

**DUSTON PARISH COUNCIL**

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

**FULL COUNCIL**30<sup>th</sup> June 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 6<sup>th</sup> July 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

**AGENDA****33/23. To receive apologies for absence****34/23. To receive and approve the minutes of the meeting held on 8<sup>th</sup> June 2023 (APPENDIX A)****35/23. 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](http://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).*

**36/23. 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).*

**37/23. Bank Reconciliations**

- To approve bank reconciliations for April 2023 (APPENDIX B)

**38/23. Payment of Invoices**

- To note invoice payments for April 2023 (APPENDIX C)

**39/23. Co-option of to fill two casual vacancies for Old Duston ward**

- Each candidate invited to address the meeting for no more than 5 minutes each.
- Voting (*The first candidate to receive an absolute majority of those present and voting is declared co-opted. Should no single candidate receive an absolute majority on the first vote, the person with the lowest number of votes is eliminated, voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority).*

**40/23. Committee Updates**

- a) To receive a report in the form of the minutes of the Planning Committee (APPENDIX D)
- b) To receive a report in the form of the minutes of the Community Services Committee (APPENDIX E)
- c) To receive a report in the form of the minutes of the Environment Committee (APPENDIX F)

**41/23. Recommendation From Environment Committee**

- To plant mature hedges on the boundary between St Luke's Field and Sussex. Using Community Infrastructure Levy (APPENDIX G)

**42/23. Recommendations From Community Services Committee**

- a) Approve Grant Form for £600 grass cutting St Luke's Churchyard (APPENDIX H)
- b) Approve Grant Form from Duston Library for £140 to pay for Magician Summer Reading Challenge 75 minute show & free balloon animals for all the children (APPENDIX I)

**43/23. Grant Policies**

- a) To approve the Grant Awarding Policy (APPENDIX J)
- b) To approve the Grant Application Form (APPENDIX K)

**44/23. Duston Fun Day**

- a) To receive councillor feedback and suggestions on Duston Fun Day 2023
- b) The next schedule Duston Fun Day is 30<sup>th</sup> June 2024

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**45/23. Equality and Diversity Statement**

- To approve the Equality and Diversity Statement (APPENDIX L)

**46/23. Health and Safety Policy**

- To approve the Health and Safety Policy (APPENDIX M)

**47/23. Youth**

- a) To agree to end the trial period for Duston Trilogy Youth Club
- b) To receive a report from the Community Services Committee Youth Working Party by Cllr S Roper & Cllr S Maitland.

**48/23. Local Area Partnership (LAPs) Update**

- Proposed by Cllr Matt Golby (APPENDIX N)

**49/23. Amend Standing Orders to Make "S106 / CIL Discussion" a regular standing agenda item at both Full Council & Planning Committee**

- Proposed by Mike Ingram

**50/23. Duston Parish Council using Microsoft Office 365**

- Proposed by Cllr I Liddon

**51/23. PLR update**

- To receive an update from Cllr I Liddon and the Assistant Clerk





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**FULL COUNCIL MINUTES**  
**THURSDAY 8<sup>th</sup> JUNE 2023 7PM**

**Chair:** Cllr P Enright-King

**Councillors Present:** Ennis-Clark, Golby, Ingram, Liddon, Maitland, Mumford.

**IN ATTENDANCE:**

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

**22/23. To receive apologies for absence**

- Apologies were received from Cllrs Stonehouse & Barnes.

**23/23. To receive and approve the minutes of the meeting held on 18<sup>th</sup> May 2023**

- **RESOLVED:** That the minutes of the meeting held on Thursday the 18<sup>th</sup> of May 2023 were approved as a true record and signed by the chair.

**24/23. 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.

**25/23. Public Participation Session**

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- There were eight members of the public present; six members spoke upon item 34/23. Two members of the public highlighted the need for a rubbish bin in the Port Road area as it is located near a common dog walking area. They also highlighted that the Speed Activated Sign on Port Road would be better located on the opposite side of the road as to detect vehicles entering Duston.

#### **26/23. Annual Return**

- **RESOLVED:**
  - a) That the Report of the Internal Auditor for 22/23 was received and noted (APPENDIX B)
  - b) That the Annual Return and Governance Statement 22/23 was approved and subsequently was signed by the Proper Officer and Chair of the Council (APPENDIX C)
  - c) That the Accounting Statements for 2022/23 was approved and subsequently signed by the Responsible Financial Officer and the Chair of the Council (APPENDIX D)
  - d) That the period for the exercise of electors rights, Tuesday 13<sup>th</sup> June 2023 to Monday 24<sup>th</sup> July 2023, was confirmed.

#### **27/23. Mendip Park Public Consultation**

- **RESOLVED:**
  - a) That the report on the public consultation results from the Mendip Park Survey was noted (APPENDIX E).
  - b) That the Council accepts the results of the consultation (137/77.4%, responses in favour, 34/19.9% responses in opposition) to install a gate between Mendip Park and Sam Harrison Way POS.
  - c) That the Clerk seeks to obtain the relevant S106 funds to install a gate and path from Mendip Park into Sam Harrison Way POS. Once funds obtained then draw up a design of the gate and path (or steps) for public information prior to the project commencing.

#### **28/23. Clerk Report**

- **RESOLVED:** That the written report from the Parish Clerk was noted (APPENDIX F).

#### **29/23. Covid 19 Bench in Cemetery**

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- **RESOLVED:** That the plan to move the Covid-19 memorable bench in Duston cemetery to a new location was approved (APPENDIX G).

### **30/23. PCSO Sponsor Scheme**

- **RESOLVED:**
  - a) That the Police Liaison Representative (Cllr Liddon) enquires with the Police & Crime Commissioner for further information and current costs.
  - b) Brings back to a future Council meeting once this information has been obtained.

### **31/23. Updates from Committees**

- **RESOLVED:** That the report in the form of draft minutes from the Planning Committee was received and noted (APPENDIX I)

### **32/23. Grants Policy**

- **RESOLVED:**
  - a) Not to approve the proposed Grant Awarding Policy (APENDIX J)
  - b) That the approval of a Grant Awarding Policy be brought forward to the next ordinary Full Council meeting.
  - c) That Cllr Liddon and Cllr Maitland work with Clerk to bring forward a Grant Awarding Policy.

### **33/23. Record Retention Policy**

- **RESOLVED:** That the Record Retention Policy was approved for re-adoption (APPENDIX L)

### **34/23. Planning Application – WNN.2023/0504 15M 5G TELECOMS INSTALLATION, Main Road**

- **RESOLVED:**

OBJECTION - WNN/2023/0504 Land At, Main Road, Duston, Northampton

It is the view of the council that the cabinet infrastructure required could obscure visual sightlines for drivers, potentially creating blind spots and increasing the potential risk of collisions with pedestrians and vehicles.

The Council has placed planters on the grass verge that HGV drivers had previously crashed into. As local businesses in close proximity to the planned sight rely upon HGVs for their deliveries in the tight car park there is a potential risk that the mast could get damaged.

The visual impact of the mast will negatively impact the street scene.

There are suitable discreet locations in close proximity that would be further away from the domestic dwellings located on the second stories of the local businesses.

*The meeting closed at 8:48pm*



Date: 16/06/2023

Duston Parish Council

Page 1

Time: 17:16

**Bank Reconciliation Statement as at 30/04/2023  
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	30/04/2023	4	35,558.19
			<u>35,558.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,558.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,558.19
		<b>Balance per Cash Book is :-</b>	<b>35,558.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

Councillors  
Ann)



**Bank Reconciliation Statement as at 30/04/2023  
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	30/04/2023	4	549,449.62
			<u>549,449.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			549,449.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			549,449.62
		<b>Balance per Cash Book is :-</b>	<b>549,449.62</b>
		<b>Difference is :-</b>	<b>0.00</b>



Bank Reconciliation Statement as at 30/04/2023  
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	30/04/2023	4	104.28
			<u>104.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			104.28
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			104.28
		<b>Balance per Cash Book is :-</b>	<b>104.28</b>
		<b>Difference is :-</b>	<b>0.00</b>



Apr-23

Float	
Per count	
20	100.00
10	0.00
5	0.00
2	0.00
1	4.00
0.5	0.00
0.2	0.00
0.1	0.00
0.05	0.25
0.02	0.02
0.01	0.01
	<u>104.28</u> IN TIN

In safe

0.00

104.28 Agreed

**Reconciliation to RBS**

Apr-23

In tin b'wd	108.03	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
Trf in from facilities		
	<u>108.03</u>	
Cash paid out in month	<u>3.75</u>	
= Cash in tin	104.28	0.00
Balance per RBS	<u>104.28</u>	

**Petty cash expenses paid**

Ref	Description	£
PCApr1	Refreshments	3.75
		<u>3.75</u>





**Bank Reconciliation Statement as at 30/04/2023  
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	30/04/2023	4	17.80
			<hr/> 17.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			17.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			17.80
		<b>Balance per Cash Book is :-</b>	<b>17.80</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/04/2023  
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	30/04/2023	4	355,152.75
			<u>355,152.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			355,152.75
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			355,152.75
		<b>Balance per Cash Book is :-</b>	<b>355,152.75</b>
		<b>Difference is :-</b>	<b>0.00</b>



