

Weekley Parish Council



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MINUTES

Minutes of the meeting of Weekley Parish Council held on **Tuesday 22nd February 2022** at 7.00pm at **Weekley Village Hall**, Church Lane, Weekley NN16 9UP

Councillors Present: Chair M Smith, Cllr M Tartaglia, Cllr M Hales, Cllr C Cuckson
Ward Cllr M Rowley

Public Present: 1

Clerk: Ruby Cole

22/001	Apologies: Received from Cllr Rees Resolved: Approved by council
22/002	Public address to the council: Resolved: No public address
22/003	Minutes: Meeting held on Tuesday 23rd November 2021 Resolved: Minutes were approved and signed by Chair the meeting
22/004	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda Resolved: No declarations of interest
22/005	Actions Outstanding:

21/023a	SR	Gigaclear – To make contact to make good untidy finish - Ongoing
21/048.1	MS	To investigate central base for emails 22.02.22 - Cllr Rowley to forward details of Folco who his council use email management - Ongoing
21/051.1	MS/Clerk	Cllr Smith to draft a letter for clerk to send regarding dissatisfaction of car accident to police 22.02.22 - Cllr Smith having difficulty locating the correct person within the police force to address letter. Cllr Rowley will forward contact details for the Sergeant in covering area - Ongoing
21/052.1	SR	To contact owners of Care Home regarding overgrowth of hedge - Ongoing
21/048.1	Clerk	Weekley Churchyard enquiry to be forwarded to Rev'd Gillian Gamble - Complete

21/048.2	Clerk	To contact resident at Washwell Lane regarding tenancy - 22.02.22 Clerk has had various communications with resident and made enquiries with Kettering Borough Council/Highways. Cllr Smith visited resident and inspected car park. The gravel car park is not an issue. The shared parking of residents is not a parish council issue, however, Cllr Rowley will make enquiries with NNC on receipt of information from Cllr Smith - Ongoing
21/050.1	MT/SR	Cllr Tartaglia to make enquiries with Cricket Club. Cllr Rees to check power source or alternative locations - Defibrillator 22.02.22 Cricket Club have their own in house Defibrillator. Clerk awaiting results from grant applications. If nothing forthcoming within the month, clerk to place order with funding from Boughton Estates and Ward Cllr Rowley - Ongoing
21/054.1	Clerk	To enquire with NNC regarding litter pick – see agenda item 22/010
21/056.1	MT	To approach Cricket Club for joint venture for QPJ - see agenda item 22/008
21/058.1	Clerk	To renew maintenance contract for VAS - Complete
21/060.1	Clerk	To contact Cllr Rowley in relation to Speed Signs - Complete
21/066.1	Clerk	To submit precept form to NNC - Complete
21/067.1	MT/SR	To coordinate OLB - Ongoing
21/069.1	Clerk	To book village hall for next meeting and AGM - Complete

22/006	Correspondence: Actions arising from correspondence <ul style="list-style-type: none"> 1. 08.02.22 Greenbelt – Hoping to happen 2022 Noted. Awaiting response from Cllr Rees. He is contacting the organisers regarding the allocation of free entry tickets to immediate parishes and will report back to council Action 22/006.1 2. 24.01.22 NCalc - Confirmation of £200 AMP Grant - see agenda item 22/009 3. 18.01.22 New affordable payroll service for smaller councils - not required 4. 13.01.22 Queens Platinum Jubilee Survey - Complete 5. 12.01.22 North Northamptonshire Council HELAA: Call for Sites - No action from parish council, but to be monitored 6. 03.12.21 Kettering Site Specific Part 2 Local Plan Adoption - No action from parish council, but to check policy and updates from NNC website periodically
22/007	Planning: No new planning applications received
22/008	Queen's Platinum Jubilee: Thursday 2 nd June 2022 – Sunday 5 th June 2022 Andrew Bussey, representative of the cricket club discussed possible ideas as a joint collaboration. On Saturday 4 th June there will be a cricket match with various clubs participating. The cricket club have offered their outfield for possible events on the Sunday. <ul style="list-style-type: none"> • BBQ • Fancy Dress • Beer Festival Resolved: Cllr Smith to request suggestions/participation to commemorate the Queen's Platinum Jubilee within the flyer for the Litter Pick Action 22/008.1

