

Weekley Parish Council



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MINUTES

Minutes of Weekley Full Parish Council meeting held on **Tuesday 7th November 2023** at **7.00pm** at **Boughton Estate Office**, Weekley, Kettering, Northamptonshire, NN16 9UP

Present:

Councillors: Chair Cllr M Smith, Vice Chair Cllr G Attwell, Cllr S Rees

Public: None

Clerk: Ruby Cole

23/096	Apologies: Cllr M Hales, Cllr C Cuckson, Ward Cllr Lloyd Bunday Resolved: The Council accepted the above Apologies.	
23/097	Public address to the council: None.	
23/098	Minutes: 1 st August 2023 Resolved: Minutes were approved and signed by Chair at meeting.	
23/099	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: Cllr Rees declared an interest in Agenda item 23/102.	
23/100	Actions Outstanding: See end of Minutes for full update.	
23/101	Correspondence: <ul style="list-style-type: none">Email 08/08/2023 BHIB Council Insurance: From 1st September 2023, brand, name and website will be trading as Clear Councils. Noted.Email 04/09/2023 Pensions Regulator: Legal duties: workplace pensions re-enrolment. Third anniversary of duties start date: 01/02/2024. Re-declaration deadline: 01/7/2024. Noted.Email 30/09/2023 Comm Mini Bus: Research on community transport need for ICS & offer of trial trips for residents. No call for Weekley ParishEmail 04/10/2023 Hanwood Park: Exhibition 26-28th October 2023. No Councillor was available to attend.	

23/102	Planning: <ul style="list-style-type: none"> 01/09/2023 KET/2020/0121 – Appeal APP/L2820/W/23/3325758. Full Planning Permission (EIA): 5 no. B8 warehouses, 1 no. B2 general industry building, service yards, parking, drainage, landscaping and 3 no. substations. Weekley Wood Lane (land at), Kettering. Noted 12/10/2023 AOC/0617/1901 - 12 Church Lane, Weekley. Condition nos. 2 (sample profile of wooden frame/glazing bars) and 8 (staircase details) of KET/2019/0617. Noted 	
23/103	S106 Monies: To receive update. There is no further action during Phase 1. To be revisited when Phase 2 is implemented.	
23/104	Kettering Local Cycling and Walking Infrastructure Plan: The Kettering LCWIP was adopted by the council in September 2023. Resolved: To set up meeting with David Prior to further ascertain plan. Action 23/104.1	Clerk
23/105	Greenbelt Festival: 24 th - 27 th August. The event went very well although there was concern regarding how the local residents can walk to event without driving to the car park. There was also concern that there appeared to be no security around the Star Pond and people were gaining access this way by removing the temporary Harris Fencing. Organisers need to be made aware of this and take action to prevent unauthorised access via this route in future Resolved: Cllr Rees will feed back to organizers. Action 23/105.1	SR
23/106	Remembrance Sunday 12.11.2023: Resolved: Representation by Cllr Rees who will attend the service on Saturday 11 th November and lay a wooden cross and wreath. Representation by Cllr Attwell who will attend Sunday 12 th November and lay the second wooden cross. Action 23/106.1	SR GA
23/107	Weekley Village Sign: It is still anticipated that the Academy will draw up a design. It was suggested that pupils could have a tour around the parish to gain ideas of the history of the parish. Resolved: Cllr Smith to chase up with a view to having this completed by Easter. Action 23/107.1	MS
23/108	Future of Weekley Parish Council: Resolved: To move this item to the end of the agenda.	
23/109	Road Safety/Highways: <ol style="list-style-type: none"> VASID - It was suggested to apply for funding for another VASID in the parish and arrange a meeting with Steve Barber - Kier to advise on location. Signage - It was suggested that the proposed new sign for the village hall, cricket club and church be placed along Church Lane and could incorporate advisory speed. Cllr Rees to suggest design. Resolved: Clerk to obtain quotes and meeting regarding VASID. Action 23/109.1 . Cllr Rees to design sign. Action 23/109.2	Clerk SR
23/110	Hanwood Park: Cllr Smith advised that a suggestion was made that the Weekley-Warkton bypass (known by many as the WeeWaa) may be axed. He has been invited to attend a meeting with Chris Langdon from Hanwood Park at the HP offices 105 Barton Road NN15 6RT as follows on either Friday 10 th November 3pm or Friday 17 th November 1pm. Resolved: Cllr Smith will attend the 10 th November meeting. Action 23/110.1	MS

