

Weekley Parish Council



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

Tel: 07881 458801

Email: clerk@weekleyparishcouncil.gov.uk

Web: www.weekleyparishcouncil.gov.uk

MINUTES

Minutes of Weekley Full Parish Council meeting held on **Tuesday 3rd February 2026** at **7.00pm** at **Boughton Estate Office**, Weekley, Kettering, Northamptonshire, NN16 9UP

Present:

Councillors: Chair - Cllr S Rees, Vice Chair - Cllr B Ring, Cllr I Gammons

Ward Councillor: Brendon Lovell-Moore (Geddington & Stanion)

Public: 1

Clerk: Ruby Cole

26/001	Apologies: Cllr L Jones – Illness. Resolved : Council approved the above apologies and reason.	
26/002	Public address to the council: A resident attended to raise concerns about the condition of the bus shelters. As a regular walker through the village, he has observed their gradual decline. Although he has personally cut back some overgrowth and carried out minor tidying, he would like to know when the shelters are scheduled to be repaired.	
26/003	Minutes: Full Parish Council meeting Tuesday 4 th November 2025. Resolved: Minutes approved. Chair signed at meeting.	
26/004	Declarations of Interest: None.	
26/005	Actions Outstanding: See end of document for full update.	
26/006	Correspondence: Relevant correspondence since last meeting 04.11.25. 1. 14.01.26 Police, Fire and Crime Commissioner - Teams meeting 04.03.26 6pm Precept and budgets. Noted. Cllr Lovell-Moore will be attending this and will forward debrief to Council. Action 26/006.1 2. 14.01.26 Invitation to Engage in Developing the Community Safety Plan 2025 - 2029. The process of creating the next strategic plan that will replace/succeed the existing 2022–2025 plan. Online 10.02.26. Noted. Cllr	BLM

	<p>Lovell-Moore will be attending this and will forward debrief to Council. Action 26/006.2</p> <p>3. 08.01.26 Free Tree Giveaway - North Northamptonshire Council x Woodland Trust. Noted.</p> <p>4. 11.11.25 Stamford Road (A4300), Weekley - Speed Limit Order 2025. Noted. <i>Post Agenda:</i> Kettering Central Neighbourhood Plan. Noted.</p>	BLM
26/007	Planning: No notifications received.	
26/008	NPPF (National Planning Policy Framework): New framework designed to drive housing delivery and economic growth, with major implications for local planning. Consultation closes 10.03.26 with the final framework expected to influence planning decisions and the development of the new North Northamptonshire Local Plan throughout 2026. The draft has no statutory weight yet but as a consultee the parish council will be notified for comments, which is expected later this year.	
26/009	Newsletter: Deferred to next meeting.	
26/010	<p>Bus Shelters: The bus shelters are in a poor state of repair and are currently both visually detrimental and structurally concerning. Any remedial works would represent a significant cost to the council. However, responsibility for maintenance is unclear. It is also uncertain whether local residents wish the shelters to be retained or preserved. The presence of Cadent Gas signage on the northbound shelter may indicate that responsibility for that particular bus shelter lies with them. The bus shelter on the south side is on Boughton Estates land. Clarifying ownership and maintenance responsibility should be undertaken as a priority before any decision is made regarding repair or removal.</p> <p>Resolved: Cllr Lovell-Moore will make enquiries within NNC in the first instance. Action 26/010.1</p>	BLM
26/011	<p>Kettering Half Marathon: 08.03.26. Roads will be closed on a rolling basis between 08.30 & 12.30 for the Kettering half-marathon. Stamford Road expected to re-open 10:15 am.</p> <p>Noted: Clerk has placed on parish council website.</p>	