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 1

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	
30/04/2023	86568		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st.Reactions call out St L
19/04/2023	87599		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1St Reaction call out St L
30/04/2023	E2016989166		ALLSTAR	ALL001	52.40	10.48	62.88	4145	212	52.40	Allstar fuel
02/04/2023	1735		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	102	95.00	Angell Plumb toilet St L
24/04/2023	1740		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	102	95.00	Angell Plumb toilet St L off 1
24/04/2023	1741		ANGELL PLUMBING	ANG001	80.00	0.00	80.00	4225	102	80.00	Abgell Plumb sink St L off 2
30/04/2023	AVIVAAPR23		AVIVA	AVIVA001	467.77	0.00	467.77	4006	101	153.72	AVIVAAPR23/AVIVA
								4006	211	46.77	AVIVAAPR23/AVIVA
								4000	101	204.92	AVIVAAPR23/AVIVA
								4000	211	62.36	AVIVAAPR23/AVIVA
19/04/2023	CHGAPR23		BARCLAYS	B0001	20.40	0.00	20.40	4125	201	20.40	Barclays chgs Apr 23
20/04/2023	PSIB000317039		BACA	BACA01	141.60	28.32	169.92	4167	101	141.60	BACA clothing
30/04/2023	10003		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	140.00	Barnett grounds maint
30/04/2023	10004		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	60.00	Barnett Grounds maint Timken
13/04/2023	BCARD APRIL23		BARCLAYCARD	BCARD	1,687.05	306.74	1,993.79	4227	101	309.97	B Card maintenance
								4225	101	150.36	B Card repairs
								4019	201	266.44	BCard - training
								4128	215	362.08	Bcard events DFD licence
								4128	215	110.58	Bcard events flags etc
								4165	201	47.45	Bcard cushion etc
								4101	201	21.80	Bcard Mailchimp
								4101	201	34.20	BCard microsoft
								4015	201	1.67	Bcard parking
								4100	201	382.50	Bcard tablet
25/04/2023	0332867		BOOKERS	BOOKERS01	94.81	9.47	104.28	4151	101	94.81	Bookers cleaning etc
21/04/2023	0442601		BOOKERS	BOOKERS01	73.96	14.79	88.75	4129	101	73.96	Booker water etc
04/04/2023	820800494		BRITISH GAS	BRIT01	2,326.91	465.38	2,792.29	4206	101	2,326.91	B Gas DD elect 1.3.23-31.3.23
28/04/2023	8442		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maintenance



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 1

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	
16/04/2023	5286		DA HEATING LTD	DA001	80.00	16.00	96.00	4225	101	80.00	DA Heat hot water repair
28/04/2023	S106304		DATS PRINT SERVICES	DATS001	89.00	17.80	106.80	4128	215	89.00	DATs -DPC banner
12/04/2023	189539		DAVID OGILVIE	DAVIDO	1,815.00	363.00	2,178.00	4249	211	1,815.00	D Ogilvie Coronation bench cil
								332		-1,815.00	D Ogilvie Coronation bench cil
01/04/2023	230400120299		DBFB	DBFB	365.30	73.06	438.36	4120	201	1,815.00	D Ogilvie Coronation bench cil
01/04/2023	230400120327		DBFB	DBFB	60.05	12.01	72.06	4230	102	365.30	DBFB Telephones and Bband
12/04/2023	6905642		ESPO	ESPO01	247.10	49.42	296.52	4151	101	60.05	DBFB St Lukes CCTV
								4115	201	218.60	ESPO cleaning materials/statio
28/04/2023	6922238		ESPO	ESPO01	34.60	6.92	41.52	4151	101	28.50	ESPO cleaning materials/statio
26/04/2023	29156933/18		GALLAGHER	GAL001	575.22	91.06	666.28	4070	101	34.60	ESPO cleaning materials
30/04/2023	6529		NATALIE GREEN & CO.	GREE001	1,312.50	262.50	1,575.00	4050	201	575.22	Allianze Engineering policy
14/04/2023	PC/1420		HADLANDS	HADL001	3,000.00	600.00	3,600.00	4055	102	1,312.50	N Green accounts and year end
30/04/2023	HMRCAPR23		HMRC	HMRC01	4,340.69	0.00	4,340.69	4000	201	3,000.00	Hadlans CK Nursery rent review
								4000	101	1,059.97	HMRCAPR23/HMRC PAYE & NI
								4000	101	411.89	HMRCAPR23/HMRC PAYE & NI
								4000	102	731.87	HMRCAPR23/HMRC PAYE & NI
								4000	211	396.98	HMRCAPR23/HMRC PAYE & NI
								4005	201	549.15	HMRCAPR23/HMRC PAYE & NI
								4005	101	595.29	HMRCAPR23/HMRC PAYE & NI
								4005	211	182.83	HMRCAPR23/HMRC PAYE & NI
								4005	102	412.71	HMRCAPR23/HMRC PAYE & NI
28/04/2023	52013		ISE FIRE PRODUCTS	ISEFIRE01	352.95	70.59	423.54	4226	101	352.95	ISE Fire fire service
28/04/2023	52014		ISE FIRE PRODUCTS	ISEFIRE01	135.00	27.00	162.00	4226	101	135.00	ISE Fire Fire ext service
30/04/2023	LGSSAPR23		NCC - PENSION	LPGS	3,101.84	0.00	3,101.84	4000	201	304.80	LGSSAPR23/Pension
								4000	101	128.39	LGSSAPR23/Pension
								4000	102	207.91	LGSSAPR23/Pension
								4006	201	998.23	LGSSAPR23/Pension
								4006	101	884.54	LGSSAPR23/Pension
								4006	102	577.97	LGSSAPR23/Pension





PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 1

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	
03/04/2023	INV-2819		NCALC	NCALC01	4,891.76	204.40	5,096.16	4060	201	4,891.76	NCalc Membership fee
05/04/2023	INV-3021		NCALC	NCALC01	290.00	58.00	348.00	4019	201	290.00	NCalc Whole Council training
21/04/2023	INV-3052		NCALC	NCALC01	495.00	99.00	594.00	4019	201	495.00	NCalc RI Cilca training
11/04/2023	PASWAY-AUG		PERSONNEL ADVICE	PAS01	480.00	0.00	480.00	4056	201	480.00	Personel Advice May-Aug
17/04/2023	6614/23		P B ELECTRICAL SER.	PBE001	273.00	54.60	327.60	4225	102	273.00	PB Elec cooker/lighting rep
17/04/2023	6615/23		P B ELECTRICAL SER.	PBE001	1,450.00	290.00	1,740.00	4227	101	1,450.00	PB Elect mains and metering
04/04/2023	272440		PATHFINDER LEGAL	PLS	1,998.10	399.62	2,397.72	4055	102	1,998.10	Pathfinder legal unit 5 St L
04/04/2023	272441		PATHFINDER LEGAL	PLS	30.80	6.16	36.96	4055	211	30.80	Pathfinder legal Aquitaine Ci
								330		-30.80	Pathfinder legal Aquitaine Ci
								6000	211	30.80	Pathfinder legal Aquitaine Ci
04/04/2023	272442		PATHFINDER LEGAL	PLS	993.30	198.66	1,191.96	4055	201	993.30	Pathfinder legal Sports Centre
04/04/2023	272443		PATHFINDER LEGAL	PLS	12.90	2.58	15.48	4055	102	12.90	Pathfinder legal unit 4 St L
04/04/2023	272444		PATHFINDER LEGAL	PLS	7.70	1.54	9.24	4055	211	7.70	Pathfinder legal Brockwood
								330		-7.70	Pathfinder legal Brockwood
								6000	211	7.70	Pathfinder legal Brockwood
04/04/2023	272445		PATHFINDER LEGAL	PLS	25.80	5.16	30.96	4055	102	25.80	Pathfinder legal unit 3 St L
30/04/2023	SALARIESAPR23		SALARIES	SALARIES01	15,651.89	0.00	15,651.89	4000	201	4,162.69	SALARIESAPR23/STAFF SALARIES
								4000	101	5,635.99	SALARIESAPR23/STAFF SALARIES
								4000	102	3,887.86	SALARIESAPR23/STAFF SALARIES
								4000	211	1,950.64	SALARIESAPR23/STAFF SALARIES
								4015	211	14.71	SALARIESAPR23/STAFF SALARIES
30/04/2023	0001820731		SRCL LTD	SRCL	75.94	15.19	91.13	4155	101	38.16	SRCL waste
								4155	102	37.78	SRCL waste
05/04/2023	101902757/0001		SOUTHERN ELECTRIC	SSE01	6,588.29	1,317.65	7,905.94	4206	102	6,588.29	SSE Elec 30.12.22-30.3.23
06/04/2023	191900996/0005		SOUTHERN ELECTRIC	SSE01	3,483.50	696.70	4,180.20	4205	102	3,483.50	SSE gas St L 1.3.23-31.3.23
21/04/2023	9660		SSSLTD	SSS01	80.00	16.00	96.00	4227	101	80.00	SSS - CCTV maintenance
26/04/2023	9682		SSSLTD	SSS01	1,400.00	280.00	1,680.00	4220	102	1,400.00	SSS camera on garage StL
17/04/2023	1085537635		STANNAH	ST01	253.70	50.74	304.44	4226	101	253.70	Stannah lift service 16.4-15.7
27/04/2023	5540		STUDIO ONE	ST002	39.00	7.80	46.80	4128	215	39.00	Studio One DPC logo stickers



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 1

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		
03/04/2023	TVAPR23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TVAPR23/TV Licensing	
30/04/2023	RCO1208084		VEOLIA	V0002	538.68	107.74	646.42	4155	101	377.68	Veolia waste Apr 23	
22/04/2023	B4-599191142		VODAFONE	VODA01	121.35	18.26	139.61	4155	102	161.00	Veolia waste Apr 23	
20/04/2023	WNC OFF4		WEST NORTANTS COUNC	WNC001	2,095.80	0.00	2,095.80	4121	101	60.68	Vodafone mobile phones	
01/04/2023	WNC RATES STL		WEST NORTANTS COUNC	WNC001	1,049.60	0.00	1,049.60	4200	102	60.67	Vodafone mobile phones	
30/04/2023	254687107		WORLDPAY	WORLD001	43.99	5.14	49.13	4200	102	2,095.80	WNC OFF4 STLukes rates	
							4137	201		1,049.60	WNC RATES 23/24 STL	
										43.99	Worldpay cc charges	
<b>TOTAL INVOICES</b>								<b>64,849.59</b>	<b>6,623.90</b>	<b>71,473.49</b>	<b>64,849.59</b>	





**DUSTON PARISH COUNCIL**

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

**Planning Committee Minutes**  
**29<sup>th</sup> June 2023 7PM**

**Chair:** Cllr M Ingram

**Councillors Present:** Barnes, Enright-King

**IN ATTENDANCE:**

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

**PC011/23. To receive apologies for absence**

- Apologies were received from Cllrs Liddon and Mumford

**PC012/23. To receive and approve for signature the minutes of the meeting held on 25<sup>th</sup> May 2023**

- **RESOLVED:** That the minutes of the Planning Committee meeting held on the 25<sup>th</sup> of May 2023 were approved as a true record and signed by the Chair.

