



DUSTON PARISH COUNCIL

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

FULL COUNCIL

1st March 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 7th March 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

156/24. To receive apologies for absence

**157/24. To receive and approve the minutes of the meeting held on 1st February 2024
(APPENDIX A)**

158/24. 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*).

Tel: 01604 583626

Web: www.duston-pc.gov.uk

Email: office@duston-pc.gov.uk

[f](#)@DustonPC [X](#)@Duston_PC

159/23. Public Participation Session (*Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes*).

160/24. To receive any information update on Section 106 / Community Infrastructure Levy

161/24. Councillor Reports – Information Only

- To receive any informational reports from Councillors.

162/24. Bank Reconciliations

- a) To approve bank reconciliations for December 2023 (APPENDIX B)
- b) To approve bank reconciliations for January 2024 (APPENDIX C)

163/24. Payment of Invoices

- a) To note invoice payments for December 2023 (APPENDIX D)
- b) To note invoice payments for January 2024 (APPENDIX E)

164/24. Committee Updates

- To receive a report in the form of the minutes of the Environment Committee (APPENDIX F)

165/24. Health & Wellbeing Strategy

- To receive, note and adopt the DPC Health & Wellbeing Strategy (APPENDIX G)

166/24. Tree of Hope

- To approve the tree carving quote of £4900 + VAT, funding via Community Infrastructure Levy Monies

167/24. Events Rota for January-March 2024

- To receive and note the events rota for January to March 2024 from BCD Manager.

168/24. Police Report

- To receive a report and update from the Local Police Team (APPENDIX H)

169/24. Community Services Committee Recommendations

- a) To consider the recommendation from the Grants Working Party that the Grant Application of £1000 from Duston Players is approved (APPENDIX I)
- b) To receive and discuss the Newsletter Report and consider the recommendation (APPENDIX J)

170/24. Internal Councillor Controls Report

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

- To receive and note the Internal Councillors Controls report (APPENDIX K)

171/24. Free2Talk Update Report

- To receive and note the Free2Talk update report (APPENDIX L)

172/24. Park Users Policy

- To receive and approve the Park Users Policy & Application Form (APPENDIX M)

173/24. Parking Signage

- a) To decide whether to purchase similar parking signage as stated (APPENDIX N)
- b) To decide where such signage in Duston might go



DUSTON PARISH COUNCIL

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

FULL COUNCIL MINUTES
THURSDAY 1ST FEBRUARY 2024

Chair: Cllr P Enright-King

Councillors Present:

Barnes, Craven, Golby, Ingram, Littlewood, Maitland, Mumford, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business and Community Development Manager

137/24. To receive apologies for absence

- Apologies were received from Cllrs Dickinson, Ennis-Clark and Liddon.

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

- **RESOLVED:** That the minutes of the meeting held on Thursday 11th January 2024 were approved as a true record and duly signed by the Chair.

139/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

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140/23. Public Participation Session

- One member of the public was present and spoke in support of item 153/24. Streetlighting in Meeting Lane suggesting that all alleyways in Duston should be lit for safety reasons and item 154/24. CCTV at Limehurst Square.
- Two members of the police (PCSO Atkins and PC Coot) were also present, they provided the Council with a general overview of the crime statistics for Duston. They also suggested contacting the Crime Prevention Officer for advice in relation to the CCTV and Street Lighting proposals.

141/24. To receive any information update on Section 106 / Community Infrastructure Levy**142/24. Councillor Reports – Information Only**

- To receive any informational reports from Councillors.

143/24. Health & Wellbeing Strategy

- **RESOLVED:**
 - a) That the update from Cllr Matt Golby and the BCD Manager upon the Health & Wellbeing Strategy was received and noted.
 - b) Cllr Golby and the BCD Manager will produce a DPC Health & Wellbeing Strategy for the next Full Council meeting in March.

144/24. Police Liaison Report

- **RESOLVED:** That the Police Liaison Report from was received discussed and noted.

145/24. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for November 2023 were received, discussed and approved (APPENDIX B).

146/24. Payment of Invoices

- **RESOLVED:** That the invoice payments for November 2023 were received discussed and noted (APPENDIX C).

147/24. Committee Updates

- **RESOLVED:**
 - a) That the report in the form of draft minutes from the Community Services Committee was received, discussed and noted (APPENDIX D).
 - b) That the report in the form of draft minutes from the Environment Committee was received, discussed and noted (APPENDIX E).
 - c) That the report in the form of draft minutes from the Planning Committee was received, discussed and noted (APPENDIX F).

148/24. Community Services Committee Recommendations

- **RESOLVED:**
 - a) That the Grant Application (APPENDIX G) received from the 39th Duston Guides for £181.99 to purchase a projector was approved.
 - b) That the Clerk conducts an audit/review of the Parish Council noticeboards and produces a report with findings and recommendations.
 - c) That, in principle, the Council agrees that there is a perceived need to install noticeboards near the Duston Gardens Estate and Berrywood Road.

149/24. Environment Committee Recommendations

- **RESOLVED:** That the following recommendations set out in APPENDIX I were approved:
 - a) To purchase & install a table tennis table at Errington Park & Melbourne Lane / St Luke's Field. To be funded by Community Infrastructure Levy.
 - b) To purchase two full size goal posts for Errington Park and one for St Luke's Field. To be funded by Community Infrastructure Levy.
 - c) To keep under review whether half a MUGA can be installed at St Luke Field / Melbourne Lane.
 - d) A Parish Council litter pick at Limehurst Square to be organised in the Spring.

150/24. St Luke's Centre Report

- **RESOLVED:**
 - a) That the proposal to commission a building survey report on St Luke's Centre at the cost of £3000 (excl. VAT).
 - b) To be presented to a Resources and General Purposes Committee for discussion of next steps/

151/24. Clerk Report

- **RESOLVED:**
 - a) That the written report from the Clerk (APPENDIX J) was received, discussed and noted.
 - b) The Council thanked the Clerk and the team for their work.

152/24. Poor Close Charity

- **RESOLVED:**
 - a) In principle the Council would like this green space to become a park to serve the residents of St Giles estate which is lacking green space.
 - b) The Clerk to write to the Diocese of Peterborough to express an interest and ask for further details.

153/24. Streetlighting in Meeting Lane

- The Clerk advised that Parish Councils Act 1957 S.3 DPC has the "power to light roads and public places" with the permission of the land owner.
- **RESOLVED:**
 - a) That the lack of streetlighting in Meeting Lane was discussed and noted.
 - b) Refer this issue to the Environment Committee for further discussion.

154/24. CCTV at Limehurst Square

- There was a discussion about recent anti-social behaviour in Limehurst Square including physical assaults.
- It was noted that Duston Parish Council had previously had CCTV at Limehurst Square and it was stopped due not being effective in relation to the amount money that was being spent. There was public opposition when the Duston Parish Council previously stopped providing this service.
- It was noted that there is CCTV in some of the shops in Limehurst Square.
- **RESOLVED:** To refer the matter to the Environment Committee to discuss further and possibly bring back to Council in due course.

Meeting ended at 8:55PM

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Business Saver A/c 63253058

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/12/2023	12	62,244.16
			<u>62,244.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			62,244.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			62,244.16
		Balance per Cash Book is :-	62,244.16
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2023	12	84.18
			84.18
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			84.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			84.18
		Balance per Cash Book is :-	84.18
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Duston Parish Council Petty cash count and reconciliation

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

Reconciliation to RBS

Dec-23

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

Petty cash expenses paid

Ref	Description	£
		<u> </u>
		<u> </u>

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 8 - Facilities float

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/12/2023	12	110.93
			<u>110.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			110.93
		Balance per Cash Book is :-	110.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 9 - Unity Current 20456870**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	31/12/2023	12	653,973.80
			<u>653,973.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			653,973.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			653,973.80
		Balance per Cash Book is :-	653,973.80
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Business Saver A/c 63253058

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/01/2024	1	706,206.68
			<u>706,206.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			706,206.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			706,206.68
		Balance per Cash Book is :-	706,206.68
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2024	1	75.23
			<u>75.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75.23
		Balance per Cash Book is :-	75.23
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Duston Parish Council Petty cash count and reconciliation

Jan-24	Float	
	Per count	
	20	60.00
	10	0.00
	5	5.00
	2	2.00
	1	5.00
	0.5	1.50
	0.2	1.20
	0.1	0.50
	0.05	0.00
	0.02	0.02
	0.01	0.01
		<u>75.23</u> IN TIN
In safe		0.00
		<u>75.23</u> Agreed

Reconciliation to RBS

Jan-24

In tin b'wd	84.18	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
Trf in from facilities		
	<u>84.18</u>	
Cash paid out in month	<u>8.95</u>	
= Cash in tin	75.23	0.00
Balance per RBS	<u>75.23</u>	

Petty cash expenses paid

Ref	Description	£
PCJan24/1	Tesco batteries	3.75
PCJan24/2	Office tissues	1.20
PCJan24/3	Lemons	1.40
PCJan24/4	Milk and lemons	2.60
		<u>8.95</u>

