

Aubourn and Haddington Parish Council

Minutes of the Annual Parish Council Meeting held at the Clock Tower in Aubourn on Tuesday 09 May 2023 held at The Clock Tower in Aubourn at 18:00

Agenda Item		Action by
Present Min. No. 2023.05.01	<i>Cllr Mosedale, Councillor Page, Councillor Plackett-Smith, Councillor Snape, Kerrie Vickers (Parish Clerk). No members of the public in attendance.</i>	
Apologies Min. No. 2023.05.02	<i>None</i>	
Appointment of Parish Councillors	<i>All Parish Councillors signed their Acceptance of Office forms prior to the meeting.</i>	
Welcome Min. No. 2023.05.03	<i>Councillor Mosedale welcomed everyone to the meeting and called for nominations for Chairperson. Councillor Mosedale proposed Councillor Snape. Seconded by Councillor Page and agreed. Councillor Snape signed the Acceptance to the position of Chairperson form.</i>	
Min. No. 2023.05.04	<i>Councillor Snape thanked Councillor Mosedale for all the hard work he has put in during his year as Chair, which proved at times a difficult year. He also welcomed Councillor Page to the Parish Council.</i> <i>Councillor Snape called for nominations for Vice Chairperson. Councillor Snape proposed Councillor Mosedale, seconded by Councillor Plackett-Smith and agreed.</i>	
Public Meeting		
Public Time Min. No. 2023.05.05	<i>No members of the public in attendance</i>	
Police Time Min. No. 2023.05.06	<i>No County Council or District Councillors in attendance</i>	
Formal Council Session	Formal meeting commenced at 18:05	
Declarations of Interest Min. No. 2023.05.07	To receive Declarations of Interest In accordance with The Localism Act 2011 - <i>None</i>	
Minutes of Previous Meeting Min. No. 2023.05.08	Minutes of the Parish Council meeting held on Tuesday 13 April 2023 <i>Agreed and signed as a correct record.</i>	
Matters Arising Min. No. 2023.05.09	none	
Review Min. No. 2023.05.10	Asset Register <i>At present, the asset register is inaccurate and based upon insurance valuations. As a requirement of the Annual Governance Return, the current valuation will be submitted but a full audit of assets will then take place.</i>	All

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<p>Min. No. 2023.05.11</p>	<p>To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p><i>LALC – training</i> <i>Mr A Ogg – gardening services</i> <i>Ms A Bowley – cleaning</i> <i>Infiniti Fire – fire equipment service</i> <i>Cumbria Clock Company – annual clock service</i></p> <p><i>Proposed to continue with these arrangements by Councillor Snape and seconded by Councillor Plackett-Smith and agreed.</i> <i>Parish Clerk to attempt to source additional quotes for the annual clock service</i></p>	
<p>Min. No. 2023.05.12</p>	<p>To review and approve the continued method of payment via bank transfer or cheque as per Financial Standing Order 6.3</p> <p><i>Proposed to continue by Councillor Snape and seconded by Councillor Page and agreed.</i></p>	<p>Parish Clerk</p>
<p>Min. No. 2023.05.13</p>	<p>To review and consider the appointment of LALC (Lincolnshire Association of Local Councils) as internal auditor for 2023/24</p> <p><i>The Parish Clerk commented how she had found the exercise of working with the internal auditor supplied via LALC extremely rewarding and recommended using the service for the forthcoming financial year.</i> <i>Proposed to go ahead by Councillor Snape, seconded by Councillor Mosedale and agreed.</i></p>	
<p>Finance Min. No. 2023.05.14</p> <p>Annual Governance and Accountability Return Min. No. 2023.05.15</p>	<p><i>The following figures were received</i></p> <p>Bank reconcilliation at 30 April 2023 <i>Current Account £30968.17</i> <i>Clock Tower Account £3045.50</i></p> <p>The following payments were approved and agreed;</p> <ol style="list-style-type: none"> <i>1. Cleaning in Clock Tower - £15.00</i> <i>2. Clerks salary and agreed £20 expenses - £314.72</i> <i>3. Npower street light electricity - £508.59</i> <i>4. Clock Tower lease - £1.00</i> <i>5. K Vickers - £18.99 - printer cartridge</i> <p>To receive the internal audit report pending – the internal audit report had been previously circulated.</p>	