Regular Reports/Updates

26/012	<p>VASID 1 & 2: Both devices are effective and working well. Cllr Ring & Cllr Gammons will update regularly.</p> <p>Resolved: Cllr Ring to retrieve lance from Mr Attwell. Action 26/012.1</p>	BR
26/013	Boughton Estates: Cllr Rees reported that general maintenance is being carried out on a regular basis. Heating has been installed in the village hall.	
26/014	<p>Police Liaison:</p> <ol style="list-style-type: none"> 1. A "crime prevention in a box" scheme is being developed. If delivery times coincide, these packs could be included with the newsletter. 2. The continued police presence works well in helping to provide reassurance amongst the parish. There are currently no issues of concern. <p>Resolved: Cllr Gammons to liaise with newsletter team for distribution. Action 26/014.1. Cllr Gammons to complete the latest crime and prevention survey. Action 26/014.2</p>	IG IG

26/015	NNC Democratic Services: Code of Conduct. Cllr Ring has yet to receive further information, but will reach out to NNC for any update.	
26/016	NCalc Environment Champions: This project is beginning to take shape. At present, most of the activity is aimed at larger councils, with limited provision for smaller councils. A quarterly newsletter is being produced. Cllr Ring receives regular updates and will notify the Council should any matters arise that are of benefit or concern.	
26/017	Defibrillator & Training 27.01.26 : Unfortunately, this session was cancelled due to limited interest. Factors such as dark nights and winter weather may have contributed, so it was agreed that it would be better to reschedule for the summer months. The defibrillator pads are in date until 20.01.2027. Resolved: Cllr Ring to provide further information on training via leaflets to be included with the newsletter. Action 26/017.1	BR
26/018	Health & Wellbeing: The recent heating installation in the village hall is another step forward to making plans to support health and wellbeing in the community.	

Finance/Governance

26/019	Co-option: Cllr Rees proposed to co-opt David Rose onto Council, seconded by Cllr Gammons. Resolved: David Rose accepted the position and signed the Declaration of Acceptance of Office form at meeting. Clerk to send relevant forms and further information to Mr Rose. Action 26/019.1	Clerk
26/020	Policies: Clerk circulated updated policies for approval prior to meeting. Risk Management, I.T. Policy, Complaints Procedure, Publication Scheme, Data Breach, Data Protection, Subject Access Request, Records Retention, Equality & Diversity, Health & Safety, Grievance & Disciplinary, Scheme of Delegation. Resolved: All policies were approved and signed by Chair & Clerk. Clerk to place on parish council website. Action 26/020.1	Clerk
26/021	Community Governance Review: Consultation extended to 12.03.26. This is in place to assess local town and parish council electoral arrangements. The review is intended to address changes resulting from previous boundary reviews and new developments, and to ensure governance arrangements continue to reflect local identities. Resolved: Cllr Rees to draft a response for councillor approval prior to submission. The response will emphasize the importance of keeping Weekley Parish independent, reflecting the views and identity of the local community. Action 26/021.1	SR
26/022	Annual Parish Meeting: 12 th May 2026. The following are to be invited to the meeting. Church, Montagu Club, Cricket, Village Hall, Lavender Bee, N.F.U., Old Vicarage Care Home, NNC Police. Resolved: Clerk to send invitations and prepare notice for website. Action 26/022.1	Clerk

