



DUSTON PARISH COUNCIL

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

FULL COUNCIL

6th January 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 12th January 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

126/23. To receive apologies for absence

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

128/23. 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).

129/23. 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).*

130/23. Updates from Committees

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

131/23. General Power of Competence

- To resolve that the parish council meets the conditions of eligibility to exercise the power of the General Power of Competence (“GPC”) and agree to use GPC.

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

- To approve the draft budget and the council tax precept demand for 2023/24 (APPENDIX D)

133/22. Corporate Risk Assessment for 2023/24

- To approve the Corporate Risk Assessment for 2023/24 (APPENDIX E)

134/23. The Grow Together Allotment Sub-Committee

- a) Cllrs Ennis-Clark, Ingram and Golby are members of the Grow Together Allotment Sub-Committee.
- b) Delegate to the Sub-Committee the task of drawing up the Grow Together Allotment Terms of Reference.
- c) Report these Terms of Reference to a future Council meeting for adoption

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

- To delegate to the Clerk to oversee the freehold transfer to Duston Parish Council of Aquitaine Close Open Space, Bants Lane Allotment Gardens, Berrywood Road Allotment Gardens, Bramhall Rise POS, Brockwood Close POS, Clipston Way POS, Duston Wildes Open Space, Hardlands Road POS, Newton Road POS, Sandly Lane & Alsace Close Open Space, The Green Open Space, Weggs Farm Road, Sandly Lane Open Space, “The Rose Garden”, Westbury Close Open Space, Haydown Green, Triumph Gardens Park, Beaune Close POS, Cheddar Close Open Space

136/23. Community Governance Review

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- To discuss and agree the Duston Parish Council approach to the Community Governance Review to be carried out by West Northamptonshire Council in 2023 and/or 2024 (APPENDIX G)

137/23. Council Meeting Schedule

- To discuss and approve the Council & Committee Meeting Structure (APPENDIX H)

138/23. Annual Leave Policy

- To re-adopt the revised Annual Leave Policy (APPENDIX I)

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

- To discuss sounding proofing the wall between the Main Hall and the cafe
Proposed by Cllr Enright-King



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FULL COUNCIL
MINUTES 1ST DECEMBER 2022

CHAIR: Councillor P Enright-king

PRESENT: Cllrs Liddon, Maitland, Ingram, Ennis-Clark, Mumford, Stonehouse, Golby, Hinch

IN ATTENDANCE:

Gary Youens – Parish Clerk

Ryan Ikavnieks – Assistant Clerk

107/22. To receive apologies for absences

- Apologies were received from Cllrs Bottwood and Roper

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

- **RESOLVED:** That the minutes of the meeting held on the 3rd of November 2022 were approved as a true record and signed by the Chair.

109/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Cllr Hinch declared a non-peculiar interest in regards to item 111/22. Northampton Leisure Trust, for being a member of the board of trustees for Northampton Leisure Trust
- Cllr Ingram declared a non-peculiar interest in regards to item 111/22. Northampton Leisure Trust for being a member

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110/22. Public Participation Session

- *There were 7 members of the public attended the meeting. Six members of the public spoke on item 122/22. Tollgate Way / Bants Lane / Telstar Way. Members of the public commented that the junction suffers from a lack of signage and road markings, which has led to a general lack of clarity for drivers.*

111/22. Northampton Leisure Trust

- John Fletcher, Managing Director at Northampton Leisure Trust (NLT) and Lawrence Kay, Sports and Play Development Manager at NLT. They gave a general update upon service uptake at Duston Sports Centre such as free meal program aimed to provide meals over holidays for those on free school meals, the activity on referral scheme and reaffirmed that Duston Sports Centre is a Key sight.
NLT are also conducting feasibility study to find out if a public swimming pool in Duston is economically and environmentally viable.
- **RESOLVED:** The presentation from Northampton Leisure Trust on Duston Sports Centre was noted

112/22. Clerk Report

- A warm room will be set up at Eastfield Close Community Hub which will be free to use. There has been positive feedback regarding the Christmas Market at St Luke's Centre. The bench in the old village centre will be installed shortly. The letter to WNC asking for the freehold to St Luke's Centre has been sent. The Events team are doing Festive Windows. The rest of Harlestone Road will be made 30 mph in due course.
- **RESOLVED:** The verbal report from the clerk was noted.

113/22. Bank Reconciliations

- **RESOLVED:** The bank reconciliations for October 2022 were approved.

114/22. Payment of Invoices

- **RESOLVED:** The invoice payments for October 2022 were noted.

115/22. Updates from Committees

- **RESOLVED:**
 - a) That the report in the form of draft minutes from the Community Services Committee was noted.

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- b) That the report in the form of draft minutes from the Environment Committee was noted.
- c) That the report in the form of draft minutes from the Resources and General Purposes Committee was noted.
- d) That the report in the form of draft minutes from the Planning Committee was noted.

116/22. Proposed Change to Standing Orders

- **RESOLVED:**
 - a) That the standing orders are changed to give the Chair of Council ex officio status on all Standing Committees - Planning Committee, Community Services Committee, Environment Committee, Resources and General Purposes Committee.
 - b) It was agreed that Standing Committee membership is five councilors and the Chair of the Council.
 - c) For the Clerk to make the necessary changes to Standing Orders

117/22. Committee Membership

- **RESOLVED:**
 - a) Cllr Bottwood to be removed from the Environment Committee, Planning Committee and Resources and General Purpose Committee.
 - b) Cllr Stonehouse to be removed from Community Services Committee and Planning Committee.
 - c) Cllr Mumford to join the Planning Committee and be removed from the Resources and General Purpose Committee.

118/22. Draft Budget 2023/24

- **RESOLVED:** That the draft budget and precept requirement for the financial year of 2023/24 was received and noted.

119/22. Grafton Way Meadow

- **RESOLVED:** That the use of CIL to fund improvements to the entrance into Grafton Way Meadow was approved.

120/22. Complaints Policy

- **RESOLVED:**

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- a) To change the wording "We will endeavor to acknowledge your complaint within 7 working days" to "We will acknowledge your complaint in 5 working days".
- b) That the revised Complaints Policy was approved.

121/22. New Bin Litter

- **RESOLVED:**
 - a) That the placement of a litter bin in the Brockwood Close area was approved.
 - b) To delegate the specific placement in the Brockwood Close area to the Clerk.

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

- **RESOLVED:** For the Clerk to write a letter to WNC Highways that raises the safety concerns surrounding the Tollgate Way / Bants Lane / Telstar Way intersection.

123/22. Squirrels Car Park

- **RESOLVED:** For the Clerk to write a thank you letter to The Squirrels pub in ending the parking restrictions

124/22. Local Police Liaison Report

- **RESOLVED:**
 - a) To note the verbal report from the Local Police Liaison.
 - b) To thank Cllr Liddon for his report.

125/22. Shared One Drive

- **RESOLVED:** That the Clerk research further into the effectiveness of a Shared One Drive.



DUSTON PARISH COUNCIL

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Environment Committee
MINUTES 15th DECEMBER 2022 7PM

CHAIR: Councillor M Ingram

PRESENT: Cllrs, Ennis-Clark, Liddon

IN ATTENDANCE:

Mr R Ikavnieks – Assistant Clerk

EC047/22. To receive apologies for absence

- Apologies were received from Cllr Enright-King

EC048/22. To receive and approve for signature the minutes of the meeting held on Thursday 20th October 2022

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

EC049/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interest were declared

EC050/22. Public Participation Session

- There were no members of public in attendance

EC051/22. No Engine Idling Zones

- **RESOLVED:**

- a) That the Clerk writes a letter to all local schools highlighting the environmental impact caused by unnecessary engine idling.
- b) That the item be further discussed on the agenda of the next Environment Committee meeting.

EC052/22. Harmful Pesticides and Weed Killers

- **RESOLVED:** That the Clerk writes a letter to West Northamptonshire Council asking to inform us upon pesticides and weed killer policy.

EC053/22. Additional Speed Activation Sign

- **RESOLVED:** To recommend to Council that an additional two speed activation sign be purchased using money from general reserves and locations to be discussed at a later date.

EC054/22. St Luke's Churchyard

- **RESOLVED:**
 - a) That the discussion surrounding supporting the creation of a reflection/wild garden in line council policy was noted.
 - b) That the item be further discussed on the agenda of the next Environment Committee meeting.

EC055/22. To receive updates on the following items:

- **RESOLVED:** That the following verbal updates were noted:
 - a) St Luke's Churchyard Adoption – That the perimeter stone wall be repaired before Duston Parish Council can discuss and decide to adopt St Luke's Churchyard
 - b) Grafton Meadow Entrance – The awarded contractor is in the process of providing an up-to-date quote as the initial quote has expired.
 - c) Mendip Park Fence Consultation – The survey was presented to the committee for scrutiny and comments.
 - d) Hardlands Road Shelter Consultation – The survey was presented to the committee for scrutiny and comments.

EC056/22. Duston Parish Council Budget 2023/24

- **RESOLVED:** That the Environmental aspects of the proposed budget for 2023/24 were noted.

Meeting ended at 8:15PM

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Planning Committee
MINUTES 14th DECEMBER 2022 7PM

CHAIR: Councillor M Ingram

PRESENT: Cllrs Barnes, Enright-King, Liddon, Mumford

IN ATTENDANCE:

Mr G Youens – Parish Clerk

Mr R Ikavnieks – Assistant Clerk

PC044/22. To receive apologies for absence

- No apologies were received.

PC045/22. To receive and approve for signature the minutes of the meeting held on 24th November 2022

- **RESOLVED:** That the minutes of the meeting held on the 24th of November 2022 were approved as a true record and signed by the Chair.

PC046/22. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- There were no interests declared.

PC047/22. Public Participation Session

- Three members of the public were in attendance.
One member of the public spoke in relation to Northampton West SUE. They raised concerns upon the increase of road traffic throughout Duston. In turn, leading to an increase in noise and air pollution upon Duston already congested roads.

Two other members of public spoke in upon planning application WNN/2022/1314 to the committee.

PC048/22. Planning Applications

a) WNN/2022/1287 - 321 HARLESTONE ROAD, NORTHAMPTON, NN5 6PG

- **RESOLVED:** No observation or comment.

b) WNN/2022/1314 – LAND REAR OF 519 , HARLESTONE ROAD, NORTHAMPTON

- **RESOLVED:** OBJECTION, This application contradicts Duston Parish Councils Neighbourhood Plan:

H4 Smaller infill sites – general criteria (objective 2)

Development will be supported on sites of up to 5 dwellings on previously developed land and large gardens, subject to the following criteria:

- i - In respect to backland and tandem development in gardens of existing properties, the need to avoid adverse impact on the amenity of neighbouring properties through; loss of privacy, daylight, visual intrusion by a building or structure, car parking, removal of mature vegetation or landscaping and additional traffic resulting from the development.
- ii - Windfall, back land or tandem development must have direct highway access.
- iii - It must have due regard to the need to preserve or enhance the Conservation Area.
- iv - The requirements for development in local character areas (Policy BE1) are met.
- v - The provision of natural landscaping, including native trees, hedgerows, wetland areas and the retention or incorporation of habitats for small mammals, birds and insects.

Parking space is limited and of concern to neighbors.

A similar planning application at the same site was rejected in 1973, therefore Duston Parish Council Objects to the application.

c) WNN/2022/1288 - 44 MAIN ROAD DUSTON

- **RESOLVED:** No observation or Comment

PC049/22. CIL / S106

- **RESOLVED:** That the Clerk researches available and produce an up to date list of S106 monies available and the remit of each available pot.

