



DUSTON PARISH COUNCIL

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

FULL COUNCIL

26th January 2024

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 1st February 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

137/24. To receive apologies for absence

138/24. To receive and approve the minutes of the meeting held on 11th January 2024
(APPENDIX A)

139/24. 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).

140/23. 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*).

141/24. To receive any information update on Section 106 / Community Infrastructure Levy

142/24. Councillor Reports – Information Only

- To receive any informational reports from Councillors.

143/24. Health & Wellbeing Strategy

- To receive an update from Cllr Matt Golby and the BCD Manager

144/24. Police Liaison Report

- To receive a report and update from Cllr Liddon

145/24. Bank Reconciliations

- To approve bank reconciliations for November 2023 (APPENDIX B)

146/24. Payment of Invoices

- To note invoice payments for November 2023 (APPENDIX C)

147/24. Committee Updates

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

148/24. Community Services Committee Recommendations

- a) To approve a Grant Application (APPENDIX G)
- b) To discuss and review Parish Council Noticeboards (APPENDIX H)

149/24. Environment Committee Recommendations

- To discuss whether to pursue the following with Community Infrastructure Levy (APPENDIX I)
 - a) To discuss whether to purchase & install a table tennis table at Errington Park & Melbourne Lane / St Luke's Field

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- b) To discuss whether to purchase junior goal posts for Duston Parks and which particular parks. Errington Park to have full sized goal posts.
- c) To discuss whether to install half a MUGA at Melbourne Lane / St Luke's Field.
- d) A Parish Council litter pick at Limehurst Square

150/24. St Luke's Centre Report

- To commission a building survey report on St Luke's Centre to be proactive with potential issues rather than reactive. Cost of survey is £3000 (excluding VAT).
Report to cover:
 - Condition Survey to both the external and internal building fabric;
 - Budget costs for remedial/ replacement works as identified following our inspection;
 - A comprehensive word report inclusive of recommendations/suggestions and limitations;
 - Photographic schedule;

151/24. Clerk Report

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

152/24. Poor Close Charity

- To discuss any sale of land and Duston Parish Council response

153/24. Streetlighting in Meeting Lane

- To discuss the lack of streetlighting in Meeting Lane
Proposed by Cllr Sandie Maitland

154/24. CCTV at Limehurst Square

- To discuss CCTV in Limehurst Square
Proposed by Cllr Sandie Maitland



DUSTON PARISH COUNCIL

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Duston Community Centre
Pendle Road
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FULL COUNCIL MINUTES
THURSDAY 11th JANUARY 2024 7PM

Chair: Cllr P Enright-King

Councillors Present:

Barnes, Craven, Dickinson, Ennis-Clark, Golby, Ingram, Liddon, Littlewood, Maitland, Mumford, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business and Community Development Manager

121/24. To receive apologies for absence

- No apologies were received. All 12 councillors are present.

122/24. To receive and approve the minutes of the meeting held on 7th December 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday 7th December 2023 were approved as a true record and duly signed by the Chair.

123/24. 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.

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124/23. Public Participation Session

- There were two members of the public present. One member spoke upon item 132/24. Voi Scooters. They highlighted all of their major concerns with the scheme alongside serious rider violations that they have commonly seen and consistently reported over an 18-month period such as:
 - Riders riding on the pavement.
 - Riders lacking concern for fellow members of the public when riding on the pavement.
 - Nuisance parking that blocks pavements, restricting movement of pedestrians.
 - Multiple riders on the scooter, ranging from 2 to 4 riders.
 - Young people who look below the age of 16 riding on the scooters.
 - The lack of transparency, openness and communication from West Northamptonshire Council, Voi and the Police in relation to VOI Scooters
 - The absence of reference numbers when reporting the issue through the app, which makes following-up on the report impossible.
 - The lack of options when making a report on the app.
- The other member of the public spoke upon multiple issues effecting the St. Giles Park Estate. They highlighted the ongoing negative impact caused by the Berrywood Road work diversion route through Weggs Farm Road, the fly-tipping on the Old Sandy Lane due to the lack of barriers, the desire trail create through the hedge as a shortcut via Vienne Close and the lack of a direct bus route to St. Luke's Primary Care Centre on the other side of Duston.

125/24. To receive any information update on Section 106 / Community Infrastructure Levy

- Cllr Ingram, in a private capacity, submitted two Freedom Of Information Request (FOI) to West Northamptonshire Council (WNC). One of the FOI's surrounded the S106 agreement for the Duston Gardens Estate and the other asked more generally about the amount of unspent S106/CIL monies WNC currently held.
- **RESOLVED:**
 - a) That Cllr Ingram's verbal update was received.
 - b) That Cllr Ingram is thanked by Council for his consistent and persistent work on this issue.

