

# Weekley Parish Council



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## MINUTES

Minutes of Weekley Full Parish Council meeting held on **Tuesday 5<sup>th</sup> August 2025** 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, Cllr L Jones

**Ward Councillor:** Brendon Lovell-Moore

**Public:** None

**Clerk:** Ruby Cole

*Chair welcomed Ward Councillor Brendon Lovell-Moore to meeting. Councillors and Clerk introduced themselves. Cllr Brendon Lovell-Moore (Ward Councillor for Geddington & Stanion) gave a brief background on his position*

<b>25/088</b>	<b>Apologies:</b> None	
<b>25/089</b>	<b>Public address to the council:</b> None	
<b>25/090</b>	<b>Minutes:</b> Weekley Annual Parish meeting, Weekley Annual Parish Council meeting & Weekley Full Parish Council meeting held on Tuesday 13th May 2025 <b>Resolved:</b> Minutes approved. Chair signed at meeting	
<b>25/091</b>	<b>Declarations of Interest:</b> <b>Resolved:</b> None	
<b>25/092</b>	<b>Actions Outstanding:</b> See end of document for full update	
<b>25/093</b>	<b>Correspondence:</b> 1. 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. Noted	

	<p>2. 11.07.25 Hanwood Park Design Code Community Engagement - meetings. Noted</p> <p>3. 09.07.25 NNC - Recruitment to Co-Opted Town and Parish Councillor for Code of Conduct. Closing date 07.08.25. Clerk to submit chosen candidate. <b>Action 25/093.3</b></p> <p>4. 09.07.25 NCalc - Notice of the 78th Annual Conference. 04.10.25. Noted. Clerk is not able to attend. No councillors available to attend</p> <p>5. 11.06.25 Northants PFCC - New contact line for Police, Fire and Crime Commissioner. James Averill, Senior Communications Officer. Noted</p> <p>6. 05.06.25 Town and Parish - Introduction. Shannon Petrossian is the new contact for NNC Stronger Communities Co-ordinator (Rural Affairs). Noted</p>	Clerk
25/094	<p><b>Planning:</b> Applications/notices received from NNC Planning since last meeting Notice of the two below have been received from NNC Planning:</p> <ul style="list-style-type: none"> <li>• 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. Expired and noted</li> <li>• 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. Noted.</li> </ul> <p><b>Resolved:</b> No response to submit</p>	
25/095	<p><b>VJ Day:</b> National two-minute silence will be held at 12 noon on 15 August 2025 to honour the 80th anniversary of VJ Day. Noted and on Parish Council website</p>	
25/096	<p><b>NNC Democratic Services:</b> There is an NNC Democracy and Standards Committee meeting on 18.08.25. However, it is unclear whether Cllr Ring is invited to attend as an appointed Code of Conduct representative. Clerk to contact NNC for clarification. <b>Action 25/096.1</b></p>	Clerk
25/097	<p><b>NCalc Environment Champions:</b> Climate &amp; Nature Champion to represent the council in matters relating to the climate, nature, and the environment. Cllr Ring has previously been appointed as Climate &amp; Nature Champion. Clerk to enquire if this is the same position or a new one. <b>Action 25/097.1</b> Cllr Ring has undertaken some surveys under the UK Pollinator Monitoring Scheme. This is a national initiative working to track the health etc of insects and flowers within shared spaces. This is open to everyone and can be accomplished by downloading an app onto your mobile phone. Clerk to place on website. <b>Action 25/097.2</b></p>	Clerk  Clerk
25/098	<p><b>Newsletter:</b> Cllr Jones &amp; Cllr Ring will undertake together with a view to sending out quarterly village newsletters. Clerk to send email addresses of groups in village to Cllr Jones. <b>Action 25/098.1</b></p>	Clerk
25/099	<p><b>Defibrillator &amp; Bleed Kit:</b> Cllr Ring had met with Steve Keen from Community First Responders. They went through the maintenance and checks required for the defibrillator mounted in the Montagu Club car park site. Whilst doing this it was noticed that some screws are missing from the mounting panel resulting in possible door seal leakage. Cllr Rees will arrange repair. <b>Action 25/099.1</b> Cllr Ring to co-ordinate with James Spencer, team member who offers free community talks and information. Cllr Ring to contact Cricket Club with a view</p>	SR

	to holding a joint collaboration on training as they have a defibrillator on site. It was felt a Bleed Control Kit is not required. Cllr Ring will take forward and co-ordinate training etc. <b>Action 25/099.2</b>	<b>BR</b>
<b>25/100</b>	<b>Health &amp; Wellbeing:</b> Cllr Ring & Cllr Jones are still to meet to discuss	

