



Police Community Support Officers (PCSOs) perform a vital role in communities across Northamptonshire.

By working on the frontline and conducting regular patrols of their beat, they provide local people with a reassuring and visible presence. PCSOs focus their time on working with their local communities and partners to resolve problems.

Dedicated PCSOs have the same powers as all other PCSOs working for Northamptonshire Police. Dedicated PCSOs can:

- Detain
- Issue fixed penalty notices for offences including cycling on the footpath and littering
- Issue penalty notices for disorder
- Seize drugs, alcohol & tobacco
- Deal with anti-social behaviour
- Stop and search
- Remove abandoned vehicles
- Carry out road checks

The Dedicated PCSO Scheme

As part of our joint working and empowering communities initiatives, you can sponsor a PCSO who will be dedicated to your area.

Your dedicated PCSO will work within your local policing team and will be directly accountable to the local policing Sergeant. The local Sergeant will work with you as a sponsor to identify local priorities and will meet with you on a regular basis to ensure the community's needs are being met.

Sponsoring a PCSO will not reduce the service your community receives from the core policing team - it will supplement and enhance the work of Northamptonshire Police in your area.

Dedicated PCSO posts will only be available when all core establishment posts are filled. This means that all communities will still receive a full policing service; and any PCSO which is funded by sponsorship is in addition to the core PCSO roles, funded by Northamptonshire Police.

"Crick values greatly the work that has been done by our sponsored PCSOs for many years and is very grateful to Prologis for the superb support which they provide to the Parish in making a major contribution to the cost of the sponsorship. The visible presence and availability of the PCSOs in the village significantly enhances its safety and security."

Brian Hughes - Crick Parish Council



"We already provide private security for our customers at DIRFT RFI and sponsoring two dedicated PCSOs, and the police powers they bring, enables us to bridge the link between our logistics park and the local community and ensure vital community policing work in the area can continue."

Steven Haddock - Director of Regional Property Management at Prologis UK

FAQs

What are the costs of funding a PCSO?

The funding covers the total salary and on costs for your PCSO.

All other costs, including uniform and/or equipment of the PCSO will be covered by Northamptonshire Police and Northamptonshire Police, Fire and Crime Commission.

For 2019/20, this means the cost of a dedicated PCSO for your area is just £37,245.

You will be invoiced twice yearly in advance on the 1st April and 1st October.

What do we get if we fund a PCSO?

By funding a PCSO, you will have a named PCSO who is dedicated to your area.

Your dedicated PCSO will work within your local policing team and will be directly accountable to the local policing Sergeant. The local Sergeant will work with you as a sponsor to identify local priorities and will meet with you on a regular basis to ensure the community's needs are being met.

Their duties and responsibilities will be agreed between Northamptonshire Police and you as the sponsor and will be aligned to your local priorities.

Can we, as the sponsor, deploy our PCSO as we see fit?

No.

Dedicated PCSOs will remain under the direction and control of the Chief Constable. However, their roles and duties will be aligned to your local priorities and they will be dedicated to your area.

Will our PCSO be deployed to other areas?

Northamptonshire Police will only deploy your dedicated PCSO to other duties away from your locality in the event of unforeseen, exceptional or large-scale incidents (eg major, critical incident) when necessary.

If for any reason your PCSO is deployed elsewhere for this reason for more than five working days in any 12 month period, the amount of funding required from you shall be reduced pro-rata accordingly.



“Bugbrooke are pleased to be co-operating with Northamptonshire Police by financing a PCSO in the village in order to create a more visible security presence for local residents. We look forward to working with PCSO Matt Taylor (pictured above with Commissioner Stephen Mold) as he integrates into village life.”

John Curtis
Chairman of Bugbrooke
Parish Council

Will dedicated PCSOs be provided with transport?

Your PCSO will be provided with all necessary equipment to undertake their duties. This will be assessed on a case-by-case basis by the team Sergeant.

What is the cancellation notice period?

Six months – to expire on or after the initial minimum 12 month term. Notice to end the agreement can be given by either you as the sponsor or Northamptonshire Police.

Is there a maximum term we can sponsor a PCSO for?