126/24. Councillor Reports – Information Only

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- Cllr Maitland shared with the Council that they and Cllr Golby will be conducting the first resident Surgery on the 20th of January 2024, with the following surgeries taking place on the third Saturday of each month. Cllrs Craven and Roper have volunteered to conduct the next Surgery.

127/24. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for October 2023 (APPENDIX B) was approved.

128/24. Payment of Invoices

- **RESOLVED:** That the invoice payments for October 2023 (APPENDIX C) was noted.

129/24. Committee Updates

- **RESOLVED:**
 - a) That the report in the form of the minutes of the Planning Committee (APPENDIX D) was received, discussed and noted.
 - b) That the report in the form of the minutes of the Resources and General Purposes Committee (APPENDIX E) was received, discussed and noted.

130/24. Councillor IT Provision & Equipment

- There was a discussion about what kind of IT provision would be most suitable. A desire was expressed that councillors should be able to access their agenda and accompanying documents via a cloud using a laptop or tablet rather than receive piles of paper. Going paperless would be more environmentally friendly it was argued.
- The Clerk advised that our current website provider is leaving the market so it is a good opportunity to do something different. There are a few providers that specialise in providing websites to town & parish councils. This would be done in conjunction in changing our IT provision.
- The Clerk also advised that there is no allocated budget for this and it would need to be paid from General Reserves. A view was expressed by the meeting some savings could be made by reducing printing costs and cancelling webmail accounts.
- **RESOLVED:**
 - a) That the report on Councillor IT provision (APPENDIX F) was received, noted and discussed.

- b) That purchasing laptops (ideally Quote 2 – ASUS Vivobook 174.17 excl. VAT per device) for individual Councillors was agreed. The Clerk would see what laptops are most appropriate.
- c) A full migration from the present webmail email accounts to outlook for both staff and councillors.
- d) That Councillor IT Provision (laptops, MS 365 accounts) is paid from General Reserves.

131/24. Tree of Hope

- The Community Development Manager gave an overview and history of the Tree of Hope project and how it can be taken forward. The Clerk is currently seeking permission from WNC Highways for the project.
- **RESOLVED:**
 - a) That the proposed Tree of Hope design (APPENDIX G) was received, discussed and approved.
 - b) That the project be funded via Community Infrastructure Levy monies once quotes are received, discussed and approved.

132/24. Voi Scooters

- West Northamptonshire Council Place Overview & Scrutiny Committee are conducting a review of Voi Scooters Trial and inviting submissions from local Parish Councils. Their report will be presented to WNC Cabinet later this year.
- The current Voi Scooter trial comes to an end this coming May.
- **RESOLVED:**
 - a) That Council agrees to response to the Voi Scooter trail, highlighting pedestrian safety concerns, abandonment issues, safety concerns for riders, the lack of feedback mechanisms and transparency from the involved organisations to the public, issues surrounding reporting violations, the proliferation of illegal scooters and the lack of consultation with Parish and Town Councils in which the scheme affects.
 - b) That the Clerk drafts and submits a response for WNC Place Overview & Scrutiny Committee and NCALC (APPENDIX H). The Clerk will circulate a draft response to all Councillors before submitting to WNC.

133/24. Budget and Council Tax Precept 2024/25

- **RESOLVED:**
 - a) That the budget (APPENDIX I) was received, discussed and approved.
 - b) That the council tax precept demand of £635,313 for the financial year of 2024/25 was approved.

134/24. Corporate Risk Assessment for 2024/25

- **RESOLVED:** That the Corporate Risk Assessment for 2024/25 (APPENDIX J) was noted and approved.

135/24. Hire of DPC Land & Parks

- **RESOLVED:**
 - a) That the Clerk draft a Policy for Hire of Parks & Open Spaces Policy for Council approval.
 - b) That a policy be in place before considering the request to hold a public event on DPC Park (APPENDIX K)

136/24. Repairs to Duston Community Centre Roof

- The Clerk advised that during the Christmas and New Year the roof at Duston Community Centre leaked. The Facilities & Operations has got various quotes to carry out the urgent repairs.
- **RESOLVED:** A quote to repair the roof at Duston Community Centre was approved.

The meeting closed at 8:57pm

135124: Report to District Community Center

135125: Report to District Community Center

135126: Report to District Community Center

135127: Report to District Community Center

135128: Report to District Community Center

135129: Report to District Community Center

135130: Report to District Community Center

135131: Report to District Community Center

135132: Report to District Community Center

135133: Report to District Community Center

135134: Report to District Community Center

135135: Report to District Community Center

135136: Report to District Community Center

135137: Report to District Community Center

135138: Report to District Community Center

135139: Report to District Community Center

135140: Report to District Community Center

135141: Report to District Community Center

135142: Report to District Community Center

Date: 20/01/2024
Time: 10:55

Duston Parish Council

Page 1

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/11/2023		31,687.75
			<u>31,687.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,687.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,687.75
		Balance per Cash Book is :-	31,687.75
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Business Saver A/c 63253058

