



**DUSTON PARISH COUNCIL**

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

## FULL COUNCIL

29<sup>th</sup> September 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 5<sup>th</sup> October 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

## **AGENDA**

**71/23. To receive apologies for absence**

**72/23. To receive and approve the minutes of the meeting held on 7<sup>th</sup> September 2023 (APPENDIX A)**

**73/23. 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*)**

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*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).*

**74/23. 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).*

**75/23. To receive any information update on Section 106 / Community Infrastructure Levy**

**76/23. Bank Reconciliations**

- a) To approve bank reconciliations for July 2023 (APPENDIX B)
- b) To approve bank reconciliations for August 2023 (APPENDIX C)

**77/23. Payment of Invoices**

- a) To note invoice payments for July 2023 (APPENDIX D)
- b) To note invoice payments for August 2023 (APPENDIX E)

**78/23. Committee Updates**

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

**79/23. Councillor IT requirements**

- To discuss and agree what IT provision there should be Councillors (APPENDIX H)

**80/23. Budget 2024/25**

- Discuss how much funds to allocate for projects in budget 2024/25

**81/23. Recommendation from Planning Committee**

- Application for S106 funds. To agree to apply for Section 106 funding for new play equipment items for 8 – 12 year olds in Mendip Park or St Luke's Field & a possibly a path around the perimeter of Errington Park (APPENDIX I)

**82/23. Whistleblowing Policy**

- To readopt the whistleblowing Policy (APPENDIX J)

**83/23. To amend Standing Orders to have a regular standing item "Councillor Reports – Information Only" at Council meetings**

*Proposed by Cllr I Liddon*

**84/23. Youth Provision**

- To receive and discuss way forward on the Youth Provision Document (APPENDIX K)

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**DUSTON PARISH COUNCIL**

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

**FULL COUNCIL MINUTES**  
**THURSDAY 7<sup>TH</sup> SEPTEMBER 2023 7PM**

**Chair:** Cllr P Enright-King

**Councillors Present:**

Ennis-Clark, Golby, Ingram, Liddon, Maitland, Mumford, Roper

**IN ATTENDANCE:**

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

**50/23. To receive apologies for absence**

- Apologies were received from Cllrs Littlewood, Dickinson, Barnes

**51/23. To receive and approve the minutes of the meeting held on Thursday 6<sup>th</sup> July 2023**

- **RESOLVED:** That the minutes of the meeting held on Thursday the 6<sup>th</sup> of July 2023 were approved as a true record and signed by the Chair.

**52/23. 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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### 53/23. Public Participation Session

- Three representatives from Northamptonshire Police were present at the meeting. PCSO Raivis Urka, Sergeant Tor Lindsay and Inspector Beth Warren. Inspector Beth Warren gave an overview of local policing in the area.

### 54/23. To receive any information update on Section 106 / Community Infrastructure Levy

- Still trying to get an up to date list on S106 for the Duston area.

### 55/23. Clerk's Report

- The Clerk gave an and update on various projects that the Council is currently undertaking. Some are taking longer than hoped but this is largely outside the Parish Council control.
- **RESOLVED:** That the Clerks report was received and noted (APPENDIX B)

### 56/23. Bank Reconciliations

- **RESOLVED:**
  - a) That the bank reconciliations for May 2023 were approved (APPENDIX C)
  - b) That the bank reconciliations for June 2023 were approved (APPENDIX D)

### 57/23. Payment of Invoices

- **RESOLVED:**
  - a) That the invoice payments for May 2023 were noted (APPENDIX E)
  - b) That the invoice payments for June 2023 were noted (APPENDIX F)

### 58/23. Committee Updates

- **RESOLVED:**
  - a) That the report in the form of the minutes of the Planning Committee was received and noted (APPENDIX G)
  - b) That the report in the form of the minutes of the Community Services Committee was received and noted (APPENDIX H)
  - c) That the report in the form of the minutes of the Environment Committee was received noted (APPENDIX I)

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- d) That the report in the form of the minutes of the Resources & General Purposes Committee was received noted (APPENDIX J)

#### 59/23. Committee Membership

- **RESOLVED:**
  - a) That Cllr Maitland to join the Resources and General Purposes Committee
  - b) To bring the item again at the November meeting of Council

#### 60/23. Recommendations from the Community Services Committee

- **RESOLVED:**
  - a) That the report on the Youth Provision over the School Summer holidays was received and noted (APPENDIX L)
  - b) To note the report on the future of DPC youth provision. For the Clerk to speak to Free2Talk and see what future provision they could provide. Ideally this will be done in time for discussion at the October meeting.
  - c) That the report on DPC Events & Initiatives for January to August 2023 was received and noted (APPENDIX M)
  - d) That the Grant Application for Duston Village Hall for £1000 was approved (APPENDIX N)
  - e) That the recommendation of a Christmas Tree Festival at Duston Community Centre from the Community Services Committee was approved (APPENDIX O) The Clerk will oversee this event directly due to other staff being focussed on other projects and initiatives. The Clerk disagreed with the report that the Limehurst Square area has previously been “neglected” by the Parish Council.

#### 61/23. Recommendation from Environment Committee

- **RESOLVED:** That the Clerk research further into the restrictions, regulations, requirements and costings for installing CCTV in public parks and to provide a report upon this topic to the Environment Committee.

#### 62/23. Recommendation from Resources & General Purposes Committee

- **RESOLVED:**
  - a) That the report to the Council on internal IT provision was received and noted (APPENDIX P).
  - b) The discussion and decision on what IT Councillors would like to have to fulfil their role be deferred to the next ordinary meeting of the Council in October

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### 63/63. Mendip Park Maintenance

- **RESOLVED:** That the vegetation and foliage at Mendip Park was approved to be cut back at the cost of £4500 excluding VAT (funded via Community infrastructure Levy Monies)

### 64/23. Policies

- **RESOLVED:**
  - a) That the new policy cover page was approved to be placed up on all current DPC Policies (APPENDIX R)
  - b) To agree that all policies should be reviewed on a four year basis but could be sooner at the request of the Clerk, Committee, Councillor or there have been any statutory changes. Standing Orders, Financial Regulations, Member Code of Conduct and Corporate Risk Assessment to be reviewed annually

### 65/23. Communications & Engagement Policy

- **RESOLVED:** That the adoption of the revised Communications & Engagement Policy was approved (APPENDIX S)

### 66/23. Duston Trees Frequently Asked Questions

- **RESOVLED:**
  - a) That the new guidance for the public on DPC approach to trees was noted and adopted (APPENDIX T)
  - b) That the new guidance for the public on DPC's approach to trees be add it as an addendum to Tree Management Policy.

### 67/23. Volunteer Policy

- **RESOLVED:** That the revised Volunteer Policy was approved and adopted (APPENDIX U)

### 68/23. Internal Councillor Controls Report

- **RESOLVED:** That the latest report from Cllr M Barnes was received and noted (APPENDIX V)

### 69/23. PLR update

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- **RESOVLED:** That the update on policing matters in Northamptonshire from the PLR, Cllr I Liddon was received and noted. Cllr Liddon was thanked for his work.

#### **70/23. Budget Proposals for 2024/2025**

- **RESOLVED:** That Councillors email draft project ideas to the Clerk to collate for further discussion at the Resources and General Purposes Committee as part of the budget preparation process for the next financial year (2024/25)

DRAFT





Date: 09/09/2023

Duston Parish Council

Page 1

Time: 10:45

**Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 8 - Facilities float**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/07/2023	7	108.70
			<u>108.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			108.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			108.70
		<b>Balance per Cash Book is :-</b>	108.70
		<b>Difference is :-</b>	0.00

**Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/07/2023	7	34,842.69
			<u>34,842.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34,842.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			34,842.69
		<b>Balance per Cash Book is :-</b>	<b>34,842.69</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023	7	315,591.98
			<u>315,591.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			315,591.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			315,591.98
		<b>Balance per Cash Book is :-</b>	<b>315,591.98</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023	7	102.18
			<hr/> 102.18
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			102.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			102.18
		<b>Balance per Cash Book is :-</b>	<b>102.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

Duston Parish Council

Petty cash count and reconciliation

Jul-23

Float	
Per count	
20	80.00
10	10.00
5	5.00
2	0.00
1	5.00
0.5	1.00
0.2	0.60
0.1	0.50
0.05	0.05
0.02	0.02
0.01	0.01
	<u>102.18</u> IN TIN

In safe

0.00

102.18 Agreed

Reconciliation to RBS

Jul-23

In tin b'wd	102.18	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
Trf in from facilities		
	<u>102.18</u>	
Cash paid out in month	<u>0.00</u>	
= Cash in tin	102.18	0.00
Balance per RBS	<u>102.18</u>	

Petty cash expenses paid

Ref	Description	£
		<u>0.00</u>

**Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023	7	355,284.45
			<u>355,284.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			355,284.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			355,284.45
		<b>Balance per Cash Book is :-</b>	<b>355,284.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023	7	108.70
			<u>108.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			108.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			108.70
		<b>Balance per Cash Book is :-</b>	<b>108.70</b>
		<b>Difference is :-</b>	<b>0.00</b>





