

Weekley Parish Council



Clerk: Mrs Ruby Cole
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Date: 16th February 2022

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 22nd February 2022 at 7.00pm at Weekley Village Hall**, Church Lane, Weekley NN16 9UP when the under mentioned business will be transacted.

AGENDA

- 22/001 Apologies:** *To receive and approve apologies for absence*
- 22/002 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*
- 22/003 Minutes of the previous meeting:** *To receive and approve for signature the minutes of the meeting held on **Tuesday 23rd November 2021***
- 22/004 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. No decision can arise unless listed as an agenda item*
- 22/005 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/006 Correspondence:** *To note correspondence received and agree actions arising - circulated to councillors*
- 08.02.22 Greenbelt – Hoping to happen 2022
 - 24.01.22 NCalc - Confirmation of £200 AMP Grant
 - 18.01.22 New affordable payroll service for smaller councils
 - 13.01.22 Queens Platinum Jubilee Survey
 - 12.01.22 North Northamptonshire Council HELAA: Call for Sites
 - 03.12.21 Kettering Site Specific Part 2 Local Plan Adoption
- 22/007 Planning:** *To discuss planning applications and agree response*
- 22/008 Queen's Platinum Jubilee:** *Thursday 2nd June 2022 – Sunday 5th June 2022
To receive update*
- 22/009 Asset Mapping:** *To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the clerk and [2*] councillors. NCalc have been awarded £280k of which over a third is to be dispersed to parish and town councils and parish meetings to engage with the AMP, including Weekley Parish Council. Details circulated to councillors 13/01/2022*
- 22/010 Litter Pick:** *To consider dates*
- 22/011 Village Sign:** *To consider cost for repair/replacement/insurance claim*
- 22/012 NNC Green Waste:** *To note possible implementation of collection charges*

Councillor & Warden Reports

22/013 **Police Liaison:** *To receive update*

22/014 **Rural Forum:** *To receive update*

Finance

22/015 **Barclays Bank:** *To note that the bank account is now in order. Cheque signatories are Cllr Smith, Cllr Tartaglia, Cllr Hales & Clerk. Online bank authorisation - Cllr Smith & Clerk*

22/016 **Clerk Payment:** *To note approval via email for clerks salary to be paid by monthly standing order*

22/017 **Payments:** *To note approval of payments made in December of £100.40 & January £100.40 via email due to no meeting taking place. To approve and authorise bank payment below totalling **£131.06***

Pre Agenda Approved Payments

Ref	Payee	Description	Date	Method	Amount
1	Clerk	December Salary	23/12/2021	Direct	100.40
2	Clerk	January Salary	20/01/2022	S/O	100.40

Payments for Approval

Ref	Payee	Description	Date		Amount
3	Clerk	February Salary	20/02/2022	S/O	100.40
4	NNC	Uncontested Election May 2021	28/02/2022	Direct	30.66

22/018 **To receive financial report and approve bank reconciliation:** *December 21 & January 22 circulated to councillors via email. Signature required.*

22/019 **Audit for Year End Accounts:** *Clerk has approached NJ Searle to enquire if he would be willing to carry out the year end audit for us again as last year. He has responded and is happy to do so. Council to approve*

22/020 **Future Payments:** *Unless a meeting is called between now and May meeting, clerk requires approval from council to arrange for payments of the annual administration charges. These are likely to be Microsoft Renewal, Insurance, Auditor, Clerks Monthly Salary, ICO Membership, NCalc Membership, CiLCA Course. WordPress renewal is due March/April - Approval for Councillor to organise payment for reimbursement*

22/021 **Asset Register:** *Clerk requests that councillors clarify assets belonging to the parish council for finance and insurance purposes in order to give a true reflection for year-end auditing purposes*

22/022 **Insurance:** *To note that the annual insurance expires 31 May 2022. Clerk requests that councillors go through the existing policy to update insurance requirements before seeking renewal options*

22/023 **Next Agenda Items:** *To request items for next agenda and to note that the next due meeting will be the Annual Parish Council Meeting, Annual Parish Meeting and full Parish Council meeting, which council have previously held at the same time in May*

22/024 **Next Meeting:** *To confirm date and venue of next meeting 24th May 6.30*

Notes from Clerk

CiLCA: Clerk has been confirmed a place on the CiLCA course commencing March 2022

Defibrillator: Clerk has applied for a grant from Tesco's and NNC Community Fund and is awaiting to hear

Clerk: Annual appraisal is due for clerk

Signed: *Ruby Cole*

Date: 16th February 2022