



## **DUSTON PARISH COUNCIL**

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

### **FULL COUNCIL**

1<sup>st</sup> November 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 7<sup>th</sup> November 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

### **AGENDA**

**105/24. To receive apologies for absence**

**106/24. To receive and approve the minutes of the meeting held on Thursday 3<sup>rd</sup> October 2024 (APPENDIX A)**

**107/24. To receive and approve the minutes of the meeting held on Monday 21<sup>st</sup> October 2024 (APPENDIX B)**

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Email: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk)

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**108/24. 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 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*).

**109/24. 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*).

**110/24. Chair Announcements** (*For Information Only*)

**111/24. To receive any information update on Section 106 / Community Infrastructure Levy**

**112/24. Councillors Reports** *To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.*

**113/24. Government Consultation on Virtual Meetings and Proxy Voting**

- Discuss a response to the Government Consultation in giving Council the option to have online meetings (APPENDIX C)

**114/24. Recommendation from Community Services Committee**

- To discuss the following Grant Applications
  - a) To approve 39<sup>th</sup> Duston Guides Application (APPENDIX D)
  - b) To decline Eastfield Close Senior Citizens (APPENDIX E)
  - c) Bowls Club (APPENDIX F)  
*From the CSC Grants Working Party.*
  - d) To purchase and install a defibrillator & bleed kit in the Village Centre near The United Reform Church.

**115/24. Community Engagement Report**

- To receive the Annual Community Engagement Report September 2023 to October 2024 by BCD Manager (APPENDIX G)

**116/24. Earmarked Reserves**

- To approve Earmarked Reserves for the following
  - e) CCTV Provision at St Lukes Centre and Spinney £1,759.51 + VAT
  - f) To purchase new carpet for Duston Community Centre Ground floor corridors £3600 + VAT
  - g) To purchase a new laptop for the Clerk & RFO £609.89 + VAT

**117/24. St Lukes Closed Churchyard**

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](http://www.duston-pc.gov.uk)

- To receive and consider the request from the Church regarding the St Lukes Closed Churchyard. Local Government Act 1972 Sec.215 (APPENDIX H)

#### **118/24. Committee Updates**

- a) To receive a report in the form of the draft minutes of the Environment Committee (APPENDIX I)
- b) To receive a report in the form of the draft minutes of the Community Services Committee (APPENDIX J)
- c) To receive a report in the form of the draft minutes of the Resources & General Purposes Committee (APPENDIX K)

#### **119/24. Internal Councillor Control Reports**

- To receive reports from the Internal Controls Councillor for the previous two quarters (APPENDIX L)

#### **120/24. Complaints Policy**

- To ask the Clerk to update and amend the Council Complaints Policy and bring it back to a future meeting.

#### **121/24. Bank Reconciliations**

- To approve bank reconciliations for September 2024 (APPENDIX M)

#### **122/24. Payment of Invoices**

- To note invoice payments for September 2024 (APPENDIX N)

#### **123/24. Exclusion of Press and Public**

*In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.*

- To receive the update from the Staffing Review Working Party

(Cllrs Enright-King, Littlewood, Maitland, Ennis-Clark)





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**FULL COUNCIL MINUTES**  
**THURSDAY 3<sup>rd</sup> October 7pm 2024**

**Chair:** Cllr P Enright-King

**Councillors Present:**

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

**IN ATTENDANCE:**

Gary Youens – Clerk

**86/24. To receive apologies for absence**

- Apologies were received from Cllrs Liddon, Dickerson.

**87/24. To receive and approve the minutes of the meeting held on Thursday 5<sup>th</sup> September 2024**

- That the minutes of the meeting held on the 5<sup>th</sup> September 2024 7pm (APPENDIX A) were approved as a true record and duly signed by the Chair.

**88/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- None were declared.

**89/24. Public Participation Session**

- There was a public speaker regarding land at Rochelle Way.

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#### **90/24. Chair Announcements – Information Only**

- The Chair advised everyone to copy the Clerk into their councillor related correspondence so everyone can know what's going on.

#### **91/24. To receive any information update on Section 106 / Community Infrastructure Levy**

- Cllr Ingram and the Clerk updated the Council in trying to get outstanding Section 106 for Duston. They should have a meeting with a S106 Officer soon.

#### **92/24. Councillor Reports**

- Cllr Golby has done a Planning Call In on Deancourt Drive.
- Cllr Ingram & the Clerk soon have a meeting with Trilogy Active. They will raise the issues of EV charging points and the swimming pool.
- Cllr Maitland spoke on the work of St Lukes Medical Centre.
- Cllr Enright-King attended a Police Advice Surgery in Duston Library. He informed the officers present that the Parish Council has concerns over illegal scooters, possible drug dealing in the Pendle Road Road area and speeding on Cotswold Avenue.
- It was reported that Mike Reader MP would like to have quarterly meetings with the Chair, Vice-Chair and Clerk to discuss local Duston issues. It was suggested they bring up the issue of S106.

#### **93/24. Corporate Plan and Service Review**

- The four Year Plan is now more than 2 years old and it is time for a refresh.
- This Corporate Plan & Service Review attempts to explain where DPC has come from, where it currently it is as an organisation and where it is going over the coming years. It lists every service currently offered by Duston Parish Council.
- It is meant to be a comprehensive document and guide.
- **RESOLVED:**
  - a) To send it to each standing Committee for them to discuss further and seek their input and suggestions.
  - b) Put it on the website so the general public might have an opportunity to comment.
  - c) To bring an update version to the Council before April next year.

#### **94/24. Duston Parish Council App**

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](http://www.duston-pc.gov.uk)

- The Clerk has circulated by email prior to the meeting an online demonstration on how the App works and its display.
- **RESOLVED:** To purchase the App from our website provider (APPENDIX C) and promote it in the next newsletter.

#### 95/24. Budget 2025/26

- It was noted that Duston Parish Council could very soon have a request from the Church regarding the future of the closed churchyard.
- **RESOLVED:** To include in the draft budget for April 2025 to March 2026 the following
  - Maintenance of Duston Village Hall Hedge
  - Bollards for Newton Road Open Space
  - Regular Newsletter delivered to all residents (possibly seasonally)
  - Provision to carry on land transfers from WNC and developers

#### 96/24. Recommendations from the Community Services Committee

- **RESOLVED:**
  - a) The newsletter is approved and should be distributed to all properties within the parish. The Clerk should change the wording in the Communications and Engagement Policy to ensure the newsletter process is more efficient. This new wording will need to be approved by the Council in due course.
  - b) To renew the Free2Talk contract for another 12 months until December 2025. With the following two amendments to the existing Service Level Agreement

*To allow for set up and clear away, Youth staff are able to access the Centre at 4pm until 6.30pm. Young people will have access from 4.30pm to 6pm.  
There must be a female youth worker at every Session.*

Delegate to Clerk in consultation with Cllrs Enright-King, Barnes & Roper to sign next year SLA.

#### 97/24. Recommendation from Environment Committee

- Numerous residents over the years have requested a litter bin on Port Road. Previously the Council has asked if Harlestone Manor Parish Council would install a litter bin here. However, since they had no residents living close by they could not justify the need at this time.

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- **RESOLVED:**

- a) To install a litter bin on Port Road using CIL (APPENDIX F).
- b) To note the Police Street Warden Scheme and the Parish Council should help promote it (APPENDIX G).

#### **98/24. Committee Updates**

- **RESOLVED:**

- a) That the report in the form of draft minutes from the Environment Committee (APPENDIX H) was received, discussed and noted.
- b) That the report in the form of draft minutes from the Community Services Committee (APPENDIX I) was received, discussed and noted.
- c) That the report in the form of draft minutes from the Planning Committee (APPENDIX J) was received, discussed and noted.

#### **99/24. Bank Reconciliations**

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

#### **100/24. Payment of Invoices**

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

*The meeting finished at 8:43pm*

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**FULL COUNCIL MINUTES**  
**Monday 22<sup>nd</sup> October 7pm 2024**

**Chair:** Cllr P Enright-King

**Councillors Present:**

Littlewood, Maitland, Roper, Ennis-Clark, Craven, Liddon.

**IN ATTENDANCE:**

Gary Youens – Clerk

**101/24. To receive apologies for absence**

- Apologies were received from Cllrs Ingram, Dickerson, Mumford, Barnes, Golby.

**102/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- None were declared.

**103/24. Public Participation Session**

- There were no public speakers.

**104/24. Exclusion of Public and Press**

- **RESOLVED:**

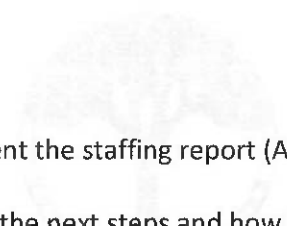
a) The responses to the staff consultation were discussed and noted.

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- b) To adopt and implement the staffing report (APPENDIX A)
- c) The Council discussed the next steps and how best to proceed.  
 Cllr Littlewood and the Clerk would discuss the outcome of this meeting with staff individually tomorrow.  
 Cllrs Maitland and Ennis-Clark with the Clerk would interview those eligible for priority interview and everybody agreed a presentation would not be necessary.