26/023	<p>S106 Monies: S106 funds are contributions from developers, provided as part of planning agreements, to support local infrastructure and community projects. New applications are currently on hold. The two village gates have been installed using S106 funding.</p>	
26/024	<p>Local Transport Grant: Council considered the Local Transport Grant, which provides an opportunity for the Parish Council to propose transport schemes. The closing date for submissions is 16.02.26, and there is scope to apply for up to three schemes. The following potential schemes were discussed:</p> <ol style="list-style-type: none"> 1. Highway Crossing - A central refuge had previously not been approved due to visibility concerns. However, there may be scope for a pelican or zebra crossing to the south of the village. 2. Bus Shelters - Stamford Road 3. Traffic Calming Measures - Increased traffic calming measures through the village to reduce vehicle speeds. 4. Washwell Lane Footpath - The footpath is currently impassable due to overgrown hedgerows and accumulated debris, presenting a health and safety risk to pedestrians. It was noted that this issue falls under Highways responsibility and is therefore not eligible for inclusion within the transport grant scheme. <p>Resolved: The 3 suggestions were approved for the scheme. Clerk, alongside recently appointed Cllr Rose to draft a response outlining proposals. Action 26/024.1. Cllr Ring to report on FixMyStreet footpath concerns. Action 26/024.4 .</p>	Clerk DR BR
26/025	<p>Insurance: Long term agreement in place until 31.05.27. Premium due 31.05.2026 approx. £256.80</p> <p>Resolved: Noted and expenditure approved.</p>	
26/026	<p>Internal Auditor: Appointment of internal auditor for FY 2025/26 NJ Searle</p> <p>Resolved: Noted. Clerk to liaise with Mr Searle as required.</p>	
26/027	<p>Asset Register: The asset register remains the same as last year with the addition of the new VAS. Pending further information, the bus shelters will remain until rectified.</p> <p>Resolved: Approved.</p>	
26/028	<p>Unity Trust Bank: Notice received 27.11.25 of fee increases. Monthly bank charge £7 from February 2026</p> <p>Resolved: Noted and approved.</p>	
26/029	<p>Payments: Payments since last meeting £366.94. Current payments £424.56 with additional pay review. Total £791.50.</p> <p>Resolved: Approved. Invoices signed at meeting. Cllr Rees and Clerk to authorise at bank. Action 26/029.1</p>	SR Clerk

140	Clerk	December 2025 salary	20/12/2025	S/O	167.47
141	Clerk	Working from home allowance monthly	20/12/2025	S/O	10.00
142	Unity Trust Bank	Monthly bank charge November	31/12/2025	Direct	£6.00
143	Clerk	January 2026 salary	20/01/2026	S/O	167.47
144	Clerk	Working from home allowance monthly	20/01/2026	S/O	10.00
145	Unity Trust Bank	Monthly bank charge December	31/01/2026	Direct	£6.00
146	Clerk	Pay Increase Back Pay	20/02/2026	Direct	24.00
147	Clerk	February 2026 salary	20/02/2026	S/O	205.12
148	Clerk	Working from home allowance monthly	20/02/2026	S/O	10.00
149	Swarco	Vas 1 Maintenance 05.05.26 to 28.02.27	28/02/2026	Online	178.44
150	Unity Trust Bank	Monthly bank charge January	28/02/2026	Direct	7.00

£791.50

26/030	Financial Report: Bank Balance: 31/01/2026 £2981.07. Resolved: Approved. Bank reconciliations for November, December 2025 and January 2026 at signed at meeting.	
26/031	Year End Accounts: Clerk will implement the accounts for financial year ending 31.03.26 and circulate to Councillors ahead of the next meeting.	
26/032	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: Approved.	
26/033	Close Meeting: Council resolved to close meeting to press and public for confidential item under 'The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)'. Resolved: Council approved. Cllr Rees to send clerk revised hours and pay to be implemented. Action 26/034.1.	SR
26/034	Clerk Appraisal: Following Clerk's appraisal conducted by Cllr Rees, a proposal was put forward to Council (previously circulated) to increase the clerks salary and working hours with the new hourly rate to be backdated to April 2025. Resolved: Council approved. Cllr Rees to send clerk revised hours and pay to be implemented. Action 26/034.1.	
26/035	Next Agenda: Village Emergency Action Plan. Year End Accounts	
26/036	Next Meeting: Weekley Village hall has been booked 12th May 2026 for Annual Meetings: Weekley Annual Parish meeting (meeting for parishioners), Weekley Annual Parish Council meeting & Weekley Full Parish Council Meeting 6.30pm	

