

Weekley Parish Council



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

Tel: 07881 458801 / 01604 781834

Email: clerkweekleypc@gmail.com

Website: www.weekleyparishcouncil.co.uk

MINUTES

Minutes of Weekley Full Parish Council meeting held on **Tuesday 4th February 2025** at **7.00pm** at **Boughton Estate Office**, Weekley, Kettering, Northamptonshire, NN16 9UP

Present:

Councillors: Chair - Cllr M Smith, Cllr S Rees, Cllr B Ring

Public: None

Clerk: Ruby Cole

25/001	Apologies: Cllr G Attwell, Cllr C Scott Resolved: The Council accepted the above Apologies	
25/002	Public address to the council: None	
25/003	Minutes: Full Parish Council meeting Tuesday 12 th November 2024 Resolved: Minutes approved. Chair signed at meeting	
25/004	Declarations of Interest: Resolved: None	
25/005	Actions Outstanding: See end of document for full update	
25/006	Correspondence: 1. 21.01.25 Kier - Consultation on A4300 Stamford Road speed limit change. Deadline is 06.02.25. Clerk to enquire for update after closing date. Action 25/006.1 2. 10.01.25 Northants Acre newsletter - warm bags. Cllr Ring awaiting further information 3. 10.01.25 Northants Calc - English devolution white paper. Noted 4. 20.12.24 Resident - Noise level and frequency of bird scarer. Actioned at time 5. 18.12.24 Kier - Highlight report. Noted 6. 05.12.24 Rosie Wrighting MP press release - Kettering post office survey. Noted 7. 03.12.24 Northamptonshire Police, Fire and Crime Commissioner Danielle Stone requesting views on Police, Fire and Crime. Consultation closed	Clerk

	<p>8. 26.11.24 TRO proposed speed limit change A4300 Stamford Road Weekley. Noted</p> <p>9. 21.11.24 NNC Grounds Maintenance - Tree planting along Weekley Glebe Road. Noted</p> <p>10. 19.11.24 Warkton Parish Council - Clerk laptop. Email received from Chair of Warkton Parish Council stating the laptop that is shared between Weekley & Warkton parish councils has been removed from their asset register</p>	
25/007	<p>Planning: Applications/notices since last meeting</p> <ul style="list-style-type: none"> • 24.12.24 NK/2024/0692 - Amended. Weekley & Warkton Cricket Ground, Weekley NN16 9UW. Application for Listed Building Consent: Installation of 18 solar panels on the existing east roof pitch of the existing cricket pavilion and installation of associated inverter and 2 no. batteries against the external west elevation wall of the existing cricket pavilion. Councillors agreed via email no response to submit. This application has since been withdrawn • 24.12.24 NK/2024/0691 - Amended. Weekley & Warkton Cricket Ground, Weekley NN16 9UW. Installation of 18 solar panels on the existing east roof pitch of the existing cricket pavilion and installation of associated inverter and 2 no. batteries against the external west elevation wall of the existing cricket pavilion. Councillors agreed via email no response to submit • 09.12.24 NK/2021/0292 Proposal: Right to Speak - Hanwood Park, Cranford Road, Kettering. Outline Application (EIA): All matters reserved, for the erection of up to 3,383 dwellings including associated schools, district and local centres, hotel, healthcare, leisure, employment, formal and informal open space including play facilities, roads and associated infrastructure. Councillors agreed via email to respond with traffic concerns <p>Note: The above responses actioned via Scheme of Delegation to Clerk</p>	
25/008	<p>Strategic Town & Parish Forum: 28.01.25. Cllr Smith attended the NNC planning workshop. The local plan is a 5 year plan, May 2021 to December 2026 but may be implemented 2028. He raised questions regarding S106 monies which is covered under agenda item 25/031</p>	
25/009	<p>Community Governance Review: Clerk circulated timeline of plan from NNC. Stage 1 consultation anticipated September 2025 with Stage 4 final recommendations prepared July to August 2026</p>	
25/010	<p>NNC Democratic Services: Notice from NNC - Appointment of Town and Parish Co-Opted Members to Democracy and Standards Committee has been appointed to Cllr Ring pending confirmation. Clerk provided Cllr Ring with the minutes of the Democracy and Standards Committee meeting December 2024. However no official confirmation from NNC has been received, therefore no update to provide</p>	
25/011	<p>COVID-19 Day of Reflection: 09.03.2025</p> <p>Resolved: The parish council will not be participating. However, it is thought the Church may be. It was also noted that this day coincides with the Kettering Half Marathon. Clerk has notified the church warden of impending road closure</p>	