**PC013/23. 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.

### PC014/23. Public Participation Session

- Two members of the public were present, with one speaking upon planning application WNN/2023/0493.

### PC015/23. Planning Applications

- **RESOLVED:**

a) WNN/2023/0502 53 – Main Road, Duston, Northamptonshire, NN5 6JN – Listed Building Consent Application for replacement of floor standing boiler with a wall mounted boiler

- No observations or comments.

b) WNN/2023/0493 – 3, Bobtail Court, Northampton, Northamptonshire, NN5 6TX – Two storey side extension with garage conversion and single storey rear extension

- Duston Parish Council has no objection to this application, since the Covid-19 pandemic, home working has increased nationally; it is the view of the Council that application complies with policy B1 of the Duston Neighbourhood Plan.

c) WNN/2023/0522 – 1, Millway, Northampton, Northamptonshire, NN5 6ER – Erection of one 4/5 bedroom dwellinghouse

- No objection, but Duston Parish Council would like to confirm that the conservation officer has been consulted to ensure that the work does not violate the conservation area policies.

d) WNN/2023/0549 43 – The Lawns, Northampton, Northamptonshire, NN5 6AF – Single storey rear extension 4m deep, new timber garden fence and access gates along boundary at rear and side garden and conversion of garage to study

- No observations or comments.

### PC016/23. Obtaining Advice on S106 / CIL

- **RESOLVED:** That the Clerk contacts the S106 team at Campaign Protection Rural England (CPRE) for advice surrounding the retrieval of S106 monies from West Northamptonshire Council.

**PC017/23. Duston Neighbourhood Plan**

- **RESOLVED:** That the Clerk contact and engage with Lewis Goodley, a qualified planning officer who is familiar with Duston. The Clerk will also ask for a quote.

*The meeting finished at 8:22pm*

DRAFT







**DUSTON PARISH COUNCIL**

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

## **Community Services Committee Minutes** **Monday 26<sup>th</sup> June 2023 7PM**

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

**Chair:** Clr S Maitland

**Councillors Present:** Ennis-Clark, Enright-King, Roper

**IN ATTENDANCE:**

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

**CSC01/23. To elect a Chair of the Community Services Committee**

- **RESOLVED:** Clr S Maitland was elected Chair of the Community Services Committee for the municipal year of 2023/24.

**CSC02/23. To elect a Vice-Chair of the Community Services Committee**

- **RESOVLED:** Clr S Roper was elected Vice-Chair of the Community Services Committee for the municipal year of 2023/24.

**CSC03/23. To receive apologies for absence**

- **RESOLVED:** Apologies were received from Clrs Golby and Stonehouse.

**CSC04/23. To receive and approve the minutes of the Community Services Committee on 11<sup>th</sup> May 2023**

- **RESOLVED:** That the minutes of the Community Services Committee meeting held on the 11<sup>th</sup> of May 2023 were approved as a true record and signed by the Chair.

**CSC05/23. 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.

**CSC06/23. Public Participation Session**

- There were no members of the public present.

**CSC07/23. Grant Applications**

- **RESOLVED:**
  - a) To recommend to Full Council that the grant application to support the grounds maintenance of St Luke's Closed Churchyard (£600) be approved.
  - b) To recommend to Full Council that the grant application to support Duston Library Summer Reading Challenge finishers' event by funding a magician (75 minute show & free balloon animals for all the children - £140) be approved.

**CSC08/23. Grants Working Party - To decide whether to establish a new working party to consider grant applications and make recommendations to full Council as appropriate.**

- **RESOLVED:** To defer the item until the next ordinary Community Services Committee (12<sup>th</sup> of July 2023).



**DUSTON PARISH COUNCIL**

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

**ENVIRONMENT COMMITTEE**  
**MINUTES 15<sup>th</sup> JUNE 2023**

Cllrs Enright-King, Ennis-Clark, Ingram, Liddon

**CHAIR:** Councillor Enright-King

**PRESENT:** Cllrs Ennis-Clark, Ingram and Liddon

**IN ATTENDANCE:**

Gary Youens – Clerk  
George Nemteanu – Facilities & Operations Manager  
Cllr Joanne Mumford

**EC01/23. To elect a Chair of the Environment Committee**

- Cllr P Enright-King was elected Chair of the Environment Committee for 2023/24.

**EC02/23. To elect a Vice-Chair of the Environment Committee**

- Cllr M Ingram was elected Vice-Chair of the Environment Committee for 2023/24.

**EC03/23. To receive apologies for absence**

- There were no apologies received.

**EC04/23. To receive and approve for signature the minutes of the meeting held on Thursday 20<sup>th</sup> April 2023**

- **RESOLVED:** That the minutes of the meeting held on the 20th April 2023 were approved as a true record and signed by the Chair.

**EC05/23. 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.

**EC06/23. Public Participation Session**

- There were two members of the public present. One spoke upon item EC07/23 and the other upon EC10/23

**EC07/23. St. Luke's Field / Sussex Close Boundary**

- Dead trees were removed from the boundary in January 2023 due to safety concerns and potential damage to adjacent property. The Council has been advised that a fence / gate along this boundary may require planning permission. In addition, a fence / gate may not comply with the current lease with the land owner. There has been some planting on the boundary recently as part of the Queen Green Canopy (APPENDIX B).
- **RESOLVED:** To recommend to Council that mature hedges be planted along this boundary using the Community Infrastructure Levy. A fence would be expensive and planting hedges would be more environmentally friendly.

**EC08/23. Litter Bin on Port Road**

- Recently a member of the public addressed Council requesting Duston Parish Council install a litter bin on Port Road near Alpine Way. It was discussed whilst this area is in Duston Parish the problem with litter and dog fouling is further along near the bridge. The litter and dog fouling problem is within Harlestone Manor Parish Council.
- **RESOLVED:** To contact Harlestone Manor Parish Council to see if they will install a litter bin near the bridge on Port Road.

**EC09/23. Cllr Mumford Report Back From Year 5 The Duston School**

- Recently Cllr Mumford had recently been invited to talk to Year 5 pupils at The Duston School. Cllr Mumford's notes were distributed to other councillors present. The Committee thanked Cllr Mumford for her report and also for engaging with Year 5 pupils. There were items that the Committee agreed were good ideas such as electric

car charging points and making parks accessible for people with disabilities. More play equipment in Duston would be welcomed:

- **RESOLVED:** To make and install bird / bat boxes in our parks and open spaces as show of good faith to the present year 5 pupils from Duston School win from Cllr Mumford's feedback report.

#### **EC10/23. Parking on Footpaths**

- There is an issue for people with disabilities who find it difficult to pass parked cars on the pavement. Some parked vehicles leave little space on the pavement which means sometimes wheelchair users have to cut across private property or find an alternative but longer route. It was noted ultimately that Northamptonshire Police or West Northamptonshire Council as the Highways authority has the tools to do something about this. However, it was also noted the roads are narrow and if cars didn't park to some extent on the pavement emergency vehicles would not get through.
- **RESOLVED:** To note that inconsiderate parking continues to be a problem in Duston.

#### **EC11/23. Preserving Hedgehogs**

- Cllr Ennis-Clark spoke about the problems of garden power tools which can injure small wildlife to animals. A particular problem is strimmers injuring or even killing hedgehogs that hide in overgrowth and plants.
- **RESOLVED:** That a poster from the British Hedgehog Preservation Society is by placed on our notice boards for a month and also placed on DPC social media platforms.

#### **EC12/23. CCTV in Parks**

- There was a discussion on the legality, practicality and effectiveness of installing CCTV in DPC owned Parks. The point was also made that if DPC is to invest in parks then they need to safe.
- **RESOLVED:**
  - a) That the Clerk contacts Northamptonshire Police to see if they had any guidance or comments about CCTV in parks.
  - b) That the item be placed upon the next Environment Committee agenda for further consideration.

**EC13/23. Errington Park**

- **RESOLVED:**
  - a) To purchase the commemorative bench using Community Infrastructure Levy (APPENDIX C).
  - b) To install concrete bases for the two existing benches adjacent to the play area (APPENDIX D)

**EC14/23. Limehurst Square Litter**

- There was a discussion around the persistent issue of litter in Limehurst Square. There are six litter bins in the area and a further bin outside Duston Community Centre. Maybe the shops could be encouraged to help keep Limehurst Square litter free.
- **RESOLVED:**
  - a) That the Clerk will check the litter picking policy of Tesco
  - b) That the Clerk will draft a letter and present to the next Environment Committee.

**EC15/23. Clerk Report**

- The small benches at Harlestone Road bus stop and Weggs Farm Bus Stop should be installed within the next month. The Clerk was instructed to get this done.
- The Clerk to chase the contractor on the installation of soakway at the entrance to Mendip Park.
- The Clerk has contacted WNC about obtaining S106 for Mendip Park improvements such as new play equipment, a commemorative bench and a lockable gate with Sam Harrison Way. However, as yet there has been no response from WNC despite the Clerk chasing.
- DPC staff currently planning the bee stops at Errington Park and Mendip Park. Grafton Way Meadow has been done marked out already. Looking at purchasing some wild flower seeds.
- The Clerk has asked WNC permission to move the covid 19 memorial bench in the cemetery and is waiting for an answer.

*The meeting finished at 8:36pm*

APPENDIX G









## Grant Awarding Policy

This document outlines Duston Parish Council's guidelines for awarding community grants. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Duston in a positive way

Each grant will not normally exceed a maximum of £1000, although Council may use its discretion to exceed this amount.