Clerks Notes: Parish Council website address has now been changed to .gov.uk

Meeting Closed: 20.23

Action Points for Tracking

Ongoing Actions

25/015.1	LJ	Latham & Bingley Charity: To place in newsletter with contact details. Now for Cllr Jones to place in newsletter	Ongoing
25/016.1	LJ	Montagu Hospital Trust: To place in newsletter with contact details. Now for Cllr Jonea to place in newsletter	Ongoing
25/078.1	SR	Health & Wellbeing: To investigate village hall outside boundaries and parking on the grass area	Ongoing
25/099.1	SR	Defibrillator: To arrange repair	Ongoing
25/132.1	SR	VASID 1 & 2: To obtain lance from Graham Attwell	Ongoing
25/133.1	SR	Boughton Estates: To investigate dangerous tree - Washwell Lane	Ongoing

New Actions This Meeting

26/006.1	BLM	Correspondence: To debrief on 04.03.26 meeting - Police, Fire and Crime Commissioner - Teams meeting
26/006.2	BLM	Correspondence: To debrief on 10.02.26 meeting - Developing the Community Safety Plan 2025 - 2029.
26/010.1	BLM	Bus Shelters: To make enquiries within NNC.
26/012.1	BR	VASID 1 & 2: To retrieve lance from Mr Attwell.
26/014.1	IG	Police Liaison: To liaise with newsletter team for distribution.
26/014.2	IG	Police Liaison: To complete the latest crime and prevention survey.
26/017.1	BR	Defibrillator & Training: To provide further training information via leaflets to be included with the newsletter.
26/019.1	Clerk	Co-option: To send relevant forms and further information to Mr Rose.
26/020.1	Clerk	Policies: To place on parish council website.
26/021.1	SR	Community Governance Review: Consultation extended to 12.03.26. To draft a response for councillor approval prior to submission.
26/022.1	Clerk	Annual Parish Meeting: 12th May 2026. To send invitations and prepare notice for website.
26/024.1	Clerk/DR	Local Transport Grant: To draft a response outlining proposals.
26/024.4	BR	Local Transport Grant: To report on FixMyStreet the footpath concerns.
26/029.1	SR/Clerk	Payments: To authorise at bank.
26/034.1	SR	Clerk Appraisal: To send clerk revised hours and pay to be implemented.

**Actions Outstanding for Weekley Parish Council from meeting
Tuesday 4th November 2025**

25/015.1	LJ	Latham & Bingley Charity: To place in newsletter with contact details. Now for Cllr Jones to place in newsletter	Ongoing
25/016.1	LJ	Montagu Hospital Trust: To place in newsletter with contact details. Now for Cllr Jonea to place in newsletter	Ongoing
25/078.1	SR	Health & Wellbeing: To investigate village hall outside boundaries and parking on the grass area	Ongoing
25/099.1	SR	Defibrillator: To arrange repair	Ongoing
25/099.2	BR	Defibrillator: Cllr Ring to co-ordinate Cllr Ring to contact Montagu Club and coordinate training etc	See Agenda Item 26/107
25/120.1	Clerk	Planning: 29.10.2025. 25/00893/FUL - Weekley Cricket Club. To respond - no observations in favour or against (neutral)	Complete
25/120.2	Clerk	Planning: 29.10.2025. 25/00894/LBC - Weekley Cricket Club. To respond - no observations in favour or against (neutral)	Complete
25/124.1	SR	Newsletter: To provide an article on behalf of the parish council	See Agenda Item 26/009
25/132.1	SR	VASID 1 & 2: To obtain lance from Graham Attwell	Ongoing
25/133.1	SR	Boughton Estates: To investigate dangerous tree - Washwell Lane	Ongoing
25/134.1	Clerk	Police Liaison: To notify NCalc Cllr Gammons is to be the PLR contact	Complete
25/139.1	Clerk	Clerk Appraisal: To send pay scales to Cllr Rees	Complete
25/143.1	Clerk	Precept FY26/27: To sign and submit precept form to NNC	Complete
25/144.1	Clerk	Co-option. To place on agenda	Complete