PC050/22. Next Meeting Dates

- To agree the following dates for the two Planning Committee meetings
26th January 2023
23rd February 2023

Meeting closed at 8:20PM

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DUSTON PARISH COUNCIL

Full Council 12th July 2022

132/22. Budget 2023/24 and Council Tax Precept 2023/24

1. Purpose of the Report

To approve the 2023/24 draft budget and precept demand.

2. Background Information

In calculating the level of precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) Next year's expenditure, including an allowance for contingencies;
- b) Outstanding expenditure incurred in previous years;
- c) Expenditure likely to be incurred before the precepted sum becomes available; and
- d) Payments to a capital fund or building maintenance reserve.

3. Overview

The proposed budget for 2023/24 aims to achieve the following principles:

1. Provide adequate funds for the delivery of services and Council priorities whilst keeping the precept as low as possible to avoid placing unnecessary extra burden on local tax payers.
2. Continue to control costs where possible. Whilst it is anticipated that the non-precept income will return to the pre-pandemic levels in 2023/24, this will be offset by the expected increase in expenditure due to the current high level of inflation and the energy crisis.

3. Freeze some budget lines which, with the current continuing rise in inflation, mean a real term cut.
4. Continue to prepare for the future by allocating funds to cover costs when responsibility for grounds maintenance for four parks (Melbourne Lane, Mendip Park, Grafton Way Park and Errington Park) transfer to the Parish Council in 2028.

4. Expenditure – Key Points

4.1 Salaries.

The salaries model is based on the post review staff structure and working patterns. Staff who are not at the top of their scale are assumed to move up one salary point (where eligible) subject to satisfactory performance.

4.2 The budget allows for a 5% increase in salaries pending the outcome of national pay negotiations.

4.3 Employer's contributions into the Local Government Pension scheme are currently included at 28.3% of pensionable pay for existing members of staff in that scheme, although we are still awaiting confirmation of the exact rate. The overall pension budget has now decreased as only three existing employees are members of this scheme. Other staff are members of the council's auto-enrolment scheme, the employer's pension contributions are capped at a rate of 3%. New staff members are enrolled onto this scheme.

4.4 The government had previously announced that Employers National Insurance contributions were to increase by 1.25% with affect from April 2022. This announcement was reversed during 2022. However due to the uncertainty over the rate of contributions in 2023/24, the higher rate has been used in calculating the national insurance budget.

4.5 It has been decided to combine the post of environmental officer and a second facilities officer to create one post 'operations officer'. Combining these roles results in an anticipated saving of £20,000. The budget assumes that this position will be filled by the start of the financial year. This saving is offset against the anticipated pay increases, effectively freezing the salaries budget.

4.6 Staff welfare/clothing

The staff welfare and clothing budget has increased to reflect the cost of uniforms for new staff.

4.7 Training

The training budget has increased by £500 to provide sufficient resources for training of new staff, and for the further development of staff.

4.8 IT licences and website

During 2022/23 it was agreed that data held on the old server would be migrated to a secure cloud server. The increase in the budget line reflects the cost of subscribing to this service.

4.9 Stationery

Costs of paper and ink remain high and although there is a continued effort to reduce waste and make full use of electronic means of communication, an increase of £500 has been included in the budget.

4.10 Telephone and broadband

Additional funding of £1,000 reflects the increase in the suppliers costs.

4.11 Finance and legal

The increase reflects the potential legal fees associated with asset transfer as the council takes over more assets and also the cost of renewing leases with tenants.

4.12 Membership Fees

This is a provision for the council's annual NALC and other professional membership fees such as SLCC. This is based on information supplied by NALC as part of the budget process.

4.13 Events

This includes Wellbeing Talks, Community Info & Wellness Fair, Easter Egg Trail, Coronation of King Charles III, Duston Fun Day, Christmas Market, and Festive Windows.

4.14 Electricity and gas

Due to the ongoing energy crisis a substantial increase in electricity and gas costs is expected. It is unclear as to whether the government will provide any support for businesses and with increasing rates being set by the energy companies it is extremely difficult to budget for these costs with any degree of certainty. The budget has been based on expenditure incurred in 2022/23 to date and an inflationary increase. The increase in the costs at St Luke's will be offset, in part, by an increase in the utility costs recharged to the tenants.

4.15 Water

Water costs continue to increase and the budget reflects an estimate of the additional funding required.

4.16 Building Repairs/Maintenance

The renovation of St Luke's building is almost complete. An additional spend of £8,000 is required to replace sash windows. The budget reflects an inflationary increase in the cost of the maintenance contracts.

4.17 Waste removal

Duston Parish Council has agreed to pay for two litter bins to be installed and emptied. These are at Eastfield Road / Main Road bus stop and at a bus stop on Wrenbury Road. So

far West Northamptonshire Council has not invoiced us for the waste removal of these two bins.

Furthermore, Council has agreed to install four more litter bins. These are:

- Quarry Road,
- Westbury Close POS,
- In between Errington Park and Park Avenue
- Area between Brockwood Close and Velocette Way

West Northamptonshire Council is installing these four litter bins on behalf of Duston Parish Council and the cost will be £1569.52 + VAT. The annual cost of emptying each bin will be approximately £195 + VAT.

4.18 Environment

It is anticipated that additional costs will be incurred in 2023/24 for the maintenance of parks. The proposed increase of £11,500 reflects the additional work and the anticipated inflationary increase in costs.

4.19 Youth Services

During 2022/23 we reviewed our youth provision. The result of this review was to cancel our contract with the existing provider and we are currently trialing a new offering with a different provider. The cost of the new service is lower and the youth budget has been reduced accordingly. Additional expenditure on play equipment is allocated in the budget.

4.20 2028 Grounds Maintenance

For 2021/22 a new budget line was created to allow for an incremental year on year increase in preparation to take over the maintenance of Errington Park, Mendip Park, Grafton Way & Melbourne Lane Park. It is now anticipated that we will take on additional maintenance at the remaining WNC parks and open spaces. The table below provides a budget allocation breakdown beginning in 2021/22 together with the increase:

| | | Budget | General Reserve end of year |
|--------|---------|--------|--------------------------------|
| Year 1 | 2021/22 | 3,750 | 3,750 |
| Year 2 | 2023/24 | 7,500 | 11,250 |
| Year 3 | 2023/24 | 19,917 | 31,167 |
| Year 4 | 2024/25 | 32,334 | 63,501 |
| Year 5 | 2025/26 | 44,751 | 108,252 |
| Year 6 | 2026/27 | 57,168 | 165,420 |
| Year 7 | 2027/28 | 69,585 | 235,005 |
| Year 8 | 2028/29 | 82,000 | 317,005 |

4.21 At the end of each financial year the unspent funds are to be transferred into general reserves and from there allocated to projects as required.

4.22 Community Infrastructure Levy (CIL)

In 2022/23, Duston Parish Council received £209K in Community Infrastructure Levy. Improving the entrance to Grafton Way Meadow has been identified as the first project by Council to undertake. The Clerk is now waiting for the precise quote to come in before work formally starts.

£100,000 of CIL expenditure has been allocated for 2023/24.

4.22 Four Year Plan

£5,000 has been allocated for general expenditure on the four year plan approved by Council in November 2021.

5. Other Asset Transfers

5.1 WNC Allotments & Parks, Open Spaces

Duston Parish Council has said to West Northamptonshire Council that if there are to be any further asset transfers, then this needs to be done sooner rather than later so there is time to prepare in terms of cost. This is to prevent significant single-year council tax increases or cuts to parish council services. Duston Parish Council has a long standing view that the remaining WNC Allotments, Parks and Open Spaces should be transferred from West Northamptonshire Council.

5.2 Public Open Space at Telstay Way

In August 2020 Council agreed to accept the transfer of 4 acres of public open space that is part of the final phase of the Timken development. Duston Parish Council signed the contract in January 2021. The transfer is very likely to happen in the first half of 2023. Duston Parish Council will immediately become responsible for grounds maintenance and associated costs upon transfer. Ongoing grounds maintenance costs for this land will be built into the annual budget, with additional precept income from the new properties contributing to this.

5.3 Asset Transfer from Developers

Also agreed in August 2020 was the adoption of two Heritage Features (Timken Gates and Rosevilla Hut & Wall) and this has now transferred to the Parish Council. For 2023/24 repair work is expected to be low. In June 2021 Council agreed to take on the Rosevilla Access & Footpath with 3 street lights so they wouldn't go to an estate management company. Council agreed to take this in June 2021 and the developer and solicitor have been notified. Duston Parish Council has requested all our legal fees are paid by the developer and everything is in a good state of repair prior to transfer. Therefore if these are transferred in 2023/24 any repair work is also expected to be low.

6. Income

6.1 It is anticipated that the income from room hire will achieve the pre-pandemic levels during 2023/24. Room hire rates are frozen this year but with higher energy costs next year an increase might be necessary.

6.2 The offices at St Luke's are currently fully let and the budget reflects the expectation that St Lukes will be fully let in 2023/24. Some of the existing leases are due to expire and are being renegotiated.

7. Precept

7.1 The draft budget proposes a precept of £597,451 which represents a 12.51% increase on 2022/23 and equates to a Band D charge of £104.94 (£93.73 in 2022/23 and £91.81 in 2021/22).

7.2 It is possible to use some of general reserves as a one off to bring down the precept for 2023/24. It is recommended not to do this as general reserves still might be needed if energy costs and overall inflation continue to increase.

7.3 The Government has announced it will not place a cap on the parish precept for 2023/24. The Localism Act 2011 gives the Secretary of State the power to do this in future years. Parish Councils have the power to levy a precept on domestic properties under the Local Government Finance Act 1992.

8. General Reserve / Treasury Management Policy

8.1 The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April). The general reserve is also a contingency for unforeseen expenditure or loss of income.

8.2 For the purpose of the precept calculation a prudent target closing general reserve figure at 31st March 2024 would be £353,685 which is the equivalent of 7 months expenditure (net of operating income not including precept). NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that councils hold a minimum general reserve equivalent to at least 3 months expenditure.

9. Recommendations

It is recommended that:

- a. Council agrees the proposed budget for 2023/24
- b. Council approves the proposed precept of £597,451 which represents a 12.51% increase on 2022/23 and equates to a Band D charge of £104.94. The actual increase for a Band D would be 11.9%, because there are more households in the tax base this year.

