

Weekley Parish Council



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MINUTES

Minutes of the meeting of Weekley Parish Council held on **Tuesday 24th May 2022** at **6.30pm** at **Weekley Village Hall**, Church Lane, Weekley NN16 9UP

Councillors Present: Chair M Smith, Cllr M Hales, Cllr C Cuckson, Cllr S Rees, Ward Cllr M Rowley

Public Present: 0

Clerk: Ruby Cole

Annual Parish Meeting

22/025	Welcome from Chair
22/026	Apologies: None
22/027	Chair Report: Cllr Smith read out the report for the year - Report attached
22/028	Parish Council Finance Report: Clerk read out the report for the year - Accounts summary attached
22/029	Annual Report from North Northamptonshire Council Representative: Ward Cllr Mark Rowley gave a verbal report <ul style="list-style-type: none">• It has been a year since North Northamptonshire Unitary Council was formed. It has been a slow and steady progress, but coming together• NNC are working on providing up to date contact information within departments
22/030	Annual Reports from Village Groups: None
22/031	Questions from parishioners: None

Annual Parish Council Meeting

22/032	<p>Election of Chair: Cllr Hales proposed Cllr Smith. Seconded by Cllr Rees. All councillors present in favour Resolved: Cllr Smith accepted the position and Chaired the meeting</p>
22/033	<p>Declaration Acceptance of Office: Resolved: Cllr Smith and Clerk signed form</p>
22/034	<p>Apologies: None</p>
22/035	<p>Election of Vice Chair: Cllr Cuckson proposed Cllr Hales. Seconded by Cllr Rees. All councillors present in favour Resolved: Cllr Hales accepted the position</p>
22/036	<p>Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach, Publication Scheme Resolved: All policies were approved and adopted. Chair & Clerk signed at meeting</p>

Full Parish Council Meeting

22/037	<p>Apologies: None</p>
22/038	<p>Public address to the council: No public address</p>
22/039	<p>Minutes: Full Parish Council meeting Tuesday 22nd February 2022 Resolved: Minutes were approved and signed by Chair</p>
22/040	<p>Declarations of Interest: Under the Council's Code of Conduct related to business on the agenda: Resolved: Chair item 22/050 (Tree) Cllr Rees - item 22/050 (Weekley Wood Lane)</p>
22/041	<p>Actions Outstanding:</p>

21/023a	SR	Gigaclear - To make contact to make good untidy finish. See Agenda Item 22/044
21/048.1	M Rowley	To investigate central base for emails 22.02.22 - Cllr Rowley to forward details that is used by his council - Close
21/048.2	M Rowley	To contact resident at Washwell Lane regarding tenancy - 22.02.22 Clerk has had various communications with resident and made enquiries with Kettering Borough Council/Highways. Cllr Smith visited resident and inspected car park. The gravel car park is not an issue. The shared parking of residents is not a parish council issue, however, Cllr Rowley will make enquiries with NNC on receipt of information from Cllr Smith - Ongoing
21/051.1	M Rowley	Cllr Smith to draft a letter for clerk to send regarding dissatisfaction of car accident to police 22.02.22 - Cllr Smith having difficulty locating the correct person within the police force to address letter. Cllr Rowley will forward contact details for the Sergeant in covering area - Ongoing

21/052.1	SR	To contact owners of Care Home regarding overgrowth of hedge – See Agenda Item 22/044
21/050.1	Clerk	Cllr Tartaglia to make enquiries with Cricket Club. Cllr Rees to check power source or alternative locations - Defibrillator 22.02.22 Cricket Club have their own in house Defibrillator. Clerk awaiting results from grant applications. If nothing forthcoming within the month, clerk to place order with funding from Boughton Estates and Ward Cllr Rowley - See Agenda Item 22/047
21/067.1	MT/SR	To coordinate OLB - See Agenda Item 22/044
22/006.1	SR	To contact organisers regarding the allocation of free entry tickets to Greenbelt Festival - see Agenda Item 22/044
22/008.1	MS	To put ideas for QPJ into Litter Pick flyer- Complete
22/009.1	Clerk	To submit NCalc grant form - Complete
22/009.2	Clerk	To register with Parish Online for Asset Mapping - Complete
22/010.1	MS	To produce & circulate flyers for litter pick - Complete
22/010.2	Clerk	To obtain litter pick equipment - Complete
22/011.1	MS	To contact insurance company for repair of village sign - Complete
22/017.1	Clerk/MS	To authorize bank payment - Complete
22/019.1	Clerk	To contact NJ Searle for year-end audit - Complete
22/021.1	MS	To review asset register - Complete
22/022.1	MS	To review insurance policy - Complete
22/023.1	Clerk	To place policies on agenda to be adopted - Complete

