



DUSTON PARISH COUNCIL

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

FULL COUNCIL

MINUTES 5th August 2021 7pm

CHAIRMAN:

Councillor Bottwood, in the Chair

PRESENT:

Cllrs Bottwood, Enright-King, Ellis-Clark, Maitland, Hinch, Golby, Barnes, Roper, Ingram, Stonehouse

IN ATTENDANCE:

Gary Youens – Parish Clerk

50/21. Apologies

- Council received apologies from Cllrs Ingram, Pape, Golby & King.

51/21. To receive and approve the minutes of the meeting held on 8th July 2021

- **RESOLVED:** The minutes of the meeting held on 8th July 2021 were approved as a true record of the meeting

52/21. Declarations of Interest

- There were none

53/21. Public Participation Session

- David Huffadine Smith addressed the Council on item 62/21 (Asset Transfers Update).
- Iain Liddon addressed the Council.

54/21. Police Report

- There was no Police Report (APPENDIX B).

55/21. Bank Reconciliations

- **RESOLVED:** To approve the bank reconciliations for May 2021 (APPENDIX C)

56/21. Invoices for Approval

- **RESOLVED:** To approve invoice payments for May 2021 (APPENDIX D)

57/21. Data Protection / Data Breach Policy

- **RESOLVED:**
 - a) To adopt the Data Breach & Data Breach Policy (APPENDIX E)
 - b) To send to Northants CALC to see if they have any comment.

58/21. Model Publication Scheme

- **RESOLVED:** To adopt the Model Publication Scheme (APPENDIX F).

59/21. Communications Policy

- **RESOLVED:**
 - a) Delete the words "in which they live" in section 8. The sentence now reads "Councillors represent the community and are governed by...."
 - b) Adopt the Communications Policy (APPENDIX G)

60/21. Grant Policy

- **RESOLVED:**
 - a) Change the term "non-profit" to "Not For Profit".
 - b) To make as point 6 under the "Grant Application Process" that the Grant Application Form will be published on the Duston Parish Council website.
 - c) To adopt the revised Grants Policy and Form (APPENDIX H).

61/21. Record Retention Policy

- **RESOLVED:**

- a) Insert the words "after ceasing" for both lease agreements 12 years and contracts 6 years.
- b) To adopt the Record Retention Policy (APPENDIX I)

62/21. To Consider appointing Northants DPO CALC Service as Council's Data Protection Officer

- **RESOLVED:** To appoint Northants CALC as Duston Parish Council DPO.

63/21. Replace 3 Wooden Windows at St Lukes Centre

- **RESOLVED:** To replace the three wooden windows like for like at St Luke's Centre, Main Road, Duston.

64/21. Asset Transfer Update

- **RESOLVED:**
 - a) Delegate to the Clerk to pursue the freehold of Public Open Spaces and Allotments with West Northamptonshire Council, as outlined in APPENDIX J, in consultation with the Chair of the Council and the Chair of the Environment Committee.
 - b) If Duston Wildes Park ("The Quarry") is offered to Duston Parish Council then carry out an independent Health & Safety assessment.
 - c) Report back to Council prior to any transfer.

The meeting concluded 8:16pm

S. Pugh
2/9/21.

