

## Aubourn and Haddington Parish Council

### Minutes of the Parish Council Meeting held at the Estate Office in Aubourn Hall 7<sup>th</sup> November 2024 at 7:00 pm

Agenda Item		Action by
<b>Welcome</b>	Councillor Mosedale welcomed everyone to the meeting.	
<b>Public Time</b> Min. No.2024.11.01	No public in attendance	
<b>County/District Council Updates</b> Min.No 2024.11.02	District Councillor Peter Overton advised that the new chief executive had been appointed and would be in position in January 2025. He also advised that the Fosse Green Energy statutory consultation period had now begun and urged everyone to attend a session if possible.  Apologies were received from County Councillor Marianne Overton Apologies were received from District Councillor Mitch Elliott.	
<b>Formal Session</b>	Formal session commenced 19:20	
<b>Acceptance of Office</b> Min.No 2024.11.03	The newly coopted Parish Councillor Mark Quince signed his Acceptance of Office form and was formally welcomed to the Parish Council. Cllr Quince gave a brief summary of his background and added that he was looking forward to working with the Parish Council and thanked everyone for the opportunity.	
<b>Present</b> Min. No. 2024.11.04	Councillor (Cllr) John Mosedale (Chair), Cllr Julie Plackett-Smith (Vice Chair), Cllr Mark Quince, Cllr Lynne Rocks, Kerrie Vickers (Parish Clerk).	
<b>Apologies</b> Min. No. 2024.11.05	None	
<b>Declarations of Interest</b> Min. No. 2024.11.06	To receive Declarations of Interest In accordance with The Localism Act 2011 - None	
<b>Minutes of Previous Meeting</b> Min. No. 2024.11.07	Notes taken at the Parish Council Meeting on 3 <sup>rd</sup> October 2024 were approved and signed as a true record of events.	
<b>Admission to Meetings Act 1960</b> Min. No. 2024.11.08	To consider whether the Parish Council will move any items on the agenda to a closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 as per Standing Order 7h. Should this resolution be passed the public and press will be required to leave the meeting at this stage.  No items were deemed necessary to be held in a closed session.	
<b>Finance Report</b> Min. No. 2024.11.09	<ul style="list-style-type: none"> <li>i. The payments as per Appendix A were noted and agreed.</li> <li>ii. The year-to-date budget as per Appendix B was noted.</li> <li>iii. The completion of the quarter 2 internal finance check was noted.</li> <li>iv. It was agreed to instruct LALC to carry out the internal audit for 2024/25</li> </ul>	

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	<p>v. The annual increase in the clerk’s salary as in line with the National Joint Council for Local Government Services was noted and will be backdated to April 2024.</p>	
<p><b>Clerks Report</b> Min. No. 2024.11.10</p>	<p>Clerks update, review of ongoing actions from previous meetings.</p> <p><b>Flooding</b> Following recent heavy rain, it was promising to see that the works seem to have improved the situation, and the Parish Council are hopeful that the problem has been rectified and are very grateful for the commendable work undertaken by Highways. It was agreed that this item should be removed from the Clerks Report.</p> <p><b>Fire hydrant</b> Cllr Mosedale advised that he has been making enquiries about the repairs required and as this is a very specialist area, hasn’t been successful in finding anyone yet. Issue ongoing.</p> <p><b>Clock Tower</b> The Parish Clerk advised that the structural survey had taken place today and the report will be circulated on receipt. Cllr Mosedale and the Parish Clerk have recently had a Teams call with Heritage Lincolnshire regarding the possibility of a feasibility study in the hope of receiving some guidance regarding the future possibilities for the Clock Tower. The results of the structural survey will be sent to Heritage Lincolnshire and a meeting arranged to discuss next steps and grant funding sought. The Parish Clerk asked if a rota could be devised for The Clock Tower to be checked on a regular basis. This was unanimously agreed, and the Clerk will source the additional keys required.</p> <p><b>Village Gateway</b> Cllr Rocks has made some enquiries with a contractor regarding the possibility of constructing a village gateway sign as opposed to purchasing purpose-made ones which are very expensive. The Parish Council have not yet made the decision on whether to go ahead with the gateway signs and will continue to look at options before making the decision. It was agreed to look into options for designs and to invite residents to contribute any ideas via the Witham Magazines.</p>	<p>Cllr Mosedale</p> <p>Parish Clerk</p> <p>All</p>

