



DUSTON PARISH COUNCIL

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

FULL COUNCIL

25th November 2022

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 1st December 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

107/22. To receive apologies for absence

108/22. To receive and approve the minutes of the meeting held on 3rd November 2022 (APPENDIX A).

109/22. 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*)

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

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).

110/22. 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).*

111/22. Northampton Leisure Trust

- To receive a presentation from Northampton Leisure Trust on Duston Sports Centre

112/22. Clerk Report

- To receive a verbal report from the Clerk – *information only*

113/22. Bank Reconciliations

- To approve bank reconciliations for October 2022 (APPENDIX B)

114/22. Payment of Invoices

- To note invoice payments for October 2022 (APPENDIX C)

115/22. Updates from Committees

- To receive a report in the form of draft minutes from the Community Services Committee (APPENDIX D).
 - a) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX E).
 - b) To receive a report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX F)
 - c) To receive a report in the form of draft minutes from the Planning Committee (APPENDIX G)

116/22. Proposed Change to Standing Orders

- a) To change Standing Orders to give the Chair of Council ex officio status on all Standing Committees - Planning Committee, Community Services Committee , Environment Committee, Resources and General Purposes Committee (APPENDIX H)
- b) To agree that Standing Committee membership is five councilors and the Chair of the Council
- c) To ask the Clerk to make the necessary changes to Standing Orders

117/22. Committee Membership

- To approve any changes to Committee Membership (APPENDIX I)

118/22. Draft Budget 2023/24

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 draft budget and precept requirement for the financial year 2023/24
(APPENDIX J)

119/22. Grafton Way Meadow

- To approve the use of CIL to fund improvements to the entrance into Grafton Way Meadow

120/22. Complaints Policy

- To approve the revised Complaints Policy (APPENDIX K)

121/22. New Bin Litter

- To discuss the placement of a litter bin in the Brockwood Close area
Proposed by Cllr Golby

122/22. Tollgate Way / Bants Lane / Telstar Way

- To discuss whether to write a letter to WNC Highways raising safety concerns
Proposed by Cllr Enright-King

123/22. Squirrels Car Park

- To discuss whether to write a thank you letter to The Squirrels pub in ending the parking restrictions
Proposed by Cllr Enright-King

124/22. Local Police Liaison Report

- To receive a report from Cllr Liddon

125/22. Shared One Drive

- The use of a shared one drive for councillors
Proposed by Cllr Liddon



DUSTON PARISH COUNCIL

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APPENDIX A

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

FULL COUNCIL
Minutes 3rd November 2022

CHAIR: Councillor P Enright-king

PRESENT: Cllrs Liddon, Maitland, Ingram, Ennis-Clark, Roper, Mumford

IN ATTENDANCE:

Gary Youens – Parish Clerk
Ryan Ikavnieks – Assistant Clerk

AGENDA

090/22. Election of Chair of Duston Parish Council

- **RESOLVED:** That Cllr Paul Enright-King was elected Chair of Duston Parish Council for the remaining municipal year 2022/23.

091/22. Declaration of Acceptance of Office

- **RESOLVED:** That the Declaration of Acceptance of Office signed by Cllr Enright-King was received.

092/22. Election of Vice Chair of Duston Parish Council (If Applicable)

- **RESOLVED:** To withdraw the item.

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093/22. To receive apologies for absence

- Apologies were received from Cllrs Bottwood, Golby and Hinch.

094/22. To receive and approve the minutes of the meeting held on 6th October 2022

- **RESOLVED:** That the minutes of the meeting held on the 6th of October 2022 were approved as a true record and signed by the chair.

095/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**096/22. Public Participation Session**

- *Seven members of the public attended the meeting. Two members of the public raised concerns with noise that seeped into the main hall during theatrical production. Two other members of the public spoke in relation to Mendip Park, the first member of public spoke in regards to the flooding at the entrance of the park. Another member of the public spoke to gain clarification on how information surrounding plans for Mendip Park will be disseminated amongst residents.*

097/22. Clerks Report

- **RESOLVED:** To note the Clerks Verbal Report

098/22. Bank Reconciliations

- **RESOLVED:** That the Bank Reconciliations for September 2022 were approved.

099/22. Payment of Invoices

- **RESOLVED:** That invoice payments for September 2022 were noted.

100/22. Updates from Committees

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

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101/22. Recommendation from the Community Services Committee

- **RESOLVED:**

- a) To follow the recommendations of the Community Services Committee and decline the grant application submitted by Favell Day Services.
- b) For the Clerk to notify Favell Day Services of the outcome.

102/22. Recommendations from the Environments Committee

- **RESOLVED:**

- a) That Duston Parish Council conducts a public consultation into the installation of a gate between Mendip Park and Sam Harrison Way Public Open Space as per the four year plan.
- b) That Duston Parish Council conducts a public consultation into placement of a sheltered seating area at Hardlands Road Public Open Space.
- c) For the Clerk to investigate whether Planning Permission is required for a sheltered seating area on Hardlands Road Open Space.