No

The minimum term for sponsoring a PCSO is 12 months. This can be extended indefinitely until either you or Northamptonshire Police ends the agreement.

Will your PCSO work on their own?

Your PCSO will work as part of the wider Neighbourhood Policing Team, but will be dedicated to your area and conduct duties and roles in accordance with the agreement made by you and Northamptonshire Police.

This will likely involve independent patrols as well as patrols with the wider Neighbourhood Team, which includes officers and other PCSOs

Can we have a part-time PCSO

Yes.

There may be an option to sponsor a PCSO in your community on a part-time basis.

Please contact us to discuss this further.



Can we fund more than one PCSO?

Yes.

Subject to demand, there is an option to fund more than one PCSO for your area.

Please contact us to discuss this further.

What happens to the PCSO when we stop funding them?

Following the end of a sponsorship agreement, opportunities will be explored to integrate the PCSO in to the core policing model.

Who do we speak to if we are not happy with our PCSO?

In the unlikely event that you are not happy with your PCSO and wish to make a complaint, you should contact your local Neighbourhood Policing Team Sergeant who will address any issues accordingly.

If your PCSO is unable to attend duties for any reason, will Northants Police provide cover?

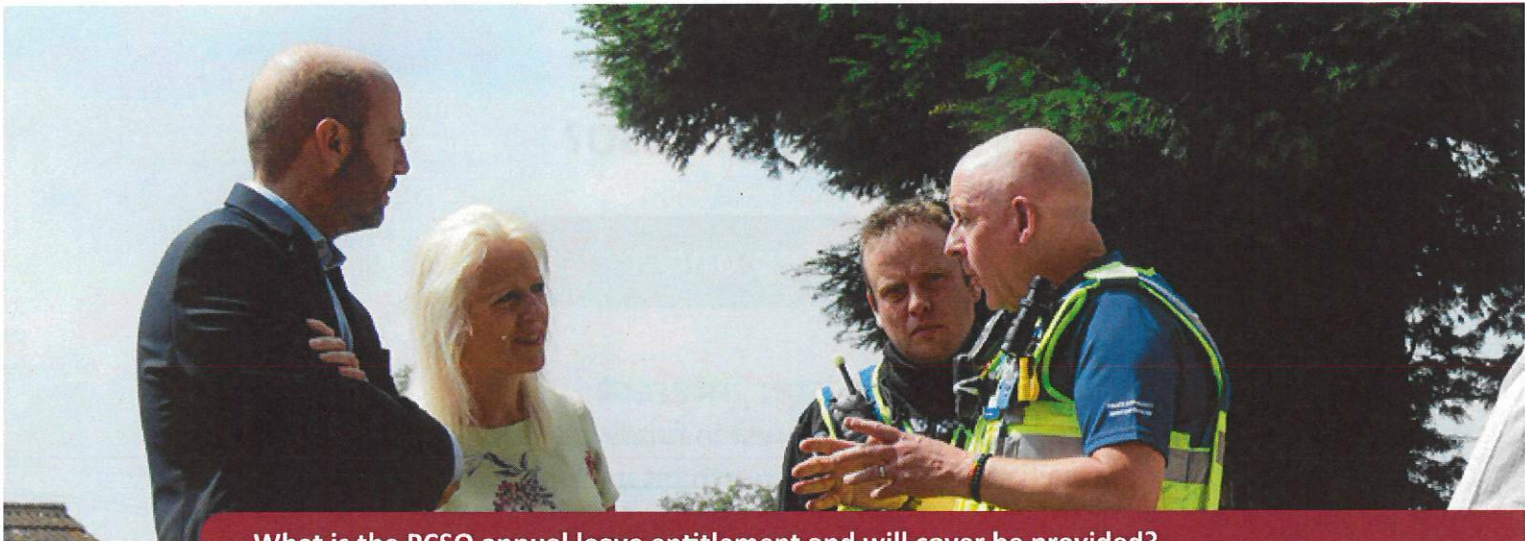
No.

The Force is unable to provide direct cover in these circumstances. However, your core policing service will of course continue to provide your area with local policing services.

“The Parish have had a part time PCSO for a number of years but were pleased to be able to move to having a full time officer. Residents felt that it was important to have a dedicated police presence, and, with Carl (pictured right) now working full time in the village, he is developing good links with businesses and community groups.”