Date: 26/09/2023

Duston Parish Council

Page 1

Time: 17:29

**Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023	8	29,231.07
			<u>29,231.07</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,231.07
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,231.07
		<b>Balance per Cash Book is :-</b>	<b>29,231.07</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023	8	275,591.98

Unpresented Cheques (Minus)

<u>Amount</u>	
0.00	
<u>275,591.98</u>	

Receipts not Banked/Cleared (Plus)

	0.00
<u>275,591.98</u>	
0.00	

	<b>Difference is :-</b>	0.00
	<b>Balance per Cash Book is :-</b>	275,591.98
		<u>275,591.98</u>

ATY GNDIX C

**Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023	8	102.18
			<u>102.18</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			102.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			102.18
		<b>Balance per Cash Book is :-</b>	<b>102.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

Duston Parish Council Petty cash count and reconciliation

Aug-23

Per cent	Float	Agreed
80.00	20	102.18
10.00	10	
5.00	5	
0.00	2	
5.00	1	
1.00	0.5	
0.60	0.2	
0.50	0.1	
0.05	0.05	
0.02	0.02	
0.01	0.01	
		<u>102.18</u>
		IN TIN
		0.00

In safe

Agreed

102.18

0.00

102.18 IN TIN

0.01  
0.02  
0.05  
0.50  
0.60  
1.00  
5.00  
0.00  
5.00  
10.00  
80.00

Per cent  
Float

Reconciliation to RBS

Aug-23

In tin b'wd

102.18

Cash received (trf from bankings sheets)

Trf in from cash takings

Trf to Facilities float

Trf in from facilities

102.18

Cash paid out in month

0.00

= Cash in tin

102.18

Balance per RBS

102.18

Petty cash expenses paid

Ref

Description

£

-

0.00

**Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023	8	29.56
			<u>29.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29.56
		<b>Balance per Cash Book is :-</b>	<b>29.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 9 - Unity Current 20456870

Bank Statement Account Name (s)	Statement Date	Page No	Balances	Unpresented Cheques (Minus)	Receipts not Banked/Cleared (Plus)	Amount	Balance per Cash Book is :-	Difference is :-
Unity Bank - current account	31/08/2023	8	355,284.45			0.00	355,284.45	0.00
			<hr/>	<hr/>	<hr/>	0.00	<hr/>	0.00
			355,284.45	0.00	355,284.45	0.00	355,284.45	0.00

Duston Parish Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 4

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	
05/07/2023	123381		1ST REACTION	1ST001	400.00	80.00	480.00	4226	101	200.00	1st React maint/monitoring
21/07/2023	123503		1ST REACTION	1ST001	70.00	14.00	84.00	4160	101	200.00	1st React maint/monitoring
24/07/2023	123529		1ST REACTION	1ST001	130.00	26.00	156.00	4160	101	70.00	1st Reaction alarm maint
14/07/2023	4534		2COMMUNE	2C001	35.00	7.00	42.00	4131	204	130.00	1st R alarm maint
31/07/2023	E2017409202		ALLSTAR	ALL001	46.86	9.37	56.23	4145	212	35.00	2commune email account
30/07/2023	300723		ANGELL PLUMBING	ANG001	145.00	0.00	145.00	4226	101	46.86	Allstar fuel Jul 23
								4226	102	72.50	Angell inspect plumbing
31/07/2023	AVIVA JUL23		AVIVA	AVIVA001	492.90	0.00	492.90	4000	101	72.50	Angell inspect plumbing
								4000	211	210.72	AVIVAJUL23/AVIVA
								4006	101	70.93	AVIVAJUL23/AVIVA
								4006	211	158.05	AVIVAJUL23/AVIVA
								4006	211	53.20	AVIVAJUL23/AVIVA
19/07/2023	CHG:JUL23		BARCLAYS	B0001	58.56	0.00	58.56	4125	201	58.56	Barclays charges Jul 23
03/07/2023	10089		BARNETT LAND	BARN01	280.00	56.00	336.00	4226	211	280.00	Barnett maintenance
03/07/2023	10090		BARNETT LAND	BARN01	120.00	24.00	144.00	4226	211	120.00	Barnett Timken maint
28/07/2023	10128		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	140.00	Barnett - July maint
28/07/2023	10129		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	60.00	Barnett Timken maint Jul
13/07/2023	BCARDJUL23		BARCLAYCARD	BCARD	594.84	95.94	690.78	4227	101	123.64	Bcard maintenance
								4151	101	25.82	Barclaycard cleaning misc
								4115	101	92.42	Barclaycard stationery
								4128	215	170.06	Bcard DFD refreshments etc.
								4128	215	128.98	Bcard compost allotment
								4101	201	53.92	Bcard microsoft etc
13/07/2023	-0348241		BOOKERS	BOOKERS01	107.11	9.43	116.54	4151	101	21.99	Booker refresh etc
								4129	101	85.12	Booker refresh etc
04/07/2023	986651125		BRITISH GAS	BRIT01	1,948.07	389.61	2,337.68	4206	101	1,948.07	B Gas - DCC electric June 23
31/07/2023	8682		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint Jul
03/07/2023	5376		DA HEATING LTD	DA001	113.84	22.77	136.61	4227	101	113.84	DA Heat toilet leak

Purchase Ledger for Month No 4

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
01/07/2023	230700127182		DBFB	DBFB	363.71	72.74	436.45	4120	201	363.71	DBFB - phones and broadband
01/07/2023	230700127419		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB CCTV St Lukes
06/07/2023	INV-0603		DEAKIN	DEA001	2,516.67	503.33	3,020.00	4225	102	2,516.67	Deakin carpet office St L
24/07/2023	ENV/14314		ENVISAGE	ENVV002	307.00	61.40	368.40	4128	215	307.00	Envisage - Santa 18/11
31/07/2023	7041002		ESPO	ESPO01	207.00	41.40	248.40	4151	101	207.00	ESPO = hand towels
27/07/2023	SPF-D-207631		GORDON ELLIS	GOR001	1,895.00	379.00	2,274.00	4220	211	1,895.00	G Ellis planters
										-1,895.00	G Ellis planters
										1,895.00	G Ellis planters
31/07/2023	6557		NATALIE GREEN & CO.	GREE001	1,405.00	281.00	1,686.00	4050	201	1,405.00	N Green accounts payroll etc
25/07/2023	INV-6244		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	KJ Hird - window clean
										30.00	KJ Hird - window clean
31/07/2023	HMRC JUL 23		HMRC	HMRC01	5,273.80	0.00	5,273.80	4000	201	1,081.84	HMRC JUL 23/HMRC PAYE & NI
										1,125.67	HMRC JUL 23/HMRC PAYE & NI
										771.20	HMRC JUL 23/HMRC PAYE & NI
										464.40	HMRC JUL 23/HMRC PAYE & NI
										558.23	HMRC JUL 23/HMRC PAYE & NI
										631.76	HMRC JUL 23/HMRC PAYE & NI
										428.87	HMRC JUL 23/HMRC PAYE & NI
										211.83	HMRC JUL 23/HMRC PAYE & NI
28/04/2023	SI-78812		INSULGLASS LTD	INS002	1,655.00	331.00	1,986.00	4225	102	1,655.00	Insulglass 4 windows StL bal
31/07/2023	SI-78958		INSULGLASS LTD	INS002	300.00	60.00	360.00	4225	102	300.00	Insulglass window St L
31/07/2023	LGSSJUL23		NCC - PENSION	LPSS	3,101.84	0.00	3,101.84	4000	201	305.33	LGSS Jul 23
										125.22	LGSS Jul 23
										210.55	LGSS Jul 23
										998.62	LGSS Jul 23
										882.17	LGSS Jul 23
										579.95	LGSS Jul 23
31/07/2023	25501		PERKINS FLORISTS	PERK01	462.46	92.54	555.00	4128	215	462.46	Perkins hanging baskets
03/07/2023	278353		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathfindr legal trf open space



**PURCHASE LEDGER INVOICE LISTING**

**Purchase Ledger for Month No 4**

**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	
03/07/2023	278354		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	6000	201	35.20	Pathfind legal trf open space
								4055	201	683.70	Pathfind legal trf open space
								330		-683.70	Pathfind legal trf open space
03/07/2023	278355		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	6000	201	683.70	Pathfind legal trf open space
								4055	201	683.70	Pathfind legal trf open space
								330		-683.70	Pathfind legal trf open space
03/07/2023	278356		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	6000	201	35.20	Pathfind legal trf open space
								4055	201	35.20	Pathfind legal trf open space
								330		-35.20	Pathfind legal trf open space
03/07/2023	278357		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	6000	201	35.20	Pathfind legal trf open space
								4055	201	35.20	Pathfind legal trf open space
								330		-35.20	Pathfind legal trf open space
03/07/2023	278358		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	6000	201	683.70	Pathfind legal trf open space
								4055	201	683.70	Pathfind legal trf open space
								330		-683.70	Pathfind legal trf open space
03/07/2023	278359		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	6000	201	35.20	Pathfind legal trf open space
								4055	201	35.20	Pathfind legal trf open space
								330		-35.20	Pathfind legal trf open space
03/07/2023	278360		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	6000	201	746.70	Pathfind legal trf open space
								4055	201	746.70	Pathfind legal trf open space
								330		-746.70	Pathfind legal trf open space
03/07/2023	278361		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	6000	201	35.20	Pathfind legal trf open space
								4055	201	35.20	Pathfind legal trf open space
								330		-35.20	Pathfind legal trf open space
03/07/2023	278362		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	6000	201	746.70	Pathfind legal trf open space
								4055	201	746.70	Pathfind legal trf open space
								330		-746.70	Pathfind legal trf open space
								6000	201	746.70	Pathfind legal trf open space

