

Aubourn and Haddington Parish Council

Members of the Parish Council are summoned to the Parish Council Meeting to be held at 7pm on 21st September 2026 at The Clock Tower on Bassingham Road, Aubourn.

There will be a 20-minute public forum at the start of the meeting followed by updates from the County and District Councilors.

Signature K Vickers. Clerk to the Parish Council. 16.09.2026

Agenda item 1. Welcome.

Chair's welcoming remarks and note to the public to remind them of the Standing Orders regarding public participation in meetings - Notably there can be no participation in meetings once public time has ended. Members of the public raising issues or questions should be aware that only items on the meeting agenda can be debated or decided at the meeting, unless the Parish Clerk has delegated powers to deal with it as urgent, e.g. highway repairs. The Chair may decide to answer a question asked by a member of the public or call on a fellow Councillor to do so, or, direct that a written response be given.

2. Public time.

To receive comments, queries and questions from the public and receive any updates from North Kesteven District Councillors and Lincolnshire County Councillor.

3. Formal session.

3.1 Apologies for absence. To receive apologies and determine if the reason for absence is accepted.

3.2 Declaration of interest. To receive Declarations of Interest In accordance with The Localism Act 2011 and to consider any requests for dispensations.

4. Minutes of the previous meeting.

To approve, the minutes of the Parish Council meeting held on 7th July 2026.

5. Finance report.

5.1. To authorise payments and note any income received. Appendix A.

5.2. To review the 2026/27 budget position. Appendix B.

5.3. To note the conclusion of audit 2025/26. Available to view on Parish Council website.

5.4. To note that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026 as per the terms and conditions of the contract of employment. Backpay due to clerk £68.40.

6. Clerks report.

Update and review of ongoing actions from previous meetings that are not individually itemised on this agenda.

Date item raised	Detail	Position at last meeting
January 2026	Lighting and heating in Clock Tower.	Lighting is complete. Listed building consent is required to install the preferred heaters. Portable heaters to be purchased. Councillor Mosedale agreed to speak to the electrician regarding the wattage needs for the heaters. Action Councillor Mosedale.
May 2026	Village gateways.	Design and locations agreed. Councillor Quince to liaise with suppliers for prices. A maximum budget of £3000 was agreed to move the project along. Clerk to apply for permit from Highways and to approach Balfour Beatty for assistance with installation. Action Councillor Quince and Parish Clerk.
July 2026	Telephone kiosk on Royal Oak Lane.	The box is leaning and could do with straightening up and renovating. A resident has offered to paint the box once it has been done. Parish Council to approach Balfour Beatty about this as part of their community work. Action all.

7. Planning. To discuss the following planning application.

7.1. Application 26/1004/FUL High Walks Farm Stone Lane Haddington Lincoln. Proposal: Proposed demolition of existing agricultural building and erection of 2no dwellings

8. Clock Tower. To receive an update and discuss any further items of development and or expenditure.

8.1. Cleaning. To discuss a cleaning schedule and cost implications.

8.2. Terms and Conditions of hire to include fees. To discuss the proposed terms and conditions for hirers and agree fees. Appendix C.

8.3. Risk Assessment. To discuss the proposed risk assessment. Appendix D.

9. Village Gateways. To decide whether signage should be purchased for the new gateways once it has been determined how much of the £2500 budget received from The Lost Festival is remaining following installation costs, or if the remaining budget should be ringfenced for additional gateway locations or traffic calming measures in the future. Current spend on project so far minus the vat is £1155.

10. Defibrillator for Haddington. To discuss whether the Parish Council should consider getting a defibrillator to be sited in Haddington.

11. Traffic. To discuss ongoing actions and receive an update from the Community Speed Watch Group.

12. New litter bin on Blackmoor Road. To decide if the Parish Council should purchase a litter bin for a location identified as a littering hotspot on Blackmoor Road.

13. Poppy Wreath. To decide if the Parish Council should purchase a new poppy wreath for the war memorial in the Clock Tower grounds.

14. Funds received from insurance claim for fire hydrant in Haddington. To discuss whether the Parish Council should set a sum aside for repairs and reallocate the remainder to another project or wait until a replacement hydrant becomes available.