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 9 - Unity Current 20456870

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	31/01/2024	1	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/01/2024	1	69.78
			<u>69.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			69.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			69.78
		Balance per Cash Book is :-	69.78
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

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	
01/12/2023	124085		1ST REACTION	1ST001	400.00	80.00	480.00	4160	102	400.00	1St R - maint contract Dec24
14/12/2023	124283		1ST REACTION	1ST001	35.00	7.00	42.00	4160	101	35.00	1St Reaction battery
03/12/2023	1828		ANGELL PLUMBING	ANG001	110.00	0.00	110.00	4225	102	110.00	Angell plumbing repair CK
18/12/2023	1836		ANGELL PLUMBING	ANG001	120.00	0.00	120.00	4225	101	120.00	Angell tap repair nursery
28/12/2023	1842		ANGELL PLUMBING	ANG001	165.00	0.00	165.00	4225	102	165.00	Angell St Lukes new taps
06/12/2023	12881027		ANGLIAN WATER	ANGL01	1,173.00	0.00	1,173.00	4207	101	1,173.00	Water DCC 6.9.23-5.12.23
31/12/2023	AVIVADEC23		AVIVA	AVIVA001	629.77	0.00	629.77	4006	101	218.32	AVIVADEC23/AVIVA
								4006	211	51.59	AVIVADEC23/AVIVA
								4000	101	291.08	AVIVADEC23/AVIVA
								4000	211	68.78	AVIVADEC23/AVIVA
19/12/2023	CHGDEC23		BARGLAYS	B0001	32.55	0.00	32.55	4125	201	32.55	Barclays charges
15/12/2023	PSIB000354460		BACA	BACA01	21.00	4.20	25.20	4225	101	21.00	BACA batteries
05/12/2023	10289		BARNETT LAND	BARN01	-60.00	-12.00	-72.00	4226	211	-60.00	Barnett refund - not planted
13/12/2023	BCARDEC		BARCLAYCARD	BCARD	1,662.44	135.65	1,798.09	4227	101	96.00	BCard maintenance items
								4225	101	497.50	BCard repairs
14/12/2023	0374737		BOOKERS	BOOKERS01	162.95	28.59	191.54	4225	101	162.95	Booker urn and mugs
05/12/2023	986660846		BRITISH GAS	BRIT01	2,180.81	436.16	2,616.97	4206	101	2,180.81	B Gas Electric DCC 1.11-30.11
14/12/2023	VI/1528564DEC		CATHEDRAL	CATH01	539.49	107.90	647.39	4226	201	39.49	Cathedral, hygiene bins
								4226	101	250.00	Cathedral, hygiene bins
06/12/2023	9068		COMPLETE GROUND MAN.	CGM001	680.00	136.00	816.00	4128	215	680.00	CGM Christmas tree St L
21/12/2023	9124		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint Dec
11/12/2023	5571		DA HEATING LTD	DA001	100.00	20.00	120.00	4225	102	100.00	DA Heating radiator rep

OXIGUNARA

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/12/2023	5577		DA HEATING LTD	DA001	650.00	130.00	780.00	4225	101	650.00	DA Heating boiler repairs
11/12/2023	5582		DA HEATING LTD	DA001	744.67	148.93	893.60	4225	101	744.67	DA Heating saniflow
01/12/2023	231200139136		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB St L CCTV line
01/12/2023	231200139199		DBFB	DBFB	317.80	63.56	381.36	4120	201	317.80	DBFB telephone & broadband
15/12/2023	INV-0688		DEAKIN	DEA001	3,275.00	655.00	3,930.00	4227	101	1,637.50	Deakin carpets DCC/St L
18/12/2023	7186800		ESPO	ESPO01	237.10	47.42	284.52	4151	101	237.10	ESPO towels etc
12/12/2023	16155		FABTRONIC	FABT01	84.58	16.92	101.50	4225	101	84.58	Fabtronic microphone rep
11/12/2023	SI-1200706		GORDON ELLIS	GOR001	990.00	198.00	1,188.00	4220	211	990.00	Gordon Ellis 3 tier planter
								332		-990.00	Gordon Ellis 3 tier planter
								6000	211	990.00	Gordon Ellis 3 tier planter
31/12/2023	6590		NATALIE GREEN & CO.	GREEN001	360.00	72.00	432.00	4050	201	360.00	N Green accountancy December
28/11/2023	INV-6545		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	KG Hird cleaning windows
								4150	102	30.00	KG Hird cleaning windows
31/12/2023	HMRC DEC23		HMRC	HMRC01	6,189.10	0.00	6,189.10	4000	201	1,214.78	HMRC DEC23/HMRC PAYE & NI
								4000	101	1,410.37	HMRC DEC23/HMRC PAYE & NI
								4000	102	980.79	HMRC DEC23/HMRC PAYE & NI
								4000	211	452.77	HMRC DEC23/HMRC PAYE & NI
								4005	201	622.16	HMRC DEC23/HMRC PAYE & NI
								4005	101	769.80	HMRC DEC23/HMRC PAYE & NI
								4005	102	533.99	HMRC DEC23/HMRC PAYE & NI
								4005	211	204.44	HMRC DEC23/HMRC PAYE & NI
13/12/2023	SI-149		LEADBETTER PETER	LEAD001	150.00	30.00	180.00	4128	215	150.00	P Leadbetter concept drawings
31/12/2023	LGSS DEC23		NCC - PENSION	LPGS	3,246.18	0.00	3,246.18	4000	201	330.26	LGSS Pension Dec
								4000	101	93.36	LGSS Pension Dec
								4000	102	247.28	LGSS Pension Dec
								4006	201	1,049.89	LGSS Pension Dec
								4006	101	897.34	LGSS Pension Dec
								4006	102	628.05	LGSS Pension Dec

Purchase Ledger for Month No 9

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	
08/12/2023	INV-3403		NCALC	NCALC01	42.00	8.40	50.40	4019	202	Ncalc CIL/s106 course
22/12/2023	PASJAN24		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4056	201	Personell advice Jan-Apr24
11/12/2023	6679/23		P B ELECTRICAL SER.	PBE001	426.00	85.20	511.20	4225	101	PB Elec emergency lighting
01/12/2023	290650		PATHFINDER LEGAL	PLS	53.80	10.76	64.56	4055	201	Pathfinder St L off 5 lease
01/12/2023	290651		PATHFINDER LEGAL	PLS	34.20	6.84	41.04	4055	201	Pathfinder Trf OS Sandy Lane
31/12/2023	SALARYDEC23		SALARIES	SALARIES01	17,550.44	0.00	17,550.44	4000	201	SALARYDEC23/STAFF SALARIES
								4000	101	SALARYDEC23/STAFF SALARIES
								4000	102	SALARYDEC23/STAFF SALARIES
								4000	211	SALARYDEC23/STAFF SALARIES
								4015	201	SALARYDEC23/STAFF SALARIES
31/12/2023	0001893306		SRCL LTD	SRCL	123.31	24.66	147.97	4155	101	SALARYDEC23/STAFF SALARIES
								4155	102	SRCL waste removal
19/12/2023	IV00180833		SOUTHERN ELECTRIC	SSE01	2,360.35	472.07	2,832.42	4205	102	SRCL waste removal
01/12/2023	TVDEC23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	SSE Gas 31.10.23-29.11.23
30/11/2023	NMP1221015		VEOLIA	V0002	8.32	1.66	9.98	4155	102	TVDEC23/TV Licensing
31/12/2023	NMP1222740		VEOLIA	V0002	605.63	121.13	726.76	4155	101	Veolia excess weight
								4155	101	Veolia waste Dec
22/12/2023	B4-628456888		VODAFONE	VODA01	121.44	18.27	139.71	4121	101	Veolia waste Dec
								4121	102	Vodafone - mobiles
31/12/2023	287753848		WORLDPAY	WORLD001	30.00	5.02	35.02	4137	201	Vodafone - mobiles
08/12/2023	VOI0035420		ZENOFFICE	Z002	167.79	33.56	201.35	4107	201	Worldpay cc charges
										Zen photocopier charges

