

Asterby and Goulceby Parish Council

Minutes - 2nd December 2024

Chair: Jon Mold (JM)
Present Councillors: Ian Taylor (IT), Graham Johnson (GJ)
Parish Clerk & RFO: Diane De Halle (DDH)
Members of the Public: 2
District Councillor: Daniel Simpson

PUBLIC FORUM – NONE

31. **Chairman's remarks** – welcomed all present.
32. **Apologies for absence and reasons given** – none.
33. **Declaration of interests and requests for dispensations** – 1 Parish Councillor (Jon Mold – Chair) declared an interest in a neighbouring property mentioned in Section 38 – RESOLVED to accept and dispensation granted.
34. **To confirm and sign the minutes of the meeting held on 2nd September 2024** – RESOLVED to accept the Minutes from the previous meeting as a correct record and signed by the Chair.
35. **To receive reports from the Clerk and Councillors on matters outstanding** – noted.
36. **To receive reports from District and County Councillors**
District Councillor Simpson will forward a 'Grants' email to the council. Local Plan now on hold. Funding on Drainage Board ongoing, accounts for 60% of council tax; 30% of ELDC is below sea level. Government hardening on Pylons planning, covers approx. 6,000 acres of land. Parish/Town council 'support survey' issued. Food Waste coming (likely to be weekly); still working on process. Looking at road sweeper coming out. DC Simpson to provide details on Gas Plant at Hatton to Church for potential grant.
37. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action** – only 1 outstanding on 'fix my street' for drainage issues on Watery Lane, Goulceby.
38. **To consider planning applications/correspondence received**
a – Decision Notice: N/060/01646/24 (05.11.24)
PROPOSAL: Planning Permission – alterations to existing dwelling to provide an annexe (works commenced)
LOCATION: BRIDGE HOUSE, BUTT LANE, GOULCEBY, LOUTH, LN11 9UP
- **RESOLVED** to notify generally in support with query on clarification for the park home and to note original buildings vs current development.
39. **Speeding into Goulceby village on Horncastle Road – raised by resident – RESOLVED** no further action at this time, noted likely costs.
40. **Website accessibility compliance – legislation and gov.uk emails – RESOLVED** no further action at this time, noted likely costs.
41. **LALC internal audit – new guidelines / costs for an 'interim audit' to be conducted in addition to end of year (£137.50 + VAT + potential additional costs / mileage) – RESOLVED** to hold pending queries with LALC on size of council, number of meetings and request for similar audit to 23/24; Cllr Simpson to advise on possible other internal auditor.
42. **Lloyds Bank – account will change to a 'Community Account' incurring charges – RESOLVED** to look for alternative bank with no charges (in meantime included in budget 24/25).
43. **Budget setting for Precept 2025-26 – RESOLVED** to accept new figure of £4,078.34 + £40 VAT. To be submitted to ELDC by 31.1.25. Increased costs associated with salary increase, insurance, new banking charges, contingency and donation.
44. **To consider correspondence received since the last Parish Council meeting:**

Ref	From	Correspondence	Action
A	Poppy Shop UK	9.9.24 – poppy ordered for All Saints Church Remembrance Service.	Noted. Taken to service. Added to Finance.
B	Easy Web Sites	3.10.24 – email regarding website accessibility compliance – All UK government services to be monitored for WCAG 2.2 compliance. All encouraged to use .gov.uk domain for websites. Comply with GDPR. Recommended to use .gov.uk emails.	See item 40.