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	30/11/2023	11	126,557.65
			<u>126,557.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			126,557.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			126,557.65
		Balance per Cash Book is :-	126,557.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2023		84.18
			<u>84.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			84.18
		Balance per Cash Book is :-	84.18
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Duston Parish Council Petty cash count and reconciliation

Nov-23	Float	
	Per count	
	20	60.00
	10	10.00
	5	5.00
	2	0.00
	1	5.00
	0.5	2.00
	0.2	1.60
	0.1	0.50
	0.05	0.05
	0.02	0.02
	0.01	0.01
		<u>84.18</u> IN TIN
In safe		0.00
		<u>84.18</u> Agreed

Reconciliation to RBS	Nov-23	
In tin b'wd		84.18
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
Trf in from facilities		
		<u>84.18</u>
Cash paid out in month		<u>0.00</u>
= Cash in tin		84.18
		0.00
Balance per RBS		<u>84.18</u>

Petty cash expenses paid

Ref	Description	£
		<u>-</u>

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	30/11/2023		26.28
			<hr/> 26.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			26.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			26.28
		Balance per Cash Book is :-	26.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 9 - Unity Current 20456870

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	30/11/2023		653,991.95
			<u>653,991.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			653,991.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			653,991.95
		Balance per Cash Book is :-	653,991.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Purchase Ledger for Month No 8

Order by Supplier Alc

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier Alc Name	Supplier Alc Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/11/2023	89273		1ST REACTION	1ST001	260.00	52.00	312.00	4160	101	260.00	1st R key hold/alarm contract
30/11/2023	89545		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st R key hold/alarm St L
15/10/2023	1798		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	102	95.00	Angell toilet repair
19/11/2023	1812		ANGELL PLUMBING	ANG001	125.00	0.00	125.00	4225	101	125.00	Angell new stop tap
24/11/2023	1819		ANGELL PLUMBING	ANG001	75.00	0.00	75.00	4225	102	75.00	Angell radiator repair
24/11/2023	1820		ANGELL PLUMBING	ANG001	110.00	0.00	110.00	4225	102	110.00	Angell radiator office 4 SL
06/11/2023	12761075		ANGELIAN WATER	ANGLO1	1,012.82	0.00	1,012.82	4207	101	1,012.82	Wave water DCC 6.8.23-5.11.23
30/11/2023	AVIVANOV23		AVIVA	AVIVA001	942.77	0.00	942.77	4000	101	424.36	AVIVANOV23/AVIVA
16/11/2023	CHGNNOV23		BARCLAYS	B0001	26.03	0.00	26.03	4125	201	14.36	AVIVANOV23/AVIVA
13/11/2023	BCARDNOV23		BARCLAYCARD	BCARD	1,839.07	352.39	2,191.46	4227	101	318.28	AVIVANOV23/AVIVA
										85.77	AVIVANOV23/AVIVA
										26.03	CHGNNOV23/Barclays
										422.49	BCard. salt,keys,bulbs,shears
										220.85	BCard diaries,planner,pouches
										292.67	BCard RBLstatue
										123.65	BCard cmas mkt various
										651.08	BCard Van mot repairs
										105.90	BCard land reg DCC/sports
										22.01	BCard malchtmp
										0.42	BCard malchtmp
03/11/2023	981720287		BRITISH GAS	BRIT01	2,007.74	401.54	2,409.28	4206	101	2,007.74	B Gas - Elec DCC
30/11/2023	9027		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint
20/11/2023	5544		DA HEATING LTD	DA001	75.00	15.00	90.00	4225	101	75.00	DA Heating saniflow repair
13/11/2023	S109294		DATS PRINT SERVICES	DATS001	38.00	7.60	45.60	4128	215	38.00	Dats print - Xmas stickers
01/11/2023	231100135022		DBFB	DBFB	362.93	72.59	435.52	4120	201	362.93	DBFN telephone / broadband
01/11/2023	231100135528		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB CCTV SL
27/11/2023	7164989		ESPO	ESPC01	123.00	24.60	147.60	4151	101	123.00	ESPO toilet rolls
17/11/2023	D1711230841		GARDEN MACHINES	GARDEN001	1,194.31	238.86	1,433.17	4220	211	1,194.31	Garden Machines Stihl trimme

