

Asterby and Goulceby Parish Council

Minutes – 7th May 2025

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
County Councillor Not present

PUBLIC FORUM – NONE

- To elect a Chairman for the forthcoming year and receive their Declaration of Acceptance of Office** – RESOLVED Councillor Jon Mold to be re-appointed as Chair of the Parish Council for the forthcoming year. Declaration of acceptance form received for JM (Clerk to retain in file).
- To elect a Vice Chairman for the forthcoming year and receive their Declaration of Acceptance of Office** – RESOLVED there would be no Vice Chair appointed for the forthcoming year.
- Chairman's remarks** – none.
- Apologies for absence and reasons given** – none received.
- Declaration of interests and requests for dispensations** - To receive declarations of interest in accordance with the Localism Act 2011 and to consider granting dispensation(s), as per written requests received by the proper officer, to councillors under section 22 of the Act – none declared.
- To confirm and sign the minutes of the meeting held on 12th March 2025** - RESOLVED to accept the Minutes from the previous meeting as a correct record and signed by the Chair.
- To receive reports from the Clerk and Councillors on matters outstanding** – noted.
- To receive reports from District and County Councillors**

District Councillor Daniel Simpson gave a brief update on the recent May elections. There will be a community grant available from May and this will be doubled to £4k. Lincolnshire Police have been given additional support resulting in PCSO's remaining with no redundancies. ELDC Grassroot and Lincolnshire Wolds grants are available – all noted. Parking under review in Louth. West Ashby have white gates and nice signage in and out of the village – **JM** will look into this and pick up with ELDC highways/planning departments. Bend on Butt Lane discussed – **JM** to pick up with ELDC highways on options available.

- To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action** – noted and discussed 1 on fix my street for junction of Butt Lane/Shop Lane.
- To consider planning applications/correspondence received:**
a – Tree Preservation Order: Asterby, 1972 (801), Tree(s): W1. Application Reference No: 0031/25/TPA (04.04.25)
PROPOSAL: W1 – mixed hardwoods consisting mainly of beech, ash & sycamore – T1 & T2 on plan (Ash) to be removed, although since application, T1 has been withdrawn.
LOCATION: ASTERBY FARM, ASTERBY END, ASTERBY, LINCOLNSHIRE
 - Pending / RESOLVED “No comments” to be submitted

- To consider correspondence received since the last Parish Council meeting:**

Ref	From	Correspondence	Action
A	Lincs against needless destruction (LAND)	Email 07.03.25 with details and poster on campaign on the pylons across Lincolnshire – requested text format for website (not received).	Posters for notice boards
B	ELDC	Email 18.03.25 – Event details on Lincolnshire Wolds Outdoor Festival: 17 th May to 1 st June.	Added to website Added to Newsletter
C	ELDC Elections	Email 14.03.25 Notice of election received for notice boards.	Added to notice boards Link added to website
D	Linc Assoc of Local Councils	Email 14.03.25 – survey request on pay, recruitment and retention working by 22.4.25.	Date passed
E	Resident	Email 19.03.25 – blocks on verge and damage to verge on T junction of Watery lane and Top Lane; pot hole near entrance to building site (since email – blocks removed / reported pot hold on fix my street and now repaired along with another).	Discussed with no further action
F	PKF Littlejohn	Email 25.03.25 – confirmation email with instructions on submitting annual audit for 24-25.	See Finance

Asterby and Goulceby Parish Council

Ref	From	Correspondence	Action
G	Bonnier Books UK	Email 24.03.25 – confirmation we can use a 'letter to loved ones' in the Newsletter as a tribute to VE Day.	No further action
H	Call Connect services	Email 28.03.25 – details on Easter bus services.	Added to website
I	Lloyds Bank	Email 29.03.25 – confirmation on receiving online business banking. Approval granted via email 31.03.25.	For JM & Clerk See Finance
J	Lincolnshire Communication Foundation	Email 01.04.25 – details on grants available – closing date 13.06.25.	JM to look into this for Parish Council
K	YMCA Lincolnshire	Email 04.04.25 – asking to provide details on local organisations / put up poster on notice board.	No further action
L	ELDC Tree Planning	Email 08.04.25 – Planning application against tree preservation 0031/25/TPA	See Planning Item 10 (a)
M	Linc Assoc of Local Councils	Email 07.04.25 – Request for information on storing hard copies of Parish and Town Council documents. Records need to be sent on line going forwards / need to review location of Asterby & Goulceby's documents.	Clerk to locate old files previously stored at Manby & look at 'uploading'
N	ZURICH insurance	Email 16.04.25 – insurance renewal received.	See Finance
O	ELDC Elections	Email 17.04.25 – notices for notice boards on forthcoming elections 1 st May.	Added to notice boards Link added to website
P	ELDC	Email 24.04.25 – receipt for payment of precept.	See Finance
Q	Goulceby Church	By hand 30.04.25 – Posters for the Garden Open Day being held on Sunday 1 st June 2025.	Notice Boards / Pub Circulate locally
R	The Parish of the Asterby Group	Email 1.4.25 – newsletter for May/June 2025.	Add to Website

12. To review and agree the following policies for the Parish Council:

- Standing Orders (annual) / Code of Conduct (annual) / Financial Regulations (annual)
- Risk Register Log / Schedule (annual)

RESOLVED to approve 4 revised policies – Clerk to update files and website.

