

# Weekley Parish Council



Clerk: Mrs Ruby Cole  
32 Old Road  
Walgrave  
Northampton  
NN6 9QW

Tel: 07881 458801 / 01604 781834

Email: [clerkweekleypc@gmail.com](mailto:clerkweekleypc@gmail.com)

Website: [www.weekleyparishcouncil.co.uk](http://www.weekleyparishcouncil.co.uk)

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Date: 11<sup>th</sup> May 2022

To: All Parish Councillors

From: Mrs R Cole, Clerk to Weekley Parish Council

Dear Councillor,

You are hereby summoned to attend the meetings of: Weekley Annual Parish Council meeting, Weekley Full Parish Council Meeting, commencing with Weekley Annual Parish meeting. These are to be held on **Tuesday 24<sup>th</sup> May 2022** at **6.30pm** at **Weekley Village Hall**, Church Lane, Weekley, Kettering NN16 9UP when the under mentioned business will be transacted.

## AGENDA

### Annual Parish Meeting

- 22/025 *Welcome from Chair*
- 22/026 *Apologies*
- 22/027 *Parish Council Chairman's Report*
- 22/028 *Parish Council Finance Report*
- 22/029 *Annual Report from North Northamptonshire Council*
- 22/030 *Annual Reports from Village Groups*
- 22/031 *Questions from parishioners*

### Annual Parish Council Meeting

- 22/032 *Election of Chairman*
- 22/033 *Present 'Declaration Acceptance of Office' form for signature*
- 22/034 *To receive and approve apologies for absence*
- 22/035 *Election of Vice Chairman*
- 22/036 *Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach. Publication Scheme*

## Full Parish Council Meeting

- 22/037** **Apologies:** *To receive and approve apologies for absence*
- 22/038** **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. Actions/decisions can only be made for items listed on the agenda*
- 22/039** **Minutes:** *To receive and approve for signature the minutes of the meeting on Tuesday 22<sup>nd</sup> February 2022*
- 22/040** **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*
- 22/041** **Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/042** **Correspondence:** *To receive correspondence and actions arising*
- 22/043** **Highways:** *Clerk was asked to obtain a map of Highways Responsibilities for the parish. Received and circulated. To receive update on Weekley Wood Lane*
- 22/044** **Boughton Estate Parish Works:** *To receive update*
- 22/045** **Councillor Vacancy:** *Due to the resignation of Cllr Tartaglia, a vacancy has now arisen. The period of notice to NNC has been served and council can now co-opt*
- 22/046** **Asset Mapping:** *The deadline for input has passed. To receive update*
- 22/047** **Defibrillator:** *To receive update from Ward Cllr M Rowley regarding grant fund*
- 22/048** **Queen's Platinum Jubilee Tree:** *To receive update*
- 22/049** **Litter Pick:** *To receive update on day's events*
- 22/050** **Planning:** *To receive any new applications and actions arising*  
**KET/2020/0303:** *Weekley Wood Lane (land at), Kettering. Outline Application. Erection of an industrial manufacturing and warehouse building (Use Class B2 and B8) together with ancillary office accommodation and associated access This was put to NNC planning committee 05/05/2022*  
**KET/2020/0121:** *Weekley Wood Lane (land at), Kettering Full Planning Permission (EIA): 5 no. B8 warehouses, 1 no. B2 general industry building, service yards, parking, drainage, landscaping and 3 no. substations. Response required by 25/05/2022*

## Finance

- 22/051** **Insurance:** *Renewal due with BHIB on 01/06/2022. Slight increase from last year - £158.10.*
- 22/052** **Insurance Claim for Village Sign:** *To receive update*
- 22/053** **VAT:** *To note that VAT paid for the year 2021/2022 amounted to £35.83. Clerk has submitted a VAT reclaim for this amount*
- 22/054** **Asset Register:** *To approve figure of £9357 which has been submitted for year-end accounts*
- 22/055** **AGAR 2021/22 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*

- 22/056 Annual Internal Audit Report 2021/22 Audit:** *To receive and note the annual internal audit report - no issues. To discuss thanks to auditor*
- 22/057 Section 1 – Annual Governance Statement 2021/22 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 22/058 Section 2 – Accounting Statements 2021/22 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 22/059 Clerk Revised Pay:** *Councillors to note approved remuneration figures as discussed via email £129.14. Council to note approved revised monthly standing order salary payment £108.40, commencing May 2022*
- 22/060 Payments:** *To note and approve as below:  
Income received of:  
NNC Precept £3100.00 April 22, NNC Asset Mapping Grant £212.96 March 22*

*Expenditure Total: £710.66*

**Payments in-between meetings**

6	Clerk	March Salary	20/03/2022	S/O	100.40
7	Clerk	April Salary	20/04/2022	S/O	100.40
8	Clerk	May Salary	20/05/2022	S/O	108.40
9	Cllr Smith	WordPress Renewal	15/05/2022	Online	52.00
10	Cllr Smith	ICO Reimbursement	15/05/2022	Online	40.00

**401.20**

**Payments this meeting**

11	Warkton Parish Council	Microsoft Office Share	24/05/2022	Online	22.22
12	BHIB Insurance	Insurance Renewal	24/05/2022	Online	158.10
13	Clerk	Clerk Remuneration	24/05/2022	Online	129.14

**309.46**

- 22/061 Bank Balance:** *To receive and approve balance at bank and reconciliation*
- 22/062 Next Agenda:** *To request items for inclusion on the agenda for the next meeting*
- 22/063 Upcoming Meetings:** *To agree dates of next meetings for the year*

Signed: *Ruby Cole*

Date: 11<sup>th</sup> May 2022