Purchase Ledger for Month No 8

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
30/11/2023	6589		NATALIE GREEN & CO.	GREE001	1,890.00	338.00	2,028.00	4050	201	1,890.00	N Green accounts and budget
01/11/2023	HP 1/1/23		HEWLETT	HEWLETT	570.46	0.00	570.46	4106	201	570.46	HP 1/1/23 photocopier
30/11/2023	HMRNOV23		HMRC	HMR001	10,092.86	0.00	10,092.86	4000	201	1,800.35	HMRNOV23/HMRC PAYE & NI
								4000	101	2,464.08	HMRNOV23/HMRC PAYE & NI
								4000	102	1,757.56	HMRNOV23/HMRC PAYE & NI
								4000	211	855.50	HMRNOV23/HMRC PAYE & NI
								4005	201	878.32	HMRNOV23/HMRC PAYE & NI
								4005	101	1,168.11	HMRNOV23/HMRC PAYE & NI
								4005	102	807.27	HMRNOV23/HMRC PAYE & NI
								4005	211	361.67	HMRNOV23/HMRC PAYE & NI
30/11/2023	LGSSNOV23		NCC - PENSION	LPGS	4,256.45	0.00	4,256.45	4000	201	434.05	LGSSNOV23/ Pension
								4000	101	105.13	LGSSNOV23/ Pension
								4000	102	340.26	LGSSNOV23/ Pension
								4006	201	1,355.68	LGSSNOV23/ Pension
								4006	101	1,179.64	LGSSNOV23/ Pension
								4006	102	841.69	LGSSNOV23/ Pension
30/11/2023	61865067		LYRECO	LYR001	155.00	31.00	186.00	4115	201	155.00	Lyreco - paper
18/11/2023	INV-0132		MOSOUNDS	MOS001	450.00	90.00	540.00	4128	215	450.00	M/Sounds - Xmas market
02/10/2023	287629		PATHFINDER LEGAL	PLS	532.00	106.40	638.40	4055	201	532.00	Pathf- allotment trf
01/11/2023	289737		PATHFINDER LEGAL	PLS	640.50	127.30	767.80	4055	201	640.50	Pathf Weggs Farm Rd Public OS
01/11/2023	289738		PATHFINDER LEGAL	PLS	1,439.15	287.83	1,726.98	4055	201	1,439.15	Pathf - Brockwood Public OS
01/11/2023	289739		PATHFINDER LEGAL	PLS	534.10	106.02	640.12	4055	201	534.10	Pathf - Haydown Public OS
01/11/2023	289740		PATHFINDER LEGAL	PLS	80.70	16.14	96.84	4055	201	80.70	Pathf - CK rent review
01/11/2023	289741		PATHFINDER LEGAL	PLS	601.83	120.37	722.20	4055	201	601.83	Pathf - Triumph Public OS
01/11/2023	289742		PATHFINDER LEGAL	PLS	45.60	9.12	54.72	4055	201	45.60	Pathf - Brockwood Public OS
01/11/2023	289743		PATHFINDER LEGAL	PLS	45.60	9.12	54.72	4055	201	45.60	Pathf- Beaune CI Public OS
01/11/2023	289744		PATHFINDER LEGAL	PLS	34.20	6.84	41.04	4055	201	34.20	Pathf Newton Rd trf Public OS
01/11/2023	289745		PATHFINDER LEGAL	PLS	45.60	9.12	54.72	4055	201	45.60	Pathf - Clipston Public OS
01/11/2023	289746		PATHFINDER LEGAL	PLS	45.60	9.12	54.72	4055	201	45.60	Pathf Bramhall Rs Public OS

APPENDIX C

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

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
01/11/2023	289747		PATHFINDER LEGAL	PLS	45.60	9.12	54.72	4055	201	45.60	Pathf - Aquitaine CI Public OS
01/11/2023	289748		PATHFINDER LEGAL	PLS	68.40	13.68	82.08	4055	201	68.40	Pathf- Allotments
01/11/2023	289749		PATHFINDER LEGAL	PLS	443.85	88.77	532.62	4055	201	443.85	Pathfinder - Lease extn Sport
30/11/2023	SALARYNOV23		SALARIES	SALARIES01	21,725.88	0.00	21,725.88	4000	201	5,449.14	SALARYNOV23/STAFF SALARIES
								4000	101	7,841.23	SALARYNOV23/STAFF SALARIES
								4000	102	5,367.61	SALARYNOV23/STAFF SALARIES
								4000	211	2,958.76	SALARYNOV23/STAFF SALARIES
								4128	215	105.24	SALARYNOV23/STAFF SALARIES
								4015	101	3.90	SALARYNOV23/STAFF SALARIES
15/11/2023	SI-285		SOUTH NORTANTS RESP	SNC001	480.00	0.00	480.00	4128	215	480.00	SNC First Aid DFD 2024
30/11/2023	0001884061		SRCL LTD	SRCL	166.02	33.20	199.22	4155	101	84.26	SRCL waste removal
								4155	102	81.76	SRCL waste removal
23/11/2023	IV00096408		SOUTHERN ELECTRIC	SSE01	1,115.77	223.15	1,338.92	4205	102	1,115.77	SSE Gas 1.10.23-30.10.23
02/11/2023	900234786		SWARCO	SWARCO	700.00	140.00	840.00	4227	211	700.00	Swarco - battery speed signs
01/11/2023	TV1/11/23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TV1/11/23/TV Licensing
30/11/2023	NMP1221014		VEOLIA	V0002	623.46	124.69	748.15	4155	101	420.31	Veolia waster removal
								4155	102	203.15	Veolia waster removal
22/11/2023	B4-624979518		VODAFONE	VODA01	121.44	18.27	139.71	4121	101	60.72	Vodafone - mobile phones
								4121	102	60.72	Vodafone - mobile phones
30/11/2023	283888851		WORLDPAY	WORLDD01	27.35	5.03	32.38	4137	201	27.35	Worldpay cc charges
08/11/2023	VOI0034826		ZENOFFICE	Z002	323.35	64.67	388.02	4107	201	323.35	Zen copier charges
30/11/2023	2302846		ZEPHYR	ZEPH001	295.00	59.00	354.00	4227	211	295.00	Zephyr - flagstaff maintenance
TOTAL INVOICES					57,345.33		3,540.47			60,885.80	
										57,345.33	