TOTAL INVOICES 47,890.11 3,428.33 51,318.44

47,890.11

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

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	
29/01/2024	90273		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1ST R alarm response St L
18/01/2024	124426		1ST REACTION	1ST001	125.00	25.00	150.00	4225	102	125.00	1ST R, alarm fobs St L
31/01/2024	E2018282364		ALLSTAR	ALL001	86.72	17.34	104.06	4145	212	86.72	Allstar fuel
31/01/2024	11000		ALDERMAN ROOFING	AR001	340.00	68.00	408.00	4225	101	340.00	Alderman roof repairs DCC
31/01/2024	AVIVAJAN24		AVIVA	AVIVA001	640.66	0.00	640.66	4006	101	222.99	AVIVAJAN24/AVIVA
								4006	211	51.59	AVIVAJAN24/AVIVA
								4000	101	297.30	AVIVAJAN24/AVIVA
								4000	211	68.78	AVIVAJAN24/AVIVA
18/01/2024	CHGJAN24		BARCLAYS	B0001	25.35	0.00	25.35	4125	201	25.35	CHGJAN24/Barclays
03/01/2024	PSIB000355547		BACA	BACA01	28.99	5.80	34.79	4151	101	28.99	BACA gloves
19/01/2024	PSIB000358021		BACA	BACA01	54.36	10.87	65.23	4167	101	54.36	BACA hoodie
22/01/2024	PSIB000358228		BACA	BACA01	16.65	3.33	19.98	4225	211	16.65	BACA axe
13/01/2024	BCARDJAN24		BARCLAYCARD	BCARD	621.50	92.58	714.08	4227	101	275.28	Barclaycard incl unblock drain
								4225	101	136.49	Barclaycardpadlock,keys etc
								4151	101	27.01	Barclaycard cleaning
								4128	215	24.99	Barclaycard Elfie prize
								4101	201	21.00	Barclaycard Mailchimp
								4101	201	44.28	Barclaycard M/S
								4129	101	2.60	Barclaycard milk
								4140	212	89.85	Barclaycard NDG Mot/repair
03/01/2024	982707166		BRITISH GAS	BRIT01	2,095.14	419.02	2,514.16	4206	101	2,095.14	B Gas - elec DCC 1.12-31.12.23
30/01/2024	9182		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint Jan
28/01/2024	5599		DA HEATING LTD	DA001	100.00	20.00	120.00	4227	102	100.00	DA Heat - no heat office 1
01/01/2024	240100141068		DBFB	DBFB	316.74	63.35	380.09	4120	201	316.74	DBFB- telephone/BB
01/01/2024	240100141575		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB CCTV St L
22/01/2024	INV-0713		DEAKIN	DEA001	427.13	85.42	512.55	4225	101	427.13	Deakin Floor tiles
04/01/2024	7191738		ESPO	ESPO01	58.20	11.64	69.84	4151	101	58.20	ESPO soap
02/01/2024	529684200		GALLAGHER	GAL001	699.80	0.00	699.80	4141	212	699.80	Gallagher van insurance

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10 Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
31/01/2024	6598		NATALIE GREEN & CO.	GREEN001	3,281.25	656.25	3,937.50	4050	201	3,281.25	N Green Nov and Dec accs etc
31/01/2024	HMRCJAN24		HMRC	HMRC01	5,639.06	0.00	5,639.06	4000	201	1,073.14	HMRCJAN24/HMRC PAYE & NI
								4000	101	1,193.41	HMRCJAN24/HMRC PAYE & NI
								4000	102	792.55	HMRCJAN24/HMRC PAYE & NI
								4000	211	428.74	HMRCJAN24/HMRC PAYE & NI
								4005	201	626.46	HMRCJAN24/HMRC PAYE & NI
								4005	101	777.98	HMRCJAN24/HMRC PAYE & NI
								4005	102	542.35	HMRCJAN24/HMRC PAYE & NI
								4005	211	204.43	HMRCJAN24/HMRC PAYE & NI
31/01/2024	LGSSJAN24		NCC - PENSION	LPSS	3,246.18	0.00	3,246.18	4000	201	331.50	LGSS pension Jan 24
								4000	101	89.63	LGSS pension Jan 24
								4000	102	249.76	LGSS pension Jan 24
								4006	201	1,050.82	LGSS pension Jan 24
								4006	101	894.54	LGSS pension Jan 24
								4006	102	629.93	LGSS pension Jan 24
31/01/2024	6650227491		LYRECO	LYR001	335.84	67.17	403.01	4151	101	335.84	Lyreco cloths and cleaners
26/01/2024	INV-MAC29742		MAC SYSTEMS	MACS01	49.66	9.93	59.59	4225	102	49.66	Mac keyfob St L
10/01/2024	INV-0149		MOSOUNDS	MOS001	1,990.00	398.00	2,388.00	4128	215	1,990.00	McSounds stage/lights DFD 24
09/01/2024	6687124		P B ELECTRICAL SER.	PBED01	1,630.00	326.00	1,956.00	4220	102	1,630.00	PB Elec 5 new electric meters
30/01/2024	PHPPS30/1/24		PHPPS STU	PHPPS	70.00	0.00	70.00	4102	201	70.00	S Phipps IT support
03/01/2024	292988		PATHFINDER LEGAL	PLS	121.05	24.21	145.26	4055	201	121.05	Pathfinder Cafe lease review
03/01/2024	292989		PATHFINDER LEGAL	PLS	296.40	59.28	355.68	4055	201	296.40	Pathfinder O/S trf Alsace
16/01/2024	295002		PATHFINDER LEGAL	PLS	182.00	36.40	218.40	4055	201	182.00	Pathfinder Tf allotment Barms
30/01/2024	295247		PATHFINDER LEGAL	PLS	205.20	41.04	246.24	4055	201	205.20	Pathfinder trf allotments
30/01/2024	295248		PATHFINDER LEGAL	PLS	40.35	8.07	48.42	4055	201	40.35	Pathfinder cafe rent review
30/01/2024	295249		PATHFINDER LEGAL	PLS	148.20	29.64	177.84	4055	201	148.20	Pathfinder trf allotments Berr
31/01/2024	SALARYJAN24		SALARIES	SALARIES01	18,242.76	0.00	18,242.76	4000	201	4,605.41	SALARYJAN24/STAFF SALARIES
								4000	101	6,732.88	SALARYJAN24/STAFF SALARIES
								4000	102	4,805.49	SALARYJAN24/STAFF SALARIES

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

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	
31/01/2024	0001902071		SRCL LTD	SRCL	251.86	50.37	302.23	4000	211	2,098.98	SALARYJAN24/STAFF SALARIES
12/01/2024	10342		SSSLTD	SSS01	85.00	17.00	102.00	4155	101	136.87	SRCL waste removal
16/01/2024	1085628566		STANNAH	ST01	271.45	54.29	325.74	4155	102	114.99	SRCL waste removal
02/01/2024	TVJAN24		TV LICENSING	TV001	13.25	0.00	13.25	4227	101	85.00	SSS CCTV fault
31/01/2024	NMP1224456		VEOLIA	V0002	642.95	128.59	771.54	4226	101	271.45	Stannah Lift contract Jan-Apr
31/01/2024	NMP1224457		VEOLIA	V0002	17.85	3.57	21.42	4062	101	13.25	TVJAN24/TV Licensing
22/01/2024	B4-636108069		VODAFONE	VODA01	122.61	18.51	141.12	4155	101	426.60	Veolia waste removal
08/01/2024	VOI0035721		ZENOFFICE	Z002	117.67	23.53	141.20	4155	102	216.35	Veolia waste removal
								4121	102	61.31	Vodafone mobile phones
								4107	201	117.67	Zen photocopy chgs

TOTAL INVOICES 44,286.47 3,104.13 47,390.60

44,286.47



DUSTON PARISH COUNCIL

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

Environment Committee Minutes Thursday 15th February 2024

Chair: Cllr P Enright-King

Councillors Present:

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

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

EC79/24. To receive apologies for absence

- **RESOLVED:** None

EC80/24. To receive and approve for signature the minutes of the meeting held on Thursday 18th January 2024 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on Thursday 18th January 2024 were approved as a true record and duly signed by the Chair.

EC81/24. 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.

Tel: 01604 583626

Web: www.duston-pc.gov.uk

Email: office@duston-pc.gov.uk

 @DustonPC  @Duston_PC

EC82/24. Public Participation Session

- There were no members of the public present.

EC83/24. Limehurst Square

- Due to recent crime events in Limehurst Square, Councillors have raised concerns over the current CCTV provision. The Clerk noted that a majority of the businesses in the square operate their own CCTV, but theft and crime still persist.
- The Chair also highlighted concerns about potential, but not reported, increase in anti-social behaviour from young people due to the Parish installing benches at the Square.
- The Committee discussed that whilst CCTV can be useful in the fight against crime and anti-social behaviour it doesn't eliminate it.
- The point was made that CCTV can play a role in reducing the fear of crime and so making people more safe.
- **RESOLVED:**
 - a) That the Clerk contacts the local policing team and Sharon Henley, the Designing Out Crime Officer for information to support the proposal to install CCTV cameras around Limehurst Square.
 - b) That the Clerk investigates the following proposals:
 - A Cricket: A device that plays a high-frequency that only young people can hear to repel them from loitering.
 - A speaker to play Jazz: As young people don't like Jazz it.

The Clerk highlighted concerns with both noise related proposals due to residential dwellings being located above the shop.

EC84/24. Mendip Park Entrance

- The Committee noted whilst the new soakaway was working flooding at the entrance still remained a problem after heavy rain fall. Various solutions were discussed.
- **RESOLVED:** That the Clerk contacts the contractor used to install the soakaway to seek suggestions on how to mitigate the flooding further and to seek a potential flooding consultant for input.

EC85/24. Streetlighting

- **RESOLVED:** To discuss how to proceed with possible streetlights in the following areas:

- Meeting Lane (including the alleyway with Sycamore Road): That Cllr Liddon Contacts the Boys Brigade to enquire about the feasibility of installing lighting on the HQ building.
- Cllr Enright-King and Cllr Ingram will look into a light at the Conservative Club.
- Ashtree Way near the Bakery: That the Clerk contacts the bakery to enquire about the feasibility of installing lights on their building to cover the alleyway.