### **1. Grant Application Process**

1.1 Applicants will be required to complete and submit an application form.

1.2 The Parish Clerk will receive all applications in the first instance.

1.3 In addition to the application form organisations will be required to provide

- A copy of their written constitution or details of their aims and purpose.

- 8 21010911A
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
  - A copy of their Annual Report

1.4 Applications may be submitted at any time.

1.5 All applicants will be contacted following a decision by Council.

1.6 The completed Grant Application Form will be published in full on Duston Parish Council website.

## **2. Conditions of Funding**

2.1 Grants will not be made retrospectively.

2.2 Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified local project.

2.3 An organisation should have a bank account in its own name. Payment will be made to the named organisation.

2.4 The administration of and accounting for any grant shall be the responsibility of the recipient. Evidence of expenditure should be supplied to the Council where requested.

2.5 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each award.

2.6 Each application will be assessed on its own merits.

2.7 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

2.8 Successful applicants must provide photos or a short written report on how the grant was spent within 12 months of receiving the grant. Any grant money not used for purpose within 12 months shall be returned.

2.9 Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

## **3. Eligibility**

3.1 Grants are available made to:

- ✓ A Not For Profit organisation serving the needs of the residents of Duston and/or the area

- ✓ A Duston based club/association/charity serving a specific section of the community or the community as a whole

3.2 Grants will not be made to:

- × Individuals.
- × Organisations operating on a for-profit basis.
- × Political or quasi political groups.
- × Organisations located outside of the parish unless there is specific proof of direct benefit to Duston or its residents.
- × Charity appeals

**4. What Happens Next**

4.1 If your application is successful you will be sent a letter informing you. OR

4.2 If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.

Version	Date adopted / re-adopted	Date review by
43/23	6 <sup>th</sup> July 2023	July 2027 unless there are statutory changes





**DUSTON PARISH COUNCIL**

## Grant Application Form

<b>Name of organisation</b>	
<b>Nature of organisation (e.g. Registered Charity, CIC, Voluntary)</b>	
<b>Charity Number (if applicable)</b>	
<b>Date Organisation was set up</b>	
<b>Amount being requested</b>	
<b>How much will the whole project cost?</b>	
<b>Are you applying to other grant making bodies</b>	Yes / No
<b>If yes, who else have you applied to and how much?</b>	
<b>Is this a one-off or on-going project?</b>	
<b>Date the project/work will start</b>	
<b>Expected completion date (if applicable) and how will success of the project be measured?</b>	
<b>Aims and Objectives of the organisation and activities in Duston</b>	

**How will this project benefit the residents of Duston  
(continue on a separate if necessary)**

**Checklist**

- Read the guidelines.
- Ensure all questions are answered.
- A copy of your written constitution enclosed if available
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.  
If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
- A copy of Annual Report enclosed if available

**For Admin Use Only**

## **Applicant Details**

<b>Contact Name and address</b>	
<b>Position held within organisation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email</b>	
<b>Daytime Phone No</b>	
<b>Website (if applicable)</b>	
<b>Bank Details</b> -Account Name -Sort Code -Account Number	

### **DECLARATION:**

**I confirm that, to be best of my knowledge and belief, all the information in the application is true and correct.**

<b>Your Name (Print)</b>	
<b>Your signature</b>	
<b>Date</b>	

Send completed Form to the Clerk at either [clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk) or Parish Office, Duston Community Centre, Pendle Road, West Northamptonshire, NN5 6 DT.







## Equality & Diversity Statement

### **1. Introduction**

1.1 The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

1.2 It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

### **2. Policy**

2.1 Duston Parish Council (DPC) is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy DPC will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, age, sex, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- promote diversity and equality and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds.
- challenge inequality and less favourable treatment wherever practicable.

- promote greater participation of under-represented groups by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff, councillors, contractors and visitors attending the Council's offices or meetings.

2.2 The task of promoting social inclusion, tackling discrimination and encouraging equal opportunities are key issues for Duston Parish Council and the Council is committed to:

- ensuring the accessibility of our physical and virtual environments for all
- eliminating unlawful discrimination, harassment and victimisation
- advancing equality of opportunity between different groups
- fostering good relations between different groups.

### **3. Commitment of the Council**

3.1 DPC is committed to Equality and Diversity and to the vision of improving the quality of life for local people.

3.2 The Parish Council aims to be:

- Accessible
- Accountable
- Fair
- Inclusive
- Proactive
- Professional
- Responsible

3.3 Duston Parish Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

- Through the delivery of our services to the community by ensuring that within reason, these services are accessible to all and that we fully recognise the diversity of people's needs.

- In the Parish Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect.

#### **4. Scope of the Policy**

4.1 This policy is designed to value diversity and to ensure equality of opportunity and access to services and that no one receives less favourable treatment on the grounds of:

- Age
- Race (including colour, nationality and ethnic or nationality origin)
- Religion or belief
- Sex
- Sexual orientation
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Marriage and Civil Partnership

#### **5. Objectives of the Policy**

5.1 To improve delivery, information and access to services we will:

- Ensure all employees, contractors and users of our services are informed about our Equality and Diversity Policy.
- Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners.
- Rectify any elements of our work which have the potential for discrimination and prejudice.

5.2 To promote equality and diversity with other partners we will:

- Promote tolerance and respect between diverse groups and individuals.
- Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the parish.

- Challenge all forms of discrimination within the Parish Council and the wider community.
- Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

5.3 All members of staff and Councillors remain personally responsible for ensuring that they act within the law. The Chief Officer is responsible for ensuring that staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Parish Council could be vicariously liable for actions carried out by staff purportedly in the Parish Council's name. Any member of staff or Councillor may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally in respect of the Equality Act 2010.

## 6. Employment

Duston Parish Council is an equal opportunity employer and is committed to ensuring within the framework of the law that the Council's workplaces are free from unlawful or unfair discrimination.

Version	Date adopted / re-adopted	Date review by
45/23	6 <sup>th</sup> July 2023	July 2027 unless there are statutory changes

**DUSTON PARISH COUNCIL**

**HEALTH, SAFETY & WELFARE  
POLICY AND PROCEDURES**

**Duston Parish Council  
Pendle Road  
Duston  
Northampton  
NN5 6DT  
  
01604 583626**

Revision 5 – 18/01/2023

## CONTENTS LIST

## PAGE

Health & Safety Policy Statement	3
Smoking Policy	4
Drugs & Alcohol Policy	5
Safeguarding Policy	6
Organisation	7-8
Organisation Chart	9
Arrangements	
1. General	10
2. Safe Systems of Work	10
3. Information, training, consultation, welfare, working time.	11
4. Safe access & Safety Signs	11
5. First Aid	12
6. Control of substances hazardous to health	12
7. Health surveillance	13
8. Asbestos	13
9. Manual Handling	13
10. Personal Protective Equipment	14
11. Fire & emergency	14
12. Work equipment	15
13. Work at Height	15
14. Confined spaces	16
15. Office health & safety & Display Screen Equipment	16
16. Electricity and portable appliances	17
17. Accident Reporting & Investigation	18
18. Policy review	19
19. Revision record	19

## Appendices

- A – Contractors Inductance Record
- B - Policy receipt record
- C – Risk Assessment form
- D – Health Surveillance Questionnaire

## HEALTH & SAFETY POLICY

### Statutory Undertaking

In accordance with our duty under Section 2(3) of the Health and Safety at Work Act 1974, and fulfilling our obligations to employees and other persons affected by our activities, DUSTON PARISH COUNCIL has produced the following statement of policy in respect to health, safety and welfare.

### Policy Statement

The health, safety and welfare of employees and other persons affected by the Centres' activities are of prime importance to us and are regarded as essential elements in the effective operation of the Centre.

The responsibility for safety at work rests with everybody and the Centres' Management will ensure that its policy is implemented throughout the organisation. Specifically management will ensure:-

- The working environment for all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of plant, equipment and systems of work that are without risks to health.
- Arrangements are in place for the use, handling, storage and transport of materials for use at work that are safe and without risk to health.
- Persons not in our employ but may be affected by our activities are not exposed to risk to their health, safety & welfare.
- Information, instruction, training and supervision are provided as necessary to secure the health and safety of all employees.
- Arrangements and facilities are in place to enable all employees to raise matters of health and safety with management.
- There is suitable provision for safe access and egress to all areas.
- Sufficient resources are allocated to ensure the full implementation of this policy

The Centre requires all employees to comply with this policy and in particular to exercise care for the health and safety of themselves and others who may be affected by their acts or omissions.

The DUSTON PARISH COUNCIL Health and Safety Policy and the information contained herein will be reviewed on an annual basis and updated as necessary to incorporate changes in legislation or centre procedures.

Signed on behalf of DUSTON PARISH COUNCIL

Gary Youens (Parish Clerk) .....

Date .....

**SMOKING POLICY**

**Purpose**

This policy has been developed to protect all employees, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

**Policy**

It is the policy of DUSTON PARISH COUNCIL that all of our workplaces are smoke free and that all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

The company will only permit smoking only in a fully open environment, where non smokers are not working in the immediate vicinity to be affected and strictly where site rules do not specifically prohibit smoking.

**Implementation**

Overall responsibility for policy implementation and review rests with the company management. All staff is obliged to adhere to, and facilitate the implementation of the policy.

Management shall inform all existing employees, consultants, customers, visitors and contractors of the policy and their role in the implementation and monitoring of the policy. The Company also has to give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

**Non-compliance**

Failure to comply with this policy will result in disciplinary action being taken and ultimately possible dismissal. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

**Help to Stop Smoking**

The NHS offers the following free services to help smokers give up:

Call The NHS Smoking Helpline on 0300 123 1044 to find your local service or text 'give up' and your full post code to 88088.

Signed ..... Gary Youens (Parish Clerk)

Date .....



## DRUGS & ALCOHOL POLICY

DUSTON PARISH COUNCIL must provide a safe and health working environment. It recognises that this can be put at risk by those who misuse drugs or alcohol to such an extent that it may affect their health, performance, conduct and relationships at work. The policy which applies to all employees aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of drugs and alcohol.
- Identify employees with possible problems relating to the effects of drugs or alcohol at an early stage.
- Offer employees known to have drugs or alcohol related problems affecting their work referral to appropriate source of diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases action will be taken under the company's disciplinary procedures as appropriate.