103/22. St Luke's Centre and Field

- **RESOLVED:** To delegate to the Clerk to draft and send a letter to West Northamptonshire Council enquiring into the transfer of the freehold of St Luke's Centre and St Luke's Fields to Duston Parish Council.

104/22. Signage at St Luke's Centre

- **RESOLVED:**

- a) That the discussion was noted and for the Clerk to submit a planning application for "Duston Parish Council" sign on the bank at St Luke's Centre.
- b) To be financed from the general reserves.

105/22. Community Infrastructure Levy (CIL)

- **RESOLVED:**

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- a) That CIL Briefing Note was noted.
- b) To ask the Planning Committee to bring forward proposals based on the Four Year Plan

106/22. Planning Application WNS/2022/1954/MAR (Northampton West SUE)

- **RESOLVED:** To delegate the responsibility of drafting and submitting a response to the Clerk and in consultation with Cllrs Mumford and Ingram.

DRAFT

Date: 29/11/2022

Duston Parish Council

Page 1

Time: 16:38

Bank Reconciliation Statement as at 31/10/2022
for Cashbook 1 - Current A/c 03573680

System
User: NG

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Amount</u>	<u>Balances</u>
Barclays Community A/c 3680	31/10/2022	10		72,758.66
				<u>72,758.66</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>	
			0.00	
				<u>0.00</u>
				72,758.66
<u>Receipts not Banked/Cleared (Plus)</u>			0.00	
				<u>0.00</u>
				72,758.66
			Balance per Cash Book is :-	72,758.66
			Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	10	893,155.33
			<u>893,155.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			893,155.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			893,155.33
		Balance per Cash Book is :-	893,155.33
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	10	142.98
			<hr/> 142.98
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			142.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			142.98
		Balance per Cash Book is :-	142.98
		Difference is :-	0.00

Oct-22

	Float	
	Per count	
	20	100.00
	10	10.00
	5	10.00
	2	22.00
	1	0.00
	0.5	0.00
	0.2	0.40
	0.1	0.10
	0.05	0.40
	0.02	0.00
	0.01	0.08
		<u>142.98</u> IN TIN
In safe		0.00
		<u>142.98</u> Agreed

Reconciliation to RBS

Oct-22

In tin b'wd		158.77	
Cash received (trf from bankings sheets)			
Trf in from cash takings		0.00	
Trf to Facilities float		-15.79	
Trf in from facilities			
		<u>142.98</u>	
Cash paid out in month		<u>0.00</u>	
= Cash in tin		142.98	0.00
Balance per RBS		<u>142.98</u>	

Petty cash expenses paid

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

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	10	47.44
			<u>47.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			47.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			47.44
		Balance per Cash Book is :-	47.44
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2022
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	31/10/2022	10	463.85
			<hr/> 463.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			463.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			463.85
		Balance per Cash Book is :-	463.85
		Difference is :-	0.00

Purchase Ledger for Month No 7

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
14/10/2022	82946		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Reaction alarm response
14/10/2022	83034		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Reaction alarm response
14/10/2022	83065		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Reaction alarm response
14/10/2022	83092		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Reaction alarm response
14/10/2022	83109		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st Reaction alarm response
31/10/2022	E2016163050		ALLSTAR	ALL001	52.89	10.58	63.47	4145	212	52.89	Allstar fuel Oct
31/10/2022	AVIVA00CT22		AVIVA	AVIVA001	396.37	0.00	396.37	4006	101	169.88	AVIVA00CT22/Aviva pension
19/10/2022	CHGOCT22		BARCLAYS	B0001	19.43	0.00	19.43	4125	201	226.49	AVIVA00CT22/Aviva pension
14/10/2022	9824		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	19.43	Barclays charges
13/10/2022	BCARDOCT22		BARCLAYCARD	BCARD	1,202.15	209.47	1,411.62	4227	211	140.00	Barnett October landscape
										65.83	Barclaycard Oct 22 water pump
										347.05	Card various tools, repairs
										180.00	Card SLCC project mgr course
										100.00	Card stationery
										16.15	Card postage
										150.01	Card events expend various
										119.90	Card zoom
										189.01	Card van running costs
										34.20	Card Microsoft one drive
06/10/2022	0278920		BOOKERS	BOOKERS01	11.96	2.39	14.35	4129	101	11.96	Bookers - water
31/10/2022	993523258		BRITISH GAS	BRIT01	2,006.85	401.37	2,408.22	4206	101	2,006.85	B Gas Elec 1.9.22-30.9.22
31/10/2022	7983		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM - Grounds main/Errington
23/10/2022	5006		DA HEATING LTD	DA001	1,673.77	334.75	2,008.52	4225	101	1,673.77	DA Heat - leak in plant room
23/10/2022	5034		DA HEATING LTD	DA001	100.00	20.00	120.00	4225	102	100.00	DA HEat service boiler CK
01/10/2022	221000107913		DBFB	DBFB	333.84	66.77	400.61	4120	101	333.84	DBFB Telephones and broadband
01/10/2022	221000108298		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB St Lukes CCTV/line rental
24/10/2022	229-494234		EDMUNDSON ELEC.	EDMUND01	150.22	30.04	180.26	4225	101	150.22	Edmundson sealant etc
25/10/2022	229-494376		EDMUNDSON ELEC.	EDMUND01	14.48	2.90	17.38	4225	101	14.48	Edmundson padlock

