

# Weekley Parish Council



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## MINUTES

Minutes of Weekley Full Parish Council meeting held on **Tuesday 12<sup>th</sup> November 2024** at **7.00pm** at **Boughton Estate Office**, Weekley, Kettering, Northamptonshire, NN16 9UP

### Present:

**Councillors:** Chair - Cllr M Smith, Vice Chair- Cllr Attwell, Cllr S Rees, Cllr B Ring, Cllr C Scott

**Public:** None

**Clerk:** Not present. Minutes taken by Chair. Prepared by Ruby Cole

24/110	<b>Apologies:</b> None	
24/111	<b>Public address to the council:</b> <b>Resolved:</b> None	
24/112	<b>Minutes:</b> Full Parish Council Tuesday 6 <sup>th</sup> August 2024 <b>Resolved:</b> Minutes approved. Chair signed at meeting	
24/113	<b>Declarations of Interest:</b> <b>Resolved:</b> None	
24/114	<b>Actions Outstanding:</b> See end of document for full update	
24/115	<b>Correspondence:</b> 25.10.24 Northants Acre Newsletter. Noted 25.10.24 Health & Wellbeing Survey 2024. Cllr Ring submitted 1.11.24 11.10.24 A new Civic Protocol for Northamptonshire has been published under the auspices of HM Lord-Lieutenant of Northamptonshire. Noted 02.09.24 Introduction from Rosie Wrighting MP's office. Noted 20.08.24 NCalc - New Training Courses available. Note 19.08.24 Unity Trust Bank - Confirmation of Eligibility FSCS Annual Review. Clerk completed 09.08.24 NCalc Housebuilding Consultation. September 24. Expired 08.08.24 Notice of the 77th Annual Conference - 05.10.24. Expired	

<b>24/116</b>	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>AOC/0129/2401 23/08/2024. 35 Washwell Lane, Weekley. Approval of Conditions. Condition nos. 5 (Site investigation) and 6 (Remedial scheme) of NK/2024/0129. Approved 8/10/24. Noted</li> <li>Designation of Kettering Central Neighbourhood Area Approval Notice 31.10.24 Neighbourhood Area Designation, Kettering Town Council, Kettering Central Neighbourhood Plan Area. Neighbourhood Planning (General) Regulations 2012 (as amended). Noted - no impact on Weekley parish</li> </ul> <p>Hanwood Park - S106 Monies: Cllr Smith advised he had again chased Elise Northfield at NNC for an update but had received no response. Cllr Smith will continue trying to identify the department at NNC that we need to speak to</p> <p><b>Resolved:</b> Continue to attempt to identify correct contact and procedures for securing S106 funds from Hanwood Park development. <b>Action 24/116.1</b></p>	<b>MS</b>
<b>24/117</b>	<b>Community Governance Review:</b> There is no update at present	
<b>24/118</b>	<p><b>Bus Shelters:</b> Cllr Rees advised that they had received a quotation to repair the bus shelters from their contractor for £2000 and it was considered to be excessive</p> <p><b>Resolved:</b> Cllr Rees is hoping 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.</p> <p><b>Action 24/118.1</b></p>	<b>SR</b>
<b>24/119</b>	<p><b>NNC Democratic Services:</b> Voting Open for Town and Parish Council Representatives to North Northamptonshire Council for Code of Conduct Matters. Cllr Ring is awaiting feedback from Danny Moody. There appears to be some issues with the first vote having been annulled and a second vote taking place but no information has been circulated following the second vote</p> <p><b>Resolved:</b> Cllr Ring/Clerk to notify Councillors on receipt of further information. <b>Action 24/119.1</b></p>	<b>BR Clerk</b>
<b>24/120</b>	<p><b>Weekley Village Sign:</b> The sign has been completed and installed. Feedback has been positive.</p> <p><b>Resolved:</b> Ruth Cowley at the academy has confirmed that there is no copyright and the Council are free to use the artwork as we see fit</p>	
<b>24/121</b>	<b>Damaged No Parking Sign:</b> Cllr Smith has repaired the sign and fixed it to the village sign post	
<b>24/122</b>	<p><b>NCalc Environment Champions:</b> Cllr Ring is awaiting updates from NCalc</p> <p><b>Resolved:</b> Cllr Ring to notify Councillors on receipt of further information.</p> <p><b>Action 24/122.1</b></p>	<b>BR</b>
<b>24/123</b>	<b>I.T. Requirements:</b> Cllr Smith and Cllr Rees are still researching. Deferred to next meeting	
<b>24/124</b>	<b>Greenbelt Festival:</b> Thursday 22 <sup>nd</sup> - Sun 25 <sup>th</sup> August 2024. The event went well. Cllr Smith attended the pre-event walk round and advised that the organisers were trying new directional speaker systems to reduce noise disturbance in the surrounding villages. It was noted that these systems seemed to be a success as there was virtually no noise disturbance in Weekley from the Festival	
<b>24/125</b>	<b>Remembrance Sunday:</b> 10 <sup>th</sup> November. Cllr Attwell attended on Sunday, Cllrs Attwell, Ring and Scott attended on Monday	