Jean Curd
Woodford Cum Membris
Parish Council





What is the PCSO annual leave entitlement and will cover be provided?

Annual leave entitlement is given in line with Force policy - which means each PCSO is entitled to up to 30 days per annum in addition to public and bank holidays.

Unfortunately Northamptonshire Police will not be able to provide direct cover during an annual leave period.

If we fund a PCSO, will we receive a reduced service from our local policing team?

No.

Funding a PCSO will not impact on how your local community is policed by the core policing teams, it will supplement and enhance your existing service.

Can we fund a PCSO at any point in the year?

You can register your interest to sponsor a PCSO at any point during the year, however the agreement can only commence once a PCSO becomes available. We will work with you to agree a suitable start date.

Can we jointly fund a PCSO with other partner(s)?

Yes.

You can jointly fund a PCSO with other partners. We are happy to work with multiple partners to seek an agreement that suits all parties. Each application will be considered on a case-by-case basis.

What support will we receive?

Your dedicated PCSO will be managed and supported by the local neighbourhood police sergeant, who will meet with you to ensure your needs are being met. If you fund a PCSO, the Office of the Police, Fire and Crime Commissioner will meet with you regularly to monitor the contract and how the arrangement is working.

What is the process for funding a PCSO?

Step one

Register interest

Register your interest in funding a PCSO
email: commissioner@northantspfcc.pnn.gov.uk

Step two

Sign a formal agreement

Once you've expressed your interest in funding a PCSO, the OPFCC will contact you to discuss further and formalise the agreement under a contract.

Step three

PCSO commences duties

Once the agreement has been signed, the force will identify and allocate a PCSO to your area.
They will then begin duties on the agreed date.

Step four

Sign a formal agreement

You will have regular meetings throughout your agreement which will usually be with the local Sergeant, who is the line manager of the PCSO.

How can I find out more?

If you want to find out more about funding a PCSO, please contact us by
emailing: commissioner@northantspfcc.pnn.gov.uk
or calling: **01604 888113**





Stephen Mold

Police, Fire and Crime Commissioner
for Northamptonshire



DUSTON PARISH COUNCIL

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

Planning Committee
Minutes 25th May 2023

Cllrs Ingram, Barnes, Liddon, Mumford, Enright-King

CHAIR: Councillor M. Ingram

PRESENT: Cllrs Barnes, Liddon, Mumford,

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

PC01/23. To elect a Chair of the Planning Committee

- **RESOLVED:** Cllr Mike Ingram was elected Chair of the Planning Committee for the municipal year 2023/2024.

PC02/23. To elect a Vice-Chair of the Planning Committee

- **RESOVLED:** Cllr Miles Barnes was elected Vice-Chair of the Planning Committee for the municipal year 2022/24.

PC03/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

PC04/23. To receive and approve for signature the minutes of the meeting held on 27th April 2023

- **RESOLVED:** That the minutes of the meeting held on the 27th of April 2023 were approved as a true record and signed by the Chair.

PC05/23. 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 declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

PC06/23. Public Participation Session

- There were no members of the public present.

PC07/23. Planning Applications

WNN/2023/0423 - 237, Main Road, Duston, Northampton, Northamptonshire, NN5 6PR
- Variation of Condition 4 of Planning Permission N/2013/0131 (Redevelopment of site to provide a convenience store (class A1) including ancillary parking and service area. (As amended by revised plans received 30/04/2013) to change opening hours from 7:30 - 20:00 to 7:00 - 21:00

- **RESOLVED:** Duston Parish Council supports the application.

WNN/2023/0456 – Firsview Drive, Northampton, Northamptonshire, NN5 6RQ – Two storey side extension and single storey rear extension.

- **RESOLVED:** Duston Parish Council has no observations or comments, but reserves its right to revise if any concerns are raised.

WNN/2023/0466 – Tesco Express, Shop, 13-14 Limehurst Square, Northampton, NN5 6LP – Installation of 1no packaged gas cooler, 2m high palisade fence with access gate and anti-slip walkway

- **RESOLVED:** Duston Parish Council has no observations or comments, but reserves its right to revise if any concerns are raised.