APPENDIX C

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Nr Value	V/P T	Invoice Total	A/C	Centre	Amount	Analysis Description
04/10/2022	6704954		ESPO	ESPO01	165.01	33.0	198.01	4151	101	165.01	ESPO - cleaning consumables
18/10/2022	6728223		ESPO	ESPO01	184.00	36.0	220.80	4220	201	184.00	ESPO - whiteboard
31/10/2022	6400		NATALIE GREEN & CO.	GREEN001	1,393.7	27.375	1,672.50	4050	201	1,393.75	N Green accounts, payroll etc
27/10/2022	550777		HEWITSONS	HEWT01	2,156.00	431.20	2,587.20	4055	201	2,156.00	HCR legal re heritage trf
								330		-2,156.00	HCR legal re heritage trf
								6000	201	2,156.00	HCR legal re heritage trf
31/10/2022	HMRCOCT22		HMRC	HMRC01	3,842.7	0.00	3,842.57	4000	201	470.30	HMRCOCT22/HMRC PAYE & NI
								4000	101	641.19	HMRCOCT22/HMRC PAYE & NI
								4000	102	985.45	HMRCOCT22/HMRC PAYE & NI
								4000	211	61.00	HMRCOCT22/HMRC PAYE & NI
								4005	201	297.25	HMRCOCT22/HMRC PAYE & NI
								4005	101	800.79	HMRCOCT22/HMRC PAYE & NI
								4005	102	576.59	HMRCOCT22/HMRC PAYE & NI
26/10/2022	77475		LINDUM FIRE	L0004	143.20	18.64	171.84	4227	102	143.20	Lindum fire alarm
01/10/2022	AL EXPENSES		LEWISANDREW	LEW0001	39.97	7.99	47.96	4227	211	39.97	Alewis misc maintenance purch
31/10/2022	LGSSOCT22		NCC - PENSION	LPGS	2,908.29	3.00	2,908.29	4000	201	139.69	LGSS Oct 22
								4000	101	182.17	LGSS Oct 22
								4000	102	279.23	LGSS Oct 22
								4006	201	349.88	LGSS Oct 22
								4006	101	1,113.08	LGSS Oct 22
								4006	102	844.24	LGSS Oct 22
13/10/2022	INV-MAC27764		MAC SYSTEMS	MACS01	135.00	27.00	162.00	4225	102	135.00	MAC lock issue St L
10/10/2022	INV-2322		NCALC	NCALC01	185.00	37.00	222.00	4019	201	185.00	NCalc new clerks course RI
05/10/2022	PASSEP-DEC		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4056	201	480.00	PAS personnel adv Sep-Dec
04/10/2022	257573		PATHFINDER LEGAL	PLS	185.80	37.16	222.96	4055	201	185.80	Pathfinder legal re lease exte
03/09/2022	34UF003-0002		PARISH ON LINE	POL01	540.00	108.00	648.00	4110	201	540.00	Parish Online digital mapping
31/10/2022	SALSOCT22		SALARIES	SALARIES01	13,900.02	0.00	13,900.02	4000	201	2,941.72	SALSOCT22/STAFF SALARIES
								4000	101	6,262.79	SALSOCT22/STAFF SALARIES
								4000	102	4,423.05	SALSOCT22/STAFF SALARIES