### Regular Reports/Updates

<b>25/101</b>	<b>VASID 1 &amp; 2:</b> Both speed control devices appear to be working effectively and helping reduce traffic speed through the village. Ward councillor Brendon Lovell-Moore has requested to see the data results. Clerk to obtain from G Attwell and forward on. <b>Action 25/101.1</b>	<b>Clerk</b>
<b>25/102</b>	<b>Boughton Estates:</b> <ul style="list-style-type: none"> <li>• Work has been completed to open a permissive access path across the river to view Star Pond. A new viewing point in Weekley Park has been officially opened by the Mayor of Kettering. There will be information boards detailing the restoration and history etc</li> <li>• The hedges have been trimmed up to the roundabout as they were encroaching onto the footpaths/blocking visibility</li> <li>• Working with a council initiative to open a new greenway footpath/cycle path connecting Weekley with the Stamford Road - more details to follow in due course</li> <li>• Also Looking into the possible restoration of the 'Stone Moses' statue that is situated in the parish</li> </ul>	

### Finance/Governance

<b>25/103</b>	<b>Training:</b> Cllr Jones is booked on 'Off To A Flying Start' course, 16.09.25 & Cllr Gammons is booked for 02.10.25 <b>Resolved:</b> Cllr Rees to be booked on 'Off To A Flying Start' course also. Clerk to supply dates. <b>Action 25/103.1</b>	<b>Clerk</b>
<b>25/104</b>	<b>SLCC National Conference 2025:</b> 14/15 <sup>th</sup> October 2025. Members Package - £510 + VAT Tuesday & Wednesday with overnight stay. Clerk has requested contribution should she attend one or both days <b>Resolved:</b> Council approved expenditure of £100 towards this	
<b>25/105</b>	<b>Register of Interests:</b> NNC misplaced forms. Councillors who have been notified, to complete online direct to NNC. There is confusion over this as Clerk has received notification to say they have all been received and also an email to say that Cllr Rees and Cllr Gammons have not. Cllr Rees has since submitted directly online. Cllr Gammons has completed again	
<b>25/106</b>	<b>Policies:</b> Standing Orders & Financial Regulations (to include Procurement Act 2023 and The Procurement Regulations 2024) and Code of Conduct, previously circulated <b>Resolved:</b> The above policies were adopted by Council. Clerk to place on website. <b>Action 25/106.1</b>	<b>Clerk</b>
<b>25/107</b>	<b>National Pay Awards:</b> The 2025/26 National pay award for local government has been agreed with effect from 01.04.25 <b>Resolved:</b> Approved. Cllr Rees to confirm figures. <b>Action 25/107.1</b>	<b>SR</b>

<b>25/108</b>	<b>S106 Monies:</b> The Development Contribution Board has approved works for village gateways under S106 funding. The Council are awaiting timeframes. There is also a possibility of replacement bus shelters and central refuge point on Stamford Road	
<b>25/109</b>	<b>Clerk Email Address:</b> The free gov.uk email address and domain <a href="mailto:clerk@weekleyparishcouncil.gov.uk">clerk@weekleyparishcouncil.gov.uk</a> has been implemented by Parish Online	
<b>25/110</b>	<b>Payments:</b> HMRC VAT reclaim received 17.06.25 for period 01.01.25 - 31.05.25 £925.90. Payments since last meeting £356.52. Current payments £178.26 <b>Resolved:</b> Total payments £534.78 noted and approved. Invoices signed by Cllr Rees & Clerk	

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
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

**£534.78**

<b>25/111</b>	<b>Bank Balance:</b> 31/07/2025 £4459.68 <b>Resolved:</b> Approved. Cllr Jones signed bank reconciliations for May, June & July 2025 at meeting	
<b>25/112</b>	<b>Next Agenda:</b> A4300 Stamford Road speed limit. <b>Action 25/112.1</b>	<b>Clerk</b>
<b>25/113</b>	<b>Next Meeting:</b> 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*