### Arrangements.

The company will in consultation with the workforce:

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of drugs and alcohol.
- Encourage employees who may have drug or alcohol related problems which affect their work to take advantage of the company's referral procedure for diagnosis and treatment.
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of drugs and alcohol.
- In cases where the effects on work by the misuse of drugs and alcohol is confirmed or admitted agree upon a programme of treatment in consultation with the company appointed medical advisor and the employee.
- Instruct the appointed company medical advisor to co-ordinate and monitor and if necessary participate in the treatment which may involve recourse to a GP, counsellor, hospital department or in patient care.

The company will establish rules relating to an employee who is found to have misused drugs or alcohol or admits to the same. The policy rules may cover:

- Disciplinary action for refusal to accept help
- Conditions for accepting treatment
- Future employment if treatment proves to be unsuccessful
- Observation of medical confidentiality
- Effects on pensions, benefits and employment rights.

### Rules

The effects of drugs and alcohol can create serious health and safety risks, therefore the following rules should be adhered to:

- Do not come to work under the influence of drugs or alcohol
- Do not bring alcohol or non-prescribed drugs onto company premises
- Check with your doctor or pharmacist about the side-effects of prescribed medication.
- Never drive or operate machinery when under the influence of drugs or alcohol
- Offer support and advice to colleagues who you suspect of suffering from drugs or alcohol abuse
- Ask for assistance if you feel that matters are beyond your control.

Signed ..... Gary Youens (Parish Clerk)

Date .....

## **CHILD & ADULTS AT RISK PROTECTION & SAFEGUARDING POLICY**

DUSTON PARISH COUNCIL fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy applies to all staff, councillors, volunteers and contractors. This policy is vital to the Council's role as an owner, provider and operator of children's play areas including any other facility the council provides. However, any agency working with children and vulnerable people within any facility the Council provides has full responsibility to ensure the users are safeguarded.

### **Key Elements of the Policy**

DUSTON PARISH COUNCIL's primary aim is to ensure as far as possible that children and vulnerable people are safe and secure in any facility or environment it provides.

DUSTON PARISH COUNCIL shall ensure that anyone employed by the Council shall be appropriately checked for suitability when working with or around children and vulnerable people by ensuring that where appropriate staff are DBS checked to a standard disclosure.

DUSTON PARISH COUNCIL shall ensure that all staff, Councillors, volunteers and contractors are aware of child protection and shall know the procedure to follow if there is a child protection issue.

DUSTON PARISH COUNCIL shall take advice and guidance from its local Safeguarding Children's Board, Every Child Matters and any other relevant body or agency.

DUSTON PARISH COUNCIL's Clerk has responsibility in ensuring that all staff, Councillors, volunteers and contractors are in receipt of this policy.

Signed on behalf of DUSTON PARISH COUNCIL

Gary Youens (Parish Clerk) .....

Date .....

## **ORGANISATION, RESPONSIBILITIES & DUTIES**

The Centres' duties will, 'as far as is reasonably practicable' be:-

- To observe the requirements of the Health and Safety at Work etc. Act 1974
- To provide and maintain working environments, equipment and systems of work that are safe and without risks to health
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment etc.
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of employees involved in those activities and preparing work instructions where appropriate
- To ensure that appropriate personal protective equipment (PPE) is provided, maintained and used as directed.
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees and others affected by our activities.
- To consult with employees on safety matters.
- Provide adequate first aid arrangements and welfare for employees whilst at work
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
- To ensure that all appointed contractors comply with this Policy and that they are to give sufficient information relating to hazards that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To ensure that satisfactory levels of resources are allocated to ensure the implementation of this health and safety policy.

### **Chain of Responsibility:-**

The overall responsibility for health and safety at the DUSTON PARISH COUNCIL lies with the Parish Clerk.

The Parish Clerk has appointed Safety Advisors, GD Safety Systems, who will advise on health and safety matters when requested by the Centre. The day to day management of health and safety within the premises is delegated to the Facilities Manager/Operations Manager.

### **Operations Manger**

The responsibilities of the Parish Clerk are;

- To provide a visible management commitment to higher standards of health and safety,
- To monitor the effectiveness of this Policy and to make revisions as necessary.
- To ensure all Centre employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities.
- To analyse safety data arising from safety advisers' site inspection reports and any accident or dangerous occurrences, near miss reports. To ensure that all accidents and incidents are recorded, investigated and reported as required by RIDDOR.
- To ensure all employees receive adequate and relevant training and that records of training are maintained.
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- To monitor that adequate financial arrangements are being made to meet statutory requirements.
- To ensure that the management of health and safety within the Centre is periodically audited.
- To assess the suitability of subcontractors to work with the Centre.

## **EMPLOYEES**

- To comply with this Policy and with risk assessments and safe systems of work appropriate to their work activities.
- To comply with all warning notices regarding site safety.
- To only use suitable work equipment for which they are trained and authorised to use.
- To report defects in equipment to Management
- To use Personal Protective Equipment provided as appropriate or directed.
- To report any accident, dangerous occurrence or near miss to Management.
- To take care of the safety of themselves and others who may be affected by their work
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

## **SAFETY ADVISOR DUTIES**

- To advise the Centre Management on safety matters.
- To carry out workplace inspections when required. To notify Centre Management of all defects found and provide a written report.
- To discuss and advise on matters affecting health, safety and welfare.
- Immediately to contact the Parish Clerk if situations are found that, in the opinion of the safety adviser, are dangerous enough to warrant the stopping of any activity.
- To advise of safety training requirements for new starters and all other employees.
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.

## **YOUNG PERSONS**

A 'young person' is someone who is under 18 years of age. Management will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

## **NEW EMPLOYEES**

All new employees will undergo induction training on their first day of employment. Induction training is to include but not restricted to the following:

- Centre Health & Safety Policy and procedures
- Employee Health Assessment
- Issue of PPE
- Details of any hazards associated with the work to be undertaken

## **SUBCONTRACTORS**

Prior to the commencement of any works at the Centre, Contractors will be required to signify that:

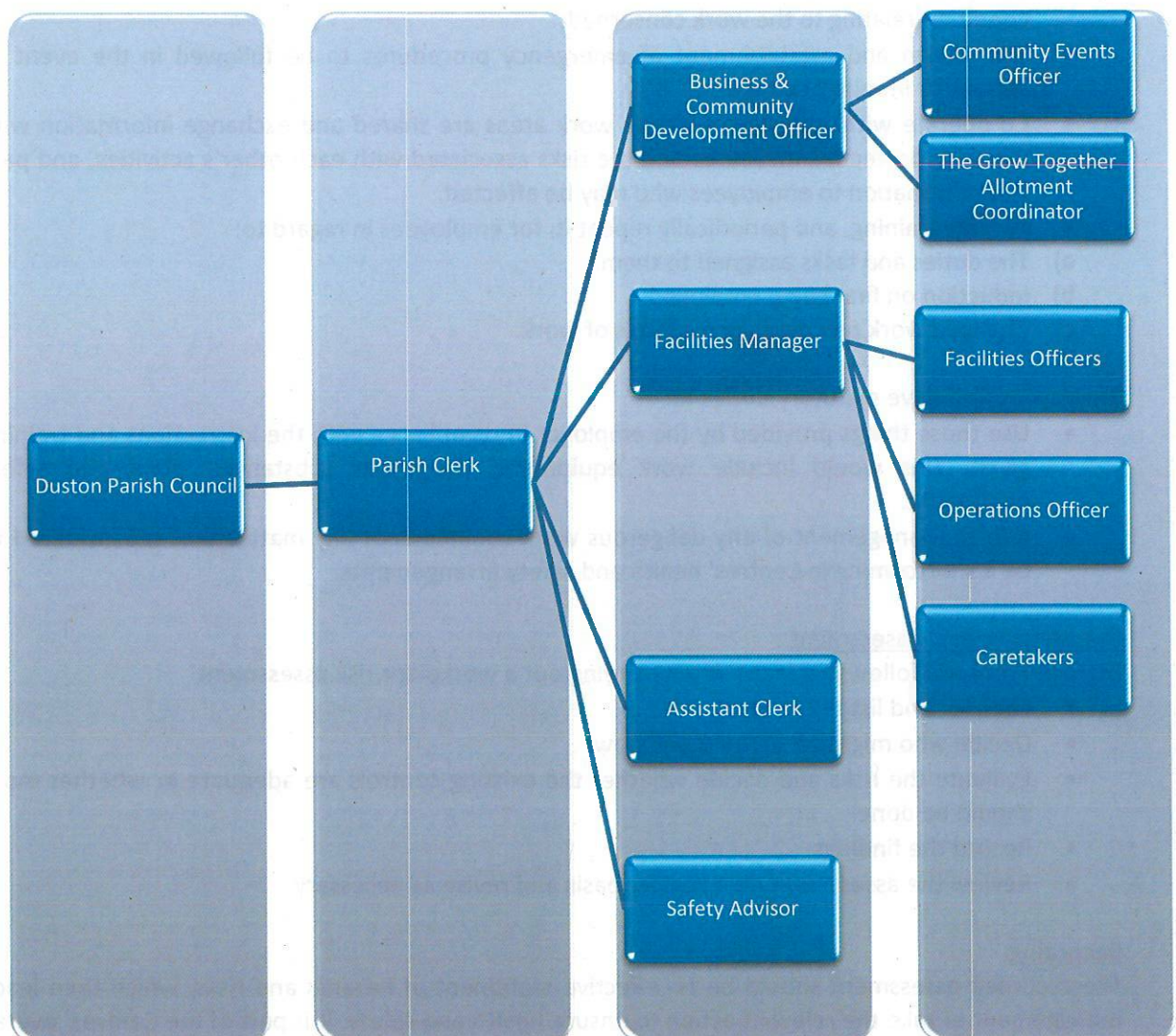
- They are conversant with the Health and Safety at Work Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons and vulnerable persons

- They will submit risk assessments, COSHH assessments and where necessary, method statements as required before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.