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

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	
31/10/2022	0001763383		SRCL LTD	SRCL	75.54	15.11	90.65	4155	101	38.96	SRCL waste removal	
16/09/2022	251874049/000		SOUTHERN ELECTRIC	SSE01	1,851.61	92.58	1,944.19	4205	102	36.58	SRCL waste removal	
05/10/2022	251874049/0007		SOUTHERN ELECTRIC	SSE01	-1,851.61	-92.58	-1,944.19	4205	102	1,851.61	SSE Gas St L 1.6.22-14.9.22 cr	
05/10/2022	251874049/0008		SOUTHERN ELECTRIC	SSE01	1,220.83	61.04	1,281.87	4205	102	1,220.83	SSE Gas St L 1.6.22-14.9.22	
05/10/2022	251874049/0009		SOUTHERN ELECTRIC	SSE01	551.30	110.26	661.56	4205	102	551.30	SSE Gas St L 15.9.22-1.10.22	
03/10/2022	451877372/0007		SOUTHERN ELECTRIC	SSE01	8,516.40	1,703.28	10,219.68	4206	102	8,516.40	SSE Elec St L 30.6.22-29.9.22	
25/10/2022	451877372/0008		SOUTHERN ELECTRIC	SSE01	-8,516.40	-1,703.28	-10,219.68	4206	102	-8,516.40	SSE Elec St L30.6-29.9.22 Cred	
25/10/2022	451877372/0009		SOUTHERN ELECTRIC	SSE01	4,013.85	802.77	4,816.62	4206	102	4,013.85	SSE Elec St L 30.6.22-29.9.22	
20/10/2022	SSE REFUND DUE		SOUTHERN ELECTRIC	SSE01	0.76	0.00	0.76	103	0	0.76	SSE REFUND RECEIVABLE	
18/10/2022	9145		SSSLTD	SSS01	85.00	17.00	102.00	4226	102	85.00	SSS CCTV maintenance St L	
17/10/2022	1085476414		STANNAH	ST01	232.75	46.55	279.30	4226	101	232.75	Stannah lift maint 16.10-15.1.	
10/09/2022	003109		THOMSON	THOM01	100.00	0.00	100.00	4081	203	100.00	Juggler , library grant	
03/10/2022	TVOCT22		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TVOCT22/TV Licensing	
31/10/2022	RCO1197266		VEOLIA	V0002	606.16	121.23	727.39	4155	101	425.88	Veolia waste removal	
22/10/2022	BA-569796104		VODAFONE	VODA01	113.19	16.64	129.83	4121	101	180.28	Veolia waste removal	
18/10/2022	0000819628		WICKSTEED	WICKSTEED01	2,357.48	471.50	2,828.98	4225	102	56.60	Vodafone - mobile phones	
19/10/2022	0000819678		WICKSTEED	WICKSTEED01	3,447.92	689.58	4,137.50	4245	211	56.59	Vodafone - mobile phones	
19/10/2022	0000819680		WICKSTEED	WICKSTEED01	6,223.00	1,244.60	7,467.60	4245	211	2,357.48	Wicksteed repair equip	
04/10/2022	424001090271		WEST NORTANTS COUNCWNC01	WORLD001	437.50	0.00	437.50	4201	201	3,447.92	Wicksteed play equip/grass	
31/10/2022	230204883		WORLDPAY	Z002	14.88	2.06	16.94	4137	201	6,223.00	Wicksteed resurfacing	
07/10/2022	VOI0028688		ZENOFFICE	Z002	105.06	21.01	126.07	4107	201	437.50	WNC reception rent	
TOTAL INVOICES					53,635.62	6,086.48	59,722.10					
					53,635.62							



DUSTON PARISH COUNCIL

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

Community Services Committee
MINUTES 21st November 2022 7:00

CHAIR: Councillor S Maitland

PRESENT: Cllrs Ennis-Clark, Liddon, Golby

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

CSC041/22. To receive apologies for absence

- Apologies were received from Cllrs Stonehouse and Roper

CSC042/22. To receive and approve the minutes of the Community Services Committee on Wednesday 12th October 2022 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on the 12th October 2022 were approved as a true record and signed by the chair.

CSC043/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interest submitted.

CSC044/22. Public Participation Session

- There were no speakers from the public in attendance

CSC045/22. Working Parties Updates

- **RESOLVED:**
 - a) To note the verbal from the Senior Provisions working party.
 - b) To note the verbal from The Grow Together Allotment working party.
 - c) To note the verbal from the Publicity working party.
 - d) To note the verbal from the Youth working party.
 - e) To note the verbal from the Limehurst Shopping Centre working party.
 - f) To note the verbal update from the Community Sheds working party.

CSC046/22. Grant Awarding Policy

- **RESOLVED:**
 - a) That Cllrs Maitland, Liddon and Golby meet and discuss alterations to Grant Awarding Policy and make recommendations to the Community Services Committee.
 - b) To further discuss the Grant Awarding Policy at a future meeting.

CSC047/22. Communications Policy

- **RESOLVED:**
 - a) To note the current Communications Policy
 - b) For the Clerk to suggest alterations to the Communications Policy at a future meeting.

CSC048/22. Annual Parish Meeting 2023

- **RESOLVED:** To proceed with an Annual Parish Meeting with stalls and speakers.

CSC049/22. Date of Next Meetings

- Wednesday 12th of January 2023
- Wednesday 15th of March 2023



DUSTON PARISH COUNCIL

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

Environment Committee
MINUTES 17th November 2022 7pm

CHAIR: Councillor P Enright-King

PRESENT: Cllrs Ennis-Clark, Ingram, Liddon

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

EC038/22. To receive apologies for absence

- Apologies were received from Cllr Bottwood.