<b>24/126</b>	<b>Kettering Half Marathon:</b> Kettering Half Marathon will take place on Sunday 9/3/25. The route goes through Weekley and there will be a road closure in place for the event. This could be for up to 3 hours but we anticipate it will be less than that. The organisers will be circulating more details closer to the event	
<b>24/127</b>	<p><b>Village Newsletter:</b> The Council agreed that a newsletter was the most effective way of circulating information to the Parishioners. Cllr Smith advised that he did not have the time to produce and distribute the newsletter alone</p> <p><b>Resolved:</b> It was agreed that each councillor would submit an article to Cllr Smith by the end of November and he would compile a draft from those.</p> <ul style="list-style-type: none"> <li>• Cllr Smith to write article on receipt from Councillors draft. <b>Action 24/127.1</b></li> <li>• Cllr Smith will contact Montagu Club, Cricket Club and Village hall. <b>Action 24/127.2</b></li> <li>• Cllr Scott will contact the Church to see if they want to add anything. <b>Action 24/127.3</b></li> <li>• Cllr Attwell will investigate Village Connect as another way of disseminating information. <b>Action 24/127.4</b></li> </ul>	<p>MS</p> <p>MS</p> <p>CS</p> <p>GA</p>
<b>24/128</b>	<b>Litter Pick:</b> Deferred until the Spring	
<b>24/129</b>	<b>Defibrillator Training:</b> It was agreed that until we managed to get the newsletter up and running, it would be difficult to generate interest in this. It was agreed to defer to the next meeting.	
<b>24/130</b>	<b>Newsletter:</b> Repeat of Agenda Item 24/127	
<b>24/131</b>	<p><b>Health &amp; Wellbeing:</b> Cllr Ring presented a proposal to promote Health &amp; Wellbeing in the community (See appendix 1). Cllr Rees advised that Boughton Estates currently support two charities in the village.</p> <ol style="list-style-type: none"> <li>1. Latham &amp; Bingley is an educational charity and every household in the village with school age children are contacted each year</li> <li>2. Montagu Hospital Trust is a charity that supports ex Estate workers with medical expenses. This could be opened up to other village residents</li> </ol> <p>Both charities have their AGM on 18/11/2024</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• All councillors are welcome to attend. <b>Action 24/131.1</b></li> <li>• Cllr Ring to investigate demographics within the village. <b>Action 24/131.2</b></li> <li>• Cllr Ring to speak to Lisa regarding use of village hall for wellbeing meetings and events. <b>Action 24/131.3</b></li> </ul>	<p>All</p> <p>BR</p> <p>BR</p>
<b>24/132</b>	<b>Boughton Estates:</b> Cllr Rees reported that there is some ongoing renovation work to five properties in the village as well as general maintenance	
<b>24/133</b>	<b>Neighbourhood Watch:</b> No updates	
<b>24/134</b>	<p><b>Police Liaison:</b> Representatives are due to attend the next parish council meeting to introduce themselves</p> <p><b>Resolved:</b> Cllr Attwell to liaise. <b>Action 24/134.1</b></p>	GA
<b>24/135</b>	<b>Councillor Training:</b> Cllr Scott attended the 'Off to a Flying Start' course 19.09.24. The main focus was again the difficulties councils have in communication with the community	
<b>24/136</b>	<p><b>Policies:</b> Clerk had circulated amended Financial Regulations and Standing Orders prior to meeting for Council to consider and adopt</p> <p><b>Resolved:</b> Council approved amended policies. Clerk to place on website. <b>Action 24/136.1</b></p>	Clerk

