

# Weekley Parish Council



Clerk: Mrs. Ruby Cole  
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Date: 10<sup>th</sup> August 2021  
To: All Parish Councillors  
From: Mrs R Cole, Clerk to Weekley Parish Council

Dear Councillor,

You are hereby summoned to attend the full Parish Council meeting to be held on **Tuesday 17<sup>th</sup> August 2021** at 7.00pm at **Weekley Village Hall**, Church Lane, Weekley NN16 9UP when the under mentioned business will be transacted.

## AGENDA

- 21/043 Apologies:** *To receive and approve apologies for absence*
- 21/044 Public address to the council:** *Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting.*
- 21/045 Minutes of the last meeting:** *To receive and approve for signature the minutes of the Annual Parish Council, Parish Council & Annual Parish meetings held on **Tuesday 11<sup>th</sup> May 2021** & note cancellation of Extraordinary Parish Council meeting scheduled for **Wednesday 23<sup>rd</sup> June 2021***
- 21/046 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 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).*
- 21/047 Review Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*  
**To receive updates & decisions**
- 21/048 Clerk Hours:** *Email from clerk sent to councillors 03/06/21 analysing clerk monthly hours and to consider increase by 1 hour a month. Even though some months are busier than others, clerk informed councillors that 9 hours a month is low for the overall work involved. Warkton & Grafton Underwood Parish Councils have agreed. Email response from councillors to monitor hours and review at meeting*
- 21/049 Community Payback:** *To consider if any work can be undertaken and complete the application form if required*
- 21/050 Neighbourhood Watch Scheme:** *To receive update*
- 21/051 Village Hall Management:** *To discuss managerial role*
- 21/052 Care Home Hedge:** *To note condition of hedge*
- 21/053 Planning:** *NK/2021/0417 Old Orchard, Weekley Wood Lane, Weekley – To note that the meeting scheduled for consideration was cancelled. Notification received from applicant informing of submission of new plans at a later date*
- 21/054 Village Spring Clean/Litter pick:** *To consider dates*
- 21/055 Plant a Tree for the Jubilee:** *To consider if this is something the parish wish to do*
- 21/056 Queens Platinum Jubilee:** *To consider if the parish would like to mark the occasion*
- 21/057 Rural Forum:** *To receive update*

**21/058 East Kettering Liaison Forum: To receive update**

**Finance**

**21/059 Payments: To approve and authorise cheque payments below totalling £330.74**

Ref	Payee	Description	Amount
100537	Clerk	Salary June 2021	90.36
100538	Northants Calc	Councillor Training	44.00
100539	Clerk	Salary July 2021	90.36
100540	Clerk	Stationery Expenses	15.66
100541	Clerk	Salary August 2021	90.36

**21/060 To receive financial report and approve bank reconciliation: Circulated to councillors via email. Signature required**

**Items from Clerk for report/information only**

Pensions Regulator: Details have been changed to new clerk

Exercise of Public Rights: This has been displayed on website and no requests to view accounts have been received.

Hedge: Email received 14/7/21 regarding overgrown hedge on the path towards Geddington. This has since been actioned by Boughton Estates

Security Forms - GDPR & Electronic summons: Councillors are reminded to complete and submit to clerk

Website: This has been updated with policies etc. Old and irrelevant items to be removed

Salary: To note that after conversations with HMRC and to avoid any penalty charges, clerk has chosen to submit and declare salary on a monthly basis. If done quarterly, monthly submissions are still required even if zero for the two unpaid months. Therefore, monthly cheques have been raised in line with submission and declaration

**21/061 Next Agenda: To request items for inclusion on the agenda for the next meeting**

**21/062 Upcoming Meetings: To note dates of next meetings**

Signed: *Ruby Cole*

Date: 10th August 2021