

Aubourn and Haddington Parish Council

Members of the Parish Council are summoned to the Parish Council Meeting to be held at the Clock Tower in Aubourn on Tuesday 5 September at 6pm.

There will be a 20 minute public forum prior to the meeting when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period,

Signature K Vickers Clerk to the Parish Council

Date 30/08/2023

Agenda Item	
Welcome	
Public Time	
County/District Council Updates	To receive any updates from County/District Councillors
Formal Council Session	
Apologies	
Declarations of Interest	To receive Declarations of Interest In accordance with The Localism Act 2011 and to consider any requests for dispensations
Minutes of Previous Meeting	To approve the notes taken at the Parish Council meeting held 17 July 2023 as minutes.
Matters Arising	
Finance Report	<ul style="list-style-type: none"> • To receive the bank reconciliation • To discuss and authorise payments & note income received. Appendix A
Clerks Report	<p>Clerks update, recent correspondence and review of ongoing actions;</p> <ul style="list-style-type: none"> • Request from NKDC to relocate dog bin Aubo/DB/02 closer to the highway on Hawthorn Corner for ease of servicing by the operative. <p>Ongoing actions :</p> <ul style="list-style-type: none"> • Bridge Road streetlights • Clock Tower maintenance - to discuss fire safety equipment checks, purchase of calor gas bottles
Purchase of office equipment	To discuss the purchase of a laptop to be used by the Parish Clerk for all Parish Council business. Quote 1 £149.00. Quote 2 £169.00. Quote 3 £179.00
Street Lights	<p>To discuss replacement of streetlight number 2 in Royal Oak Lane. Quotation received £350 + vat.</p> <p>To discuss offer received from insurance broker in relation to accident on Royal Oak Lane. Details previously circulated.</p>
Planning	n/a
Policy and Procedure	To agree the adoption of the following policies; Equality and Diversity Grievance Policy Expenses Policy Parish Clerk Expenses Policy Parish Councillors
Nevile/Summers Charity	To receive any updates
Chairmans/ Councillors Reports	To receive any updates
Items for Next Agenda	
Date of Next Meeting	

Closed Session	Staffing Matters – to agree the amendments to the Parish Clerks contract of employment. Details previously circulated to Parish Council. To agree the payment of backdated salary increase following recent appraisal. Details previously circulated to Parish Council.
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Appendix A

Account 1				Balance B/F from previous report	£27,500.43	
Payment type	Date of purchase/ power to spend	Date	Payee	Details	Expenditure	Income
DD	Contract	03.07.2023	E.ON. NEXT	Clock Tower Electricity	59.06	
B/P	Contract	05.07.2023	A. Bowley	Cleaning	15.00	
B/P	Contract	19.07.2023	Npower Business	Street light electricity	560.03	
B/P	18.07.2023	19.07.2023	Ms K Vickers	Reimbursement Clock Tower Assessment	193.50	
Cheque	Contract	19.07.2023	A Ogg	Grass cutting	140.00	
B/P	Salary	31.07.2023	Ms K Vickers	Salary July 2023	314.72	
DD	Contract	01.08.2023	E.ON. NEXT	Clock Tower Electricity	59.06	
B/P	09.08.2023	14.08.2023	Cllr Mosedale	Reimbursement phone box repairs	178.56	
B/P	21.08.2023	25.08.2023	K Vickers	Reimbursement. ICO payment	40.00	
B/P	Contract	25.08.2023	NKDC	Election fee's	46.40	
B/P	Contract	25.08.2023	Eon Energy	Street light replacement Royal Oak Lane	1309.20	
				Total	£2,915.53	0
				Balance C/F	£24,584.90	
Clock Tower Account				Balance B/F	£3,062.65	
				Transactions	0	0
				Balance C/F	£3,062.65	
				Balance of accounts	£27,647.55	