PC08/23. Revision of the Duston Neighbourhood Plan

- **RESOLVED:**
 - a) That resolution 18/23 passed by Council to allow the Planning Committee to proceed with a preliminary inquiries was acknowledged and noted.

- b) That the Clerk engages with consultants, recommended by the Northamptonshire County Association of Local Councils, for costings on revising the Duston Neighbourhood Plan to be presented to the Committee.

PC09/23. Sandy Lane Road Closure.

- **RESOLVED:** That the discussion surrounding letter received from Andrew Lewer MP regarding the Sandy Lane Road Closure was noted.

PC010/23. CIL / S106

- **RESOLVED:**
 - a) That the discussion the latest situation with regards to outstanding CIL / S106 owed to Duston was noted. The Clerk said he soon to have a meeting with other Clerks in the local area and has requested outstanding S106/CIL as an agenda item.
 - b) That the discussion of possible local projects using Community Infrastructure Levy (CIL) and Section 106 (S106) was noted. The Clerk reported he has not had a response from West Northamptonshire Council about the use of S106 to fund additional play equipment in Mendip Park.



Grant Awarding Policy

1. Statutory Authority

Duston Parish Council can award grants in accordance with the following statutory provisions:

1.1 Local Authority Act 1972 (Section 137). *"A Local Authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of its inhabitants."*

1.2 Local Government Act 1972 (Section 145). *"A local Authority may do, or arrange for the doing of, or contribute towards the expense of the doing of, anything (whether inside or outside their area) necessary or expedient for any of the following purposes" i.e. provision and promotion of entertainment, arts and crafts.*

1.3 Local Government (Miscellaneous Provisions) Act 1976 (Section 19 - recreational facilities). *"A Local Authority may contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing recreation facilities which the authority has power to provide."* i.e. the provision and promotion of sports, leisure and amenities.

In summary, the award of grants shall be for:

- The benefit of the Duston community
- The provision and promotion of entertainment, arts and crafts, sports, leisure and amenities.
- The provision of public open space or amenity area planting.
- The provision of events that benefit the community as a whole.

Each grant will not normally exceed a maximum of £1000, although Council may use its discretion to exceed this amount.

2. Grant Application Process

2.1 Applicants will be required to complete and submit an application form.

2.2 The Parish Clerk will receive all applications in the first instance.

2.3 In addition to the application form organisations will be required to provide

- A copy of their written constitution or details of their aims and purpose.
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
- A copy of their Annual Report

4. Applications may be submitted at any time.

5. All applicants will be contacted following a decision by Council.

6. The completed Grant Application Form will be published in full on Duston Parish Council website.

3. Conditions of Funding

3.1 The organisation must be either not for profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

3.2 Grants will not be made to individuals.

3.3 Grants will not be made retrospectively.

3.4 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified local project.

3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

3.6 The administration of and accounting for any grant shall be the responsibility of the recipient. Evidence of expenditure should be supplied to the Council where requested.

3.7 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each award.

3.8 Each application will be assessed on its own merits.

3.9 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.10 Successful applicants must provide photos or a short written report on how the grant was spent within 12 months of receiving the grant. Any grant money not used for purpose within 12 months shall be returned.

3.11 Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

4. Eligibility

4.1 Grants will not be made to:

- × Individuals.
- × Organisations operating on a for-profit basis.
- × Political or quasi political groups.
- × Organisations located outside of the parish unless there is specific proof of direct benefit to Duston or its residents.
- × Charity appeals

4.2 Grants are available made to:

- ✓ A Not For Profit organisation serving the needs of the residents of Duston and the area
- ✓ A Duston based club/association/charity serving a specific section of the community or the community as a whole

Version	Date adopted / re-adopted	Date review by
33/23 a	8 th June 2023	June 2027 unless there are statutory changes



DUSTON PARISH COUNCIL

Grant Application Form

1. ABOUT YOU:

Name of applicant/organisation:

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Address of applicant/organisation:

Contact Name:	
Position:	
Address:	
Postcode:	
Email:	
Daytime Phone:	
Website (if applicable):	

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

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

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

Objectives of the organisation and activities in Duston:

--

3. GRANT DETAILS:

Project for which grant is required:
How do you know there is a need for the work for which a grant is being requested?
How will this project benefit the parishioners/residents of Duston?
Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?