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 4

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
03/07/2023	278363		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	4055	201	683.70	Pathfind legal trf open space
								330		-683.70	Pathfind legal trf open space
03/07/2023	278364		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	683.70	Pathfind legal trf open space
								6000		-35.20	Pathfind legal trf open space
03/07/2023	278365		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathfind legal trf open space
								330		-35.20	Pathfind legal trf open space
03/07/2023	278366		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	4055	201	683.70	Pathfind legal trf open space
								330		-683.70	Pathfind legal trf open space
03/07/2023	278367		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	4055	201	683.70	Pathfind legal trf open space
								6000		-683.70	Pathfind legal trf open space
03/07/2023	278368		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	683.70	Pathfind legal trf open space
								330		-35.20	Pathfind legal trf open space
03/07/2023	278369		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathfind legal trf open space
								6000		-35.20	Pathfind legal trf open space
03/07/2023	278370		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	4055	201	746.70	Pathfind legal trf open space
								330		-746.70	Pathfind legal trf open space
03/07/2023	278371		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	4055	201	746.70	Pathfind legal trf open space
								6000		-746.70	Pathfind legal trf open space
03/07/2023	278372		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathfind legal trf allotments
								6000		-35.20	Pathfind legal trf allotments

**PURCHASE LEDGER INVOICE LISTING**

**Purchase Ledger for Month No 4**

**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	
03/07/2023	279409		PATHFINDER LEGAL	PLS	766.65	153.33	919.98	6000	201	35.20	Pathfind legal trf allotments
03/07/2023	279410		PATHFINDER LEGAL	PLS	72.45	14.49	86.94	4055	102	766.65	Pathfind legal Unit 5 lease
								4055	201	72.45	Pathfind legal trf open space
								330		-72.45	Pathfind legal trf open space
03/07/2023	279411		PATHFINDER LEGAL	PLS	128.10	25.62	153.72	6000	201	72.45	Pathfind legal trf open space
								4055	201	128.10	Pathfind legal trf open space
								330		-128.10	Pathfind legal trf open space
03/07/2023	279412		PATHFINDER LEGAL	PLS	88.55	17.71	106.26	6000	201	128.10	Pathfind legal trf open space
								4055	201	88.55	Pathfind legal trf open space
								330		-88.55	Pathfind legal trf open space
03/07/2023	279413		PATHFINDER LEGAL	PLS	88.55	17.71	106.26	6000	201	88.55	Pathfind legal trf open space
								4055	201	88.55	Pathfind legal trf open space
								330		-88.55	Pathfind legal trf open space
03/07/2023	279414		PATHFINDER LEGAL	PLS	88.55	17.71	106.26	6000	201	88.55	Pathfind legal trf open space
								4055	201	88.55	Pathfind legal trf open space
								330		-88.55	Pathfind legal trf open space
03/07/2023	279415		PATHFINDER LEGAL	PLS	88.55	17.71	106.26	6000	201	88.55	Pathfind legal trf open space
								4055	201	88.55	Pathfind legal trf open space
								330		-88.55	Pathfind legal trf open space
03/07/2023	279416		PATHFINDER LEGAL	PLS	72.45	14.49	86.94	6000	201	72.45	Pathfind legal trf open space
								4055	201	72.45	Pathfind legal trf open space
								330		-72.45	Pathfind legal trf open space
03/07/2023	279417		PATHFINDER LEGAL	PLS	88.55	17.71	106.26	6000	201	72.45	Pathfind legal trf open space
								4055	201	88.55	Pathfind legal trf open space
								330		-88.55	Pathfind legal trf open space
03/07/2023	279418		PATHFINDER LEGAL	PLS	88.55	17.71	106.26	6000	201	88.55	Pathfind legal trf open space
								4055	201	88.55	Pathfind legal trf open space
								330		-88.55	Pathfind legal trf open space
								6000	201	88.55	Pathfind legal trf open space

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 4

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
03/07/2023	279419		PATHFINDER LEGAL	PLS	72.45	14.49	86.94	4055	201	72.45	Pathfind legal trf allotments
								330		-72.45	Pathfind legal trf allotments
								6000	201	72.45	Pathfind legal trf allotments
03/07/2023	279420		PATHFINDER LEGAL	PLS	72.45	14.49	86.94	4055	201	72.45	Pathfind legal trf allotments
								330		-72.45	Pathfind legal trf allotments
								6000	201	72.45	Pathfind legal trf allotments
03/07/2023	279421		PATHFINDER LEGAL	PLS	225.00	45.00	270.00	4055	201	225.00	Pathfind legal trf open space
								330		-225.00	Pathfind legal trf open space
								6000	201	225.00	Pathfind legal trf open space
18/07/2023	SIN007640		PROLUDIC	PROL001	475.00	95.00	570.00	4245	211	475.00	ProLudic - inspection
								332		-475.00	ProLudic - inspection
								6000	211	475.00	ProLudic - inspection
18/07/2023	SIN007641		PROLUDIC	PROL001	15,299.75	3,059.95	18,359.70	4245	211	15,299.75	ProLudic Haydown play equip
								332		-15,299.75	ProLudic Haydown play equip
								6000	211	15,299.75	ProLudic Haydown play equip
18/07/2023	SIN007642		PROLUDIC	PROL001	960.00	192.00	1,152.00	4245	211	960.00	ProLudic Haydown play eq
								4000	201	4,102.15	SALARIESJUL23/STAFF SALARIES
31/07/2023	SALARIESJUL23		SALARIES	SALARIES01	15,709.30	0.00	15,709.30	4000	201	5,609.01	SALARIESJUL23/STAFF SALARIES
								4000	101	3,863.96	SALARIESJUL23/STAFF SALARIES
								4000	102	2,088.66	SALARIESJUL23/STAFF SALARIES
								4000	211	40.97	SALARIESJUL23/STAFF SALARIES
								4128	215	4.55	SALARIESJUL23/STAFF SALARIES
07/07/2023	101902757/0002		SOUTHERN ELECTRIC	SSE01	8,517.73	1,703.54	10,221.27	4206	102	8,517.73	SSE electricity 31.3.23-29.6.2
06/07/2023	191900996/0008		SOUTHERN ELECTRIC	SSE01	420.01	21.00	441.01	4205	102	420.01	SSE Gas St L 1.6.23-30.6.23
17/07/2023	1085567776		STANNAH	ST01	253.70	50.74	304.44	4226	101	253.70	Stannah lift 16.7-15.10.23
06/07/2023	1044		STEVE TEES LAWNS	TEES02	1,000.00	0.00	1,000.00	4227	211	1,000.00	Steve Tees drainage at Mendip
								332		-1,000.00	Steve Tees drainage at Mendip
								6000	211	1,000.00	Steve Tees drainage at Mendip
17/07/2023	1045		STEVE TEES LAWNS	TEES02	3,952.85	0.00	3,952.85	4227	211	3,952.85	Steve Tees drainage Mendip

Purchase Ledger for Month No 4

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	
03/07/2023	TVJUL23		TV LICENSING	TV001	13.25	0.00	13.25	6000	211	-3,952.85	Steve Tees drainage Mendip
19/07/2023	0000007751		URBASER LTD	URB001	34.17	6.83	41.00	4155	211	3,952.85	Steve Tees drainage Mendip
31/07/2023	NMP1213459		VEOLIA	V0002	596.58	119.32	715.90	4155	101	13.25	TV licence
22/07/2023	B4-610752115		VODAFONE	VODA01	121.90	18.36	140.26	4121	101	34.17	Urbaser waste disposal
01/04/2023	0000821265		WICKSTEED	WICKSTE001	560.49	112.10	672.59	4246	211	435.58	Veolia waste removal
31/07/2023	0000822474		WICKSTEED	WICKSTE001	18.36	3.67	22.03	4225	211	161.00	Veolia waste removal
06/07/2023	217645312OFF3		WEST NORTHANTS COUNC	WNC001	254.49	0.00	254.49	4200	102	60.95	Vodafone
06/07/2023	217645312OFF3/2		WEST NORTHANTS COUNC	WNC001	1,336.07	0.00	1,336.07	4200	102	60.95	Vodafone
06/07/2023	VO10032810		ZENOFFICE	Z002	105.06	21.01	126.07	4107	201	560.49	Wicksteed repairs 24/3/23