EC039/22. To receive and approve for signature the minutes of the meeting held on Thursday 20th of October 2022.

- **RESOLVED:** That the minutes of the meeting held on the 20th of October 2022 were approved as a true record and signed by the Chair

EC040/22. To receive declarations of interest under the Council's Code of Council related to business on the agenda

- There were no declarations of interest declared.

EC041/22. Public Participation Session

- There were no members of the public present

EC042/22. Clerk Report

- **RESOLVED:** To note the verbal update on, Park Signs, the Bench for the Village Centre, Litter Bins and Tree Planting.

EC043/22. Grafton Way Meadow.

- **RESOLVED:**
 - a) To note the quotes so far from for Grafton Way Meadows improvements.
 - b) To recommend to Council that Community Infrastructure Levy (CIL) is used for improvement to Grafton Way Meadow

EC044/22. Finger Post Directional Signs.

- **RESOLVED:** To discuss with potential contractors to find out the best way to proceed.

EC045/22. Environmental Projects

- **RESOLVED:**
 - a) To recommend to Full Council that Park Entranceways, Finger Post Signs, Grafton Way Rewilding and other projects identified in the Four Year Plan be prioritised.
 - b) To note the Planning Committee will be discussing CIL at their next meeting.

EC046/22. The Date of the Next Meeting

- Thursday 15th December 2022

Meeting Closed at 9:00PM



DUSTON PARISH COUNCIL

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

Resources and General Purposes Committee **MINUTES 30th November 2022 7:30PM**

Chair: Councillor Ennis-Clark

Present: Cllrs Ingram Maitland, Barnes, Enright-King

In Attendance:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

RGPC030/22. To receive apologies for absence:

- Apologies were received from Cllr Mumford

RGPC031/22. To receive and approve for signature the minutes of the meeting held on Wednesday 5th October 2022

- **RESOLVED:** That the minutes of the meeting held on the 5th of October 2022 were approved as a true record and signed by the Chair.

RGPC032/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- No interests were declared.

RGPC033/22. Public Participation Session

- There were no members of the public present.

RGPC034/22. Room Hire Terms and Conditions

- **RESOLVED:**
 - a) That the Room Hire Terms and Conditions were noted
 - b) For the Clerk to amend the Room Hire Terms and Conditions to signpost the Privacy Policy.

RGPC35/22. Windows at St Luke's Centre

- That the verbal update upon Windows at St Luke's Centre was noted.

RGPC036/22. Budget Monitoring

- **RESOLVED:**
 - a) That the current budget in comparison expenditures was noted.
 - b) That the year-to-date gas and electricity costs were noted.

RGPC037/22. Budget 2022/23

- **RESOLVED:** That the draft budget and proposed precept for the financial year of 2022/23 was noted.

RGPC038/22. Duston Parish Council Staff using Trilogy Facilities

- **RESOLVED:**
 - a) That the discounted rate for Duston Parish Council staff to use Trilogy facilities was noted.
 - b) For the Clerk to investigate if this constitutes as a benefit in kind.

RGPC039/22. Future Asset Transfers to Duston Parish Council

- **RESOLVED:** That the verbal update from the Clerk upon future asset transfers to Duston Parish Council from West Northamptonshire Council and from Developers was noted.

RGPC040/22. Date of Next Meeting

- Wednesday 22nd February 2023

RGPC041/21. Exclusion of Press and Public

- **RESOLVED:** That the verbal update on Duston Parish Council Leases was noted.
The meeting was closed at 8:45.



DUSTON PARISH COUNCIL

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

Planning Committee
MINUTES 24th November 2022

Chair: Cllr Ingram

Present: Cllrs Barnes, Liddon

In attendance:

Ryan Ikvanieks – Assistant Clerk

Cllr Mumford

Cllr Enright-King

PC037/22. To receive apologies for absence

- Apologies were received from Cllrs Bottwood and Stonehouse

PC038/22. To receive and approve for signature the minutes of the meeting held on 28th July 2022 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on 28th July 2022 were approved as a true record and signed by the Chair.

PC039/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no declarations of interest.

PC040/22. Public Participation Session

- There were no speakers from the public.

PC041/22. Planning Applications

- a) WNN/2022/1224 – 7 SOUTHFIELD ROAD, NORTHAMPTON, NN5 6HN
 - **RESOLVED:** No observation or Comment.

- b) WNN/2022/1237 – 23 WEGGS FARM ROAD, NORTHAMPTON, NN5 6HD
 - **RESOLVED:** No Objection, will the development impact on street parking?
Will the street screen be affected by the development?

PC042/22. CIL / S106

- **RESOLVED:**
 - a) To note the verbal update regarding outstanding CIL / S106 owed to Duston.

 - b) To recommend to Full Council that a defibrillator be installed at Errington Park and that prioritising the Four Year Plan would be an effective way in which the CIL monies could be spend.