25/012	VE Day - 80 Years: 08.05.2025. There has been no response from the article reflected in the newsletter Resolved: The parish council will not be participating. However, Lavender Bee tea room will be marking the occasion	
25/013	NCalc Environment Champions: Cllr Ring is still awaiting further information from Danny Moody	
25/014	I.T. Requirements: Cllr Smith is making enquiries	
25/015	Latham & Bingley Charity: This is a small charity formed by the cessation of the Arms House through dividends. The charity provides a small amount of funds for school children in Weekley and Warkton, to help with the purchase of books etc. Cllr Smith to place in newsletter with contact details. Action 25/015.1	MS
25/016	Montagu Hospital Trust: This is a similar charity also formed by the cessation of the Arms House through dividends. The charity provides a small amount of funds for parishioners in Weekley and Warkton, who could benefit from financial assistance. Cllr Smith to place in newsletter with contact details. Action 25/016.1	MS
25/017	Kettering Half Marathon: Sunday 09.03.25. 9:00 - 12:00. All residents have received a flyer from the organisers 'Runthrough' with full information including details of road closure	
25/018	Parish Path Warden: There are 3 public rights of way footpaths in the parish which are on Boughton Estates land. It was felt that a parish path warden would not be necessary as FixMyStreet is an efficient way of reporting any issues and Boughton Estates maintain as a matter of course	
25/019	Newsletter: Cllr Smith will draft another newsletter with recent activities to include parish council elections, annual parish meeting etc. Action 25/019.1	MS
25/020	Litter Pick: Not required to be organized by parish council as it is not a parish council led activity	
25/021	Defibrillator & Bleed Kit: Cllr Ring checked the status of the defibrillator and noticed that there was no bleed kit. The defibrillator is monitored by 'The Circuit' Resolved: Cllr Smith to check original order as it was thought one was included in the order. If not included, expenditure of £200 was approved. Action 25/021.1	MS
25/022	Health & Wellbeing: Cllr Ring had various ideas for activities which included regular use of Weekley village hall. It was suggested that a working group be set up in order to seek funding for health and well-being events Resolved: Clerk to contact Lisa Tartaglia as village hall manager to enquire if she would be interested in being part of a working group comprising, Cllr Ring, Cllr Rees and Clerk. Action 25/022.1	Clerk
25/023	Strengthening Standards Consultation: To consider and respond to the government's consultation on strengthening the standards and conduct framework for local authorities in England. Closes 26.02.25. Noted	

Regular Reports/Updates

25/024	<p>VASID No.2: There has been some confusion arising from the placement of the pole. Where it was understood that the electricity supply for VASID was included in the cost of the pole works, it transpires that it is not. This requires further investigation</p> <p>Resolved: Cllr Smith and Cllr Attwell to check emails with a view to contacting Highways for clarification and investigate the way forward. Action 25/024.1</p>	GS MS
25/025	<p>Boughton Estates: Cllr Rees reported that the Estate are still intending to look into the repair of the bus shelters, but haven't been able to make a start as yet. Current works they are undertaking include, laying a hedge around the roundabout, various hedge trimming around the village, repairs to footpaths, property refurbishments</p>	
25/026	<p>Neighbourhood Watch: Deferred to next meeting</p>	
25/027	<p>Police Liaison: Deferred to next meeting</p>	

Finance/Governance

25/028	<p>Elections May 2025: All councillors to stand down. Elections take place on 1st May 2025. Close of nominations 2nd April 2025 for the local elections and all nomination papers to be handed in to NNC Kettering office by then. Clerk explained that each candidate is responsible for their own delivery of their nomination papers. However, if the Council wish to hand over the delivery of the nomination papers to the Clerk, then allowance would be paid for the extra time involved</p> <p>Resolved: Council approved Clerk expenditure if collecting/delivering nomination papers. Clerk to place election details on website. Action 25/028.1. Cllr Smith to place in newsletter. Action 25/028.2</p>	Clerk MS
25/029	<p>Policies: Risk Management. Volunteer risk assessment not required as parish council are not involved with volunteer participation</p> <p>Resolved: Risk Management policy approved. Clerk to place on website. Action 25/029.1.</p>	Clerk
25/030	<p>Annual Parish Meeting: 13.05.2025. Clerk has prepared a poster with details. Time to be 6.30pm at Weekley village hall. Cllr Smith to print off and insert with newsletter. Action 25/030.1 Clerk to invite groups within the parish to attend or supply a report, as last year. Action 25/030.2</p>	MS Clerk
25/031	<p>S106 Monies: Response received Chris Wagg NNC 26.11.24. Noted. Following on from agenda item 25/008. Cllr Smith attended the planning workshop. He questioned why Weekley were not included to apply for S106 monies from the Hanwood Park development, despite several emails from Weekley Parish Council to various members and departments within NNC requesting details of the procedure. The leader of NNC - assistant director of Highways & Waste, Graeme Kane had no knowledge of any correspondence. He assured Cllr Smith that this would be looked into and requested emails relating to this were forwarded on to him. There is a deadline of 31st March for agreeing S106 monies from Hanwood Park</p> <p>Resolved: Cllr Smith and Clerk to meet up imminently to collate and summarize emails to be sent to Graeme Kane. Action 25/031.1</p>	MS Clerk