*The meeting finished at 7:58ppm*

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Ministry of Housing,  
Communities &  
Local Government

Open consultation

# Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

**Applies to England**

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Επιπλέον, σε Οκτώβριο 2024

στ. local authorities meetings

Εμπειρία κενωρε attendance and block voting

Other considerations

Local Government

Communities &

Welfare of Housing



GOV.UK

APPENDIX G

## How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space \(https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/\)](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/).

## Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

## **Who we would like to hear from**

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

### **Question 1**

Please tick all that apply - are you responding to this consultation as:

- a) an elected member – if so please indicate which local authority type(s) you serve on
- Town or Parish Council
  - District or Borough Council
  - Unitary Authority
  - County Council
  - Combined Authority / Combined County Authority
  - Fire and Rescue Authority
  - Police and Crime Panel

- Other local authority type - please state
- b) a council body – if so please indicate which local authority type
  - Town or Parish Council
  - District or Borough Council
  - Unitary Authority
  - County Council
  - Combined Authority / Combined County Authority
  - Fire and Rescue Authority
  - Police and Crime Panel
  - Other local authority type - please state
- c) a member of the public
- d) a local government sector body – please state

## **The proposal for remote attendance**

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

**Question 2**

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

**Question 3**

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

**Question 4**

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes



- no
- I am not an elected member

#### **Question 4a**

If you answered No please use the free text below

[Free text box]

#### **Question 4b**

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

#### **Question 5**

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

#### **Question 6**

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The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

### **Question 7**

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.
  - b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.
  - c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.
  - d) Other [Free text box]
-

### Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

#### Should be considered because

It is a positive modernising measure.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

Free text box – please state any other reasons

#### Should not be considered because

Councillors should be physically present at all formal meetings.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

### Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members

- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

## Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

### Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

**Question 11**

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

**Question 12**

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

**Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

## About this consultation

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

## **Annex A: Personal data**

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything



DUSTON PARISH COUNCIL

CONNECTING THE COMMUNITY

COMMUNITY ENGAGEMENT  
SEPTEMBER 2023 TO  
OCTOBER 2024







## OUR AIMS

- When planning our programme of events and engagement we strive to be inclusive across all ages, demographics and genders. We use local insight data to ensure that we align with DPC's recently adopted Community, Health and Wellbeing Strategy and ICN's 10 'Live your Best Life' ambitions.
- We ensure that the range of activities on offer are accessible, free or affordable and take place right across Duston by utilising our 4 main assets
- It is well known that feeling connected to the community in which you live promotes increased feelings of belonging, helps to reduce social isolation and has a positive impact on physical and mental wellbeing
- We are continually seeking to create new partnerships with local and countywide organisations and service providers in order to enhance what we offer our residents to positive effect



# VOLUNTEER OPPORTUNITIES

We continue to encourage volunteers to become a DPC Friend by offering opportunities to get better connected with Duston Parish Council and the local community



Friends have :

- Volunteered on The Grow Together Allotment
- Planted areas & tubs around Duston
- Litter picked the local area
- Planted commemorative trees & bulbs
- Collected donations for the Duston Food Bank
- Helped to clear St Luke's Centre & grounds



## WHO HAVE WE PARTNERED WITH?

Here are some of the people we have linked with via partnership working or through attendance at our events



- Local Youth Organisations
- St Luke's Patient Participation Group
- Trilogy Active
- West Northants Wellbeing Initiative
- Delapre Wellbeing Hub
- Timken Grange Care Home
- NMPAT
- Local Charities
- Better Lives
- Affinity Day Care
- Speakers from the health sector
- Schools, businesses & churches



# FREE HEALTH & WELLBEING TALKS

## TOPICS DELIVERED

- AI Anon
- Long Covid Support Group
- West Northants Council Advice Surgery
- Northants Fire Safety Advice
- Future Proofing Assets
- Veterans Champion
- Living with Diabetes
- IBS Recovery
- Reframing the Menopause
- Arthritis Action
- Life after an organ transplant
- Northamptonshire Sport
- Motivation & Positivity for all

## BENEFITS & FEEDBACK

- Average attendance 19-26
- Boosts our FB reach by an average of 5000
- 15 new sign ups to our mailing list
- Raised awareness for our centres, events & website
- Opportunity to get out and meet new people
- Free contacts & referrals for further help
- Speakers have raised awareness of their services & gained new clients
- Gained new Health & Wellbeing booking groups
- Opportunity to socialise and reduce isolation and loneliness
- Lady helped with a dispute case she has been struggling with







# INDOOR CARBOOT SALES

- A popular biannual event
- 24 Stalls Main Hall, 6 Community Room 1
- Charities were also invited to run stalls
- GJ Cafe open for light refreshments; good takings reported
- Bargain shop open for business

## BENEFITS & FEEDBACK

- Attracted a cross section of residents buying and selling
- Stallholders report good takings
- Boosted our FB reach
- Event revenue of £300
- Addition of second room increased revenue
- Raises awareness for our centres, events & website
- Bargain shop benefits from added sales, new clients and donations at the end of the event.
- Positive feedback from sellers and buyers

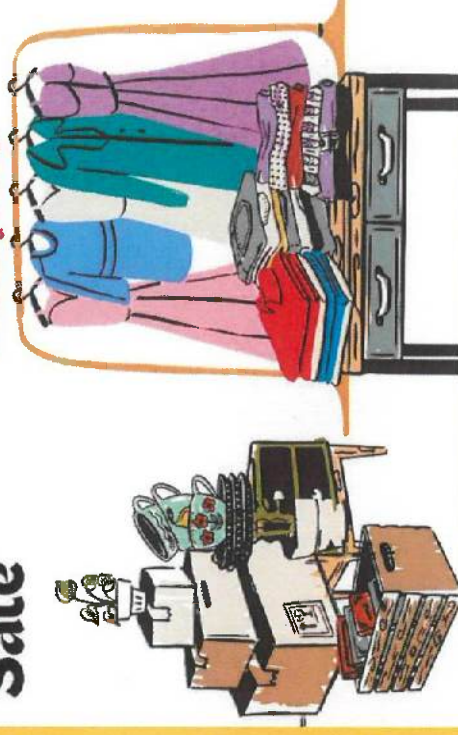
## Indoor Car Boot Sale

Duston Community  
Centre.

Pendle Road, NN5 6DT

April 20th, 09.00-12.00  
Tables £10

Pre-Booking Essential



T: 01604 583626 | E: [facilities@duston-pc.gov.uk](mailto:facilities@duston-pc.gov.uk)

[www.duston-pc.gov.uk/indoor-car-boot-sales](http://www.duston-pc.gov.uk/indoor-car-boot-sales)

[Facebook](#) Duston PC [Twitter](#) @duston\_pc [Instagram](#) dustonpc





## DUSTON'S CHRISTMAS CHEER

- We started the 2023 festive season with our ever popular Christmas at St Luke's, back for the 10th year, this event is a great showcase for local artisans and crafters.
- During the month of December we ran an competition whereby residents had to spot the DPC Elf in 15 locations across Duston
- We invited all businesses, shops, pubs, churches and residents to participate in Duston Festive Windows, encouraging residents to post their festive photos and bring extra Christmas cheer across Duston.

### **BENEFITS & FEEDBACK**

- Engages residents to be part of the community creating inclusion
- Residents say that the trail and competition encouraged them to get out and about and some discovered parts of Duston for the first time
- Increases the profile of local businesses & shops
- Very positive feedback from stallholders and visitors commending us on our organised and professional events
- Stallholders reported good sales and customer contact
- Opportunity to engage with people and inform them of other DPC activities and venues
- Increased social media engagement
- Free Santa, competition and trail
- Includes engagement from local music students providing entertainment





# COMMUNITY INFO & WELLNESS FAIR

## A return of this popular annual event

- 29 Stalls offering free local help, services, advice & info
- Free wellbeing taster sessions running all day including table tennis and meditation
- GJ Cafe open for light refreshments; good takings reported

## BENEFITS & FEEDBACK

- Attracts a good cross section of residents
- Boosted our FB reach by 11000
- Raised awareness of our centres, events & website
- Stallholders benefit from networking with other service providers
- Stallholders gained new contacts and clients
- Positive feedback from visitors who have been helped by the services on offer
- Great opportunity for council to meet the public and explain the role of a Parish Council
- Services & Charities can attend free (Businesses are charged £15)