PC043/22. Next Meeting Dates

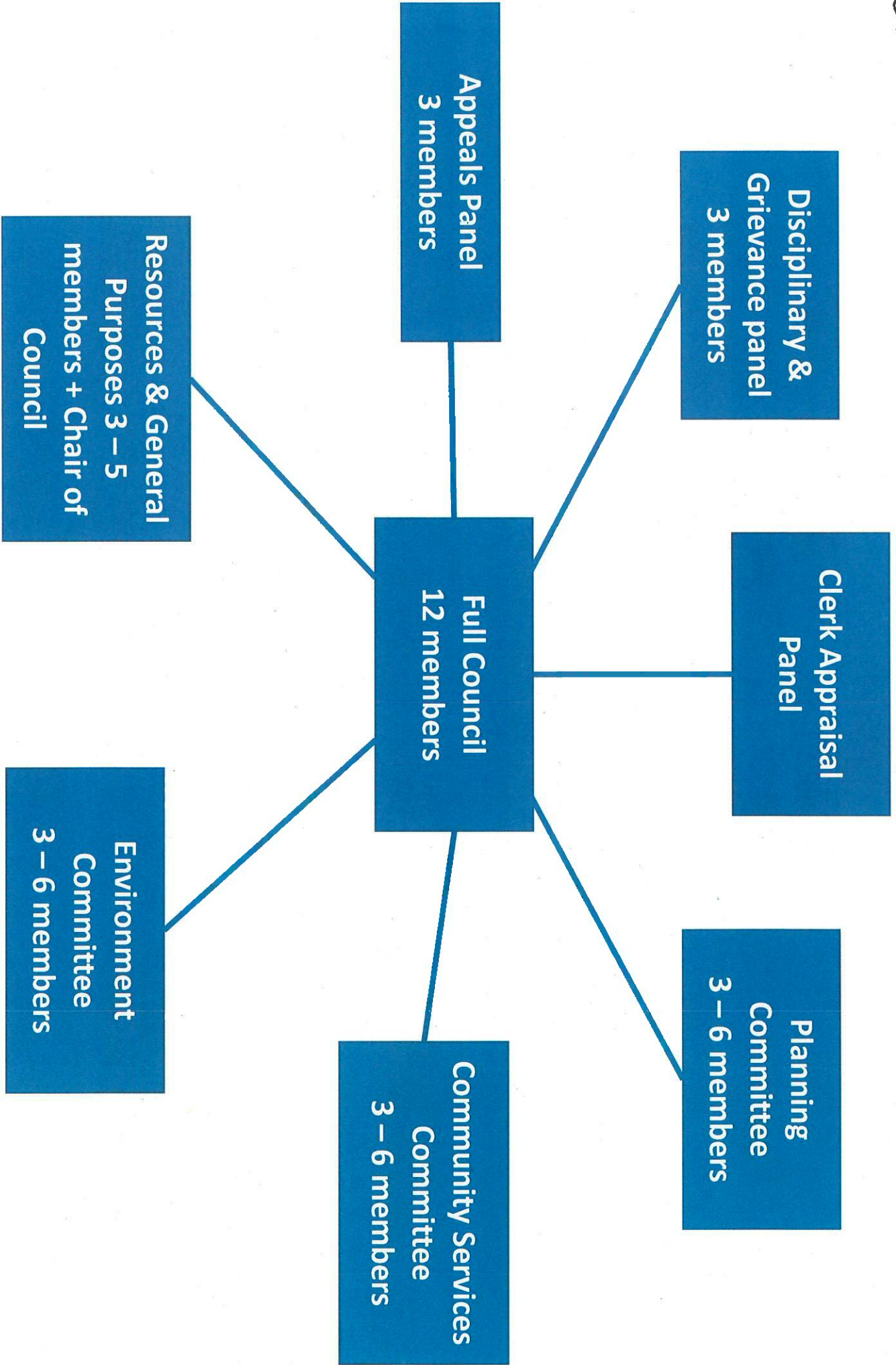
- **RESOLVED:** That the following dates for the next three Planning Committee meetings were agreed to