DUSTON PARISH COUNCIL
BUDGET 2023/2024

2022/23 2023/24

As Agreed

ADMINISTRATION

Employees

| | | |
|----------------------------|----------------|----------------|
| PC Salaries | 270,000 | 270,000 |
| EERS NI | 26,000 | 27,500 |
| EERS Pension | 46,600 | 39,500 |
| Staff Welfare/Clothing | 800 | 1,150 |
| Travel & Subsistence Cllrs | 200 | 200 |
| Travel & Subsistence EES | 500 | 500 |
| Training | 3,000 | 3,500 |
| TOTAL | 347,100 | 342,350 |

Councillors Services

| | | |
|------------------------|--------------|--------------|
| Chairmans Allowances | 500 | 500 |
| Councillors Allowances | 5,400 | 5,400 |
| TOTAL | 5,900 | 5,900 |

Office Expenses

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

Parish Van

| | | |
|-------------------|--------------|--------------|
| Van Running Costs | 2,100 | 2,100 |
| Insurance | 600 | 700 |
| TOTAL | 2,700 | 2,800 |

Audit & Legal

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

Parish Office

Income

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

Budget Requirement Expenditure

| | | |
|--------|---------|---------|
| Income | 752,039 | 917,951 |
| | 221,000 | 320,500 |

Precept Requirement

| | | |
|--|----------------|----------------|
| | 531,039 | 597,451 |
|--|----------------|----------------|

Precept increase over previous year

| | | |
|--|--|---------------|
| | | 12.51% |
|--|--|---------------|

Allowed for in election earmarked reserves

2022/23 2023/24

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

| | | |
|-------------------------------------|--------------|--------------|
| Communications | | |
| Marketing, communications, printing | 7,500 | 7,500 |
| TOTAL | 7,500 | 7,500 |

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

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

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

| | | |
|---------------------------|------------|------------|
| Planning Committee | | |
| Planning | 200 | 200 |
| TOTAL | 200 | 200 |

| | | |
|------------------------------|----------|----------------|
| CILs | | |
| Capital projects (CILs fund) | | 100,000 |
| TOTAL | - | 100,000 |

| | | |
|--------------------|---------------|---------------|
| Contingency | | |
| | 17,000 | 18,000 |
| TOTAL | 17,000 | 18,000 |

| | | |
|--------------------------|----------------|----------------|
| TOTAL EXPENDITURE | 752,039 | 917,951 |
|--------------------------|----------------|----------------|



DUSTON PARISH COUNCIL

Duston Parish Council Corporate Risk Assessment 2023/24

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Duston Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Key - High Risk / Medium Risk / Low Risk

| Subject | Risk(s) Identified | Management of Risk | H/M/L | Comment |
|--------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------|
| Precept and Budget | Not submitted to WNC | RFO hand delivers precept to WNC and Emails | Low | Hand delivered to 1 Angel Square, Northampton. |
| | Not paid by WNC | RFO to chase if happens | Low | Procedure currently adequate. |
| | Adequacy of precept | To determine the precept required, the Council or Committee receives budget update and the precept is discussed at Council Meeting in December and January | Medium | Higher energy costs and inflation make it hard to know if it adequate |
| Banking | Inadequate checks, payments and bank mistakes | The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The accountant checks bank statements monthly. | Low | Procedure currently adequate. |

| | | | | |
|----------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Bank mandate not up to date | Need to close Barclays accounts. Difficulty changing mandate on this account. | High | Moving to a new banking provider in the near future. |
| | Fraud and corruption | Two signatories required on cheques and electronic payments (dual authorisation). | Low | Currently the Clerk and Chair authorise electronic payments. This will change to two councillors when the banking facility is moved to the new provider. |
| | Theft and/or mugging of cash | Two members of staff must go together when taking cash to the bank. | Low | Procedure currently adequate. |
| Financial Records | Inadequate records | Council has Financial Regulations which sets the requirement and uses the model template provided by NALC. Council uses the services of a Chartered Accountant to maintain proper financial records. | Low | Council uses Omega accounting software which is specifically designed to meet the needs of councils. |
| Council Reporting | Financial irregularities | Council appoints an Internal Controls Councillor who reports back quarterly. Council receives details of all payments and bank reconciliations on a monthly basis. | Low | Council receives a monthly pack including end of month bank statements. |
| Annual Return | Inaccurate or incomplete | RFO training as required. The Annual Return is completed and submitted to the Internal Auditor for completion and signing. | Low | Procedure currently adequate. |
| | Submit within time limits | Meeting held to approve the Annual Return within the timescales as set out by the External Auditors PKF Littlejohn | Low | Procedure currently adequate. |
| Reserves - General | Inadequate reserves held to cover unforeseen expenditure | Consider at budget setting | Medium | High energy costs and high inflation increase risk of unforeseen expenditure |
| Reserves - Earmarked | Inadequate reserves held to cover unforeseen expenditure | Consider at budget setting | Low | Procedure currently adequate. |

| | | | | |
|------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------|
| Auditing | Information communication | Internal Audit appointment, scope and effectiveness reviewed annually by Council. RFO communicates directly with Internal Auditor. External Auditor appointed nationally. | Low | Procedure currently adequate. |
| Grants | Powers to pay | All such expenditure goes through the required Council process of consideration and included in the minutes. | Low | Procedure currently adequate. |
| | Proper use of funds | A Grant Application Form must be completed with each request | Low | Procedure currently adequate. |
| | Receipt of grant | DPC does not presently receive any regular grants | Low | Procedure currently adequate. |
| | Not receiving Community Infrastructure Levy (CIL) | Clerk/RFO and Planning Committee regularly chase WNC. DPC has started to receive CIL. | Medium | Approx £209K received in 2022/23. Clerk chasing up any remaining CIL and S106. |
| VAT | Risk of financial loss if VAT is not reclaimed. Risk of penalties if VAT is not correctly charged. | VAT is claimed quarterly. The preparation and submission of the VAT return is outsourced to the Council's accountant and checked by the Clerk/RFO. | Low | Procedure currently adequate. |
| Non-precepted Income | Loss of income due to the COVID-19 pandemic | Council carries significant financial reserves as a contingency for loss of income. Normal financial monitoring procedures have been sufficient to allow the RFO to make timely budgetary and spending alterations as required. | Medium | Facilities Manager has a Covid 19 Risk Assessment for buildings to ensure safety and compliance. |
| Tenancies | Payment of rents | Parish Council has formal and legally binding agreements in place with all tenants. Rent reviews built in. | Medium | All tenants have a lease but some are currently being renewed. |
| Failure to collect income from room hire | Funding shortfall which needs to be met from elsewhere. | Facilities staff raise monthly invoices in a timely manner. Money is received in advance for one-off room hire such as parties. Outstanding payments are followed up by facilities staff. | Low | Procedure currently adequate. |

LIABILITY

| | | | | |
|--------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|
| Legal Powers | Illegal activity or payments | All activity and payments made within the powers of the Parish Council. The Clerk is Cilca qualified. Two thirds of councillors must be directly elected. DPC currently has 9 out of 12. Council has GPOC. | Low | Procedure currently adequate. |
| | Working Party taking decisions | Clear terms of reference set in the scheme of delegation. | Low | Procedure currently adequate. |
| Public Liability | Risk to third party, property or individuals | Insurance is in place. Risk assessments for Duston Community Centre and St Luke's Centre carried out annually by Facilities Manager. Fire Risk Assessment also carried out. Risk Assessments carried out for events. | Low | Procedure currently adequate. |
| Employer Liability | Non-Compliance with employment law | Clerk/RFO undertake necessary training. Advice sort from NCALC, SLCC, ACAS and Assistant Clerk. | Low | Procedure currently adequate. |

STAFFING

| | | | | |
|-------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|
| Loss of Clerk/RFO | Inability to process transactions and oversee governance | Clerk / RFO has 3 month notice period to allow for transition. Council retains the services of accountant who could fill the gap in interim. Assistant Clerk employed. | Low | Procedure currently adequate. |
| Salaries and associated costs | Salary paid incorrectly | The Parish Council authorises the remuneration (salary bands) of all employees. Payroll services are outsourced to accountant. The payroll is checked and signed off by Clerk/RFO. | Low | Procedure currently adequate. |
| | Incorrect calculation of tax and NI. Risk of penalties if tax and NI is not paid to HMRC within time limits. | The NI and tax is calculated by the accountant using payroll software as part of the outsourced payroll routine. The RFO and accountant check to ensure payment of tax is made to HMRC on time. | Low | Procedure currently adequate. |

| | | | | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------|
| | Incorrect calculation of pension contributions. Risk of penalties if pension contributions are not paid within correct time scale. | Pension contributions are calculated by the accountant using payroll software as part of the outsourced payroll routine. The RFO and accountant check to ensure payment is made to the pension providers on time. | Low | Procedure currently adequate. |
| Staffing Issues | Recruitment and retention of staff | Reviews are carried out to assess the amount of hours being worked, stress levels and health and wellbeing of the employees. | Medium | All staff positions are filled. |
| | Wellbeing of employees | Council has a lone worker policy and Dignity at Work / Bullying Policy | Low | Procedure currently adequate. |
| | Health and Safety | All employees are provided adequate direction and safety equipment needed to undertake their roles and budgets made available for staff to undertake relevant training as required. Health and Safety Policy in place. | Low | Procedure currently adequate. |
| | Fraud by staff | Accountancy checks and procedures are in place. Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. | Low | Procedure currently adequate. |

MANAGEMENT

| | | | | |
|---------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|
| Business Continuity | Risk of Council not being able to continue its business due to unexpected circumstances. | All computer files are held on Microsoft One Drive (a cloud system). Only DPC staff can access the Onedrive. In emergency Clerk / Chair of Council to contact NCALC for advise. Website with key information is outsourced for an external provider. | Low | Procedure currently adequate. |
| | Access to Council Data | Passwords are in place to access computers, datafiles and finance systems. A Data Protection / Breach Policy has been adopted. | Low | Procedure currently adequate. |

| | | | | |
|------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|
| Freedom of Information | Policy Provision | The Council has a Model Publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and Clerk's time. | Low | Procedure currently adequate. |
| Best Value | Work awarded incorrectly | Financial Regulations specify the procedures for procuring goods and services. Seek 3 quotes for any substantial work to be undertaken. For major work competitive tenders will be sought to achieve best value. | Low | Procedure currently adequate. |
| | Overspend on Services | If problems are encountered with a contract or service, the Clerk would investigate, check the relevant circumstances and report to Council. | Low | Procedure currently adequate. |
| Legal Advice | Not following correct legal procedures | DPC uses established solicitors Pathfinder Legal Services Limited. | Low | Procedure currently adequate. |

ASSETS

| | | | | |
|------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Buildings (DCC/SLC) | Loss or damage | Regular inspections and insurance in place. | Low | Procedure currently adequate. |
| St Luke's Field | Damage | Regular inspections and insurance in place. | Low | Procedure currently adequate. |
| Parks | Lack of information on division of responsibilities between DPC and WNC (Mendip, Errington, Grafton, Melbourne) | WNC to maintain these parks through their contractor until June 2028 including play equipment inspection. | Medium | Veolia, the contractor, maintains parks and inspects play equipment but there is still uncertainty over responsibilities. We are awaiting details from WNC. |
| | | Regular inspections in place. | Low | Procedure currently adequate. |
| | | Regular inspections in place. | Low | Procedure currently adequate. |
| | | Regular inspections in place. | Low | Procedure currently adequate. |
| Timken Gates & Pillars | Damage | Regular inspections in place. | Low | Procedure currently adequate. |
| Rose Villa Hut & Wall | Damage | Regular inspections in place. | Low | Procedure currently adequate. |
| Street Furniture | Loss/Risk Damage | An asset register is kept up to date and insurance is held at the appropriate level for all items. | Low | Procedure currently adequate. |

| | | | | |
|-------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------|
| Noticeboards | Risk/Damage to third parties and road side safety. | Regular inspections and insurance in place. | Low | Procedure currently adequate. |
| COUNCIL MATTERS | | | | |
| Minutes | Accurate and legal | Review and approve at following meeting | Low | Procedure currently adequate. |
| Governing Documents | Not Regularly reviewed and updated | Standing Orders, Financial Regulations, Member Code of Conduct is approved by Council annually | Low | Usually approved at the Annual Meeting |
| Council records (Paper) | Theft, fire and damage | Records (historic and current) are stored in locked rooms at Duston Community Centre. | Low | Procedure currently adequate. |
| Member Interests | Conflict of Interest | Items are included on the agenda for each Council and Committee meeting to declare. | Low | Procedure currently adequate. Member training is currently being organised. |
| Conduct of Meetings | Register of Interests | Clerk to send out a reminder every May. This is a responsibility of Councillors not the Council. | Low | Procedure currently adequate. Training session booked for spring 2023. |
| | Deviating from the agenda | Business conducted at Council meetings should be managed by the Chair in line with Standing Orders and Member Code of Conduct | Low | Procedure currently adequate. Member training is currently being organised. |
| Election Costs | Unforeseen costs | An earmarked reserve is held to provide funds for an election if this becomes necessary. | Medium | Unknown if elections will be called when casual vacancies arise. |



Full Council 12th January 2023

135/23. Allotments, Parks and Open Space Transfer from WNC

1. Purpose of Report

To delegate to the Clerk to proceed with the legal freehold transfer of the two allotment sites, parks and public open spaces.

