

Asterby and Goulceby Parish Council

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of Asterby and Goulceby Parish Council**. It will be held on **Thursday 18th May 2023** commencing at **7.30pm, Three Horseshoes, Goulceby**.

Business to be dealt with at the meeting is listed in the agenda. Official meeting will start at 7.40pm or at the conclusion of the public forum whichever is sooner. All councillors should be present by 7.30pm.

Diane De Halle Clerk to the Council

Date: 11th May 2023

PUBLIC FORUM – Public Participation (maximum 10 minutes) - Members of the public will be invited to comment on any of the items on the agenda or any item they may wish to raise, those items not on the agenda will not be debated but referred, if appropriate, to the next meeting

AGENDA

1. **To elect a Chairman for the forthcoming year and receive their Declaration of Acceptance of Office**
2. **To elect a Vice Chairman for the forthcoming year and receive their Declaration of Acceptance of Office**
3. **Chairman's remarks**
4. **Apologies for absence and reasons given**
5. **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
6. **To confirm and sign the minutes of the meeting held on 20th March 2023**
7. **To receive reports from the Clerk and Councillors on matters outstanding:**
 - a) Update on Goulceby planters
 - b) Cost of repairing Asterby Notice Board
8. **To receive reports from District and County Councillors**
9. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action**
10. **To consider planning applications/correspondence –**
 - a – Full planning permission granted: N/060/01865/22 (3.10.22)
APPLICANT: Mr. G. Everitt
PROPOSAL: Planning Permission – change of use and conversion of an ancillary building which is in the course of construction into a self-contained annexe
LOCATION: GOULCEBY LODGE, TOP LANE, GOULCEBY, LOUTH, LN11 9TZ
 - Approval notice received from ELDC 12.4.23

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11. To consider correspondence received since the last Parish Council meeting:

Ref	From	Correspondence	Action
A	East Lindsey District Council (ELDC)	Statement of Persons Nominated for Asterby and Goulceby Parish Council - Received 5.4.23	Placed on Notice Board by Chairman
B	ELDC	Remittance advice for Precept - Value of £1,980 Received 4.4.23	Paid in 6.4.23
C	Zurich Insurance	Renewal advice Value £196 – renewal 1.6.23 - Received 12.4.23	Discuss and renew
D	Hedgehogs R Us	Hedgehog Highway Project - Funding request Received 6.4.23	Discuss if any action
E	The Pensions Regulator	Letter via Mrs. Sheila Wardle Re-enrolment and re-declaration for employees Dated Feb 23	Discuss action required
F	ELDC	Statement of Persons Uncontested for Asterby and Goulceby Parish Council - Received 26.4.23	Placed on Notice Board by Chairman

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

- Standing Orders
- Code of Conduct

13. Financial matters:

- a) 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 2022/2023 (deadline 3.7.23)
- b) To consider and resolve to approve the Annual Internal Audit report / LALC checklist
- c) To consider and resolve to accept the Annual Governance Statement
- d) To consider and resolve to accept the Annual Accounting Statements and Annual Bank Reconciliation
- e) To review and approve the Financial Regulations
- f) To receive an updated list of Assets (Appendix 1)
- g) To review and update the Risk Register Log/Schedule
- h) To receive an updated bank reconciliation from RFO (Appendix 2)
- i) Agree Bank signatories: remove Sheila Wardle / Blue Mablethorpe – Add Ian Taylor / Graham Johnson, confirmed added: Diane De Halle
- j) Remove the quarterly standing order relating to the Parish Clerk and agree standing order for the new Parish Clerk payment from end of June 2023
- k) To note the renewal cost for Parish Council insurance; no additional quotes obtained; Zurich Insurance comparable with 22/23 with a renewal fee of £196.00
- l) To consider the cost of replacing the door on the Asterby notice board
- m) To consider and approve income/payments due including: Precept: £1980 receipt 6.4.23 – ELDC; Annual Insurance Renewal 6.4.23 – £196 Zurich; Annual Parish Newsletter fee 28.4.23 - £75 (6 editions from July/Aug); Stationery 5.5.23 - £36.70; Plants & compost for Planters 5.5.23 - £44; Salaries 30.6.23 £337.25; Outstanding claim of VAT £18 to action (financial year 22-23); Audit cost by LALC independent auditor £50 (pending invoice)