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Ref	From	Correspondence	Action
C	LCC	4.10.24 – email introducing 'Future4Me', projects working with young people to support them in completing unpaid / voluntary community work.	Noted.
D	Lincs Wolds Countryside Service	9.10.24 – email with workshops available.	Circulated & noted.
E	Lincs Wildlife Park – Boston	9.10.24 – Email on Golden Oldies event being held on Wednesday 4.12.24 12pm to 3pm – Free for over 65s, part of care home or support group – free day out.	Noted. Added to Website.
F	LCC – Traffic	15.10.24 – Email notification of temporary traffic – Goulceby TTR008871 – Anglian Water repairs Shoe Lane / Butt Lane 6 th to 8 th Nov.	Noted. Added to Website.
G	LALC	15.10.24 – Email on internal audit terms of reference document on generating audit (inc. interim audit) for 24/25 financial year.	See item 41.
H	Victoria Atkins Community Summit	23.10.24 – Email invitation to Community Summit 6.12.24 9.30am to 12.00pm in Horncastle.	Circulated & noted.
I	Lloyds Bank	Oct 24 – Letter advising Parish Council will become a 'Community Account' and no longer be a FREE service. Charges will apply per month, per transaction.	Circulated. See item 42.
I	LCC Policing	1.11.24 – Email on next engagement sessions – 4 per year.	Circulated & noted.
J	ELDC Planning	5.11.24 – Consultation on Planning Application N/060/01646/24 Bridge House, Butt Lane, Goulceby	See Planning – item 38 (a).
K	ELDC	12.11.24 – Email requesting info from Parish and Town Councils on how they can be supported.	Circulated. Action to respond by 6.1.25
L	LCC Policing	15.11.24 – Email via LALC calling residents to complete a survey on how Lincolnshire is policed.	Circulated. Added to website news.
M	LCC Policing	18.11.24 – Next engagement meeting 25.11.24 1pm.	Circulated & noted.
N	Lincs & Northants – EA	20.11.24 – Email with details on 'winter readiness – helpful links and advice'.	Circulated. Added to website news.
O	ELDC – Planning	20.11.24 – Email on investigation response for planning application N/060/01646/24 Bridge House, Butt Lane, Goulceby – confirming planning application required.	Noted.
P	Boston Borough Council	20.11.24 – Email with details on 'how to stay well this winter'.	Noted Added to website news.
Q	ELDC – PSPSL.co.uk	21.11.24 – Notification email on Parish Precepts for 25/26.	Reply required by 31.1.25 See item 43.
R	Cabinet Reviews	25.11.24 – Email request under Freedom of Information Act 2000 – response required.	Noted Action to reply ASAP

- 45. To review and agree the following policies (or documents) for the Parish Council:**
- Records Retention Policy (last reviewed Nov. 21)
- RESOLVED** to accept and update Website accordingly.
- 46. Financial matters:**
- a) To receive an updated bank reconciliation from RFO (see Appendix 1)
 - b) To receive an updated budget vs forecast for 24-25 (see Appendix 2)
 - d) To discuss and approve LALC interim audit 24-25 and agree cost of £137.60 (see item 41 above);
 - c) To review the budget and set the precept for 25-26 (see item 43 above);
 - e) To consider and approve income/payments due including: Poppy wreath for Church service £21.50 (VAT £3.58) – 9.9.24; Postage £2.45 – 2.12.24; All Saints Church – Meeting 2.12.24 £10.00 – 25.10.24; Salary arrears £52.26 and new SO of £580.32 for 1.1.25 (item 50); Outstanding claim of VAT 24/25 (noted);
- RESOLVED** to accept bank reconciliation, updated budget vs forecast and payments. LALC on hold (item 41).
- 47. To agree items to be included in the next newsletter**
- How to stay well / winter readiness / Christmas bus service / Precept 24/25 / next meeting.
- 48. To confirm the date and agenda items for the next meeting**
- 12th March 2025 (venue to be confirmed).
- 49. To resolve to go into closed session for the next item – RESOLVED** to enter closed session.
- 50. To review the position of the Clerk and agree any associated action**
- **RESOLVED** to increase the Clerk's salary by 4.72% in line with the recently agreed National Joint Council effective 1st April 24. Cheque to be raised for £52.26 dated 6th December 24 representing arrears for the period 1st April to 30th September 24 and a new standing order mandate to be raised for £580.32 from January onwards.
- 51. To resolve to return to open session and close meeting – RESOLVED** to re-enter session.

