

## Aubourn and Haddington Parish Council

### Minutes of the Parish Council Meeting held at the Clock Tower in Aubourn on Tuesday 5<sup>th</sup> September 2023 held at The Clock Tower in Aubourn at 18:00

Agenda Item		Action by
<b>Welcome</b>	Councillor Snape (Chair) welcomed everyone to the meeting.	
<b>Public Time</b> Min. No.2023.09.01	There were no members of the public in attendance. Councillor Snape invited updates from District and County Councillors.	
<b>County/District Council Updates</b> Min.No 2023.09.02	County Councillor Marianne Overton had previously sent her apologies.  District Councillor Peter Overton introduced himself to the Parish Council and was welcomed. He discussed the Fosse Green Energy project.  District Councillor Mitch Elliott discussed the recent Lost Village festival and asked the Parish Council if they had received any complaints.  Formal session commenced 18:20	
<b>Present</b> Min. No. 2023.09.03	Cllr Mosedale (Vice Chair), Councillor Page, Councillor Plackett-Smith, Councillor Snape (Chair), Kerrie Vickers (Parish Clerk). District Councillor Mitch Elliott, District Councillor Peter Overton.	
<b>Apologies</b> Min. No. 2023.09.04	None	
<b>Declarations of Interest</b> Min. No. 2023.09.05	To receive Declarations of Interest In accordance with The Localism Act 2011 - None	
<b>Minutes of Previous Meeting</b> Min. No. 2023.09.06	Minutes of the Parish Council meeting held 17 July 2023. Councillor Snape proposed to accept the minutes as a true record. Seconded by Councillor Plackett-Smith and agreed and signed.	
<b>Matters Arising</b> Min. No. 2023.09.07	none	
<b>Finance</b> Min. No. 2023.09.08	The bank reconciliation as per <b>Appendix A</b> was noted and agreed. The payments as per <b>Appendix A</b> were noted and agreed	
<b>Clerks Report</b> Min. No. 2023.09.09	<p>Bridge Road – Councillor Mosedale has received a response from Richard Fenwick (LCC) who advised that he has contacted the contractor responsible for the roadworks to investigate but added it did seem very strange that they would have damaged an electric feed without noticing or having any log of this on site and it would also be strange for it to be so shallow that a 4cm resurfacing damaged it. Mr Fenwick has also offered to assist Eon in any investigations.</p> <p>An officer in the technical services team at LCC has recommended the Parish Council seek an independent survey from a highway’s electrical specialist to pinpoint the exact point of the break in power. Parish Clerk to obtain a quote.</p> <p>Clock Tower maintenance – The Parish Clerk has contacted a local company and made arrangements to meet with them to discuss the issues with the roof and flooring.</p> <p>Fire safety equipment checks – Clerk to action.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p> <p>Parish Clerk</p>

	Calor gas bottles – Clerk to determine if it is possible to hire new heaters as it has been previously determined that the current heaters cannot be serviced which could be a health and safety hazard.	Parish Clerk
Purchase of office equipment Min. No. 2023.09.10	Councillor Snape proposed setting a budget of up to £500 for the purchase of a laptop. This was seconded by Councillor Mosedale who agreed to look at suitable options.	Cllr Mosedale
Street Lights Min. No. 2023.09.11	Replacement of streetlight number 2 in Royal Oak Lane. Proposed to proceed by Councillor Mosedale, seconded by Councillor Page and agreed.  Insurance claim. Councillor Mosedale proposed not accepting the insurance offer and felt the Parish Council should be seeking compensation for what will inevitably be an increase in premiums plus the £250 excess charge. Parish clerk to action. Seconded by Councillor Snape and agreed.	Parish Clerk  Parish Clerk
<b>Planning</b> Min. No. 2023.09.12	n/a	
<b>Policy and Procedures</b> Min. No. 2023.09.13	Councillor Snape proposed to adopt the following policies Equality and Diversity Grievance Policy Expenses Policy Seconded by Councillor Page and agreed	Parish Clerk
<b>Nevile/Summers Charity</b> Min. No. 2023.09.14	No update at present other than the resignation of Mr John Baddon.	
<b>Chairmans Report</b> Min. No. 2023.09.15	Councillor Snape has been in touch with the organiser's of the Lost Village Festival in the quest for funding for a second defibrillator for the parish, which looks favorable.	
<b>Councillor's Reports</b> Min. No. 2023.09.16	Councillor Plackett-Smith advised that she had been asked by a resident about installing repeater signs in Haddington. As there is nowhere to put the signs, this is not currently an option, but other options were discussed such as gated entrances which would be looked into. Councillor Plackett-Smith also commented about the overgrown grass verges. It was agreed that the Parish Clerk would contact LCC and NKDC to ascertain the hedge/verge cutting schedules. Councillor Mosedale had already updated the Parish Council about the recent cluster meeting he had attended where a representative for the Fosse Green Energy project had been in attendance at the beginning of the meeting and advised he would be attending the forthcoming meeting of the action group the following week.	Parish Clerk
	Public meeting concluded at 19.20	
Closed Session – Staffing Matters Min. No. 2023.09.17	The Parish Council moved into a Closed Session to discuss staffing matters. Public excluded under the Public Bodies (Admission to Meetings) Act 1960.  The Parish Council resolved to approve the amendments to the Parish Clerks contract of employment. The Parish Council resolved to agree to the salary increase following the recent appraisal with the pay backdated to October 2022.	
<b>Date of Next Meeting</b> Min. No. 2023.09.18	01 November 2023	
	Meeting concluded at 19.25	

## 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	
				<b>Balance of accounts</b>	<b>£27,647.55</b>	