



DUSTON PARISH COUNCIL

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

FULL COUNCIL

27th January 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 2nd February 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

140/23. To receive apologies for absence

141/23. To receive and approve the minutes of the meeting held on Thursday 12th January 2023 (APPENDIX A).

142/23. 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).

143/23. 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).*

144/23. Updates from Committees

- a) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX B)
- b) To receive a report in the form of draft minutes from the Planning Committee (APPENDIX C)
- c) To receive a report in the form of draft minutes from the Community Services Committee (APPENDIX D)

145/23. Recommendations from the Environment Committee

- a) Purchase two additional speed activated signs (preferably with a happy/unhappy face) using Community Infrastructure Levy.
- b) Get external advice of potential remedies for the flooding at Mendip Park and Errington Park

146/23. Recommendation from Community Services Committee

- To receive a presentation from Cllr Matt Golby on West Northamptonshire Health & Wellbeing Local Area Partnerships.

147/23. Paving Outside Duston Library

- Delegate to the Resources and General Purposes Committee creating a path between Duston Community Centre and Pendle Road as per Four Year Plan.

148/23. Clerk Report

- To receive a written Clerk Report (APPENDIX E)

149/23. Police Liaison Report

- To receive a report from Cllr Iain Liddon

150/23. Bank Reconciliations

- To approve bank reconciliations for November 2022 (APPENDIX F)

151/23. Payment of Invoices

- To note invoice payments for November 2022 (APPENDIX G)

152/23. Flexible Working Policy

- To re-adopt the Flexible Working Policy (APPENDIX H)

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153/23. Lone Workers Policy

- To re-adopt the Lone Workers Policy (APPENDIX I)

154/23. Defibrillator In Errington Park

- To discuss putting a defibrillator in Errington Park
Proposed by Cllr P Enright-King



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FULL COUNCIL MINUTES
THURSDAY 12th JANUARY 2023 7PM

CHAIR: P Enright-King

COUNCILLORS PRESENT: Ennis-Clark, Golby, Ingram, Liddon, Maitland, Mumford

IN ATTENDANCE:

Gary Youens – Clark

Ryan Ikavnieks – Assistant Clark

126/23. To receive apologies for absence

- Apologies were received from Cllrs Barnes, Bottwood, Hinch, Roper and Stonehouse.

127/23. To receive and approve the minutes of the meeting held on Thursday 1st December 2022

- **RESOLVED:** That the minutes of the meeting held on the 1st of December were approved as a true record and signed by the Chair.

128/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interest declared

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129/23. Public Participation Session

- There were no speakers from the public present

130/23. Updates from Committees

- **RESOLVED:**
 - a) That the report in the form of draft minutes from the Environment Committee was noted.
 - b) That the report in the form of draft minutes from the Planning Committee was noted.

131/23. General Power of Competence

- **RESOLVED:**
 - a) To note that Duston Parish Council meets the conditions of Eligibility to exercise the power of General Powers of Competence set out by The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
 - b) That the council agree to use General Powers of Competence as the power of first resort.

132/23. Budget and Council Tax Precept 2023/24

- **RESOLVED:**
 - a) That the draft budget for 2023/2024 was approved.
 - b) That the council tax precept demand for 2023/24 of £597,451 was approved.

133/23. Corporate Risk Assessment for 2023/24

- **RESOLVED:** That the Corporate Risk Assessment for 2023/24 was noted and approved.

134/23. The Grow Together Allotment Sub-Committee

- **RESOLVED:**

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- a) That members of the Grow Together Allotment Sub-Committee, Cllrs Ennis-Clark, Ingram and Golby, was noted.
- b) That the Sub-Committee is delegated the task of drawing up the Grow Together Allotment Terms of Reference.
- c) That the Terms of Reference be recommended to Council for adoption with the goal of completion set for March.