**Meeting Closed: 20:01**

**Future Meetings: 4<sup>th</sup> November 2025**

3rd February 2026

12th May 2026 Annual Meetings (Village Hall)

## **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
25/016.1	LJ	Montagu Hospital Trust: To place in newsletter with contact details. Now for Cllr Jonea to place in newsletter
25/078.1	SR	Health & Wellbeing: To investigate village hall outside boundaries and parking on the grass area

### **New Actions This Meeting**

25/093.3	Clerk	Correspondence: 09.07.25 NNC - Recruitment to Co-Opted Town and Parish Councillor for Code of Conduct. To submit chosen candidate
25/096.1	Clerk	NNC Democratic Services: To contact NNC for clarification if Cllr Ring is invited to attend NNC Democracy and Standards Committee meeting on 18.08.25
25/097.1	Clerk	NCalc Environment Champions: To enquire if this is the same position or different to the one NNC Democratic Services are promoting
25/097.2	Clerk	NCalc Environment Champions: To place details of UK Pollinator Monitoring Scheme on website
25/098.1	Clerk	Newsletter: To send email addresses of groups in village
25/099.1	SR	Defibrillator: To arrange repair
25/099.2	BR	Defibrillator: Cllr Ring to co-ordinate Cllr Ring to contact Montagu Club and coordinate training etc
25/101.1	Clerk	VASID 1 & 2: To obtain from data results from G Atwell and forward to Ward Councillor Brendon Lovell-Moore
25/103.1	Clerk	Training: To supply dates to Cllr Rees for 'Off To A Flying Start' course
25/106.1	Clerk	Policies: To place Standing Orders, Financial Regulations and Code of Conduct on website
25/107.1	SR	National Pay Awards: To confirm figures
25/112.1	Clerk	Next Agenda: A4300 Stamford Road speed limit

**Actions Outstanding for Weekley Parish Council from Minutes 13<sup>th</sup> May 2025**

25/006.1	Clerk	Correspondence: A4300 Stamford Road speed limit change. Clerk to enquire for update after closing date 6.2.25. 13.02.25 this will be implemented within 6 months. 29.07.25. Works anticipated October 25. To place on Agenda	Complete
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 Jones to place in newsletter	Ongoing
25/031.1	Clerk	S106 Monies: To meet up imminently to collate and summarize emails to be sent to Graeme Kane. Clerk to enquire for update	Agenda 25/108
25/053.1	Clerk	Co-option: To forward Councillor information and guidance to Cllr Tartaglia	Complete
25/054.1	SR LT	Councillor Forms: To complete and return Register of Interests to clerk within 28 days of coming into office	Complete
25/055.1	Clerk	Year End Accounts Summary: To place on website	Complete
25/056.1	Clerk	AGAR 2024/25: To place internal audit report on website	Complete
25/057.1	Clerk	AGAR 2024/25 Section 1 - Annual Governance Statement: To place on website	Complete
25/058.1	Clerk	AGAR 2024/25 Section 2 - Accounting Statements: To place on website	Complete
25/059.1	Clerk	AGAR 2024/25 Certificate of Exemption: To submit and place on website	Complete
25/060.1	Clerk	Explanation of Variances: To place on website	Complete
25/061.1	Clerk	Exercise of Public Rights: To place on website	Complete
25/062.1	Clerk	Councillors Roles: To place on website	Complete
25/063.1	Clerk	Meetings: To book Boughton Estates Office 7:00pm	Complete
25/075.1	LJ	Newsletter: Cllr Tartaglia to draft next newsletter	Agenda 25/098
25/077.1	Clerk	Defibrillator & Bleed Kit: To check maintenance details and contact providers of free training to parishioners	Agenda 25/099
25/078.1	SR	Health & Wellbeing: To investigate village hall outside boundaries and parking on the grass area	Ongoing
25/081.1	Clerk	Training: To send councillors email with training dates for new councillors	Complete
25/083.1	Clerk	Bank Signatories: To add Cllr Ring as signatory	Complete
25/084.1	SR	Payments: To authorize at bank	Complete
25/086.1	Clerk	Next Agenda: Health & Wellbeing Working Group	Complete