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<p><b>Streetlight Maintenance Program</b> Min. No. 2024.11.11</p>	<p>Cllr Mosedale advised that following the program to upgrade the streetlight lanterns to LED, there were now only 9 upgrades required in Aubourn, and 2 in Haddington.</p> <p>The Parish Clerk has received a quote of £350 + vat per light and it was agreed unanimously to upgrade the 2 lights in Haddington now and look at a program to upgrade the remaining ones in January 2025 and plan this into the precept.</p> <p>Cllr Mosedale advised that he would develop a maintenance schedule for all Parish Council assets which would be added as a staple item on the agenda moving forward.</p>	<p>Parish Clerk</p> <p>Cllr Mosedale</p>
<p><b>Correspondence Received</b> Min. No. 2024.11.12</p>	<p>The Parish Council has received a request from a resident regarding the ongoing maintenance contract for the defibrillator in Aubourn. The defibrillator was initially purchased approximately 8 years ago through a fundraising campaign and the funds to over the yearly maintenance contract will run out in November 2025.</p> <p>The Parish Clerk advised that she has contacted Community Heartbeat regarding the maintenance contract to determine the details of the contract and the cost to the Parish Council once the remaining funds have run out will be in the region of £135 + vat (depending on inflation) per annum.</p> <p>Cllr Rocks proposed that the Parish Council should take over the contract which was seconded by Cllr Plackett-Smith and agreed by all.</p> <p>The resident has confirmed that they will continue to do the weekly checks on the machine and complete the online forms to confirm the machine is ready for use.</p>	<p>Parish Clerk</p>
<p><b>Planning</b> Min. No. 2024.11.13</p>	<p>None</p>	
<p><b>Nevile/Summers Charity</b> Min. No. 2024.11.14</p>	<p>No news.</p> <p>Cllr Mosedale explained the origins of the charity to Cllr Quince which was established in 1898 for “Relief in Need” for the people of the parishes of Aubourn and Haddington.</p>	
<p><b>Individual Councillors Reports</b> Min. No. 2024.11.15</p>	<p>Cllr Mosedale advised that the 2 new poles for the speed indicator devices have now been installed in Aubourn.</p> <p>Cllr Quince advised that signs of antisocial behavior were ongoing at the weir with recent evidence of fireworks.</p> <p>The Parish Clerk will contact the PCSO Sarah Lingard to alert her to this issue and seek suggestions of action from NKDC.</p>	<p>Parish Clerk</p>
<p><b>Date of next meeting</b> Min. No. 2024.11.16</p>	<p>Thursday 2<sup>nd</sup> January 2025 at 7pm</p>	
	<p>Meeting concluded at 20:50</p>	

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## Appendix A

Finance Report 4 2024				
Current Account/Precept		Balance B/F from previous report	12,364.11	
Date	Payment	Details	Expenditure	Income
17.09.2024	HMRC Cumbernauld	PAYE	- 11.00	
17.09.2024	Ms K Vickers	Salary	- 338.52	
17.09.2024	Eon Energy	Street light maintenance programme	- 144.00	
30.09.2024	Ms K Vickers	Antivirus subscription	- 89.99	
30.09.2024	Unity Trust	Service charge	- 18.00	
01.10.2024	Eon Next Ltd	Clock Tower electricity	- 35.00	
15.10.2024	Mr A Ogg	Grass cutting	- 280.00	
15.10.2024	HJ Neville & Sons	Room Hire	- 40.00	
31.10.2024	HMRC Cumbernauld	PAYE	- 11.20	
31.10.2024	Ms K Vickers	Salary	- 338.32	
31.10.2024	Service Charge	Service charge	- 5.40	
01.11.2024	Eon Energy	Clock Tower electricity	- 35.00	
		Total expenditure	- 1,346.43	
		Balance C/F	11,017.68	
Instant Access Account/Reserves		Balance B/F from previous report	18,202.48	
30.09.2024	interest			126.17
		Balance C/F	18,328.65	
<b>Breakdown of Instant Access Account</b>				
		Expenditure	Income	CF
Parish Council Reserves BF	15,999.60		132.90	16,258.67
Clock Tower Account BF	4,891.38	2,847.00	25.60	2,069.98
			126.17	
<b>Total of Accounts Combined</b>			<b>29,346.33</b>	

## Appendix B

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Account 1		Budget 2024/25 Income	Actual
<b>BBFW £15999.60</b>			<b>18,890.98</b>
<b>Precept</b>	<b>2</b>		<b>19,400.00</b>
<b>Other income</b>	<b>3</b>		<b>6,767.48</b>
<b>Other income (interest)</b>			<b>259.07</b>
<b>Total</b>		<b>0</b>	<b>45,317.53</b>
<b>Expenditure</b>			
<b>Parish Clerk salary</b>	<b>4</b>	<b>4200</b>	<b>-£2,330.24</b>
<b>Parish Clerk agreed expenses</b>		<b>240</b>	<b>-£151.40</b>
<b>Clock Tower</b>		<b>2160</b>	<b>-£936.00</b>
<b>Clock Tower Flooring (paid from grants)</b>		<b>0</b>	<b>-£5,856.96</b>
<b>Electricity street lighting</b>		<b>5000</b>	<b>-£667.62</b>
<b>Street light maintenance</b>		<b>3000</b>	<b>-£1,867.99</b>
<b>Subscriptions</b>		<b>150</b>	<b>£0.00</b>
<b>Other maintenance expenses/ad hoc purchases</b>		<b>1000</b>	<b>-£450.18</b>
<b>Grass cutting</b>		<b>700</b>	<b>-£980.00</b>
<b>Insurance</b>		<b>1600</b>	<b>-£1,677.23</b>
<b>Audit</b>		<b>200</b>	<b>£0.00</b>
<b>section 137 budget</b>		<b>150</b>	<b>£0.00</b>
<b>Office running costs/training</b>	<b>5</b>	<b>1000</b>	<b>-£232.18</b>
<b>Total Expenditure</b>			<b>(15,149.80)</b>
<b>Current Balance Account 1</b>		<b>11,017.68</b>	
<b>Current Balance Account 2</b>		<b>£ 18,328.65</b>	
<b>Balance</b>		<b>29,346.33</b>	

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