13. Financial matters:

- To resolve to agree that Asterby and Goulceby Parish Council meets the AGAR exemption criteria and wishes to be an exempt authority, not subject to external audit limited assurance review for the year 2024/2025 (deadline **Tuesday 1.7.25**)*
- To consider and resolve to approve the Annual Internal Audit report / Notes to report*
- To consider and resolve to accept the Annual Governance Statement*
- To consider and resolve to accept the Annual Accounting Statements and Annual Bank Reconciliation*
- To consider and resolve to accept the Explanation of Variances – pro forma*
- To receive an updated list of Assets (Appendix 1)*
- To receive an updated bank reconciliation from RFO for 24/25 and 25/26 (Appendix 2) and corresponding bank statements*
- To consider and resolve to accept the Public Notice period to commence Tuesday 3rd June to Monday 14th July – Notice dated Friday 30th May – covering a period of 30 working days*
RESOLVED to accept all documents a) to h); Clerk to submit AGAR exemption/contacts to PKF Littlejohn for 24-25 by 30th June and to upload all relevant documents (including revised Asset register) to website; JM to add public notice to notice boards on 30th May.
- To review insurance for 25/26: only 2 quotes received for £451 and £340.67 – due 1.6.25 – RESOLVED to accept Zurich's quotation for £340.67 (including revised asset list).*
- Update on Lloyds online banking – RESOLVED to commence online banking with JM and Clerk as current users / IT and GJ to remain as cheque signatories (along with JM and Clerk) and test dual signatory system.*
- To consider and approve payments/income due including: Annual Insurance Renewal 16.04.25 – £340.67 Zurich; Lloyds bank service charges 22.4.25 - £4.25; Independent Auditor 01.05.25 - £40; Flowers & compost 7.5.25 - £60.50 (GJ expense); Receipts: VAT claim receipt 08.04.25 - £31.41 (24-25); Precept from ELDC 28.04.25 - £4,078.34. RESOLVED to accept all payments / receipts.*

14. To agree items to be included in the next newsletter – RESOLVED JM to advise (include Parish Council grant information again).

15. To confirm the dates and agenda items for the next meeting – RESOLVED next meeting will be held on Thursday 4th September 2025 / venue to be confirmed.

16. To resolve to go into closed session for the next item – RESOLVED to enter closed session.

17. To review the hours for the Clerk – RESOLVED hours for Clerk will reduce from 3 hours to 2.5 hours with effect 1st April 2025. New quarterly rate will be £483.60 (previous £580.32). JM to prepare revised standing order.