4. FINANCIAL DETAILS:

How much money are you requesting from Duston Parish Council:
If your project will cost more than the total requested, how will the remainder be funded?
Please give the organisation name, number and sort code of the account into which the grant should be paid by the council if your application is successful:

6. DECLARATION:

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

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

Signed	
Name (please print)	
Position	
Date	

Please return your completed form to the address below:

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

Or

Email: clerk@duston-pc.gov.uk

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Records Retention Policy

Duston Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the organisation. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Duston Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Duston Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Duston Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Duston Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Duston Parish Council's records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

<i>Document</i>	<i>Minimum Retention Period</i>	<i>Reason</i>
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years + current year	HMRC
Petty cash accounts	Last completed audit year	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years after ceasing	Limitation Act 1980
Contracts	6 years after ceasing	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

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**West
Northamptonshire
Council**

Planning Department
Place & Economy Directorate
West Northamptonshire Council
Northampton Area Office
Guildhall, St Giles Square, Northampton
NN1 1DE
0300 126 7000
www.westnorthants.gov.uk | planning.nbc@westnorthants.gov.uk

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

Our Ref: WNN/2023/0504
Contact: Jonathan Moore
Telephone No: 0300 126 7000
Email: planning.nbc@westnorthants.gov.uk
Date: 1 June 2023

Dear Sir/Madam

TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER
2015.

PROPOSAL: PRIORITY NOTIFICATION FOR PROPOSED 15M 5G TELECOMS
INSTALLATION: H3G STREET POLE AND ADDITIONAL EQUIPMENT
CABINETS
LOCATION: LAND AT, MAIN ROAD, DUSTON, NORTHAMPTON

We are in receipt of the above application and would be grateful for any observations which you may wish to make. They should reach the Planning Service no later than **21 days** from the date of this email.

Please follow the link below in order to view plans and information regarding this application. Insert reference **WNN/2023/0504** into the Application Number search box and click submit. Please note, only this one box needs to be filled in, and it can take up to 2 hours to appear online from the time of this email being sent to you.

<http://planning.northamptonboroughcouncil.com/planning>

Please send your response to planning.nbc@westnorthants.gov.uk

Elected members only – if you wish to call this application into planning committee please email your reasons to planningcall-ins@westnorthants.gov.uk this mailbox is monitored and only to be used for call in requests, for anything else please use planning.nbc@westnorthants.gov.uk

If no comments are received within this period it will be assumed that you have no observations to make.

