



DUSTON PARISH COUNCIL

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

FULL COUNCIL

1st September 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 7th September 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

50/23. To receive apologies for absence

51/23. To receive and approve the minutes of the meeting held on Thursday 6th July 2023 (APPENDIX A)

52/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed*)

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and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

53/23. 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).*

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

55. Clerk's Report

- To receive the Clerk Report (APPENDIX B)

56/23. Bank Reconciliations

- a) To approve bank reconciliations for May 2023 (APPENDIX C)
- b) To approve bank reconciliations for June 2023 (APPENDIX D)

57/23. Payment of Invoices

- a) To note invoice payments for May 2023 (APPENDIX E)
- b) To note invoice payments for June 2023 (APPENDIX F)

58/23. Committee Updates

- a) To receive a report in the form of the minutes of the Planning Committee (APPENDIX G)
- b) To receive a report in the form of the minutes of the Community Services Committee (APPENDIX H)
- c) To receive a report in the form of the minutes of the Environment Committee (APPENDIX I)
- d) To receive a report in the form of the minutes of the Resources & General Purposes Committee (APPENDIX J)

59/23. Committee Membership

- To make possible changes to current committee membership (APPENDIX K)

60/23. Recommendations from the Community Services Committee

- a) To receive and note a report on the Youth Provision over the School Summer holidays (APPENDIX L)
- b) To receive and agree a report on the future of DPC youth provision (COPY TO FOLLOW)
- c) To receive a report on DPC Events & Initiatives for January to August 2023 (APPENDIX M)
- d) To approve a Grant Application for Duston Village Hall for £1000 (APPENDIX N)
- e) To discuss a Christmas Tree Festival at Duston Community Centre (APPENDIX O)

61/23. Recommendation from Environment Committee

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- Discuss the principle of installing CCTV in it's parks to reduce anti-social behaviour and act as a deterrent. Is this a project the Council wish to pursue?

62/23. Recommendation from Resources & General Purposes Committee

- a) To receive present a report to the Council on internal IT provision (APPENDIX P)
- b) Councillors discuss and decide what IT they would like to have to fulfil their role

63/63. Mendip Park Maintenance

- To release £4500 of Community Infrastructure Levy to cut back the vegetation and foliage as outlined (APPENDIX Q)

64/23. Policies

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

65/23. Communications & Engagement Policy

- To adopted the revised Communications & Engagement Policy (APPENDIX S)

66/23. Duston Trees Frequently Asked Questions

- a) To note the new guidance for the public on DPC approach to trees (APPENDIX T)
- b) To add it as an addendum to Tree Management Policy

67/23. Volunteer Policy

- To adopt the revised Volunteer Policy (APPENDIX U)

68/23. Internal Councillor Controls Report

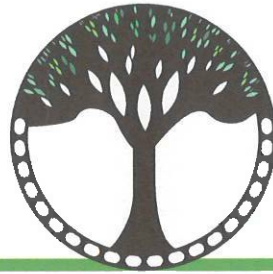
- To receive the latest report from Cllr M Barnes (APPENDIX V)

69/23. PLR update

- To receive an update from Cllr I Liddon

70/23. Budget Proposals for 2024/2025

- Councillors to suggest projects they would like to see in the next budget year



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FULL COUNCIL MINUTES
THURSDAY 6th JULY 2023 7PM

Chair: Cllr P Enright-King

Councillors Present: Barnes, Ennis-Clark, Ingram, Liddon, Maitland, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Sarah Percival – Community Events Officer

George Nemteanu – Facilities Manager

33/23. To receive apologies for absence

- Apologies were received from Cllr Stonehouse, Mumford & Golby

34/23. To receive and approve the minutes of the meeting held on 8th June 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday the 8th of June 2023 were approved as a true record and signed by the Chair (APPENDIX A)

35/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

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36/23. Public Participation Session

- There were three members of the public present; all three stood as candidates for Item 39/23. Co-option to fill two casual vacancies for Old Duston Ward. The vacancies were due to the resignations of Alan Bottwood and Nigel Hinch.

37/23. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for April 2023 were approved (APPENDIX B)

38/23. Payment of Invoices

- **RESOLVED:** That the invoice payments for April 2023 were noted (APPENDIX C)

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

- Four members of the public put themselves forward as candidates to be co-opted as Councillors for Duston Parish Council; three were present at the meeting. Each present candidate was given the opportunity to address the meeting for no more than 5 minutes each. Written statements were circulated. Councillors then voted for their preferred candidate via secret ballot.
- **RESOLVED:**
 - a) That the standing orders be suspended during this item to allow Councillors to vote by secret ballot
 - b) That Andrew Dickinson and Bill Littlewood were co-opted on to Duston Parish Council until next regular local government election period in May 2025.

40/23. Committee Updates

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

41/23. Recommendation From Environment Committee

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- Council noted that as time went on a natural boundary is being formed with smaller trees and hedges beginning to grow. In time it might not be necessary to do any more planting. Council should not look to fence up.
- **RESOLVED:** The Clerk to look into planting mature hedges between the boundary between St Luke's Field and Sussex Close if budget allows.

42/23. Recommendations from Community Services Committee

- **RESOLVED:**
 - a) To approve a grant form for £600 for grass cutting at St Luke's closed Churchyard (APPENDIX H).
 - b) To approve a grant form for £140 to Duston Library for Summer Reading Challenge (APPENDIX I).

43/23. Grant Policies

- **RESOLVED:**
 - a) That the Grant Awarding Policy was received, reviewed and readopted without further amendments (APPENDIX J).
 - b) That the Grant Application Form was received, reviewed and approved without further amendments (APPENDIX K).

44/23. Duston Fun Day 2023

- The Community Events Officer and Facilities Manager gave a general overview about what occurred on the day and on how successful Duston Fun Day 2023 from the perspective of staff, vendors and community organisations had been.
- **RESOLVED:**
 - a) That the Council raised a special thanks to all the staff involved with the planning and production of the day, and that if councillors should email the Clerk with any feedback from the day.
 - b) The Date of Duston Fun Day 2024 is Sunday 30th June at St. Lukes Field, Melbourne Lane.

45/23. Equality and Diversity Statement

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- **RESOLVED:** That the Equality and Diversity Statement was received, reviewed and readopted without further amendments (APPENDIX L).

46/23. Health and Safety Policy

- **RESOLVED:** That the Health and Safety Policy was received, reviewed and readopted without further amendments (APPENDIX M).

47/23. Youth

- **RESOLVED:**
 - a) That the Council agrees to formally end the trial period for Duston Trilogy Youth Club.
 - b) That the report from the Community Services Committee Youth Working Party by Cllr S Roper was received, reviewed and noted.
 - c) That the Council agrees to ask Free2Talk to provide 2 hour weekly youth sessions over the school summer holidays.

48/23. Local Area Partnership (LAPs) Update

- **RESOLVED:** That the item be brought forward to a future meeting of the Council.

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

- **RESOLVED:**
 - a) That the amendment of the Standing Orders to make 'S106 / CIL' a standing item at both Full Council and Planning Committee was approved.
 - b) The Clerk to make the necessary changes to Standing Orders.

50/23. The use of Office 365

- **RESOLVED:** That the Clerk continues preliminary investigations and provides an update at the next ordinary meeting of the Full Council

51/23. PLR update

- Cllr Liddon supplied the Council with a written report and provided further context verbally. The four main speakers were Lori Hinde from the Complaints Department, Nick Adderley the Chief Constable, Liz Wilcox a Detective Chief Inspector and Mark Jones the

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Chief Fire Officer. Lori Hinde highlighted that the demand for the complaints service has increased by 30% year on year with roughly 60-70% of complaints resolved successfully. Nick Adderley noted that there is ongoing work to remove 'bad eggs' from the force and ensure that the 'bad eggs' don't slip in through the recruitment process. He also suggested that S106 monies dedicated to the force from new housing estates is not covering additional resources needed.

- **RESOLVED:** That the verbal and written report from the PLR (Cllr Liddon) was received and noted.

DRAFT



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Clerk Report – 1st September 2023

Two small benches at Harlestone Road & Weggs Farm Road bus stops have been installed.

I am currently discussing with the owners of the shops at Weggs Farm Road (a private Ltd company) about having a formal licensing agreement to have our new bench there (and maybe also our noticeboard and Defib box). A fee from DPC may have to be made for them in drawing up a licencing agreement.

Our “Lest We Forgot” bench has been installed at Errington Park has been installed.

2 x Planters and 2 x benches have ordered for the revamp of Limehurst Square.

Our annual insurance has been renewed.

For some time I have been in discussions with WNC Assets Dept about installing a path adjacent to the library. However, the fire officer at WNC has raised concerns which means the project is not now worth pursuing.

I have ordered the bleed cabinet which will be attached to an external wall on Duston Community Centre.

I have attend a WNC “Local Area Partnership” which has been given the formal name “Northampton West LAP”. This is where agencies come together to tackle local issues. Our LAP also includes St Crispin, part of James and Briar Hill. I understand the LAPs will not be changing to reflect the changes to the new ward boundaries. West Northants Council are recruiting a couple of members of staff to give administrative support to the LAPs.

The three Welcome to Duston signs have been installed. Most agree they are looking nice.

I am still expecting the public open space at Telstar Way (known as Duston Gardens) will be formally handed over on 1st October 2023.

I had hoped Rosevilla Access and Alfred Knight Footpath + 3 streetlights would soon be transferred to DPC. David Wilson Homes have agreed for Rosevilla to be resurfaced before transfer. To do this they need to have traffic lights on Main Road whilst the work is carried out. They sought permission from WNC to put the traffic lights up but it has been declined as WNC currently don't want any more roadworks in the area whilst Chasetown carry out their works around Harpole/Duston. Therefore I am not expecting to make much progress on this issue now until next Spring at the earliest.

Parks / Open spaces transfers from WNC is still ongoing. I do regularly chase. We are using the same solicitor as Wootton Parish Council and East Hunsbury Parish Council.

We have received the resignation of Elaine Stonehouse from Duston Parish Council. On behalf of the Council I have thanked her for her service and contribution.

I have been dealing with tenant leases at St Luke's Centre. High utilities (particularly gas) continue to be a problem for tenants. Following a meeting of the Resources & General Purposes Committee we are installing smart metres at St Luke's Centre.

Earlier this year we had tree inspection reports at St Luke's Field, Gratton Way Meadow, Mendip Park and Errington Park. Work on trees has now been carried out based on the reports recommendations.

Our transfer of land to the rear of the community centre appears to have finally being logged at the Land Registry after almost two years. Waiting for the Land Registry to log the Timken Gates and Rosevilla Hut.

We been contacted asking for help on some highway issues.

1. A car parking on a verge on Eastfield Road / Main Road junction and the resident wants bollards. Highways would say they don't give permission for bollards on verges.
2. Another resident has suggested double yellow lines on Main Road due to the number of parked cars on the brow of the hill.
3. Another residents has spoken about the number of cars coming up the old Sandy Lane (over a hill) and then overshooting the junction.

Many DPC banners and stationary mention our "Twitter" account. For now at least we shall NOT throw this all away and order new ones following their rebranding to "X". Maybe we can install a bright yellow bench on the Sandy Lane footpath to catch drivers eye? Put one of our speed activated signs up there?

The next Duston Parish Council Community Info & Wellness Fair is on 7th October 10am to 2pm at Duston Community Centre.

Christmas Market at St Luke's Centre is on 18th November.

West Northamptonshire Council have started a "Clerks Forum for the Largest Councils" which includes Duston, Wootton, East Hunsbury, Billing, Daventry, Long Buckby, Moulton, Brackley, Upton, Towcester, etc. For the time being I have been made Chair of this Forum (not sure why?). Naturally, I have asked for S106 / CIL to be put on the next agenda!

As part of us taking on more park responsibilities the facilities will be going on play equipment inspection training courses.

Defibrillator is set up in Errington Park.

After approval from the Resources & General Purposes Committee I have been organising in getting the car parking bays repainted at Duston Community Centre, Duston Sports Centre, Errington Park and all the MUGA court lines at Errington Park.

Our solicitor has produced the new lease for Duston Sports Centre which will start when the current lease finishes. Both parties (Trilogy and myself) are now looking over it to make sure the terms and conditions match the current lease. The follows a council resolution over a year ago to give them a new lease.

The new bench for Mendip Park has been delivered and is waiting to be installed.

Ordered but not yet delivered are planters for outside Co-op on Main Road, multi planters (possibly outside the Community Centre) and the planters and benches for the revamp of Limehurst Square.

Previously the Environment Committee and Full Council have expressed a view about possibly planting some mature hedges to create more of a "barrier" between St Luke's Field and Sussex Close. I have been to have another look and in my opinion after a few months of growth a natural barrier has already been formed. A few more weeks / months and the growth will become even more thicker. For this reason I have not pursued it any further.

