

Aubourn and Haddington Parish Council

Minutes of the Parish Council Meeting held at the Clock Tower in Aubourn on 21st September 2026 at 7:00 pm.

26.09.01. Welcome.

Councillor Mosedale welcomed everyone to the first meeting back in the Clock Tower following a period of closure due to necessary renovations.

26.09.02. Public forum.

There was 1 member of the public in attendance who advised the Parish Council that following the recent defibrillator training, they had contacted the Lions Message in a Bottle scheme and ordered 50 bottles for any resident who would like one. The Message in a Bottle scheme is a simple but effective way for people to keep their basic personal and medical details where they can be found in an emergency on a standard form and in a common location which is usually the fridge. Paramedics, police, fire-fighters and social services support this Lions life-saving initiative and know to look in the fridge when they see the Message in a Bottle sticker, which is also supplied. The initiative provides peace of mind so that prompt and appropriate medical assistance can be provided, and next of kin/emergency contacts can be notified. It was agreed that the Parish Council would put a message on Facebook and include this in the next newsletter and in the next free publication magazine.

North Kesteven District Council News

District Councillor Peter Overton congratulated the Parish Council on the excellent renovations in the Clock Tower.

Peter advised that the halt in the Local Government Regeneration project could go on for quite some time and updates would be given once received.

District Councillor Mitch Elliot advised that he had submitted a call-in request to the planning department regarding the application for the serial clamp in Haddington following the submission of the revised traffic report stating that the anticipated number of traffic movements to and from the site would be 59 per day which is highly likely to cause standing traffic and holdups.

Mitch also advised that there would be an overnight Monday to Friday road closure on the A46 southbound at Big Thorns Ponds from Monday 5th October to Thursday 22nd October.

Lincolnshire County Council News

County Councillor Marianne Overton advised that the application for the electricity substation at Navenby had received over 900 public objections and the opportunity to submit a comment was still available on the North Kesteven District Council website. Planning application 26/0575/FUL.

Marianne asked to be informed when the Clock Tower would be ready for hire. **Action Parish Clerk.**

26.09.03. Formal session commenced at 7:40pm.

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3.1. Present.

Councillor's John Mosedale (Chair); Hugh Nevile; Mark Quince (Vice Chair) and Lynne Rocks

3.2. Apologies.

Apologies were received and accepted from Councillor Julie Plackett-Smith.

3.3. Declarations of interest. None.

26.09.04. Minutes of previous meeting

The minutes of the meeting held on 7th July 2026 were unanimously agreed and signed by the chairman.

26.09.05. Finance report.

5.1. Items of expenditure were authorised with no comments. Appendix A part 1.

5.2. The budget position was noted with no comments. Appendix A part 2.

5.3. The conclusion of the audit 2025/26 was noted. Available to view on Parish Council website.

5.4. The National Joint Council for Local Government Services (NJC) pay award for 2026-27 to be implemented from 1 April 2026 as per the terms and conditions of the clerk's contract of employment was noted. Backpay due to clerk £68.40.

26.09.06. Clerk's Report

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 and scaled drawings are required. Clerk and Chair to look into this. It was agreed to use some portable heaters loaned by Councillor Nevile in the interim. Action Councillor Mosedale/ Clerk/Councillor Nevile.
May 2026	Village gateways.	Highways permit received. Balfour Beatty has agreed to do installation and supply materials. It was agreed to get the gates installed before deciding upon any signage. Signage designs to be looked at and circulated. Action Councilor Rocks/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

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		about this as part of their community work. Action all.
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26.09.07. Planning.

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

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

8.0. A discussion was held about the pathway and lack of lighting at the front of the Clock Tower. Councillor Mosedale agreed to look into this and then the Lost Village Festival would be approached for a grant. **Action Councillor Mosedale.**

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

Due to the bats who reside in the building, it will be necessary to clean the Clock Tower ahead of a booking. As the frequency is difficult to determine as present, it was agreed the cleaning would be done when required and this will be monitored and discussed again when necessary. Cost implications were not discussed at this time.

8.2. Terms and Conditions of hire to include fees. Appendix C.

A discussion was held with amendments to the draft copy agreed. Parish Clerk to update the document and put it on website once the Clock Tower is ready for hire. **Action Parish Clerk.**

8.3. Risk Assessment. Appendix D.

A discussion was held with amendments to the draft copy agreed. Parish Clerk to update the document and put it on website once the Clock Tower is ready for hire. **Action Parish Clerk.**

26.09.09. Village Gateways.

Covered in Clerks report.

26.09.10. Defibrillator for Haddington

Councillor Quince advised that he has seen an opportunity to apply for a free defibrillator which could be installed in Haddington. It was agreed to apply for the free defibrillator, and should the application not be successful, the Parish Council will look at funding a defibrillator themselves. **Action Councillor Quince/Parish Clerk.**

26.09.11. Traffic

Councillor Nevile gave an update on the Community Speedwatch Group and advised that they were out on a regular basis. The group is still seeking additional members, and anyone interested should contact the Parish Clerk.

The clerk advised that the 30mph repeater signs have been ordered and should be delivered any time soon.

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26.09.12. New litter bin on Blackmoor Road.

It has been recommended by the people who regularly litter pick in Aubourn and Haddington to install a litter bin on Blackmoor Lane. This was agreed. Parish Clerk to contact NKDC waste department in the first instance for permission to add to their collection schedule and then purchase the bin. **Action Parish Clerk.**

26.09.13. Poppy Wreath.

It was agreed that the Parish Council should purchase a new poppy wreath for the war memorial in the Clock Tower grounds this year. **Action Parish Clerk.**

26.09.14. Funds received from insurance claim for fire hydrant in Haddington.

It was agreed that the Parish Council would set a sum of £500 aside for repairs and reallocate the remaining £1000 to the Clock Tower stonework project. **Action Parish Clerk.**

26.09.15. Neville Summers Charity.

Following the sad loss of a parishioner, flowers have been sent to the family.

26.09.16. Councillor's reports.

Councillor Quince expressed his frustration over possible missed opportunities due to the restrictions on Parish Councils because of legislation.

The Parish Clerk reminded the councillors that barring items listed in the delegation policy, all decisions must be made in a formal meeting and must be listed on an agenda prior to the meeting to give the public an opportunity to see what is being discussed and have the opportunity to speak up about these items if they wish to.

Although Aubourn and Haddington Parish Council only meet every other month, an extraordinary meeting can be held at any time. The minimum lead time to post an agenda to call a meeting is 3 working days and therefore there is no reason why any opportunities should be missed.

Councillor Quince gave an update on the recent defibrillator training session which was held in the Clock Tower and was well attended and very successful.

Councillor Quince also added that he had received positive feedback from the first newsletter and would be producing another newsletter shortly.

26.09.17. Date of next meeting

Tuesday 10th November at the earlier time of 6:00pm.

Councillor Mosedale thank everyone for their contributions and the meeting concluded at 9:50 pm.

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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

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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

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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
Streetlight 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

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Appendix C

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

COST OF HIRE

Hourly rate is £10 per hour.

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 Parish Councils 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. 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 may result in losing the ability to hire the hall in the future.

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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 an additional charge.

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.

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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. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site.	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

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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

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