When on site Contractors will be subject to a brief induction by a member of the Centre Staff. This induction will include but may not be restricted to:

- Site Rules
- Site security arrangements
- Fire, emergency and first aid arrangements
- Access restrictions
- Asbestos register
- Verification of contractor documentation and competence
- Sign an inductance log (Appendix A)

**ORGANISATION CHART**



**ARRANGEMENTS FOR CARRYING OUT THE POLICY**

## 1. General

The Centre Management will issue to all employees a copy of its Health and Safety Policy and a register will be kept of all people who have received it and signed for it. (Appendix B)

Subcontractors will be engaged on the condition that they agree to abide by the Centre Health and Safety Policy. A copy of the Centres' Health and Safety Policy will be maintained and posted for information. In addition any statutory notices will also be displayed on site.

## 2. Safe Systems of Work

The Centre will make an assessment of significant risks to the health and safety of employees and others who may be affected by work activities, including user groups, contractors, part time/temporary staff and the general public.

- Significant hazards will be recorded in writing and those groups of employees or others especially at risk will be identified.
- Procedures and systems of work will be specified for the elimination or minimising of the risks.
- Risk assessments will be reviewed and changed if circumstances have significantly changed.
- The provision of health surveillance where there is an identifiable disease or adverse health condition relating to the work concerned.
- The design and establishment of emergency procedures to be followed in the event of serious or imminent danger.
- Co-operate with contractors where work areas are shared and exchange information with them on protective measures and the risks associated with each other's activities, and pass this information to employees who may be affected.
- Provide training, and periodically repeat it, for employees in regard to:
  - a) The duties and tasks assigned to them.
  - b) Induction on first being employed.
  - c) Changed work processes or methods of work.

Employees also have statutory duties to:

- Use those things provided by the employer in compliance with the instructions and training given. This would include work equipment, dangerous substances, plant and safety equipment.
- Inform Management of any dangerous work conditions or any matter that is considered to be a shortcoming in Centres' health and safety arrangements.

### Five steps to Risk Assessment

Management will follow five steps when carrying out a workplace risk assessment

- Look for and list the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing controls are adequate or whether more should be done
- Record the findings
- Review the assessment on a regular basis and revise as necessary

### Recording

The recorded assessment should be an effective statement of hazards and risks, which then leads management to take the relevant action to ensure health and safety. It is part of the Centres' overall approach to health and safety. (Appendix C)

### Work Instructions

Where appropriate documented instructions for specific work activities will be produced and reviewed at regular intervals. Employees are expected to comply with the stated working practices within these instructions, any problems/concerns identified with these instructions should be brought to the attention of Management.

## **3. Information, Training, Consultation, Welfare & Working Time**

### Health and Safety Information

Copies of this policy shall be available to all Centre employees and other interested parties and a register will be kept of all people who have received it and signed for it. (Appendix B)

A duly completed copy of the Health and Safety Law poster will be displayed in a prominent position on site. A copy of the health and safety policy and employers liability insurance will also be posted.

We are advised by GD Safety Systems, who provides us with health and safety guidance, advice, support and information including training advice, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

### Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities
- Competent to operate specialist tools, plant and work equipment.
- Adequately inducted

Records of all training carried out will be maintained.

### Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged, and should be made through normal management channels. The Parish Clerk is available for consultation on any safety or health matter at any time.

### Welfare

In accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the Centre will provide workplaces with adequate provision for their ventilation, temperature and lighting. Appropriate levels of cleanliness shall be maintained and arrangements for the disposal of any waste in accordance with environmental protection arrangements in place.

The Centre will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees. Hot and cold running water, soap, towels and drying facilities will be in place. An adequate supply of wholesome drinking water will be provided. Suitable and sufficient facilities for rest and to take refreshments will also be provided.

### Working Time Regulations

The Centre recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

## **4. Safe Access & Safety Signs**

### Safe Access

So far as is reasonably practicable, the Centre will ensure that:-

- Safe and suitable access to and egress from the Centre will be provided and properly maintained to enable all employees, user groups and general public to reach their places of work/activity safely.

- Access routes shall be kept clear of obstructions, materials, cables and other tripping hazards. Lighting is to be maintained in good condition in all walkways and external areas of the Centre.
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there.
- Temporary access issues (spillage, wet floors, temporary works) are clearly highlighted and the appropriate warning signs are displayed
- Access roads and car parks will be organised so that pedestrians and vehicles are segregated and can move about the site safely

### Safety Signs & Signals

Where safety assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations.

They consist of:-

Warning signs - yellow triangular signs	e.g. "Mind the step",
Prohibition signs - red round signs	e.g. "No Smoking", "No Parking"
Mandatory signs - round blue signs	e.g. "Fire door – keep shut"
Emergency signs - green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs - red rectangular signs	e.g. "Fire Extinguisher"

### **5. First Aid**

First Aid arrangements shall be in compliance with the First Aid Regulations and the associated Approved Code of Practice.

The Centre shall be provided with a first aid kit. The kit will contain (at least) the scale of equipment in accordance with the Regulations. All employees shall be advised of the arrangements that apply to the Centre and shall be included in the induction process for new employees.

Certain individual(s) will be nominated as competent first-aiders and will be given appropriate training. Notices shall be displayed in prominent positions indicating the location of the first aid box and the name of the appointed person. The appointed person shall ensure that contents are replenished as necessary including items which may have exceeded their shelf life.

Every employee is required to make sure he or she knows who the appointed first-aider is and where the First Aid boxes are located in his or her normal work location.

### **6. Control of Substances Hazardous to Health Regulations (COSHH)**

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. dust, fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using or encountering such substances we will:-

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL)
- Assess the risks



- Decide what precautions are needed
- Prevent or control and monitor the exposure
- Carry out health surveillance if necessary
- Ensure our employees are suitably trained, informed and supervised
- Obtain and retain Data Sheets in respect of those substances

Relevant assessments will be provided to employees at the point of use. Operatives will ensure that precautions outlined in the relevant assessments are implemented.

Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and replaced as required.

Employees who are required to make appropriate use of such equipment must report any defects immediately.

## **7. Health Surveillance**

Health surveillance may be undertaken for specified employees. Where necessary, the advice of a qualified Occupational Health Practitioner will be obtained. The staff concerned will co-operate and records will be maintained. All employees will complete a health questionnaire annually. (Appendix D)

The Centre will monitor operatives exposed to potential harm from activities or operations likely to result in them suffering conditions of:-

- occupational Dermatitis
- hearing damage
- hand, arm and whole body vibration syndrome
- musco-skeletal disorders
- damage to their eyesight
- exposure to asbestos

## **8. Asbestos Containing Materials**

It is the policy of the Centre to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains. An asbestos survey has been carried on the premises and is available to employees and others working on site.

The Centre acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

## **9. Manual Handling**

The Centre will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable
- Provide or obtain information on the load to be handled

When considering how to deal with manual handling activities, we will ensure that the below factors are addressed:-

Duston Parish Council – Health & Safety Policy

- The task
- The load
- The working environment
- Individual capacity
- Make full and proper use of handling aids (sack barrows, trolleys etc.)

Employees should inform Management of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner and inform Management immediately of any injury incurred through manual handling.

#### **10. Personal Protective Equipment (PPE)**

The Centre will ensure that suitable and sufficient protective clothing and equipment is provided, worn or used wherever there are risks to health and safety that cannot be controlled in other ways.

- PPE will be properly assessed before use to ensure it is suitable for purpose
- Employees will be consulted regarding its selection
- PPE will be properly maintained and stored
- Employees will be provided with instructions how to use it safely
- Used correctly by employees

Selected types of PPE will be compatible to other items that are in use, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment at Work Regulations.

It is the personal responsibility of employees to safeguard such items, reporting defects and using the equipment as required. Equipment issued to employees will be checked every 6 months by the nominated responsible person and recorded. A copy of the record will be maintained to the Head Office for action and filing.

Any items of protective equipment not issued to an individual will become the responsibility of each user to check its serviceability before and after use.

Any defective equipment is to be removed from use and reported to management immediately and repaired or replaced.

#### **11. Fire and Emergency**

##### Emergency Procedures

The Parish Clerk will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include

- The completion of a Fire Risk Assessment for the premises. This document will be reviewed and where necessary updated at least annually.
- That emergency procedures and contingency plans are established for dealing with such risks.
- No smoking is permitted anywhere within the Centre buildings
- Ensuring that employees are familiar with and understand the procedures providing and training as necessary.

Arrangements in place as part of the emergency plan will be monitored on a regular basis.

- Alarm systems – tested weekly, inspected by a competent person at least annually.
- Emergency lighting & illuminated emergency signage – monthly
- Fire drills – annually
- Fire extinguishers – test and inspect annually by a competent person

Hot works will only be carried out under a 'hot work permit' scheme controlled by the Parish Clerk.

## **12. Work Equipment**

Work equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations (PUWER). In particular we will: -

- Maintain equipment in efficient working order and in a good state of repair.
- Ensure that all equipment and plant is inspected as required with records of inspections kept.
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery
- Ensure that equipment will only be used in a stable or stabilised condition
- Suitable and sufficient lighting to be available if necessary.
- Ensure appropriate personal protective equipment is provided and used.

## **13. Work at Height, Scaffolds & Towers, Ladders & Steps.**

### Work at Height

'Work includes moving around at a place of work.'

'At height' describes a place from which a person could be injured when falling from it, even if it is at or below ground level. Employees will avoid working at height, where it is reasonably practicable to do the work safely some other way.