14. To agree items to be included in the next newsletter and who will undertake going forwards (next deadline 15.06.23)

15. Defibrillator check and who will undertake going forwards

16. To confirm the dates for the 2023/24 meetings and agenda items for the next meeting

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Financial Matters

Appendix 1

Asterby and Goulceby Asset Register

Last updated: 31.3.23

Date Purchased	Description	Cost	Location	Date disposed	Cost	Notes	Current condition
Oct-22	2 x planters*	£ 384.88	Bridge on Watery Lane, Goulceby				Good condition
Oct-22	2 x planter plaques*	£ 72.92	On the two planters on Watery Lane				Good condition
Jul-22	Notice Board, concrete posts & signwritten header panel*	£ 601.00	Asterby End junction				Good condition - with minor vandalism
Oct-20	Dog waste bin	£ 120.00	Junction of Top Lane & Asterby/Donington Rd				Good condition
Dec-18	Commemorative plaque	£ 250.00	Goulceby Church				Good condition
Aug-18	Seat /installation	£ 750.00	Asterby End junction			Funding for an identical replacement provided by local resident who damaged it in April 22. Replacement installed.	Good condition
Apr-18	Flood related equipment	£ 1.00	Held by the Flood Warden Jody Flett				Good condition
Jan-17	Zoll defibrillator AED+	£ 400.00	Three Horseshoes Porch				Good condition
Jan-17	Aivia external defib cabinet	£ 450.00	Three Horseshoes Porch				Good condition
Jun-16	BHF training pack	£ 1.00	Held by the Flood Warden Jody Flett				Good condition
Apr-16	Printer HP envy	£ 60.00	Clerks office/home				Unused for some time
Dec-13	Seat /installation	£ 632.50	Viking way (Watery Lane/Butt Lane junction)				Good condition
Nov-13	Waste bin	£ 130.50	Viking way (Watery Lane/Butt Lane junction)				Good condition
Sep-13	Community Shelter	£ 6,676.00	Horncastle Rd / Ford Way junction				Good condition
Feb-13	Seat /installation	£ 667.88	Top Lane				Good condition
Jan-08	Notice Board	£ 351.00	Horncastle Rd / Ford Way junction				Good condition
Total:		£ 11,549					

Litter picking equipment Ali Coton 6 bag hoops, 6 litter pickers

Net figures only included*

Appendix 2

Bank Reconciliation 2022-23

1st April 2022	
Balance B/F	£2,876.24
Total receipts	£8,006.75
	£10,882.99
Total payments	£9,098.13
	£9,098.13
Payments carried over from 2021-22	£50.00 LIVES 000684
Total	£1,734.86

Payments/receipts not yet on bank statement	
Bank balance 31.3.23	£1,754.86
Goulceby Church Room Hire (cheque 000693)	£20.00
Total	£1,734.86
02/05/2023	

Date reconciliation carried out: 02/05/2023

Difference £20.00

Bank Reconciliation 2023-24

1st April 2023	
Reserves Balance B/F AGAR	£1,754.86
Total receipts to date	£1,980.00
	£3,734.86
Total payments to date	£317.46
Less payments carried over from 2022-23	£20.00 Church 000693
Total	£3,397.40

Payments/receipts not yet on bank statement	
Bank balance 26.4.23	£3,397.40
Less unrepresented cheques:	
None	£0.00
Total	£3,397.40
02/05/2023	

Date reconciliation carried out: 02/05/2023

Difference £0.00