**TOTAL INVOICES** 82,917.36 10,141.45 93,058.81

**82,917.36**



Duston Parish Council  
PURCHASE LEDGER INVOICE LISTING

29/09/2023  
10:58

Purchase Ledger for Month No 5 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	
01/08/2023	86208		1ST REACTION	1ST001	260.00	52.00	312.00	4160	101	260.00	1St R key holding
07/08/2023	88279		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
07/08/2023	88280		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
23/08/2023	88356		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
23/08/2023	88385		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
23/08/2023	88444		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
23/08/2023	88448		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
23/08/2023	88449		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St R alarm response St L
01/08/2023	122882		1ST REACTION	1ST001	100.00	20.00	120.00	4225	101	100.00	1St R reps 9/3/23 missing inv
01/08/2023	123291		1ST REACTION	1ST001	100.00	20.00	120.00	4225	101	100.00	1St R reps 20/6/23 mssing inv
31/08/2023	123741		1ST REACTION	1ST001	100.00	20.00	120.00	4225	102	100.00	1St R alarm repair to alarm
15/08/2023	32127		AMBER SCREEN	AMBS001	550.76	110.15	660.91	4227	211	550.76	Amber 3 signs fitted
								332		-550.76	Amber 3 signs fitted
06/08/2023	12385009		ANGLIAN WATER	ANGL01	987.84	0.00	987.84	4207	102	987.84	Amber 3 signs fitted
31/08/2023	AVIVA AUG23		AVIVA	AVIVA001	563.84	0.00	563.84	4000	101	259.82	Wave 6.5.23-5.8.23 St L water
								4000	211	62.36	AVIVA AUG23/AVIVA
								4006	101	194.89	AVIVA AUG23/AVIVA
								4006	211	46.77	AVIVA AUG23/AVIVA
17/08/2023	BARCAUG23		BARCLAYS	B0001	26.85	0.00	26.85	4125	201	26.85	Barclays charges
29/08/2023	10152		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	140.00	Barnett Dust Gardens maint
29/08/2023	10153		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	60.00	Barnett - Timken maint
13/08/2023	BCARDAUG		BARCLAYCARD	BCARD	1,238.49	197.76	1,436.25	4227	101	282.70	Bcard Maintenance
								4225	101	64.81	Bcard repairs
								4225	201	199.00	Bcard officec chair
								4115	201	36.21	Bcard stationery
								4116	201	8.95	Bcard postage
								4128	215	167.97	Bcard events

Purchase Ledger for Month No 5

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
03/08/2023	997522699		BRITISH GAS	BRIT01	1,961.38	392.27	2,353.65	4206	101	1,961.38	B Gas: DCC electricity
03/08/2023	8768		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint
03/08/2023	S107623		DATS PRINT SERVICES	DATS001	89.00	17.80	106.80	4128	215	89.00	Dats DPC banner
17/08/2023	189999		DAVID OGLIVIE	DAVIDO	1,535.00	307.00	1,842.00	4249	211	1,535.00	D Oglivie Lest We Forget seat
								332	211	-1,535.00	D Oglivie Lest We Forget seat
31/08/2023	190062		DAVID OGLIVIE	DAVIDO	1,034.00	206.80	1,240.80	4249	211	1,034.00	D Oglivie Lomond seat
								332	211	-1,034.00	D Oglivie Lomond seat
01/08/2023	230800129560		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB St L CCTV
01/08/2023	230800130036		DBFB	DBFB	364.67	72.93	437.60	4120	201	364.67	DBFB Telephones and broadband
17/08/2023	8402587967		DELL COMPUTERS	DELL01	3,981.25	796.25	4,777.50	4105	201	3,981.25	Dell 5 computers/monitors
								325	201	-3,981.25	Dell 5 computers/monitors
01/08/2023	LIBRARY GRANT		DUSTON LIBRARY	DUSL001	140.00	0.00	140.00	4081	203	140.00	Duston Library grant
01/08/2023	INV158033		EVAC+CHAIR	EVAC001	95.00	19.00	114.00	4226	101	95.00	Evac chair maintenance
22/08/2023	230822DPC		FREE2TALK	FREE001	2,759.75	0.00	2,759.75	4057	213	2,759.75	Free2talk youth provision
01/08/2023	116990307		GALLAGHER	GAL001	15,523.61	0.00	15,523.61	4070	101	4,812.00	Insurance 8.9.23-7.9.24
								4070	102	2,561.00	Insurance 8.9.23-7.9.24
								4070	103	2,623.00	Insurance 8.9.23-7.9.24
								4070	201	5,527.61	Insurance 8.9.23-7.9.24
31/08/2023	6658		NATALIE GREEN & CO.	GREEN01	2,497.50	499.50	2,997.00	4050	201	1,927.50	N Green - accountancy/computer
								4101	201	570.00	N Green - accountancy/computer
15/08/2023	PC/1460		HADLANDS	HADL001	1,200.00	240.00	1,440.00	4055	102	1,200.00	Hadlands Nexgen lease



Purchase Ledger for Month No 5

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	
02/08/2023	HPAUG23		HEWLETT	HEWLETT	570.46	0.00	570.46	4502	201	570.46	HP photocopier lease
31/08/2023	HMRCAUG23		HMRC	HMR001	5,369.95	0.00	5,369.95	4000	201	1,105.01	HMRCAUG23/HMRC PAYE & NI
								4000	101	1,129.96	HMRCAUG23/HMRC PAYE & NI
								4000	102	775.72	HMRCAUG23/HMRC PAYE & NI
								4000	211	421.72	HMRCAUG23/HMRC PAYE & NI
								4005	201	609.62	HMRCAUG23/HMRC PAYE & NI
								4005	101	674.21	HMRCAUG23/HMRC PAYE & NI
								4005	102	471.40	HMRCAUG23/HMRC PAYE & NI
04/08/2023	ICOAUG23		ICO	ICO01	35.00	0.00	35.00	4055	201	35.00	ICO data protection fee
31/08/2023	LGSSAUG23		NCC - PENSION	LPGS	3,101.84	0.00	3,101.84	4000	201	323.46	LGSSAUG23/Pension
								4000	101	91.61	LGSSAUG23/Pension
								4000	102	226.03	LGSSAUG23/Pension
								4006	201	1,012.23	LGSSAUG23/Pension
								4006	101	856.95	LGSSAUG23/Pension
								4006	102	591.56	LGSSAUG23/Pension
01/08/2023	PASSEPT23		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4056	201	480.00	Personnel advice Sep-Dec 23
28/08/2023	PHIPPS28/8		PHIPPS STU	PHIPPS	540.00	0.00	540.00	4101	211	540.00	Stu Phipps computer install
22/08/2023	SB20230855		PKF LITTLEJOHN	PKF	1,680.00	336.00	2,016.00	4051	201	1,680.00	PKF audit fee
01/08/2023	282037		PATHFINDER LEGAL	PLS	1,708.15	341.63	2,049.78	4055	102	1,708.15	Pathfinder Unit 4 lease
01/08/2023	282038		PATHFINDER LEGAL	PLS	188.30	37.66	225.96	4055	102	188.30	Pathfinder legal unit 5 lease
01/08/2023	282039		PATHFINDER LEGAL	PLS	1,032.90	206.58	1,239.48	4055	102	1,032.90	Pathfinder legal unit 2 lease
01/08/2023	282040		PATHFINDER LEGAL	PLS	13.45	2.69	16.14	4055	102	13.45	Pathfin legal rent review CK
27/08/2023	29664		PRO-SERVICING LTD	PRO001	453.00	90.60	543.60	4226	102	453.00	Pro-Service acoustic wall serv
31/08/2023	SALARIESAUG23		SALARIES	SALARIES01	16,951.74	0.00	16,951.74	4000	201	4,565.72	SALARIESAUG23/STAFF SALARIES
								4000	101	6,026.90	SALARIESAUG23/STAFF SALARIES
								4000	102	4,278.89	SALARIESAUG23/STAFF SALARIES
								4000	211	2,053.20	SALARIESAUG23/STAFF SALARIES
								4128	211	27.03	SALARIESAUG23/STAFF SALARIES

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

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
31/07/2023	0001847940		SRCL LTD	SRCL	155.18	31.04	186.22	4155	101	75.02	SRCL waste removal July 23
								4155	102	80.16	SRCL waste removal July 23
31/08/2023	0001857022		SRCL LTD	SRCL	260.03	52.01	312.04	4155	101	171.12	SRCL - waste removal
								4155	102	88.91	SRCL - waste removal
04/08/2023	191900996/009		SOUTHERN ELECTRIC	SSE01	466.33	23.31	489.64	4205	102	466.33	SSE Gas Sit 1.7.23-31.7.23
01/08/2023	ST L CHURCH		ST LUKES CHURCH	STLC001	600.00	0.00	600.00	4081	203	600.00	St Luke's Church grant
28/07/2023	900217398		SWARCO	SWARCO	7,300.00	1,460.00	8,760.00	4220	211	7,300.00	Swarco 2 MYSI
								332		-7,300.00	Swarco 2 MYSI
								6000	211	7,300.00	Swarco 2 MYSI
31/08/2023	2023-0506		TURTLE ENGINEERING	TUR001	479.98	96.00	575.98	4220	211	479.98	Turtle bleed control cabinet
								332		-479.98	Turtle bleed control cabinet
								6000	211	479.98	Turtle bleed control cabinet
01/08/2023	TVAUG23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TVAUG23/TV Licensing
31/08/2023	NMP1215222		VEOLIA	V0002	662.34	132.47	794.81	4155	101	435.05	Veolia waste removal
								4155	102	227.29	Veolia waste removal
22/08/2023	B4-614423883		VODAFONE	VODA01	121.44	18.27	139.71	4121	101	60.72	Vodafone mobile phone Aug
								4121	102	60.72	Vodafone mobile phone Aug
10/08/2023	1180		WEATHERSHIELD ROOF	WEA001	15,720.00	3,144.00	18,864.00	4225	102	15,720.00	Weathershield SL L roof repairs
11/08/2023	0000822576		WICKSTEED	WICKSTE001	679.20	135.84	815.04	4246	211	679.20	Wicksteed play inspection
31/07/2023	267313556		WORLDPAY	WORLD001	40.73	5.03	45.76	4137	201	40.73	World pay cc charges July
31/08/2023	271488016		WORLDPAY	WORLD001	29.01	5.04	34.05	4137	201	29.01	Worldpay - credit card charges
08/08/2023	VO10033169		ZENOFFICE	Z002	105.06	21.01	126.07	4107	201	105.06	Zen - photocopier charges