2. Background

2.1 Since 2021 Duston Parish Council has owned Errington Park, Grafton Way Meadow, Mendip Park and Melbourne Lane Open Space.

2.2 The Public Open Space at Telstar Way (known locally as "Duston Gardens") is very likely to transfer to Duston Parish Council in 2023.

2.3 Since 2012 Duston Parish Council has had a long lease on St Luke's Playing Field.

2.4 Council have expressed a long standing interest in gaining the freehold of the two allotment sites and also the remaining parks and public open spaces held by West Northamptonshire Council.

2.5 Council has taken the view that the allotments and green spaces need to be in Parish Council ownership for three main reasons.

i) Duston Parish Council can maintain these assets better than West Northamptonshire Council. The Parish Council is more responsive to local needs whereas West Northamptonshire Council can seem more remote to people.

ii) Duston Parish Council is better placed to invest in these assets for the longer term. Whilst West Northamptonshire Council has a considerably larger budget they are under significant funding pressures (e.g. social services, school places, highway repairs) and therefore do not have the funds readily available to invest in local parks and allotments in Duston.

iii) Protection from development. A long standing concern is that the allotment sites and parks could at some point be under pressure for housing development. If this ownership is with Duston Parish Council then these sites cannot be sold to a developer.

2.6 All of the parks and in question are well established public open spaces that have been used by local residents for many years.

2.7 Many allotment sites in Northampton have been transferred to the local Parish Council. Northampton Town Council has ten allotment sites. Kingsthorpe Parish Council and Delapre & Far Cotton Community Council both have two allotment sites each. Northampton Town Council and Far Cotton Delapre Community Council were given a draft agency agreement by West Northamptonshire Council to outline the responsibilities of each side.

3. Other Asset Transfers

3.1 Duston Parish Council has now had ownership of Duston Community Centre and Duston Sports Centre for a number of years. Ownership of Duston Community Centre was transferred from Northampton Borough Council. Duston Sports Centre was transferred from David Wilson Homes / Bellway who had purchased the site from British Timken.

3.2 Duston Parish Council obtained St Luke's Centre and Field from Northamptonshire County Council in 2012 on a 99 year lease. Council recently asked the Clerk to write to West Northamptonshire Council to enquire about obtaining the freehold of the site. The letter has been sent but no response so far has been received.

3.3 The strip of land to the rear of Duston Community Centre. This was transferred to Duston Parish Council in 2021 from Northampton Borough Council. It has been at HM Land Registry for 24 months.

3.4 Last year the Rose Villa Hut (and wall) and the Timken Gates was transferred to Duston Parish Council from David Wilson Homes / Bellway. It is still with HM Land Registry.

3.5 In 2021 Council agreed the transfer of Alfred Knight footpath (with 3 street lights) and the Rose Villa Access way. This was stop it going to a management company. This is still with the solicitor.

3.6 It is understood St Luke's Church is looking at repairing a wall prior to asking Duston Parish Council to take it on the churchyard. St Luke's Churchyard has now been formally closed to new burials.

4. WNC Assets to be Transferred

4.1 Council is asked to agree the transfer of the following assets:

- Aquitaine Close Public Open Space
- Bramhall Rise Public Open Space
- Brockwood Close Public Open Space
- Clipston Way Public Open Space
- Hardlands Road Public Open Space
- Newton Road Public Open Space
- The Rose Garden on Main Road
- Beaune Close Open Space
- Cheddar Close Open Space
- Sandy Lane Open Space (Alsace Close)
- The Green, Weggs Farm Road
- Haydown Green Open Space
- Westbury Close Public Open Space
- Triumph Gardens Open Space
- Duston Wildes Open Space
- Berrywood Road Allotments
- Bants Lane Allotments

4.2 Sections 123(2A) and 127(3) of the Local Government Act 1972 and section 233(4) of the Town and Country Planning Act 1990 ("the 1990 Act") require a local authority wishing to dispose of open space to advertise its intentions in a local newspaper for two consecutive weeks and to consider objections. West Northamptonshire Council have now done this for the above and received no objections.

5. Costs

5.1 Duston Parish Council would take over the maintainance of these parks in June 2028. This is due to the fact that West Northamptonshire Council is under contract until this time. It is hard to know what costs will be then. Duston Parish Council is yet to determine the precise service specification it would like.

5.2 Duston Parish Council is now building up an earmarked fund to ensure there is not a significant rise in the parish precept in 2028.

5.3 Presumably once these are transferred the special expenses charged as part of the Council Tax will no longer apply. Therefore Duston Parish Council could increase the precept without any additional burden to the tax payer.

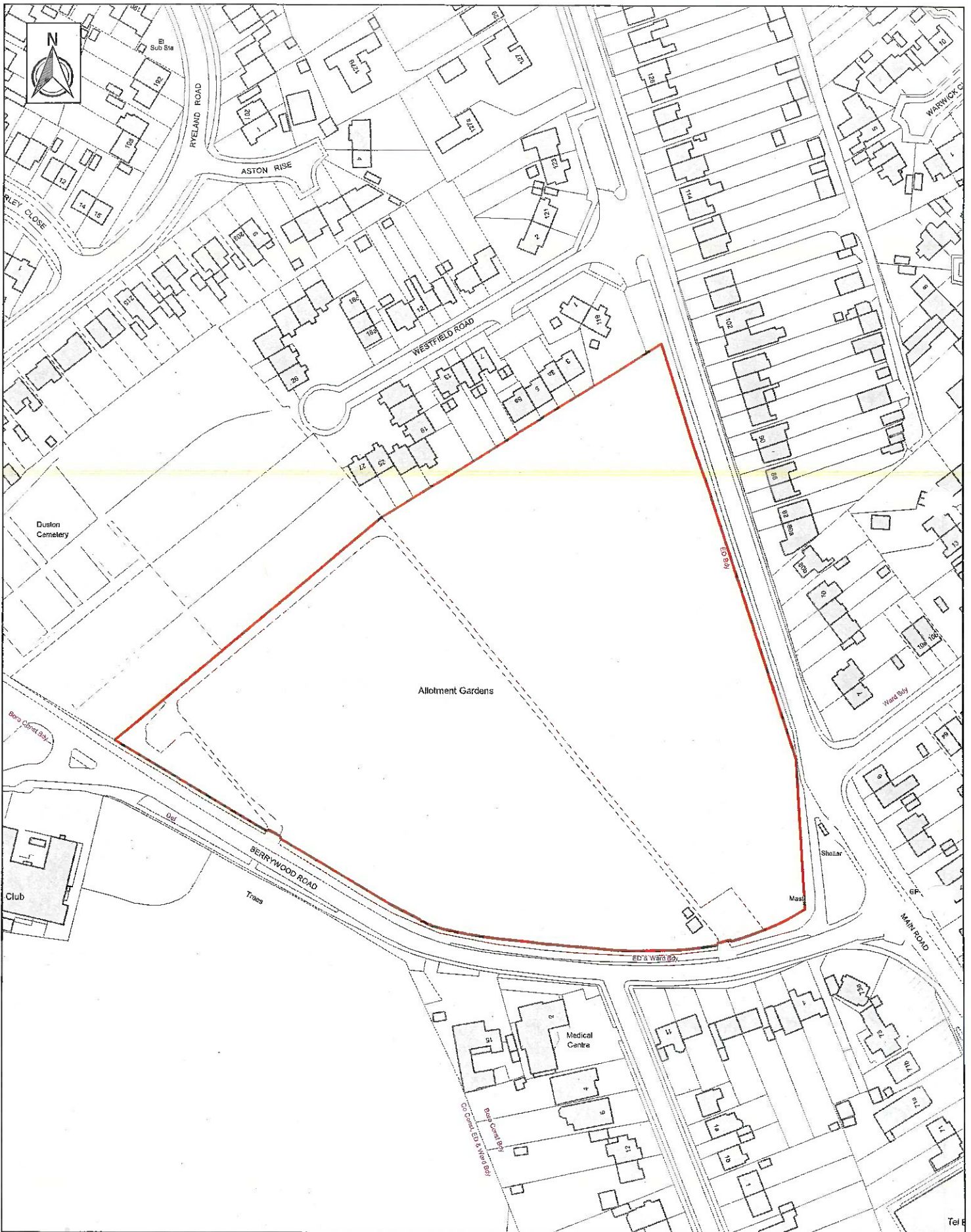
5.4 Duston Parish Council has been maintaining the Rose Garden since 1991.

6. Recommendation

Council is recommended

- a) Delegate to the Clerk to arrange and execute the transfer of the Allotments, Parks and Open Space from West Northamptonshire Council as outlined in section 4.
- b) The Clerk to make regular reports to the Resources and General Purposes Committee as to the progress of these transfers.