135/23. Adopt the Freehold of Allotments, Parks, Open Spaces from West Northamptonshire Council

- **RESOLVED:** That the Clerk has been delegated the responsibility to oversee the freehold transfer to Duston Parish Council of Aquitaine Close Open Space, Bants Lane Allotment Gardens, Berrywood Road Allotment Gardens, Bramhall Rise POS, Brockwood Close POS, Clipston Way POS, Duston Wildes Open Space, Hardlands Road POS, Newton Road POS, Sandly Lane & Alsace Close Open Space, The Green Open Space, Weggs Farm Road, Sandly Lane Open Space, "The Rose Garden", Westbury Close Open Space, Haydown Green, Triumph Gardens Park, Beaune Close POS, Cheddar Close Open Space

136/23. Community Governance Review

- **RESOLVED:** That the item be deferred until the community governance review consultation is in progress.

137/23. Council Meeting Schedule

- **RESOLVED:** That the Council & Committee Meeting schedule was approved.

138/23. Annual Leave Policy

- **RESOLVED:** That the revised Annual Leave Policy was adopted.

139/23. Sound Proofing between Main Hall and Cafe at Duston Community Centre

- **RESOLVED:** That the discussion of sound proofing the wall between the Main Hall and the cafe was noted and that the Clerk investigates with the use of an expert.

Meeting closed at 8:20



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Environment Committee
MINUTES 19th JANUARY 2023

CHAIR: Councillor P. Enright-King

PRESENT: Cllrs, Ennis-Clark, Ingram and Liddon

IN ATTENDANCE:

Cllr M. Golby

Mr G. Youens – Clerk

Mr R. Ikavnieks – Assistant Clerk

EC057/23. To receive apologies for absence

- There were no apologies received.

EC058/23. To receive and approve for signature the minutes of the meeting held on Thursday 15th of December

- **RESOLVED:** That the Minutes of the meeting held on the 15th of December 2022 were approved as a true record and signed by the Chair.

EC059/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

EC060/23. Public Participation Session

- One member of the public was in attendance, they spoke upon Item EC061/23. Mendip Park Flooding.

EC061/23. Mendip Park Flooding

- Committee discussed a report that was done previously for Northampton Borough Council on Mendip Park flooding.
- **RESOLVED:**
 - a) To recommend to Full Council that Duston Parish Council engages with a Consultant to advise on potential solutions to the flooding issues at Mendip Park and Errington Park.
 - b) To note that the lockable gate consultation will start by the end of the month.

EC062/23. Grafton Way Meadow

- **RESOLVED:**
 - a) To note that the resurfacing of Grafton Way Meadow entrance is due to commence in early February.
 - b) To start re-wilding a part of the Park in February and the Clerk to report back at the next Environment Committee meeting.

EC063/23. Speed Activated Signs

- **RESOLVED:** To recommend to Council the purchase of two more additional speed activated signs. Ideally featuring the happy/unhappy face.

EC064/23. St Luke's Churchyard

- Committee discussed the pros and cons of adopting St Luke's Churchyard in the future. By law either Duston Parish Council or West Northamptonshire Council must adopt it if given notice by the Church.
- **RESOLVED:**
 - a) To note that the stone wall needs to be repaired before either Duston Parish Council or West Northamptonshire Council considers it for adoption.
 - b) To explore the possibility of doing from re-wilding at St Luke's Churchyard.

EC065/23. Cars Outside Schools

- Cllr Golby addressed the Committee and said as a ward councillor he often gets correspondence from residents about parking problems outside local schools. Committee then discussed ongoing parking issues and engine idling.
- **RESOLVED:** To write to all schools in Duston offering to work in partnership to see if any potential solutions can be found. The Parish Council would offer to pay for any relevant campaign materials that could be used to get the message across to parents/guardians.

EC066/23. Bench Locations

- **RESOLVED:** To get permission to install the benches on the Harlestone Road Bus Stop (opposite Lidl) and then at the Bus Stop outside Co-op.

The meeting was closed at 8:58pm.



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Planning Committee
MINUTES 26th JANUARY 2023

CHAIR: Councillor M. Ingram

PRESENT: Cllrs, Barnes, Liddon and Mumford

IN ATTENDANCE:

Mr G. Youens – Clerk

Mr R. Ikavnieks – Assistant Clerk

PC051/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King.

