Present: Cllr Frances Jones (Chair)  
Cllr Angie Claridge (Vice-Chair)  
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)  
PC Sarah Whitehead  

1. **FC/08/75** Apologies  
Cllr Lian Allen (personal) Cllr Alan Bottwood (personal) Cllr Lisa Read (business)  
Cllr Suresh Patel’s and Cllr Tim Hadland’s apologies were noted.  

RESOLVED to accept the apologies received from those Councillors not in attendance R/15-16/59  

2. **FC/08/76** Declaration of Interests  
PEO reiterated to Council, that it is the responsibility of the individual councillor to declare an interest in any relevant item on the agenda, as laid out in the Code of Conduct.  
Cllr Huffadine-Smith (non-pecuniary) agenda item 8.  

3. **FC/08/77** Public Session  
Cllr Jones opened the public session at 7.02pm. No members of the public had registered to speak and no pre-notified questions received therefore Cllr Jones closed the public session at 7.02pm.  

4. **FC/08/78** Police Report  
PC Sarah Whitehead circulated report to the councillors (Appendix 1). A discussion took place about a multi-agency initiative aimed at educating parents/guardians and young people on the dangers of drug use.  

19:19 PC Sarah Whitehead left  

Chair Frances Jones  
Vice Chair Angie Claridge  

NCALC Council of the Year 2013  
Making Duston a Great Place to Live, Work and Place
5. **FC/08/79 Chairman’s Day**  
Cllr Jones thanked everyone who attended the successful Chairman’s Day. The next Chairman’s Day is scheduled for Wednesday 28th October from 10am – 2pm including lunch. Cllr Jones advised the councillors that a successful morning took place with the Police & Crime Commissioner, Adam Simmonds on his tour of Duston Parish.

6. **FC/08/80 Minutes of the meeting of 2nd July 2015**  
The draft minutes of the previous Full Council meeting on 2nd July were agreed as a true accurate record of the meeting and signed by the Chair.

<table>
<thead>
<tr>
<th>RESOLVED to approve the minutes of the previous Full Council meeting on 2nd July 2015</th>
<th>R/15-16/60</th>
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7. **FC/08/81 Finance and Facilities**  
The draft Minutes (forming the report) of the Finance & Facilities committee held on 13th July 2015 previously circulated, were received and the recommendations noted.

8. **FC/08/82 Planning**  
The draft Minutes (forming the report) of the Planning Committee meeting held on 4th August 2015 were circulated at the meeting. In addition Cllr Ingram gave a verbal report.

9. **FC/08/83 Engagement & Environment**  
The draft Minutes (forming the report) of the Engagement & Environment Committee meeting held on 16th July 2015 previously circulated, were received and the recommendations noted. In addition Cllr Claridge advised that the PEO and she had had a meeting with Cllr Bottwood in his capacity of Portfolio Holder for NBC (Environment) regarding green open spaces. Cllr Golby will be liaising with the schools once they return from the summer break.

10. **FC/08/84 Terms of Reference**  
A discussion took place regarding the Terms of Reference for the Planning Committee, the following are to be included:

**Planning Committee**

- 1) to add after “core strategy” the words "both within Duston and adjoining Duston and Northampton, and within the area of adjoining authorities, where Duston is affected, directly or indirectly."
- 2) Footpath/rights of way wardens to be considered along with additional signs for footpaths designated as rights of way.
- 3) Open Space protection and Village Green status
  - Any discussion regarding lighting and amenity lighting will take place at a meeting of Full Council

**Engagement & Environment Committee**

The following are to be included:

- To have a vision and strategy for provision of additional facilities and infrastructure
- Play and sports equipment
- Youth facilities, seats, litter bins, including dog poo bins
• Parks, gardens and playing fields, including evaluation of transfer of undertaking proposals
• Such other similar matters as may be referred to it by Council

11. FC/08/85 Neighbourhood Plan
Cllr Jones advised that the organising of the Referendum is currently with NBC Democratic Services and is being progressed. Richard Palmer is Ed Dade’s replacement

12. FC/08/86 Neighbourhood Plan
RESOLVED to confirm the Referendum version of the Neighbourhood Plan and progression of the plan to Referendum R/15-16/61

13. FC/08/87 Timken Development S106 Public Art
Cllr Ingram gave a report on the progress to date. $10,000 is being donated by Timken to the public art project. The project is to be completed by 31st March 2016.

14. FC/08/88 Hospitality Manager
A working party consisting of Cllrs Jones, Claridge, Caswell and the PEO will be set up to move the process forward
RESOLVED to delegate responsibility to the PEO to start the recruitment process for Hospitality Manager for Duston Parish Council R/15-16/62

15. FC/08/89 Parish Van
It was agreed that Cllr Caswell would look into alternative green vehicles and not replace with a diesel van.

16. FC/08/90 NCALC 68th Annual Conference and AGM
Council were advised that the Northants CALC 68th Annual Conference and AGM is on the 17th October at The Forum Towcester. If councillors wish to attend they are to advise the Parish Office.

17. FC/08/91 NBC Review of Polling District and Polling Place
It was agreed that the PEO would reply on behalf of Council advising as to the availability of the St Luke’s Centre as a suitable venue and the suggestion of a mobile unit on Hardlands Road.

18. FC/08/92 A Report from Council Representatives
(a) Poors Close Allotment Charity (Cllr Huffadine-Smith)
A land agent has been appointed.
(b) Duston Village Hall (Cllr Huffadine-Smith)
A planning application had been received by the adjoining property regarding the boundary.
(c) Duston Oils (Cllr Ingram)
Minutes have been circulated. Next meeting is scheduled for December. Cllr Golby as Ward Councillor would like to attend the next meeting.
19. FC/08/93  Next Meeting

The date of the next meeting is Thursday 3\textsuperscript{rd} September 2015 at 7pm at Duston Community Centre

There being no further business the Chair closed the meeting at 8.15pm

................................................................................................. Chair  Dated 3\textsuperscript{rd} September 2015
Signed as a true record of the above meeting