22/042	Correspondence: WNC: To note date of next meeting for Strategic Town & Parish Forums 13 th September 2022 via Zoom	
22/043	Highways: A map of Highways responsibilities has been obtained and circulated. The responsibility of a section of Weekley Wood Lane was under query. It is assumed that this section is Highways responsibility - No further action	
22/044	<p>Boughton Estate Parish Works Summary:</p> <ul style="list-style-type: none"> • Village Hall: This is now being managed by Lisa Tartaglia • Hedges: Footpath towards Geddington and stretch between Bus Shelter and Weekley sign towards Kettering - to be cut and trimmed depending on crops - Ongoing Action • Tea Shop: Painting has been completed • Adoption of section of Weekley Wood Lane: Not required • Gigaclear: The gravel has been placed in the gaps and is complete • Defibrillator: Power source or alternative locations to be checked - Ongoing Action • Overgrown hedge at Care Home: Ongoing Action • Blockage in stream causing flooding: Ongoing Action • Coordination of OLB - Ongoing Action • Greenbelt Festival: To consider a fair way of allocation of free tickers - Ongoing Action <p>Resolved: Cllr Rees to action as above and update at next meeting</p>	

22/045	<p>Councillor Vacancy: Due to the resignation of Cllr Tartaglia, a vacancy has now arisen. The period of notice to NNC has been served and council can now co-opt. Clerk has prepared the vacancy notice and placed on website</p> <p>Resolved: Chair to place on notice board and newsletter Action 22/045.1</p>	MS
22/046	<p>Asset Mapping: The deadline for input has passed. This could not be undertaken due to time restraints. Chair has placed some items onto the Parish Online website</p>	
22/047	<p>Defibrillator: Ward Cllr M Rowley has agreed that funding is available. Funding would also be available from Boughton Estates. It was agreed that parish council would also use the unspent mowing grant allowance of £600 towards this also. Clerk would source a defibrillator with an electric power source, heated and lockable cabinet</p> <p>Resolved: Clerk to obtain costs Action 22/047.1 Cllr Rees to look into possible locations around Boughton Estates Office. Action 22/047.2</p>	Clerk SR
22/048	<p>Queen's Platinum Jubilee Tree: Cllr Rees reported that an Oak tree would be provided by the Duke of Buccleuch. This will be planted on the village green during September. However he requested that this be maintained</p> <p>Ongoing MS to enquire with Tea Shop owner about water tree when planted Action 22/048.1</p>	??
22/049	<p>Litter Pick: Due to the success and smooth running of this event it was agreed that this would be undertaken during September</p> <p>Resolved: Chair to advertise and promote in newsletter Action 22/049.1</p>	MS
22/050	<p>Planning:</p> <p>KET/2020/0303: Weekley Wood Lane (land at), Kettering. Outline Application. Erection of an industrial manufacturing and warehouse building (Use Class B2 and B8) together with ancillary office accommodation and associated access This was put to NNC planning committee 05/05/2022 and has been approved - No further action</p> <p>KET/2020/0121: Weekley Wood Lane (land at), Kettering Full Planning Permission (EIA): 5 no. B8 warehouses, 1 no. B2 general industry building, service yards, parking, drainage, landscaping and 3 no. substations – Council agreed no objection. However, the possible receipt of S106 monies was discussed and it was agreed that a sub committee would be formed to put forward a proposal on how this money would be spent. Traffic claming measures could be a possibility</p> <p>Resolved: Clerk to submit No Objections to NNC Action 22/050.1 Chair to form and lead sub-committee and submit proposal to full council Action 22/050.1</p> <p>NK/2022/0321: Notification of Works to Trees in Conservation Areas: T1 Pine – fell. Abbots, Weekley Wood Lane, Weekley</p> <p>Resolved: No Objections – No further action</p>	Clerk MS
22/051	<p>Insurance: Renewal due with BHIB on 01/06/2022. Slight increase from last year - £158.10</p> <p>Resolved: Approved</p>	
22/052	<p>Insurance Claim for Village Sign: The insurance claim has been accepted £1,206 + £147.80 - £125 excess = £1,228.80 net of excess and VAT plus £200 to re-install the sign. The Buccleuch Academy is to be approached to help design the artwork for the new sign and to keep the history of Weekley and Buccleuch within it.</p>	