Gary Youens
Parish Clerk / RFO



West Northamptonshire Council

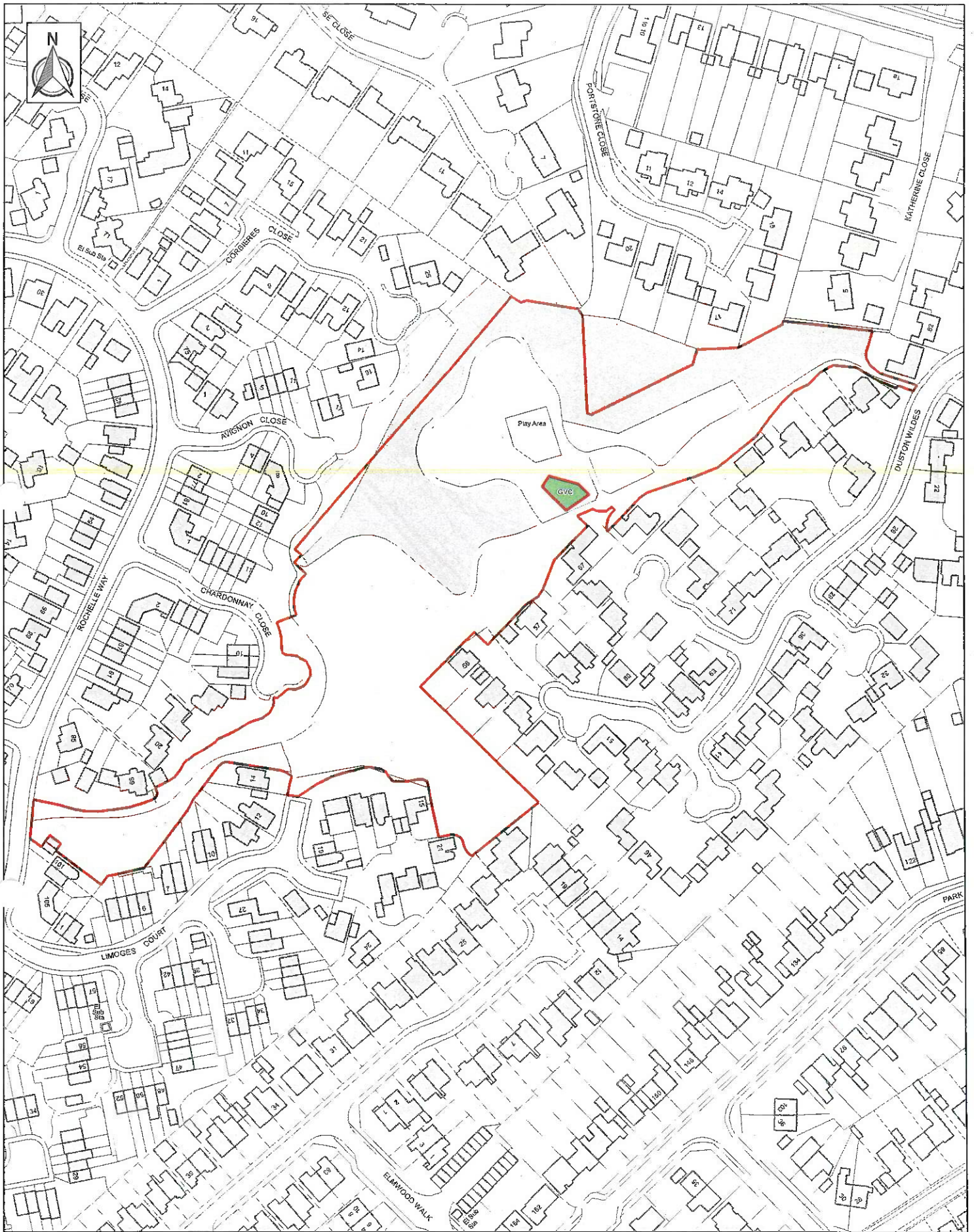
Title: Berrywood Road Allotment Gardens

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Date: 08-06-2022

Scale: 1:1,250 @A3

Drawn: LP



**West
Northamptonshire
Council**

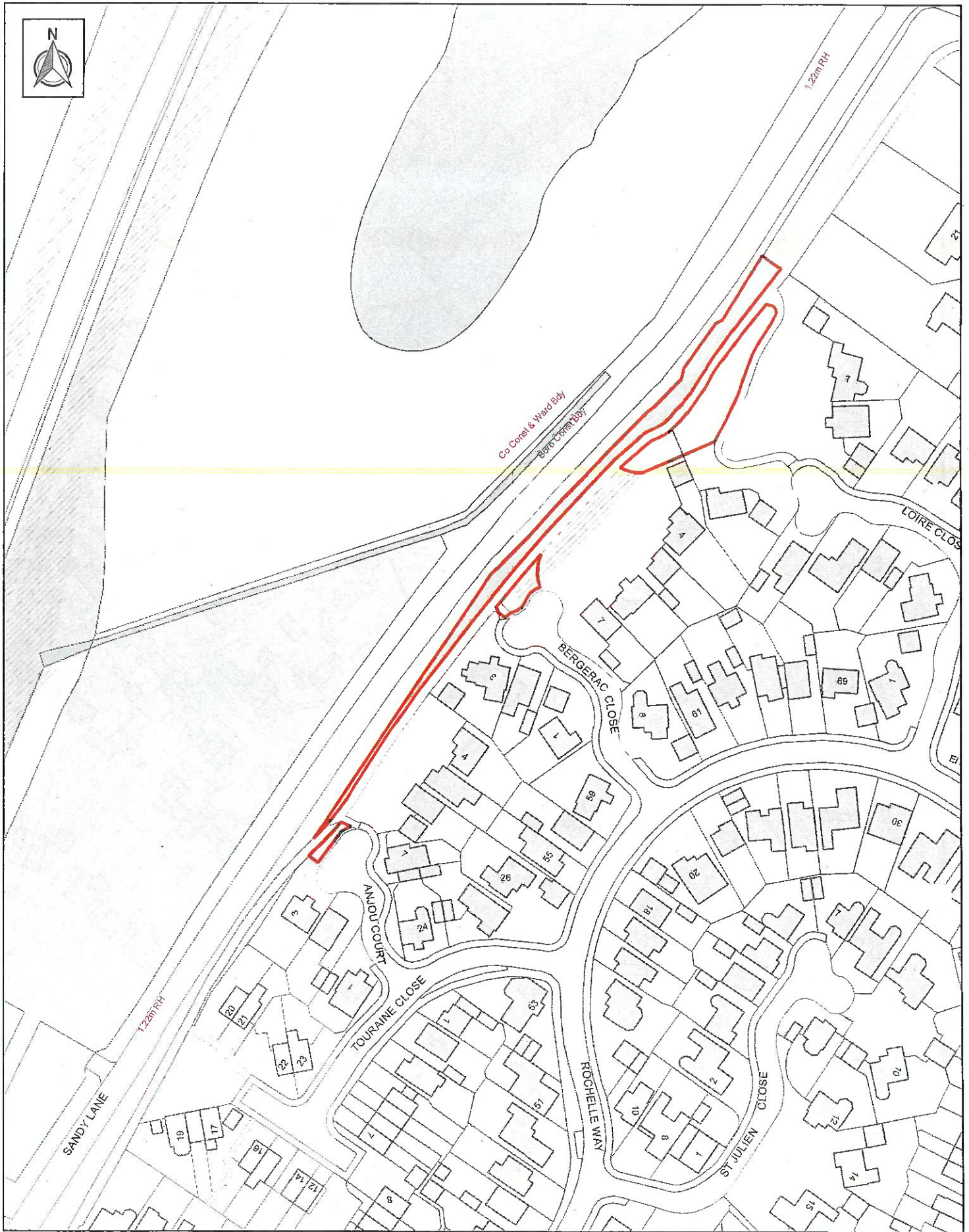
Title: Duston Wildes Open Space

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Date: 08-06-2022

Scale: 1:1,250 @A3

Drawn: LP



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Northamptonshire
Council**

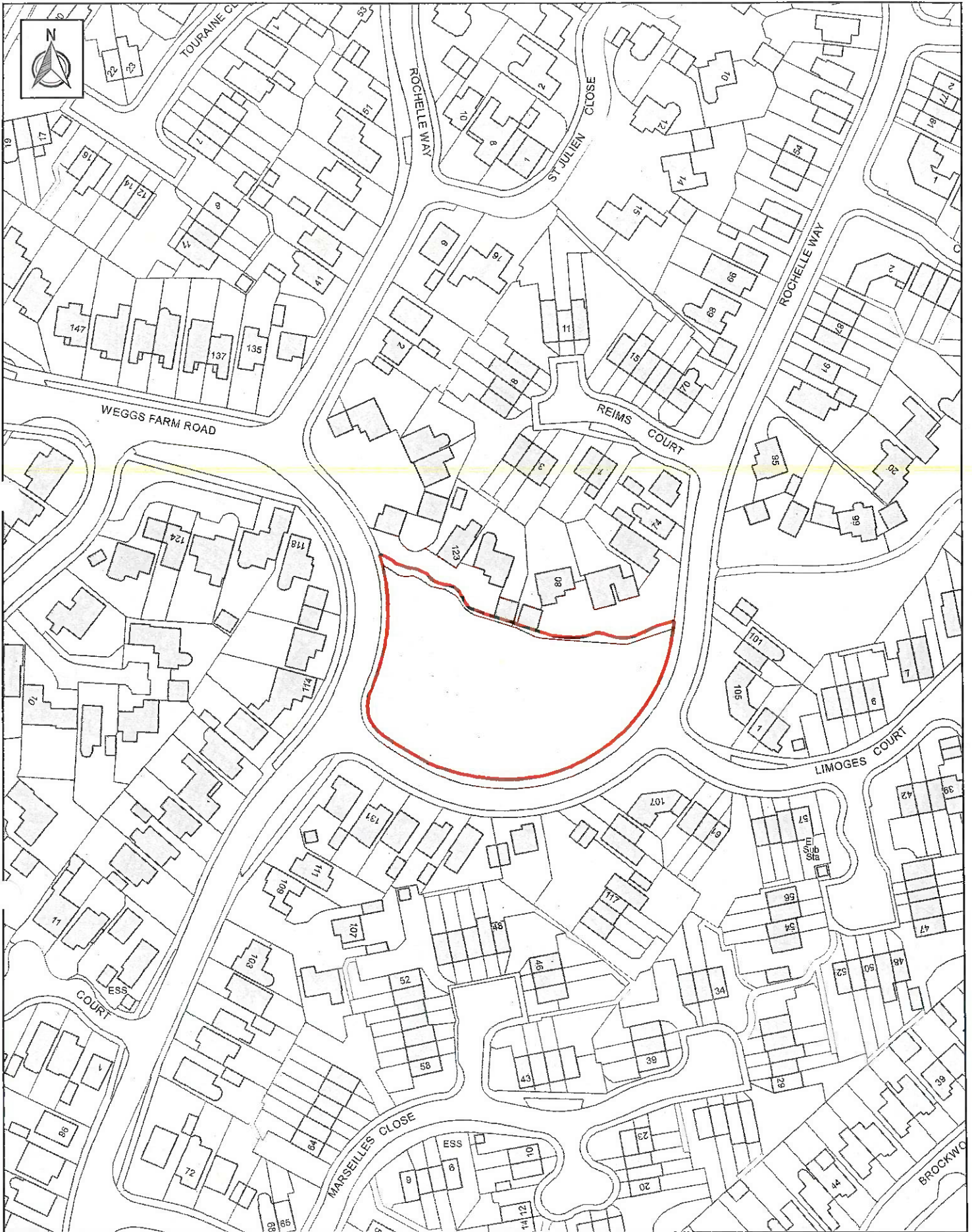
Title: **Sandy Lane Open Space**

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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn: LP