Yours faithfully

Jonathan Moore
Senior Planning Officer
Planning Service

M 210148497



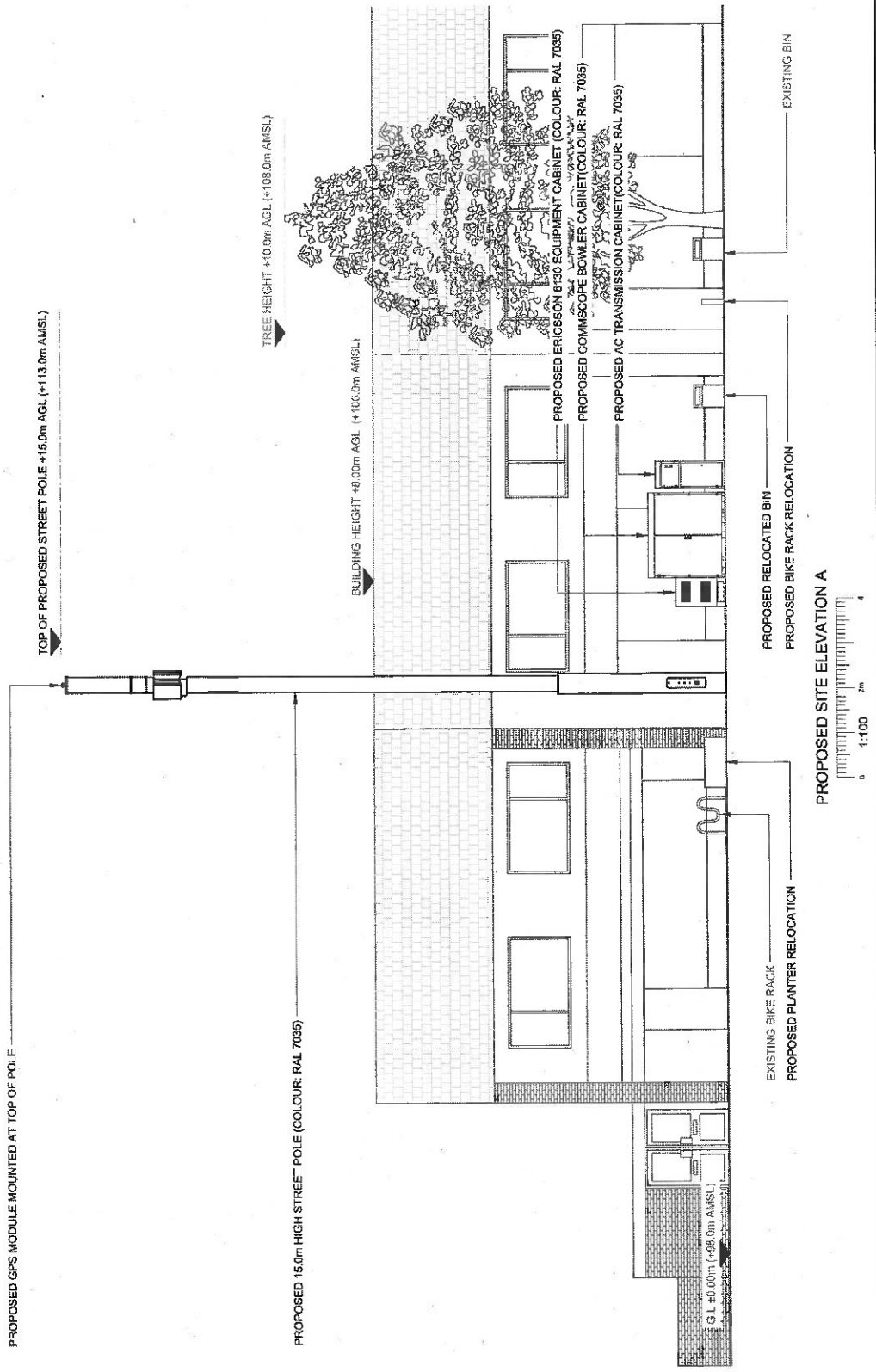
**West
Northamptonshire
Council**

Planning Department
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Northampton Area Office
Guildhall, St Giles Square, Northampton
NN1 1DE
0300 126 7000
www.westnorthants.gov.uk | planning.nbc@westnorthants.gov.uk



Revision	By	Date
1	AK	06/07
2	AK	06/07
3	AK	06/07
4	AK	06/07
5	AK	06/07
6	AK	06/07
7	AK	06/07
8	AK	06/07
9	AK	06/07
10	AK	06/07

NOTES:
1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.



PROPOSED SITE ELEVATION A



REV	Issued by	Checked by	DATE
1	AK	AK	06/07
2	AK	AK	06/07
3	AK	AK	06/07
4	AK	AK	06/07
5	AK	AK	06/07
6	AK	AK	06/07
7	AK	AK	06/07
8	AK	AK	06/07
9	AK	AK	06/07
10	AK	AK	06/07

CK Hutchison Networks (UK) Limited
Green Park,
450 Longwater Avenue,
Reading,
RG30 3UR



Great British Communications
1st Floor, Victoria Centre, Oxford, MK2 6S
T: +44 (0)161 420 4120
www.gbcnetworks.co.uk

Site Name: MAIN ROAD SW

3UK Nominal ID: NTN20756

Address:
MAIN ROAD
NEW DUSTON
NORTHAMPTON
NORTHAMPTONSHIRE
NN5 6PR

Title: 265 PROPOSED SITE ELEVATION

Project: UNILATERAL SW

Program of Issue: PLANNING

MANUFACTURE Call ID:
NTN162185477/NN0780

Drawing No: NTN20756_NTN162_06417_NN0780_GA_REV.A
Issue: A