<b>24/137</b>	<p><b>Elections May 2025:</b> All councillors are required to stand down and be re-elected in May 2025</p> <p><b>Resolved:</b> Noted. To place details in village newsletter. <b>Action 24/137.1</b></p>	<b>MS</b>
<b>24/138</b>	<p><b>VASID:</b> Highways have been paid for the installation of the post and electrics, the cost was £3930. We do not have a confirmed date for installation. There is a 7 week lead time for the installation and commissioning of the sign. The order will be confirmed and invoice paid once we have know when the post will be in place</p> <p><b>Resolved:</b> Cllr Attwell to chase Highways for confirmation of installation date. <b>Action 24/138.1</b></p>	<b>GA</b>
<b>24/139</b>	<p><b>Bank Signatories:</b> Clerk had implemented changes as instructed</p> <p><b>Resolved:</b> Signatories as below noted  Ruby Cole: Administrator - View and submit  Mike Smith: View and authorise  Sam Rees: View and authorise  Graham Attwell: View and authorise  Mark Hales: Removed</p>	
<b>24/140</b>	<p><b>SLCC Annual Conference:</b> 8<sup>th</sup> &amp; 9<sup>th</sup> October 2024. Clerk received a grant from SLCC Educational grant to attend the first part of conference £380.00 allowing attendance for both days. Clerk had circulated feedback to all Councillors via email</p>	
<b>24/141</b>	<p><b>Clerk Appraisal:</b> Cllr Smith to arrange and complete <b>Action 24/141.1</b></p>	<b>MS</b>
<b>24/142</b>	<p><b>National Pay Awards:</b> The 2024/25 Pay Award has been agreed 24.10.24 with effect from 1.04.24, an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive. Following the release of the suggested 2024/25 salary grades, Cllr Smith had circulated details of revised salary structure for Clerk to all councillors</p> <p><b>Resolved:</b> Revisions were approved by all councillors.</p> <ul style="list-style-type: none"> <li>• Cllr Smith to notify Clerk. <b>Action 24/142.1</b></li> <li>• Clerk to implement in December payroll. <b>Action 24/142.2</b></li> </ul>	<b>MS Clerk</b>
<b>24/143</b>	<p><b>Unity Trust Bank:</b> Letter received 28.08.24 advising change of quarterly direct payment of £18.00 for bank charges to monthly It was noted that Unity Trust Bank have changed bank charges from £18 quarterly to £6 monthly</p> <p><b>Resolved:</b> Noted</p>	
<b>24/144</b>	<p><b>Payments:</b> Payments since last meeting £2878.61 including to NNC for 2<sup>nd</sup> Vas post and installation. Approved via email by all councillors due to urgency. To approve current payment £152.55. Invoices to be signed by authorised signatories Payments: Total invoices £3031.16</p> <p><b>Resolved:</b> Payments noted and approved. Cllr Rees and Cllr Attwell signed invoices at meeting</p>	

Ref	Payee	Description	Date	Method	Amount
80	Clerk	September Salary	20/09/2024	S/O	£152.55
81	SLCC	Annual Conference - Clerk	02/09/2024	Online	£123.00
82	Unity Trust Bank	Quarterly Bank Charge	30/09/2024	Online	£18.00
83	Ncalc	Cllr Training	10/10/2024	Online	£57.60
84	Clerk	October Salary	20/10/2024	S/O	£152.55
85	KenSigns	Village Sign	23/10/2024	Online	£258.00
86	North Northants Council	2nd Vas Post	30/10/2024	Online	£2,111.51
87	Unity Trust Bank	Monthly Bank Charge	31/10/2024	Online	£5.40
88	Clerk	November Salary	20/11/2024	S/O	£152.55