15. Neville Summers Charity Update.

16. Parish Councillors Reports. To receive updates and news that has not already been covered on the agenda.

17. Date of next meeting

Appendix A

Finance Report 2026/27					
Current Account/Precept		Balance B/F from previous report	16,390.72		
Date	Payment	Details	Expenditure	Income	Balance
21.07.2026	Mr A Ogg	Grass cutting Clock Tower	- 140.00		16,250.72
23.07.2026	Trent Property	25% deposit for Clock Tower works	- 429.47		15,821.25
23.07.2026	Mark Quince	Reimbursement for window cleaner at Clock Tower	- 15.00		15,806.25
23.07.2026	HJ Nevile & Sons	Room hire	- 60.00		15,746.25
23.07.2026	Ms K Vickers	Reimbursement for printing costs	- 28.34		15,717.91
24.07.2026	NPOWER	Streetlight electricity	- 430.06		15,287.85
28.07.2026	Internal transfer	Internal transfer	2,980.80		18,268.65
29.07.2026	Mrs L Rocks	Chair cleaner	- 26.97		18,241.68
29.07.2026	Booths Stonemasonry	60% of invoice for stoneworks at Clock Tower	- 2,980.80		15,260.88
31.07.2026	HMRC	Income tax	- 50.40		15,210.48
31.07.2026	Ms K Vickers	Salary and agreed expenses	- 381.92		14,828.56
31.07.2026	Mr A Ogg	Grass cutting Clock Tower	- 140.00		14,688.56
31.07.2026	Unity Trust Bank	Service charge	- 7.00		14,681.56
03.08.2026	E.ON Next Ltd	Clock Tower electricity	- 32.56		14,649.00
06.08.2026	Internal transfer	Transfer - village gates	- 1,386.00		13,263.00
07.08.2026	Watt Plastics Ltd	Village gates	- 1,386.00		11,877.00
07.08.2026	Howsafe Ltd	Hi vis safety jackets	- 81.93		11,795.07
17.08.2026	Information Commissioner Office	Data Protection Subscription	- 47.00		11,748.07
27.08.2026	Lincolnshire County Council	Passive speed signs	- 120.00		11,628.07
27.08.2026	HMRC	Income tax	- 7.03		11,621.04
27.08.2026	HMRC	Income tax	- 60.60		11,560.44
27.08.2026	Ms K Vickers	Salary and agreed expenses	- 423.26		11,137.18
31.08.2026	Unity Trust Bank	Service charge	- 7.00		11,130.18

01.09.2026	E.ON Next Ltd	Clock Tower electricity	- 32.75		11,097.43
04.09.2026	Trent Property	Clock Tower works	- 1,118.13		9,979.30
04.09.2026	Internal transfer	Internal transfer	1,386.00		11,365.30
04.09.2026	E.ON Energy	Streetlight maintenance	- 97.80		11,267.50
09.09.2026	Ms K Vickers	Reimbursement for cleaning supplies	- 31.10		11,236.40
09.09.2027	Ms K Vickers	Reimbursement for cleaning supplies	- 57.75		11,178.65
09.09.2026	PFK Littlejohn LLP	External audit fee	- 252.00		10,926.65
11.09.2026	HMRC VTR	VAT refund		844.87	11,771.52
		Balance to carry forward			11,771.52
Instant Access Account		Balance brought forward			30,948.23
30.06.2026		Interest		140.20	31,088.43
28.07.2026		Transfer to current account	- 2,980.80		28,107.63
02.09.2026		Insurance excess		250.00	28,357.63
		Balance of instant access account			28,357.63
Total of Accounts Combined		Balance to carry forward			40,129.15

Appendix B

Account 1		Budget	Actual
BBFW	1		6,762.63
Precept	2		20,370.00
Other income - insurance sum ref fire hydrant	3		1,500.00
Bank interest	3		140.20
Other income – VAT refund	3		844.87
Total		0	29,617.70
Expenditure		Budget	Actual
Parish Clerk salary	4	5200	-£2,125.17
Parish Clerk agreed expenses	5	240	-£95.00
Clock Tower	5	4530	-£5,643.77
Electricity street lighting	5	3100	-£708.57
Street light maintenance	5	3000	-£625.66
Subscriptions	5	200	-£211.20
Maintenance	5	1000	-£120.00
Grass cutting	5	1000	-£190.00
Insurance	5	850	-£746.44
Audit	5	500	-£252.00
Miscellaneous	5	150	-£1,605.63
Training	5	100	£0.00
Office running costs	5	500	-£163.34
Total Expenditure			(12,486.78)
Current Balance Account 1			11,771.52
Current Balance Account 2			28,357.63
Balance of accounts			40,129.15

Aubourn And Haddington Clock Tower Community Space: Terms and Conditions of Use.

COST OF HIRE

Hourly rate is £ for residents, £ for non-residents, £ for regular groups. Please allow time for setting up and cleaning. Payment is due at the time of booking. An invoice will be sent to you.