Meeting closed 8.45pm

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Financial Matters

Appendix 1

Bank Reconciliation 2024-25	
1st April 2024	
Reserves Balance B/F AGAR	£1,309.01
Total receipts to date	£3,384.00
	£4,693.01
Total payments to date	£2,314.90
Less payments carried over from 2024-25	£0.00
Total	£2,378.11
Payments/receipts not yet on bank statement	
Bank balance 01.10.24	£2,378.11
Less unrepresented cheques:	
None	£0.00
Total	£2,378.11
10.10.24	£2,378.11
Difference	£0.00
Date reconciliation carried out:	10.10.24
Bank Statement issue date:	01.10.24

Appendix 2

Asterby and Goulceby Planned vs Actual 2024 - 2025															Dated:			
															26/11/2024			
Expenditure	Budget Q1	Actual	V	Budget Q2	Actual	V	Budget Q3	Actual	V	Budget Q4	Actual	V	Total planned (budget)	Total actual	Left to spend	Forecast year-end position		
Employee costs	554.19	554.19	0.00	554.19	554.19	0.00	554.19	554.19	0.00	665.43	0.00	665.43	2328.00	1662.57	665.43	2,328.00	Model 5% increase from 1/4/24	
Meeting room hire	10.00	0.00	10.00	10.00	0.00	10.00	10.00	0.00	10.00	10.00	0.00	10.00	40.00	0.00	40.00	20.00	Possibly 2 meetings in church	
LALC - Membership																		
Subscription and training	53.75	0.00	53.75	53.75	0.00	53.75	53.75	0.00	53.75	53.75	0.00	53.75	215.00	0.00	215.00	215.00	No training adopted 24/25	
Internal Audit costs	100.00	0.00	100.00	0.00	150.00	-150.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	150.00	-50.00	315.00	Audit 23/24 + 24/25 interim	
Section 137/ Donations	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00	0.00	0.00	0.00	25.00	0.00	25.00	21.50	Wreath if service	
Insurance	250.00	385.36	-135.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	385.36	-135.36	385.00	Assets increased from £12 to £20k	
Villages Newsletter	75.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00	0.00	75.00	Same as previous year	
Misc (stamps/stationery)	20.00	0.00	20.00	20.00	0.00	20.00	20.00	0.00	20.00	20.00	0.00	20.00	80.00	0.00	80.00	2.45	Cartridge cost donated 24/25	
Defibrillator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Pads / Batteries - not budgeted	
Council election costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Every 4 years - not budgeted	
Plants	75.00	41.97	33.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	41.97	33.03	41.97	Some plants donated 24/25	
Misc / other expenditure	62.50	0.00	62.50	62.50	0.00	62.50	62.50	0.00	62.50	62.50	0.00	62.50	250.00	0.00	250.00	0.00	£250 other - used to support 24/25	
Total	1200.44	1056.52	143.92	700.44	704.19	-3.75	725.44	554.19	171.25	811.68	0.00	811.68	3438.00	2314.90	1123.10	3,403.92		
															Planned Income	Actual	Variance	Forecast year-end position
Precept	3384.00	3384.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,384.00	3,384.00	0.00	3,384.00		
Donations / Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£440 grant error (repaid)
VAT refund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	54.00	0.00	-54.00	56.08	See notes on 'VAT'	
	3384.00	3384.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	3,438.00	3,384.00	-54.00	3,440.08	Forecast year-end position	
Notes															Budget surplus / (shortfall)		36.16	
Expenditure includes VAT															Opening reserves		1,309.01	
VAT to claim to date: £25 LALC internal audit + £3.58 Poppy Wreath +£27.50 LALC 24/25 audit (early interim)															24/25 surplus/shortfall		36.16	
Go compare advises house insurance increased by 32% on previous year 10.10.24															Estimated closing reserves		1,345.17	
Wreath had a discount for 1st order (24/25)																		
Salary - CIPD advise fallen from 5 to 3% (maintain 5%)/waiting on unions for increase 24/25																		
Salary - potential to reduce to 2.5 hrs per week 25/26 + 5% increase in model (on top of 5% for 24/25)																		
Defib - pads due 2/28 and batteries 3/31 (if they last)																		
Church room hire will increase from £10 to £15 from April '25																		
Internal audit is always speculative and maybe much higher if we have to have an audit by the official body																		
Local Election costs every 4 years (or if one required) - next due 2026																		
Council tax base (number of Band D properties in Asterby Group)																		
Council tax charge per property in Asterby/Goulceby group 25/26																		