

# Weekley Parish Council



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

Tel: 07881 458801 / 01604 781834

Email: [clerk@weekleyparishcouncil.gov.uk](mailto:clerk@weekleyparishcouncil.gov.uk)

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

---

Date: 29<sup>th</sup> July 2025

To: All Parish Councilors

From: Mrs. R Cole, Clerk to Weekley Parish Council

Dear Councilor,

You are hereby summoned to attend the meeting of Weekley Parish Council to be held on **Tuesday 5<sup>th</sup> August 2025 at 7.00pm at Boughton Estate Office**, Weekley, Kettering, Northamptonshire, NN16 9UP when the under mentioned business will be transacted.

*Members of the public and press are welcome to attend these meetings.  
These meetings may be recorded, filmed or broadcast without prior notice to the Parish Council,  
provided that such activity does not impede the conduct or business of the meeting.*

## **AGENDA**

### **Full Parish Council Meeting**

- 25/088 Apologies:** *To receive and approve apologies for absence*
- 25/089 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*
- 25/090 Minutes:** *To receive and approve for signature the minutes of Weekley Annual Parish meeting, Weekley Annual Parish Council meeting & Weekley Full Parish Council meeting held on Tuesday 13th May 2025*
- 25/091 Declarations of Interest:** *Members to disclose any interests in relation to items on the agenda*
- 25/092 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*

- 25/093 Correspondence:** *To receive relevant correspondence since last meeting and actions arising*  
 23.07.25 Kettering Town Council. Notice of Mayoral visit to Boughton House for the opening of permissive access to Star Pond 31<sup>st</sup> July 25  
 11.07.25 Hanwood Park Design Code Community Engagement - meetings  
 09.07.25 NNC - Recruitment to Co-Opted Town and Parish Councillor for Code of Conduct. Closing date 07.08.25  
 09.07.25 NCalc - Notice of the 78th Annual Conference. 04.10.25  
 11.06.25 Northants PFCC - New contact line for Police, Fire and Crime Commissioner. James Averill, Senior Communications Officer  
 05.06.25 Town and Parish - Introduction. Shannon Petrossian is the new contact for NNC Stronger Communities Co-ordinator (Rural Affairs)
- 25/094 Planning:** *To note and receive planning applications/notices since last meeting*  
*Notice of the two below have been received from NNC Planning:*
- 23.06.25 NK/2025/0255 Approval of all matters in respect of KET/2020/0303 (Erection of an industrial manufacturing and warehouse building (Use Class B2 and B8) together with ancillary office accommodation and associated access). Weekley Wood Avenue (land at), Kettering
  - 17.07.25 NK/2025/0261 Prologis UK Mobility Limited. Electric vehicle charging hub for commercial vehicles with associated WC block and external amenity area, associated equipment, substation, access, gates and fencing, hard and soft landscaping and other associated works. Prologis Park Kettering (Zone B, Plot3), Hipwell Road, Kettering
- 25/095 VJ Day:** *To note a National two-minute silence will be held at 12 noon on 15 August 2025 to honour the 80th anniversary of VJ Day*
- 25/096 NNC Democratic Services:** *Code of Conduct. To receive update from Cllr Ring*
- 25/097 NCalc Environment Champions:** *To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment*
- 25/098 Newsletter:** *To discuss future articles*
- 25/099 Defibrillator & Bleed Kit:** *To receive update from Cllr Ring. To consider dates for training. To approve purchase & expenditure of Bleed Control Kit £85.00 (excl VAT)*
- 25/100 Health & Wellbeing:** *To receive update from Cllr Ring*

#### **Regular Reports/Updates**

- 25/101 VASID 1 & 2:** *To receive update*
- 25/102 Boughton Estates:** *To receive update on works from Cllr Rees*

#### **Finance/Governance**

- 25/103 Training:** *To note: Cllr Jones booked on 'Off To A Flying Start' course, 16.09.25 & Cllr Gammons is booked for 02.10.25*
- 25/104 SLCC National Conference 2025:** *14/15<sup>th</sup> October 2025. Members Package - £510 + VAT Tuesday & Wednesday with overnight stay. To consider contribution if clerk were to attend*
- 25/105 Register of Interests:** *NNC misplaced forms. Councillors who have been notified, to complete online direct to NNC*
- 25/106 Policies:** *To review and adopt Standing Orders & Financial Regulations (to include Procurement Act 2023 and The Procurement Regulations 2024) and Code of Conduct, previously circulated*

- 25/107 National Pay Awards:** *The 2025/26 National pay award for local government has been agreed with effect from 01.04.25. To approve, implement and backdate for Clerk pay*
- 25/108 S106 Monies:** *To receive update from Cllr Rees including possible allocation for both bus stops*
- 25/109 Clerk Email Address:** *To note that the free gov.uk email address and domain [clerk@weekleyparishcouncil.gov.uk](mailto:clerk@weekleyparishcouncil.gov.uk) has been implemented by Parish Online*
- 25/110 Payments:** *To note HMRC VAT reclaim received 17.06.25 for period 01.01.25 - 31.05.25 £925.90. To approve payments since last meeting £356.52. To approve current payments £178.26. Invoices to be signed by authorised signatories*

**Payments since last meeting 13<sup>th</sup> May 2025**

Ref	Payee	Description	Date	Method	Amount
117	Clerk	June 2025 salary	20/06/2025	S/O	£162.26
118	Clerk	Working from home allowance monthly	20/06/2025	S/O	£10.00
119	Unity Trust Bank	Monthly bank charge May	30/06/2025	Direct	£6.00
120	Clerk	July 2025 salary	20/07/2025	S/O	£162.26
121	Clerk	Working from home allowance monthly	20/07/2025	S/O	£10.00
122	Unity Trust Bank	Monthly bank charge June	31/07/2025	Direct	£6.00

**£356.52**

**Payments this meeting**

Ref	Payee	Description	Date	Method	Amount
123	Clerk	August 2025 salary	20/08/2025	S/O	£162.26
124	Clerk	Working from home allowance monthly	20/08/2025	S/O	£10.00
125	Unity Trust Bank	Monthly bank charge July	31/08/2025	Direct	£6.00

**£178.26**

- 25/111 Bank Balance:** *To receive and approve balance at bank and reconciliations for May, June & July 2025, previously circulated. To be signed by non-signatory*
- 25/112 Next Agenda:** *To request items for next agenda*
- 25/113 Next Meeting:** *To confirm next meeting date 04.11.2025 - Boughton Estate Office. 7.00pm*

**Clerks Notes:** *Councillor Lisa Tartaglia is now referred to as Councillor Lisa Jones  
Greenbelt Festival, Thursday 21<sup>st</sup>- Sunday 24<sup>th</sup> August 2025, Boughton House  
Cllr Brendon Lovell-Moor is our Ward Councillor - Geddington & Stanion Ward*

Signed: *Ruby Cole*

Date: 29<sup>th</sup> July 2025