**£3,031.16**

<b>24/145</b>	<b>Bank Balance:</b> Bank balance 31/10/2024 £6942.51. Bank reconciliations for August, September and October 2024 previously circulated <b>Resolved:</b> Approved. Cllr Ring signed bank reconciliations for August, September and October 2024 at meeting	
<b>24/146</b>	<b>Reforecast FY24/25:</b> Clerk had previously circulated the remainder forecast for the financial year FY25/26 <b>Resolved:</b> Approved	
<b>24/147</b>	<b>Projects FY25/26:</b> Cllr Ring suggested trying to arrange some kind of VE celebration event for the village 8th May 2025 <b>Resolved:</b> Cllr ring will circulate some suggestions for this event. <b>Action 24/147.1</b>	<b>BR</b>
<b>24/148</b>	<b>Draft Budget FY25/26:</b> Clerk had previously circulated draft budget for financial year FY25/26 <b>Resolved:</b> Approved	
<b>24/149</b>	<b>Precept FY25/26:</b> NNC Precept forms received in post 28.10.24. Based on the budget for 2024/25, the Precept for 2024/25 was discussed and a figure of £4100 was considered <b>Resolved:</b> Precept amount of £4100 for FY25/26 was agreed. Clerk to submit precept form to NNC. <b>Action 24/149.1</b>	<b>Clerk</b>
<b>24/150</b>	<b>Next Agenda:</b> Asset register, VAS installation, VE day celebrations, litter pick, newsletter, defibrillator training, IT requirements <b>Resolved:</b> Clerk to place items on next agenda. <b>Action 24/150.1</b>	<b>Clerk</b>
<b>24/151</b>	<b>Next Meeting:</b> To confirm next meeting date Tuesday 4 <sup>th</sup> February 2025 - Boughton Estate Office. 7.00pm	

**Meeting Closed: 20:15**

#### **Future Meetings: 4<sup>th</sup> February 2025**

13.05.2025 (Weekley Annual Parish meeting (meeting for parishioners), Weekley Annual Parish Council meeting & Weekley Full Parish Council Meeting)

## **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
24/096.1	MS	Boughton Estates: To report areas of mowing via the NNC link

### **New Actions This Meeting**

24/116.1	MS	Planning: Continue to attempt to identify correct contact and procedures for securing S106 funds from Hanwood Park development
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
24/119.1	BR Clerk	NNC Democratic Services: Voting Open for Town and Parish Council. To notify Councillors on receipt of further information
24/122.1	BR	NCalc Environment Champions. To notify Councillors on receipt of further information
24/127.1	MS	Village Newsletter: To draft an article to Cllr Smith by the end of November
24/127.2	MS	Village Newsletter: To contact Montagu Club, Cricket Club and Village hall
24/127.3	CS	Village Newsletter: To contact the Church to see if they want to add anything
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
24/131.2	BR	Health & Wellbeing: To investigate demographics within the village
24/131.3	BR	Health & Wellbeing: To speak to Lisa regarding use of village hall for wellbeing meetings and events
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
24/137.1	MS	Elections May 2025: To place details in village newsletter
24/138.1	GA	VASID: To chase Highways for confirmation of installation date
24/141.1	MS	Clerk Appraisal: To arrange and complete
24/142.1	MS	National Pay Awards: To notify clerk of revised salary
24/142.2	Clerk	National Pay Awards: To implement revised salary
24/147.1	BR	Projects FY25/26: To circulate some suggestions VE celebrations 8th May 2025
24/149.1	Clerk	Precept FY25/26: To submit precept £4100 to NNC
24/150.1	Clerk	Next Agenda: Asset register, VAS installation, VE day celebrations, litter pick, newsletter, defibrillator training, IT requirements