23/111	Boughton Estates: <ul style="list-style-type: none"> Cllr Rees reported that works to the hedge out of the village towards Kettering has been delayed as a licence is required. The date is now set for 4th December 2023. This will require traffic control measures to be in place. The Star Pond project is going to plan. 	
23/112	Neighbourhood Watch: Deferred to next meeting.	
23/113	Police Liaison: Cllr Attwell advised there is nothing to report for Weekley.	
23/114	Policies: Previously circulated amended policies and governance documents. Standing Orders, Risk Management, Complaints, Publication, Data Breach, Data Protection, Access Request, Health & Safety, Equality & Diversity, Grievance & Disciplinary, Records Retention. Future reviews to be spread throughout the years unless informed otherwise. Resolved: All policies approved. Clerk to place on website. Action 23/114.1	Clerk
23/115	Asset Register: Asset register revised to include replacement value - total £14,442.00. Resolved: Approved by Council.	
23/116	Clerk CiLCA: Clerk has passed her CiLCA course 29/8/2023 and is now qualified. Resolved: Noted. Councillors congratulated Clerk.	
23/117	General Power of Competence: The Council meets the criteria of eligibility as follows: i) The number of Councillors elected at the last ordinary election equals or exceeds two thirds of its total number of councillors and ii) The Clerk/RFO is qualified and holds the sector specific qualification (CiLCA) including Unit 7 relating to General Power of Competence. Resolved: Council agreed to adopt the General Power of Competence.	
23/118	Close Meeting: To pass a resolution to close meeting to press and public for confidential item. The meeting remained open.	
23/119	Salary Increase for Clerk: Salary increase for the Clerk due to becoming CiLCA qualified as documented in her employment contract. Note any change agreed to be for pay calculations from 1st September 2023. Resolved: Council agreed: Pay increase for qualification. Pay increase for a years' service. Pay increase as per National Pay Awards 2023. Cllr Smith to email to Councillors and Clerk the revised pay and hourly rate and back date accordingly. To be approved via email in time for December pay date. Action 23/119.1	MS
23/120	Re-open Meeting: The meeting was not closed.	
23/121	Payments: Total payments £667.34 Resolved: Council approved payments. Cllr Attwell signed invoices.	

Ref	Payee	Description	Date	Method	Amount
52	Furniture at Work	Storage Cabinet	08/09/2023	Online	£240.86
53	Clerk	September Salary	20/09/2023	S/O	£136.16
54	Unity Trust Bank	Quarterly Bank Charge	30/09/2023	Direct	£18.00
55	Clerk	October Salary	20/10/2023	S/O	£136.16
56	Clerk	November Salary	20/11/2023	S/O	£136.16

£667.34

23/122	Bank Balance: Clerk produced previously circulated bank reconciliations for August, September & October 2023 for signature along with above invoices. Balance at bank as at 31 st October 2023 = £4310.14 Resolved: Approved. Signed by Cllr Rees at meeting.	
23/123	Budget 23/24: Resolved: Estimated remaining budget for financial year 2023/2024 of £1892.96 approved.	
23/124	Projects 24/25: Resolved: Traffic calming measures.	
23/125	Budget 24/25: Councillors went through the estimated budget proposal for financial year 2024/2025. Resolved: Expenditure agreed by Council.	
23/126	Precept 24/25: Resolved: Council agreed the precept amount of £3875.00 for financial year 2024/2025. Clerk to complete and submit precept demand to NNC. Action 23/126.1	Clerk
23/127	Next Agenda: Community Governance Review. Resolved: Clerk to place on next agenda. Action 23/127.1	Clerk
23/128	Next Meeting: Tuesday 6 th February 2024 at 7.00pm Boughton Estate Office.	
23/108	Future of Weekley Parish Council: Cllr Smith suggested that overall support by the Council could be more proactive for residents of the parish.	