Resources & General Purposes Committee have recommend that in next year budget we maintain St Luke's churchyard. St Luke's Churchyard. Our contractors have given the following price and spec:

- To mow all grass areas within the churchyard 5 times per annum with a cut and lay.
- To strim around all obstacles, headstones and gravestones in a delicate and appropriate manner
- To clear all hard surfaces, headstones and obstacles of arisings after cutting
- All arisings to be left and mulched back into the grass sward.

Total = £600 + vat per cut Total per Annum = £3,000 + vat

We have some bird boxes ready to install within Duston.

National pay negotiations are ongoing between local government employers and the unions. Employers pay offer was for a flat rate increase of £1,925 pa for all SCP points from 2 to 43 (SCP1 being abolished) and 3.88% for all above, effective from 1 April 2023.

Trilogy and the Bowls Club at Duston Sports Centre have discussed the possibility of having steps built so that they lead from the patio area outside the bar/Coffee Box area down to the bowls green. They feel that this would create a much nicer connection between the two areas and would benefit both Trilogy and the bowls teams. They have asked for our thoughts on this and possibly fund the work. Please can councillors let me know their thoughts.

The soakway at the entrance of Mendip Park has been completed.

A member of the public has said to Duston Parish Council that the War Memorial is crumbling somewhat. However, the war memorial should only be very carefully and professionally fixed and cleaned otherwise it could do more damage than good.

Purchase Ledger for Month No 2

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	
29/05/2023	86622		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	1st R Alarm response
31/05/2023	E2017131688		ALLSTAR	ALL001	50.86	10.17	61.03	4145	212	Allstar - fuel
02/05/2023	31772		AMBER SCREEN	AMBS001	620.00	124.00	744.00	4249	211	Amber fit Jubilee bench (CILS)
								332		-620.00 Amber fit Jubilee bench (CILS)
06/05/2023	11989234		ANGLIAN WATER	ANGL01	1,285.38	0.00	1,285.38	4207	102	620.00 Amber fit Jubilee bench (CILS)
31/05/2023	AVIVAMAY23		AVIVA	AVIVA001	456.97	0.00	456.97	4000	101	1,285.38 AW - water St L 6/2/23-5/5/23
								4000	211	198.75 AVIVAMAY23/AVIVA
								4006	101	62.36 AVIVAMAY23/AVIVA
								4006	211	149.09 AVIVAMAY23/AVIVA
18/05/2023	CHGMAY23		BARCLAYS	B0001	53.55	0.00	53.55	4125	201	46.77 AVIVAMAY23/AVIVA
19/05/2023	PSIB000322266		BACA	BACA01	156.98	31.40	188.38	4128	215	53.55 CHGMAY23/Barclays
30/05/2023	10037		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	156.98 BACA Clothing/Hiviz
30/05/2023	10038		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	140.00 Barnett maint Dust gardens
13/05/2023	BCARDMAY23		BARCLAYCARD	BCARD	1,062.29	176.20	1,238.49	4227	101	60.00 Barnett Maint Timken
								4225	101	301.30 Barclaycard maintenance
								4115	201	295.83 Barclaycard Argos cooker
								4128	215	33.96 Barclaycard stationery
								4128	215	155.06 Barclaycard coronation exps
								4128	215	219.60 Barclaycard Zephyr flags
								4101	201	21.42 Barclaycard Mailchimp
								4101	201	34.20 Barclaycard Microsoft
								4015	201	0.92 Barclaycard parking
03/05/2023	977739963		BRITISH GAS	BRIT01	1,810.30	362.06	2,172.36	4206	101	1,810.30 BGas - Elec DCC 1/4/23-30/4/23
26/05/2023	8512		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09 CGM grounds maint
01/05/2023	230500122483		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05 DBFB - St L CCTV
01/05/2023	230500122650		DBFB	DBFB	362.93	72.59	435.52	4120	201	362.93 DBFB - DCC
18/05/2023	INV-20408 GRANT		DUSTON ELDEAN	DE001	901.14	0.00	901.14	4080	203	901.14 Eldean Signs Direct/grant
19/05/2023	INV-20413		DUSTON MILLWAY	DUS004	771.53	0.00	771.53	4080	203	771.53 Duston Millway Signs Grant

Purchase Ledger for Month No 2

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	
10/05/2023	6932086		ESPO	ESPO01	170.10	34.02	204.12	4151	101	170.10	ESPO - Henry vaccum
16/05/2023	6937967		ESPO	ESPO01	268.95	53.79	322.74	4151	102	268.95	ESPO - cleaning mats
31/05/2023	6630		NATALIE GREEN & CO.	GREE001	5,092.50	1,018.50	6,111.00	4050	201	5,092.50	N Green accounts/AGAR
03/05/2023	HPMAY23		HEWLETT	HEWLETT	570.46	0.00	570.46	4106	201	570.46	HP photocopier
21/05/2023	INV-5944		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hird - clean windows
								4150	102	30.00	Hird - clean windows
31/05/2023	HMRCMAY23		HMRC	HMRC01	4,341.24	0.00	4,341.24	4000	201	1,059.97	HMRCMAY23/HMRC PAYE & NI
								4000	101	412.85	HMRCMAY23/HMRC PAYE & NI
								4000	102	732.36	HMRCMAY23/HMRC PAYE & NI
								4000	211	396.12	HMRCMAY23/HMRC PAYE & NI
								4005	201	549.15	HMRCMAY23/HMRC PAYE & NI
								4005	101	595.63	HMRCMAY23/HMRC PAYE & NI
								4005	102	412.87	HMRCMAY23/HMRC PAYE & NI
								4005	211	182.29	HMRCMAY23/HMRC PAYE & NI
31/05/2023	LGSSMAY23		NCC - PENSION	LPGS	3,101.84	0.00	3,101.84	4000	201	302.70	LGSSMAY23
								4000	101	132.52	LGSSMAY23
								4000	102	205.88	LGSSMAY23
								4006	201	996.65	LGSSMAY23
								4006	101	887.64	LGSSMAY23
								4006	102	576.45	LGSSMAY23
11/05/2023	INV-MAC28660		MAC SYSTEMS	MACS01	135.00	27.00	162.00	4227	102	135.00	MAC St L repair maglock
22/05/2023	INV-MAC28702		MAC SYSTEMS	MACS01	153.78	27.00	180.78	4227	102	153.78	MAC repair door St L
15/05/2023	REFUNDED		MAC SYSTEMS	MACS01	937.58	0.00	937.58	103	0	937.58	Payment refunded Inv to clear
25/05/2023	6627/23		P B ELECTRICAL SER.	PBE001	212.00	42.40	254.40	4227	102	212.00	PB Elec meter review/boiler
03/05/2023	274709		PATHFINDER LEGAL	PLS	673.30	134.66	807.96	4055	201	673.30	Pathfinder CK rent review
03/05/2023	274710		PATHFINDER LEGAL	PLS	7.70	1.54	9.24	4055	201	7.70	Pathfinder Open Space
								330		-7.70	Pathfinder Open Space
03/05/2023	274711		PATHFINDER LEGAL	PLS	7.70	1.54	9.24	4055	201	7.70	Pathfinder Open Space

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 2

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	
03/05/2023	274712		PATHFINDER LEGAL	PLS	516.00	103.20	619.20	6000	201	-7.70	Pathfinder Open Space
03/05/2023	274713		PATHFINDER LEGAL	PLS	619.20	123.84	743.04	4055	102	7.70	Pathfinder Open Space
03/05/2023	274714		PATHFINDER LEGAL	PLS	7.70	1.54	9.24	4055	201	516.00	Pathfinder Unit 5 lease
12/05/2023	SIN2376311		PRS FOR MUSIC	PRS01	552.00	110.40	662.40	4062	101	619.20	Pathfinder lease Sports C
29/05/2023	17114		RGS ARBOR	RGS001	1,750.00	350.00	2,100.00	4055	211	7.70	Pathfinder Open Spaces trf
31/05/2023	SALSMAY23		SALARIES	SALARIES01	14,980.37	0.00	14,980.37	4000	201	-7.70	Pathfinder Open Spaces trf
05/05/2023	#011611		SUPER COOL CENTRAL	SCC01	640.00	128.00	768.00	4226	101	7.70	Pathfinder Open Spaces trf
31/05/2023	0001829808		SRCL LTD	SRCL	113.50	22.70	136.20	4155	101	552.00	PRS Licence year 11/4
05/05/2023	191900996/0006		SOUTHERN ELECTRIC	SSE01	2,707.77	541.55	3,249.32	4205	102	1,750.00	RGS Tree Surveys
09/05/2023	251874049/0010		SOUTHERN ELECTRIC	SSE01	-551.30	-110.26	-661.56	4205	102	3,935.60	SALSMAY23/STAFF SALARIES
09/05/2023	251874049/0011		SOUTHERN ELECTRIC	SSE01	537.97	107.59	645.56	4205	102	5,410.78	SALSMAY23/STAFF SALARIES
02/05/2023	TVMAY23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	3,670.79	SALSMAY23/STAFF SALARIES
31/05/2023	RCO1209894		VEOLIA	V0002	665.25	133.05	798.30	4155	101	1,951.50	SALSMAY23/STAFF SALARIES
22/05/2023	B4-603154160		VODAFONE	VODA01	121.44	18.27	139.71	4121	101	11.70	SALSMAY23/STAFF SALARIES
11/05/2023	1133		WEATHERSHIELD ROOF	WEA001	250.00	50.00	300.00	4225	102	640.00	Supercool aircon maint
05/05/2023	424001449204		WEST NORTHANTS COUNC	WNC001	854.32	170.86	1,025.18	4155	215	75.92	SRCL waste removal
16/05/2023	WNC OFF4 RATES		WEST NORTHANTS COUNC	WNC001	43.75	0.00	43.75	4200	102	37.58	SRCL waste removal
31/05/2023	258886629		WORLDPAY	WORLD001	69.02	5.10	74.12	4137	201	2,707.77	SSE Gas 1/4/23/30/4/23
										-551.30	SSE Gas St L credit
										537.97	SSE Gas St L 15/9/22-1/10/22
										13.25	TVMAY23/TV Licensing
										464.00	Veolia waste
										201.25	Veolia waste
										60.72	Vodafone May 23
										60.72	Vodafone May 23
										250.00	Weathershield repair flat roof
										854.32	WNC Veolia empty bins Apr23/24
										43.75	WNC OFF4 RATES/West Northampto
										69.02	Worldpay cc charges

Purchase Ledger for Month No 2

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		
11/04/2023	VO10031398		ZENOFFICE	Z002	105.06	21.01	126.07	4107	201	105.06	Zen copier charges	
10/05/2023	VO10031783		ZENOFFICE	Z002	105.06	21.01	126.07	4107	201	105.06	Zen photocopier May	
26/05/2023	2301366		ZEPHYR	ZEPH001	1,225.00	245.00	1,470.00	4220	211	1,225.00	Zephyr 8m winch/ install CiLs	
								332		-1,225.00	Zephyr 8m winch/ install CiLs	
								6000	211	1,225.00	Zephyr 8m winch/ install CiLs	
TOTAL INVOICES								50,439.08	4,541.66	54,980.74	50,439.08	

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 3

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	
29/06/2023	87004		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	32.50	1st R alarm response
30/06/2023	87339		1ST REACTION	1ST001	720.00	144.00	864.00	4128	215	720.00	1st React DFD supervisors
23/06/2023	123300		1ST REACTION	1ST001	100.00	20.00	120.00	4160	102	100.00	1st R St L alarm fault
12/06/2023	4474		2COMMUNE	2C001	1,240.00	248.00	1,488.00	4131	204	1,240.00	2Comm website licence emails
30/06/2023	E2017277597		ALLSTAR	ALL001	48.86	9.77	58.63	4145	212	48.86	Allstar fuel Jun
01/06/2023	31853		AMBER SCREEN	AMBS001	1,597.00	319.40	1,916.40	4249	211	1,597.00	Amber fit 2 benches CILs
								332		-1,597.00	Amber fit 2 benches CILs
26/06/2023	31912		AMBER SCREEN	AMBS001	1,434.00	286.80	1,720.80	4220	211	1,597.00	Amber fit 2 benches CILs
18/06/2023	1756		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4227	101	1,434.00	Amber fit gates St L fields
18/06/2023	1757		ANGELL PLUMBING	ANG001	90.00	0.00	90.00	4227	102	95.00	Angell Plumb, toilet repair
06/06/2023	12113699		ANGLIAN WATER	ANGL01	766.38	0.00	766.38	4207	101	90.00	Angell Plumb St L repairs
30/06/2023	AVIVAJUN23		AVIVA	AVIVA001	456.97	0.00	456.97	4000	101	766.38	A Water DCC 6.3.23-5.6.23
								4000	211	198.75	AVIVAJUN23/pension
								4006	101	62.36	AVIVAJUN23/pension
								4006	211	149.09	AVIVAJUN23/pension
12/06/2023	CHGSJUN		BARCLAYS	B0001	22.50	0.00	22.50	4125	201	46.77	AVIVAJUN23/pension
13/06/2023	BCARDJUN23		BARCLAYCARD	BCARD	1,406.15	102.87	1,509.02	4227	101	22.50	CHGSJUN/Barclays
								4227	102	146.06	Board maintenance
								4225	101	471.49	Board carpets
								4019	201	89.84	Board repairs
								4151	101	150.00	Board IOSH
								4128	215	12.44	Board cleaning materials
								4020	201	214.04	Board plants etc
								4060	201	1.83	Board parking
								4101	201	236.00	Board SLCC RI membership 1/7/23
								4129	101	55.84	Board software
								4206	101	28.61	Board refreshments
05/06/2023	811224804		BRITISH GAS	BRIT01	1,851.44	370.28	2,221.72	4206	101	1,851.44	B Gas Elec DCC 1/5/23-31/5/23