25/032	Insurance: The current insurance is on a 3 year contract, expiring 31.05.27. Definition of collision damage to street furniture queried and what defines street furniture. The cover the Council are wanting is accidental vehicle damage to street furniture. Once the 2 nd VASID is installed, this will need to be added to the insurance. Clerk to make enquiries. Action 25/032.1	Clerk
25/033	Internal Auditor: NJ Searle has been approached to undertake the Councils internal audit FY24/25 as in previous years and has confirmed appointment	
25/034	Asset Register: Council went through current asset register Resolved: With amendments, Council approved the asset register. To be placed on website. Action 25/034.1	Clerk
25/035	Payments: Payments since last meeting £420.26. Current invoices £168.26. VAT reclaim received 01.07.24 - 31.12.24 £434.62 Resolved: Payments and receipts noted and approved. Cllr Rees and Cllr Smith signed invoices at meeting	
25/036	Clerk - Working from Home Allowance: Clerk explained that this was not implemented as agreed previously to factors regarding another council Resolved: Council agreed to back pay the Clerk for one year £120 and to pay £10 monthly. Clerk to implement at bank. Action 25/036.1. Cllr Smith to authorise at bank. Action 25/036.2	Clerk MS

Ref	Payee	Description	Date	Method	Amount
89	Unity Trust Bank	Monthly bank charge October	30/11/2024	Direct	£6.00
90	Clerk	National pay awards - back pay	06/12/2024	Online	£77.74
91	Clerk	December salary	20/12/2024	S/O	£162.26
92	Unity Trust Bank	Monthly bank charge November	31/12/2024	Direct	£6.00
93	Clerk	January salary	20/01/2025	S/O	£162.26
94	Unity Trust Bank	Monthly bank charge December	31/01/2025	Direct	£6.00
95	Clerk	February salary	20/02/2025	S/O	£162.26
96	Unity Trust Bank	Monthly bank charge January	28/02/2025	Direct	£6.00
97	Clerk	Working from home allowance back pay	10/02/2025	Online	£120.00
98	Clerk	Working from home allowance monthly	20/02/2025	S/O	£10.00

£718.52

25/037	Bank Balance: 31/01/2025 £6804.32 Resolved: Approved. Cllr Ring signed bank reconciliations for November, December 2024 and January 2025 at meeting	
25/038	Future Payments: Due to administrative payments required to be made before next meeting, Clerk sought approval, via the Scheme of Delegation to the Clerk, to implement payments accordingly, to include Microsoft renewal, Insurance, Auditor, Clerks monthly salary, WordPress renewal, ICO membership, Northants Calc membership Resolved: Noted and approved	
25/039	Year End Accounts: Clerk will implement the accounts for financial year ending 31.03.2025 and circulate to Councillors ahead of the next meeting. Action 25/039.1	Clerk

25/040	Next Agenda: No items requested	
25/041	Next Meeting: 13.05.2025 (Weekley Annual Parish meeting (meeting for parishioners), Weekley Annual Parish Council meeting & Weekley Full Parish Council Meeting) - Weekley Village Hall. 6.30pm. Clerk to check availability of village hall and book. Action 25/041.1	Clerk

Clerks Notes: *Holcot Parish Council have agreed to pay the joining fee and annual membership fee for the Clerk to become a member of SLCC (Society of Local Council Clerks). Weekley Parish Council will be able to receive the benefits and resources through this membership.*

Meeting Closed: 20:42

Action Points for Tracking

Ongoing Actions

24/091.1	Clerk	Strategic Town & Parish Forum: To monitor and feed back any information received from the meeting 26.11.2024. Minutes requested from NNC, but not received. Unable to find on NNC website
24/127.4	GA	Village Newsletter: To investigate Village Connect as another way of disseminating information
24/141.1	MS	Clerk Appraisal: To arrange and complete