Meeting Closed: 20:24

Future Meetings:

Tuesday 6th February 2024

Tuesday 14th May 2024 AGM/APM/Full PC Meeting

Action Points for Tracking

Ongoing Actions

22/096.1	MS	Poppy Wreath: To make enquiries for wooden crosses. Cllr Smith to provide measurements and confirm wording. 1.8.23. Cllr Smith advised that the joiners will make these free of charge. Wording to be <i>Lest We Forget</i> or similar. Measurements and final details still to be provided. 1.8.23. 7.11.23. Should be ready tomorrow 8.11.23. Cllr Smith will chase up.
23/015.a	SR	Signage: To design a sign marking directions to Village Hall, Cricket Club & Church. 1.8.23. 7.11.23 Cllr Rees to create draft design
23/015.b	MS	Signage: To check with Village Hall, Cricket Club & Church. 1.8.23. 7.11.23 Cllr Smith/Cllr Attwell will chase up.
23/018.1	MS	Defibrillator: To enquire on defibrillator training. 1.8.23. 7.11.23 Ongoing
23/030.1	Clerk	Asset Register: To obtain quotes for notice boards. Cllr Smith & Cllr Attwell will look into refurbishing current notice board. Cllr Rees to look into possibility of

		Boughton Estates carpentry dept refurbishing the notice board and what the cost would be. 1.8.23. 7.11.23 Ongoing
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New Actions This Meeting

23/104.1	Clerk	Kettering Local Cycling and Walking Infrastructure Plan: To set up meeting with David Prior to further ascertain plan.
23/105.1	SR	Greenbelt Festival: To feed back to organizers regarding local residents access.
23/106.1	SR GA	Remembrance Sunday 12.11.2023: Cllr Rees to attend Saturday 11 th November. Cllr Attwell to attend Sunday 12 th November.
23/107.1	MS	Weekley Village Sign: To chase up with a view to having this completed by Easter.
23/109.1	Clerk	Road Safety/Highways: To VASID - To apply for funding for another VASID and arrange meeting with Steve Barber – Kier.
23/109.2	SR	Road Safety/Highways: Signage – To design and contact the tenant of Willowstack re installing the new sign on their wall.
23/110.1	MS	Hanwood Park: To attend the 10 th November meeting.
23/114.1	Clerk	Policies: To place on website.
23/119.1	MS	Salary Increase for Clerk: To calculate pay increase.
23/126.1	Clerk	Precept 24/25: To complete and submit precept demand to NNC.
23/127.1	Clerk	Next Agenda: Community Governance Review.

Actions Outstanding from Weekley Parish Council meeting Tuesday 1st August 2023 at 7.00pm at The Boughton Estate Office, Weekley, Kettering, Northants, NN16 9UP		
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23/018.1	MS	Defibrillator: To enquire on defibrillator training. 1.8.23. 7.11.23 Ongoing
23/030.1	Clerk	Asset Register: To obtain quotes for notice boards. Cllr Smith & Cllr Attwell will look into refurbishing current notice board. 1.8.23. 7.11.23 Ongoing
23/075.1	Clerk	Boundary Review: To write requesting an extension of time for pc response. 7.11.23 Complete
23/075.2	Clerk MS	Boundary Review: To write to The Local Government Boundary Commission with our response 7.11.23 Complete

23/080.1	Clerk	Kettering Local Cycling and Walking Infrastructure Plan: To request Council meeting with David Prior. See Agenda Item 23/104
23/081.1	MS	Greenbelt Festival: Cllr Smith to declare allocation of free tickets to NNC Monitoring Officer and send a copy to the Clerk . 7.11.23 Complete. Not attended
23/082.1	Clerk	Road Safety/Highways: To make enquiries with NNC regarding 'Group Submission' Grant. 7.11.23 Complete - unclear of what this relates to
23/083.1	GA	Weekley Village Sign: To speak with members of the Academy to try and progress along with Jonathon Smith. See Agenda Item 23/107

Approved