At a later date the Committee will then consider

- Alleyway from Southfield Road to Dover Court (Upton): The Clerk will in the meantime we again try to investigate using "Safer Routes To Schools". Previously no response was forthcoming.
- Alleyway between Brockwood Close and Limoges Ct

EC86/24. Victim Support

- **RESOLVED:** That the Clerk contacts Victim Support to seek effective ways to support the organisation.

EC87/24. Vehicle Activated Signs

- **RESOLVED:** That the information from the Speed Activated Signs was received discussed and noted (APPENDIX B)

EC88/24. Northampton West LAP

- **RESOLVED:** That the information from Northampton West Local Area Partnership was received discussed and noted (APPENDIX C).

The meeting finished at 8:31pm

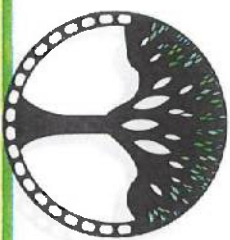


COMMUNITY, HEALTH & WELLBEING STRATEGY FOR DUSTON 2024 - 2027

Our mission is to create a framework within which Duston Parish Council can lead and support a collective desire to help improve the Health & Wellbeing of its residents and the area in which they live.

Our local population already contains a proactive range of groups and organisations and displays a strong sense of community spirit.

Working better together to consolidate all that is good makes us stronger as a community and allows us to achieve far more as a collective in our aim to improve our area and the lives of the people in it.



DUSTON PARISH COUNCIL

COMMUNITY, HEALTH & WELLBEING STRATEGY FOR DUSTON 2024 - 2027

Good Community, Health & Wellbeing takes many forms. Anything that has even the slightest positive impact can make a huge difference. We can help to improve many aspects of everyday living on a social, environmental, physical and mental level by **harnessing** best practices and adopting **preventative** measures.

We can **strengthen** relationships by working in partnership with our local schools, businesses, care homes, healthcare services, churches, sports and community groups.

And we can continuously **evaluate** what we do to measure the positive impact of our actions and ensure that our actions remain **relevant** and **effective**



DUSTON PARISH COUNCIL

COMMUNITY, HEALTH & WELLBEING STRATEGY FOR DUSTON 2024 - 2027

As a Parish Council we recognise the importance of doing whatever we can to help improve our community and the health and wellbeing of those in it.

We believe that we have a role to play in achieving this by consciously putting Community, Health & Wellbeing at the heart of all that we do.

By adopting a strategy we can ensure that what we do remains relevant and adaptive to the changing needs of our local population and that our aims and objectives continue to be met in the longer term.



COMMUNITY, HEALTH & WELLBEING STRATEGY FOR DUSTON 2024 - 2027

Our strategy comprises 3 priorities:

1. To ensure that we offer a considered variety of activities and opportunities across all sectors, ages and demographic to help improve the community and health & wellbeing of our residents.
2. To continually utilise the latest resources and data insights available to ensure that what we do is focused and inclusive and that the decisions we make are relevant to the needs of our community.
3. To ensure that our programme, projects and activities align with and support the Integrated Care Northampton's 'Live your Best Life' ambitions.



NORTHAMPTONSHIRE POLICE

Fighting Crime. Protecting People.

PS Regina O'Connor- Frisby
PC Lydia Chamberlain
PC Thomas Cardell

Northamptonshire Police
Northampton Neighbourhood Policing Team
Northampton
NN4 8BW

Telephone: 101

Follow us on Twitter: [@NptonPolice](https://twitter.com/NptonPolice)

Like us on Facebook: [NorthamptonPolice](https://www.facebook.com/NorthamptonPolice)

Duston Police Report

Crime Figures – Feb 2024

Burglary Residential 1 X Boilers taken from the new build site , no support from BLOOR homes.

Nonresidential burglary x 2 are separate incidents and locations 1 x Charity Shop suspect has been Caught at the location , charged & remanded in police custody.
1 x Hopping Hill Primary / no suspect identified as yet.

Criminal Damage x 3 not related

First believed to be a fall out between persons known to each other , door kicked and damaged,
(2) Window damaged unknown how damage caused. (3) Window Damaged unknown how damage caused.

Vehicle crime – all separate incidents, 1 x Crim Damage to Vehicle (Arrested person has damaged police vehicle)
Theft from MV x 3 (1) 2 x Number plates stolen (2) Vehicle left insecure and items taken from within

Overall crime is fairly low in Duston, with the team carrying out regular patrols of the area, including disruption visits and engagement within the community. There have been a number of persons arrested for Burglary recently so we would expect to see a reduction.

There is currently a series identified across Northampton with Theft from Motor Vehicles and this is being addressed.

	Burglary Residential	Non Residential Burglary	Criminal Damage	Vehicle Crime
January	5	2	5	4
February	1	2	3	3
March				





NORTHAMPTONSHIRE
POLICE
 Fighting Crime. Protecting People.

April				
May				
June				
July				
August				
September				
October				
November				
December				

Below are details how to contact us:

Telephone: 999 in an emergency, for non-urgent matters you can call 101.

To avoid waiting on the telephone, we recommend making use of our online system, it's quick and easy, and has lots of useful advice which may answer your query, you can report online in the following ways:

Crimes and Incidents: www.northants.police.uk – click the report button.

Give Information: www.northants.police.uk/contact/cubp/northants/tell-us-about-something-youve-seen-or-heard/

Or Anonymously at: www.crimestoppers-uk.org/ or by telephone 0800 555 111.

To submit Dashcam footage:

www.northants.police.uk/police-forces/northamptonshire-police/areas/northamptonshire-force-content/about-us/about-us/operation-snap-northamptonshire/

For Thanks and Complaints:



NORTHAMPTONSHIRE
POLICE
Fighting Crime. Protecting People.

<http://www.northants.police.uk/fo/feedback/tc/thanks-and-complaints/>

Sign up to Neighbourhood Alert: <https://www.northants.police.uk/advice/advice-and-information/wsi/watch-schemes-initiatives/as/northants/neighbourhood-alert/>

Are you aware of our Social Media Channels:

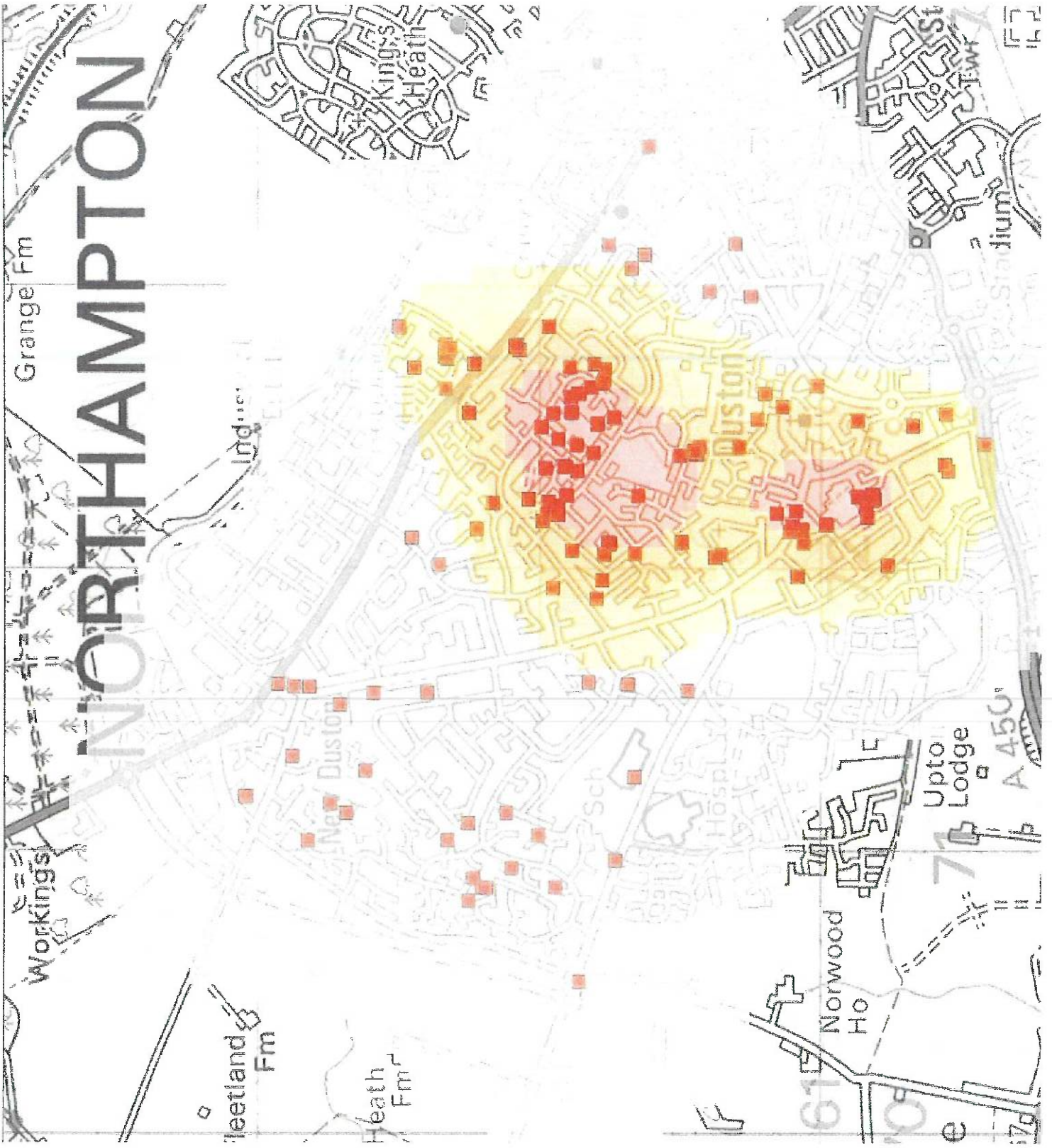
We are on Facebook: www.facebook.com/northamptonpolice/

We are on Twitter: www.twitter.com/NptonPolice

Finally you can email us at: NeighbourhoodTeamNorthampton@northants.police.uk, however this is not an appropriate method to report crimes and incidents as it is not monitored 24/7.