When we are required to work at height we will ensure that:-

- The Working at Height Regulations are conformed with
- All work at height is properly planned, organised and supervised
- Work is carried out in a manner that is safe
- Falls will be prevented or, if not able to be prevented the consequences or distance of falling will be minimised
- Those working at height are competent and fit to do so
- Risks are assessed and appropriate equipment selected and used
- Objects, tools etc. are prevented from falling
- Risks from fragile surfaces are avoided or properly controlled
- Equipment used for working at height will be inspected and properly maintained
- Planning for emergencies and rescue will be made

Tower scaffolds will only be erected by trained, competent and authorised operatives as per manufacturer's instructions.

- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them.
- When moved they will be pushed via the narrowest side at the bottom of the tower.
- Brakes will be set when the tower is in use.
- The SWL of scaffolds and working platforms will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

### Ladders, Step ladders and podiums.

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under The Working at Height Regulations has demonstrated alternative methods are unsuitable.

When ladders are used they will be:-

- Used by trained and competent operatives only
- Subject of an inspection regime with records of inspections maintained
- Visually inspected by operatives before use
- Marked with a means of identifying them
- Class 1 Industrial Heavy Duty or Class 2 Light Trade
- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area
- Used by only one person at a time
- Overhead cables will be identified and made safe when working at height

When using ladders operatives will:-

- Maintain three points of contact at all times
- Not use the top 3 rungs when used as a work platform,
- Not 'over reach'
- Not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be:-

- As with ladders - suitable for purpose
- Used on safe, level ground
- Used for short duration and light work
- Properly 'set up' and not inclined against walls etc.
- Operative not to use top 2 steps and not to over reach

#### **14. Confined Spaces Operations**

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. The Centre will comply with The Confined Spaces Regulations 1997 and Approved Codes of Practice.

An Assessment of the work will be made.

- No entry into a confined space shall be permitted until we are satisfied that entry is safe.
- Only suitably fit and trained personnel will be used in these operations
- Constant and competent supervision will be provided at the scene of operations.
- Permit to work schemes may be applied.

#### **15. Office Health & Safety & Display Screen Equipment**

##### **Office Health & Safety**

All office based staff shall assist in minimising the risk of accidents, ill health and fire or other emergency within the office environment. Hazards will be minimised by:-

- Properly storing materials
- Protecting against or eliminating trailing electrical cables
- Closing filing cabinet drawers

- Keeping walkways and fire exits clear and unobstructed
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments

Electrical hazards will be minimised by ensuring:-

- That all cables and connections are maintained in good condition
- Equipment is properly earthed and correctly fused,
- Sockets are not overloaded
- Water kept away from electrical installations
- Electrical equipment shall be subject to regular safety testing by a competent person.

### Visual Display Equipment

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections
- Adequate space to be provided to allow postural changes and leg room
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task
- Work surfaces must allow for flexible arrangements
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area
- Eye sight test to be provided at request of user
- Damaged or faulty equipment will be taken out of use and reported to management

### **16. Electricity and Portable Appliances**

Electric shocks can kill, damage equipment and can also cause fires.

The Centre will take all necessary actions to secure the health and safety of staff who use or maintain electrical circuitry or equipment in accordance with the Electricity at Work Regulations. Since electrical equipment is potentially hazardous, the Centre will undertake regular assessments to identify risks and reduce them as far as is practicable.

The fixed installation in the Centre will be inspected and tested every five years by a nominated competent electrician employed by the Centre and the appropriate safety certificate issued. All portable electrical appliances will be tested and inspected by a nominated electrician employed by the Centre at yearly intervals. No personal electrical equipment may be brought on to the premises unless the Centre has given prior approval and the equipment has been inspected before use. No electrical fault finding or repairs must be carried out by employees unless trained to do so.

These procedures also apply to any electrical equipment hired in for use in the Centre or brought onto the premises by user groups. It is the responsibility of Parish Clerk to ensure that all electrical testing is carried out at specified intervals.

The Centre will ensure that emergency and first aid procedures cover the actions to be taken in the event of electric shock or burns.

- Electrical equipment should be switched off, preferably at the socket when not in use.
- Never stand containers or cups of liquid close to electrical appliances.
- Any defects in electrical equipment must be immediately notified to Management and the equipment taken out of use until repaired. Only authorised persons are permitted to repair or alter electrical equipment.

- DO NOT try and make makeshift repairs to faulty equipment.
- In the case of an electric shock, do not touch the casualty until the current is switched off. If the current cannot be switched off, stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source.

## **17. Accident Reporting & Investigation**

### Accident Reporting

All accidents, injuries or dangerous occurrences are to be recorded in the accident registers provided in each of the Centre's workplaces

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), all fatal accidents and major injuries, dangerous occurrences, occupational diseases and accidents resulting in employees being off work for more than 7 consecutive days are to be reported.

### Definitions:

- Major Injury – Fractures, amputation, loss of sight etc.
- Dangerous Occurrences – collapse of a load bearing part of lifting equipment, collision with overhead power lines, and contact with underground services. (These incidents may not result in injury but may have done)
- Occupational diseases – dermatitis, asbestosis, hepatitis.

### Procedure:

Accidents resulting in death, major injury, admission to hospital are to be reported as follows:-

Report the accident to Centre Management immediately.

The responsible Director will inform the RIDDOR Incident Centre (0845 300 9923) or online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

The responsible Director will send written confirmation using the form F2508 to the Incident Centre within 15 days.

The responsible Director will ensure that the accident has been properly recorded in the Centre Accident register and if appropriate instigate an investigation.

Accidents resulting in an employee being incapacitated for work for more than 7 consecutive days (excluding the day of the accident but including Saturdays, Sundays and recognised holidays) will also be reported to the RIDDOR Incident Centre in writing within 15 days. Occupational Diseases should be reported using the form F2508A with 15 days of confirmation.

### Accident Investigation

It is the policy of the Centre to fully comply with RIDDOR. The Centre's management sees Accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the responsible Director or a competent person appointed by the responsible Director detailing;

- The time, date and location of the incident.
- Details of the injured party – name address occupation etc.
- The circumstances of the accident including any photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses and copies of eyewitness statements.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will be analysed by management who will attempt to identify the root cause of the accident and what action needs to be taken to prevent recurrence. Follow up risk

assessment or safety inspections will be completed after a reasonable period of time to evaluate the effectiveness of any new measures adopted.

#### 18. Policy Review

This policy will be reviewed annually and updated and re-issued as necessary.

#### 19. REVISION RECORD

Revision	Date	Details of Change
1	09/11/12	New document issued.
2	24/08/15	Changes to Section 2 Organisation. Responsibilities of Operations manager added.
3	28/02/19	Changes to organisation chart, job titles and roles. Addition of new policies for Smoking, Drugs and Alcohol and Safeguarding.
3a	17/06/19	Organisation Chart amended.
4	31/01/20	Organisation chart amended following changes in structure.
5	12/12/22	Organisation chart amended following changes in structure.





# THE ROLE OF PARISH AND TOWN COUNCILS IN HEALTH & WELLBEING

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26 June 2023

**Danny Moody**

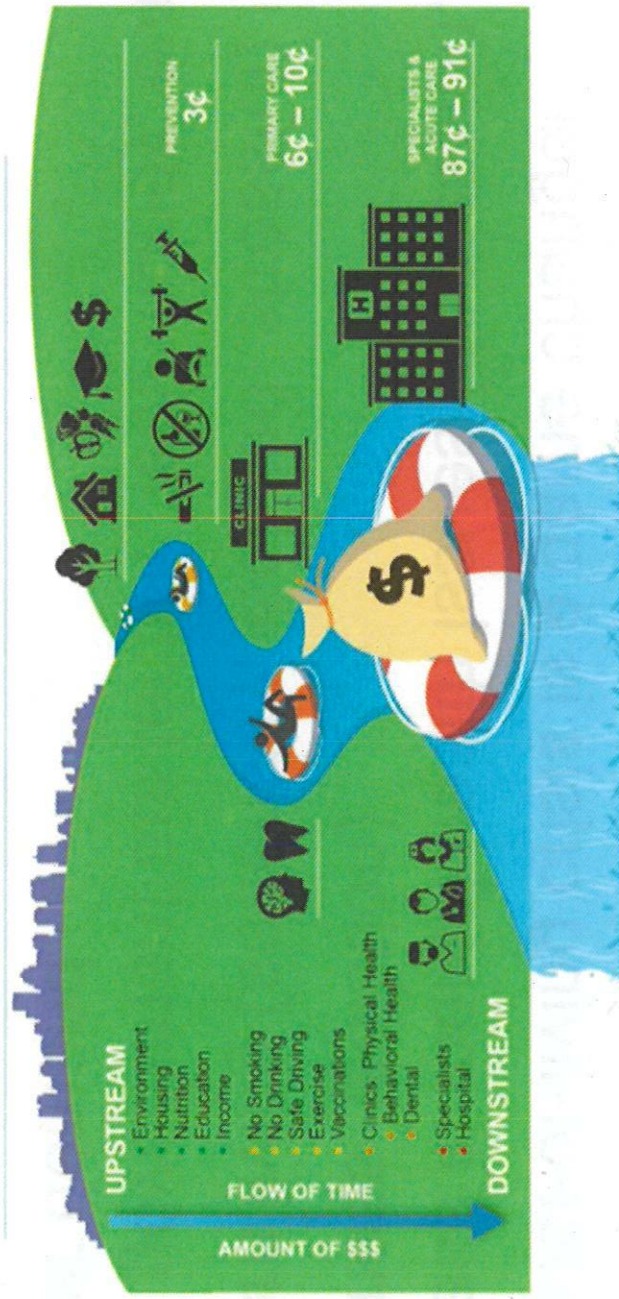
# Health & Wellbeing - Overview

- Nothing new
  - Public Health Acts 1875 (public recreation), 1936 (ditches and ponds, toilets, public baths)
  - Local Government Act 2000 (Power of Wellbeing)
  - Localism Act 2011 (General Power of Competence)
  - Coronavirus Act 2020
- It's what parish and town councils already do
- Raison d'être:
  - “To promote the economic, environmental, and social wellbeing of the parish”

# Health & Wellbeing – Why Now?

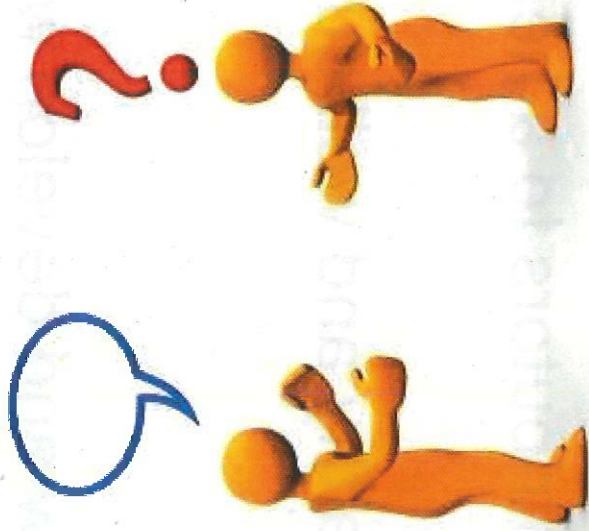
- The Covid Pandemic was a game changer
- The cost-of-living crisis is a game changer
- Increase in mental health issues (depression, loneliness, isolation)
- Modern living (sedentary, isolated, stressful)
- Local government austerity... less money, ever-greater demand
- The imperative to prevent (or reduce) problems before they escalate – the so-called “prevention agenda” or “left shift” .