Dunstun Parish Council

PURCHASE LEDGER INVOICE LISTING

Order by Supplier A/c

Purchase Ledger for Month No 3

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
14/06/2023	VI/1495694JUN		CATHEDRAL	CATH01	539.49	107.90	647.39	4226	201	41.50	Cathedral hygiene
30/06/2023	8586		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint
06/06/2023	17044		COMMUNITY HEARTBEAT	COMM001	180.00	36.00	216.00	4226	211	180.00	Comm Heartbeat phone rental
19/06/2023	003		CPRE	CPRE01	15.00	0.00	15.00	4019	202	15.00	CPRE Planning roadshow
11/06/2023	5344		DA HEATING LTD	DA001	747.69	149.54	897.23	4227	101	747.69	DA Heating Taps valves
30/06/2023	S107173		DATS PRINT SERVICES	DATS001	369.00	73.80	442.80	4220	215	369.00	Dats DOC barners and pop ups
01/06/2023	230600125591		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB ectv line STL
01/06/2023	230600125933		DBFB	DBFB	363.00	72.60	435.60	4120	201	363.00	DBFB phones
27/06/2023	1115		DC EVENT MEDICAL	DCM001	525.00	0.00	525.00	4128	215	525.00	DC Medical DFD
11/06/2023	01013		DJ LYNTON	DJLYN01	350.00	0.00	350.00	4128	215	350.00	DJ Lynton DFD
27/06/2023	6993601		ESPO	ESPO01	539.90	107.98	647.88	4151	101	539.90	ESPO cleaning etc
30/06/2023	6536		NATALIE GREEN & CO.	GREEN001	1,310.00	262.00	1,572.00	4050	201	1,310.00	N Green accounts payroll
16/06/2023	PC/1441		HADLANDS	HADL001	708.50	141.70	850.20	4055	102	708.50	Hadland Off 5 St L lease renew
30/06/2023	HMRCJUN23		HMRC	HMRC01	5,035.91	0.00	5,035.91	4000	201	1,060.12	HMRCJUN23/HMRC PAYE & NI
								4000	101	1,087.12	HMRCJUN23/HMRC PAYE & NI
								4000	102	732.51	HMRCJUN23/HMRC PAYE & NI
								4000	211	396.12	HMRCJUN23/HMRC PAYE & NI
								4005	201	549.15	HMRCJUN23/HMRC PAYE & NI
								4005	101	615.77	HMRCJUN23/HMRC PAYE & NI
								4005	102	412.82	HMRCJUN23/HMRC PAYE & NI
								4005	211	182.30	HMRCJUN23/HMRC PAYE & NI
30/06/2023	HMRCMAY23ADJ		HMRC	HMRC01	694.33	0.00	694.33	4000	101	674.10	HMRCMAY23ADJ SMP not claimable
								4005	101	20.23	HMRCMAY23ADJ SMP not claimable
30/06/2023	LGSSJUN23		NCC - PENSION	LGPS	3,101.84	0.00	3,101.84	4000	201	302.70	LGSSJUN23 Pension
								4000	101	132.52	LGSSJUN23 Pension
								4000	102	205.88	LGSSJUN23 Pension
								4006	201	996.65	LGSSJUN23 Pension

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 3

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	
22/06/2023	INV-0059		MOSOUNDS	MOS001	1,500.00	300.00	1,800.00	4006	101	887.64	LGSSJUN23 Pension
01/06/2023	INV-3127		NCALC	NCALC01	126.00	25.20	151.20	4019	202	126.00	NCalc planning course MI
16/06/2023	INV-3146		NCALC	NCALC01	174.00	34.80	208.80	4019	101	174.00	NCalc risk assess course staff
30/06/2023	INV-3172		NCALC	NCALC01	75.00	15.00	90.00	4019	201	75.00	NCALC GY course
03/06/2023	275790		PATHFINDER LEGAL	PLS	67.25	13.45	80.70	4055	102	67.25	Pathfinder Rent notice CK
03/06/2023	275791		PATHFINDER LEGAL	PLS	242.10	48.42	290.52	4055	102	242.10	Pathfinder Unit 5 St L
03/06/2023	275792		PATHFINDER LEGAL	PLS	632.15	126.43	758.58	4055	201	632.15	Pathfinder Lease sport centre
03/06/2023	275793		PATHFINDER LEGAL	PLS	13.45	2.69	16.14	4055	102	13.45	Pathfinder Unit 3 St L
28/06/2023	SIN007555		PROLUDIC	PROL001	24,500.01	4,900.00	29,400.01	4245	211	24,500.01	Proludic Wildes play equip CIL
								332		-24,500.01	Proludic Wildes play equip CIL
30/06/2023	RBLJUN23		ROYAL BRITISH LEGION	RBL001	25.00	0.00	25.00	6000	211	24,500.01	Proludic Wildes play equip CIL
30/06/2023	SALARIESJUN23		SALARIES	SALARIES01	15,057.37	0.00	15,057.37	1024	215	25.00	RBLpoppy wreath
								4000	201	3,951.68	SALARIESJUN23/STAFF SALARIES
								4000	101	5,379.93	SALARIESJUN23/STAFF SALARIES
								4000	102	3,685.09	SALARIESJUN23/STAFF SALARIES
								4000	211	1,951.50	SALARIESJUN23/STAFF SALARIES
								4015	101	56.17	SALARIESJUN23/STAFF SALARIES
30/06/2023	0001838812		SRCL LTD	SRCL	106.45	21.29	127.74	4128	215	33.00	SALARIESJUN23/STAFF SALARIES
								4155	101	69.22	SRCL Waste removal
								4155	102	37.23	SRCL Waste removal
06/06/2023	191900996/0007		SOUTHERN ELECTRIC	SSE01	1,145.34	229.06	1,374.40	4205	102	1,145.34	SSE Gas SL 1/5/23-31/5/23
09/06/2023	9801		SSSLTD	SSS01	175.00	35.00	210.00	4227	101	175.00	SSS CCTV maintenance
14/06/2023	35106		SIGN OF THE TIMES	ST001	2,721.90	544.38	3,266.28	4220	211	2,721.90	Welcome to Duston Sign CILs
								332		-2,721.90	Welcome to Duston Sign CILs
30/04/2023	5601		STUDIO ONE	ST002	2,132.31	426.46	2,558.77	6000	211	2,721.90	Welcome to Duston Sign CILs
25/06/2023	003143		THOMSON	THOM01	310.00	0.00	310.00	4220	102	2,132.31	Studio One Sign St L (gen res)
								4128	215	310.00	S Thomson Circus workshop DFD

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 3

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		
29/06/2023	102198		TRANTER	TRAN01	424.21	84.84	509.05	4226	101	424.21	Tranter fire alarm maintenance	
01/06/2023	TV JUNE		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TV JUNE/TV Licensing	
15/06/2023	0000007577		URBASER LTD	URB001	110.00	22.00	132.00	4155	211	110.00	Urbaser waste disposal	
30/06/2023	RCO1211686		VEOLIA	V0002	546.78	109.36	656.14	4155	101	385.78	Veolia waste removal	
30/06/2023	RCO1211687		VEOLIA	V0002	28.95	5.79	34.74	4155	102	161.00	Veolia waste removal	
22/06/2023	B4-607021367		VODAFONE	VODA01	121.73	18.33	140.06	4121	215	28.95	Veolia DFD waste	
15/06/2023	3310		WINGS EVENTS	WINGS01	2,205.06	441.01	2,646.07	4121	101	60.87	Vodafone mobiles June	
22/06/2023	424001545205		WEST NORTHANTS COUNC	WINGS01	2,205.06	441.01	2,646.07	4128	102	60.86	Vodafone mobiles June	
30/06/2023	263033747		WORLDPAY	WNC001	481.25	0.00	481.25	4201	215	2,205.06	Wings marquee & furniture DFD	
12/06/2023	VOI0032357		ZENOFFICE	Z002	27.07	5.02	32.09	4137	201	481.25	WNC reception hire	
08/06/2023	2301450		ZEPHYR	ZEPH001	105.06	21.01	126.07	4107	201	27.07	Worldpay credit card	
					119.80	23.96	143.76	4128	201	105.06	Zen photocopier charges	
								332	215	119.80	Zephyr flags	
								6000	215	-119.80	Zephyr flags	
										119.80	Zephyr flags	
TOTAL INVOICES								79,144.09	10,236.07	89,380.16	79,144.09	



DUSTON PARISH COUNCIL

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

Planning Committee Minutes

31st AUGUST 2023 7PM

Chair: Cllr M Ingram

Councillors Present: Mumford, Liddon

IN ATTENDANCE:

Gary Youens – Clerk

PC018/23. To receive apologies for absence

- Apologies were received from Cllrs Enright-King and Barnes

PC019/23. To receive and approve for signature the minutes of the meeting held on Thursday 29th June 2023

- **RESOLVED:** That the minutes of the Planning Committee meeting held on the 29th of June 2023 were approved as a true record and signed by the Chair.

PC020/23. 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.

PC021/23. Public Participation Session

- There were no members of the public present.

PC022/23. Planning Applications

- **RESOLVED:**

a) WNN/2023/0466 – 13 Limehurst Square, Northampton, Northamptonshire, NN4 6LP
Installation of 1 no packaged gas cooler, 2m palisade fence with access gate and anti-slip walkway.

- Duston Parish Council has no objection to the application but would like the request for clarification (relating to the noise assessment) raised by the Senior Environmental Health Officer answered.

b) WNN/2023/00605 – 23 Grange Avenue, Northampton, Northamptonshire, NN5 6SR
Two storey side extension and two/single storey rear extension

- No comment or observation

c) WNN/2023/0634 – 2 Brough Close, Northampton, Northamptonshire, NN5 6YD
Two storey rear extension

- No comment or observation.

d) WNN/2023/0659 – 20 Millway, Northampton, Northamptonshire, NN5 6ES
Two storey extension

- No objection to the application but raise a concern about light obstruction for adjacent property.

PC023/23. S106 / CIL

- The Clerk circulated a written report from West Northamptonshire Council which outlined the various S106 agreements in place in the wider Duston area. Northampton West SUE has land allocated for 'in the region of 2,550 houses' including a primary school, local centre and greenspace. Key points in the report that relate to Duston were:

- Payment of a financial contribution towards North West Relief Road of £2,800 per dwelling (£1,680,000 for phase 1 and £3,320,000 for phase 2) (index linked);

- Payment of financial contributions towards off-site highways mitigation works:
- £143,770.37 towards St James's Corridor Scheme; £534,000 towards A428 Harlestone Rd/Quarry Road/Lodge Way junction;
- Payment of a financial contribution towards NHS primary healthcare of £779.14 per dwelling (index linked) likely to be nominated for the expansion of the existing St Lukes PCC at Duston;
- Payment of a financial contribution towards libraries - cost per dwelling dependent upon number of bedrooms: 1 bed = £109, 2 bed = £176, 3 bed = £239, 4+ bed = £270 (index linked).

- **RESOLVED:** The above points need clarifying as to more detail and timescales.

PC024/23. Duston Neighbourhood Plan

- Lewis Goodley has kindly agreed to act as a volunteer advisor to Duston Parish Council on renewing the Duston Neighbourhood Plan. Both Clerk and Cllr M Ingram will meet with him soon to discuss next steps.

The meeting finished at 7:51pm



DUSTON PARISH COUNCIL

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

Community Services Committee Minutes **Thursday 30th August 2023 7pm**

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

Chair: Clr S Maitland

Councillors Present: Ennis-Clark, Enright-King, Golby, Roper.

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business and Community Development Officer

CSC21/23. To receive apologies for absence

- **RESOLVED:** Apologies were received from Clr Golby.

CSC22/23. To receive and approve the minutes of the Community Services Committee on 12th July 2023

- **RESOLVED:** That the minutes of the meeting held on Wednesday 12th July 2023 were approved as a true record and signed by the Chair.

CSC23/23. 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.

CSC24/23. Public Participation Session

- There were no members of the public present.

CSC25/23. Community Service Committee Working Parties

- **RESOLVED:**

- a) That the verbal report from the Good Neighbours working party was received. It was reported that Cllr M Golby will soon have a meeting with the BCD Manager as to progress on the Duston Good Neighbours Scheme.
- b) That the verbal report from the Promotion & Marketing was received.
- c) The Youth working party's report was given during item CSC27/23.
- d) The Limehurst Shopping Centre's verbal report was given during item CSC26/23.
- e) That the verbal report from the Grants working party was received.