All but obstruction offences are now dealt with by West Northamptonshire Council – please visit their website for further guidance or advice:

<https://www.westnorthants.gov.uk/parking-roads-and-transport>



NORTHAMPTON

Grange Fm

Workings

Fleetland Fm

Heath Fm

New Duston

Sch

Hospital

Norwood Ho

Upton Lodge

A 450

St. Andrew's

Duston

Stadium

Kings' Heath



DUSTON PARISH COUNCIL

Agenda Item: Newsletter Report

Submitted By:

1. APPROVAL:

To discuss and approve.

2. Purpose of the Report:

This report aims to set out various options and forms that a Newsletter could take with their associated costs.

3. Background Information:

On Thursday 7th December 2024, Duston Parish Council (DPC) resolved the following under item 112/23. Recommendation from the Community Services Committee:

- a) That the Council agrees, in principle, that a newsletter would be a good addition for the Councils communication with its residents.
- b) That the Clerk will work with the Community Services Committee to provide options with some costings.
- c) Council will approve the final draft.

Currently, DPC pays for two pages in all additions of In & Around Duston (IAD), which contains Cllr contact information and a list of events and initiatives that DPC is putting on. DPC also providing information and articles to Community Connect, the local churches magazine.

It cost 30

During the discussion, the Community Services Committee three distribution mechanism were discussed:

Distribution Type:	Information:
Solely Online Distribution	Currently, DPC uses Mailchimp as a platform to distribute information to residents who have signed up to our mailing list, this platform can also be used to distribute a potential newsletter.
Hybrid Distribution	Mailchimp would still be used as a delivery platform for the newsletter, with smaller batch of physical versions to be strategically located in various locations throughout Duston (I.E. Community Centres, the Sports Centre, local businesses, Care Homes, Religious Centres). DPC already have a data base of local businesses who previously agreed to display Council posters in shop windows / noticeboards. We would need to seek permission from the various business and locations.

Household Delivery	According to the Office for National Statistics data from the 2021 census states that there are 7200 households in Duston. This option would likely require the use of a third party delivery company. Some Local Councils have established a network volunteers who are willing to deliver the newsletter on behalf of the their Council.
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The Committee also discussed what style / amount of pages would be most suitable. The Committee was shown several magazines/newsletters produced by other local Parish and Town Councils for inspiration. Local newsletters and magazine followed three main archetypes:

Magazine/ Newsletter Size.	Typical amount of pages.	Example Councils.	Content Style.
A5	36-50 pages	Wootton, Hackleton	<p>Contains articles about:</p> <ul style="list-style-type: none"> - Local Groups - Local initiatives - Local Events - Clerk / Chair update - Adverts - Useful contacts / numbers - PLR update - Meet the team style (for both Cllrs and Officers) <p>Both mags have disclaimers about contributors content. Hackleton has a section dedicated to council discussion, resolutions, budget information and planning comments.</p>
A4	6-50 pages	East Hunsbury, Moulton, Brackley	<p>Contains articles about:</p> <ul style="list-style-type: none"> - Local Groups - Local initiatives - Local Events - Clerk / Chair update - Adverts - Useful contacts / numbers - PLR update - Meet the team style (for both Cllrs and Officers)
A3 Folded to A4	4 pages	Daventry, Duston Parish Council's	<ul style="list-style-type: none"> - Local initiatives - Local Events - Clerk / Chair update

Content production and ratification.

8.2 of the communications and engagement:

From time to time Duston Parish Council may produce a direct newsletter for residents. The production of the newsletter will be overseen by the Clerk and nominated officers. The final version of the newsletter will be approved by Council and/or duly delegated Committee prior to publication and distribution.

4. Legislation:

LGA 1972, section 142

5. Accessibility Implications / Impact on people with protected characteristics (Equality Act 2010):

In order to ensure that the Newsletter is accessible to all of our residents, a digital accessible format (with and or supports screen reading technology and other assistive software) should be provided on our website / online to guarantee all residents have the opportunity to access our newsletter.

Some residents may not be able to or struggle with online communication (Social media, website and emails), DPC's current ways of communicating with these members of our community is via our notice boards, in-person events displays (Duston Fun Day and Christmas Market) posters at our centres and small a6 handouts at various locations.

Font and text size will also need to be considered to ensure that the text is legible for partially sighted residents and residents with learning difficulties.

6. Crime and Disorder Implications (Crime and Disorder Act 1998, Section 17):

N/A

7. Financial Implications:

Printing Costs

Quantity	RLS Print and Design Ltd (Kings Heath - Biz Centre based)	FuturePrint Ltd (Kingsthorpe based)	Sanders Print People Ltd (Wellingborough road based)
1000	£145	£295	£150
2500	£345	N/A	£232

5000	£545	£663	£368
7500	£890	£994.5	£552

Additional information:

For an additional £80, RSL will create a design and lay the content out, alongside providing a PDF version.

FuturePrint also provides designing and digitalisation services for £80-100 (content pending).

Staff would have to either create a design template inhouse or seek an external designer. Whilst its technically possible to do in house, none is qualified or highly experienced in graphic design.

House Hold Delivery Costs

Local Leaflet Drop Ltd.	Dor2Dor Leaflet Distribution
£648 + Vat for 7200 Dwellings (with tracking).	£1125 + VAT with Full GPS tracking report.

8. Recommendation:

Delivery Type	Size	Additions Per Year
Hybrid – Digital, with 1000 – 2000 physical copies strategically located throughout the community.	A3 folded to A4 (4 pages)	Biannually, September – March (suggested by Community Services Committee)

To delegate

9. Reason for recommendation(s):

Delivery Type - Hybrid	Size - A3 folded to A4 (4 pages)	Additions Per Year - Biannually
<p>The hybrid approach integrates digital and physical copies, offering cost-effective solutions while promoting environmental sustainability.</p> <p>It efficiently manages resources while ensuring accessibility remains uncompromised. By harnessing digital platforms such as social</p>	<p>A3 folded to A4 reduces environmental impact and mitigates the overall printing costs.</p> <p>Content space can be expanded via the integration of QR codes and links to our website for further information.</p> <p>The amount of pages required can be reviewed if deemed necessary and</p>	<p>Again, by limiting the number of additions to two per year we reduce environmental impact and mitigates the overall cost.</p> <p>Can be reviewed by council / committee to increase the number additions, if deemed necessary.</p>

	<p>media, websites, and mailing lists, content circulation is broadened, extending its reach.</p> <p>Embracing digital formats enhances accessibility and simplifies content sharing, maximising impact without significant financial or environmental burdens.</p>	<p>expanded to suit the needs of any given addition.</p>		
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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: 16/02/24 .