18. To resolve to return to open session and close meeting – RESOLVED to re-enter session.

Meeting closed 8pm

Asterby and Goulceby Parish Council

Financial Matters

Appendix 1

Asterby and Goulceby Parish Council Asset Register

Last updated: 01.04.25

Date Purchased	Description	Purchase Cost (Value) B/F 24/25	Additions 24/25	Location	Date disposed	Scrap Cost 24/25	Insurance Value (cost Excl Vat)	Notes	Current condition	Last Inspected and recorded issues
Feb-13	Seat (E332.50) / Installation (E300) / Plaque (E35.38)*	£ 667.88		Top Lane			£ 840.00	Donated by Western Power	Good condition	Week commencing 1/4/25. No H&S issues
Sep-13	Community Shelter (E5776) / Installation (E900)*	£ 6,676.00		Horncastle Rd / Ford Way junction			£ 13,335.00		Good condition	Week commencing 1/4/25. No H&S issues
Nov-13	Waste bin*	£ 130.50		Viking way (Watery Lane/Butt Lane junction)			£ 200.00		Good condition	N/A
Dec-13	Seat (E332.50) / Installation (E300)*	£ 632.50		Viking way (Watery Lane/Butt Lane junction)			£ 840.00		Good condition	Week commencing 1/4/25. No H&S issues
Apr-16	Printer HP envy*	£ 60.00		Clerks office/home		£ (60.00)		See notes re Printer	Not used for some time - condition unknown - no longer required	N/A
Jun-16	BHF training pack	£ 1.00		Held by the Flood Warden Jody Flett		£ (1.00)	-	See note re emergency planning	No longer required	N/A
Jan-17	Zoll defibrillator AED+ (no VAT charged)	£ 400.00		Three Horseshoes Porch			£ 1,810.00	ELDC grant fund of £300 towards Defib. Bought direct from British Heart Foundation.	Good condition	Week commencing 1/4/25. No H&S issues
Jan-17	Alvia external defib cabinet*	£ 450.00		Three Horseshoes Porch			£ 500.00		Good condition	Week commencing 1/4/25. No H&S issues
Apr-18	Flood related equipment	£ 1.00		Held by the Flood Warden Jody Flett		£ (1.00)	-	See note re emergency planning	No longer required	N/A
Aug-18	Seat (E274.16) / Installation (E450)*	£ 750.00		Asterby End junction			£ 840.00	Funding for an identical replacement provided by local resident who damaged it in April 22. Replacement installed.	Good condition	Week commencing 1/4/25. No H&S issues
Dec-18	Commemorative plaque*	£ 250.00		Goulceby Church			£ 315.00	ELDC £200 / £100 donation	Good condition	N/A
Oct-20	Dog waste bin*	£ 120.00		Junction of Top Lane & Asterby/Donington Rd			£ 200.00		Good condition	N/A
Jul-22	Notice Board, concrete posts & signwritten header panel*	£ 601.00		Asterby End junction			£ 1,000.00		Good condition - with minor vandalism	Week commencing 1/4/25. No H&S issues
Oct-22	2 x planters*	£ 384.88		Bridge on Watery Lane, Goulceby			£ 446.00		Good condition	Week commencing 1/4/25. No H&S issues
Oct-22	2 x planter plaques*	£ 72.92		On the two planters on Watery Lane			£ 100.00		Good condition	N/A
Date Unknown	Litter picking equipment (previously 'noted' but not included)	£ 1.00		In Chair's Garage			£ 136.50		Good condition	N/A
Date Unknown	2 x 'flood' signs (previously not included - added 31.3.24)	£ 1.00		Propped up against bridge on Watery Lane	Unknown	£ (1.00)	-	See note re emergency planning	Disappeared (noted 28.5.24) and no longer required	N/A
Dec-23	Notice Board (inc. magnets)*	£ 438.00		Inside Bus Shelter Horncastle Rd / Ford Way junction			£ 470.00	Grant funding by ELDC	Good condition	Week commencing 1/4/25. No H&S issues
Totals :		£ 11,638	£ -				£ (63.00)	£ 21,032.50		
							Balance C/F (inc. Additions / exc. Scrap costs):			
							£ 11,575			

Net figures of VAT only included*

Insurance value of £20,000 to be used for 24/25 purposes **£ 21,157.50**
 Since this has been generated - 2 signs have gone missing from Goulceby Bridge (28.5.24)
 Emergency planning items (x 3) - items no longer required and to be written off
 Printer to be scrapped - not used for some years / condition unknown

Appendix 2

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		£3,096.22																									
Less payments carried over from 2024-25		£0.00																									
Total		£1,596.79																									
Date reconciliation carried out:	04.04.25																										
Bank Statement issue date:	03.04.25																										
VAT due of £31.41 for financial year ending 24/25 - pending receipt																											
<table> <tr> <th colspan="4">Payments/receipts not yet on bank statement</th></tr> <tr> <td>Bank balance to 31.03.25</td><td></td><td></td><td>£1,596.79</td></tr> <tr> <td>Less unrepresented cheques:</td><td></td><td></td><td></td></tr> <tr> <td>None</td><td></td><td></td><td>£0.00</td></tr> <tr> <td>Total</td><td></td><td></td><td></td></tr> <tr> <td>04.04.25</td><td></td><td></td><td>£1,596.79</td></tr> </table>				Payments/receipts not yet on bank statement				Bank balance to 31.03.25			£1,596.79	Less unrepresented cheques:				None			£0.00	Total				04.04.25			£1,596.79
Payments/receipts not yet on bank statement																											
Bank balance to 31.03.25			£1,596.79																								
Less unrepresented cheques:																											
None			£0.00																								
Total																											
04.04.25			£1,596.79																								
Difference			£0.00																								

Bank Reconciliation 2025-26																											
1st April 2025																											
Reserves Balance B/F AGAR	£1,596.79																										
Total receipts to date	£4,109.75																										
		£5,706.54																									
Total payments to date		£584.57																									
Less payments carried over from 2024-25		£0.00																									
Total		£5,121.97																									
Date reconciliation carried out:	30.04.25																										
Bank Statement issue date:	30.04.25																										
VAT due of £31.41 for financial year ending 24/25 - received 08.04.25																											
<table> <tr> <th colspan="4">Payments/receipts not yet on bank statement</th></tr> <tr> <td>Bank balance to 30.04.25</td><td></td><td></td><td>£5,121.97</td></tr> <tr> <td>Less unrepresented cheques:</td><td></td><td></td><td></td></tr> <tr> <td>None</td><td></td><td></td><td>£0.00</td></tr> <tr> <td>Total</td><td></td><td></td><td></td></tr> <tr> <td>30.04.25</td><td></td><td></td><td>£5,121.97</td></tr> </table>				Payments/receipts not yet on bank statement				Bank balance to 30.04.25			£5,121.97	Less unrepresented cheques:				None			£0.00	Total				30.04.25			£5,121.97
Payments/receipts not yet on bank statement																											
Bank balance to 30.04.25			£5,121.97																								
Less unrepresented cheques:																											
None			£0.00																								
Total																											
30.04.25			£5,121.97																								
Difference			£0.00																								