PC052/23. To receive and approve for signature the minutes of the meeting held on 14th December 2022 (APPENDIX A)

- **RESOLVED:** That the Minutes of the meeting held on the 14th of December 2022 were approved as a true record and signed by the Chair.

PC053/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

- There were no interests declared.

PC054/23. Public Participation Session

- One member of the public was in attendance, they spoke upon item PC055/23. Planning Application b).

PC055/23. Planning Applications

a) WNN/2023/0032 –15 MAXWELL WALK, NORTHAMPTON, NN5 6WD – SINGLE STOREY EXTENSION AND ALTERATIONS TO EXISTING BOUNDARY WALL AND RAILINGS

- **RESOLVED:** No observation or comment

b) WNN/2023/0054 – 24 VIENNE CLOSE, NORTHAMPTON, NN5 6HE – INSTALLATION OF TWO NEW OBSCURE GLAZED WINDOWS IN THE SIDE ELEVATIONS OF THE PROPERTY (NON-GABLE END)

- **RESOLVED:** Objection.

This application contradicts Duston Parish Councils Neighbourhood Plan:

H5 – The design of residential conversions and extensions (objective 2) P32

“In addition to the design principles set out in the existing and emerging Local Plans, residential conversions or extensions should be designed to reflect the character of nearby buildings and their setting. This will require particular attention to:

- *The choice of materials.*
- *The scale of development including roof heights.*
- *Layout within the plot.*
- *Parking provision, which should be in accordance with the standards adopted by the Borough Council.*
- *The relationship with adjoining and nearby properties in terms of the amenity enjoyed by occupiers and the character of the area.*

Features connected with sustainable design (e.g. sustainable drainage and porous/permeable surfacing for drives) will be required where feasible, provided that it is incorporated into an overall design that complements the character of the area.”

Adding a window to the boundary wall would affect the street scene and the character of the area as properties in the St. Giles Park estate do not have windows on the boundary walls.

Concerns over issues that may arise due to the window being on a boundary wall and privacy concerns for the neighboring property as the window would be looking into their property.

PC056/23. CIL / S106

- **RESOLVED:** To extend an invitation, including a brief of the current situation, to the new head Planning Officer and MP Andrew Lewer to engage with Duston Parish Councils Planning Committee on issues regarding CIL / S106

Meeting was closed at 8:00



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Community Services Committee
MINUTES 11th JANUARY 2023

Clr Maitland, Clr Enright-King, Clr Golby, Clr Roper, Clr Ennis-Clark, Clr Liddon

CHAIR: Councillor S. Maitland

PRESENT: Cllrs, Ennis-Clark, Golby

IN ATTENDANCE:

Mr G. Youens – Clerk

Mr R. Ikavnieks – Assistant Clerk

CSC051/23. To receive apologies for absence

- Apologies were received from Cllrs Enright-King, Roper and Liddon

CSC052/23. To receive and approve the minutes of the Community Services Committee on Monday 21st November 2022

- **RESOLVED:** That the minutes of the meeting held on the 21st of November 2022 were approved as a true record and signed by the Chair.

CSC053/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interest declared.

CSC054/23. Public Participation Session

- There were no members of the public in attendance.

CSC055/23. Working Parties Updates

- **RESOLVED:**

- a) That Cllr Golby has joined the Senior Provisions working party and that the verbal report was note.
- b) That The Grow Together Allotment working party was disbanded and converted into The Grow Together Allotment Sub-Committee.
- c) To note the verbal report from the Publicity working party.
- d) To note the verbal report from the Youth working party.
- e) To note the verbal report from the Limehurst Shopping Centre working party.
- f) To cease the Community Sheds working party. Maybe reconvened in the future sometime.

CSC056/23. Integrated Care within Duston

- **RESOLVED:** That Cllr Golby give a presentation / verbal briefing to the next Full Council

CSC057/23. Table Top Sales

- **RESOLVED:** That the following dates for the Duston Parish Council Table Top Sales at Duston Community Centre were noted.
 - 4th February 2023
 - 22nd April 2023
 - 16th September 2023

CSC057/23. Warm Rooms Initiative

- The Clerk gave a short verbal update surrounding the Warm Rooms Initiative has being ongoing since the start of December and that user turn-out was lower than expected. Other venues such as the Library, Melbourne Arms and Wellbeing are also being used as warm rooms.

