DUSTON PARISH COUNCIL
Minutes of Duston Parish Council Full Council Meeting
Thursday 14th May 2015
Duston Community Centre, Pendle Road, Duston at 7:00pm

Present: Cllr Frances Jones (Chair)
Cllr Angie Claridge (Vice-Chair)
Cllr Alan Bottwood
Cllr John Caswell
Cllr Matt Golby
Cllr Christine Graham
Cllr Lita Herbert
Cllr David Huffadine-Smith
Cllr Mike Ingram
Cllr Nick Sanders

In attendance:
Lynn Lavender – Parish Executive Officer (PEO)
Philippa Page - Deputy Clerk (DC)
Co-option candidates

Cllr Jones welcomed all to the meeting and read out an annual report and reflected on what had been achieved through the past 12 months, summarising: Ashtree appeal has been dismissed and they will have to pay their own costs not NBC, Cllr Caswell and Cllr Edwards to be congratulated on their contribution to our Community Centres. The Report of Examination of the draft Neighbourhood Plan Draft has been received and the final conclusion “The Neighbourhood Plan is a commendable document that will help to guide growth and sustainable development in this part of Northampton. It is a credit to all those who have worked hard to produce such a readable and well-presented plan in such a short period of time. The plan’s strength is in its articulation of the concerns and aspirations of the local community, by reflecting the results and outcomes of an extensive engagement process”. Credit must go to all the staff for their continued commitment, and hard work.

1. FC/05/18 Apologies
Cllr Suresh Patel’s apologies were noted.

2. FC/05/19 Declaration of Interests
None

3. FC/05/20 Public Session
Cllr Jones opened the public session at 7.06pm. No members of the public had registered to speak and no pre-notified questions received therefore Cllr Jones closed the public session at 7.07pm.

Chair Frances Jones
Vice Chair Angie Claridge

NCALC Council of the Year 2013
Making Duston a Great Place to Live, Work and Place
4. **FC/05/21 Police Report**
The Police were unable to attend the meeting and had forwarded their police report, which was circulated at the meeting, Appendix 1. Cllr Claridge and Cllr Herbert attended the recent Operation Magnet which was a great success. This Operation is an ongoing regarding the parking issues around our schools in Duston and speeding.

5. **FC/05/22 Minutes of 2nd April 2015**
The minutes of the meeting of 2nd April 2015 were agreed as a true accurate record of the meeting and signed by the Chair.

| RESOLVED to approve the minutes from previous Full Council meeting held on 2nd April 2015 | R/15-16/12 |

19:09 The meeting was adjourned
19:24 The meeting reopened

6. **FC/05/23 Selection of Co-opted Member**
PEO explained the process and it was agreed by Council that voting would take place by ballot paper.
4 applications had been received for the 2 vacancies (1 in New Duston and 1 in Old Duston) and 3 of the applicants were present at the meeting. Each of the 3 applicants addressed the members. All members had been circulated a copy of the applicant’s application.

| RESOLVED to appoint Lisa Read as co-opted member for New Duston And Lian Allen as co-opted member for Old Duston | R/15-16/22 |

19:49 Cllr Golby left the meeting and the co-option candidates

7. **FC/05/23 Finance & Facilities Committee**
The Minutes (forming the report) of the Finance & Facilities committee held on 29 April 2015 previously circulated, were received and the recommendations noted.

8. **FC/05/24 Annual Return**
The supporting documentation relating to the Annual Return was circulated to the members at the meeting. PEO explained the process relating to the Annual Return and the dates that the notice will be displayed. PEO also confirmed that the Internal Auditor will be coming on 19th June.

| RESOLVED to approve and sign the Annual Return | R/15-16/13 |

9. **FC/05/25 Invoices for May 2015**
- Cllr Ingram queried the invoice received from NBC regarding resurfacing. Clarification to be obtained and payment on hold
- Cllr Sanders requested clarification on the invoice from NBC for the CCTV Limehurst Square

| RESOLVED to approve the invoices for May 2015, as per the previously circulated sheet and the late invoice received for Clubs for Young People | R/15-16/14 |

Chair Frances Jones
Vice Chair Angie Claridge
NCALC Council of the Year 2013
Making Duston a Great Place to Live, Work and Place

5/15-16
10. FC/05/26 To agree the appointment of NCALC internal audit service

RESOLVED to appoint Northamptonshire County Association internal audit service  

11. FC/05/27 General Power of Competence

RESOLVED that Duston Parish Council as at 14th May 2015 meet the two criteria for eligibility (Localism Act 2011 s8) set out in a statutory instrument known as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

12. FC/05/28 Terms of Reference for Standing Committees

A review took place regarding the above, which had previously circulated to the members. The Terms of Reference were agreed with the following amendments for all Standing Committees:

RESOLVED to adopt the revised terms of reference for the Standing Committees with the following amendments:

- **4) MEMBERS:** There will be a minimum of 5 members maximum 6. QUORUM: 3

- **(6) MEETINGS:** It is the responsibility of the Chair of each Standing Committee to do a brief summary report within 2/3 days of the meeting to all members of the Council by forwarding the report to the Parish Office for circulation.