DUSTON PARISH COUNCIL

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

Community Services Committee **Minutes 17th January 2024 7PM**

Chair: Cllr S Maitland

Councillors Present:

Craven, Ennis-Clark, Enright-King, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

CSC54/24. To receive apologies for absence

- Apologies were received from Cllr Golby

CSC55/24. To receive and approve the minutes of the Community Services Committee on 21st November 2024 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on Thursday 21st November 2024 were approved as a true record and duly signed by the Chair.

CSC56/24. 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.

CSC57/24. Public Participation Session

- There were no members of the public present.

CSC58/24. Community Service Committee Working Parties

- **RESOLVED:** That the following verbal reports were received:
 - a) Good Neighbours: Cllr Golby (Chair), Enright-King
 - That the Good Neighbours working party has not met since the previous meeting. It was noted that drive to recruitment volunteers continues.
 - b) Promotion & Marketing: Cllrs Ennis-Clark & Enright-King
 - That the Promotion & Marketing working party has not met since the previous meeting. It was noted that Duston Parish Council now has an Instagram account.
 - c) Youth: Cllr Roper (Chair), Maitland, Golby & Ennis-Clark
 - Members of the Youth Working Party visited Free2Talk during one of their sessions, they highlighted the low turnout of service users. – Cllr Roper to discuss initiatives to increase of users with Jodie Low (Director of Free2Talk)
 - d) Limehurst Shopping Centre: Cllr Maitland
 - Cllr Maitland raised the notion of creating a Friends of Limehurst Square as a way to develop and foster community ownership of the space. Cllr Maitland suggested that this something the Environment Committee could take up.

CSC59/24. Grant Application

- **RESOLVED:**
 - a) That the grant application (APPENDIX B) from the 39th Duston Guides was received reviewed and discussed.
 - b) To recommend to Full Council that the Grant application from the 39th Duston Guides of £181.99 be approved.

CSC60/24. Duston Parish Newsletter

- There was a discussion about what form the newsletter should take and various examples from other local councils were circulated.
- **RESOLVED:**

- a) That the Committee noted Council Resolution 112/23.
- b) That the Clerk produces a report that outlines and provides options on potential printing suppliers with costings and potential delivery options with costings.
- c) To do a newsletter which is A3 folded in half.

CSC61/24. Duston Resident setting up a Charity

- **RESOLVED:** That the item be deferred until the next ordinary meeting of the Community Services Committee.

CSC62/24. Local Dog Parks

- Cllr Maitland informed the Committee about dog parks she had seen in Australia and whether they could work in Duston.
- **RESOLVED:** That the proposal be withdrawn.

CSC63/24. Parish Council Noticeboards

- Noticeboards have been properly discussed for some time and so it is argued that a review was perhaps needed.
- Some of the noticeboards are made from wood and are now looking a bit weather beaten.
- **RESOLVED:**
 - a) That the Full Council reviews the current noticeboard sizes and locations and whether any changes are needed.
 - b) As part of the discussion Council considers whether to include a double noticeboard at Duston Gardens and another one near the old Sandy Lane.
 - c) This to be placed on the next Full Council agenda in February 2024 and the Clerk to make recommendations.

CSC64/24. Councillor Surgeries

- Cllr Maitland reminded Committee that the first Councillor Surgery will occur on the 20th January 2024 at the United Reform Church and that each subsequent Surgery will be on

the third weekend of each month. Currently, Cllrs Craven, Ennis-Clark, Enright-King, and Roper have agreed to participate.

- Cllr Maitland asked other council members to get in touch with her so she could do a rota for the advice surgeries. An email has been sent out to all councillors. This was part of the four year plan.
- **RESOLVED:** That the verbal update from Cllr Maitland upon Councillor Surgeries was noted.