TOTAL INVOICES 95,910.92 9,519.57 105,430.49

95,910.92



**DUSTON PARISH COUNCIL**

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

**Planning Committee Minutes**  
**28<sup>th</sup> SEPTEMBER 2023 7PM**

**Chair:** Cllr M Ingram

**Councillors Present:** Barnes, Liddon

**IN ATTENDANCE:**

Gary Youens – Clerk  
Ryan Ikavnieks – Assistant Clerk

**PC025/23. To receive apologies for absence**

- Apologies were received from Cllrs Enright-King and Mumford.

**PC026/23. To receive and approve for signature the minutes of the meeting held on Thursday 31<sup>st</sup> August 2023**

- **RESOLVED:** That the minutes of the Planning Committee meeting held on the 31<sup>st</sup> August 2023 were approved as a true record and signed by the Chair.

**PC027/23. 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.

**PC028/23. Public Participation Session**

- There were no members of the public present.

**PC029/23. Material & Non-Material Planning Considerations**

- The Committee looked at the document and said it gave a clear explanation of the difference between material and non-material planning considerations (APPENDIX B). A useful aid when responding to planning application.

**PC030/23. Highway Observations**

- **RESOLVED:**
  - a) The Committee discussed the junction at Sandy Lane / Weggs Farm. A speed activated should, if possible, be placed here on occasion. Perhaps something reflective to catch driver attention to slow down could be used.
  - b) The Committee discussed parking on Main Road at the top of the hill. There are pros and cons to installing double yellow lines here. It was noted that Cllr Golby as a local ward as put this suggestion to the Highways Dept.

**PC031/23. S106 / CIL**

- The Clerk reported on recent correspondence on the CIL and self-builds in Duston. Duston Parish Council is showing it can use CIL for the benefit of the community.
- **RESOLVED:** That this information (APPENDIX E) is presented to the next Council meeting in October 2023. Suggest that we apply for new play equipment (8-12 years olds) in Mendip Park or St Luke's Field and also the possibility of a path going round the perimeter of Mendip Park.

**PC032/23. Duston Neighbourhood Plan**

- Cllr Ingram and the Clerk have meant with Lewis Goodley and he will in due course come back to us with some thoughts. Cllr Ingram and the Clerk said it was a productive discussion with some good suggestions.

*The meeting finished at 8:14pm*



**DUSTON PARISH COUNCIL**

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

## **Environment Committee Minutes** **Thursday 21<sup>st</sup> September 2023 7PM**

**Chair:** Cllr P Enright-King

**Councillors Present:** Ennis-Clark, Liddon

**IN ATTENDANCE:**

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

**EC30/23. To receive apologies for absence**

- Apologies were received from Cllr Ingram.

**EC31/23. To receive and approve for signature the minutes of the meeting held on Thursday 20<sup>th</sup> July 2023**

- **RESOLVED:** That the minutes of the meeting held on Thursday 20<sup>th</sup> of July 2023 were approved as a true record and signed by the Char.

**EC32/23. 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

**EC33/23. Public Participation Session**

- There were two members of the public present at the meeting. One member of the public spoke upon EC34/23 Mendip Park Entrance.

### EC34/23. Mendip Park Entrance

- Councillors were informed Mendip park has had multiple unauthorised vehicles driven across the park. During a park inspection, an officer noticed tire tracks across the field and reported this to the Clerk. Upon investigation, permission for this access was not sought and no keys were given out. The locks have been changed. Members of the Committee agreed that the changing of the locks was an adequate action to secure the park.
- **RESOLVED:** That the discussion surrounding the lockable barriers at the entrance of Mendip Park for vehicle access was noted. The lockable barriers at the entrance will remain in place.

### EC35/23. Rewilding in DPC Parks

- **RESOLVED:** That the written report from the Operations Officer upon Rewilding in DPC parks was received and noted.

### EC36/23. CCTV Guidance

- There was discussion where CCTV might be most appropriate. It was suggested Limehurst Square could be a good place although the Parish Council has previously funded CCTV for this area.
- **RESOLVED:** That the "Surveillance Camera Code of Practice A Guide for Councillors" was received and noted.

### EC37/23. Speed Activated Sign Locations

- **RESOLVED:** That permission for the following locations for the Speed Activated Signs if possible

Cotswold Avenue as you head towards Chiltern Way

Firsview Drive as drive down the hill towards Lodge Farm Industrial Estate

The other side of Port Road

Further Wrenbury Road / Weggs Farm Road (towards Blossac Court)

Old Sandy Lane as you approach the junction with Weggs Farm Road

Main Road in between Berrywood Road & Eastfield Road

### EC38/23. Environmental Suggestions for the Budget 2024/25

- **RESOLVED:** That the following Environmental projects were discussed to be recommended to be budgeted for in 2024/25:
  - Rewilding budget / Funding
  - Grounds maintenance equipment necessary to start the process of insourcing contracts

#### **EC39/23. Draft Letter To Tesco & Other Limehurst Square Shops**

- **RESOLVED:**
  - a) That the draft letter to Limehurst Square Shops was received and noted.
  - b) That Clerk will amend the letter in consultation with Committee Members.

#### **EC40/23. Air Pollution Monitoring**

- **RESOLVED:** That the item be deferred until the next ordinary meeting of the Committee. The Clerk and Committee members to find out what is available.

*The meeting finished at 8:36pm*

DRAFT







**DUSTON PARISH COUNCIL**

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

### **1. Introduction**

With a view to begin modernizing the operation of the Council, the Resources and General Purposes Committee asked the Clerk to carry out an internal audit of the Council IT and bring a report to Council.

### **2. Background**

Up until early 2022 all data / information held by DPC was held on an ageing physical server. In early 2022 the data / information was moved to MS OneDrive.

In 2019 DPC decided to provide all Councillors with .gov.uk so as to ensure that data is kept / securely and that Council Data (Cllrs Communication with each other, the planning of site visits / working party meetings, ETC), which is subjectable to a Freedom of Information Request, is accessible and separate from a Councillors personal data.

Staff and Councillors should use their Duston PC .gov.uk email for all council business. However, Councillors can nominate their own personal email to receive summons.

Duston Parish Council have used the company 2commune to provide our website and email since 2016.

### **3. Internal IT Audit**

Duston Parish Council has used an IT advisor on an ad hoc basis since 2015. Working with their input, we have purchased five new computers and monitors to replace the older ones. Four have been installed upstairs in the parish office and one downstairs which runs the CCTV. Staff have all been given MS 365 accounts. Subscription is paid on annual basis. It may be necessary to purchase an additional computer as there are three workstations downstairs and five members of staff. Staff can now use Microsoft outlook for email which offers much more functionality. The outlook account "mirrors" the respective 2commune webmail account. In time it will best to do a full migration to outlook.

#### **5. IT Support for Duston Parish Council**

As stated DPC have used someone on ad hoc basis (as when required) for the past few years. The main advantage of this has been our IT support costs have been kept to an absolute minimum.

Should DPC sign up to a monthly paid subscription with an IT company to give a more consistent support service? It would be a quicker more professional approach but ultimately cost much more. An approximate figure would be £4500 a year.

#### **4. Councillors**

Councillors are now being asked as to how they would like to go forward. Previously a view has been expressed that meetings should be "paperless" to help the environment and printing costs. A solution needs to be cost-effective in both money and staff time.

Which option do councillors prefer going forward?

- 1) Councillors are hand delivered agenda packs at their home address & bring it to the meeting (*what used to happen prior May 2021*)
- 2) Councillors emailed agenda pack and print it off themselves for the meeting.
- 3) Paper copies given to the councillor at the meeting but agenda pack emailed (*current set up*)
- 4) Use big TV screens to display the agenda and the appendices and no paper agenda packs given out copies.
- 5) Councillors access agenda packs from the cloud (eg. OneDrive, SharePoint) with their own logon but:
  - 5.1 Use their own devices. To improve the functionality of agenda packs for efficient viewing, Staff can split the Agenda and appendixes into separate documents.
  - 5.2 The Council purchases iPad but the Councillor return the iPad when their term of office ends (As the devices are council property).