**West
Northamptonshire
Council**

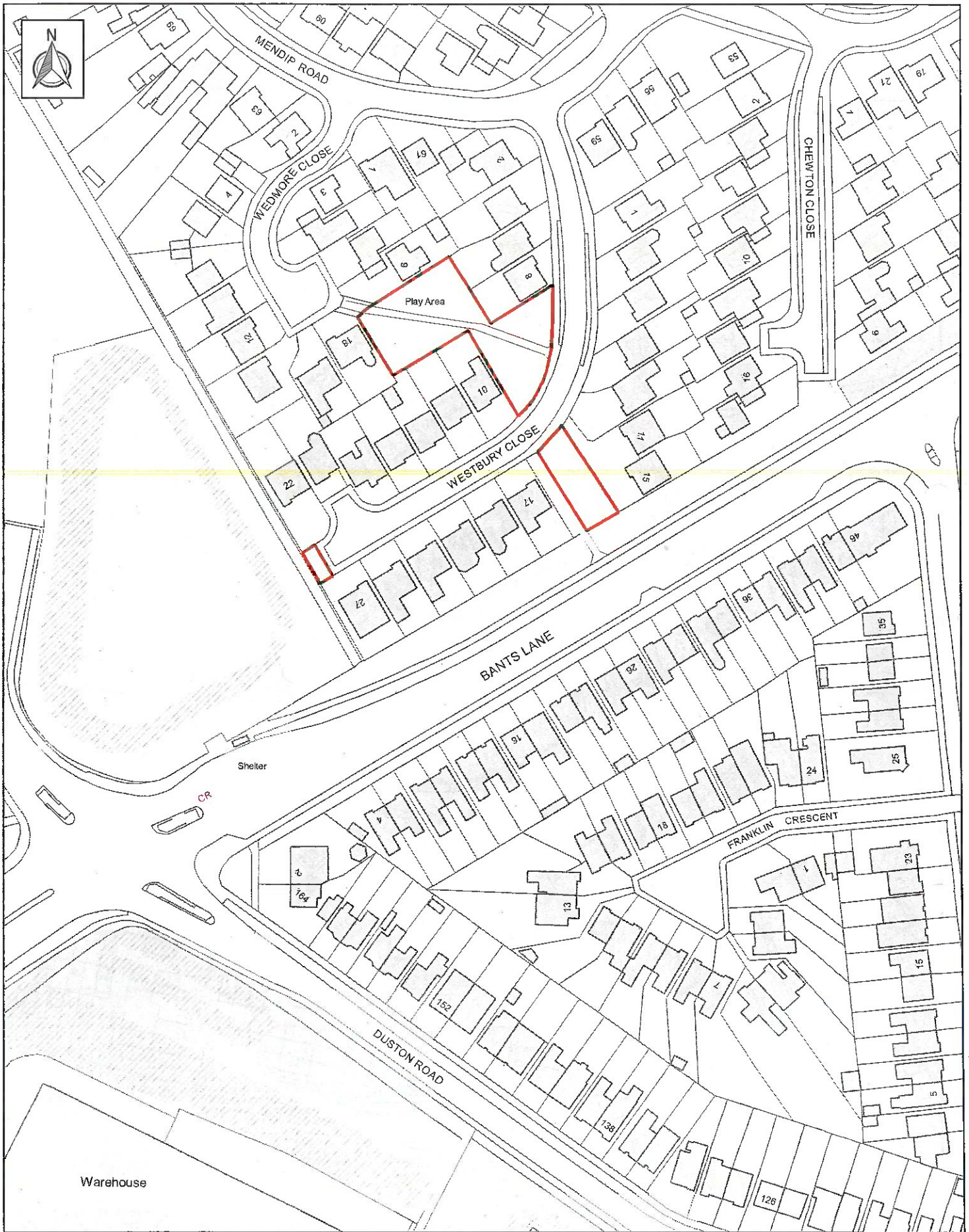
Title: The Green Open Space, Wegg's Farm Road

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Date: 08-06-2022

Scale: 1:1,250 @A4

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West Northamptonshire Council

Title: Westbury Close Open Space

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Date: 08-06-2022

Scale: 1:1,250 @A4

Drawn: LP



Title: **Newton Road Ownership (NN320616) & POS extant**

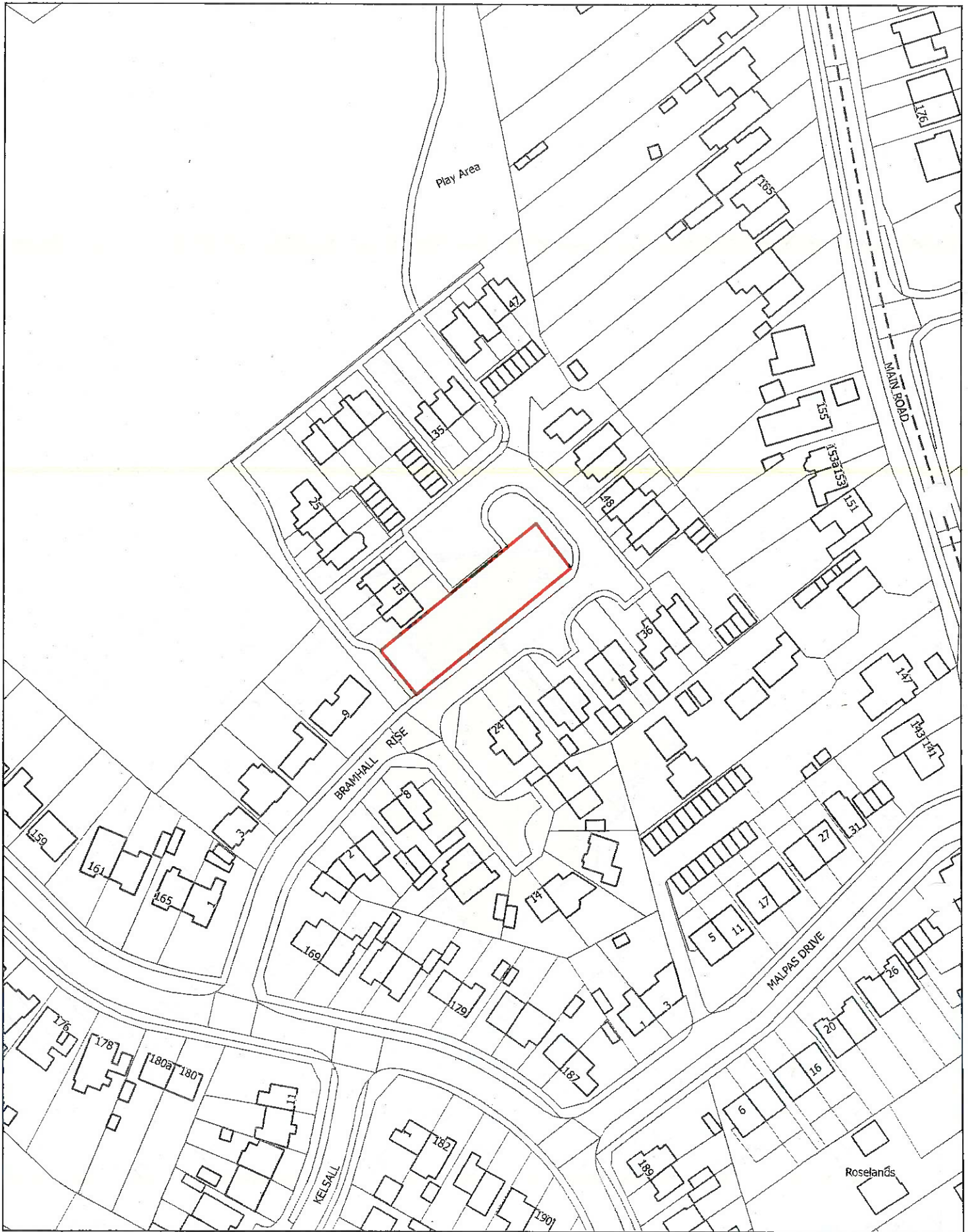
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Date: 21-11-2019

Scale: 1:1,250

Drawn by: LP





Title: **Bramhall Rise POS (NN31251)**

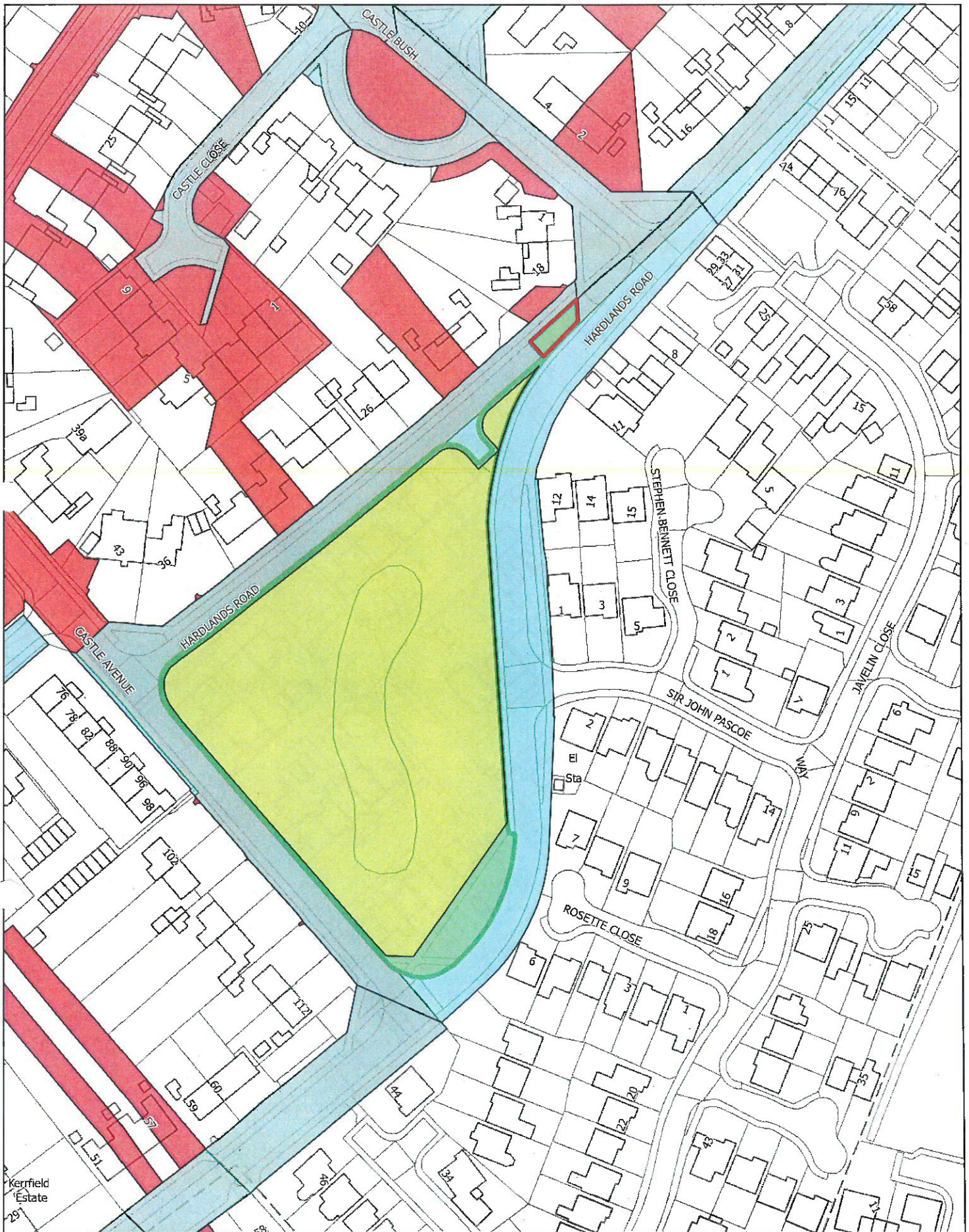
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Date: 21-11-2019

Scale: 1:1,250

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Kerrfield Estate



Title: **Hardlands Road POS - not NBC & part adopted highway**

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Date: 21-11-2019

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Title: **Clipston Way POS (NN320617)**

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Date: 21-11-2019

Scale: 1:1,250

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NORTHAMPTON
BOROUGH COUNCIL

Title: "The Rose Garden", Main Rd, Duston OS (NN331187)