The Clerk informed the Committee the Information & Wellness Fair is on 9th March 2024 at Duston Community Centre 10am to 2pm.

Meeting ended at 8:05PM

DRAFT



DUSTON PARISH COUNCIL

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

Environment Committee Minutes **Thursday 18th January 2024 7pm**

Chair: Cllr P Enright-King

Councillors Present:

Craven, Ennis-Clark, Ingram, Liddon

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

EC66/24. To receive apologies for absence

- There were no apologies received.

EC67/24. To receive and approve for signature the minutes of the meeting held on Thursday 16th November 2023 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on Thursday 16th November 2023 were approved as a true record and duly signed by the Chair.

EC68/24. 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.

EC69/24. Public Participation Session

- There were no members of the public present.

EC70/24. Rewilding Project Update

- **RESOLVED:**
 - a) To note the report upon the rewilding project (APPENDIX B)
 - b) To approve for the funding for the project and give up to £1000

EC71/24. Hedgehogs In Duston

- **RESOLVED:**
 - a) That the verbal report from Cllr Ennis-Clark upon a Hedgehog awareness campaigns was received.
 - b) That Cllr Ennis-Clark produces a report on how Residents can care for Local Hedgehogs.
 - c) That the Clerk shares information from British Hedgehog Preservation Society on Facebook and the noticeboards.

EC72/24. Progress Update On Various Projects

- The Clerk provided Committee with a verbal update on the following projects:
 - Anti-dog fouling signs previously purchased from Keep Britain Tidy. Some have been put back on lampposts and fences.
 - Planters at Limehurst Square. We are waiting for WNC Highways to turn them around to face the same way.
 - Benches. The concrete bases for benches at Errington Park and Mendip Park will soon be done by the contractor. The bench for Duston Gardens has been ordered.
 - 2 Anti-dog walking signs have been installed at Duston Sports Centre as requested by Trilogy.
- **RESOLVED:** That the verbal update from the Clerk upon various projects was received.

EC73/24. Tree and Bulb Planting Locations

- **RESOLVED:**
 - a) That the Operations Officer produces a project plan that identifies locations to designate for planting and what species of tree is most suitable.

- b) That the Operations Officer produces a project plan that identifies locations to designate for Bulb Planting.

EC74/24. Cleanliness of Limehurst Square

- **RESOLVED**

- a) Not to jet wash Limehurst Square and surrounding footpaths as this could damage the tarmac surface.
- b) That an anti-litter sign should be put up at Limehurst Square. Exact locations to be suggested to the Clerk.

EC75/24. Immediate Justice Initiative

- The scheme is to combat anti-social behaviour with offenders having to clean up damage within 48 hours wearing hi-viz jackets. It is to show that justice is being done.
- **RESOLVED:**
 - a) The Committee had no principle objection to the initiative and hoped Duston could benefit.
 - b) Cllr Liddon will bring back to Committee further information on how we could apply.

EC76/24. Project Proposals

- Cllr Mike Ingram went through each item in turn.
- **RESOLVED:** To bring to the next full council for discussion to be paid for by Community Infrastructure Levy.
 - a) Junior goal posts in Duston Parks. Errington Park to have standard goal posts.
 - b) Outdoor table tennis tables in Errington Park and Melbourne Lane / St Luke's Field.
 - c) Half a MUGA at Melbourne Park
 - d) A DPC litter pick in Limehurst Square

EC77/24. Volunteering Opportunities

- Cllr Paul Enright-King led a discussion on how volunteering could be used for the benefit of Duston. It was noted that commercial companies do have volunteer days.

EC78/24. CCTV.

- There has been some high profile incidents in Limehurst Square recently which is a cause of concern. Concerns of anti-social behaviour at Limehurst Square is being circulated on social media. CCTV might be some kind of deterrent and could be used to identify offenders.
- It was noted that Duston Parish Council had previously put CCTV in Limehurst Square but it was stopped as it was expensive and unclear whether it was actually being effective. The CCTV was paid for by Duston Parish Council but was overseen by Northampton Borough Council.
- The Clerk advised that there is no current budgetary provision to install CCTV at Limehurst Square but could of course be built into next year budget if Council wishes.

The meeting closed at 8:33pm

DRAFT



DUSTON PARISH COUNCIL

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

Planning Committee Minutes
Thursday 14th December 7pm 2023

Chair: Cllr M Ingram

Councillors Present: Barnes, Liddon, Littlewood, Mumford

IN ATTENDANCE:

Gary Youens – Clerk

PC055/24. To receive apologies for absence

- Apologies were received from Cllr Enright-King.

PC056/24. To receive and approve for signature the minutes of the meeting held on Thursday 14th December 2023 (APPENDIX A)

- **RESOLVED:** That the draft minutes of the meeting held on Thursday 14th December 2023 were approved as a true record and duly signed by the Chair.

PC057/24. 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.