22/009	Asset Mapping: Councillors required for a working group to be engaged with Northants CALC Asset Mapping Project (AMP) for the parish Resolved: Cllr Smith, Cllr Tartaglia and Clerk appointed. Clerk to submit NCalc grant form Action 22/009.1 Clerk to register with Parish Online Action 22/009.2
22/010	Litter Pick: This will be linked in with the cricket club 'cricket force' event on 9 th April. Resolved: Cllr Smith to produce flyers for a leaflet drop around parish for volunteers for that weekend Action 22/010.1 Clerk to obtain litter pick equipment Action 22/010.2
22/011	Village Sign: Cllr Smith has received a quote to supply a new post £693 + vat and £513 + vat to refurbish metal work. This to paid via insurance claim Resolved: Council agreed for Cllr Smith to contact insurance company Action 22/011.1
22/012	NNC Green Waste: NNC are considering charging for green waste collections. This is still under discussion and no decision has been reached as yet
22/013	Police Liaison: Nothing of significance to report
22/014	Rural Forum: Nothing to report. It was agreed to remove this as standard agenda item
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. No further action
22/016	Clerk Payment: To note approval via email for clerks salary to be paid by monthly standing order Resolved: Council approved the payment of clerks salary by monthly standing order
22/017	Payments: Clerk reported that payments can now be made online Resolved: Total approved payments £529.86. Clerk & Cllr Smith to authorize current payment of £30.66 for release at bank Action 22/017.1

Approved Payments

Ref	Payee	Description	Date	Method	Amount
1	Swarco	VAS Maintenance Contract	06/12/2021	Direct	198.00
2	Clerk	December Salary	23/12/2021	Direct	100.40
3	Clerk	January Salary	20/01/2022	S/O	100.40
4	Clerk	February Salary	20/02/2022	S/O	100.40
5	NNC	Uncontested Election May 2021	28/02/2022	Direct	30.66

22/018	Finance & Bank Reconciliation: Clerk presented December & January bank reconciliations for approval. Bank statement balance 31/01/2022 = £1,858.83 Resolved: Finance report and reconciliations approved and signed by Chair
22/019	Audit for Year End Accounts: Council to approve to NJ Searle to carry out the year end audit Resolved: Council approved to appoint NJ Searle Clerk to convey Action 22/019.1
22/020	Future Payments: : Clerk informed council that various administration payments will be due for payment before the next meeting and requested authorization to make these payments. 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 Resolved: Council authorized clerk to make these payments. Cllr Smith to pay Wordpress renewal on notification from clerk

22/021	Asset Register: Clerk requested 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 Resolved: Cllr Smith to review the asset register Action 22/021.1
22/022	Insurance: Clerk informed Council that the annual insurance expires 31 May 2022. Council are happy with current requirements on the policy and agreed to renew once Cllr Smith has confirmed no changes required Resolved: Cllr Smith to review current insurance policy when investigating insurance claim for damages/repair to the village sign Action 22/022.1
22/023	Next Agenda Items: To review and adopt policies, asset mapping, Action 22/023.1
22/024	Next Meeting: Annual Parish Meeting, Annual Parish Council Meeting and Full Parish Council meeting Resolved: Village hall booked Tuesday 24th May 2022 6.30pm.

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

Meeting Closed: 8.19pm

Action Points for Tracking

Ongoing Actions

21/023a	SR	Gigaclear – To make contact to make good untidy finish - Ongoing
21/048.1	M Rowley	To investigate central base for emails 22.02.22 - Cllr Rowley to forward details that is used by his council - Ongoing
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21/067.1	MT/SR	To coordinate OLB - Ongoing

Actions from Current Minutes

22/006.1	SR	To contact organisers regarding the allocation of free entry tickets to Greenbelt Festival
22/008.1	MS	To put ideas for QPJ into Litter Pick flyer
22/009.1	Clerk	To submit NCalc grant form
22/009.2	Clerk	To register with Parish Online for Asset Mapping
22/010.1	MS	To produce & circulate flyers for litter pick
22/010.2	Clerk	To obtain litter pick equipment
22/011.1	MS	To contact insurance company for repair of village sign
22/017.1	Clerk/MS	To authorize bank payment
22/019.1	Clerk	To contact NJ Searle for year-end audit
22/021.1	MS	To review asset register
22/022.1	MS	To review insurance policy
22/023.1	Clerk	To place policies on agenda to be adopted

Approved