### **Actions Outstanding from Weekley Parish Council Minutes Tuesday 6<sup>th</sup> August 2024**

24/084.3	Clerk	Planning: NK/2024/0326 Weekley & Warkton Cricket Ground. To notify Case Officer - No comment. Complete
24/084.4	Clerk	Planning: NK/2024/0327 Weekley & Warkton Cricket Ground. Listed. To notify Case Officer - No comment. Complete
24/087.1	MS	Weekley Village Sign: To contact the academy for clarification on copyright. See Agenda item 24/121
24/087.2	MS	Weekley Village Sign: To circulate final artwork to Clerk and Councillors. Complete
24/091.1	Clerk	Strategic Town & Parish Forum: To monitor and feed back any information received from the meeting 26.11.2024
24/094.1	MS	Village Newsletter: To prepare and circulate previous newsletters to all councillors. See Agenda item 24/127
24/095.1	MS	Litter Pick: To coordinate and place in Newsletter. Deferred to next meeting
24/096.1	MS	Boughton Estates: To report areas of mowing via the NNC link. Ongoing
24/102.2	Clerk	VASID: To submit signed Licence form to NNC Highways. Complete
24/102.3	Clerk MS	VASID: To place order with Swarco on receipt of confirmation of approval to move 30mph limit nearer to village from Cllr Smith. See agenda item 24/138
24/102.4	GA	VASID: To liaise with Steve Barber from NNC Highways on implementation plans. . See agenda item 24/138

### **Appendix 1- Agenda Item 24/131**

## **Weekley Parish Council**

### **Proposal for the Promotion of Health & Wellbeing Activities to Enhance Community Engagement**

#### **Overview**

NALC focuses on Health & Wellbeing to promote healthier communities. The NALC believe that Parish and Town Councils can have a significant impact on the lives of their residents by providing information, services and accessibility.

As a small Parish Council we have a duty of care to our community not only in strategic policy but to ensure all residents have access to the best life possible whilst in our remit. We are frontline advocates in community safety.

This a proposal to implement Health & Wellbeing initiatives for strengthening community Engagement .

#### **Initiatives and Goals**

- **Mental Health & Wellbeing Programmes**
- **Awareness of issues affecting residents and the wider community**
- **Positive transformations in Health, Wellbeing, Physical Health and Environment**
- **Access to safe spaces, resource lists, helplines, local services**
- **Foster Social Connections within the Parish to combat and create a sense of belonging**

<b>Develop</b> <ul style="list-style-type: none"> <li>• Local Interest – destigmatise mental health, asking for help, encourage participation</li> <li>• Develop audience engagement – wellbeing for ALL</li> <li>• Positive attitudes to wellbeing and mental health for young people, those with disabilities and the elderly</li> <li>• Intergenerational events and collaborative projects</li> <li>• Create ‘the norm’ – develop good habits</li> <li>• Environmentally friendly behaviours</li> </ul>	<b>Achieve</b> <ul style="list-style-type: none"> <li>• Create well-being groups – these may include Book club, Chess/Cards/Scrabble/guest speakers</li> <li>• Free classes in Yoga, meditation, art, healthy eating, walking, friendly club</li> <li>• Workshops on nutrition, budgeting, benefits, finances</li> <li>• Bleed kit</li> <li>• Film nights, bingo</li> <li>• Transport links – decreases isolation, loneliness – gives access to hospitals, shops, family.</li> <li>• Welcome pack</li> </ul>
<b>Actions</b> <ul style="list-style-type: none"> <li>• Organise awareness campaigns</li> <li>• Distribute information through newsletter, social media, events</li> <li>• Collaborate with employers, potentially other councils, Church</li> <li>• Work with social services to develop a crisis intervention plan</li> <li>• Neighbourhood plan for those at risk</li> <li>• Awareness groups, Charities</li> <li>• Blend our Health &amp; Wellness alongside Environment to achieve a cohesive approach</li> <li>• Develop a Community Image with strapline</li> <li>• Create a resource list</li> </ul>	<b>Considerations</b> <ul style="list-style-type: none"> <li>• Do we do enough to engage employers, groups, residents ?</li> <li>• How do we disseminate information and can we improve this ?</li> <li>• What do we <u>currently</u> do to keep our community safe and resilient ?</li> <li>• What have we done before ? Did it work ? How can we improve on historic practices ?</li> <li>• Do we know the demographics of the community with confidence ?</li> <li>• Do we ever ask the wider Community for help ? What response do we get ? How can we improve on that ?</li> </ul>

Task	Who	By When