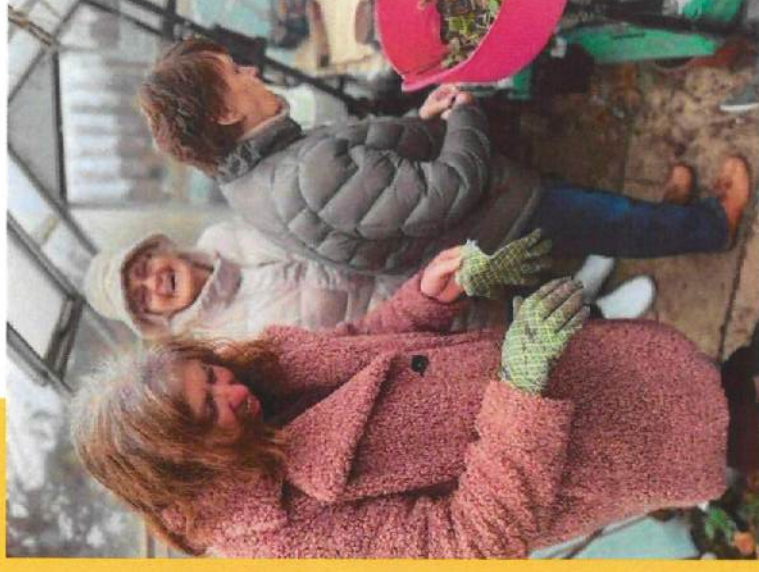


# THE GROW TOGETHER ALLOTMENT

- Monthly Volunteer Dates plus dedicated sessions for Better Lives & Affinity Day Care
- Visits from other community allotments holders to see how we are set up
- New pop up sessions starting with The Duston School
- Jenny is now a 'champion' of The Grow Cook Eat initiative securing £3k in funding, this gives us the basis to expand and support new projects
- Addition of Polytunnel in 2024 to extend the season's growing & activities sessions
- Addition of pergola in 2024 creates a rest / social space
- 2024 Overhead plan of space & benefits created
- Achieved 'Outstanding' award from RHS It's Your Neighbourhood and East Midlands in Bloom 2024

## **BENEFITS & FEEDBACK**

- Volunteer numbers are growing
- This asset attracts residents of all ages and abilities
- Social, physical and mental benefits are immeasurable
- Volunteers benefit from taking fresh produce home
- Promotes personal growth - Better Lives now have their own area
- Volunteers love having the opportunity to be involved, they learn and share knowledge and report improvements to their mental and physical wellbeing and new friendships





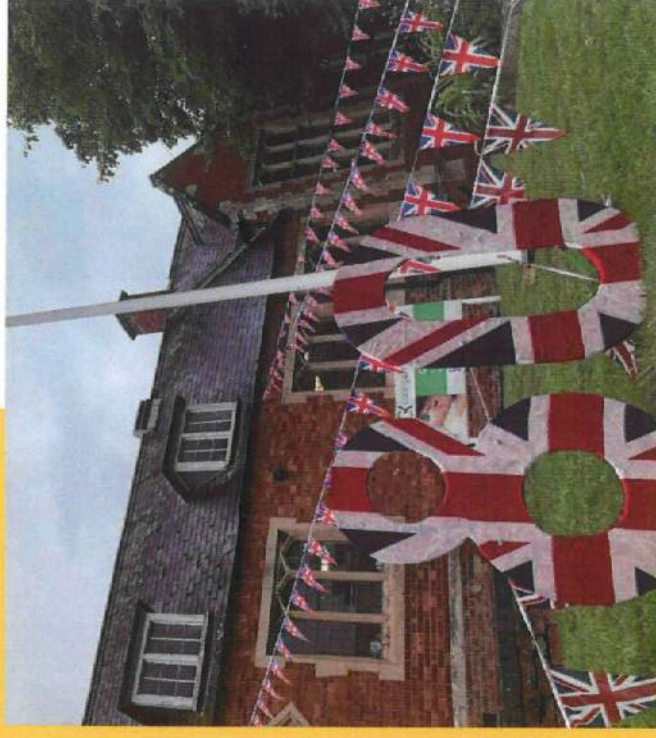


# D-DAY COMMEMORATION 80 YEARS

- Display inside of Duston Community Centre provided information and facts about D-day. Generated interest amongst the younger ones to find out more
- Bells rung out across Duston and a wreath was laid by the chair of the council at the war memorial
- The bank of St Luke's was decorated to commemorate the occasion
- All 3 of our flag poles flew flags dedicated to D-Day

## **BENEFITS & FEEDBACK**

- Attracted a cross section of residents to the displays
- Visual displays demonstrate DPC supporting national celebrations
- Helps promote awareness and recognition of the significance of past events to the younger generation







# COMMUNITY, HEALTH & WELLBEING STRATEGY 2024 - 2027

- In 2024 we created Duston Parish Council's strategy to help us improve our community and the health and wellbeing of those in it.
- This was adopted by council earlier this year.
- Working with our partners at WNC we now have an established foundation that will help us make relevant and effective decisions in order to have a positive impact on our residents.
- We have access to local data insights that will help inform and determine what we do as a parish council to best effect.
- We can also tailor what we do to feed into and support ICN's Live your Best Life Ambitions, therefore 'linking the thinking' for the benefit of all
- A big part of this strategy will be for DPC to become a hub of collated information; bringing together the myriad of active groups that are well established as a force for good in our community
- The strategy will be reviewed annually and its impact measured and evaluated regularly to ensure it remains current and relevant to the community it serves



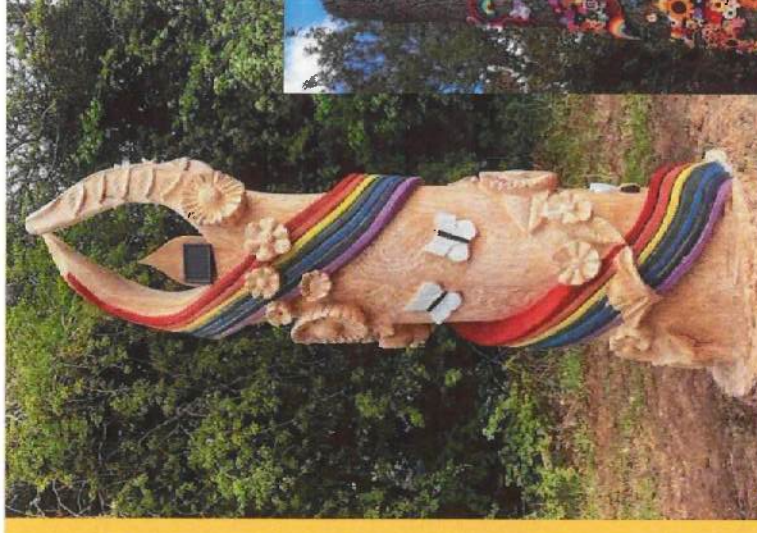


## THE TREE OF HOPE

- The vision for this project was developed out of a need to keep our community connected during the Covid-19 lockdown.
- Many local residents knitted, crocheted and crafted flowers, insects and rainbows which we fixed around the tree.
- It became a focal point that celebrated the wonderful spirit of our community coming together during unprecedented and challenging times.
- We called it the Tree of Hope to signify strength and renewed hope for the future
- In 2024 we commissioned sculptor, Peter Leadbeater to carve us a permanent representation of the spirit of this tree for posterity.

### **BENEFITS & FEEDBACK**

- Attracts many visitors and passers by who remember their visits during their permitted Covid-19 walks
- One resident told us her American family were avidly following its progress
- Now stands as a piece of community art in its own right
- Featured on BBC news and radio and local and international magazines and won an award from RHS for inspiring others
- Seen by thousands of people on a weekly basis creating a positive image of DPC and its involvement in the community





# DUSTON FUN DAY

Our biggest event of the year goes from strength to strength. We are now attracting many people from outside of Duston. With over 50 stalls, live entertainment and music for all ages and great involvement from local groups and businesses; there really is something for everyone. Our ethos has always been to make it a fun, inclusive and affordable day for all by offering free or very low cost activities and we are proud that we are still managing to do that.

## **BENEFITS & FEEDBACK**

- Provides residents with a fun, affordable family day out
- Very positive feedback from stallholders and visitors
- Local charities raised £2900
- Our biggest opportunity to engage with people to find out how our publicity etc. is working and improve relations
- Increased social media engagement. 25k+ reached on the day
- Creates opportunities for locals clubs and organisations to showcase and attract membership
- Opportunity to inform & educate residents about DPC
- Opportunity for residents to get to know the councillors







# COMMUNITY FORUMS

## WHAT ARE THEY?

- Informal sessions that enable groups, organisations, clubs, local charities, care homes, churches & schools to come along and find out more about what DPC are doing and how they can get involved.
- It also provides a great opportunity for them to network and forge useful links for the benefit of the wider community
- All participants receive a pack from us which includes our engagement and event opportunities plus our contact details and are invited to offer ideas which help shape our partnerships going forward.
- We also offer our support to groups for community projects, badgework, curriculum targets and fundraising.