CSC26/23. Limehurst Square Resurfacing

- The Clerk informed the Committee that West Northamptonshire Councils contractor intends to break ground 'mid-September'. As agreed at the last meeting Duston Parish Council have purchased two benches and planters to be placed around Limehurst Square.
- **RESOLVED:** That the verbal update from the Clerk regarding the resurfacing of Limehurst Square was noted and received.

CSC27/23. Youth Provision

Cllr Dickinson and Cllr Liddon joined the meeting for this item.

- **RESOLVED:**

- a) That the report from the Youth Working Party was received, discussed, and noted.
- b) The Clerk to contact Free2Talk discuss a possible new Service Level Agreement with costings.
- c) To make recommendation to Council as to the future of Duston Parish Council Youth Provision once a proposal has been put together.

CSC28/23. Grant Application

- It was discussed that the level of reserves is not a criteria to awarding grants. It is in our Grant Awarding Policy that groups should give some kind of report back.
- **RESOLVED:** To recommend to Council that the grant application from Duston Village Hall for £1000 be approved (APPENDIX B).

CSC29/23. Events Report

- The Business and Community Development Manager provided the committee with a presentation that gave an overview of the planned events and initiatives, highlighting the benefits of each. The presentation covered the Free Health & Wellbeing Talks, the Community Info & Wellness Fair, the Indoor Carboot Sales, The Grow Together Allotment, and Duston Fun Day.
- The presentation ended by displaying the schedule for the up and coming months:

September	October	November
5 th TGTA Drop In session 16 th Indoor Car boot Sale DCC 21 st Wellbeing Talk - Alcoholism Support for Families DCC	3 rd TGTA Drop In session 7 th Community Info & Wellness Fair DCC 19 th Wellbeing Talk - Northants Carers DCC 30 th Poppy Cascade up St Luke's Centre	1 st – 12 th Duston Remembers & Poppy Cascade 18 th Christmas@ St Luke's 23 rd Wellbeing Talk - WNC & Northants Fire & Rescue

- **RESOLVED:**
 - a) That the report receive on DPC Events & Initiatives for January to August 2023 was received, discussed, and noted.
 - b) That the report on DPC Events & Initiatives for January to August 2023 be presented at Council for their information.

CSC30/23. Mental Health Services

- **RESOLVED:** That the item is deferred until the next ordinary Community Services Committee (Thursday 9th November 2023)

CSC31/23. Parish Council Noticeboards

- **RESOLVED:** That the item is deferred until the next ordinary Community Services Committee (Thursday 9th November 2023)

CSC32/23. Christmas Events

- Committee was advised staff are already working on events in the run up to Christmas. Staff said it was a good suggestion and something that can be considered for 2024. However, the Chair of the Committee said that there was staff capacity and resources to do the event this year.
- **RESOLVED:** That the Clerk present a report to the next Council meeting.

Meeting finished at 8:26pm

DRAFT



DUSTON PARISH COUNCIL

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

ENVIRONMENT COMMITTEE
MINUTES 20th JULY 2023

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

CHAIR: Councillor Enright-King

PRESENT: Cllrs Ennis-Clark, Ingram and Liddon

IN ATTENDANCE:

Gary Youens – Parish Clerk

EC16/23. To receive apologies for absence

- There were no apologies received.

EC17/23. To receive and approve for signature the minutes of the meeting held on Thursday 15th June 2023

- **RESOLVED:** That the minutes of the meeting held on the 15th June 2023 were approved as a true record and signed by the Chair (APPENDIX A)

EC18/23. 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.

EC19/23. Public Participation Session

- A member of the public was present to say thank you to Duston Parish Council for installing the soakway.

EC20/23. Litter Bin in Port Road

- A request has been put forward to Harlestone Manor Parish Council that a litter bin is placed near the bridge on Port Road. However, Harlestone Manor Parish Council have pointed out that they have no actual residents that live in this part of their Parish. There might be a case for a new litter bin at a later date once the new housing development is in place.
- **RESOLVED:** To keep this situation under review and see if more residents feel there is a need/demand for it.

EC21/23. Carbon Footprint Report

- **RESOLVED:** To note the report on Duston Parish by Centre of Sustainable Energy (APPENDIX B).

EC09/23. Grafton Way Meadow

- The Committee discussed the extent of rewilding at Grafton Way Meadow. Grafton Way Meadow will continue to be cut by WNC contractors to the current specification until June 2028.
- **RESOLVED:**
 - a) Not to ask WNC to stop cutting Grafton Way Meadow and allow them to continue as normal.
 - b) To continue with a rewilding section / bee stop at Grafton Way Meadow which involves sectioning off a small piece of the park and allowing grass to grow and having wild flowers planted. Option 2 as outlined in the report (APPENDIX C).

EC10/23. Mendip Park

- **RESOLVED:**
 - a) Not to remove the bench adjacent to Duston Tennis Club (APPENDIX D)
 - b) To discuss what to do with the concrete area at Errington Park at a future meeting (APPENDIX E)

- c) To purchase the bench (APPENDIX F) using CIL and install it away from the tennis club, play area and back gardens.
- d) To purchase two directional signs for the main entrance into Mendip Park using CIL.

EC24/23. Bee Stops

- **RESOLVED:** To continue to have bee stops in Errington Park and Mendip Park in the same as in Grafton Way Meadow.

EC25/23. Planters

- **RESOLVED:**
 - a) To purchase 3 planters for outside the Co-op Main Road using CIL (APPENDIX H)
 - b) To purchase 2 planter towners to possibly use outside Duston Community Centre using CIL (APPENDIX I).
 - c) To purpose existing planters, if necessary, elsewhere.

EC26/23. CCTV in Parks

- The various quotes were discussed. The Neighbourhood Policing Team have no objections and suggest it can be quite helpful if good quality CCTV is purchased.
- **RESOLVED:** To bring this up at the next full Council meeting to see if this something other councillors wish to consider and pursue further.

EC27/23. Tree of Hope

- The Clerk gave an update. The decoration was taken down as after three years outside next to a busy road junction it was beginning to look faded and tired. The tree and verge is WNC Highways land. The tree itself is dead. Various ideas were expressed as to what should happen next.
- **RESOLVED:** The Clerk to look at different carving designs and quotes that reflect the current theme of the Tree of Hope project.

EC15/23. Draft Letter to Tesco

- **RESOLVED:**

- a) To rewrite the letter to highlight the revamp of Limehurst Square and suggest we all now work together to keep it tidy and clean.
- b) To circulate the draft letter to members of this Committee for comment prior to sending out.

EC15/23. Clerk Report

- The Clerk is currently seeking Highways permission for the three "Welcome to Duston" signs. Been out with Helen Howard WNC Highway Community Liaison Officer to agree the sites.
- The Clerk is also seeking permission for the planters and benches at Limehurst Square and seeking advice on what is best to put in the planters.
- The installation of soakway at the entrance to Mendip Park has been completed.
- The Clerk will get a quote to cut back the foliage and vegetation at Mendip Park along the boundary fence with Sam Harrison Way Open Space.
- The Clerk is going to order bird boxes. Councillors are welcome to give suggestions as to the location.
- The Clerk has got permission WNC permission to move the covid 19 memorial bench in the cemetery.

The meeting finished at 8:36pm



DUSTON PARISH COUNCIL

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

Resources and General Purposes Committee

MINUTES 2ND August 2023

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

Chair: Cllr J Ennis-Clark

Councillors Present: Barnes, Enright-King, Ingram, Liddon

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

RGPC01/23. Elect a Chair of the Resources and General Purposes Committee

- **RESOLVED:** That Cllr Ennis-Clark was elected as Chair of the Resources and General Purposes Committee for the municipal year 2023/24.

RGPC02/23. Elect a Vice-Chair of the Resources and General Purposes Committee

- **RESOLVED:** That Cllr Barnes was elected as Vice-Chair of the Resources and General Purposes Committee for the municipal year 2023/24.

RGPC03/23. To receive apologies for absence

- There were no apologies received.

RGPC04/23. To receive and approve the minutes of the meeting held on 26th June 2023

- **RESOLVED:** That the minutes of the meeting held on Wednesday the 26th of June 2023 were approved as a true record and signed by the chair.

RGPC05/23. 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. Cllr Ingram declared a non-pecuniary interest upon items RGPC09/23. and RGPC10/23. due to holding a membership to Trilogy Active.

RGPC06/23. Public Participation Session

- Cllr Liddon was in attendance to speak primarily upon item RGPC013/23. and also spoke upon other items.

RGPC07/23. Budget Monitoring

- **RESOLVED:** That the budget monitoring report depicting the months to March 2023 v. budget 2022/2023 was received, discussed and noted (APPENDIX B)

RGPC08/23. St Luke's Churchyard

- **RESOLVED:**
 - a) That grass cutting of St Luke's Churchyard should be a budget proposal for 2024/25 onwards.
 - b) The Clerk to get a quote for our contractors. It doesn't need to be at the same specification as St Luke's Field.

RGPC09/22. Duston Sports Centre Fence next to Sir John Pascoe Way

- **RESOLVED:**
 - a) That the current condition of the fence was noted (APPENDIX C)
 - b) That no immediate repair work upon the fence will be conducted by Duston Parish Council.

RGPC10/23. Swimming Pool at Duston Sports Centre

- **RESOLVED:** That the Swimming Pool at Duston Sport Centre report was received, discussed and noted (APPENDIX D)

RGPC011/23. Asset/Land Transfers to Duston Parish Council

- **RESOLVED:**
 - a) That the verbal update from the Clerk upon the transfer of Parks, Public Open Space & Allotments from West Northamptonshire Council was received, discussed and noted.
 - b) That the verbal update upon the transfer of Telstar Way POS, Alfred Knight Footpath, 3 streetlights and Rose villa Access was received, discussed and noted (APPENDIX E).

RGPC012/23. Repair to the Main Hall Roof at St Luke's Centre

- **RESOLVED:** That the discussion surrounding the repair works required for Main Hall roof was noted, and that the repair works were approved (APPENDIX F)

RGPC013/23. IT Quotes

- **RESOLVED:**
 - a) The IT quotes were noted (APPENDIX G)
 - b) That the Clerk consults an IT specialist to conduct hardware audit and make a report to Council.

RGPC014/23. Footpath next to Duston Library

- The Clerk has been discussing with WNC Assets Dept to get the footpath and bleed cabinet installed. WNC want to draw up a Licencing Agreement and will charge DPC a fee for the costs this will involve.
- **RESOLVED:**
 - a) That the licencing to provide a bleed kit outside of the Community centre and the works indemnity deed to construct a path over the existing informal trodden path were received reviewed and discussed.
 - b) That the latest quote of £6,997.87 for works on the path to link the Community Centre entrance and Pendle Road was received and approved. Community Infrastructure Levy monies will be used to fund this project (APPENDIX H).

RGPC015/23. Freedom of Duston Honour Board

- **RESOLVED:** That the purchasing of a Freedom of Duston Honours Board in Duston Community Centre was approved and delegated to the Clerk (APPENDIX I).

RGPC016/23. Distribution of Utility and Services Charges at St Luke's Centre

- **RESOLVED:**
 - a) That smart metering off of commercial tenants from the community use rooms was approved (APPENDIX J).
 - b) That the specific arrangement of the meters is delegated to the Clerk, with in consultation with the Chair of the Council and Chair of Resources & General Purposes Committee.

RGPC017/21. Exclusion of Press and Public

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

RGPC018/23. Duston Parish Council Leases

- **RESOLVED:** To receive an update from the Clerk upon the current leases of Duston Community Centre, St Luke's Centre and Duston Sports Centre (APPENDIX K)

RGPC019/23. DPC Staffing Levels and Restructure

- **RESOLVED:**
 - a) To receive and agree a report on proposed staffing levels and job roles (APPENDIX L)
 - b) The Clerk to implement the recommendations in the report



DUSTON PARISH COUNCIL

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

Committee Membership as of 1st September 2023

Community Services Committee (5 councillors + Chair of the Council)

Cllrs Maitland, Roper, Ennis-Clark, Golby, Enright-King + 1 vacancy

Planning Committee (5 councillors + Chair of the Council)

Cllrs Ingram, Barnes, Mumford, Liddon, Enright-King + 1 vacancy

Environment Committee (5 councillors + Chair of the Council)

Cllrs Ingram, Liddon, Ennis-Clark, Enright-King + 2 vacancies

Resources & General Purposes Committee (5 councillors + Chair of the Council)

Cllrs Ennis-Clark, Ingram, Barnes, Enright-King + 2 vacancies

HR Sub-Committee (Chair of council, Vice-Chair of Council + 1 CouncillOR)

Cllrs Enright-King, Maitland and Ennis-Clark

Appeal Committee (cannot sit on HR Sub-Committee)

3 Vacancies



Duston
Summer 2023

Long Term Outcomes

Young people will improve:

1. Mental health and wellbeing
2. Have peer representation and a democratic voice
3. Feeling respected and valued
4. Improved self-concept
5. Improved mood, wellbeing
6. See their ability to create change and feel empowered.