- **RESOLVED:**

- a) That the verbal update on the current initiative was noted
- b) That the discussion of a Warm Rooms Grant was noted. Cllrs Maitland & Liddon would work on this and bring back to a future meeting.

CSC058/23. Duston Good Neighbours Scheme

- **RESOLVED:** To defer the discussion until the next Community Services Committee (9th March 2023)

CSC059/23. Annual Parish Meeting 2023

- **RESOLVED:**
 - a) To note the discussion surrounding the Annual Parish Meeting 2023.
 - b) The Clerk to invite the Police, Fire and Crime Commissioner to be a guest speaker.

Meeting was closed at 8:06

Clerk Report – 2nd February 2023

Recently, four new bins have been installed in various locations throughout the parish to improve waste management and cleanliness. These bins can be found at Westbury Close POS, Quarry Road, Brockwood Close, and Main Road (opposite Eldean). On social media, the post about the installation of these new bins received 74 likes, 16 comments, and 3 shares.

In December, a tree fell on the footpath in Sussex Close. The tree was cleared immediately by contractors and they have returned in January to remove additional fallen trees and vegetation. Feedback on social media has been positive regarding this issue, with the post receiving 28 likes, 2 comments, and 2 shares.

A consultation for Mendip Park has been launched and 49 residents have responded so far. The feedback will be used to make improvements to the park. There is also a plan to launch the Hardlans Road POS consultation by 31st of January 2023.

The entrance to Grafton Way Meadow is currently being prepared to be tarmacked, and the re-wilding section of the park has been sectioned off.

Table Top sales are set to resume in the near future, as of current 20 tables have been sold with 4 places still open. The upcoming dates for these events are: 4th February 2023, 22nd April 2023, and 16th September 2023.

Recently, a damaged part of St Luke's roof was leaking, contractors have been to the site and repaired the damage, ensuring the safety and proper function of the building.

A meeting was held at Tollgate intersection to discuss safety concerns regarding lights with ward councillors (Hinch & Dyball), and Highways contractors. The team is working on finding a solution to improve safety and anticipate an update in the near future.

I had a meeting with Alan Burns who has been appointed to be West Northants Council officer to liaise with Town/Parish Councils. Dealing with Parish Councils will be just one of his responsibilities. I discussed with asset transfers, transfer of St Luke's Centre & Field and also CIL/s106. At present WNC deal with town/parish clerks on a local basis e.g. Northampton, South Northants and Daventry. They are wondering whether to create a larger councils clerk forum for the 15 largest parishes/towns.

WNC Electoral ward review is ongoing and the latest information is that there will now be two member wards rather than three.

DPC held a face-to-face Wellbeing Talk on the topic of Wealth & Inheritance on January 26th, 2023. 13 people attended the talk, which provided useful information and advice on the topic to residents.

I have asked Highways for permission to use the lampposts for the anti-dog fouling posters. I have also asked Highways permission to install two small benches at Bus Stops (one along the Harlestone Road and the other near Co-op). I am awaiting a response.

We asked Highways to plant a tree next to the jubilee bench adjacent to the Vicarage. We have not been given permission as trees need to be 6 metres from the road and 3.5 metres from the foot path.

I have invited the Police, Fire & Crime Commissioner to be our speaker at the Annual Parish meeting. I am awaiting a response.