PC058/24. Public Participation Session

- There were no members of the public present.

PC059/24. To Discuss Planning Applications Received from the Planning Authority

- **RESOLVED:**

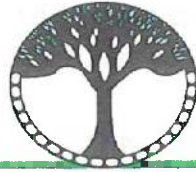
a) 2023/7830/S73 – 274 Main Road Northampton NN5 6PP

- No comment or observation

PC060/24. S106 / CIL Update

- Recently there was an article in the Northampton Chronicle & Echo about outstanding S106 / CIL. This is an issue that applies to all parishes in the former Borough of Northampton.
- **RESOLVED:** That the verbal update from the Chair of Committee surrounding S106 / CIL monies was received, discussed and noted. The Chair of the Committee also spoke of how Upton Parish Council is trying to get S106 monies owed. The Clerk and Cllr Ingram will be part of a planning discussion with WNC next week.

The meeting finished at 7:31pm



DUSTON PARISH COUNCIL

Grant Application Form

Name of organisation	39th Duston Guides
Nature of organisation (e.g. Registered Charity, CIC, Voluntary)	Charity
Charity Number (if applicable)	
Date Organisation was set up	1950s
Amount being requested	£181.99
How much will the whole project cost?	£181.99
Are you applying to other grant making bodies	No
If yes, who else have you applied to and how much?	
Is this a one-off or on-going project?	One off
Date the project/work will start	ASAP
Expected completion date (if applicable) and how will success of the project be measured?	
Aims and Objectives of the organisation and activities in Duston	<p>Girlguiding exists to help girls and young women find their voice, and build skills and confidence – inspiring them to discover the best in themselves and empower them to make a positive difference in their community.</p> <p>Over the past 25 years they have raised over £28,000.00 for various charities in a fun and informative way</p>

We often hold sleepovers and other residential activities both indoor and out. A projector like this can help us deliver some information to the girls as well as use for fun Movie/Quiz/documentaries etc.

The projector can stream from our phones to make it user friendly when out and about and camps and sleepover.







Our next sleepover in March 24 will be covering Red Nose Day where they will be making a shanty town from cardboard and sleeping in overnight. They will be bag packing for the charity the next day. We propose to stream some of the Red Nose television so they can see they can see what they are raising money for and the impact it has.

How will this project benefit the residents of Duston (continue on a separate if necessary)



Roll over image to zoom in

【Auto Focus/Keystone】
Projector 4K Supported, TOPTRO WiFi 6 Bluetooth Projector with Android TV & Built-in Apps, 600ANSI Full HD 1080P Video Projector 300" Display 50% Zoom Home Cinema Projector

Brand: TOPTRO
4.7       161 ratings

Community Services Committee – Parish Council Noticeboards

The Community Services Committee has recommended to Council that it discusses whether the number and location of noticeboards are still adequate.

Current Parish Notice boards are:

Double Noticeboards – Duston Community Centre, St Luke’s Centre, Errington Park, Weggs Farm Road adj to shops

Single Noticeboards – Duston United Reform Church, Port Road, Malvern Grove, Eldean Shops on Main Road

Issues to consider.

With much now online are the noticeboards as necessary as they once where?

Posters and documents usually need to be reduced to A5 size on the single noticeboards making the information hard to read. Typically the staff use A4 size for the double noticeboards and A5 for the single noticeboards to get everything in.

Could the Parish Council just keep the double noticeboards and remove the single noticeboards?

Does the Parish Council have enough information for them?

Possible new locations for Parish Council noticeboards (funded by the Community Infrastructure Levy).

- The new Build Estate on Duston Gardens
- Sandy Lane Walk
- Outside the coop on Main Road where a bench used to be.

Generally only Duston Parish Council can put information on the noticeboards. Requests from local community and voluntary groups to use the noticeboards is turned down.

Clerk Recommendation:

Remove the four small noticeboards as they can be difficult to read as stuff gets reduced from A4 to A5.

Order four new noticeboards. 1) to replace the ageing one at Errington Park car 2) To put on outside the Coop on Main Road 3) To Put one at Duston Gardens 4) To put on at the Quarry.

To be paid for by Community Infrastructure Levy.

Environment Committee Recommendations

Council to consider the following to be paid from Community Infrastructure Levy.

Proposal One: Table Tennis

Install two Park Table Tennis. The Environment Committee have suggested Errington Park and Melbourne Lane Park (the smaller field next to St Luke's Field).

Cost is £3906 per table Then £588 installation for each table.

Does Council want to place them in these parks or an alternative park?

Proposal Two: Goal Posts

Standard Goal Posts. Three quotes have been obtained for standard goal posts in Errington Park

Quote	Company	Link	Cost Per Pair of Goals	Features
1	ItsaGoal	ItsaGoal	£1,673.67	Recommended for Local Authorities + Patented Anti-Theft & Anti-Vandal Goalposts
2	Soccertackle	Soccer Tackle	£2,452.72	Crossbar can fold in two
3	Fitness Sports	Fitness Sports	£2,262.65	Steel Posts

It is recommended that we pursue Quote 1.

