

Asterby and Goulceby Parish Council

Notes - 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.

Asterby and Goulceby Parish Council

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

Asterby and Goulceby Parish Council

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
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
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
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
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
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
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
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
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
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
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
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
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
															Forecast year-end position	
															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
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
Total	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	
															Budget surplus / (shortfall)	
															36.16	
															Opening reserves	
															1,309.01	
															24/25 surplus/shortfall	
															36.16	
															Estimated closing reserves	
															1,345.17	

Notes
 Expenditure includes VAT
 VAT to claim to date: £25 LALC internal audit + £3.58 Poppy Wreath +£27.50 LALC 24/25 audit (early interim)
 Go compare advises house insurance increased by 32% on previous year 10.10.24
 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