A cancellation will only be refunded if the cancellation is received 5 working days prior to the booking date.

Depending on the nature of the booking, a refundable deposit may be required at the time of the booking. The deposit will be refunded within 5 working days following the booking.

EVENING BOOKINGS

The hall is available for evening bookings, only at the trustee's discretion and must finish by 10.00pm.

SECURITY

The site is unmanned and you will be given access to the key safe to gain entry. The code for this will be shared once the booking has been secured by means of payment. It is the hirer's responsibility to ensure that the building is locked, and the key returned to the key safe after the booking.

FINISHING TIME / SECURITY/ RETURN OF KEYS

The hall must be vacated by the finishing time stated on the booking form. On leaving the building, please ensure that all internal doors are closed, exterior windows and doors are locked and lights and heating switched off. Keys must be returned to the key safe immediately, and lost keys must be paid for (cost £15). Out of consideration for the neighbors please leave quietly after your booking, particularly in the late evening. We do not permit use of the hall after 10 pm so all noise must cease by that time, and the premises must be vacated. It would be appreciated if you could ensure that the noise level at the event will not cause a nuisance.

LICENSES

The Clock Tower is not licensed, and it is the responsibility of the hirer to obtain any temporary notice that may be required. You must state on the booking form if a license is required for your event. For more information of the type of license you may require, please check the North Kesteven District Council website. <https://www.n-kesteven.gov.uk/business-services-support/licensing/licensing/business-licences-conditions/temporary-event-notice-ten>

GENERAL CARE

Please look after the hall, clear up any spillages immediately, clean it after use and leave it as you find it. The cleaning equipment is in the storeroom and within the kitchen area. After use, please ensure that this equipment is placed back in the correct space for easy access. Any rubbish must be taken away from the site. Please ensure you remove all of your rubbish before leaving. Failure to do so will result in losing the ability to hire the hall in the future.

EQUIPMENT

We have 12 upholstered chairs, 18 plastic chairs and 6 stackable tables. Please return the stackable tables and plastic chairs to the storeroom, stacking chairs no more than 6 high. The upholstered chairs should be stacked together in the main hall and covered with the plastic sheet provided. Hall users will be required to pay for all breakages and any damage to the fabric or fitting of the building. Furniture may not be taken outside unless this has been agreed to by the Parish Council. Basic kitchen facilities, including a water heater, cutlery, plates and cups are provided for use. Cold running water is available.

HEATING

The heaters must be turned off at the end of the booking. Failure to do so may result in a penalty.

FIRE SAFETY

There is no rear access point. In the event of a fire, evacuate the building immediately and telephone the fire brigade, then advise a member of the Parish Council at the earliest opportunity. Please familiarise yourselves with the locations of the fire equipment at the start of the booking.

SMOKING

The whole building is a “no smoking” area. If you smoke outside, please take your cigarette ends with you in your rubbish.

SAFETY

Use of smoke and foam machines is not allowed.

CAR PARKING

There is a wide verge around the Clock Tower which provides parking space for several cars off the road. Otherwise please park on the road the same side as the hall, no less than 10 meters from the junction of Bridge Road and Bassingham Road. Do not park on the opposite side of the road to the Clock Tower.

INSURANCE

The hall is covered by Public Liability Insurance, but the hirer shall be liable for any third-party claims involving personal injury or property damage where the hirer has been negligent.

Appendix D

What are the hazards	Likelihood	Existing controls	Addition controls required	Likelihood after controls
Hazardous substances e.g., cleaning products - risk skin problems, e.g., dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	Low	Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant'. Cleaner trained to use products safely, e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container.	If issues arise, record in accident book and inform the Parish Clerk	Low
Electricity - risk electric shocks or burns from faulty equipment or installation.	Med	Fixed installation correctly installed by qualified electrician and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets.	Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Remind users that portable equipment considered unsafe should be marked and taken out of use.	Low

		Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.		
Stored equipment – risk of injury from collapsing stacks and cupboards being over packed. Items falling out when doors opened	High	Users know that they must stack tables and chairs carefully so that they do not collapse.	Notices put up on advising on maximum number of chairs to be stacked.	Low
Fire - If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	High	All fire doors to be unlocked when hall in use. Fire equipment to be available for use and serviced annually.	Ensure the actions identified as necessary by the fire risk assessment are done.	Low
Slips trips and falls – risk of sprains or broken bones, concussion or other injuries associated with falls	Med	Make sure general housekeeping is of a high standard and walking areas are reasonably flat with no holes. Annual inspection of venue to identify any hazards.	Ensure any hazards identified are clearly marked.	Low