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Date: 21-11-2019

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Northamptonshire
Council**

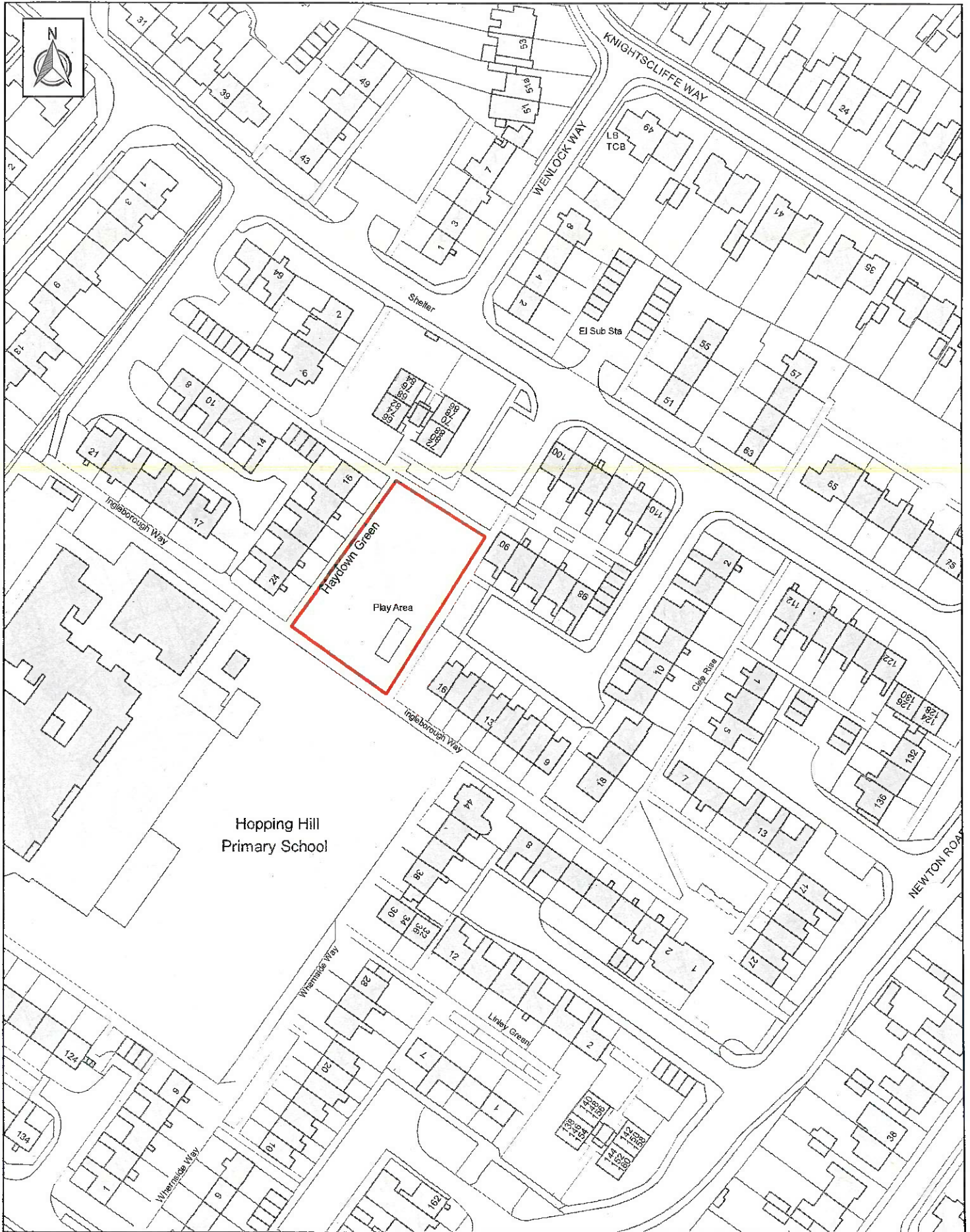
Title: Aquitaine Close Open Space

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West Northamptonshire Council

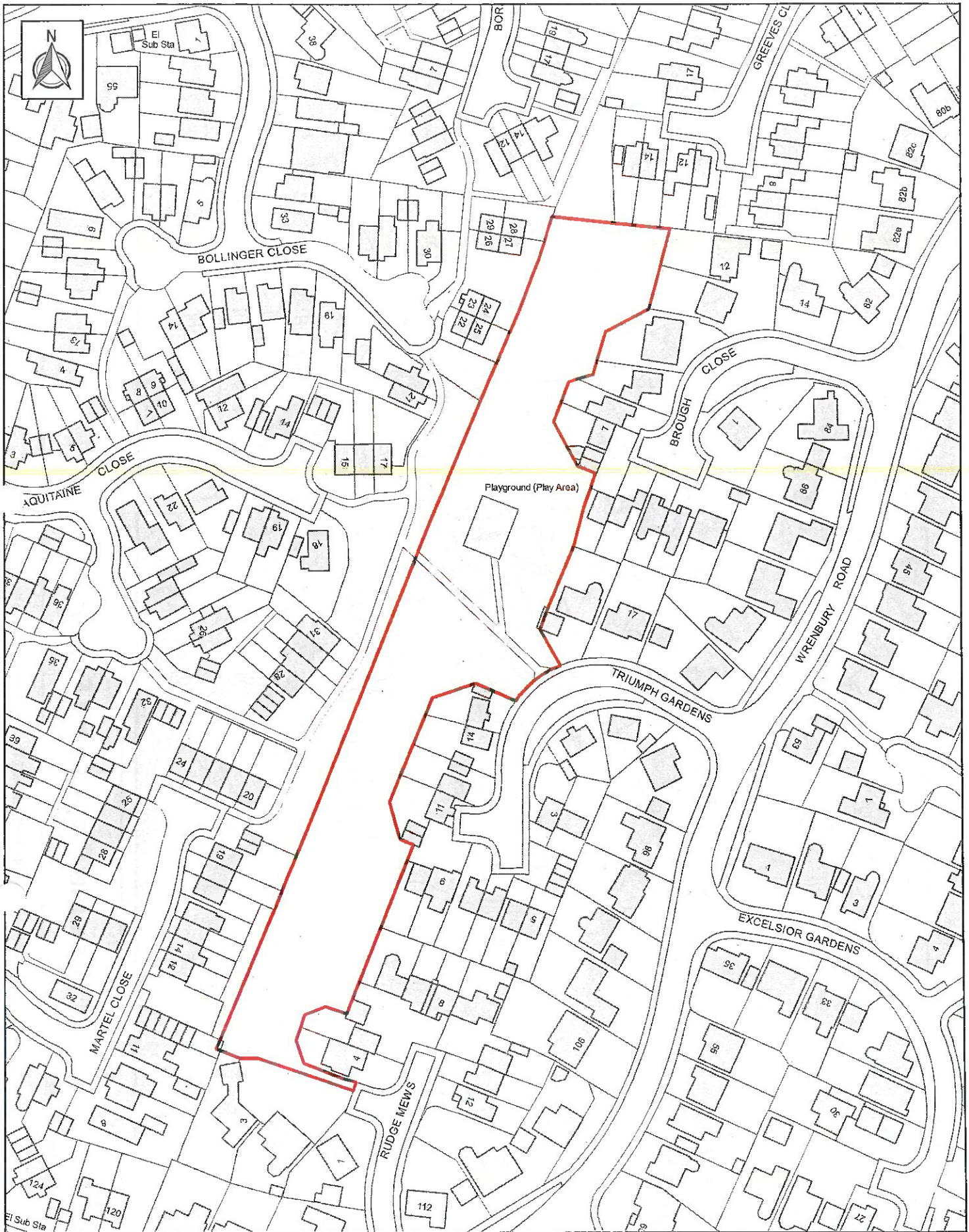
Title: Haydown Green Open Space

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Date: 08-06-2022

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Drawn: LP



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Northamptonshire
Council**

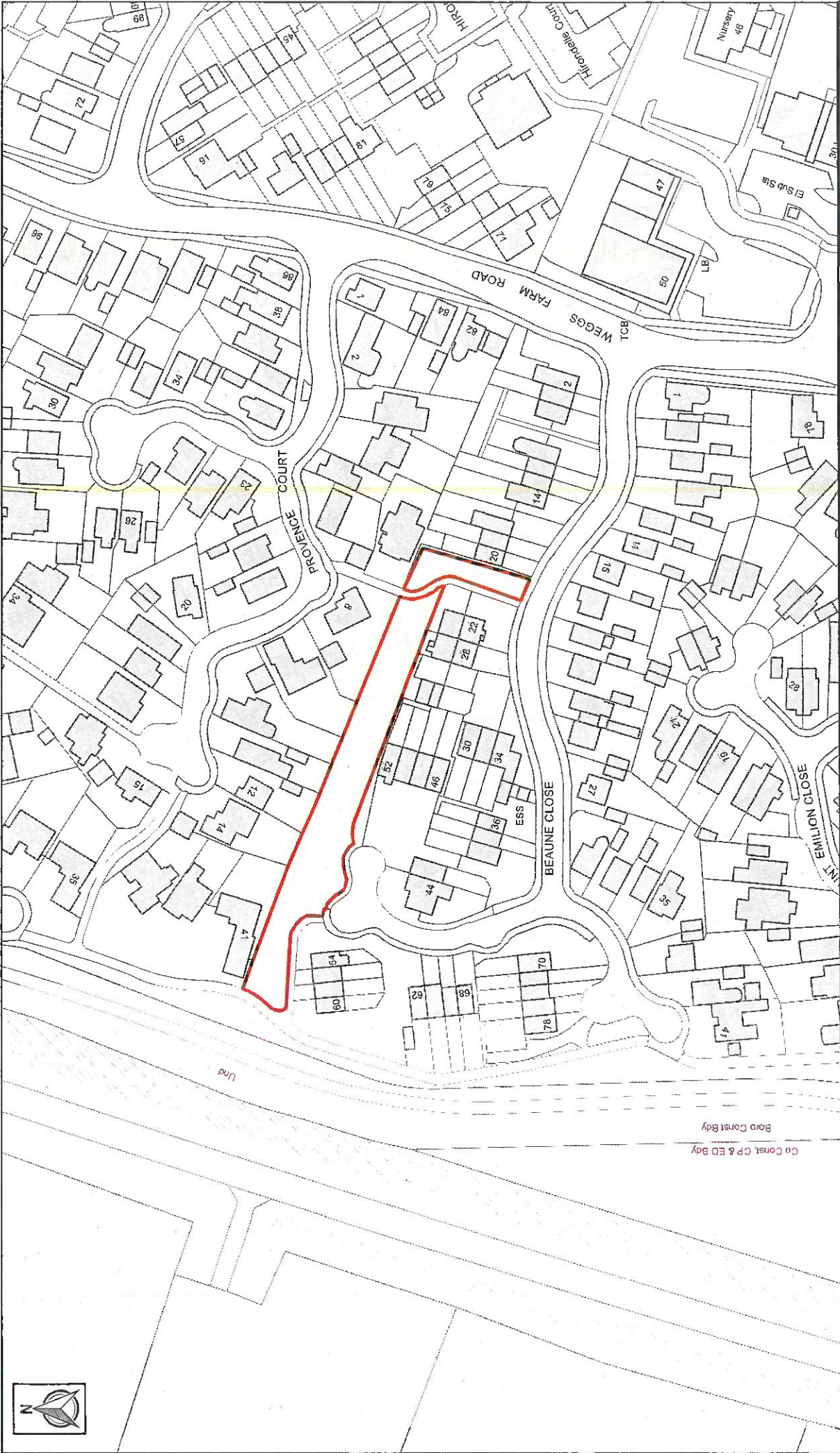
Title: Triumph Gardens Open Space

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Date: 08-06-2022

Scale: 1:1,250 @A4

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Date: 08-06-2022

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Drawn by: LP

Title: **Beaufine Close Open Space**

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Date: 08-06-2022
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 Drawn by: LP

Title: Cheddar Close Open Space

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Full Council 12th July 2022
136/23. Community Governance Review 2023/24

1. Purpose of the Report

To discuss and agree the corporate approach Duston Parish Council will take in the forthcoming West Northamptonshire Council Community Governance Review due to commence in 2023/24.