Stakeholder outcomes to be developed dependent on funding

Output: By the end of the summer 2023 the consultation to understand:

7. what living and being in Duston is like for children and young people
8. identify where and who their current safe spaces and places
9. ways they would like to engage in personal and social development
10. ways they can be active in developing the community.

Programme Plan

Delivery Times: Tuesdays 1-3pm
Location: F2T Youth Van, Duston Community Centre

Primary Workers: Mark Dean
&



Date	Topic	Outcome / Output	Resources	Lead workers
25/7/23	<p>Consultation Launch</p> <p>Talk to young people about what it is like in Duston? Ask about words they would describe Duston as. Ask them to take pictures and upload these to https://padlet.com/jodiefree2talkcic/our-duston-ibc2pofd2yfm8h95</p> <p>Master classes: Track creation MC / DJing Podcasting</p> <p>Chill out on PS5</p>	2,3,6,7	Youth Van Wifi Games Refreshments	
1/8/23	<p>Safety mapping / How to improve community?</p> <p>Talk to young people about specific houses, streets, groups of people... add as much detail that they feel comfortable with to the Padlet: https://padlet.com/jodiefree2talkcic/our-duston-ibc2pofd2yfm8h95</p>	2,3,6,7, 8	Youth Van Wifi Games Refreshments	



Community Interest Company

	<p>Master classes: Track creation MC / DJing Podcasting</p> <p>Chill out on PS5</p>		
8/8/23	<p>Could the Padlet go out through young people's networks to get other young people's views? Creating a Podcast to get their views heard</p> <p>Master classes: Track creation MC / DJing Podcasting</p> <p>Chill out on PS5</p>	1-8	<p>Youth Van Wifi Games Refreshments</p>
15/8/23	<p>What have others said on the Padlet? Creating a Podcast to get their views heard</p> <p>Master classes: Track creation MC / DJing Podcasting</p> <p>Chill out on PS5</p>		<p>Youth Van Wifi Games Refreshments</p>



22/8/23	<p>Discuss who needs to hear the young people's views? What needs saying? Review the Padlet so far.</p> <p>Master classes: Track creation MC / DJing Podcasting</p> <p>Chill out on PS5</p>	1-10	Youth Van Wifi Games Refreshments	
29/8/23	<p>Listening event: Parish Councillors attend? https://padlet.com/jodiefree2talk/c/our-duston-ibc2pofd2yfm8h95</p> <p>Master classes: Track creation MC / DJing Podcasting</p> <p>Chill out on PS5</p>	1-10	Youth Van Wifi Games Refreshments	
5/8/23	<p>You said we did? What can happen going forward for young people?: Parish Councillors attend?</p> <p>Celebrating their strengths and learning in: Track creation MC / DJing Podcasting</p>	1-10	Youth Van Wifi Games Refreshments	

	Chill out on PS5			
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Evaluation of Outputs and Outcomes

Long Term Outcomes

Young people will improve:

1. Mental health and wellbeing
2. Have peer representation and a democratic voice
3. Feeling respected and valued
4. Improved self-concept
5. Improved mood, wellbeing
6. See their ability to create change and feel empowered.

Stakeholder outcomes to be developed dependent on funding

Output: By the end of the summer 2023 the consultation to understand:

7. what living and being in Duston is like for children and young people
8. identify where and who their current safe spaces and places
9. ways they would like to engage in personal and social development
10. ways they can be active in developing the community.

FUNDING STATISTICS Objective / Milestones	Target	(Actual)	July (actual)	August (actual)	September (actual)
No. of new members	25		2	17	
No. of members taking part in a community activity for the first time	15				
No. of sessions delivered	7		1	5	
Number of Community / Exhibition / Celebration Event / Fundraising Event	1				
Number of adults listening to young people				4 Parish Council	
Number of adults acting on young people's views				4 Parish Council	

Discussion of outcomes / outputs

Has there been any change in behaviour, process, actions of the participants?

The young people engaged in the sessions have stated that the sessions are helping them to engage in positive activity. Young people say that the activity helps them keep out of trouble, stop being bored, have something to do.
2 young people have been supported by parents / carers to engage in additional music education at inspiration FM in the town centre due to the experiences of this project.
2 young people have taken on leadership roles in the group and supported staff with peer learning around technical skills and music education.
Some of the young people have quite complex backgrounds including immediate family health issues; blended / parental conflict and care experience.

What has been delivered so far?

Include testimonials, data, interpretation of results, unexpected results, strengths and weaknesses.

6 sessions of music education and gaming access through Free 2 Talk Youth Van outside of the community centre. Please see the link below for young people's views:

<https://padlet.com/jodiefree2talkcic/our-duston-1bc2pofid2yfm8h95>

Relationships have been developed and young people have started to create core group of 13+ year olds; these are all young men who live in the area. Although females have tested the equipment there is a barrier for them to access and there is some young people who have not engaged or not felt able to engage in the music.

Case studies

YP 1 is male and 13 years old. He has ADHD and found education difficult, he is no longer in school. He is technically minded and developed in confidence through the sessions to now be a young leader and offer peer support for music skills to others.

YP 2's parent has stated this is the only out of school activity he has engaged in. He has relationship with boxing coaches but has not engaged in sport. He has had difficulty with other young people in Duston but has felt able to consistently engage with this in the area.

The end of summer outcomes have been met with 2 more sessions needing to be delivered. In addition to evaluation we will provide a summary consultation report to advocate the views of young people in the context of their community.

Members Statistics

Attendance, Age, Gender, Ethnicity, Location (From YP details on register)

Attendance: 19 young people have given their names; 1 young person has not. Ages given are 1 10 yrs, 1 12 yrs, 5 13 yrs; other young people have not given their ages but are secondary school aged. The incomplete data is typical of street youth work; however we will encourage the data gaps to be filled as young people build trust in the organisation.

Next Steps: Targets and Milestones for the Next Period

Description of targets and milestones; expected benefits; when and how they will be met, steps to reach that milestone

There needs to be a review of what can be offered to young people and reach more young people in the area. The music education is often male dominated and will attract young people with a music interest and those that have emotional and behavioural challenges and need a music outlet. This is something they will often find the only route to channel this. It results in often smaller numbers of young people engaged and potentially other young people not engaging as they want distance from these young people.

We would propose that further investment is sought to open more spaces in the community centre. With the centre space there could be 3 activities being facilitated in a session, offering safe spaces for a range of young people. This would need at least 4 paid workers and 2 volunteers to lead this youth work safely and positively. However, this would enable an offer to young women as well as the young men that need the emotional and behavioural support for the future. It would enable a central space of belonging and develop a pinnacle for intergenerational work if there was a year round consistent programme.

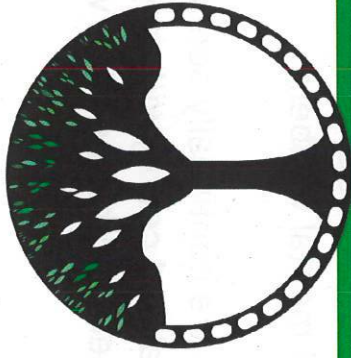
In line with National Youth Agency guidance, every secondary school should have 2 FTE Youth & Community Workers to establish a strong sense of belonging and address the generational exclusion and growing social isolation as young people become adults. This will prevent mental health issues and issues with employability.

Summary of Issues and Risks

Young people will disengage and feel rejected again if the weekly offer of youth work is now removed or suspended
Funding is not identified and sessions cease after 5/9/23
Youth Workers are not identified to lead this work; ideally the same youth workers would continue however this requires forward planning due to their other commitments

Learning and Recommendations

A funding and resourcing plan is developed for the area
A proposal to West Northants Youth Offer Board is submitted to request resourcing longer term and sustainably.



DUSTON PARISH COUNCIL

CONNECTING THE COMMUNITY

EVENTS & INITIATIVES
JANUARY - AUGUST 2023

OUR AIMS

- When planning our programme of events and engagement we strive to be inclusive across all ages, demographics and genders
- We ensure that the range of activities on offer are accessible, free or affordable and take place right across Duston by utilising our 4 main assets
- It is well known that feeling connected to the community in which you live promotes increased feelings of belonging, helps to reduce social isolation and has a positive impact on physical and mental wellbeing
- We are continually seeking to create new partnerships with local and countywide organisations and service providers in order to enhance what we offer our residents to positive effect



VOLUNTEER OPPORTUNITIES

We continue to encourage volunteers to become a DPC Friend by offering opportunities to get better connected with Duston Parish Council and the local community



Friends have :

- Volunteered on The Grow Together Allotment
- Helped out at our events
- Planted areas & tubs around Duston
- Litter picked the local area
- Planted commemorative trees & bulbs
- Collected donations for the Duston Food Bank

WHO HAVE WE PARTNERED WITH THIS YEAR?

We have linked in with the following people via partnership working or through attendance at our events



- Local Youth Organisations
- St Luke's Patient Participation Group
- Trilogy Active
- The Hope Centre
- West Northants Wellbeing Initiative
- Delapre Wellbeing Hub
- Pond Farm & Timken Grange Care Homes
- The Duston School
- NMPAT
- Local Charities
- Better Lives
- Affinity Day Care
- Speakers from the health sector
- Pre schools, schools, businesses, churches

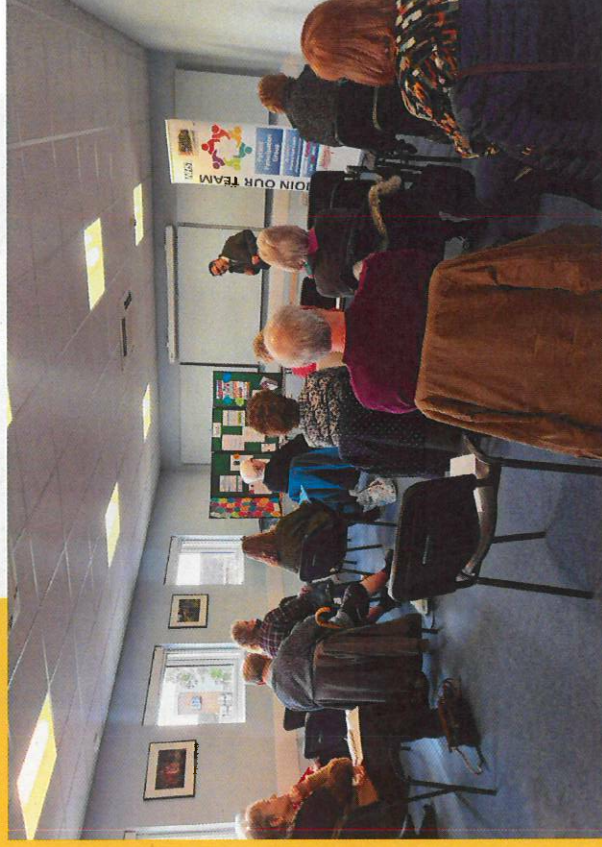
FREE HEALTH & WELLBEING TALKS

TOPICS SO FAR

- Wills & Estate Planning
- Debts & Benefits
- Living with Arthritis
- Living with the Ageing Eye
- NAB Mobile Sight Centre
- Wellbeing Hub

BENEFITS & FEEDBACK

- Average attendance 18-25
- Boosts our FB reach by an average of 5000
- 20 new sign ups to our mailing list
- Raised awareness for our centres, events & website
- Opportunity to get out and meet new people
- Free contacts & referrals for further help
- Speakers have raised awareness of their services & gained new clients



COMMUNITY INFO & WELLNESS FAIR

A return of this popular event put on twice a year

- 25 Stalls offering free local help, services, advice & info
- Free wellbeing taster sessions running all day
- GJ Cafe open for light refreshments; good takings reported

BENEFITS & FEEDBACK

- Attracted cross section of residents
- Boosted our FB reach by 11000
- Event attended by ward councillors and local radio
- Raised awareness for our centres, events & website
- Stallholders benefit from networking and making new contacts
- Stallholders gained new contacts and clients
- Positive feedback from visitors who have been helped by the services on offer
- Great opportunity for council to meet the public and explain the role of a Parish Council
- Services & Charities can attend free. Businesses are charged £15

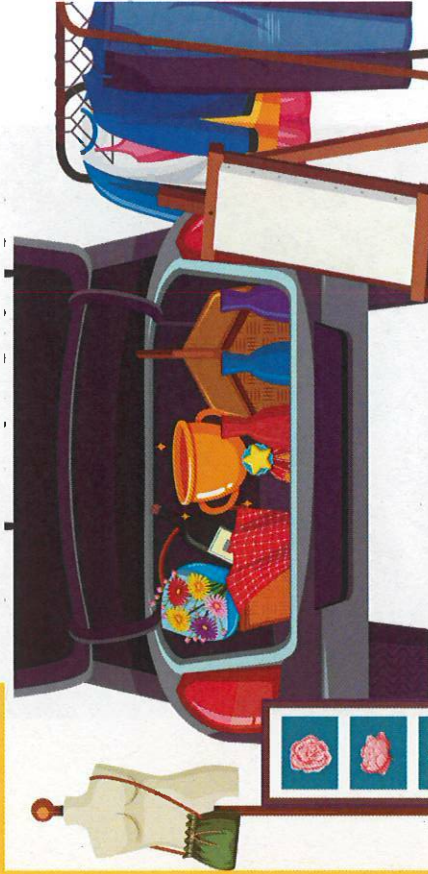


INDOOR CARBOOT SALE

- 24 Stalls
- Next event will include designated room for charities
- GJ Cafe open for light refreshments; good takings reported
- Bargain shop open for business

