

Weekley Parish Council



Clerk: Mrs Ruby Cole
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Date: 1st May 2024

To: All Parish Councilors

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

Dear Councilor,

You are hereby summoned to attend the meetings of: Weekley Annual Parish Council meeting, Weekley Full Parish Council Meeting, commencing with Weekley Annual Parish meeting (meeting for parishioners). These are to be held on **Tuesday 14th May 2024 at 7.00pm at Weekley Village Hall**, Church Lane, Kettering 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

Annual Parish Meeting

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| 24/028 | <i>Welcome from Chair</i> |
| 24/029 | <i>Apologies</i> |
| 24/030 | <i>Parish Council Chair Report</i> |
| 24/031 | <i>Parish Council Finance Report</i> |
| 24/032 | <i>Annual Report from North Northamptonshire Council</i> |
| 24/033 | <i>Annual Reports from Village Groups</i> |
| | <ul style="list-style-type: none">• <i>Weekley & Warkton Cricket Club</i>• <i>Boughton Estates</i>• <i>Lavender Bee Tea Room</i>• <i>Montagu Club</i>• <i>Village Hall</i> |
| 23/034 | <i>Questions from the floor</i> |

AGENDA

Annual Parish Council Meeting

- 24/035 Election of Chair:** *To receive nominations and elect Chair*
- 24/036 Acceptance of Office for Chair:** *Present 'Declaration of Acceptance of Office' form for signature*
- 24/037 Apologies:** *To receive and approve apologies for absence*
- 24/038 Election of Vice Chair:** *To receive nominations and elect Vice Chair*
- 24/039 Adoption of Policies:** *To note, majority of policies were reviewed September 2023. Scheme of Delegation to Clerk*
- 24/040 Year End Accounts Summary:** *To approve year end accounts FY2023/24, previously circulated*
- 24/041 AGAR 2023/24 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*
- 24/042 AGAR 2023/24 External Audit:** *To note the council has been selected for an intermediate review (5% sample)*
- 24/043 AGAR 2023/24 Annual Internal Audit Report:** *To receive and note the annual internal audit report as conducted by Internal Auditor Nigel Searle, previously circulated*
- 24/044 AGAR 2023/24 Section 1 - Annual Governance Statement:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 24/045 AGAR 2023/24 Section 2 - Accounting Statements Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 24/046 AGAR 2023/24 Exercise of Public Rights:** *Council to agree to set dates as commencing Monday 3 June 2024 and ending on Friday 12 July 2024*
- 24/047 Councillors Roles:** *Appointment of parish councillor roles & responsibilities*
- 24/048 Meetings:** *To set meeting dates for the year June 2024 - May 2025 as Tuesdays:
6th August 2024
5th November 2024
4th February 2025
13th May 2025*

AGENDA

Full Parish Council Meeting

- 24/049 Apologies:** *To receive and approve apologies for absence*
- 24/050 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*
- 24/051 Councillor Resignations:** *To note resignations of Cllr C Cuckson & Cllr M Hales 01/04/2024*

- 24/052 Casual Vacancy:** *To note the two vacancies have been posted on NNC website with notification due 07/05/2024 for the viability of commencement of co-option*
- 24/053 Co-option:** *On confirmation from NNC. To receive nominations for Co-option and make co-option*
- 24/054 Minutes:** *To receive and approve for signature the minutes of the full parish council meeting held on Tuesday 6th February 2024*
- 24/055 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** *Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business*
- 24/056 Actions Outstanding:** *To receive reports on actions outstanding.*
- 24/057 Correspondence:** *To receive correspondence since last meeting and actions arising.*
 07.03.2024 24/00390/LAPVAR Weekley & Warkton Cricket Club Weekley NN16 9UN
 11.03.2024 Two traffic mirrors available - Clerk Geddington Parish Council
 09.04.2024 Kettering Energy Park Masterplan - NNC
 12.04.2024 Northamptonshire ACRE newsletter
 18.04.2024 NNC Planning Advisory Service Review 2024
 22.04.2024 Strategic Town & Parish Forum Meeting 14th May 2024
 24.04.2024 Do you have your Parish ready for D-Day 80?
- 24/058 Email Group:** *To note Cllr Smith has set up an email group between Weekley Village Hall, Montagu Club, Lavender Bee, Weekley & Warkton Cricket Club for ease of communication*
- 24/059 Planning:** *To note and receive notices since last meeting - at end of agenda. To receive and respond to new planning applications/notices*
- 24/060 Community Governance Review:** *To receive update. To note email received from Kettering Town Council regarding Weekley Hall Wood 29/04/2024*
- 24/061 Bus Shelters:** *To receive update on repairs*
- 24/062 Weekley Village Sign:** *To receive update*
- 24/063 King Charles III - Official Portrait:** *The portrait has been received. To agree public location to be displayed*
- 24/064 I.T. Requirements:** *To receive update*
- 24/065 Greenbelt Festival:** *To note date Thursday 22nd - Sun 25th August 2024*

Regular Reports/Updates

- 24/066 Boughton Estates:** *To receive update on works from Cllr Rees*
- 24/067 Neighbourhood Watch:** *To allocate representative*
- 24/068 Police Liaison:** *To receive update from Cllr Attwell*

Finance/Governance

- 24/069 VASID:** *To discuss options and location of VASID along Stamford Road. To receive quotes*
- 24/070 Bank Signatories:** *To confirm Mark Hales to be removed as bank signatory. To agree replacement signatory*
- 24/071 Insurance:** *To receive quotes for renewal, previously circulated*
- 24/072 Payments:** *To note, receipts since last meeting £3875 NNC Precept. To approve payments since last meeting £645.93. To approve current payments £856.13. Invoices to be signed by authorised signatory*

Payments since last meeting 6th February 2024

Ref	Payee	Description	Date	Method	Amount
63	Clerk	March Salary	20/03/2024	S/O	£152.55
64	Unity Trust Bank	Quarterly Bank Charge	31/03/2024	Online	£18.00
65	Clerk	April Salary	20/04/2024	S/O	152.55
66	Information Commissioner	Annual Renewal - Data Protection	20/04/2024	Online	40.00
67	Holcot Parish Council	50% Annual Microsoft Share	20/04/2024	Online	33.33
68	Mike Smith	WordPress Reimbursement	20/04/2024	Online	62.40
69	Northants Calc	Annual Membership Fee	20/04/2024	Online	187.10

£645.93**Payments this meeting**

Ref	Payee	Description	Date	Method	Amount
70	Swarco	3 Year Maintenance Contract	15/05/2024	Online	703.58
71	Clerk	May Salary	20/05/2024	S/O	152.55

£856.13

24/073 Future Payments: *To note and approve, via the Scheme of Delegation to the Clerk, that annual administration payments before the next meeting will be implemented accordingly*

24/074 Bank Balance: *To receive and approve balance at bank and reconciliations for February, March and April 2024, previously circulated*

24/075 Next Agenda: *To request items for inclusion on the agenda for the next meeting*

24/076 Next Meeting: *To confirm next meeting Tuesday 6th August 2024 - Boughton Estate Office. 7.00pm*

Signed: *Ruby Cole*

Date: 1st May 2024