Gary Youens

Date: 18/01/2023

Duston Parish Council

Page 1

Time: 16:16

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/11/2022	11	108,964.08
			<hr/> 108,964.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			108,964.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			108,964.08
		Balance per Cash Book is :-	108,964.08
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	11	783,155.33
			<hr/> 783,155.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			783,155.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			783,155.33
		Balance per Cash Book is :-	783,155.33
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	11	128.40
			<u>128.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			128.40
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			128.40
		Balance per Cash Book is :-	128.40
		Difference is :-	0.00

Nov-22

Float	
Per count	
20	100.00
10	10.00
5	5.00
2	8.00
1	3.00
0.5	1.00
0.2	0.80
0.1	0.10
0.05	0.40
0.02	0.10
0.01	0.00
	<u>128.40</u> IN TIN
In safe	0.00
	<u>128.40</u> Agreed

Reconciliation to RBS

Nov-22

In tin b'wd	142.98	
Cash received (trf from bankings sheets)		
Trf in from cash takings	100.00	
Trf to Facilities float	0.00	
Trf in from facilities		
	<u>242.98</u>	
Cash paid out in month	<u>114.58</u>	
= Cash in tin	128.40	0.00
Balance per RBS	<u>128.40</u>	

Petty cash expenses paid

Ref	Description	£
PCNOV1	J Evans allotment expenses	95.38
PCNOV2	A Grantham Xmas market	8.00
PCNOV3	A Grantham decorations	11.20
		<u>114.58</u>

Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	11	20.66
			<hr/> 20.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			20.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			20.66
		Balance per Cash Book is :-	20.66
		Difference is :-	0.00

Purchase Ledger for Month No 8

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	
14/10/2022	82982		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st R alarm res 8.9.22
14/10/2022	82998		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st R - alarm res 11.9.22
20/11/2022	83576		1ST REACTION	1ST001	250.00	50.00	300.00	4226	102	250.00	1st R keyhold & resp yr 12.23
24/11/2022	122402		1ST REACTION	1ST001	400.00	80.00	480.00	4226	102	400.00	1st Main/monitor22/12-21/12/23
19/11/2022	2796		A1 RUBBISH	A1001	150.00	30.00	180.00	4155	211	150.00	A1 Rubbish clearance Melbourne
17/11/2022	INV38893		ABBOTT SIGNS	ABBO01	5,846.00	1,169.20	7,015.20	4220	211	5,846.00	Abbott signs at parks
30/11/2022	E2016328276		ALLSTAR	ALL001	54.67	10.93	65.60	4145	212	54.67	Allstar van fuel
06/11/2022	11237747		ANGLIAN WATER	ANGL01	1,000.28	0.00	1,000.28	4207	102	1,000.28	Wave St 1 6.8.22-5.11.22
06/05/2022	242883201B		ANGLIAN WATER	ANGL01	-122.03	0.00	-122.03	4207	102	-122.03	Anglian Water inv adj St L 8.2
06/05/2022	242883201C		ANGLIAN WATER	ANGL01	0.00	122.03	122.03			0.00	..**VAT Only Inv
30/11/2022	AVIVANOV22		AVIVA	AVIVA001	732.46	0.00	732.46	4000	101	418.55	AVIVANOV22/AVIVA
17/11/2022	CHGNOV22		BARCLAYS	B0001	35.10	0.00	35.10	4125	201	313.91	AVIVANOV22/AVIVA
13/11/2022	BCARDNOV22		BARCLAYCARD	BCARD	728.06	142.46	870.52	4227	101	35.10	CHGNOV22/Barclays
										266.96	BCARDNOV22/Barclaycard
										201.35	BCARDNOV22/Barclaycard
										42.95	BCARDNOV22/Barclaycard
										97.16	BCARDNOV22/Barclaycard
										85.44	BCARDNOV22/Barclaycard
										34.20	BCard microsoft one drive
24/11/2022	0421034		BOOKERS	BOOKERS01	86.59	14.83	101.42	4129	101	18.43	Bookers cleaning ,milk etc
										68.16	Bookers cleaning ,milk etc
04/11/2022	971795424		BRITISH GAS	BRIT01	1,937.49	387.49	2,324.98	4206	101	1,937.49	B Gas - elec DCC 1.10-31.10.22
30/11/2022	8048		COMPLETE GROUND MAN.	CGM001	1,460.00	292.00	1,752.00	4226	211	1,460.00	CGM maintenance Nov 22
12/11/2022	5043		DA HEATING LTD	DA001	200.00	40.00	240.00	4226	101	200.00	DA Heating boiler service
16/11/2022	S103755		DATS PRINT SERVICES	DATS001	69.00	13.80	82.80	4128	215	69.00	DATS DPC banner
01/11/2022	221100110071		DBFB	DBFB	334.91	66.98	401.89	4120	101	334.91	DBFB - telephones and bband
01/11/2022	221100110380		DBFB	DBFB	54.08	10.82	64.90	4231	102	54.08	DBFB St L CCTV
14/11/2022	229-496251		EDMUNDSON ELEC.	EDMUND01	14.12	2.82	16.94	4225	101	14.12	Edmundsen folding knife