## BENEFITS & FEEDBACK

- Creates a direct link to the wider community, allowing us to harvest useful info and ensure that what we offer is relevant
- Key players that make up our community are better informed of what we do and how they fit in
- Provides opportunity for 'linking the thinking' creating more effective benefits to the groups and the community they serve.
- Allows us to identify areas and groups that may need our help and support in line with our Community, Health & Wellbeing Strategy
- Links forged between TGTA and Youth groups have resulted in really positive partnership working





# EVENTS COMING UP.....

## **November**

- 1 - 12 Duston Remembers & Poppy Cascade
- 14 Wellbeing Talk - From Me To You DCC
- 30 A Very Merry Christmas Tree Festival & Market DCC

## **December**

- 1 A Very Merry Christmas Tree Festival DCC

**2025**

## **Save the Date**

- 1st March - Community Info & Wellness Fair
- 29th June - Duston Fun Day





## FUTURE ENGAGEMENT WITH OUR COMMUNITY

Looking forward to 2025 the opportunity for further growth is infinite. Our relationships with the wider community are well established and DPC is recognised as a good model of community engagement amongst other parish councils. The valuable LAP's data and local insight profiles will allow us to extend our reach, ensuring all sectors of our community are served equally. Using our Community, Health & Wellbeing Strategy as a foundation DPC can deliver its vision whilst also supporting countywide ambitions to help achieve improved community, health, wellbeing & inclusivity amongst the residents of Duston and the wider community.

Alison Grantham, Community Development Manager



**DUSTON PARISH COUNCIL**

Connecting the Community





## Duston & Upton Parish

Church of England Churches  
St Francis' Church • St Luke's Church

Office: St Francis' Church, Eastfield Road, Northampton. NN5 6TQ

Wednesday 23<sup>rd</sup> October 2024

To Duston Parish Council

I am writing to inform DPC that St Luke's Churchyard Duston was formally closed on 13th April 2022.

I have attached notice of this via email. The church is very grateful for the support given by DPC in regards to the grass cutting in the Churchyard four times a year. We would now, however, like to make a formal request for DPC to officially take over the maintenance of St Luke's Churchyard. With regards to this, we have now completed urgent repairs to the church wall, photos attached, and as far as is possible at this time, have made good the Churchyard boundary.

The Churchyard remains a sacred and important area in Duston, a quiet and reflective space for everyone to use. We would be very pleased if the continuing care and maintenance of St Luke's Churchyard will lie with DPC.

Thank you.

Kind regards

*Mandy Marriott*

Revd Mandy Marriott





Duston

Author: G. Youens

Date: 29/10/2024



**PARISH**  
**ONLINE**







*At the Court at Windsor Castle*

THE 13th DAY OF APRIL 2022

PRESENT,

THE QUEEN'S MOST EXCELLENT MAJESTY  
IN COUNCIL

The Secretary of State for Justice, after giving ten days' notice of his intention to do so, has, under the Burial Act 1853 as amended, made representations to Her Majesty in Council that, subject to the exceptions below, burials should be discontinued in:-

- 1) St James the Great Churchyard, Idridgehay and Alton Parish, Belper, Derbyshire (as shown hatched on the plan annexed hereto);
- 2) St Mary the Virgin Church Churchyard, Higher Brixham, Devon (as shown hatched on the plan annexed hereto);
- 3) St Philip & St James Churchyard, Markfield Road, Groby, Leicester, Leicestershire (as shown hatched on the plan annexed hereto);
- 4) St Dunstan's Cheam Churchyard, Cheam, Sutton, Surrey (as shown hatched on the plan annexed hereto);
- 5) St Barnabas Churchyard, Ranskill, Nottinghamshire (as shown hatched on the plan annexed hereto);
- 6) St Mark's Lower Churchyard, Longwood, Huddersfield, West Yorkshire (as shown hatched on the plan annexed hereto);
- 7) St Luke's Church Churchyard, Duston, Northampton, Northamptonshire (as shown hatched on the plan annexed hereto).

The exceptions are that, in the places numbered 1, 2, 3, 4, 5 and 6 above:-

- (a) in any vault or walled grave in the churchyard, burial may be allowed but every coffin in such vault or grave must be separately enclosed by stonework or brick work properly cemented;
- (b) in any existing earthen grave in the churchyard, the burial may be allowed of the body of any member of the family of the person or persons previously buried in



## Report to Council: Maintenance Responsibility for St. Luke's Churchyard

### **Background and Context**

St. Luke's Churchyard, part of the Grade 1 listed St. Luke's Church, is an important heritage site for Duston, with a history spanning over 800 years. Following a closure order by the Privy Council in April 2022, the churchyard is no longer open for new burials. Under ancient commons law parishioners have the right to be buried in the local churchyard.

The churchyard, as a closed site, is subject to the Local Government Act 1972, Section 215. This provision allows the Parochial Church Council (PCC) to request that the Parish Council take on the grounds' maintenance. Should Duston Parish Council (DPC) decline, responsibility automatically transfers to West Northamptonshire Council (WNC), which can then impose maintenance costs on Duston residents via a "special expenses" charge under Section 35 of the Local Government Finance Act 1992. WNC's basic upkeep standards have raised concerns that their maintenance would not meet the expectations of Duston residents, especially given the churchyard's historical significance.

### **Key Considerations**

#### **1. Pros of DPC Assuming Maintenance Responsibility**

- **Heritage and Community Pride**  
St. Luke's Churchyard holds considerable cultural and historical importance in Duston. By taking on its maintenance, DPC can ensure it is preserved to a standard that reflects its value and enhances community pride.
- **Consistent Quality Standards**  
DPC has a proven track record of maintaining Duston's parks and green spaces to high standards. Adding St. Luke's Churchyard to DPC's maintenance schedule would likely prevent neglect and ensure upkeep aligns with community expectations.
- **Cost Efficiency through Integration**  
With DPC already maintaining a variety of public spaces, including parks and allotments, adding the churchyard could offer cost efficiencies. DPC already maintains the churchyard four times a year, keeping it in excellent condition, so formalizing this responsibility would leverage existing programs and resources.

#### **2. Cons of DPC Assuming Maintenance Responsibility**

- **Increased Financial and Management Load**  
Taking on the churchyard's maintenance would incur additional financial commitments. Consideration should also be given it is in a conservation area.
- **Operational Limitations**  
While DPC would assume maintenance responsibility, ownership of the site remains with the Church. This restricts DPC's ability to implement significant changes without PCC consent, limiting flexibility improving the site.

### 3. Pros of Declining Maintenance Responsibility

- **Budget Neutrality**  
By declining maintenance responsibility, DPC would not incur the costs of upkeep, preserving resources for other community priorities.
- **Reduced Staff and Management Requirements**  
Relieving DPC of the responsibility to manage churchyard maintenance would prevent additional operational burdens, allowing staff and resources to remain focused on current obligations.

### 4. Cons of Declining Maintenance Responsibility

- **Potential Special Expenses Charge on Residents**  
Should WNC assume responsibility, they may apply a “special expense” charge to Duston residents specifically to cover the maintenance costs. This charge could be higher than what DPC would incur, leading to potential taxpayer dissatisfaction.
- **Lower Maintenance Standards**  
WNC typically maintains parks and public spaces at a minimal standard. The churchyard could experience deterioration if WNC’s upkeep fails to meet Duston’s expectations, potentially prompting resident complaints and affecting community pride in this historic site.

### Conclusion

This decision hinges on balancing fiscal responsibility with the commitment to preserving Duston’s heritage. By accepting the maintenance of St. Luke’s Churchyard, DPC could ensure it is cared for to a standard that respects its historical significance and maintains local pride. While financial and operational responsibilities are inherent in this decision, DPC’s existing maintenance infrastructure and standards could facilitate efficient integration of the churchyard. On the other hand, transferring responsibility to WNC would avoid immediate costs but potentially result in lower maintenance quality and additional charges to residents.

### Recommendations

- **Consider Acceptance of Maintenance Responsibility:** To maintain community standards, enhance cost efficiencies, and ensure respectful preservation, the council may opt to accept responsibility.
- **Budgetary Review:** Assess potential costs against the precept to ensure sustainability within the Council’s financial plan.

This matter is brought to Council for thorough discussion and final decision.

NOVEMBER 2021

## **LTN 65 | CLOSED CHURCHYARDS AND DISUSED BURIAL GROUNDS**

### **Introduction**

1. This Note deals with the law relating to closed churchyards and disused burial grounds. A closed churchyard is a churchyard belonging (but not necessarily physically attached) to a parish or cathedral church of the Church of England which has been formally closed by an Order in Council made by the Privy Council. A disused burial ground is a place used, or intended to be used, for burial purposes by any other person or body and which is no longer used for such purposes (and may include a closed churchyard). "Consecrated" means consecrated in accordance with the rites of the Church of England. The Note should also be read in conjunction with NALC's Legal Briefing L01-18 on financial assistance to the church.
2. The Church in Wales was disestablished in 1914. The law in Wales in relation to closed churchyards differs from that in England and is dealt with separately in paragraphs 20-21 below.
3. Parishes in England close to the Welsh border should also read paragraphs 20-21.