Signed by Clerk/RFO:

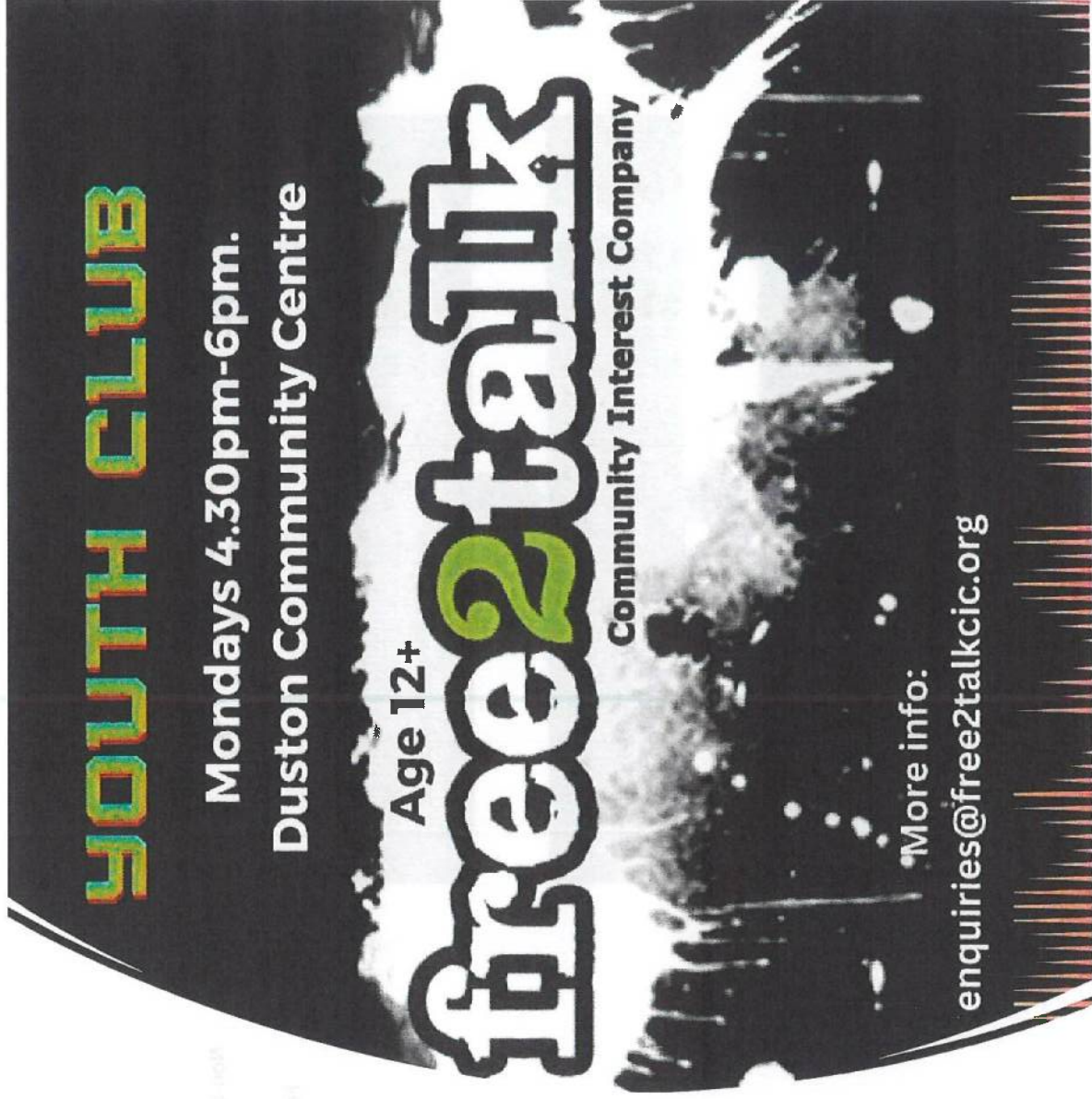
Date: 16/2/24

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

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

Duston Youth Sessions

8-week review



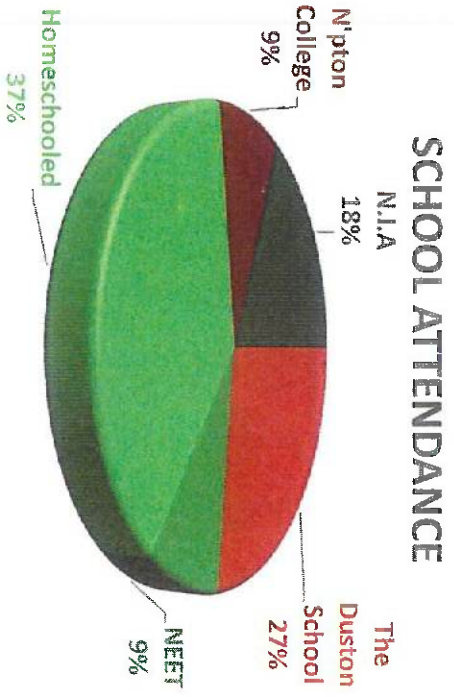
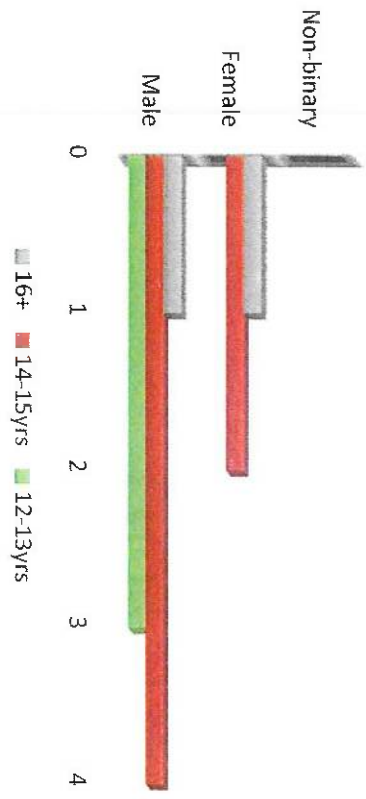
YP Demographics

A core group of young people are in attendance consistently, and with new starters in January, sessions have generated almost 60 contact hours of direct work with young people.

New attendees have begun to invite their friends and the group looks set to grow.

Unusually we have a high proportion of young people (4/11) who are elective home educated young people, and this evidences the impact of social media promotion, as the sessions were identified to these young people through parents/carers who had seen Facebook posts!

Attendance by Gender/Age



Outcomes so far – sessions 1-8

Outcomes
1, 2, 8, 9

- Through activities that encourage **healthy hobbies**, such as music, art and games – the young people are **building positive and trusted relationships** with peers and youth workers. These relationships are helping the young people to learn to manage themselves in a shared social space – different to school environments - and as such, they are engaging with personal and social development through **informal and fun learning...**



Outcomes
2, 3, 4

- Youth workers are helping young people to negotiate and manage conflict, develop a sense of self and an awareness of difference and explore new environments. This is delivered through non-judgemental support, collaboration, discussion, praise and planned/shared activity – developing **resilience and improving overall wellbeing**. This serves to improve their **feelings of safety** with each other and **within their community**.



Outcomes
5, 7, 11

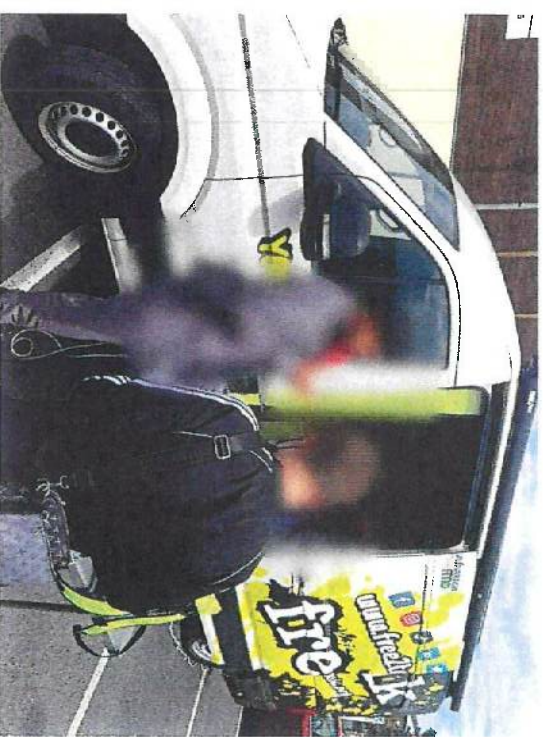
- The young people are delivering peer education through teaching others their skills in music and art and even circus skills! They are encouraging each other and evidencing an increase in **care and respect for others in the community**. Through podcasts they have spoken openly about their local area, their concerns and worries and this evidences how **trust and confidence** are growing, and how young leaders are beginning to emerge!

Case study - background

X is a 14-year-old male, whom we first met at the Duston Summer Music van sessions. He was NEET, had spent a brief period in care and idolised gang culture

He was well known to police and had several professionals involved, with mounting concerns for his safety and welfare

Through the summer music sessions X began to engage with a male youth worker through lyric writing and podcasting activities.



Case study – intervention

Initially, X often spoke about gangs and knives and criminal behaviours in his lyrics, but with support he began to rethink his words and each week he came back the van with new ideas and work to show the team

Over the summer sessions X met 2 other young people, the same age as him, who had different interests in music – beat making, and producing – with youth worker support, they became friends.

When the summer sessions ended, the 3 boys started to visit the music sessions at IFM, in town. X had to get permission for conditions to be lifted from a YOS order for this to happen

Youth workers supported and advocated for X in his professionals' meetings, to evidence that, in the music groups he had engaged well, made friends, and was actively talking about going back to school



Case study – and now?



X NOW ATTENDS THE MONDAY YOUTH SESSION IN DUSTON EVERY WEEK, ALONGSIDE 3 OTHER YOUTH MUSIC SESSIONS. THIS HAS HELPED TO DEVELOP HEALTHY HOBBIES, SKILLS AND FOR HIM TO FEEL HE IS HEARD, AND GIVES HIM A FOCUS FOR HIS WEEK



X IS ALSO NOW MAKING A SLOW TRANSITION BACK INTO MAINSTREAM EDUCATION AND REPORTS THAT THE YOUTH SESSIONS HAVE HELPED HIM LEARN HOW TO MAKE FRIENDS AGAIN IN A POSITIVE AND HEALTHY WAY



X ATTENDED A TRIP TO 'PIRATE STUDIOS' BEFORE THE CHRISTMAS BREAK – HE THANKED THE YOUTH WORKERS FOR TAKING HIM ON HIS FIRST TRIP OUTSIDE OF THE COUNTY EVER



YOUTH WORKERS ARE WORKING DIRECTLY WITH X TO DEVELOP HIS SKILLS AND INTERESTS, COMPLETE AN ARTS AWARD AND BECOME A YOUNG LEADER IN THE YOUTH GROUP SESSIONS.



A message from X's Mum... Your support and inspiration studios has saved my son's life. That sounds dramatic but it's entirely true. My son finally now has a sense of purpose, belonging and he has found his reason for living. He lives for the studio. Music has provided him an outlet and allows him to be himself. Thank you, Freeztalk (and by extension Duston Parish Council), for all you do!

Barriers & Challenges... and overcoming these

(adult focused)

Numbers have not grown significantly in the first 8 sessions – (11 young people)

Why?

Youth work is not well understood, and young people need to see/hear content to know whether they will enjoy this type of setting. This takes time to create and needs young people to participate. Promotion tools will support this

So? Young people and youth workers are redesigning fliers, making voice over video's and taking photos of activities to help with promotion. Social media posts have gone out and contact made with The Duston school to help promote to others. A trip is being planned to help bolster engagement.

Prediction ...

By the end of this quarter, we aim to have a core group of 15 young people in regular attendance.

Young people who have tried it, haven't returned

Why?

Open-access youth provision can feel overwhelming, due to the change in structure and ownership. Or perhaps they didn't get on with the staff / other young people. Or perhaps their circumstances have changed

So? A follow up call will be made to those young people to ask about their choice not to return, if this is something that can be managed, resolved or supported, youth workers will endeavour to do this so the young person can return with confidence

Prediction ...

Choice is a powerful tool for human beings. It is very likely that young people will return when the time and circumstances are appropriate for them, or if open access sessions aren't for them, they can be signposted to other groups more suitable

Social media posts are not reaching young people

Why?

Because social media moves with the times and as adults, we are less likely to be on the platforms they are using! Helpfully parents are seeing Facebook posts and the home-educated cohort have benefitted from these

So? The young people are liking and sharing developed content, promoting sessions on platforms and spaces that work for them. Youth workers are supporting flier drops, and young people's own advertising suggestions

Prediction ...

The young people will grow the group in their own way and in their own time, so that the space remains safe and predictable and limits people feeling unwelcome or overwhelmed. Managing group dynamics in this way is useful for safety and risk assessment

Barriers & Challenges ... and overcoming these (YP reported)

The hall is too open and empty

Why?

The space is large and can feel very empty on arrival, young people can find this daunting, as there is nowhere to hide - and at 14/15 - the world is only looking at you!

So?

Young people have requested a table tennis table and indoor sports to help utilise the space. Youth workers are looking into this and have asked to borrow one, but will also consider fundraising or grant applications with the group

As the activities on offer grow the group will naturally grow with it - the more opportunities available in the space, the more appealing this will be to a wider range of young people

The timings of the sessions

Why?

Lots of families ask their young people to be home straight from school, have dinner at 6, have after school clubs or homework - and as such the timings don't work for the 12-18 age group

So?

Ongoing consultation can take place with young people across the next quarter and should youth voice dictate, session times can be reviewed in line with building availability or outreach opportunities in the warmer months

Youth voice will help to shape the offer for the young people of Duston and this will help to ensure the group is responsive to actual need, not perceived need

We don't like the other young people in the area

Why?

Young people's lives are complex as they navigate social norms and explore coexisting with others - lived experiences can vary greatly and young people are not always around positive role models

So?

Youth workers can and do support the social learning and development of young people, and they do this well. Setting shared boundaries and creating safe spaces is all part of the group development - trusted relationships support self and social awareness

Not all young people will want to engage in settings of this type and pre-existing relationships will impact engagement. The safety of the space will naturally develop from the experiences of the core group. Once established young people will become more open to welcoming others



Youth voice and other feedback

“I’m so glad I finally have a place to meet other young people, homeschool is great but can get lonely”

“it’s difficult to fit in when you’re a traveller, so it was nice to come here today and be treated kindly”

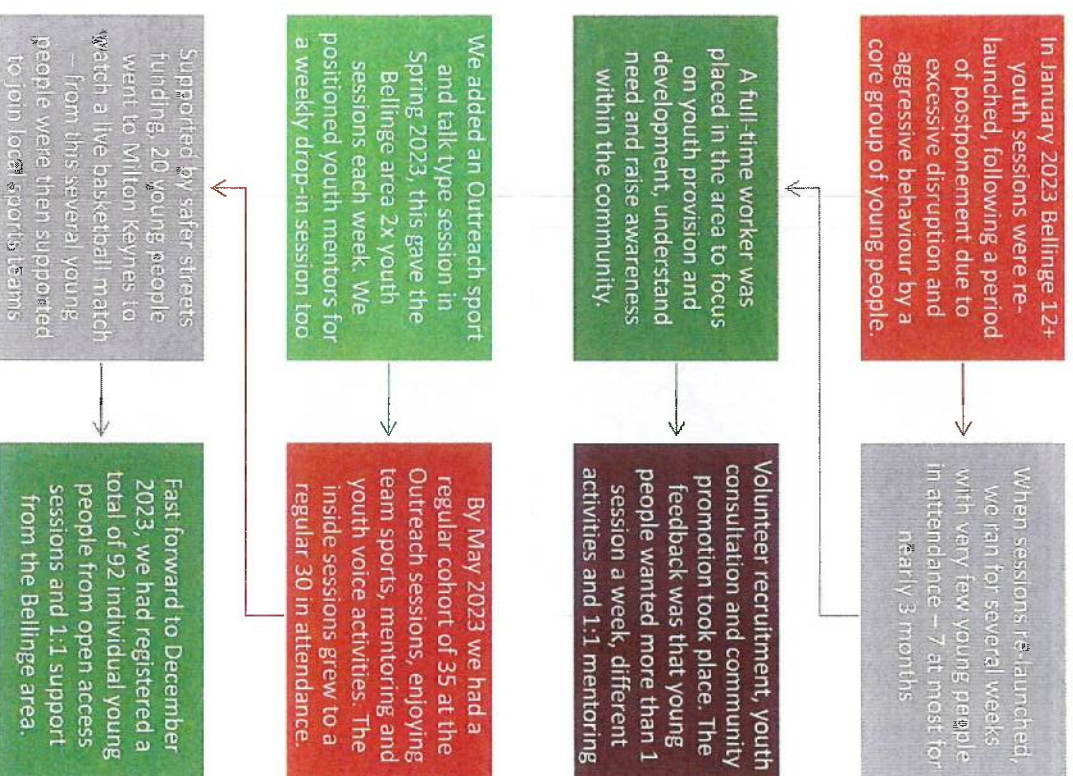


Play me!!



“Djing is actually quite cool – I learned loads last week! Listen to this...”

Spotlight on ... Bellinge



Summary



There has been a steady increase of young people trialling the Duston youth session and, based on previous experience we feel that this is on track for sustainable growth over the coming 12 weeks and enables the group dynamic to managed safely by youth workers and ensure the sessions are inclusive, welcoming, responsive and fun!



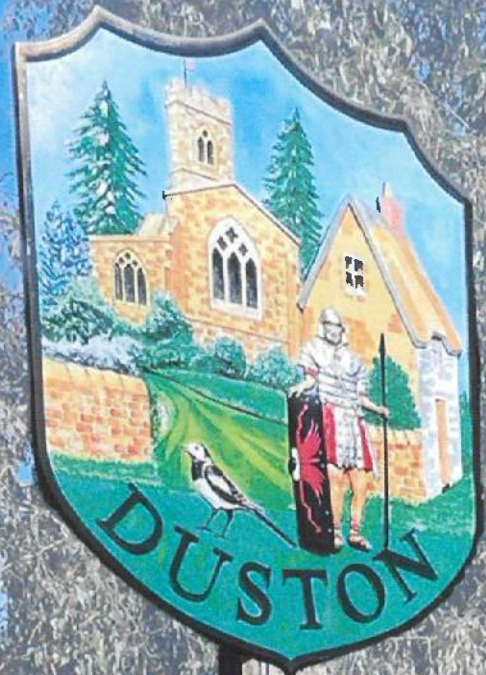
We are working with the young people on promotion in ways that feel right for them, and they are beginning to invite others to join them in the sessions — this evidences the degree of safety they feel and the relationships that are beginning to grow



Feedback is positive thus far and youth voice work will remain a consistent strand to our delivery throughout



We will review outcomes again at the end of the current programme — around March time.



Park User Policy

Duston Parish Council



DUSTON PARISH COUNCIL



Park Users Policy

1. Introduction

Duston Parish Council owns and/or maintains a variety of local parks and open spaces.