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

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	
02/11/2022	HP2/11		HEWLETT	HEWLETT	570.46	0.00	570.46	4106	201	570.46	HP photocopier lease
24/11/2022	INV-5416		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hird window cleaning
								4150	102	30.00	Hird window cleaning
30/11/2022	HMRCNOV22		HMRC	HMRC01	7,535.56	0.00	7,535.56	4000	201	985.13	HMRCNOV22/HMRC PAYE & NI
								4000	101	1,917.73	HMRCNOV22/HMRC PAYE & NI
								4000	102	1,837.61	HMRCNOV22/HMRC PAYE & NI
								4000	211	93.60	HMRCNOV22/HMRC PAYE & NI
								4005	201	554.99	HMRCNOV22/HMRC PAYE & NI
								4005	101	1,242.97	HMRCNOV22/HMRC PAYE & NI
								4005	102	903.53	HMRCNOV22/HMRC PAYE & NI
30/11/2022	LGSSNOV22		NCC - PENSION	LPGS	4,069.26	0.00	4,069.26	4000	201	233.78	LGSSNOV22/LGSS pension
								4000	101	187.03	LGSSNOV22/LGSS pension
								4000	102	419.90	LGSSNOV22/LGSS pension
								4006	201	509.01	LGSSNOV22/LGSS pension
								4006	101	1,518.13	LGSSNOV22/LGSS pension
								4006	102	1,201.41	LGSSNOV22/LGSS pension
22/11/2022	INV-2401		NALC	NALC	0.00	328.00	328.00			0.00	**VAT Only Inv
08/11/2022	02-NOV		OAKLAND	OAK001	225.00	45.00	270.00	4225	101	225.00	Oakland repair cupboard door
03/11/2022	6559/22		P B ELECTRICAL SER.	PBE001	270.00	54.00	324.00	4225	102	270.00	PB Elect St Lukes elec reps
14/08/2022	16056		PHIPPS STU	PHIPPS	385.00	0.00	385.00	4102	201	385.00	S Phipps on site support
14/10/2022	16064		PHIPPS STU	PHIPPS	70.00	0.00	70.00	4102	201	70.00	S Phipps on site support
30/11/2022	SALARIESNOV22		SALARIES	SALARIES01	19,530.18	0.00	19,530.18	4000	201	4,379.42	SALARIESNOV22/STAFF SALARIES
								4000	101	8,611.46	SALARIESNOV22/STAFF SALARIES
								4000	102	6,156.58	SALARIESNOV22/STAFF SALARIES
								4000	211	374.92	SALARIESNOV22/STAFF SALARIES
								4015	101	7.80	SALARIESNOV22/STAFF SALARIES
30/11/2022	0001772864		SRCL LTD	SRCL	108.70	21.74	130.44	4155	101	72.12	SRCL waste removal
								4155	102	36.58	SRCL waste removal
10/11/2022	981895853/0001		SOUTHERN ELECTRIC	SSE01	1,245.53	249.11	1,494.64	4205	102	1,245.53	Gas St L 1.10.22-1.11.22



Flexible Working Policy

What is flexible working?

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

Scope

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

Making the request

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the HR Sub-Committee:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

Responding to your request

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of three councillors (the HR Sub-Committee). You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk (Chair of the Council for the Clerk) in the first instance.

Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to,

individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to make a request to change their working arrangements. Adopting and applying this policy as it stands will support the council to comply with this right.