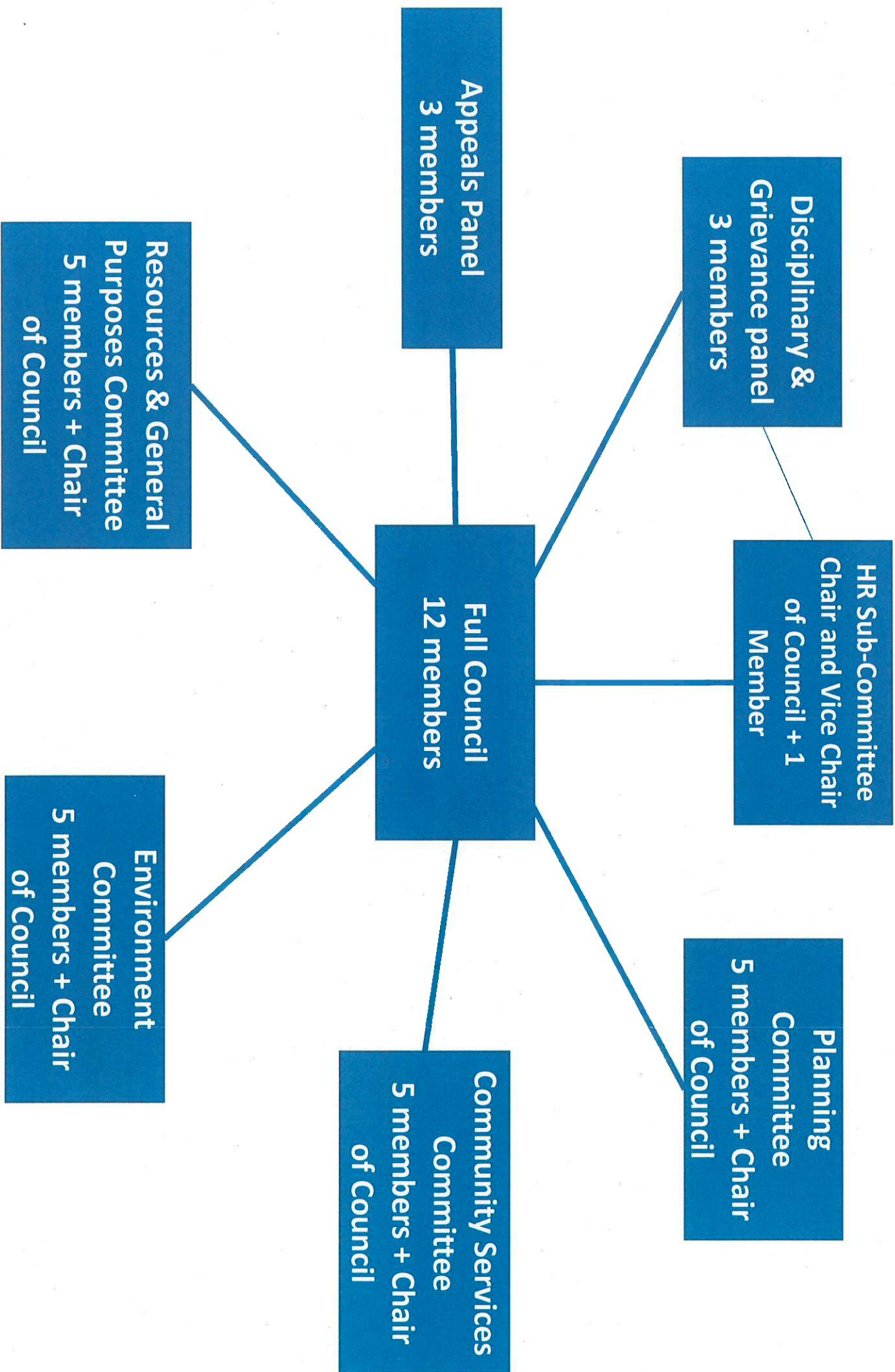
13th December 2022

26th January 2023

23rd February 2023

The meeting finished at 8:23pm.





Standing Committee Membership as of 25th Nov 2022

Planning Committee

Cllr Ingram

Cllr Barns

Cllr Liddon

Cllr Bottwood

1 vacancy

Environment Committee

Cllr Enright-King

Cllr Liddon

Cllr Ingram

Cllr Ennis-Clark

Cllr Bottwood

1 vacancy

Community Services Committee

Cllr Maitland

Cllr Roper

Cllr Liddon

Cllr Golby

Cllr Ennis-Clarke

1 vacancy

Resources & General Purposes Committee

Cllr Ennis Clark

Cllr Barnes

Cllr Maitland

Cllr Ingram

Cllr Enright-King

1 vacancy

DUSTON PARISH COUNCIL
BUDGET 2023/2024

2022/23 2023/24
As Agreed

Income

2022/23 2023/24

ADMINISTRATION	2022/23	2023/24
Employees	270,000	270,000
PC Salaries	26,000	27,500
EERS NI	46,600	39,500
EERS Pension		

Staff Welfare/Clothing	800	1,150
Travel & Subsistence Cllrs	200	200
Travel & Subsistence EES	500	500
Training	3,000	3,500
TOTAL	347,100	342,350

Councillors Services		
Chairmans Allowances	500	500
Councillors Allowances	5,400	5,400
TOTAL	5,900	5,900

Office Expenses		
IT Licences and Website	4,300	5,150
Photocopier	2,300	2,300
Postage	300	300
Stationery	2,000	2,500
Telephone/Broadband	4,600	5,600
Office Equipment	2,000	2,000
IT Support	3,000	3,000
TOTAL	18,500	20,850