### **The closure of a churchyard (England only)**

4. Under common law a parishioner (a person resident in a parish or a person who dies there) has a legal right to be buried in the Church of England parish churchyard regardless of religious belief or lack of belief. When a churchyard becomes full, it is necessary for this right to be restricted or rescinded. Accordingly, under s. 1 of the Burial Act 1853, the Privy Council may make an Order in Council to close a churchyard for burial subject to any exceptions specified in the Order. An Order must be sought from the Ministry of Justice. The grounds for making an Order are -
  - a. that further burials would constitute a public health risk;
  - b. that further burials would be contrary to decency;
  - c. that burials should be discontinued for the prevention or mitigation of nuisance; or
  - d. there is no proper room for new graves.
5. Closure by Order in Council does not remove the legal effects of consecration. A churchyard closed by Order in Council may still be used for the interment of ashes provided that no human remains are disturbed. If the

Order permits, it may also be possible for further burials to take place in specified areas.

### **Responsibility for maintenance of a closed churchyard**

6. Once a churchyard is closed, responsibility for maintenance falls on the parochial church council ("PCC") for the parish in which the churchyard lies (s.215(1) of the Local Government Act 1972 ("the 1972 Act")). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in good repair.
7. By virtue of s.215(2) of the 1972 Act, a PCC may at any time serve a written request on the local council or, in a parish without a council, on the chair of the parish meeting, to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act (see next paragraph), the council or meeting takes over the maintenance three months after service of the request.
8. Within the three-month period referred to above, the council or the meeting can pass on the maintenance responsibility to the district council. The mechanism by which they can do that is by passing a resolution and then giving written notice of that resolution to the district council and to the PCC. At the expiry of the three months the district council must take over the maintenance. If the three months period expires without the parish council having made such a resolution, the district council can no longer be required to take over the maintenance of the churchyard although it has the power to enter into an agreement to do so pursuant to s.101 of the LGA 1972. Additionally (or alternatively) the district council has the power to make a financial contribution to the parish council towards the cost of maintenance pursuant to s. 214 (6) of the 1972 Act.
9. Whilst the statutory minimum period of notice under s.215(2) of the 1972 Act is three months, longer notice is usually given in practice with at least twelve months' informal notice of the intention to serve the three months' statutory notice recommended in Church of England guidance. Such notice enables the relevant local authority to budget and precept for any necessary expenditure. The onus is on the PCC to ensure that the churchyard is in decent order and its walls and fences are in good repair before responsibility passes to the parish council or chair of the parish meeting.
10. If a parish council or chair of a parish meeting is asked whether formally or informally, to take over maintenance of a closed churchyard, a request should always be made to see the relevant Order in Council. It sometimes



happens that the churchyard in question, although no longer used for burials, has not been formally closed. In such a case, the parish council/ chair of the parish meeting is not obliged to take over responsibility.

11. If a formal request is received from the PCC, there are advantages and disadvantages in resolving to hand on responsibility to the district council or county council. The advantages may include:
  - a. the parish council/parish meeting has no management responsibility for the upkeep of the churchyard;
  - b. the parish council/parish meeting does not have to use its own financial resources for maintenance; and
  - c. the parish council/ parish meeting does not have to employ staff or contractors to carry out maintenance work.
12. Some disadvantages may be:
  - a. the district council/ county council may (and probably will) treat the expense of maintenance of the churchyard as a "special expense" under section 35 of the Local Government Finance Act 1992 chargeable only on the council taxpayers of the parish;
  - b. the cost of maintenance by the district council may be higher than that which the parish council/ parish meeting would incur;
  - c. the standards and policies of the district council in relation to the upkeep of the churchyard may not be to the liking of the parish authority or to the local inhabitants.

### **The standard of maintenance for a closed churchyard**

13. There is no statutory guidance on the appropriate standard to which a closed churchyard should be maintained. Advice on the appropriate standard given in a nineteenth century guide for churchwardens provides as follows:

"... to see that the churchyard is kept in a decent and fitting manner, that is cleared of all rubbish, muck, thorns, shrubs and anything else that may annoy parishioners when they come into it ..."

14. Responsibility for maintenance includes the maintenance of paths which cross a churchyard up to the standard of "decent order" as well as cultivated and uncultivated areas. It is unclear whether the duty to maintain a churchyard in decent order extends to a requirement to ensure that tombstones and memorials do not present a danger to the public. The obligation to maintain memorials is likely to extend to a duty to ensure that

they do not topple over. Councils need to ensure that reasonable steps are taken to ensure the health and safety of employees working in churchyards pursuant to their duties under s.2 of the Health and Safety at Work Act 1974. Their duties may well extend to ensuring that tombstones and memorials do not present a hazard.

15. Under s.51 (1) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 the powers, duties, and liabilities of a PCC in relation to the care and maintenance of a churchyard which it is liable to maintain apply to trees in the churchyard and any proposed to be planted there.
16. Responsibility extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest. Consequently, the cost of repairs and maintenance is likely to be high.
17. The ordinary maintenance of monuments and tombstones is not the responsibility of the PCC or the local authority but of the owners, who are usually the heirs of the persons commemorated. Where the heirs or other owners cannot be traced, the PCC or local authority will have to take responsibility for dealing with dangerous monuments, since safety is part of keeping a closed churchyard in decent order (see LTN 64 - Tombstones and Memorials). The removal of monuments, whether dangerous or not, requires the consent of the Church of England authorities (usually in the form of a faculty).
18. Responsibility for the churchyard does not include responsibility for any church, chapel, or other building (such as a shed) in or adjacent to the churchyard. The responsibility does not include an obligation to undertake improvements to the churchyard.
19. Whilst responsible for maintenance, the parish council or chair of the parish meeting is not the owner or tenant of the churchyard. It cannot therefore prevent the incumbent and the PCC from exercising their powers over the churchyard (e.g. to allow the interment of cremated remains).

### **Closed churchyards in Wales**

20. The position in Wales differs from that in England because the Church in Wales is not the established church. The procedure under s.215 (2) of the 1972 Act does not apply in Wales. Strictly speaking, that procedure applies to areas not subject to the Welsh Church Act 1914. NALC understands that a small number of parishes in England are subject to that Act and a similarly small number of parishes in Wales are not. Parish and community councils in areas along or close to the border between England and Wales

are advised to check the position if and when they consider the matter of closed churchyards.

21. In Wales, therefore, a community council cannot be put under an obligation to undertake the maintenance of a closed churchyard of the Church in Wales.

### **Disused burial grounds**

22. A burial authority (for the purposes of this Note a parish or community council and a parish meeting) has a general power under s.214 of the LGA 1972 to contribute towards the expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority's area may be interred. S.214 gives a general power to help financially with the maintenance etc. of a cemetery where local people have been, or will be, interred; the word "cemetery" being defined in s.214 to include a burial ground or any other place for the interment of the dead.
23. Under s.6 of the Open Spaces Act 1906 ("the 1906 Act") the owner of a disused burial ground may dispose of it (by conveyance of the freehold or by the grant of a lease) to a local authority (parish or community council, but not the parish trustees of a parish meeting) or may make an agreement with a local council for the purpose of providing public access to the ground. Whilst it is very rare (and perhaps unprecedented) for a Church of England closed churchyard to be transferred under s.6, it is not unknown for a burial ground of another denomination to be so transferred, particularly where the ground is vested in local trustees and the burden of maintenance has become too much for them. There is a corresponding power in s.9 of the 1906 Act to acquire a disused burial ground for use as a public open space.
24. S.11 of the 1906 Act provides that a local council may not use a consecrated burial ground for open space purposes without the license or faculty of a bishop. No games or sports are permitted in a disused burial ground without a licence or faculty from a bishop or, in the case of an unconsecrated ground, without the permission of the relevant person or body from whom the council acquired the freehold, the leasehold or management. The section also lays down detailed rules about the removal of tombstones and monuments in cases where the local council wishes to clear the ground, wholly or partly, to provide an open area for public recreation. In essence, the rules provide for public notice to be given by advertisement so that interested persons are made aware of what is proposed and can make representations to the council.

25. Under s.239 of the Town and Country Planning Act 1990, any land consisting of a burial ground (whether disused or not) acquired by a local authority (defined, so far as is relevant to this Note, as a precepting authority so also including the chair of a parish meeting) may be used in any manner in accordance with planning permission, notwithstanding any enactment relating to burial grounds or to any obligation or restriction imposed by ecclesiastical law or otherwise, but subject to compliance with prescribed rules relating to the removal and reinterment of human remains. The relevant rules are the Town and Country Planning (Churches, Places or Religious Worship and Burial Grounds) Regulations 1950. In essence, the Regulations are similar to the provisions in s.11 of the 1906 Act described above but are more elaborate because of the need to cover both the removal and reinterment of human remains.

26. Generally speaking, the erection of buildings in a disused burial ground is prohibited under the Disused Burial Grounds Act 1884. In relation to closed churchyards and disused burial grounds of the Church of England, authority is given by the Pastoral Measure 1983 to allow such land to be used for other purposes, including the erection of buildings, usually in connection with a church redundancy scheme. The Disused Burial Grounds (Amendment) Act 1981 gives authority to other churches and religious bodies to utilise their disused burial grounds for the erection of buildings, provided that either no interments have ever taken place there or, if there have been burials within the previous 50 years, the descendants of the deceased persons do not object. As with s.11 of the 1906 Act and the Planning Regulations 1950 (see above), public notice by way of advertisement is required and disinterred remains must be decently reinterred.

**Other Legal Topic Notes (LTNs) relevant to this subject:**

LTN	Title	Relevance
23	Health and Safety	Sets the obligations of councils to ensure the Health and Safety of their staff.
42	Occupiers' Liability	Sets out the responsibilities of occupiers of land.

64	Tombstones and Memorials	Sets out responsibilities in relation to churchyards and burial grounds
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**DUSTON PARISH COUNCIL**

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

## **Environment Committee Minutes** **Thursday 17<sup>th</sup> October 2024 7pm**

Chair: Cllr P Enright-King

**Councillors Present:**

Cllrs Craven, Ennis-Clark, Ingram, Liddon, Ennis

**IN ATTENDANCE:**

Gary Youens – Clerk

**EC45/24. To receive apologies for absence**

- Apologies were received from Cllr Dickinson.

**EC46/24. To receive and approve for signature the minutes of the meeting held on Thursday 19<sup>th</sup> September 2024 (APPENDIX A)**

- **RESOLVED:** That the minutes of the meeting held on Thursday 19<sup>th</sup> September 2024 were approved as a true record and duly signed by the Chair.

**EC47/24. 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.

**EC48/24. Public Participation Session**

- There two speakers from the public. One member of the public spoke about flooding and the problem with drains. The Clerk would contact a ward councillor about this. The other spoke about a fence and possible bench in Rochelle Way. The Clerk said the fence will be returned to the resident.

#### **EC49/24. Police Advice Surgeries**

- A view was expressed that having regular police advice surgeries in Duston for the public was a welcome initiative.
- **RESOLVED:**
  - a) To note the Neighbourhood Policing Team Advice Surgeries on 24<sup>th</sup>/10, 21<sup>st</sup>/11 and then 19<sup>th</sup>/12.
  - b) To advertise these surgeries on DPC social media.

#### **EC50/24. Working with Trilogy**

- **RESOLVED:**
  - a) To have a discussion with Trilogy Active on having 2 or 3 EV charging points in the car park of Duston Sports Centre
  - b) To raise the possibility of a joint procurement of solar panels for both Duston Sports Centre & Duston Sports Centre

#### **EC51/24. Speed Activated Sign Data**

- **RESOLVED:** To note the latest sign activated sign data (APPENDIX B)

#### **EC52/24. Dementia Bench & Plaque**

- **RESOLVED:**
  - a) To look to put a dementia bench on Rochelle Way / Quarry following a consultation with adjacent properties
  - b) Not to proceed with a plaque following a request from the family.

#### **EC53/24. Draft DPC Corporate Plan and Service Review**

- **RESOLVED:** To note the following comments from the Committee
  - There are three care homes in Duston not two



- There should be something in the document about the Climate Emergency and biodiversity.
- Something should be said about the different churches within Duston.

#### **EC54/24. Climate Action**

- The Committee read through APPENDIX E and noted its contents. The Clerk was thanked for circulating the document.
- **RESOLVED:**
  - a) That the Parish Council should look to plant some more trees in the coming years
  - b) To forward ideas about Climate Action so they might be included in the draft version of the Corporate Plan and Service Review.

#### **EC55/24. Anti-Social Behaviour in St Luke's Centre Spinney**

- The Clerk reported on going anti-social behaviour issues within St Luke's Centre spinney. Tenants and room hires have been urged to keep the gate locked so it can't be accessed by the general public. There is also an issue of dog walkers using the spinney and not clearing up the resulting dog poo.
- **RESOLVED:** To increase the level of CCTV provision at St Luke's Centre including the Spinney.

*The meeting finished at 8:22pm*





**DUSTON PARISH COUNCIL**

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

**Community Services Committee**  
**Minutes 21<sup>st</sup> October 2024 1pm**

**Chair:** Cllr S Maitland

**Councillors Present:**  
 Craven, Roper

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**CSC32/24. To receive apologies for absence**

- Apologies were received from Cllrs Enright-King, Ennis-Clark & Golby.

**CSC33/24. To receive and approve the minutes of the Community Services Committee on Thursday 12<sup>th</sup> September 2024 (APPENDIX A)**

- **RESOLVED:** That the minutes of the Community Services Committee meeting held on the 12<sup>th</sup> September 2024 were approved as a true record and duly signed by the Chair.

**CSC35/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- No declarations of interest of interest were declared.

**CSC36/24. Public Participation Session**

- There were no members of the public present

**CSC27/24. Grant Applications**

Tel: 01604 583626

Web: [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

Email: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk)

- The Clerk said he a grant application may be forthcoming from the Bowls Club but as yet not received anything.
- **RESOLVED:**
  - a) To recommend to Council that 39<sup>th</sup> Duston Guides application is awarded £1000 (APPENDIX B)
  - b) To recommend to Council that Eastfield Close Senior Citizens (APPENDIX C) is declined.

#### **CSC28/24. Reporting Back of Successful Grant Applications**

- **RESOLVED:**
  - a) 39<sup>th</sup> Duston Grants – the Clerk to chase this again.
  - b) St Marys Ukrainian School. The report back was given by Cllr Maitland.
  - c) Duston Players – they have said they will give a report back.

#### **CSC29/24. Defibrillator / Bleed Kit**

- They used to be a defibrillator in the Coop. However, since they left there isn't one in the village centre. There has been a request for the Parish Council to look at this.
- There is no news from BT about whether they are going to decommission the phone box next to the Bakery.
- **RESOLVED:** To recommend to Council that a Defibrillator / Bleed kit is purchased used CIL and seek permission from Duston United Reform Church whether it can be on their wall near our parish noticeboard.

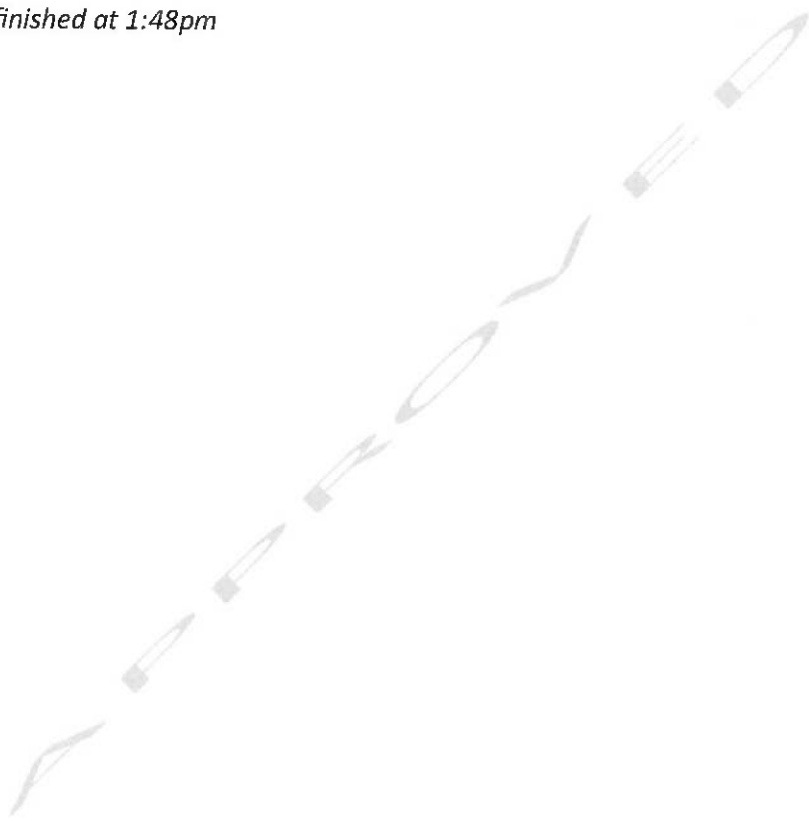
#### **CSC30/24. Northampton West Local Area Partnership Report**

- The Clerk gave a brief report. They are mapping benches in the LAP area. At recent meeting there was a presentation regarding Youth Violence Intervention Unit. Every young person that is accepted into the programme has a knife intervention which is usually two or three session where they look at the impact, the risks, the ripple effects and the consequences of knife crime. Community Spaces Northampton reported they are working in partnership with Upton Parish Council and are trying to get a lease on St Crispin Community Centre. There was a report about St Lukes Patient Participation Group which has 40 members but the number of patients is about 23,000.
- **RESOLVED:** To note the verbal report from the Clerk on the LAP.

#### **CSC31/24. Newsletter**

- A view was expressed the “Duston Together” Newsletter should be seasonal. The Clerk shouldn’t have to get it approved at Council although all councillors should still see a copy prior to it being distributed.
- **RESOLVED:** The Clerk to propose a Council to change the relevant wording of the Communications and Engagement Policy.