1. Scope

The statutory right is limited to employees with 26 weeks' service. Councils can, if they wish, extend the right to all staff.

The statutory right is limited to one request per annum. Councils can, if they wish, consider requests made more frequently.

2. Considering requests

Employers are not compelled to agree to flexible working requests. The policy sets out some reasons that may mean the request cannot be accepted. This list is based on the legislation. Employers must carefully consider the request, but if the proposal is likely to lead to difficulties with the operation of the council, you should discuss the problems, see if they can be reasonably mitigated, but if not, you can decline the request.

With the exception of a request to support an employee with a disability (see below), the reason for the request should not affect whether the council accepts or declines a request.

Important note: If a request has been made to support the health and wellbeing of a staff member, then this may be considered to be a 'reasonable adjustment'. Employers have a legal duty to consider making changes to work arrangements to prevent disadvantage to a disabled worker. If an employer does not consider making such 'reasonable adjustments', or doesn't implement such adjustments, this may lead to unlawful discrimination.

A disability is a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. A 'reasonable adjustment' may be to allow an employee with long-term anxiety to arrive at work 30 minutes late to avoid rush hour.

Please refer to ACAS (www.acas.org.uk/disability) for further information.

3. Fairness

You may receive a flexible working request from one team member, agree to the request and confirm the changes to their contract. You may then receive a similar request from another team member doing the same job. Your agreement to the first request does not mean that you have to agree to the second request. Each request will need to be considered against the contractual arrangements in place.

4. Trial period

If you are not sure whether a proposed working pattern will work, you can agree to a trial period to test it out. If you do so, it will be important to put this in writing and be clear about the duration of the trial and that the working pattern will automatically revert to the previous arrangements unless the council agrees to the contrary.

5. Written outcome

If a request is agreed on a temporary or permanent basis, it will be important to confirm the outcome in writing and ensure this is placed on the HR file. If there is a change to the terms set out in the employment contract (whether temporarily or permanently), it will be important to issue a letter to confirm the changes that have been agreed.

More information

ACAS has published a statutory code of practice that lays down the principles that employers should follow when dealing with requests for flexible working.

See ACAS (www.acas.org.uk/index.aspx?articleid=1616) for more information.



Lone Working Policy

1. Introduction

1.1. Duston Parish Council recognises that some staff are required to work by themselves in the community and in Parish Council facilities without close or direct supervision, sometimes in isolated work areas or out of office hours.

1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Duston Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees also have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the Policy

The Health & Safety Executive guidance states that it is legal to work alone but employers have a duty to assess the risks to lone workers and take steps to avoid or control the risks. This requires the identification of hazards at work, assessing the risks involved, and putting measures in place to avoid or control the risks.

This policy applies to all situations involving lone working arising in connection with the duties and activities of Duston Parish Council staff.

3. Definitions of Lone Working

Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other, eg in different locations.
- People working outside normal office hours

Those working away from their fixed base where:

- One worker is visiting another premises or location;
- One worker is making a home visit to an individual;
- One worker is working from their own home.

4. Aims of the Policy

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

5. Responsibilities

5.1. Duston Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy
- Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

The Clerk and line managers are responsible for the day-to-day management of lone workers.

5.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.

- Following guidance and procedures designed for safe working.
- Reporting all incidents to the Clerk or line manager that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Co-operate with their line manager to ensure lone working arrangements are followed.

6. Guidance for Risk Assessment of Lone Working

Risks to be assessed during the process include:

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

This list is not exhaustive and other risks may be identified during the risk assessment process.

7. Good Practice for Lone Workers

7.1. During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party.

7.2. If, during the trip away, any plans change significantly this should be communicated back to the other party.

7.3 Lone workers should confirm that they are safe at the end of each shift.

7.4. When meeting with contractors arrangements must be made to meet in a public place and not in private residential properties.

7.5. If a visit is being made to a member of the public in their home another member of staff must be informed of the visit and the approximate times.

7.6. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them.

7.7. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.

7.8. All incidents must be reported to the Clerk. Employees should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required employees should dial 999.

7.9. A Member of Staff is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone.