



DUSTON PARISH COUNCIL

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

FULL COUNCIL MINUTES
THURSDAY 16th MAY 2024

Chair: Cllr P Enright-King

Councillors Present:

Craven, Dickinson, Ennis-Clark, Ingram, Liddon, Littlewood, Maitland, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

01/24. Election of Chair of Duston Parish Council

- **RESOLVED:** Cllr Paul Enright-King was elected Chair for the municipal year of 2024/25.

02/24. Declaration of Acceptance of Office

- **RESOLVED:** Cllr Enright-King signed the Acceptance of Office

03/24. Election of Vice Chair of Duston Parish Council

- **RESOLVED:** Cllr Sandie Maitland was elected Vice-Chair for the municipal year of 2024/25.

04/24. To receive apologies for absence

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- Apologies were received from Cllrs Barnes, Golby and Mumford.

05/24. To receive and approve the minutes of the meeting held on 4th April 2024 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on the 4th April 2024 (APPENDIX A) were approved as a true record and duly signed by the Chair.

06/24. 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.

07/24. Public Participation Session

- There were no members of the public present.

08/24. To Review and Adopt the Following Policies

- **RESOLVED:**
 - a) That the Councillor Code of Conduct (APPENDIX B) was received and readopted for the municipal year of 2024/25.
 - b) That the Standing Orders & Scheme of Delegation (APPENDIX C) were received and readopted for the municipal year of 2024/25.
 - c) That the Councillor Laptop Policy (APPENDIX D) was received, discussed and adopted.

09/24. Appointment of Standing Committees

- **RESOLVED:** That the following appointments to each Standing Committee, as per the Standing Orders & Scheme of Delegation, were made:
 - a) Planning Committee – Cllrs Barnes, Ingram, Liddon, Littlewood, Mumford + Enright-King
 - b) Community Services Committee – Cllrs Craven, Ennis-Clark, Golby, Maitland, Roper + Enright-King
 - c) Environment Committee – Cllrs Craven, Dickinson, Ennis-Clark, Ingram, Liddon + Enright-King

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- d) Resources & General Purposes Committee – Cllrs Barnes, Ennis-Clark, Ingram, Littlewood, Maitland + Enright-King
- e) HR Sub-Committee – Cllrs Enright-King, Maitland and Ennis-Clark

10/24. Internal Controls Councillor

- **RESOLVED:** That Cllr Barnes was elected as the Internal Controls Councillor for the municipal year of 2024/25

11/24. NCALC Police Liaison Representative

- **RESOLVED:** That Cllr Liddon was elected as the Police Liaison Representative for the municipal year of 2024/25

12/24. Subscriptions

- **RESOLVED:** That the following list of annual subscriptions was received, discussed and approved:
 - a) NCALC £5096.16 Includes (APPENDIX E)
 - NCALC Membership - £2902.93
 - NALC Membership - £966.83
 - Internal Auditor - £1012.00
 - Data Protection Officer - £10
 - b) Northants ACRE - £42
 - c) Society of Local Council Clerks (SLCC) for the Clerk - £238

13/24. Community Infrastructure Levy

- The Council recognises the tremendous effort Cllr Ingram has devoted to ensure that the Community of Duston have received their fair share of Community Infrastructure Levy monies owed to them from Housing Developers and subsequently West Northamptonshire Council.
- The Council thanked Cllr Ingram for tackling this endeavour.
- **RESOLVED:** That the record of CIL income and expenditure until March 2024 (APPENDIX F) was noted.

14/24. Financial Regulations

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- **RESOLVED:**
 - a) That the new NALC model Financial Regulations (APPENDIX G) were noted.
 - b) That the Clerk makes the adjustments appropriate for Duston Parish Council to present at a future Council meeting.
 - c) Councillors send any suggestions to the Clerk in how they might be applied to Duston Parish Council.

15/24. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for March 2024 (APPENDIX H) were received and approved.

16/24. Payment of Invoices

- **RESOLVED:** That the invoice payments for March 2024 (APPENDIX I) were received and noted.

17/24. Updates from Committees

- **RESOLVED:**
 - a) That the report in the form of draft minutes from the Environment Committee (APPENDIX J) was received, discussed and noted.
 - b) That the report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX K) was received, discussed and noted.
 - c) That the report in the form of draft minutes from Community Services Committee (APPENDIX L) was received, discussed and noted.

18/24. West Northamptonshire Council Local Plan

- **RESOLVED:** That the following points are raised as part of the response to the West Northamptonshire Council Local Plan Public Consultation (APPENDIX M):
- That Duston Parish Council:
 - Welcomes the requirement for affordable housing, if anything it should be more ambitious.

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- Welcomes the commitment to the North West Bypass
- Has concerns over the lack of commitment or mention of the Sandy Lane Relief Road.
- Wishes for a commitment for Section 106 agreements to be adhered to and delivered.
- Large amounts of Public Open Space helps new build developments to be more environmentally sustainable. However, they should be offered to the local parish/town council for adoption in the first build developments

19/24. Recommendation From Planning Committee

- **RESOLVED:** That the recommendation from the Planning Committee for the Clerk to apply for Double yellow lines on the north side of Berrywood Road, outside The Duston School (APPENDIX N) was received discussed and approved.

20/24. Recommendations From Resources & General Purposes Committee

- **RESOLVED:**
 - a) That the recommendation for a new sound system for Duston Community Centre (APPENDIX O) be considered for the next budget in 2025/26.
 - b) That the recommendation for the Clerk to complete Community Governance (Level 4) course, which is above CILCA, be added to the proposed budget for the next municipal year (2025/26), unless money can be found in the meantime (APPENDIX P). However, if the Clerk decides to do this course there must be an agreement in place that they repay all costs of the course if they leave Duston Parish Council within 2 or 3 years. The Clerk will notify the Chair in due course whether they now wish to do the course in light of this "golden handcuffs" clause.
 - c) A HR Working Party has been set to look into staffing issues and current structure. No decisions have been made and there have only been preliminary discussions. Council wanted to ensure it had the best structure in place that could deliver its priorities.

21/23. Recommendation from Community Services Committee

- The Assistant Clerk provided a progress update upon the Newsletter. They noted that they were unable to incorporate feedback received from the Community Services Committee in time for this meeting. They described the feedback and the new intended design to Council.
- **RESOLVED:**

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- a) That the verbal update received from the Assistant Clerk upon the progress “Duston Together” Newsletter for publication was received, discussed and to be brought back to the next ordinary meeting of Council for further discussion.
- b) To consider its distribution within Duston at the next ordinary meeting of Council.
- c) To agree how it is to be funded for the rest of the financial year at the next ordinary meeting of Council. Potentially it could be funded by not continuing with In & Around Duston.

22/24. DPC Staff Pensions

- **RESOLVED:**

- a) To readopt and clarify Council Resolution from 12th January 2017

“That the existing LGPS pension will be closed to all new employees, Irrespective of their position. If new employees have continuous employment and are already in the LGPS they will be eligible for LGPS with DPC. The existing 3 members of staff that are eligible but not currently in LGPS will be auto enrolled into the existing LGPS scheme on auto-enrolment date 1st February 2017.”

- b) To affirm the following:

- The Position of Clerk / RFO of Duston Parish Council will be automatically enrolled on the Local Government Pension Scheme (LGPS).
- New employees with continuous Local Government Service on LGPS will be automatically enrolled.
- All new employees are continued to be placed on an alternative work place pension scheme.

- c) All other aspects Duston Parish Council will continue to follow Local Government Terms and Conditions (known as “The Green Book”) for staff expect for the above.

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