The Council is committed

- To delivering high quality public spaces for everyone to enjoy.
- Recognising the importance of quality of parks and open spaces in ensuring the wellbeing of individual residents and the wider community.
- Preserving all parks and open spaces for future generations of residents

This Policy sets out how the above will be achieved.

2. Parks and Open Spaces For Events

Local Government Act 1972 Section 145 gives power to local councils to allow entertainment in parks. It also allows for “enclosure” and does permit the public to be excluded if the open space has been hired and an event is taking place.

The Council aims to ensure the safe, orderly, and successful execution of outdoor events while considering the community's well-being, public safety, and environmental sustainability.

Event Application Process

All event organisers must submit a completed application form to the Council at least 2 months prior to the proposed event date.

The application form must include event details such as the purpose, date, time, location, estimated attendance, proposed activities, required permits, and any additional relevant information.

Event organisers will be required to provide a detailed event plan, including logistics, security measures, emergency preparedness, waste management, traffic control, and public health considerations.

Evaluation and Approval

The Council will review each event application based on its merits, taking into account factors such as event objectives, potential impact on the community, public safety, and logistical feasibility.

Approval or denial of an event application will be communicated to the organiser in writing (email), specifying any conditions, restrictions, or modifications required for approval.

The Council reserves the right to deny an event application if it poses significant risks to public safety, conflicts with local regulations, or lacks adequate planning measures.

Permits and Licenses

Event organisers are responsible for obtaining all necessary permits and licences required by local and national authorities, including but not limited to permits for sound amplification, temporary structures, alcohol sales, food handling, and street closures.

Proof of all required permits and licences must be submitted to the Council prior to the event, and failure to comply may result in event cancellation or non-issuance of licence/permit.

Safety and Security

Event organisers must develop a comprehensive safety plan addressing emergency procedures, crowd management, first aid facilities, and security measures.

Adequate security personnel, including trained crowd control staff, may be required based on the size, nature, and location of the event.

The parish council may collaborate with relevant law enforcement agencies and emergency services to ensure appropriate safety measures are in place.

Environmental Considerations

Event organisers are encouraged to adopt environmentally sustainable practices and minimise the event's impact on the environment.

Waste management plans, including provisions for recycling and proper disposal, should be implemented.

Restrictions may be imposed on noise levels, smoke emissions, and the use of environmentally harmful materials.

Community Engagement and Communication

Event organisers are encouraged to engage with local community groups, residents, and businesses to address any concerns and ensure the event's success.

The Council may require event organisers to conduct public consultations, provide information on road closures, parking arrangements, and event schedules, and manage community feedback.

Insurance and Indemnification

Event organisers must provide proof of liability insurance coverage. This should cover the dates of your event for a minimum £5million for each incident.

Event organisers shall indemnify and hold the Council harmless from any claims, damages, or liabilities arising from the event.

Compliance and Enforcement

Event organisers must adhere to all local and national laws, regulations, and bylaws.

Damage Deposit

A bond of £1000 is required at least 7 days prior to the event taking place on the park and open space.

Failure to comply with this policy or the conditions specified by the parish council may result in the cancellation of the event, denial of future licences/permits, or legal action.

3. Parks and Open Spaces for Informal Use

Picnicking

The Council's parks and open spaces are provided to be used by the public in a casual and informal manner for their leisure activities, such as picnicking and games. However, the use of gazebos or tents for this activity is not permitted.

Fitness

Fitness activities, either individually or with a fitness instructor, on a one-to-one basis or as a small group (limited to ten participants), are generally permitted at the Council's discretion. No equipment is to be attached to trees, children's play equipment or other physical features. It is the responsibility of fitness instructors to ensure that all necessary insurance and risk assessments associated with the running of fitness classes are in place. Groups with more than ten participants are subject to Council approval.

Dogs

Dogs under proper control of their owners are welcome at the Council's parks and open spaces but are not allowed within the children's play areas. Dog waste must be put in the litter bins provided. Instances of dog owners allowing their dog to foul and not picking up, or someone deliberately dropping litter, could lead to a fine or prosecution.

Litter

All users of parks and open space must use the litter bins provided to dispose of their rubbish.

BBQs

BBQs are not permitted on any of the Council's parks or open spaces unless they are part of an authorised community event (a community fun day for example). Casual visitors are advised to bring a picnic instead.

Golfing, metal detecting and drones

Golfing, metal detecting and taking off and landing a drone are not permitted on any of the Council's parks or open spaces.

4. Bordering Properties.

Parks and open spaces are of the benefit for all residents of Duston. Duston Parish Council recognises that bordering properties might have particular questions.

Vehicle Access

Requests from adjoining private properties to have vehicle access to parks/open spaces in order to enable access to their property will be assessed and granted on a case by case basis. Information such as length of time requiring vehicle access and dates will be required. All vehicles must be taxed, MOT and insured and are parked at their own risk. Applications must be in writing or email with at least two weeks' notice.

Skips & Building Materials

Skips and building materials must be sited on the resident's property and not on parks and open spaces. Where building work necessitates the siting of a skip or building materials on parks and open space because the nature of the work makes it impossible to site them on the resident's property, permission must be sought in advance from the Clerk. The property owner is liable to third parties for any claim for damage or injury and must be appropriately insured, either through themselves or by the skip hirer. Protective material must be laid under building materials to minimise damage to the ground. Applications must be in writing or email with at least two weeks' notice.

Encroachment

No one may annexe any part of DPC owned and/or maintained Parks and Open Spaces. Encroachment includes specifically mowing areas of Parks and Open Spaces in such a way as to imply private ownership. The erection of steps, fences and benches and any object which could lead to the impression of enclosure by the house owner is forbidden.

Waste

Rubbish bins should be stored within the property boundary and not outside of the property on Park and Open Space Land. Garden cuttings and general garden waste must not be dumped on any part of the Park or Open Space. It is the responsibility of all residents to dispose of their garden waste responsibly. Disposal of residential waste and DPC Parks and Open Spaces will be classified as fly-tipping.

5. Disposal of Duston Parish Council Land

From time to time users and bordering properties ask about the possibility of purchasing land from Duston Parish Council

The Council owns land for operational and amenity purposes and is committed to managing and maintaining its landholding and considers, in most cases the monetary value of the land cannot match the amenity value to residents, subsequently

- Duston Parish Council declines requests to purchase open space or amenity land unless such disposal is deemed to be 'clearly in the public interest'.
- The Clerk is authorised to advise anyone making enquiries or applications to purchase, Parish Council land that this is the policy of the Council.
- The Clerk brings any enquiries which may be considered 'in the clear public interest' to the attention of the Council for due consideration.



EVENTS ON OPEN SPACES APPLICATION FORM

Please note all applications to be received 2 months prior to any proposed event.

EVENT ORGANISERS	
Contact Organisation	
Contact Name	
Contact Phone	
Contact Email	
Job Title/Position	
Contact Address (including postcode)	
Charity Number (if applicable)	
Alternative Emergency Contact Name and Phone	

EVENT DETAILS				
Name of Event				
Proposed Location				
Purpose of Event				
Proposed Date	Arrival		Departure	
Set Up Time	Start		End	
Clear Up Time	Start		End	
Bond Deposit to DPC	£1000			
Event Dates	From		Until	
Event Times (weekdays)	Start		End	
Event Times (weekends)	Start		End	

Details of Event (include details of attractions including stalls, food and drink, animals, staging, generators, music, etc.)

[Empty text area for event details]

(Events Details Continued)

Community Benefit		
[Empty text area for community benefit details]		
Estimated Attendance per day	Staff	
	Public	
Events including live animals	Does your event include live animals?	
	If yes, please provide details	

HEALTH AND SAFETY		
The health and safety of people involved in and visiting your event is the responsibility of the event organisers. Please confirm below that you have considered all the provisions necessary to ensure that your event is safe and enjoyable for all.		
Item	Description	Copies Enclosed
Public Liability Insurance	Please provide a copy of your public liability insurance. This should cover the dates of your event for a minimum £5million for each incident.	
Risk Assessment	Please provide a full event risk assessment	
Other Certificates	Note: You will be required to provide any other relevant Health and Safety, Entertainment Licences, Food Hygiene, Structural Certificates, etc. to West Northamptonshire Council and other relevant agencies	
Item	Provider (if not known put TBA)	Details (e.g., numbers, roles, certificates)
Stewarding		
First Aid		
REFERENCES		
Please provide details for two organisations that will provide references:		
Reference 1		
Name		
Address		
Email		
Contact		
Reference 2		
Name		
Address		
Email		
Contact		

- I understand that the Council will require a bond of £1,000 at least 7 days prior to the event taking place which will be refunded, in full, if the site is vacated in a clean and tidy condition without any damage, and no other costs are incurred (for instance removal of bill posters etc.).

- I further understand that if the site is waterlogged that an event of this nature cannot take place Duston Parish Council has the absolute right to postpone the event without the requirement to pay compensation.
- I understand that should this application be approved we understand that there will be a minimum 6-week gap between ourselves and any other circus/fair booking on the same site.

Signed Name: Date

Please return your completed form and copies of relevant documents and certificates to:

Duston Parish Council, Duston Community Centre, Pendle Road, Northampton, NN1 1DE