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Min. No. 2023.05.16	<i>The report had been previously circulated. New processes will be implemented to address the areas identified for improvement. The report is available to view on the Parish Council website.</i>	Parish Clerk
Min. No. 2023.05.17	To complete the Annual Governance Statement 2022/23 (Section 1) – <i>The statement was read and signed by Councillor Snape and the Parish Clerk after taking into account the internal audit report findings. The report is available to view on the Parish Council website</i> To complete the Accounting Statements 2022/23 (Section 2) – <i>The statement was analysed and signed by Councillor Snape and the Parish Clerk. The report is available to view on the Parish Council website.</i> <i>Parish Clerk to submit certificate of exemption to external auditor along with supporting documentation and publish the notice of public rights for any person interested to inspect the accounting records for 2022/23.</i>	Parish Clerk Parish Clerk
Updates Min. No. 2023.05.18	Clerks report and correspondence <i>Bridge Road – Councillor Mosedale has chased Richard Fenwick (LCC) but as yet not received a response.</i> <i>Clock Tower maintenance – the Parish Clerk has attained one quote to clean / repair the gutters and is attempting to source others.</i> <i>Coronation – no update regarding the renaming of the bridge. It was agreed to remove this item from the Clerks report.</i> <i>Planning – the following application was noted as agreed - 23/0178/HOUS Woodlands, Royal Oak Lane. Aubourn</i>	Cllr Mosedale Parish Clerk
Nevile/Summers Charity Min. No. 2023.05.19	<i>The Annual General Meeting was held 20.04.2023 and all officers were re-elected. Mrs Hughes chairperson, Mrs Plackett-Smith treasurer, Mrs Woodman MBE secretary. Mrs Lynne Rocks was co-opted as a trustee. It is hoped to widen the remit 'Relief in Need' of the Estate Charity of Sir Christopher Nevile and further discussions will take place at the next meeting.</i>	
Chairmans Report Min. No. 2023.05.20	<i>No items to report.</i>	
Councillor's Reports Min. No. 2023.05.21	<i>Councillor Page enquired if the Parish Council has a safeguarding policy, and offered her services in creating one. She also asked about the defibrillator on Royal Oak Lane and advised she would make enquiries regarding maintenance.</i>	Councillor Page
Items for Herald/Staple Min. No. 2023.05.22	<i>Vacancy.</i>	Parish Clerk
Items for Next Agenda Min. No. 2023.05.23	<i>Asset Register</i>	

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<p>Date of Next of next and subsequent meetings Min. No. 2023.05.24</p>	<p><i>The Parish Councillors discussed the frequency of the meetings and Councillor Snape proposed to change the current monthly meeting to every alternate month. Seconded by Councillor Mosedale and agreed. Councillor Mosedale agreed to circulate dates to the group with the date of the next meeting being Wednesday 5th July. Parish Clerk to update noticeboards and website.</i></p>	<p>Councillor Mosedale Parish Clerk</p>
	<p><i>Meeting concluded at 19:15</i></p>	
<p>Closed Session</p>	<p><i>Closed session commenced at 19:15</i></p>	
<p>Staffing Matters Min.No. 2023.05.25</p>	<p><i>The decision to accept the Parish Clerks withdrawal of notice was ratified. Proposed by Councillor Snape, seconded by Councillor Mosedale and agreed.</i></p> <p><i>Staffing matters were discussed and it was noted that a Grievance Policy needed to be put in place.</i></p> <p><i>Meeting concluded at 19:30</i></p>	<p>Parish Clerk</p>

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