BENEFITS & FEEDBACK

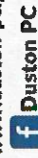
- Attracted cross section of residents
- Boosted our FB reach
- Event revenue of £240
- Raised awareness for our centres, events & website
- Bargain shop benefits from added sales, new clients and donations at the end of the event.
- Positive feedback from sellers and buyers
- Minimal effort/maximum gain event



Duston Community Centre, Pendle Road NN5 6DT
09:00 – 12:00 Free Entry
Tables £10 Pre – Booking Essential

T: 01604 583626 | E: facilities@duston-pc.gov.uk

www.duston-pc.gov.uk/indoor-car-boot-sales



Duston PC



@dustan_pc

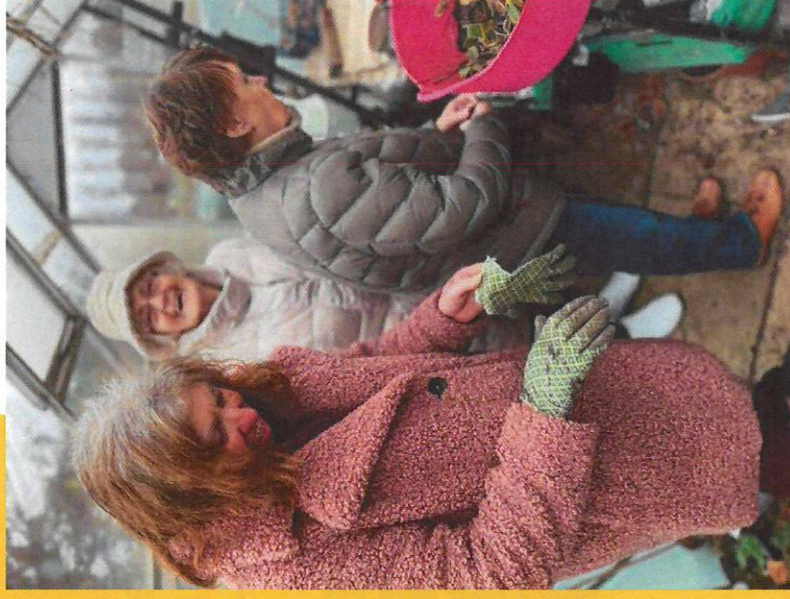


THE GROW TOGETHER ALLOTMENT

- Monthly Volunteer Dates
- Dedicated sessions for Better Lives & Affinity Day Care
- New pop up sessions starting with The Duston School
- Currently linking with the Grow Cook Eat initiative to expand what we can offer and support new projects

BENEFITS & FEEDBACK

- Volunteer numbers are growing
- This asset attracts residents of all ages and abilities
- Social, physical and mental benefits are immeasurable
- Volunteers benefit from taking fresh produce home
- Better Lives now manage their own area
- New friendships forged
- Volunteers love having the opportunity to be involved, they learn and share knowledge and report improvements to their mental and physical wellbeing.



CORONATION OF KING CHARLES III

- The Big Coronation Lunch at Duston Sports Centre offered free cake and a glass of fizz to residents
- Our centres were decorated for the occasion
- Residents were invited to meet up in parks across Duston to enjoy a picnic with their family & friends
- Shops and businesses throughout Duston were invited to decorate their windows and supplied with a coronation poster to display

BENEFITS & FEEDBACK

- Attracted a cross-section of residents
- Good community engagement across residents and shops
- Good visual presence of DPC supporting national celebrations
- Opportunity to raise awareness of our parks & open spaces

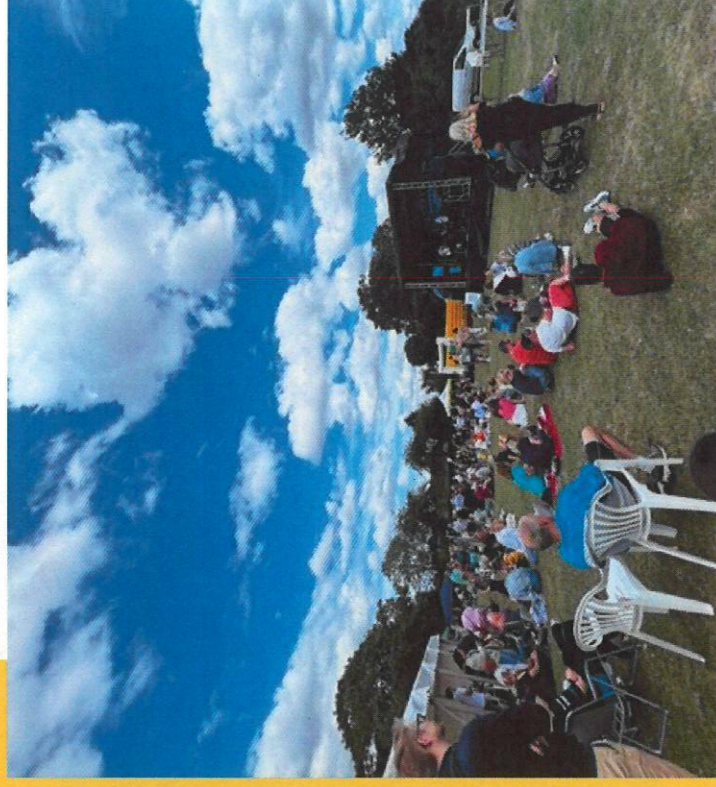


DUSTON FUN DAY

Our biggest event of the year goes from strength to strength. Since its return after the pandemic last year it is now attracting many people from outside of Duston. With over 50 stalls, live entertainment and music for all ages, great involvement from local groups and businesses; there really is something for everyone. Our ethos has always been to make it a fun, inclusive and affordable day for all by offering free or very low cost activities and we are proud that we are still managing to do that.

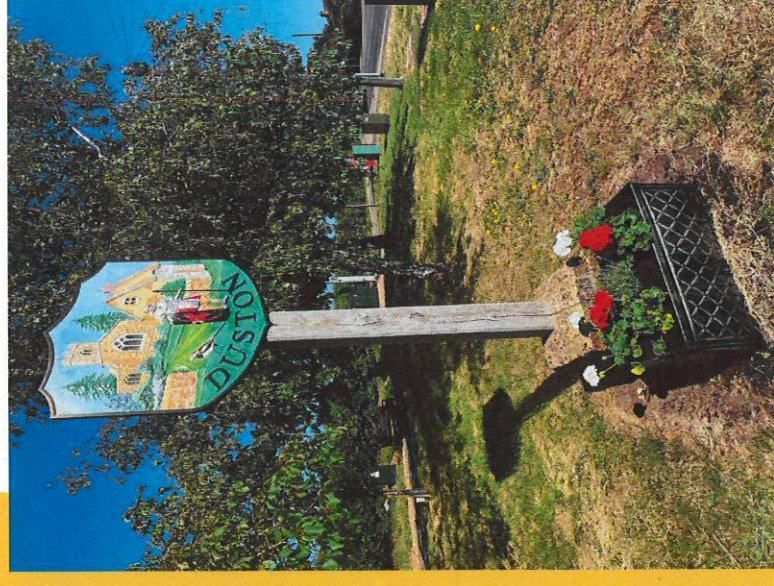
BENEFITS & FEEDBACK

- Provides residents with a fun, affordable family day out
- Very positive feedback from stallholders and visitors
- Local charities raised £2000 (down £1400 on last year but may be reflective of the times)
- Our biggest opportunity to engage with people to find out how our publicity etc. is working and improve relations
- Increased social media engagement. 20k+ reached on the day
- Creates opportunities for locals clubs and organisations to showcase and attract membership
- Opportunity to inform & educate residents about DPC



COMMUNITY PLANTING

- Timken Art replanted with drought tolerant plants and 200 spring alliums & Tulips (£600 received from contractors that damaged the area)
- All planters across Duston refreshed with spring bulbs and flowers followed by summer bedding
- As part of the Queen's Green Canopy a harvest hedgerow was planted at St Luke's Field. This will provide food for wild birds and harvesting opportunities for the public
- 2 Commemorative trees planted at Duston Sports Centre in honour of previous chairmen Cllrs Caswell and Pape with families in attendance
- A flowering cherry tree planted in St Luke's Field to mark the life of Queen Elizabeth II
- 2 trees planted to celebrate 100 years of 11th Northampton Boys' Brigade. Boys and leaders planted a tree and 100 bulbs in St Luke's Field and another on Sam Harrison Way
- Hanging Baskets planted up for spring and summer
- New self watering planters ordered for the area outside of the New Duston Co-op



LET'S CELEBRATE DUSTON

A month long celebration of EVERYTHING that is good about Duston.

Each day of the month features a different aspect of life in Duston. We celebrate its parks, shops, churches, community centres, groups, organisations, businesses, the Parish Council, our centres, pubs, clubs, youth organisations, our events, nurseries, schools, places of historical interest and so much more

BENEFITS & FEEDBACK

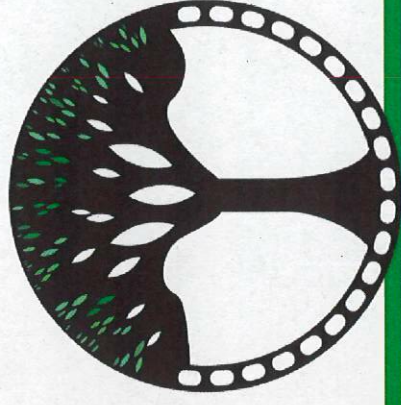
- Educates and informs our community about where we live
- Boosts our FB reach and raises the profile of DPC as well as everyone mentioned
- An easy, no-cost initiative to repeat every couple of years
- Raised awareness for DPC centres, events & website
- Attracts new trade to local business
- Positive feedback from the community
- Minimal effort/maximum gain event



FURTHER ENGAGEMENT WITH OUR PARTNERS

We continue to engage with external organisations, working together on projects that will support and enhance our vision and that of others to help achieve improved health, wellbeing & inclusivity amongst the residents of Duston and the wider community.

- **Grow I Cook I Eat** - An exciting new project being set up by Jenny at TGTA. Jenny has secured £3k in funding and the scheme is supported by Hope Centre, Cooking Good and WNC
- **WNC Public Health** - Alison will be meeting with a Public Health Principal from WNC next month to share ideas of how health and wellbeing can be built into Parish Neighbourhood Plans



DUSTON PARISH COUNCIL

Connecting the Community

COMING UP.....

September

- 5 TGTA Drop In session
- 16 Indoor Car boot Sale DCC
- 21 Wellbeing Talk - Alcoholism Support for Families DCC

October

- 3 TGTA Drop In session
- 7 Community Info & Wellness Fair DCC
- 19 Wellbeing Talk - Northants Carers DCC
- 30 Poppy Cascade up St Luke's Centre

November

- 1 - 12 Duston Remembers & Poppy Cascade
- 18 Christmas@ St Luke's
- 23 Wellbeing Talk - WNC & Northants Fire & Rescue





DUSTON PARISH COUNCIL

Duston Parish Council
 Duston Community Centre
 Pendle Road
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Christmas Tree Festival

A working party of the Community Services Committee has proposed doing a Christmas Tree Festival. It has been strongly expressed in the Working Party this event needs to be done as "there is nothing for people in Limehurst" and "the Parish Council tends to do stuff for the village".

The Working Party has suggested, it be held 8 days before Christmas, Sunday 17th December 2023.

The event used to be run by the Church as part of their Christian festivities in the build up to Christmas.

Suggestion

1. Make a call out on our Social Media / Website for Interested groups to take part. Send email invitations to uniformed groups / other similar organisations. (We currently have not investigated potential uptake)
2. Groups bring a Christmas Tree to the Community Centre and decorate it. The table will be provided by the Parish Council.
3. The Community Centre is open for three hours for people to view the Christmas Trees.
4. Groups can set up their Christmas tree from 10am and the public can come from 11am – 2pm.
5. Ask the Lewis Foundation to make tea / coffee etc.

Costs Involved

1. A member of staff being on hand and coordinate throughout the day and to open up and close the building.
2. The Duston Community Centre does not typically open on Sunday, as such facilities staff unlikely to be available in the building. Furthermore, there will be no other user groups in the centre to help spread the cost of energy usage.