2. Background

2.1 A community governance review is a legal process where a principal council can ask the public and other interested groups or organisations about the most suitable way of representing local communities, through parish or town councils.

2.2 A community governance review enables a principal council to review and put in place new arrangements, make changes to current community governance systems and structures, for example by creating, merging, abolishing or changing parish or town councils in the review area. Also the electoral arrangements for parishes (eg: the ordinary year of election, the number of councillors or warding of the parish) can be considered.

2.3 The legislation requires the principal council to have regard that community governance is:

- Reflects the identities and interests of the community in the area, and
- Is effective and convenient, and

- Takes in to account any other arrangements for the purposes of community representation or community engagement in the area.

2.4 All principal councils have a legal duty to carry out a community governance review if they receive a valid petition from a parish council, town council or group of electors. A principal council may initiate a review if a number of parish or town councils are known to have some interest in for alterations or changes to their structure. The relevant Act does encourage principal councils to regularly review arrangements for parish and town councils, ideally on a ten year cycle.

2.5 Principal councils are responsible for undertaking any review within the boundaries of their council area, for Duston it is West Northamptonshire Council. All reviews are undertaken under the Local Government and Public Involvement in Health Act 2007.

2.6 The timeframe for a Community Governance Review can vary from six months for small review to a full year. If the review is triggered by petition for a matter relating to one parish, that normally will be around a six month period to all consultation. In regard to a review the principal council initiates for all parish and town councils, it normally lasts one full year.

2.7 West Northamptonshire Council has informed Parishes that they will carry out a Community Governance Review once the current electoral ward review has been completed. This will be in late 2023 or early 2024.

2.8 Duston Parish Council boundary has remained the same since its creation in April 1991. The Neighbourhood Plan covers the whole Parish. There have not been any suggestions from Councillors or the public to alter the boundary.

2.9 Since its creation Duston Parish Council has always had 12 councillors.

3. Council To Consider

3.1 To keep the boundary of the Parish Council the same as it is.

3.2 To decide whether 12 councillors is a sufficient number for Duston Parish Council.

Gary Youens
Parish Clerk / RFO

| <u>Meeting</u> | <u>Date</u> |
|-----------------|---------------------|
| | <i>Jan-23</i> |
| Com Services: | 11th January 2023 |
| Full Council: | 12th January 2023 |
| Environment: | 19th January 2023 |
| Planning: | 26th January 2023 |
| | <i>Feb-23</i> |
| Full Council: | 2nd February 2023 |
| Environment: | 16th February 2023 |
| Res Gen Purp: | 22nd February 2023 |
| Planning: | 23rd February 2023 |
| | <i>Mar-23</i> |
| Full Council: | 2nd March 2023 |
| Com Services: | 9th March 2023 |
| Environment: | 16th March 2023 |
| Planning: | 23rd March 2023 |
| | <i>Apr-23</i> |
| Full Council: | 6th April 2023 |
| Environment: | 20th April 2023 |
| Res Gen Purp: | 26th April 2023 |
| Planning: | 27th April 2023 |
| Annual Council: | <i>May-23</i> |
| Com Ser: | 11th May 2023 |
| Annual Council: | 18th May 2023 |
| Planning: | 25th May 2023 |
| | <i>Jun-23</i> |
| Full Council: | 8th June 2023 |
| Environment: | 15th June 2023 |
| Planning: | 29th June 2023 |
| | <i>Jul-23</i> |
| Full Council: | 6th July 2023 |
| Com Serv: | 12th July 2023 |
| Environment: | 20th July 2023 |
| Res Gen Purp: | 26th July 2023 |
| Planning: | 27th July 2023 |
| | <i>Aug-23</i> |
| Planning: | 31st August 2023 |
| | <i>Sep-23</i> |
| Full Council: | 7th September 2023 |
| Com Serv: | 14th September 2023 |
| Environment: | 21st September 2023 |
| Planning: | 28th September 2023 |
| | <i>Oct-23</i> |
| Full Council: | 5th October 2023 |
| Res Gen Purp: | 12th October 2023 |
| Environment: | 19th October 2023 |
| Planning: | 26th October 2023 |

| <u>Meeting</u> | <u>Date</u> |
|-----------------|---------------------|
| | <i>Nov-23</i> |
| Full Council: | 2nd November 2023 |
| Com Serv: | 9th November 2023 |
| Environment: | 16th November 2023 |
| Planning: | 30th November 2023 |
| | <i>Dec-23</i> |
| Res Gen Purp: | 6th December 2023 |
| Full Council: | 7th December 2023 |
| Planning: | 14th December 2023 |
| | <i>Jan-24</i> |
| Full Council: | 11th January 2024 |
| Com Serv: | 17th January 2024 |
| Environment: | 18th January 2024 |
| Planning: | 25th January 2024 |
| | <i>Feb-24</i> |
| Full Council: | 1st February 2024 |
| Environment: | 15th February 2024 |
| Planning: | 29th February 2024 |
| | <i>Mar-24</i> |
| Full Council: | 7th March 2024 |
| Com Serv: | 14th March 2024 |
| Environment: | 21st March 2024 |
| Planning: | 28th March 2024 |
| | <i>Apr-24</i> |
| Full Council: | 4th April 2024 |
| Res Gen Purp: | 11th April 2024 |
| Environment: | 18th April 2024 |
| Planning: | 25th April 2024 |
| | <i>May-24</i> |
| Com Serv: | 9th May 2024 |
| Annual Council: | 16th May 2024 |
| Planning: | 30th May 2024 |
| | <i>Jun-24</i> |
| Full Council: | 6th June 2024 |
| Environment: | 20th June 2024 |
| Planning: | 27th June 2024 |
| | <i>Jul-24</i> |
| Full Council: | 4th July 2024 |
| Com Serv: | 11th July 2024 |
| Environment: | 18th July 2024 |
| Planning: | 25th July 2024 |
| | <i>Aug-24</i> |
| Planning: | 29th July 2024 |
| | <i>Sep-24</i> |
| Full Council: | 5th September 2024 |
| Com Serv: | 12th September 2024 |
| Environment: | 19th September 2024 |
| Planning: | 26th September 2024 |

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| | <i>Oct-24</i> |
| Full Council: | 3rd October 2024 |
| Res Gen Purp: | 10th October 2024 |
| Environment: | 17th October 2024 |
| Planning: | 31st October 2024 |
| | <i>Nov-24</i> |
| Full Council: | 7th November 2024 |
| Comm Serv: | 14th November 2024 |
| Environment: | 21st November 2024 |
| Planning: | 28th November 2024 |
| | <i>Dec-24</i> |
| Res Gen Purp: | 4th December 2024 |
| Full Council: | 5th December 2024 |
| Planning: | 12th December 2024 |
| | <i>Jan-25</i> |
| Full Council: | 9th January 2025 |
| Comm Serv: | 15th January 2025 |
| Environment: | 16th January 2025 |
| Planning: | 30th January 2025 |
| | <i>Feb-25</i> |
| Full Council: | 6th February 2025 |
| Environment: | 20th February 2025 |
| Planning: | 27th February 2025 |
| | <i>Mar-25</i> |
| Full Council: | 6th March 2025 |
| Comm Ser: | 13th March 2025 |
| Environment: | 20th March 2025 |
| Planning: | 27th March 2025 |
| | <i>Apr-25</i> |
| Full Council: | 3rd April 2025 |
| Res Gen Purp | 10th April 2025 |
| Environment: | 17th April 2025 |
| Planning: | 24th April 2025 |
| | <i>May-25</i> |
| Polling Day: | 1st May 2025 |
| Annual Council: | 15th May 2025 |



Annual Leave Policy

Annual leave entitlement is awarded in accordance with National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service as set out in the Green Book.

Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 23 days, per annum to 26 days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement will be calculated.

Part-time employees receive pro-rated entitlement according to their hours of work.

Working part-time

If your entitlement to Bank Holidays exceeds the number days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from your line manager (or the Council in the case of the Clerk), you may be able to work additional hours to make up the deficit or take unpaid leave.

Leave year

The leave year runs from 1st April to 31st March. It is your responsibility to manage your leave in such a way that you are able to take it all during the leave year. Your annual leave entitlement will be pro-rated in your first and last year of employment with the council.

Carrying over leave

Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the council's request, it is not possible to carry over unused days of leave from one leave year to the next, nor will any payment be made for leave unused at the end of a leave year. Thus, leave untaken at the end of a leave year is lost.

Requesting leave

You should request leave from your line manager (or the Council in the case of the Clerk), with as much notice as possible. This will allow the council to plan workloads. Before granting leave we will consider;

- The team's workload,
- The need for office or team cover, and,
- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

Sickness during leave

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Clerk (or the Council in the case of the Clerk), on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave

The council does not offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

Payment in lieu

If you leave during the course of a leave year, and cannot take any outstanding accrued leave before your last day, you will receive a payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to you, on a pro rata basis, for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on your current rate of pay including any regular overtime.

If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

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

— policy ends here —

Notes

1. Annual leave entitlement

The statutory minimum leave entitlement for full time workers is 20 days in addition to 8 Bank Holidays. This should be pro-rated for part time workers. If your Clerk works three full days a week, their entitlement will be 3/5ths of the full-time entitlement (i.e. 12 days leave in addition to 4.8 days Bank Holidays).

2. Green Book terms

If the council adopts Green Book terms and conditions of employment, staff receive an additional 3 days entitlement after 5 years of continuous service. Furthermore, employees have an entitlement to two extra statutory days leave which may be taken on specific days, or added to the annual entitlement.

Public and Extra Statutory Holidays

Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

- Time worked less than half the normal working hours on that day — half day
- Time worked more than half the normal Working hours on that day — full day

3. Carrying over leave

It is important that staff take their statutory annual leave in order to ensure the council complies with working time legislation. The council has a responsibility to support staff to take their annual leave. If the council offers leave entitlement in excess of the statutory minimum, you may wish to allow staff to carry over unused entitlement from one year to the next. The following text can therefore replace the relevant section above.

Where it has not been possible to take all your leave in the current leave year, and only with prior consent from the Clerk (or the Council in the case of the Clerk), you will be permitted to carry forward up to [x] days leave. This must be taken within the first two months of the new leave year.

4. Rolled-up holiday pay

It is not permissible to "roll-up" holiday pay into basic pay, i.e. pay an employee a higher hourly, daily or weekly wage, part of which is designated as holiday pay, with the result that, when the employee goes on leave, they receive no pay.

5. No normal working hours

If an employee does not have normal working hours, for example if the amount of work fluctuates from week to week, then the amount payable during statutory annual leave must be calculated as an average of the employee's actual pay during the 12 weeks that preceded the start of the leave period. If, during the preceding 12 weeks, there was one or more weeks during which the employee did no work (and hence received no pay), that week must be discounted and an earlier week counted instead.

6. Religious festivals

Refusal of annual leave on a day that has religious significance for a particular employee may amount to indirect discrimination under legislation.