



DUSTON PARISH COUNCIL

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

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 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