Parish Van		
Van Running Costs	2,100	2,100
Insurance	600	700
TOTAL	2,700	2,800

Audit & Legal		
Finance/Legal	22,000	26,500
Insurance	14,500	15,500
Audit	2,500	2,750
Membership Fees	5,500	6,200
Licensing Fees	1,000	1,750
Elections		
TOTAL	45,500	52,700

2022/23 2023/24

Income from room and office hire	206,000	220,500
To be met from earmarked reserves		
General reserves		
Buildings renovation	15,000	-
Clls		100,000
Total Income	221,000	320,500

Budget Requirement Expenditure	752,039	917,951
Income	221,000	320,500
Precept Requirement	531,039	597,451
Precept increase over previous year		12.51%

Allowed for in election earmarked reserves

Electricity	18,500	30,000
Water	4,000	5,000
Rates	2,000	1,500
TOTAL	24,500	36,500

Communications

Marketing, communications, printing	7,500	7,500
TOTAL	7,500	7,500

Miscellaneous Costs

Loan Repayments St Luke's Centre	30,515	30,260
Loan Repayments Duston Sports Centre	23,947	23,947
Loan Repayments Duston Community Centre	65,127	65,127
Events, Engagement and Wellbeing (inc bins and seats)	18,000	20,000
Bank Charges/Credit Card Charges	1,200	1,200
St Lukes Utilities (gas and electric)	12,500	40,000
St Lukes water	4,500	5,000
St Lukes Rates	1,500	1,500
Cleaning/Laundry/Consumables	8,200	8,200
Waste Removal	7,600	9,000
Security/CCTV	2,000	2,950
Environment - contracts	24,000	34,000
Environment - repairs/maintenance	4,500	6,000
Building Repairs/Maintenance/contracts	15,000	17,000

Reception Lease	1,750	1,750
2028 Grounds Maintenance	7,500	19,917
Renovation of Buildings	15,000	8,000
Equipment purchases		2,000
Environment and community (4 year plan)		5,000
TOTAL	242,839	300,851

Community

Grants	10,500	10,500
Youth Services	30,000	10,000
Play equipment		10,000
TOTAL	40,500	30,500

Planning Committee

Planning	200	200
TOTAL	200	200

CLIs

Capital projects (CLIs fund)		100,000
TOTAL	-	100,000

Contingency

	17,000	18,000
TOTAL EXPENDITURE	752,039	917,951



Complaints Policy

The Council aims to provide a high-quality service.

Sometimes, however, things go wrong or there are misunderstandings about what the Council can or cannot do. If you make a complaint, the Council guarantees:

- Action to resolve your complaint
- An apology if the service has not been up to standard
- A full written response

Definition of a Complaint

A complaint is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council.

How to Complain

A member of staff will try to resolve a complaint informally in the first instance.

If you wish to pursue the complaint formally then the matter must be referred to the Parish Clerk which can be done by making an appointment at the Council Offices, or in writing by letter or email (contact details below).

We will endeavor to acknowledge your complaint within 7 working days and resolve it within 21 working days.

Some types of complaint cannot always be dealt with by the Council itself and may need to be referred elsewhere. Such instances are -

- *Financial irregularity:* Local electors have the statutory right to object to the Council's audit of accounts pursuant to The Local Audit and Accountability Act 2014. On other matters the Council may need to consult the appropriate auditor.
- *Criminal activity:* Matters will be referred to the Police.
- *Member conduct:* Complaints against Councillors which are covered by the Code of Conduct for Members adopted by the Council. Any complaint that a Councillor may have breached the Council's adopted code of conduct should be referred to the Monitoring Officer at West Northamptonshire Council.
- *Employee conduct:* This will be dealt with through the Council's Internal HR policies and procedures.

Appeals Procedure

Unlike for West Northamptonshire Council, there is currently no external agency or government body which can investigate a complaint.

If you are not satisfied with the initial consideration of your complaint, you may address an appeal to the Chair of Duston Parish Council. The Chair will review the complaint and if he/she believes it appropriate, the complaint will be submitted to Council for consideration. To preserve any confidentiality issues, the Council may appoint a 3 member complaints Sub-Committee, who will deal with your complaint in private session and confidential matters will not therefore be published. The Council or Complaints Sub Committee will notify you of their decision within 6 working days. The decision of the Council or the Complaints Sub-Committee will be final.

Anonymous Complaints

Anonymous complaints should be referred to the Parish Clerk and may be acted on at his/her discretion, according to the type and seriousness of the allegation.

Vexatious and Repeated Complaints

There will be circumstances when a complainant persists in wishing to proceed when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Clerk, in consultation with Chair of the Council (or Vice-Chair in their absence), may decide that no further action can usefully

be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Contact Details

Parish Clerk,
Duston Community Centre,
Pendle Road, NN5 6DT
clerk@duston-pc.gov.uk
01604 583626