New Actions This Meeting

25/006.1	Clerk	Correspondence: A4300 Stamford Road speed limit change. Clerk to enquire for update after closing date 6.2.25
25/015.1	MS	Latham & Bingley Charity: To place in newsletter with contact details
25/016.1	MS	Montagu Hospital Trust: To place in newsletter with contact details
25/019.1	MS	Newsletter: Cllr Smith will draft another newsletter with recent activities to include parish council elections, annual parish meeting etc
25/021.1	MS	Defibrillator & Bleed Kit: To check original order for bleed kit
25/022.1	Clerk	Health & Wellbeing: To contact Lisa Tartaglia regarding working group
25/024.1	MS/GA	VASID No.2: To check emails with a view to contacting Highways for clarification
25/028.1	Clerk	Elections May 2025: To place details on website
25/028.2	MS	Elections May 2025: To place in newsletter
25/029.1	Clerk	Policies: Risk Management. To place on website
25/030.1	MS	Annual Parish Meeting: 13.05.2025. To print off and insert with newsletter
25/030.2	Clerk	Annual Parish Meeting: 13.05.2025. To invite groups within the parish

25/031.1	MS Clerk	S106 Monies: To meet up imminently to collate and summarize emails to be sent to Graeme Kane
25/032.1	Clerk	Insurance: Once the 2 nd VASID is installed, to add to insurance. To clarify definition of collision damage to street furniture
25/034.1	Clerk	Asset Register: To place on website
25/036.1	Clerk	Clerk - Working from Home Allowance: Clerk to implement £120 and standing order for £10 monthly
25/036.2	MS	Clerk - Working from Home Allowance: To authorise at bank
25/039.1	Clerk	Year End Accounts: Implement accounts for financial year ending 31.03.2025 and circulate to Councillors
25/041.1	Clerk	Next Meeting: 13.05.2025. Weekley Village Hall. 6.30pm. To check availability of village hall and book

Actions Outstanding from Minutes Tuesday 12th November 2024

24/091.1	Clerk	Strategic Town & Parish Forum: To monitor and feed back any information received from the meeting 26.11.2024. Minutes requested from NNC, but not received. Unable to find on NNC website
24/096.1	MS	Boughton Estates: To report areas of mowing via the NNC link. Complete
24/116.1	MS	Planning: Continue to attempt to identify correct contact and procedures for securing S106 funds from Hanwood Park development. See agenda item 25/031
24/118.1	SR	Bus Shelters: To be able to get the Estate's own staff to complete the job before Xmas. If that did not happen, it was suggested that a working party of volunteers be set up in the new year to complete the repairs. See agenda item 25/025
24/119.1	BR Clerk	NNC Democratic Services: Voting Open for Town and Parish Council. To notify Councillors on receipt of further information. See agenda item 25/010
24/122.1	BR	NCalc Environment Champions. To notify Councillors on receipt of further information. See agenda item 25/013
24/127.1	MS	Village Newsletter: To draft an article to Cllr Smith by the end of November. Complete
24/127.2	MS	Village Newsletter: To contact Montagu Club, Cricket Club and Village hall. Complete. No response received
24/127.3	CS	Village Newsletter: To contact the Church to see if they want to add anything. Complete
24/127.4	GA	Village Newsletter: To investigate Village Connect as another way of disseminating information
24/131.1	All	Health & Wellbeing: To try and attend charities have their AGM on 18/11/2024. See agenda item 25/016 & 017
24/131.2	BR	Health & Wellbeing: To investigate demographics within the village. See agenda item 25/022
24/131.3	BR	Health & Wellbeing: To speak to Lisa regarding use of village hall for wellbeing meetings and events. See agenda item 25/022
24/134.1	GA	Police Liaison: To liaise for attendance at next meeting

24/136.1	Clerk	Policies: To place on website standing orders and financial regulations. Complete
24/137.1	MS	Elections May 2025: To place details in village newsletter. Complete
24/138.1	GA	VASID: To chase Highways for confirmation of installation date. See agenda item 25/024
24/141.1	MS	Clerk Appraisal: To arrange and complete
24/142.1	MS	National Pay Awards: To notify clerk of revised salary. Complete
24/142.2	Clerk	National Pay Awards: To implement revised salary. Complete
24/147.1	BR	Projects FY25/26: To circulate some suggestions VE celebrations 8th May 2025. Complete
24/149.1	Clerk	Precept FY25/26: To submit precept £4100 to NNC. Complete
24/150.1	Clerk	Next Agenda: Asset register, VAS installation, VE day celebrations, litter pick, newsletter, defibrillator training, IT requirements. Complete

Approved