- Meetings should take place monthly

- **(2) POWERS TO DECIDE:** If 4 residents at a meeting or by email raise the same serious concerns/complaints it is the responsibility of the Chair to advise the other members of the council via the Parish Office

- **(4) MEMBERS:** At the discretion of the Chair, if a Councillor is present at a Committee Meeting that they are not a committee member of, that they may be invited by the Chair to join in a discussion on an agenda item, but cannot vote

  • *Cllr Huffadine-Smith proposed that Standing Order 3(w) been suspended and the meeting allowed to continue*

13. FC/05/29 Appoint members and Chairs of Standing Committees

The following were agreed:

RESOLVED to appoint the following members and Chairs to the Standing Committees:

**Engagement & Environment**
Cllr Angie Claridge (Chair)
Cllr Matt Golby
Cllr Christine Graham
Cllr Lita Herbert
Cllr David Huffadine-Smith
Cllr Frances Jones

Chair Frances Jones  
Vice Chair Angie Claridge

NCALC Council of the Year 2013  
Making Duston a Great Place to Live, Work and Place
14. FC/05/30 DPC Representative on NLT
RESOLVED to appoint Cllr Mike Ingram as the DPC company member on NLT R/15-16/19

15. FC/05/31 To appoint representatives on external organisations
RESOLVED to appoint the following representatives to the following external organisations:
Poors Close & Village Hall – Cllr Huffadine-Smith
NCALC – Cllr Frances Jones (AGM vote) R/15-16/20

16. FC/05/32 Planning
The Minutes (forming the report ) of the Planning Committee meeting held on 13th April 2015 previously circulated and the minutes of 11th May 2015 circulated at this meeting were received and the recommendations noted.
It was noted that the access through Timken Way was now closed.

17. FC/05/33 St Luke’s Playing Field
Cllr Herbert proposed that a gate/fence be erected to close the access from Melbourne Gardens to the St Luke’s Playing Field. When events take place at the Melbourne Arms people are coming through the playing field to urinate in the bushes and young children are not being supervised. It was proposed that a further discussion and costings be obtained for a fence/gate and be discussed at an next Engagement & Environment Committee Meeting. It was further commented that there is a Public Order that can be imposed to prosecute offenders who urinate in a public place.

18. FC/05/34 Proposal to plant a tree in St Luke’s Curtilage
A proposal put forward by Margaret Edwards to plant a tree on the bank left of driveway of St Luke’s. This item to be added to the agenda at the next Environment & Engagement Committee Meeting together with the state of the footpath through St Luke’s Spinney.
19. **FC/05/35 Neighbourhood Plan**
Cllr Jones had already provided an update in her summary of the past 12 months at the beginning of the meeting.

20. **FC/05/36 Festival Committee**
The Minutes (forming the report) of the Festival Committee meeting held on 18th March and 29th April previously circulated were received and the recommendations noted.
Cllr Claridge advised we are getting quotes from outside caterers as our own catering arrangements have not yet been set up.

21. **FC/05/37 A Report from Council Representatives**
- **(a) Poors Close Allotment Charity (Cllr Huffadine-Smith)**
  - 14 days’ notice has been given regarding the horses roaming in the field. Access was gained by breaking the padlock on the gate
  - Number of representatives from the community should be equivalent to 2 in community and 2 church wardens – looking into the legalities
  - Offer on land – proposed usage to store building materials

- **(b) Duston Village Hall (Cllr Huffadine-Smith)**
  - Lighting is on hold. Important works to the toilets behind the stage and storage area. DPC may receive a grant application for financial assistance with proposed works

- **(c) Business Forum (Cllr Claridge)**
  Businesses in the village took part in the VE day celebrations, thanks to Cllr Herbert for her assistance.
  Hanging baskets have been collected in and now with Tim Perkins. Additional baskets will be put up at Porlock Close and Limehurst Square
  Punch Opticians won the prize for maintaining the winter basket

- **(d) NLT – Duston Sports Centre (Cllr Ingram)**
  - Application for floodlights and changing room have been agreed
  - Amendment to planning application regarding the access off Cotswold Avenue

22. **FC/05/37 Calendar Dates**
A copy of the Calendar Dates were distributed to the members. Meetings would either be on a Monday or a Thursday taking into account previous requests. It was requested that a meeting be scheduled in for Engagement & Environment, Full Council and Finance & Facilities for the month of August.

23. **FC/05/38 Co-opted member**
Previously actioned with Agenda Item 6.

24. **FC/05/39 Next Meeting**
The date of the next meeting is Thursday 4th June 2015 at 7pm at Duston Community Centre

There being no further business the Chair closed the meeting at 21:34

---

**Signed as a true record of the above meeting**
Chair Frances Jones  
Vice Chair Angie Claridge

NCALC Council of the Year 2013  
Making Duston a Great Place to Live, Work and Place