Conditions and Further Information

1. All electrical equipment (Christmas lights), that are not battery operated, must be PAT tested. The charge for PAT testing by the facilities team is £5 per item. Only the facilities team are trained to operate the testing equipment.
2. Historically, all staff take annual leave the week before Christmas, staff involved may have their holiday plans restricted due the event taking place the weekend before Christmas. A majority of schools break up on Friday 15th of December 2023.
3. Due to GDPR concerns (transparency and fairness) , we cannot use data collected for room bookings (business and personal emails) to invite user groups to this event.
4. Officers highlighted, at the Community Services Committee, concerns in relation to the date of the event, as around the holiday period things become manic as families are typically already gearing up well in advance for Christmas.
5. Below is a table that displays the current events are in the pipeline:

September	October	November
5 th TGTA Drop In session	3 rd TGTA Drop In session	1 st – 12 th Duston Remembers & Poppy Cascade
16 th Indoor Car boot Sale DCC	7 th Community Info & Wellness Fair DCC	18 th Christmas@ St Luke's
21 st Wellbeing Talk - Alcoholism Support for Families DCC	19 th Wellbeing Talk - Northants Carers DCC	23 rd Wellbeing Talk - WNC & Northants Fire & Rescue
	30 th Poppy Cascade up St Luke's Centre	



DUSTON PARISH COUNCIL

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

1. Introduction

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

2. Background

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

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

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

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

3. Internal IT Audit

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

5. IT Support for Duston Parish Council

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

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

4. Councillors

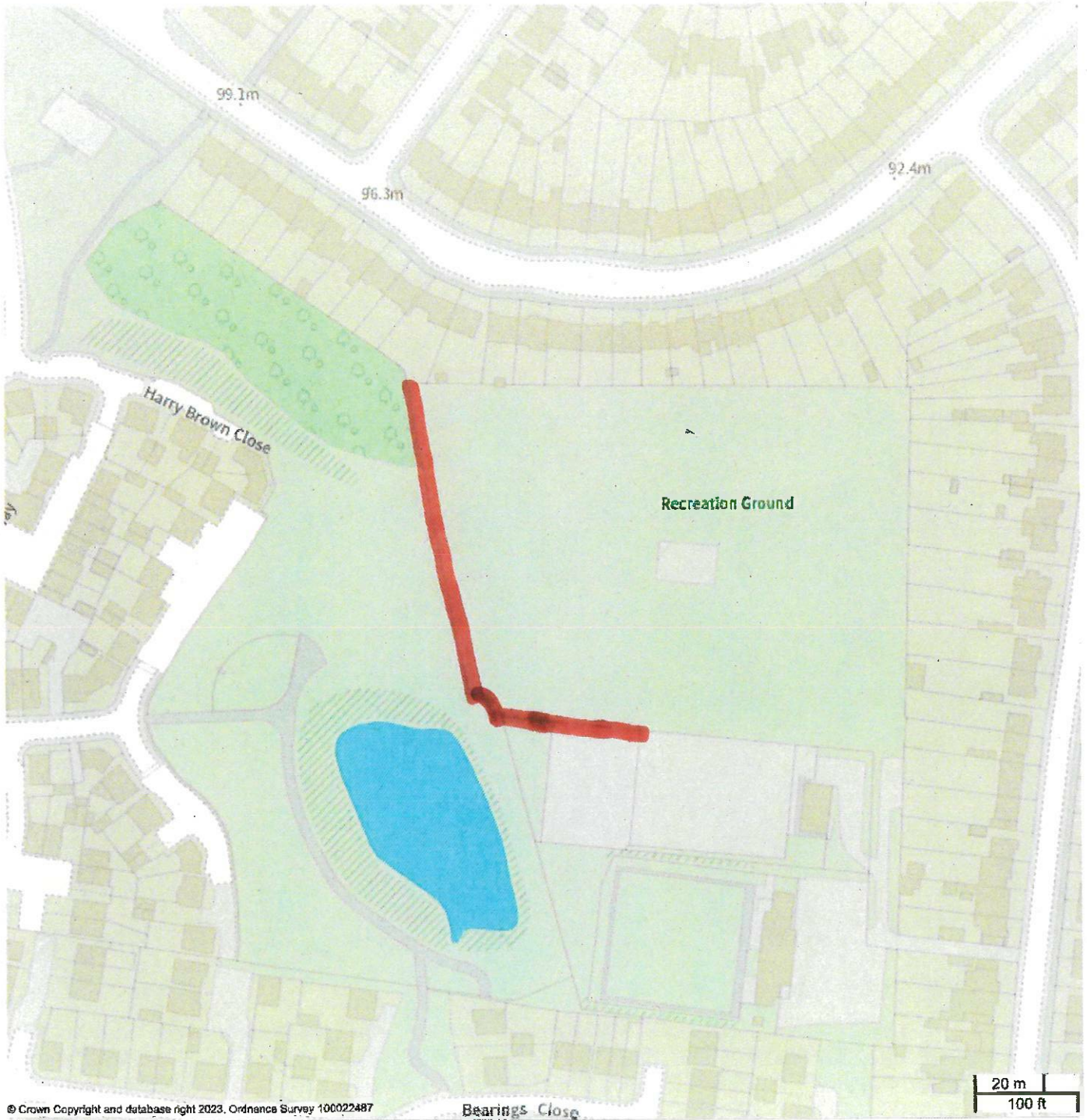
Councillors are now being asked as to how they would like to go forward. Previously a view has been expressed that meetings should be "paperless" to help the environment and printing costs. A solution needs to be cost-effective in money and staff time.

Which *option* do councillors prefer going forward?

- 1) Councillors are hand delivered agenda packs at their home address & bring it to the meeting (*what used to happen prior May 2021*)
- 2) Councillors emailed agenda pack and print it off themselves for the meeting.
- 3) Paper copies given to the councillor at the meeting but agenda pack emailed (*current set up*)
- 4) Use big TV screens to display the agenda and the appendices and no paper agenda packs given out copies.
- 5) Councillors access agenda packs from the cloud (eg. OneDrive, SharePoint, restricted section of the website or via email) with their own logon but:
 - 5.1 Use their own devices. To improve the functionality of agenda packs for efficient viewing, Staff can split the Agenda and appendixes into separate documents.
 - 5.2 The Council purchases iPad but the Councillor return the iPad when their term of office ends.
 - As the devices are council property
- 6) A combination of 3, 4 and 5.1
 - Councillors who wish to receive a paper copy of agenda packs, nothing will change.
 - A trial of the two screens setup can be setup, one will display the Agenda, the other will display reports and appendixes.
 - A individual Cllr who wishes to use his own device, opts-out of receiving a printed Agendas and Reports. They will access the divided agenda pack digitally.

Print Title

Creator



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Bearings Close

20 m
100 ft



Volunteer Policy

Duston Parish Council



DUSTON PARISH COUNCIL





Communications & Engagement Policy

1. Introduction

Duston Parish Council (DPC) strives to engage effectively with all local stakeholders by engaging effectively in partnership working which includes residents, councillors, employees and other stakeholders.

The overall aim is to make Council communications a two way process: to give people the information to understand accurately what we do, while also enabling the Council to make informed decisions using information received from residents and stakeholders.

The Council recognises that other bodies are crucial to the quality of life in Duston; it will strive to maintain working relationships with West Northamptonshire Council, Northamptonshire Police and other bodies.

2. Policy Context

This policy is advised by the Code of Recommended Practice on Local Authority Publicity ('the Code'). The code is statutory guidance and the Parish Council must have regard to it and follow its provisions. Key requirements include

Publicity by local authorities should:

- *be lawful*
- *be cost effective*
- *be even-handed*
- *be appropriate*

- *have regard to equality and diversity*
- *be issued with care during periods of heightened sensitivity.*

The Parish Council's Standing Order No 22 refer to "Relations with the Press/Media". This Communications and Engagement Policy govern the relations with the Press and Media as referred to in Standing Order 22.

<https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>

3. Aims and objectives for community engagement

Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. To help achieve this the Council will -

- Engage in open dialogue with the community to understand their needs and explain how we will address those needs, using the limited resources available of the Parish Council.
- Strive to ensure that the council is fully representative of its community.
- Ensure that residents know what the council is doing on their behalf.
- Encourage members of the community to influence decisions of the Parish Council in a democratic manner.
- When appropriate, pass on the wishes of residents to other authorities and agencies.

4. Why is communication important?

Achieving the Council's aims and objectives requires good communication with residents, groups and organisations the Council works with, or provide services for. Duston Parish Council through good communication will understand and better meet the needs of residents and the community, whilst also raising the profile of the area and the Parish Council.

5. What should the Council be communicating?

Duston Parish Council aims to externally communicate the following:

- Information about our decisions
- Advice about our services and functions
- Information about the Council's finances
- The work of the voluntary and community sector in Duston

- Public consultations and public inquiries relevant to Duston
- Advocating Duston interests to West Northamptonshire Council and other public sector bodies
- Being an effective voice of the community
- Promoting Duston in a positive way
- The social, environmental and economic wellbeing

6. Who should we be communicating with?

Duston Parish Council's audience is wide and varied but will typically include:

- Residents (including hard to reach groups like young people)
- The Press / Media
- West Northamptonshire Council (Councillors & Officers)
- Voluntary groups and organisations
- The business community and potential investors
- DPC Councillors and staff
- Local Member of Parliament.
- Other public sector organisations (police, health, fire)
- Local schools
- Visitors to Duston

7. Defining the Community

The community is all the people living, working or visiting within the Parish boundary, including local groups, local organisations and partner organisations.

8. Methods of Communication

Duston Parish Council will provide information that is accessible, relevant and timely to meet the expectations of the community.

Different forms of communication appeal across different age and social groups and it is important to ensure that the Council considers and uses where possible all options to communicate effectively with everyone.

These are the main ways Duston Parish Council communicates externally:

- Manage the media / press effectively to promote the Council & Duston
- Publishing and distributing a Parish Council newsletter
- Ensure the Council is consistently linked to its services and functions

- Maintaining an up to date Duston Parish Council website
- Parish Council notice boards
- Using Social Media platforms
- Access to Council Meetings

8.1 Media and Press

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to residents and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities.

The Clerk (or a nominated officer by the Clerk) should be the first point of contact for all media and press enquiries to Duston Parish Council. Any official press release from the Parish Council is to be approved by the Clerk in consultation with the Chair of the Council and if appropriate also the Chair of the relevant Committee. The Chairman of the Council will normally act as the spokesperson in the first instance. In the absence of the Chairman it will be the Vice-Chairman of the Council that will take this role.

Press releases will promote services and corporate decisions of the Council. Likewise, all requests for media interviews should be directed to the Clerk or an nominated officer by the Clerk.

The Clerk will be responsible for Duston Parish Council articles or advertisements in external publications. Information published will be in line with agreed policies and decisions of the Council.

For avoidance of doubt, any individual Parish Councillor(s) may issue their own personal statements to the media but they must be careful to avoid giving the impression that they speak formally on behalf of Duston Parish Council, unless properly authorised to do so.

8.2 Newsletter

From time to time Duston Parish Council may produce a direct newsletter for residents. The production of the newsletter will be overseen by the Clerk and nominated officers. The final version of the newsletter will be approved by Council and/or duly delegated Committee prior to publication and distribution.

8.3 Duston Parish Council Services

The Parish Council will promote its services and functions to the local community. Council communications should seek to inform the public of the positive impact Duston Parish Council has in the community, and to maintain the Council's reputation. There should be a clear link between Duston Parish Council and the services it provides.

8.4 Website

The Parish Council website is the primary source of information on the Council for residents and will be kept up to date with content and routinely monitored.

The website shall contain material that arises from Council business including:

- Agendas and minutes
- Policies
- Factual information about the Parish Council and Parish Councillors
- Reports, Surveys or any other material derived from the Parish Council

The website may also contain:

- Latest Parish News and Local Events
- Details about local Community Groups
- Links to local external (useful) resources
- Links to the relevant local public sector bodies where appropriate.

Any Councillor may submit material for inclusion on the website to the Clerk provided that it is consistent with this policy and corporate decisions of Duston Parish Council. It must also be within any limits of technical feasibility to upload.

8.5 Notice boards

Typically the notice board will contain

- The title of the parish council "Duston Parish Council"
- The name, address, telephone number and email address of the Clerk
- List of Parish Councillors and their contact details
- Agenda for forthcoming meetings
- Minutes of meetings
- Parish Council facilities, services and events

Locked noticeboards are intended generally for Parish Council specific information although consideration will be given by the Clerk to using the space for notices pertaining to activities of interest or other important information relevant to Duston.

8.6 Social Media

Social media can be a useful way to communicate with residents and other local stakeholders. All Parish Council social media channels should only be used for the business of the authority and never for private use. Social media accounts must not be used to share or spread inappropriate content, or to take part in any activity that could bring Duston Parish Council into disrepute.

Public social media posts made by officers or councillors (either officially or in a private capacity) which contain content that is abusive, illegal, prohibited or in any way may cause serious reputational damage to the council or the office of councillor will be subject to appropriate action under the council's disciplinary or code of conduct policies.

The Duston Parish Council logo will be the authority's social media profile image.

A generic email account (office@duston-pc.gov.uk) will be used for a lead point of contact.