# Health & Wellbeing – Language



We need to get upstream, – and that's where parish and town councils are!

# Health & Wellbeing – Language

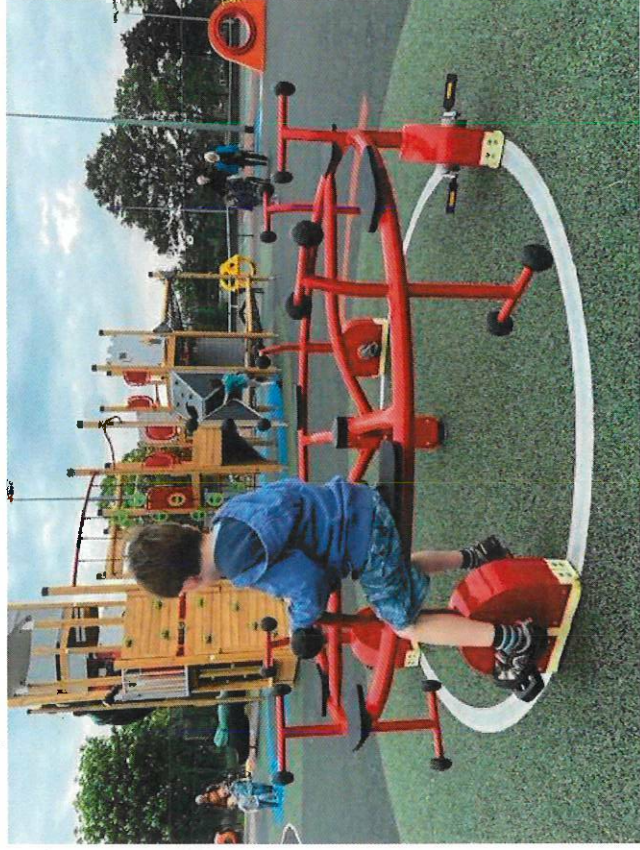


**STP** – Sustainability & Transformation Plan or  
Sticky Toffee Pudding?

# The Best Start In Life

- Our communities will raise children to become healthy adults, who themselves raise healthy families and are net contributors to a healthy society.
- Women are healthy and well during and after pregnancy.
- All children grow and develop well so they are ready and equipped to start school

# The Best Start In Life



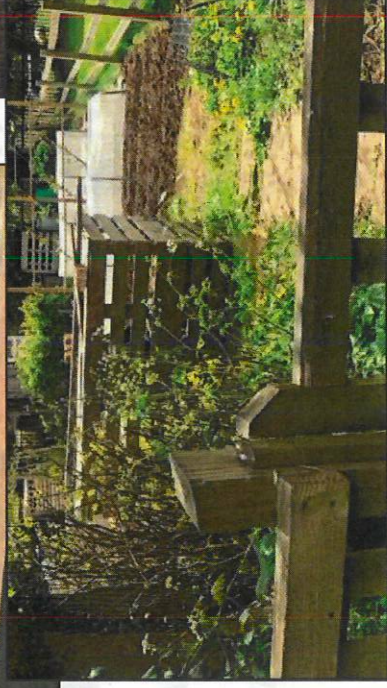
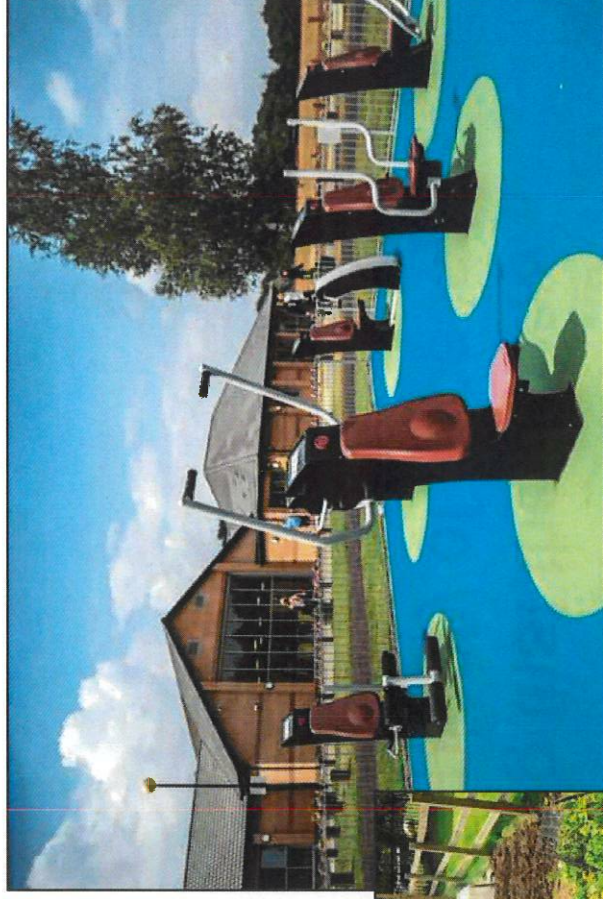
Play areas | Community buildings | Pocket Parks | Food Larders  
Toddler Groups | Small Grants Programmes | Custodian Trustee

## Opportunity to be fit, well & independent

- The county's built environment and infrastructure will support people to be more active and make healthier food choices easier to make.
- Long term conditions and their risk-factors will be spotted early and treated appropriately



# Opportunity to be fit, well & independent



Outdoor gyms | Community buildings | Allotments | Footpaths  
| Small Grants Programmes | Community Transport Schemes | Warm  
Welcoming Spaces | Good Neighbour Schemes | Cycleways

# Good housing in places that are clean and green

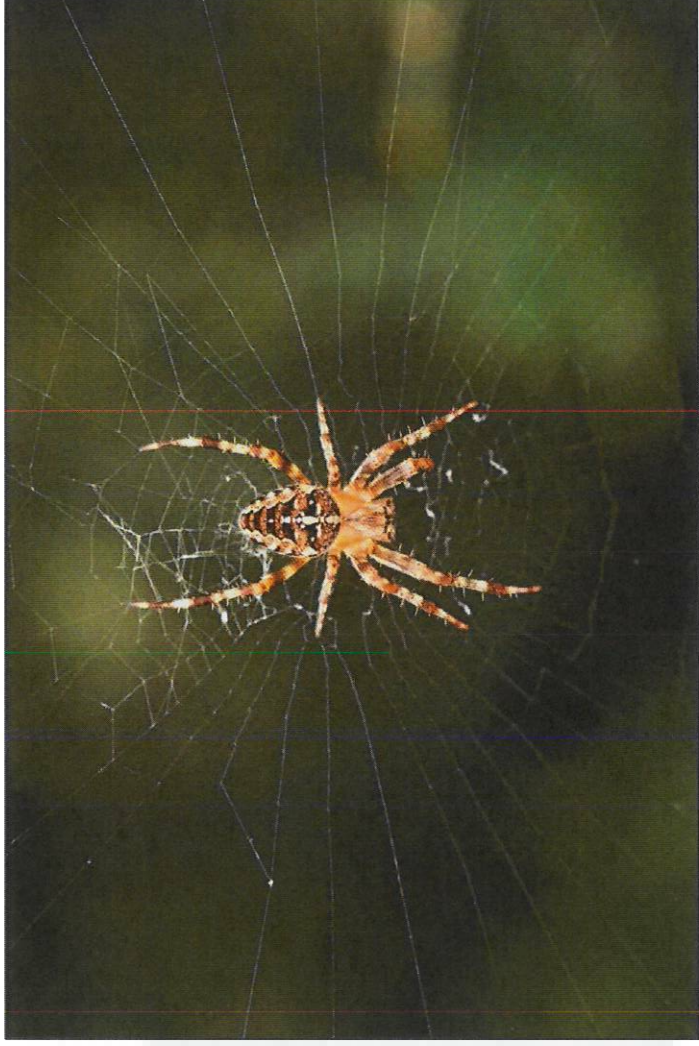
- While new homes are being built across the county, priority will be given to ensuring that these new developments are green, with plenty of access to open green spaces, urban trees and other green and blue infrastructure.

# Good housing in places that are clean and green



Neighbourhood Planning | Commenting on Planning Applications |  
Design Statements | Public Open Space | Electric Vehicle Charging  
Car Share Schemes | Small Grants Programmes |

# Communications - Key Role



Forensic local knowledge | Links with groups and organisations  
Communication channels | On the ground | Flexible/Reactive

## What to do next

- Map your council's assets and services against the Ten Ambitions.
- One size does not fill all.
- Every parish and town council makes a contribution, no matter how large or small.
- Prepare to be involved more formally.



# THE ROLE OF PARISH AND TOWN COUNCILS IN HEALTH & WELLBEING

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26 June 2023

**Danny Moody**