	<p>Resolved: Cllr Rees to forward official quote Action 22/052.1 Clerk to submit BACS details for payment Action 22/052.2 Chair & Cllr Rees to liaise with Buccleuch Academy Action 22/052.3</p>	<p>SR Clerk SR/MS</p>
22/053	<p>VAT: The VAT reclaim amount of £35.83 is too low for payment. This will be added on when a sufficient claim can be made</p>	
22/054	<p>Asset Register: To approve figure of £9357 which has been submitted for year-end accounts Resolved: Approved - Chair & Clerk signed at meeting</p>	
22/055	<p>AGAR 2021/22 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 Resolved: Approved - Chair & Clerk signed at meeting. Clerk to submit Action 22/055.1</p>	<p>Clerk</p>
22/056	<p>Annual Internal Audit Report 2021/22 Audit: To receive and note the annual internal audit report - no issues. To discuss thanks to auditor Resolved: Approved</p>	
22/057	<p>Section 1 – Annual Governance Statement 2021/22 Agar: To approve and sign the annual governance statement form for submission to PKF Littlejohn Resolved: Approved - Chair & Clerk signed at meeting. Clerk to submit Action 22/057.1</p>	<p>Clerk</p>
22/058	<p>Section 2 – Accounting Statements 2021/22 for Year End: To approve and sign the annual accounting statement for submission to PKF Littlejohn Resolved: Approved - Chair & Clerk signed at meeting. Clerk to submit Action 22/058.1</p>	<p>Clerk</p>
22/059	<p>Clerk Revised Pay: Councillors to note approved remuneration figures as discussed via email £129.14. Council to note approved revised monthly standing order salary payment £108.40, commencing May 2022 Resolved: Approved</p>	
22/060	<p>Payments: To note and approve as below: Income received of: NNC Precept £3100.00 April 22, NNC Asset Mapping Grant £212.96 March 22 Expenditure Total: £710.66 Resolved: Approved Chair & Clerk to authorise at bank Action 22/060.1</p>	<p>MS Clerk</p>

6	Clerk	March Salary	20/03/2022	S/O	100.40
7	Clerk	April Salary	20/04/2022	S/O	100.40
8	Clerk	May Salary	20/05/2022	S/O	108.40
9	Cllr Smith	WordPress Renewal	24/05/2022	Online	52.00
10	Cllr Smith	ICO Reimbursement	24/05/2022	Online	40.00
11	Warkton Parish Council	Microsoft Office Share	24/05/2022	Online	22.22
12	BHIB Insurance	Insurance Renewal	24/05/2022	Online	158.10
13	Clerk	Clerk Remuneration	24/05/2022	Online	129.14

22/061	<p>Bank Balance: March 31st bank balance = £140.33. April 29th bank balance = £4839.93 Resolved: Approved - Chair signed at meeting</p>	
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22/062	Next Agenda: Litter Pick, Greenbelt Festival Resolved: Clerk to add to next agenda Action 22/062.1	Clerk
22/063	Upcoming Meetings: Agree dates for next meetings Wednesday 17 th August 2022 – 7.00pm Wednesday 23 rd November 2022 – 7.00pm Resolved: Clerk to book village hall Action 22/063.1	Clerk

Meeting Closed: 8.03pm

Action Points for Tracking

Ongoing Actions

21/048.2	M Rowley	To contact resident at Washwell Lane regarding tenancy - 22.02.22 Clerk has had various communications with resident and made enquiries with Kettering Borough Council/Highways. Cllr Smith visited resident and inspected car park. The gravel car park is not an issue. The shared parking of residents is not a parish council issue, however, Cllr Rowley will make enquiries with NNC on receipt of information from Cllr Smith - Ongoing
21/051.1	M Rowley	Cllr Smith to draft a letter for clerk to send regarding dissatisfaction of car accident to police 22.02.22 - Cllr Smith having difficulty locating the correct person within the police force to address letter. Cllr Rowley will forward contact details for the Sergeant in covering area - Ongoing