The Clerk will authorise which officers have access to corporate social media accounts. Officers are encouraged to engage with social media within their day-to-day responsibilities and this includes:

- Details of local events within Duston that may be of interest to residents.
- Sharing photographs from past events
- Notifications about press releases when they are sent out
- Promote the voluntary sector and community sector in Duston
- Progress updates about activities and projects the Parish Council are undertaking.
- Help residents with information relating to Duston or Duston Parish Council.
- Inform residents about news relevant to Duston

Officers will not enter into debate through DPC social media channels. However, points of clarification may be given.

Some general guidelines for Councillors and Officers when using social media:

- If you are unsure of what you are posting, do not post it. Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish.
- Be tasteful, civil and polite.
- Don't make promises or raise expectations that may not be able to be delivered.
- Handle complex queries via another channel, such as over the phone, letter or via email.
- Stay on topic.
- Don't disclose personal and confidential information such as home addresses, telephone numbers or personal email addresses.
- Don't post any information that infringes copyright law.
- Don't engage with 'internet trolls'. Don't feed the trolls as they thrive on emotional response to their provocation
- Don't post comments that you would not be prepared to make in writing or in face-to-face contact.
- Although DPC encourages free speech, it does not tolerate any comments or posts from third party users which encourage hate speech or comments which are hateful,

obscene, potentially libellous, derogative, racist etc. Any posts of this nature should be removed or deleted.

8.7 Access to Council Meetings

All Duston Parish Council meetings must be open to the general public and press except in limited defined circumstances where the law requires or allows the meeting to be closed (Public Bodies Admission to Meetings Act 1960). In addition, the Council must allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings.

The Council sets aside time for public participation (15 minutes) during which members of the public may make a representation, contribution, suggestion or ask a question. Councillors with a prejudicial interest in an agenda item may speak during public participation (and then leave the room when the item is considered). Other than when invited to do so by the Chair, members of the public are not permitted to speak at the meeting as this confuses the roles of councillors, who participate in the meeting, and members of the public who observe it.

A member of the public has up to 3 minutes to address the Council/Committee. If there is a possibility that a large number of people will wish to speak, the Chair will encourage people not to repeat comments made by earlier speakers or ask for a single representative to be appointed. Public participation takes place near the start of the meeting immediately after declaration of interests to make everyone aware if a member has a prejudicial interest. The time for public participation shall be outlined on the agenda. Members of the public are encouraged to notify the Clerk prior to the meeting if they wish to speak.

Neither councillors nor staff are under any obligation to respond immediately or at all to comments or questions made during public participation. Members of the public do not have a right to force items onto the Council agenda. Members of the public should not heckle or otherwise disrupt and must respect the rulings of the Chair.

Seating and copies of the agenda will be provided at all Duston Parish Council meetings for the public and press.

9. Correspondence

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances for a letter or email to appear over the name of the Chair of Council, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

14. Flag Flying Protocol

Flags are traditionally flown by the Parish Council for a variety of reasons: to show allegiance, support, respect or to celebrate

Duston Parish Council will fly the Union flag as standard at Duston Community Centre, St Luke's Centre and Duston Sports Centre.



However, the Council will also fly these flags as standard on set dates.

- St George Day (23rd April). Raised the working day before 23rd April and is there for no more than 7 calendar days. At the Clerk's discretion, the flag of St George may flown to celebrate and support sporting events of significance.



- Armed Forces Day (in June but varies each year). Raised the working day before and is there for no more than 7 calendar days.



- Northamptonshire Day (25th October). Raised the working day before and is there for no more than 7 calendar days.



- Rainbow / Pride Flag. Raised the first working day in June and is there for the month of June except for the 7 calendar days for Armed Forces Day.



When flags are to be flown at half mast, they should be two-thirds up between the top and bottom of the flagpole.

The Union Flag will be flown half mast on the following occasions:

- From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
- From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
- On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
- On the day of the announcement of the death and the day of the funeral of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
- Any other occasions where the Sovereign has given a special command.
- Death of a currently serving parish councillor for 7 calendar days and day of the funeral.
- Death of a currently serving employee of the Council for 7 days and day of the funeral.
- Death of a Duston resident currently serving in HM Armed Forces for 7 days and day of the funeral.

The Council will always be sensitive to the views of all sectors of its community but shall not allow the use of flags for political purposes or for the purposes of advertising.

Requests to fly any flag other than those in agreed list above should be submitted to the Clerk for consideration. The Clerk will consult with Chair of the Council (or Vice-Chair in their absence).

15. Bullying and Harassment Statement

"We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse, or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media.

The council considers threatening behaviour to be:

- Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.
- The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff”.

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings as well.”

16. Miscellaneous

Communications must not breach equalities, bullying and harassment policies. Councillors must also adhere to the Councillor Code of Conduct.

The Councillors and Officers must not disclose information which is confidential or where disclosure of information is prohibited by law. This includes disclosure to the public of any matter which has been discussed as a confidential item at a Council meeting, or information that has been provided to a councillor in the course of fulfilling their official responsibilities that should not otherwise be in the public domain.

Duston Parish Council Tree Frequently Asked Questions

Please note this document supplements Duston Parish Council Tree Management Policy.

What trees do Duston Parish Council maintain?

The Parish Council only maintains trees on land it owns or has leasehold. The Parish Council may at its own discretion carry out tree/hedge maintenance when land ownership is unknown, owned by a charity or in a closed churchyard.

As the landlord of Duston Sports Centre what do you do about trees on that site?

All tree related problems or queries should be directed to Trilogy as it a matter for them under the terms of their lease.

What about trees and hedges on public open space on the Timken estate?

All tree related problems should be directed to the estate management company.

What about trees and hedges on land managed by Northampton Partnership Homes (NPH)?

All tree and hedges enquiries should be directed to either NPH directly or WNC ward councillors. WNC have the legal freehold of NPH land.

What about trees in my property / my neighbours property / or other private property?

Duston Parish Council is not responsible for trees in private gardens or private property. You are responsible for maintaining trees on your property and making sure they are safe. Before carrying out any work on a tree in your own garden, check whether the tree is protected by a Tree Preservation Order (TPO) or is in the Duston Conservation Area.

What about overhanging trees or hedges from Duston Parish Council land into my property?

On a Parish Council tree you may prune the branches back to the boundary line of your property but no further. The work must be done from your own property. You must dispose of any cuttings yourself, do not leave them on Parish Council land.

What about trees on West Northamptonshire Council land?

All tree related queries on land owned and/or maintained by West Northamptonshire Council (WNC) should be directed to the relevant WNC ward councillors, WNC contact centre or Fix My Street on their website.

What about trees overhanging the public highway such as footpath and/or the road?

Again, this should be directed to WNC ward councillors, WNC contact centre or Fix My Street on their website.

There will be occasions when a tree or hedge overhangs a road or pavement in a way that endangers or obstructs pedestrians and/or vehicles. In this case the Highways Department at WNC may serve notice under Section 154 Highways Act 1980 on the owners of hedges, trees or shrubs which overhang the footpath/road to lop or cut the tree or hedge to remove the cause of danger or obstruction.

Section 130 Highway Act places a duty on West Northamptonshire Council to assert and protect the rights of the public to the use and enjoyment of any highway for which they are responsible.

The tree(s) outside my property block light to my house/garden; can they be removed/pruned?

In law there has been no tested case to prove or disprove right to light and as such there is no absolute right to light, to either land or property.

The leaves / seeds / sap, makes such a mess when they fall and make the garden path slippery/block the drains/dirty the car, can they be removed/pruned?

Duston Parish Council strives to keep its own pavements in good structural repair but gardens (front and rear) of private properties are the concern of the occupiers. Duston Parish Council can accept no responsibility for the leaf litter, seed drop, pollen, sap drop etc as these are natural physiological occurrences only to be expected by trees.

Is there a law about the height of hedges?

Part 8 of the Anti-Social Behaviour Act 2003 gives powers to West Northamptonshire Council powers about high hedges. The legislation makes it clear that a council can only become involved once all attempts at negotiation have been exhausted.

How are Duston Parish Council trees inspected and maintained?

Duston Parish Council land with trees is inspected every 3 years by an independent professional arboriculturist. The survey records information on Council owned trees and identifies any which pose a risk to health and safety. Duston Parish Council takes appropriate action based on the inspection report.

What about Parish Council trees causing potential damage to my property?

Duston Parish Council endeavour to ensure a 1.5 metre clearance from overhanging trees to residential structures (houses, garages) but not property boundaries.

For further information please read Duston Parish Council Tree Management Policy found on the website www.duston-pc.gov.uk



Volunteer Policy and Procedures

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Duston Parish Council (DPC).

Introduction

1. DPC pledges to offer volunteer opportunities to all sectors of the community; local organisations, groups and individuals to work together in partnership.
2. This engagement seeks to increase contact with the community we serve and help build strong connections to ensure the relevance of the services we provide in addressing the needs of our community.
3. DPC recognize the positive health & wellbeing benefits of volunteering and as such, supports all staff in encouraging inclusivity of volunteers, where appropriate, to assist in the ongoing development of DPC.
4. DPC does not aim to introduce volunteers to replace paid staff.

Policy

1. DPC will maintain a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the DPC of any changes to those details or to request removal of those details from the database if they no longer wish to volunteer. This info will not be shared to any third party. **Appendix A**

Volunteer Data Capture Form

2. Volunteers should be competent to carry out a role. The nature of skills required will depend on the activity.
3. Where the volunteer is under the age of 18 they must be accompanied by a responsible adult, parent/guardian or the leader of the relevant organisation or scheme.
4. Where appropriate, relevant training will be provided in advance of the volunteer working on site.
5. Volunteers will be briefed regarding the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. Volunteers are expected to advise the DPC lead if they have any medical issues that would put either them or other volunteers at risk relevant to the task.
7. Volunteers working at the sole request of and under the sole control of the DPC will be insured under the Parish Council's Public Liability and Employers Liability cover.
8. Volunteers should only carry out tasks allocated to them.

9. Should it be necessary for groups to split off, a 'lead' volunteer should be appointed and given the mobile phone number of the primary point of contact should a situation arise.

10. Prior to work commencing, a visual inspection and or risk assessment of the site will be carried out to ensure that there are no obvious hazards. These inspections are to be recorded. **Appendix C Risk Assessment**

11. Volunteers should have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.

12. A copy of this policy must be given to and read by volunteers along with a data capture form the first time they undertake work on behalf of the DPC. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

1. The appropriate risk assessment document must be referred to before commencement of work or a risk assessment undertaken prior to commencement of work where a new project arises. The Parish Clerk is to receive a signed and dated copy of the risk assessment.

2. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.

13. Volunteers will be expected to sign the induction briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. **Appendix B Induction Brief and Volunteer Acknowledgement**

14. On completion of the work, the completed induction brief is to be kept on file with the Risk Assessment sheet. Retention of induction briefs will allow the DPC to record work and ultimately acknowledge the contributions to the community made by volunteers.



DUSTON PARISH COUNCIL

Appendix A: Duston Parish Council Volunteer Data Capture Form

These details will be maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:
Next of kin details:	
Medical requirements or allergies in case of emergency:	
Details of any ailments or illnesses:	

Appendix B: Duston Parish Council Volunteer Induction Brief & Acknowledgement List

Supervisor:

Date:

Start Time:

Finish Time:

Location: (To be defined by supervisor)

•

Description of Activity: (To be summarised by supervisor)

•

Tools to be Used: (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes)

•

Hazards and Safety Measures:

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- Jewellery, necklaces, watches and ideally should not be worn – wearing them present risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn. Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity.
- Gloves should be worn where appropriate.

First Aid:

- When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.
- The supervisor is expected to carry with them a mobile telephone. Where necessary, the emergency services will be called.

POST ACTIVITY COMMENTS (For evaluation and ongoing development use by DPC)

[Empty rectangular box for post-activity comments]

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed

APPENDIX V



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councilor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councilor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councilor will be kept for 12 months.

The Internal Controls Councilor Report

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date: 14 July 2023

Signed by Clerk/RFO:

Date: 14/7/23

Checklist	Approved Yes/No	Any Comments
1 All bank statements filed	Yes	
2 Cheque counterfoil have been signed by at least two Councillors	N/A	No Cheques written
3 Bank Reconciliations match bank statements	Yes	
4 Bank Reconciliations have been approved by Full Council	Yes	
5 Invoices have been signed by the Clerk/RFO	Yes.	
6 Invoices have been signed by two Councillors	NO	One Councillor signature from Chris.
7 Quarterly VAT return has been submitted to HMRC	Yes	
8 Monthly Payroll pack filed	Yes.	
9 Tax, NI and Contributions made	Yes	
10 Pension Contributions up to date	Yes.	
11 Insurance up to date		
12 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	Yes	
13 Minutes for the previous quarter have been signed	Yes	
14 All existing DPC tenants are no more than a quarter in arrears	Yes	
15 Standing Orders & Financial Regulations have been approved by Full Council within the last year	Yes.	

Version	Date adopted / re-adopted	Date review by
11/23 b	18th May 2023	May 2027 unless statutory changes