This would involve councillors at least having an MS 365 Basic account.

- 6) A combination of the above.



West  
Northamptonshire  
Council

# West Northamptonshire Council

## S106 Form

West Northamptonshire Council administers the S106 funding gained from developer contributions

## Contents

1	Details.....	3
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## 1 Details

### 1.1 Organisation details

Name of organisation	
Company Registration / Charity Number	
Address	
Post code	
Web address	

### 1.2 Applicant details

Applicant name	
Job title / role	
Telephone	
Email	

### 1.3 Second applicant details (if applicable)

Applicant name	
Job title / role	
Telephone	
Email	

### 1.4 WNC Officers

WNC Lead Contact	
WNC S106 / Planning Case Officer	

## 2 Current facilities

Give a brief description of the current facilities.

--

## 3 About the project

Give a brief outline of what the funding would be used for.

**Please note the s106 funding will not pay the VAT**

--

## 4 Local priorities and strategic reference

- 4.1 Describe how your organisation and the project will support West Northamptonshire Council's local priorities detailed in the <https://www.westnorthants.gov.uk/corporate-plan/corporate-plan-introduction>

4.2

Green and clean: environment and wellbeing	
Improved life chances: health, social care and families	
Connected communities: transport and connectivity	
Thriving villages and towns: place shaping and homes	
Economic development: growth and prosperity	
Robust resource management: transparency and financial probity	

4.3 Describe how your organisation and the project will support West Northamptonshire Council's strategic aims, objectives and priorities?

Building stronger communities	
Shaping place and driving growth	
Creating thriving and vibrant communities	
Improving mental wellbeing	
Supporting volunteering, community involvement, neighbourhood and community led activities	
Enabling community participation / cohesion	
Enabling participation in physical activities	
Enable voluntary youth action and the development of services for young people	
Preventing homelessness, improving social mobility and tackling inequality	
Preventing or reducing the impact of poverty	

Promoting social inclusion and community resilience	
Empowering local people	
Supporting marginalised groups	
Addressing antisocial behaviour / crime and keeping people safe	
Improving biodiversity and green spaces	
Creating clean, green and tidy communities	

4.4 Describe how your organisation and the project will support any other strategies or plans?

--

## 5 Funding requested

*N.B. If money is being claimed from multiple agreements, please copy and complete the table below for each agreement.*

5.1 Agreement 1:

S106 planning application reference	
Date S106 agreement was signed	
Wording of S106 obligation being relied on	
Total amount of money available for this obligation	
The total amount of money already committed	
What is the total amount of money requested from this obligation (excluding VAT)	
Remaining uncommitted balance if the proposal was approved.	
Claw back date(s) for funding	
S106 cost centre	
How does the proposed project meet the requirements of the S106 obligation?	

## 6 Planning approval

6.1 Is planning permission required for your project?

*If answering "No", skip to [section 7](#). If answering "Yes", give details.*

--

6.2 Have you applied for planning permission or pre-application advice?

*If answering "No", skip to [section 7](#).*

--

6.3 Details of the planning application

Reference number	
Type of application submitted	
Current status of application (e.g. approved, pending)	
Date permission granted (if applicable)	

7 **Specialist advice you have received** (such as a structural engineer's report)

--

8 **Other groups / organisations involved in the project**

--

8.1 Are Ward Members aware and supportive of the project

Aware	
Supportive	
Aware	
Supportive	
Aware	
Supportive	

9 **Supporting documents**

9.1 Please mark "Yes" or "N/A" next to each document in the table below to indicate whether this information has been submitted with your application:

Constitution of the applicant organisation (if applicable)	
Audited accounts and balance sheets from the previous two years	
Proof of ownership of land / buildings or a copy of the lease/licence	



Detailed quotes from two separate sources for all capital costs up to £10,000 (unless a full single tender justification can be provided)	
Detailed quote from three separate sources for all capital costs over £10,000 (unless a full single tender justification can be provided)	
Copies of any mandatory consents required in direct relation to the project (e.g. planning permission)	

9.2 Please mark "Yes" or "N/A" next to each document in the table below to indicate whether this information has been submitted with your application:

*N.B. Required for capital projects over £10,000.*

Photos of current site	
Project Plan	
Management Plan after project completed	
Community Plan (current / after the project – include community / sports use)	

## 10 Funding arrangements

- 10.1 Depending upon the scale of the project West Northamptonshire Council may choose to fund the organisation in staged payments as work is progressed, photographic evidence is gained, and invoices are provided by the organisation.
- 10.2 The organisation is responsible for any VAT, licenses, agreements, utility costs, building works and any permissions / specialist information required at all stages of the project.
- 10.3 If any point West Northamptonshire Council feel the applicant cannot fulfil the S106 agreement or that building work is not progressing for any reason, subsequent payments will be withheld. The applicant will be responsible for reimbursing any monies if it fails to deliver the project.
- 10.4 A S106 spending declaration will be issued for signing once the funding amount has been approved. This outlines the procedure for reporting on an annual basis and/or when the contribution has been fully expended.
- 10.5 Funding will only be paid into an organisation's account. Bank details will be requested once funding has been agreed.

## 11 Declaration

- 11.1 I/We hereby confirm that I/we have read and understand the S106 terms and the information contained within this form is accurate.
- 11.2 By completing and signing this form, I/we give consent for my/our information to be processed in accordance with the purposes set out in this document.

Name	
Role	
Date	
Signature	

## 12 West Northamptonshire Council Admin

### 12.1 S106 / Planning Case Officer

Name	
Role	
Comments	
Date	
Signature	

### 12.2 WNC Lead Contact

Name	
Role	
Recommendation	
Date	
Signature	

### 12.3 Assistant Director (Growth, Climate and Regeneration or Housing & Communities or delegated to Head of Development Management and Enforcement)

Name	
Role	
Date	
Signature	

### 12.4 Executive Director: Finance

Name	
Role	
Date	
Signature	

## 13 Monitoring the project

- 13.1 West Northamptonshire Council expect organisations receiving S106 funding to supply details on usage and community access on an ongoing basis.
- 13.2 The organisation must also provide photos of the completed project, which will be used for monitoring / publicity.

## 14 Additional notes

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V1 dated 30/05/2023

**UNITARY S106 Interim Financial Approval Process relating to the 'allocation / spending of S106 contributions'.**

If it isn't an internal department transfer, i.e. Waste & Recycling contributions, Monitoring fees, Local Labour initiative contributions, we adhere to the following process / workaround; this was the process adopted by the former SNC (South Area) and more recently for the other areas *where applicable*. This has not been the process for administering former County Council funds and will need further discussions to be held.

1. Funding request received, with a minimum three quotes (if applicable)
2. Relevant S106 (for the intended use / project) is identified (*where possible, due to resourcing issues / data being available*).
3. S106 proforma (*again not always used / or potentially not suitable*) sent to the enquirer for completing and signing, usually a Parish Council or local organisation.
4. Returned S106 proforma completed by *relevant department*; for example, Leisure services (if it's a leisure project) and then the S106 person
5. S106 Officer to gain *support* from relevant Ward Member(s) and to document this on the form.
6. S106 person to complete their section of the form including funds available and potential balance remaining, should the project be approved and funds issued.
7. Completed S106 Proforma (all requests) sent to Senior DM Officer, formally the Assistant Director and more recently the Senior DM Manager / new AD and then to Martin Henry for signing and final approval. **THIS IS THE ONLY WAY APPROVALS CAN BE ADMINISTERED DUE TO THE COUNCIL CONSTITUTION.**
8. S106 Spending declaration issued to the enquirer / fund recipient
9. Signed S106 Spending declaration returned
10. Non-commercial payment request raised in ERPG.  
\*Note: Need to check if the recipient has an account in ERPG, a 'Supplier account'. If not obtain full name address and bank details of the account holder etc on headed paper. Then a request can be made in ERPG for a new Non-commercial supplier. Once approved, the Non-commercial payment request can be actioned in ERPG.
11. Relevant DEF MasterGov record(s) and any i&e spreadsheets (where available) updated to reflect the expenditure.

See below the latest version of the S106 Proforma (v7).

 [WNC S106 Proforma v7.docx](#)

INF: A copy of a blank S106 Spending declaration can be issued via email.



