

Aubourn and Haddington Parish Council

Minutes of the Annual Parish Council Meeting held at the Estate Office in Aubourn Hall 30th May 2024 at 7:30pm

Agenda Item		Action by
Welcome Min. No. 2024.05.01	Cllr Snape welcomed everyone to the meeting	
Election of Chairman 2024/25 Min. No. 2024.05.02	Nominations were called for. Councillor Plackett-Smith nominated Councillor Mosedale, seconded by Councillor Page and agreed. Councillor Mosedale signed the acceptance of office form.	
Appointment of Vice Chairman 2024/25 Min. No. 2024.05.03	Nominations were called for. Councillor Page proposed Councillor Plackett-Smith, seconded by Councillor Mosedale and agreed.	
Public Time & District/County Councillors Reports Min. No. 2024.05.04	Standing Orders suspended at 7:40pm There were no members of the public in attendance. District Councillor Peter Overton sent his apologies for the meeting. County Councillor Mrs Overton and District Councillor Mitch Elliott were in attendance and both commented on the solar farm project with the key element to the next stage being the application for the hub at Navenby. Any updates will be circulated.	
Formal Council Session Min. No. 2024.05.05	Standing Orders were reinstated at 7:50pm	
Present Min. No. 2024.05.06	Councillor Mosedale, Councillor Page, Councillor Plackett-Smith, Councillor Rocks, Councillor Snape. Ms Vickers (Parish Clerk).	
Apologies for Absence Min. No. 2024.05.07	None	
Declarations of Interest Min. No. 2024.05.08	To receive Declarations of Interest In accordance with The Localism Act 2011 None	
Minutes of Previous Meeting Min. No. 2024.05.09	Minutes of the Parish Council meeting held on 2 nd April 2024 Agreed and signed as a correct record.	

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<p>Admission to Meetings Act 1960 Min. No. 2024.05.10</p>	<p>No items were proposed to be heard in a closed session.</p>	
<p>Review</p> <p>Min. No. 2024.05.11</p> <p>Min. No. 2024.05.12</p> <p>Min. No. 2024.05.13</p> <p>Min. No. 2024.05.14</p> <p>Min. No. 2024.05.15</p>	<p>Asset Register The Parish Clerk advised that a thorough review of the asset register had been undertaken. Previously, the insurance values had been used. This has now been rectified. It was agreed by all to agree the asset register.</p> <p>Standing Orders It was agreed by all that no amendments were required.</p> <p>Financial Standing Orders The newly released Financial Standing Orders had been circulated previously to all Councillors. It was agreed by all to adopt them with immediate effect.</p> <p>Continued use of payments via cheque, Direct Debit and bank transfer. Councillor Mosedale advised that the current payment methods were Working well and proposed they carry on which was agreed by all.</p> <p>Schedule of regular payments The schedule of regular payments had been previously circulated, and it was agreed by all to continue with the schedule.</p> <p>Ms K Vickers - salary and agreed expenses HMRC - tax/NI Mr A Ogg - gardening services HJ Nevile – room hire Eon Energy – Street light maintenance Eon Next – Clock Tower electricity NPower Business – streetlight electricity Unity Trust Bank – bank charges</p>	
<p>Finance</p> <p>Min. No. 2024.05.16</p> <p>Min. No. 2024.05.17</p> <p>Min. No. 2024.05.18</p>	<p>Bank reconciliation at 30th May 2024 Current Account £17191.86 Reserve Account £15999.60 Clock Tower Account £4069.98</p> <p>Payments were approved and agreed and income noted as per Appendix A.</p> <p>The annual insurance premium of £1452.87 + VAT was noted.</p>	

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Min. No. 2024.05.19	The internal Quarter 4 check for 2023/24 was noted and will be available to view on the website shortly.	
Annual Governance and Accountability Return	All reports were circulated prior to the meeting and will be available to view on the website shortly	Parish Clerk
Min. No. 2024.05.20	i. The Internal Audit Report was noted and received and had no areas of concern or items to action.	
Min. No. 2024.05.21	ii. The Annual Governance Statement (Section 1) was unanimously approved and completed by the Chairman and Clerk	
Min. No. 2024.05.22	iii. The Clerk certified the Accounting Statement (Section 2) which was considered and approved unanimously and signed by the Chair and Clerk.	
Min. No. 2024.05.23	iv. The Certificate of Exemption form was completed by the Chair and Clerk.	
Min. No. 2024.05.24	It was agreed to set the period for the notice of public rights to view the finance records to commence on Monday 3 rd June 2024.	Parish Clerk
Clerks Report Min. No. 2024.05.25	The ornate streetlight on Reynolds Paddock has now been refurbished and itemised on the Parish Councils maintenance contract.	
Clock Tower Min. No. 2024.05.26	The floor repairs are now complete, and the grant funding received. The shortfall has been paid from the VAT return. Unfortunately, the kitchen units were not able to be reinstated. Councillor Mosedale advised that the new flooring needed to be varnished. It was agreed to form a working party to do the varnishing and to discuss the next steps on how to move forward with further repairs.	All
New posts for speed indicator device Min. No. 2024.05.27	The Clerk had previously contacted District Councillor Peter Overton about obtaining some posts. Clerk to chase.	Parish Clerk
Bus shelter repairs Min. No. 2024.05.28	It was agreed to go ahead with the bus shelter repairs.	Parish Clerk
Nevile/Summers Charity Min. No. 2024.05.29	No update.	
Individual Parish Councillor reports Min. No. 2024.05.30	Councillor Snape announced that he was resigning from the Parish Council with immediate effect. He has moved out of the area and had continued to support the Parish Council but felt a member of the Parish should fill his place. He has enjoyed his time on the Parish Council and wished us well in future endeavors. Councillor Mosedale thanked Jason for all his efforts and hard work during his time on the Parish Council which was echoed by all.	
Date of remaining meetings 2024/25 Min. No. 2024.05.31	11 July 2024, 5 th September 2024, 7 th November 2024, 2 nd January 2025, 7 th March 2025.	
	<i>Meeting concluded at 8:30pm</i>	

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Appendix A

Finance Report May 2024				
Current Account		Balance B/F from previous report	16,356.32	
Date	Payee	Details	Expenditure	Income
28.03.2024	Ms K Vickers	Salary	338.72	
31.03.2024	Unity Trust	Service charge	18.00	
02.04.2024	NKDC	Precept		19,400.00
02.04.2024	Eon Next	Clock Tower electricity	35.00	
04.04.2024	Mr A Ogg	Grasscutting	140.00	
05.04.2024	Transfer	Transfer to Instant Access Account	15,999.60	
17.04.2024	Npower Business	Streetlight electricity	667.62	
17.04.2024	HMRC	Tax/NI	10.60	
17.04.2024	HJ Nevile & Sons	Room hire	20.00	
17.04.2024	Diocese of Lincoln	Clock Tower Lease	1.00	
23.04.2024	Radial Joinery	Clock Tower Flooring	821.40	
30.04.2024	Ms K Vickers	Salary	338.92	
01.05.2024	Eon Next	Clock Tower electricity	35.00	
09.05.2024	Eon Energy	Streetlight upgrade	960.00	
21.05.2024	Internal transfer	Clock Tower flooring deposit		821.40
			19,385.86	20,221.40
		Balance C/F	17,191.86	

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