*The meeting finished at 1:48pm*







**DUSTON PARISH COUNCIL**

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

## **Resources and General Purposes Committee** **Minutes 10<sup>th</sup> October 2024 7pm**

Chair: Cllr J Ennis-Clark

Councillors Present:  
Cllrs Ingram, Maitland, Barnes, Littlewood

IN ATTENDANCE:  
Gary Youens – Clerk

### **RGPC01/24. To elect the Chair of the Resources & General Purposes Committee**

- **RESOLVED:** Cllr Jan Ennis-Clark was elected Chair of the Resources & General Purposes Committee for the municipal year 2024/25.

### **RGPC02/24. To elect the Vice-Chair of the Resources & General Purposes Committee**

- **RESOLVED:** Cllr Miles Barnes was elected Vice-Chair of the Resources & General Purposes Committee for the municipal year 2024/25.

### **RGPC03/24. To receive apologies for absence**

- Apologies were received from Cllr Enright-King

### **RGPC54/24. To receive and approve the minutes for signature of the meeting held on 11<sup>th</sup> April 2024**

- That the minutes of the meeting held on the 11<sup>th</sup> April 2024 were approved as a true record and signed by the Chair (APPENDIX A).

**RGPC05/24. 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 interest declared.

**RGPC06/24. Public Participation Session.**

- The Chair of Duston Players spoke on their room bookings for next year. Cllr Maitland said she would speak to him outside of the meeting.

**RGPC07/24. Duston Sports Centre**

- Duston Parish Council are the landlords of Duston Sports Centre.
- Rachel Collings from Trilogy Active gave an overview and update regarding Duston Sports Centre. She spoke about the various clubs, activities and initiatives that are currently taking place. She answered questions from the Committee.
- **RESOLVED:** To note the verbal report given on Duston Sports Centre.

**RGPC08/24. Asset Transfers Update**

- The Clerk gave the Committee an update on the current status of various land transfers. We had some transfers over the summer such as the Quarry and Newton Road POS but others remain outstanding. The Clerk regularly chases West Northamptonshire Council to try and push things along.
- The Clerk is also chasing David Wilson Homes regarding Rose Villa Access Way and Alfred Knight / Main Road Footpath. Telstar Way Open Space was transferred to the Parish Council over the summer.
- **RESOLVED:**
  - a) To note the update from the Clerk
  - b) Asked the Clerk to continue to pursue all the outstanding Asset Transfers so they are completed by April 2025.

**RGPC09/24. Payroll**

- **RESOLVED:**
  - a) To note that Barclays are withdrawing the payflow service from the end of the year.
  - b) That staff salaries will be paid by BACS transfer from January 2025.

**RGPC10/24. Bank Signatories**



- The Clerk said it is vital we get more bank signatories as soon as possible but is once again having problems with this. The Clerk has sent in numerous bank mandate forms and as yet is unclear why they have been unsuccessful.
- The Clerk said if this does not get sorted in the next month he will bring the issue to the attention of Full Council.
- **RESOLVED:** To note the update from the Clerk RFO

#### **RGPC11/24. Financial Services Compensation Scheme**

- The Internal Auditor has suggested we consider spreading risk as only the first £85,000 is protected.
- The Clerk advised that given the current struggles with Barclays Bank and previously with Unity Bank now might not be the best time. There is a danger we set up an account then we can't access the funds which is exactly what happened with Unity Bank.
- **RESOLVED:**
  - a) The discussion on having multiple bank accounts was noted.
  - b) Agreed that this issue should be looked at again in the future once the signatories are sorted out with Barclays Bank.

#### **RGPC12/24. Financial Regulations**

- With other projects currently taking place and the Parish Office being short staffed this has not yet been done.
- **RESOLVED:**
  - a) The Clerk to tailor the new model Financial Regulations so they suit the requirements of Duston Parish Council.
  - b) To bring these revised financial regulations no later than Annual Council 2025

#### **RGPC13/24. Employer's New Duty to Prevent Sexual Harassment**

- **RESOLVED:** To note the new legal duty to take proactive steps to prevent sexual harassment in the work place.

#### **RGPC14/24. To establish a Working Party on Room Hire Bookings, Implementation and Resourcing**

- Sean Millar a Facilities & Estates Officer joined the meeting for this item.
- There was a discussion on how the Main Hall & Stage should be used.

- **RESOLVED:**
  - a) To create a working party on room hire bookings, implementation and resourcing. The working party will consist of Cllrs Maitland as Chair, Ennis-Clark and Littlewood.
  - b) To adopt the terms of reference (APPENDIX C)
  - c) That the Working Party will aim to come up with recommendations for the December meeting.

#### **RGPC15/24. Water Cooler**

- **RESOLVED:** Due to unknown costs it was decided not to pursue the idea of a water cooler at Duston Community Centre for the time being.

#### **RGPC16/24. Budget Monitoring**

- **RESOLVED:** The latest budget monitoring report to June 2024 was noted (APPENDIX D).

#### **RGPC17/24. Exclusion of Press and Public**

- **RESOLVED:** That the public and press be excluded from the meeting for item RGPC52/23. HR Matters was approved.

#### **RGPC18/24. Staffing Review Working Party**

- **RESOLVED:** The staffing review working party gave a verbal to the Committee (Cllrs Enright-King, Ennis-Clark, Littlewood, Maitland) which was noted.

#### **RGPC19/24. Duston Community Centre Lease Renewal**

- **RESOLVED:** The Clerk to contact a Surveyor and get some Head of Terms put together.

*Meeting ended at 8:48PM*



### Quarterly Internal Controls Procedure and Report

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

#### ***Responsibilities***

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

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

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

#### ***The Internal Controls Councilor Report***

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date: 18.10.24

Signed by Clerk/RFO:

Date: 18/10/24

Checklist		Approved	Any Comments
<i>Quarter to June 24<sup>th</sup></i>			
1	All bank statements filed	✓	
2	Cheque counterfoil have been signed by at least two Councillors	✓	
3	Bank Reconciliations match bank statements	✓	
4	Bank Reconciliations have been approved by Full Council	✓	
5	Invoices have been signed by the Clerk/RFO	✓	
6	Invoices have been signed by two Councillors	X	
7	Quarterly VAT return has been submitted to HMRC	✓	<i>One Councillor only, but approved by Full Council.</i>
8	Monthly Payroll pack filed	✓	
9	Tax, NI and Contributions made	✓	
10	Pension Contributions up to date	✓	
11	Insurance up to date	✓	
12	Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	✓	
13	Minutes for the previous quarter have been signed	✓	
14	All existing DPC tenants are no more than a quarter in arrears	✓	
15	Standing Orders & Financial Regulations have been approved by Full Council within the last year	✓	

Version	Date adopted / re-adopted	Date review by
11/23 b	18th May 2023	May 2027 unless statutory changes



## Quarterly Internal Controls Procedure and Report

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### **The Internal Controls Councilor Report**

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date: 18.10.24.

Signed by Clerk/RFO:

Date: 18/10/24

	Checklist	Approved Yes/No	Any Comments
	<i>Quarter to 31 March 2024</i>		
1	All bank statements filed	✓	
2	Cheque counterfoil have been signed by at least two Councillors	✓	
3	Bank Reconciliations match bank statements	✓	
4	Bank Reconciliations have been approved by Full Council	✓	
5	Invoices have been signed by the Clerk/RFO	✓	
6	Invoices have been signed by two Councillors	X	<i>one councillor only, by approval by full council</i>
7	Quarterly VAT return has been submitted to HMRC	✓	
8	Monthly Payroll pack filed	✓	
9	Tax, NI and Contributions made	✓	
10	Pension Contributions up to date	✓	
11	Insurance up to date	✓	
12	Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	✓	
13	Minutes for the previous quarter have been signed	✓	
14	All existing DPC tenants are no more than a quarter in arrears	✓	
15	Standing Orders & Financial Regulations have been approved by Full Council within the last year	✓	

Version	Date adopted / re-adopted	Date review by
11/23 b	18th May 2023	May 2027 unless statutory changes

Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description	
								A/C	Centre		Amount
13/09/2024	94035		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1St React Alarm response
30/09/2024	94215		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1St React Alarm response
30/09/2024	94216		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1St React - alarm response
30/09/2024	E2019373759		ALLSTAR	ALL001	47.03	9.41	56.44	4145	212	47.03	Allstar fuel
26/09/2024	33489		AMBER SCREEN	AMBS001	390.00	78.00	468.00	4249	211	390.00	Amber fit bench Newton Rd CILS
								332		-390.00	Amber fit bench Newton Rd CILS
22/09/2024	1936		ANGELL PLUMBING	ANG001	70.00	0.00	70.00	4225	102	390.00	Amber fit bench Newton Rd CILS
06/09/2024	14011881		ANGLIAN WATER	ANGL01	833.19	0.00	833.19	4207	101	70.00	Angell CK stop tap
02/09/2024	84610		ASHBY COMP	ASH002	312.26	62.45	374.71	4101	202	833.19	Wave - water DCC 6.6.24-5.9.24
05/09/2024	84673		ASHBY COMP	ASH002	100.00	20.00	120.00	4102	201	312.26	Ashby - MS365
30/09/2024	AVIVASEP24		AVIVA	AVIVA001	508.11	0.00	508.11	4000	201	100.00	Ashby software support
								4000	101	36.65	AVIVASEP24/AVIVA
								4000	101	100.11	AVIVASEP24/AVIVA
								4000	102	84.79	AVIVASEP24/AVIVA
								4000	211	68.78	AVIVASEP24/AVIVA
								4006	201	27.49	AVIVASEP24/AVIVA
								4006	101	75.09	AVIVASEP24/AVIVA
								4006	102	63.60	AVIVASEP24/AVIVA
19/09/2024	CHGSEP24		BARCLAYS	B0001	12.00	0.00	12.00	4125	201	51.60	AVIVASEP24/AVIVA
25/09/2024	PSIB000391370		BACA	BACA01	212.64	42.53	255.17	4167	211	12.00	CHGSEP24/Barclays
15/09/2024	BCARDSEP24		BARCLAYCARD	BCARD	1,712.72	319.43	2,032.15	4227	101	212.64	BACA waterproofs
								4225	101	730.90	BCard decorating
								4225	101	629.68	BCard misc repairs/padlocks et
								4115	201	73.22	BCard Kier stickers/signs
								4128	215	44.98	BCard stationery
								4101	201	116.93	BCard events
								4165	101	75.44	BCard MS/adobe/mail
								4165	101	4.99	BCard amazon music





Purchase Ledger for Month No 6

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
29/08/2024	0315832		BOOKERS	BOOKERS01	51.65	2.33	53.98	4129	101	2.30	Bcard milk
25/09/2024	0423168		BOOKERS	BOOKERS01	62.46	0.00	62.46	4015	101	0.42	Bcard parking
03/09/2024	814630749		BRITISH GAS	BRIT01	1,860.59	372.11	2,232.70	4145	212	24.86	Bcard fuel
14/09/2024	VII/1616849SEP		CATHEDRAL	CATH01	539.49	107.90	647.39	4055	101	9.00	Bcard land registry
30/09/2024	9620		COMPLETE GROUND MAN.	CGM001	2,295.40	459.08	2,754.48	4129	101	39.99	Booker biscuits/w/up liquid
30/09/2024	CSASEP24		CHILD MAINTENANCE	CMA	284.13	0.00	284.13	4151	101	11.66	Booker biscuits/w/up liquid
01/09/2024	240900162112		DBFB	DBFB	64.86	12.97	77.83	4129	101	62.46	Booker sugar and biscuits
01/09/2024	240900162304		DBFB	DBFB	338.83	67.77	406.60	4206	102	1,860.59	B Gas - Elec DCC August 24
18/09/2024	1330INV01		DIOGEL ARCHITECTURE	DIO001	250.00	0.00	250.00	4226	201	35.97	Cathedral -hygiene services
								4226	101	251.76	Cathedral -hygiene services
								4226	102	251.76	Cathedral -hygiene services
								4226	211	2,295.40	CGM Grounds maintenance Sept
								4000	101	284.13	CSASEP24/Child Maintenance Age
								4230	102	64.86	DBFB St L CCTV line
								4120	101	338.83	DBFB telephone and broadband
								4055	211	250.00	Diogel Errington fees re path
								332		-250.00	Diogel Errington fees re path
								6000	211	250.00	Diogel Errington fees re path
								4225	101	260.00	ESPO notice board
18/09/2024	7473687		ESPO	ESPO01	260.00	52.00	312.00	4057	213	14,182.00	Free2talk Nov23-Nov24
09/09/2024	1015		FREE2TALK	FREE001	14,182.00	0.00	14,182.00	4225	102	979.36	Gent Glass window repairs
10/09/2024	284081		GENT GLASS	GEN001	979.36	195.87	1,175.23	4050	201	1,335.00	N Green accounts and payroll
30/09/2024	6764		NATALIE GREEN & CO.	GREE001	1,335.00	267.00	1,602.00	4000	201	950.36	HMRCSEP24/HMRC PAYE & NI
30/09/2024	HMRCSEP24		HMRC	HMRC01	4,719.51	0.00	4,719.51	4000	101	970.46	HMRCSEP24/HMRC PAYE & NI
								4000	102	642.31	HMRCSEP24/HMRC PAYE & NI
								4000	211	348.51	HMRCSEP24/HMRC PAYE & NI
								4005	201	559.59	HMRCSEP24/HMRC PAYE & NI
								4005	101	628.14	HMRCSEP24/HMRC PAYE & NI
								4005	102	415.71	HMRCSEP24/HMRC PAYE & NI



## Purchase Ledger for Month No 6

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
28/09/2024	20306412		HSS HIRE	HSS01	148.94	29.79	178.73	4005	211	204.43	HMRSEP24/HMRC PAYE & NI
30/09/2024	LGSSSEP24		NCC - PENSION	LPGS	3,059.90	0.00	3,059.90	4000	201	148.94	HSS - barrier hire
								4000	101	274.69	LGSS Pension Sept 24
								4000	102	218.23	LGSS Pension Sept 24
								4006	201	1,066.43	LGSS Pension Sept 24
								4006	101	920.47	LGSS Pension Sept 24
								4006	102	469.97	LGSS Pension Sept 24
16/09/2024	NORD-13960-1-		NORDIS	NORDIS01	696.00	139.20	835.20	4220	211	696.00	Kier/Nordis Park signage
05/09/2024	NORD-14071-1-		NORDIS	NORDIS01	19.50	3.90	23.40	4220	101	19.50	Nordis signs Bargain shop
24/09/2024	NORD-14203-1-		NORDIS	NORDIS01	114.35	22.87	137.22	4220	211	114.35	Kier/Nordis rectangular sign
17/09/2024	28		ORANGE SYSTEMS	ORA001	1,049.66	0.00	1,049.66	4220	102	1,049.66	Orange CCTV camera DCC
01/09/2024	16379		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4056	201	480.00	Personnel Sep-Dec 24
18/09/2024	6745/24		P B ELECTRICAL SER.	PBE001	144.00	28.80	172.80	4225	102	144.00	PB Elect Socket fault St L
03/09/2024	34UF003-0004		PARISH ON LINE	POL01	540.00	108.00	648.00	4101	201	540.00	Parish Online mapping software
01/09/2024	INV-1591		PRO-SERVICING LTD	PRO001	453.00	90.60	543.60	4226	102	453.00	Proservicing acoustic wall
20/09/2024	INV10056635		RLS PRINT	RLS001	1,132.50	226.50	1,359.00	4130	204	1,132.50	RLS newsletter print, art, del
30/09/2024	SALARYSEP24		SALARIES	SALARIES01	15,432.45	0.00	15,432.45	4000	201	3,949.27	SALARYSEP24/STAFF SALARIES
								4000	101	5,574.88	SALARYSEP24/STAFF SALARIES
								4000	102	3,729.09	SALARYSEP24/STAFF SALARIES
								4000	211	2,179.21	SALARYSEP24/STAFF SALARIES
30/09/2024	0001968695		SRCL LTD	SRCL	181.48	36.30	217.78	4155	101	98.42	SRCL Waste removal
								4155	102	83.06	SRCL Waste removal
13/09/2024	8700108775		SOUTHERN ELECTRIC	SSE01	75.33	3.77	79.10	4205	102	75.33	SSE Gas 31.7.24-30.8.24 St Luk
06/09/2024	GRANTSTM		ST MARYS UKRAINIAN	STM001	1,000.00	0.00	1,000.00	4081	203	1,000.00	St Mary's Ukrainian Sch grant
02/09/2024	TVSEP24		TV LICENSING	TV001	15.00	0.00	15.00	4062	101	15.00	TVSEP24/TV Licensing
30/09/2024	NMP1237937		VEOLIA	V0002	634.92	126.98	761.90	4155	101	456.08	Veolia waste removal
								4155	102	178.84	Veolia waste removal
22/09/2024	B4-668133701		VODAFONE	VODA01	126.72	19.34	146.06	4121	101	63.36	Vodafone mobile



Purchase Ledger for Month No 6

Order by Supplier A/c

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	
30/09/2024	0000826473		WICKSTEED	WICKSTE001	1,799.48	359.90	2,159.38	4245	211	1,799.48	Wicksteed play equip Rabbit	
								332		-1,799.48	Wicksteed play equip Rabbit	
								6000	211	1,799.48	Wicksteed play equip Rabbit	
								4121	102	63.36	Vodafone mobile	
										<b>TOTAL INVOICES</b>	<b>58,629.46</b>	<b>61,915.26</b>
			VAT ANALYSISCODE E	@ 0.00%	12.00	0.00	12.00					
			VAT ANALYSISCODE F	@ 5.00%	75.33	3.77	79.10					
			VAT ANALYSISCODE OTS	@ 0.00%	25,852.29	0.00	25,852.29					
			VAT ANALYSISCODE S	@ 20.00%	16,595.72	3,282.03	19,877.75					
			VAT ANALYSISCODE Z	@ 0.00%	16,094.12	0.00	16,094.12					
										<b>TOTALS</b>	<b>58,629.46</b>	<b>61,915.26</b>