### Duston Parish S106 agreements

JH312	British Timken - Public Art	£1,020.00
JH314	British Timken - Environmental Contribution	£72,062.00
JH331	Former Rylands School - Strategic Infrastructure	£34,000.00
JH333	Former Rylands School - Community Fund	£66,134.50
JH334	Former Rylands School - Design	£6,750.00
JH335	Former Rylands School - Play Area and Recreation Equip	£876.55
JH544	British Timkin, Main Rd N/2018/1207 - Air Quality	0.00
JH545	British Timkin, Main Rd N/2018/1207 - Construction training	£13,580
JH546	British Timkin, Main Rd N/2018/1207 - Healthcare	0.00
JH547	British Timkin, Main Rd N/2018/1207 - Open space	0.00

### Across the Borough of Northampton

#### Residential Standard Charge

JH171	s106 Pineham - discount standard charge	£130,675.38
JH182	Princess Marina - discount standard charge	£860,035.26
JH241	Upton F&G Discount Standard charge	£239,266.67
JH381	South Meadow Road - Discounted Standard Charge	£253,640.65
JH391	Land at Banbury Lane, Pineham - Standard Charge	£947,774.17
	<b>sub total</b>	<b>£2,431,392.13</b>

Please see note below regarding residential standard charge funds;

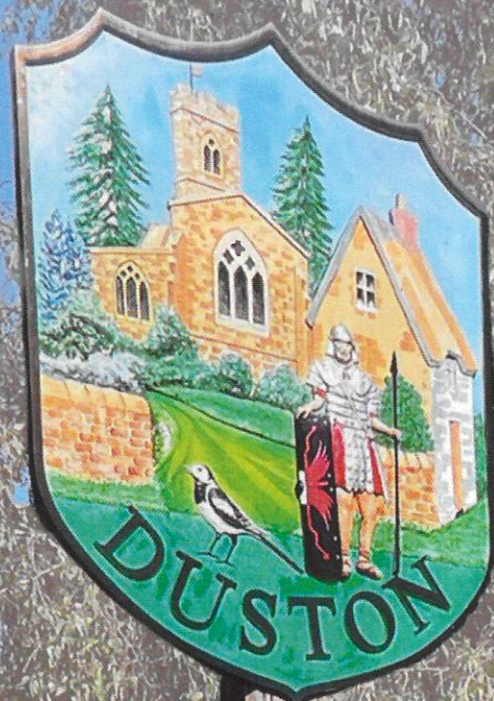
For clarification Residential Standard Charge, is a term used in the W/ND C S106 Agreements and can be used to facilities infrastructure across Northampton Borough, that falls within the following criteria;

Infrastructure Item	Type	Facility
	Affordable housing	
	Education	Nursery
		Primary
		Secondary
		Adult learning
		Further education
		Higher education
	Culture and community	Libraries
		Museums
		Public Art
		Community Centre
		Youth Centre
		Ecumenical centre
	Social care	Day care
		Older persons housing
		Children's homes
	Open Space	Local park
		Local area for play
		Local equipped AP
		Neighbourhood EAP
		District park
		Green infrastructure
	Recreation and leisure	Sports/leisure centre
		Swimming pool
		Playing pitches
	Crematoria and Burial grounds	Crematoria
		Burial grounds
	Emergency services	Police stations
		Fire stations

	Ambulance stations
Waste	Household waste site
	Commercial waste site
	Waste disposal facilities
	Refuse recycling points
Transport	Road
	Rail
	Public transport
	Local transport
Utilities	Water supply
	Sewerage
	Electricity
	Gas
	Telecommunications
	Flood defence
	Public realm
	Voluntary sector
	Inward investment
	Decontamination







# Whistleblowing Policy

Duston Parish Council



DUSTON PARISH COUNCIL







## Whistleblowing Policy

### Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

### Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient.

You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

### **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

### **Procedure**

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

### Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

### Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

### Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

### **Data protection**

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure.

### **Legal Considerations**

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest. Adopting and applying this policy as it stands will support the council to comply with this right.

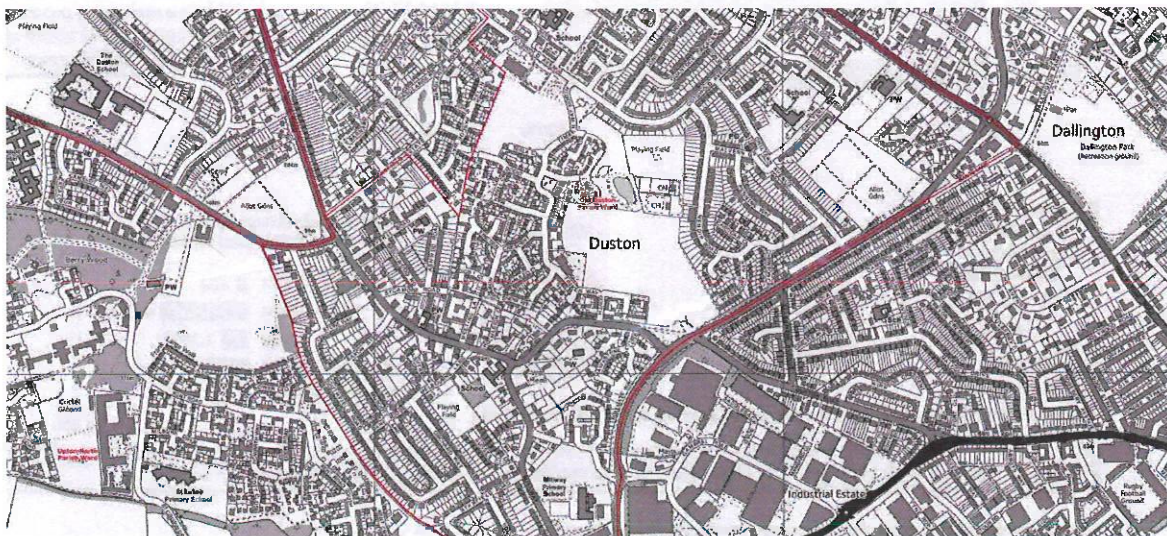
An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able to make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

## Community Profile & Options Proposal

Community Area / ward(s) project / school(s) specific client group(s)  
young people / stakeholders

The project spans 3 wards in Duston: New Duston West; New Duston East & Old Duston. It is aimed at engaging young people 12+ years with a focus on 14-18 year olds. The priority young people are those in the Limehurst Square area and those who are disadvantaged.

See map of wards:



[https://www.duston-pc.gov.uk/uploads/duston-wards-2015-master-\(3\).pdf](https://www.duston-pc.gov.uk/uploads/duston-wards-2015-master-(3).pdf)

Environment Deprivation, economic development, housing, environmental conditions, crime, schools, hospital, Police, physical features (natural & manmade boundaries), Green & public spaces



# Census 2021 : Profile

## West Northants LAP N3

Includes Wards : Duston East, Duston West, Sixfields



N3  
This update : 28Apr23

### Population, age and gender

Total Population  
**40,653**



Children 0-16 (under 17)  
**9,260** 22.8%

of population

WNC average = 20.4%  
England average = 19.7%

Aged 75 and Over  
**2,984** 7.3%

of population

WNC average = 7.6%  
England average = 8.6%

### % Age breakdown of the population



N3 has the second highest proportion of children aged 0-16 amongst the WN LAP areas.

N3 has a mid range proportion of persons aged 75 and above amongst the WN LAP areas.

### Ethnicity

Persons who are **not** White British\*  
**11,386**  
28%

White British  
Non white British

\* White British here includes White English, White Scottish, White Welsh and White British (so NWS is everyone else).

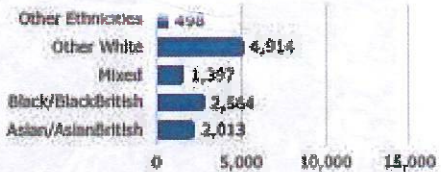
LAP : 2021



WN : 2021



LAP : Ethnic Groups 2021  
Population Totals (excl White British)



N3 has a relatively high proportion of Non-White British residents compared to other WN LAPs.

### Migration, country of birth and language

Detailed country of birth and main language of individuals are currently not available at ward level to create LAP data.

Across West Northamptonshire as a whole, the main countries of birth after the UK nations are (in order of population) : Romania, Poland, India, Lithuania and Nigeria.

**322** 0.8% Residents of the LAP lived at an address outside the UK a year before the Census date.

**798** 2% Residents aged 3 and over either do not speak English at all or do not speak it well.

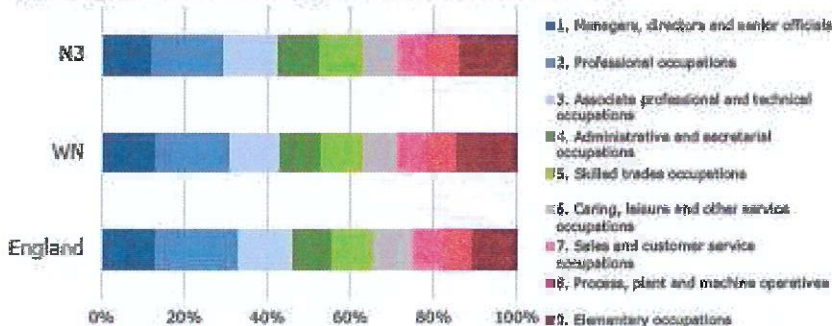
**1,134** 6.8% Households in the LAP contain no one who speaks English as their main language.

The WNC percentages are 1.0%, 2.2% and 6.6% respectively. England average 0.9%, 1.9% and 5.0% respectively.

### Occupation and Unemployment

#### % Occupation breakdown of the population

(Aged 16 years & over and in employment the week before the census)



N3 (13.8%) has a mid range proportion of residents working in elementary occupations amongst the WN LAPs. The WN average is 14.3% and the England average is 10.5%.

Click link below for an GIS interactive map showing levels of unemployment across WN. To zoom in/out click +/- and drag to move map to the area you want. Ward or LAP levels are not available.