Actions from Current Minutes

22/045.1	MS	To place councillor vacancy on notice board and newsletter
22/047.1	Clerk	To obtain costs for defibrillator
22/047.2	SR	To look into possible locations for defibrillator Close to Boughton Estate Office
22/048.1		To enquire with tea shop owner to take on watering of Queen's Platinum Jubilee Tree
22/049.1	MS	To advertise and promote next Litter Pick for September
22/050.1	Clerk	KET/2020/0121 – To submit no objection to NNC
22/050.2	MS	KET/2020/0121 - To form and lead sub-committee as to how possible S106 monies should be spent
22/052.1	SR	To forward to Clerk/Chair official quote for insurance claim for village sign
22/052.2	Clerk	Clerk to submit BACS details to insurance company for payment
22.052.3	MS/SR	To liaise with The Buccleuch Academy for artwork design of village sign
22/055.1	Clerk	Certificate of Exemption - to submit to PKF Littlejohn
22/057.1	Clerk	Annual Governance Statement - to submit to PKF Littlejohn
22/058.1	Clerk	Accounting Statements - to submit to PKF Littlejohn
22/060.1	Clerk/MS	To authorise payments at bank

22/062.1	Clerk	To add to Agenda: Litter Pick, Greenbelt Festival
22/063.1	Clerk	To book village hall Wednesday 17 th August 2022, Wednesday 23 rd November 2022

Chairman's Annual Report to the Parish for the Year 2021-22. Delivered at the Annual Parish Meeting on Tuesday 23rd May 2022

1. The resignations of Cllr Matt Tartaglia has resulted in a vacancy for a Councillor. The vacancy was advertised on the Village notice board but generated no interest. We will now need to go down the co-opting route. I have one possible candidate, Graham Atwell.
2. Residents continue to raise concerns with respect to anti-social behavior at the end of Weekley Wood Lane. This has been highlighted to our Police Liaison officer PC Kerry York. Because we had not reported any incidents in the past 12 months, policing of the area had been reduced. PC York has promised to look into an increase in Police traffic.
3. The Community Payback Unit agreed to provide support for the painting of the Bus Shelters but due to the administration involved in arranging the work it was decided not to proceed.
4. Gigaclear, the providers of highspeed fibre to Weekley returned and reinstated the gravel on the footpaths.
5. There were no meetings of the Kettering Rural Forum during the year.
6. Boughton Estates completed internal redecoration of the Village Hall and management of the hall has been passed to a third party Usage has increased significantly as a result.
7. Provision of a defibrillator for the village was agreed by the Council and funding options are now being explored.
8. The village sign was damaged in a road traffic accident in September. An insurance claim has been submitted to repair and re-instate the sign. It has not been possible to determine the exact details for the artwork on the current sign and discussions are underway with Boughton Estate and the Family regarding design of a new sign to better reflect Weekley.
9. I circulated the first Newsletter in April to all residents of the village and hope to make it a regular publication, maybe three time a year.
10. A Village Litter Pick was held on 10th April. It was very well supported by the residents of the village.
11. By means of the newsletter I attempted to evaluate the level of interest for community backed events in the village. Sadly, only a handful of villagers showed interest.

Mike Smith

Chair - Weekley Parish Council

Weekley Parish Council
Year End Accounts Summary 31/03/2022

Barclays Current Account 90932345

	2020/21	2021/22
Receipts		
Precept	1,500.00	2,600.00
Interest on Bank Accounts	0.16	0.02
VAT Reclaimed	0.00	39.51
NNC - Asset Mapping Project	0.00	212.96

Total Income	<u>1,500.16</u>		<u>2,852.49</u>
Payments			
Remembrance Day - Wreaths	17.00		17.00
Insurance Renewals	151.20		151.20
Internal Audit	50.00		25.00
ICO	40.00		40.00
SWARCO, New VAS	201.89		198.00
Speed Signs	51.11		0.00
Northants Calc	83.42		164.68
Councillor Training	0.00		44.00
General Administration & Expenses	104.00		25.86
Laptop & Microsoft	151.38		0.00
Salaries, Revenues & Customs	744.42		1,154.60
Election Expenses	0.00		30.66
Total Expenditure	<u>1,594.42</u>		<u>1,851.00</u>
Surplus (Deficit) for the Year	-94.26		1,001.49
Bank Reconciliation			
Balance brought forward 31.03.2020	933.10	Balance b/f 31.03.2021	838.84
Add Receipts	<u>1,500.16</u>		<u>2,852.49</u>
	2,433.26	3,691.33	
Less Payments	<u>1,594.42</u>		<u>1,851.00</u>
Balance of Receipts & Payments	838.84		1,840.33
Unpresented Cheques	0.00		0.00
Bank Statement 31.03.2021	<u>838.84</u>	Bank Statement 31.03.2022	<u>1,840.33</u>