The Environment Committee suggest junior goal posts for other Duston Parks.

Does the Council agree to put one or two junior goal posts in some of the other parks? No quotes at present.

Proposal Three: Half MUGA at Melbourne Lane Park (next to St Luke's Field)

MUGA stands for Multi Use Games Area.

Duston has two half MUGAs (Mendip Park, Grafton Meadow).

A full MUGA on Timken Way North. A full MUGA at Errington Park.

The Environment Committee suggest to Council to consider putting a half MUGA on Melbourne Lane Park (adj to St Luke's Field). No costing have yet been received and no don't know whether planning permission is required.

Not to interfere with Duston Fun Day and Boy Brigade events.

ROSPA suggest 25 metres between play equipment and gym equipment.

Alternatively the Parish Council could upgrade the MUGA at Grafton Meadow and Mendip Park to a full one.

Proposal Four: Litter Pick of Limehurst Square

Once the cold weather & rain is over the Clerk will organise a Parish Council litter pick of Limehurst Square and the immediate surrounding area.

1000

1000

Clerk Report – 26th January 2024

Ground Maintenance

After many years' service we have cancelled our landscaping contract and will now do the work in house.

We have also changed our grounds maintenance contract so that staff themselves can do the grass cutting around St Luke's Centre such as the bank. I have informed this contractor to cut St Luke's Churchyard four times between March to November.

The grounds maintenance contractor will maintain the public open space at Telstar Way as soon as it is formally transferred to Duston Parish Council.

Asset Transfers

All proposed Asset Transfers from WNC and developers are still with the solicitors. This has proven to be slow but it is largely outside of our control. I am still hopeful this will all be completed in 2024.

I have emailed West Northamptonshire Council enquiring about taking over the Freehold of St Luke's Centre and St Luke's Field but not yet had a response back.

IT Provision

As requested by the Council I have made changes to our IT provision. Last year five new computers and monitors were purchased directly for staff. In addition to this MS 365 accounts were purchased for most members of staff. However, whilst staff can now use outlook it only "mirrors" the existing webmail accounts. Last year all our data and information was stored on an ageing physical server at Duston Community Council. This information was then transferred to MS OneDrive and the information is now on a cloud.

Following the last Council meeting we are now taking our IT provision further forward. The stages are as follows:

- Begin email migration and set up MS 365 accounts and close webmail
- Source a new website provider.
- Begin to purchase laptops for councillors.

Council will need to have a laptop user policy which must be signed by those requesting a laptop. Computer prices seem to have increased quite a bit in the last year or so. I need to make sure we purchase laptops that are a reasonable price but also are adequate in doing the job.

My opinion at present is that the Dell Inspiron 14 Laptop at £669 each is probably the most suitable.

Concern has been expressed to me about the costs involved. This issue has repeatedly come up over the past three years with some councillors expressing frustration that we are not modernising our IT and getting with the times.

Budget

I have submitted our precept demand to West Northamptonshire Council.

We are paying for the IT provision out of general reserves and I have received ideas about what else the council could do in the coming months. I should caution against continued use of general reserves.

Council should budget each year what projects it would like to do or alternatively it could pay for projects by cutting expenditure in other areas.

Any Other Business

Youth Club continues to meet every Monday at Duston Community Centre from 4:30pm to 6pm.

I have attended Local Area Partnership meetings as the representative of Duston Parish Council.

In order to better manage the traffic situation at Duston Fun Day we have made enquiries to WNC Highways Authority about a road close for the bottom part of Melbourne Lane from 10:30am to 4:30pm.

Early in the New Year I have submitted a bank closure form to Unity and to get the funds transferred to Barclays. I have chased this as a matter of urgency.

We have started an Instagram account to go alongside our Facebook & X accounts.

We have an Information and Wellness Fair on 9th March at Duston Community Centre.

We currently have a full complement of staff and no vacancies.

WNC Highways have now made sure the planters at Limehurst Square are facing the correct way. I am now waiting for the trees to be installed.

I am the current Chair of the Larger Parishes Forum and we held a meeting in Daventry in December.

The HR Sub-Committee will meet soon to discuss my appraisal and any performance related salary. If you have any comments (positive and negative!) please get in touch directly with Cllr Paul Enright-King.

I have installed two anti-dog walking signs at Duston Sports Centre as requested by Trilogy.

The new bench at Mendip Park should soon be installed.

The new bench for Duston Gardens has been ordered and should be here soon.

We have been donated a bleed kit bag for St Luke's Centre by The Duston School.

For the second time the paint from the "NHS" has been removed on the bench by the Sandy Lane.