[West Northants Unemployment](#)



## Population Project Membership

21 young people have given their names; 1 young person has not. Ages given are 1 10 yrs, 1 12 yrs, 5 13 yrs; other young people have not given their ages but are secondary school aged. The incomplete data is typical of street youth work; however we will encourage the data gaps to be filled as young people build trust in the organisation.

Young people will in the main attend Duston Secondary School; they may also travel to Northampton International Academy, Northampton School for Boys and Northampton School for Girls. This reinforces the strength in identity and belonging to the Duston area.

Young people's views of the area can be found at:

<https://padlet.com/jodiefree2talkcic/our-duston-ibc2pofd2yfm8h95>

Young people want a regular youth group for the area which has activities they feel able to engage in. They want this for secondary aged young people and above. They engaged well with the Youth Van.

Young people identified not feeling safe in the Limehurst Square area. They stated there was 'trouble' in this area and drug use was a significant issue.

## Organisations (Statutory, Voluntary & Private) Partnerships, local authority teams, agencies, associations, forums, Police, Health, community groups, leisure facilities, shops & business

Duston Parish Council have a central coordinating and active role in the community and are developing their offer with young people.

Young people themselves are active in the usual sports and leisure activities however these are privately led groups which parents and carers pay for membership or sessions for their children and young people. Sessions can cost between £3-7 per session. Therefore many young people are not attending these groups from disadvantaged backgrounds. There are excellent facilities in Duston Sports Centre <https://www.trilogyactive.co.uk/centres/>

Duston Community Centre is of a high standard and offers a well-resourced community space.

There are green spaces in the community. Errington Park is generationally an area for young people to congregate. The visibility in the space is attractive for some young people to have autonomy from adult supervision. There are other green spaces for children and young people to congregate with free access. <https://www.duston-pc.gov.uk/parks-and-gardens#:~:text=Aquitaine%20Close%2C%20Beaune%20Close%2C%20Bramhall,Rochelle%20Way%2C%20Sandy%20Lane%20Open>

## Communication Travel, train, buses, city links, costs, Internet, community consultation

There are good travel links with the town centre access by bus within 20 minutes. This links to the trains. There is good internet access within the area although free access can also be found at Duston Community Centre.

Young people will often walk to school or to local shops and amenities.

E-scooters are publicly available.

Power & leadership Political, faith & community-based leaders.

Identify oppressed groups & equality issues.

Duston is within the Unitary Authority of West Northants Council

<https://www.westnorthants.gov.uk/>

Duston is with within the Local Area Partnership N3.

Duston Parish Council lead locally <https://www.duston-pc.gov.uk/>

## Summary of profile

Our youth and community work has been delivered through the Youth Van in Duston over the summer 2023 within the Limehurst Square area. Young people living in this area have high proximity to violence with exposure to drug dealing and organised crime, for some this is a common occurrence.

Although the community is quite stable, for young people living in the Limehurst Square area, there is exposure to the risk taking of adults. There is a common use of alcohol and recreational substance use and a growing fragmentation of families and siblings with different parents. For those living in poverty, the context, culture and systems in the area are overpowering for some young people; those with less social capital with their peers become vulnerable to exploitation. This lack of capital becomes prominent by secondary school when the social pressures and their social position becomes more exposed. The strengths of the community are in its stability; young people generally attend primary school in the area and then secondary school. This gives a greater strength in the community however it also means family reputation and labelling is difficult to change.

The LAP that Duston area is in has the second highest proportion of children aged 0-16 amongst the WN LAP areas. 28% of the community are non white. Duston generally has an average level of outcomes for young people; the pockets of deprivation in the Limehurst Square area are stark. Furthermore, the growing substance use in the average adult population is concerning. In July 2023, 50 crimes were committed within half a mile of where our youth group will be delivered, with nearly half of these being sexual or violent crimes.

The general presenting needs of young people in areas of deprivation in Northampton are that they have developed behaviours to survive their social circumstances, these maybe anti-social or risk taking behaviours; young people commonly use substances whether these are caffeine based, vapes or illegal, to cope with pressures. They suffer with poor mental health and wellbeing.

## Theory of Change – Youth & Community Work

Input	Learning	Output	Outcomes
<ul style="list-style-type: none"> <li>● Weekly open access youth work sessions in one room at DCC</li> <li>● Music workshops</li> <li>● Broadcasting workshops</li> <li>● Male and female Youth Support Workers (3)</li> <li>● Refreshments for YP</li> <li>● Soundcloud accounts</li> <li>● Good wifi access</li> <li>● Individual mentoring as required</li> </ul>	<ul style="list-style-type: none"> <li>● Developing group / team behaviour</li> <li>● Developing belonging and responsibility for the group</li> <li>● Critical thinking about their worlds</li> <li>● Enabling social action</li> <li>● Increasing self concept, self-efficacy</li> <li>● Identifying skills and self direction</li> <li>● Building resilience and coping</li> </ul>	<ul style="list-style-type: none"> <li>● Maximum of 15 YP (emerging needs) per session</li> <li>● 12 week programmes of informal education co-produced with YP.</li> <li>● Quarterly evaluations</li> <li>● Quarterly podcast</li> <li>● Tracks produced and uploaded to YP soundclouds</li> <li>● YP publishing their music</li> </ul>	<ul style="list-style-type: none"> <li>● YP have a sense of belonging</li> <li>● YP have a sense of mattering</li> <li>● YP have a positive outlook and self direction</li> <li>● YP are positive in their community</li> <li>● Adults develop care for all YP</li> <li>● Adults change their discriminatory views of YP</li> <li>● Adults volunteer to support YP</li> </ul>

Assumptions & Enablers:
<p>Youth Support Workers are skilled and able to provide the programmes</p> <p>Parish Council support the consistency and resourcing of the Youth Work; are willing to hear young people's views and act on these.</p> <p>The community listen to the young people's views and volunteer to support their youth group.</p>

## Budget

48 weeks of delivery per year

2 hours weekly Youth Group - For 1 room open in DCC – up to 15 YP emerging needs met

Item	Quantity	Price per Unit	Amount
Lead Youth Support Worker	3.75 hours p/w	£35	£6,300
Assistant Worker x 2	2.5 hours each p/w	£20	£4,800
Volunteers 0-2	2.5 hours each p/w	£0	0
Training & Development	1 day per annum	£400	£400
Supervision & Management	2.4 Lead hours each pcm	£45	£1,296
	0.8 assist x2 hours each pcm		£432
	Group quarterly vol supervision (0.1 cost)		£54
Administration	28 hrs p/a	£25	£700
IT & Comms	0.2 FTE per annum	£1,000	£200
<b>Total Cost</b>			<b>£14,182</b>

2 hours weekly Youth Group - For 2 room open in DCC – up to 25 YP emerging needs met

7 hours weekly mentoring for complex needs met

Item	Quantity	Price per Unit	Amount
Lead Youth Support Worker	3.75 hours p/w	£35	£6,300
Assistant Worker x4	2.5 hours each p/w	£20	£9,600
Volunteers 0-2	2.5 hours each p/w	£0	
Training & Development	2 day per annum	£400	£800
Supervision & Management	2.4 Lead hours each pcm	£45	£1,296
	0.8 assist x2 hours each pcm		£864
	Group quarterly vol supervision (0.1 cost pcm)		£54
Administration	28 hrs p/a	£25	£700
IT & Comms	0.2 FTE per annum	£1,000	£200
Mentoring	7 p/w	£25	£8,400
<b>Total Cost</b>			<b>£28,214</b>

2 hours weekly detached youth work from Youth Van parked at DCC up to 10 yp emerging needs met

<b>Item</b>	<b>Quantity</b>	<b>Price per Unit</b>	<b>Amount</b>
Lead Youth Support Worker	4.75 hours p/w	£35	£7980
Assistant Worker x1	2.5 hours each p/w	£20	£2400
Volunteers 0-2	2.5 hours each p/w	£0	£0
Training & Development	1 day per annum	£400	£400
Supervision & Management	2.4 Lead hours each pcm	£45	£1296
	0.8 assist x2 hours each pcm		£216
	Group quarterly vol supervision (0.1 cost)		£54
Administration	28 hrs p/a	£25	£700
IT & Comms	0.2 FTE per annum	£1000	£200
Van maintenance	PCM	£50	£600
<b>Total Cost</b>			<b>£13,846</b>

2 hours weekly detached youth work from Youth Van parked at DCC up to 10 yp emerging needs met; 7 hours mentoring to meet complex needs

<b>Item</b>	<b>Quantity</b>	<b>Price per Unit</b>	<b>Amount</b>
Lead Youth Support Worker	4.75 hours p/w	£35	£7980
Assistant Worker x1	2.5 hours each p/w	£20	£2400
Volunteers 0-2	2.5 hours each p/w	£0	£0
Training & Development	1 day per annum	£400	£400
Supervision & Management	2.4 Lead hours each pcm	£45	£1296
	0.8 assist x2 hours each pcm		£216
	Group quarterly vol supervision (0.1 cost)		£54
Administration	28 hrs p/a	£25	£700
IT & Comms	0.2 FTE per annum	£1000	£200
Van maintenance	PCM	£50	£600
Mentoring	7 p/w	£25	£8400
<b>Total Cost</b>			<b>£22,246</b>

