

Asterby and Goulceby Parish Council

Minutes 18th May 2023

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 (during item 13)

PUBLIC FORUM – NONE

- To elect a Chairman for the forthcoming year and receive their Declaration of Acceptance of Office** – PROPOSED; SECONDED; RESOLVED Councillor Jon Mold to be appointed as Chairperson of the Parish Council for the forthcoming year. Declaration of acceptance forms received for JM / IT / GJ (retain in file by DDH) / Return of Election Expenses received for JM / IT / GJ (send to ELDC by DDH) / Disclosable Pecuniary Interests received for JM / IT / GJ (send to ELDC by DDH) - all completed and received by the Parish Clerk. Action to update website with new Parish Councillors by DDH.
- To elect a Vice Chairman for the forthcoming year and receive their Declaration of Acceptance of Office** – PROPOSED; SECONDED; RESOLVED there would be no Vice Chair appointed for the forthcoming year.
- Chairman's remarks** – none.
- Apologies for absence and reasons given** – none.
- 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 20th March 2023** – PROPOSED; SECONDED; RESOLVED that the official Minutes of the meeting of the Parish Council held be approved as a correct record and signed by the Chair.
- To receive reports from the Clerk and Councillors on matters outstanding:**
 - Update on Goulceby planters – compost and plants now added to planters by **JM**, noted holds enough water for 1 week, all agreed to stand in and water if **JM** unavailable.
 - Cost of repairing Asterby Notice Board – **JM** advised cost of replacement door is £185. PROPOSED; SECONDED; RESOLVED for an action by **GJ** to look at changing perspex.
- To receive reports from District and County Councillors** – none received.
- To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action** – none.
- To consider planning applications/correspondence** – noted as follows:
 - 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 JM – noted
B	ELDC	Remittance advice for Precept – Value of £1,980 Received 4.4.23	Paid in 6.4.23 – noted
C	Zurich Insurance	Renewal advice Value £196 – renewal 1.6.23 – Received 12.4.23	Parish Clerk to renew
D	Hedgehogs R Us	Hedgehog Highway Project – Funding request Received 6.4.23	Noted as small parish No funding available
E	The Pensions Regulator	Letter via Mrs. Sheila Wardle Re-enrolment and re-declaration for employees Dated Feb 23	JM completed paperwork 28.4.23 No action for 3 years
F	ELDC	Statement of Persons Uncontested for Asterby and Goulceby Parish Council – Received 26.4.23	Placed on Notice Board by JM – noted
G	Screwfix Foundation (UK)	Email received 12.5.23 (after agenda issue) for applications by not for profit organisations for projects on properties / community facilities	Action by Parish Clerk to forward to Church
H	Neighbourhood Policing	Quarterly update from Ian Cotton received 17.5.23 (after agenda issue)	Action by Parish Clerk - add to Website News

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

- Standing Orders
- Code of Conduct

PROPOSED; SECONDED; RESOLVED both policies reviewed and accepted as latest documents. Action for Parish Clerk to update Website with latest copies.

13. Financial matters:

- a) *To resolve to agree that Asterby and Goulceby Parish Council meets the Annual Governance and Accountability Return (AGAR) exemption criteria and wishes to be an exempt authority, not subject to external audit limited assurance review for the year 2022/23 – it was noted the Council meets the exemption criteria and PROPOSED; SECONDED; RESOLVED that the Council wishes to be classed as an exempt authority for the 2022/23 review and a Public Rights notice will be issued with the dates **5th June to 14th July 2023.***
- b) *To consider and resolve to approve the Annual Internal Audit report / Lincolnshire Association of Local Councils (LALC) checklist – undertaken and received from Andrew Everard (LALC Internal Auditor) 15.5.23. PROPOSED; SECONDED; RESOLVED to accept the Internal Audit and recommendations given:*
 - (1) *Ensure VAT invoices are obtained and on record.*
 - (2) *Risk Management – ensure risk register is maintained / add condition to asset list and record annually / set up Volunteer Policy and Risk Assessment if undertaking volunteer work in the Parish Council (to meet Insurance requirements) / ensure sufficient reserves are maintained to cover unforeseen events.*
 - (3) *Assets should be added net of VAT shortly after purchase and disposals are removed from the asset register. Any assets donated to the Parish Council should be recorded with a notional £1 value.*

All recommendations ongoing with 1 action for Parish Clerk to follow up recommendation for a Volunteer Policy.
- c) *To consider and resolve to accept the Annual Governance Statement – PROPOSED; SECONDED; RESOLVED to accept.*
- d) *To consider and resolve to accept the Annual Accounting Statements and Annual Bank Reconciliation – PROPOSED; SECONDED; RESOLVED to accept both.*
- e) *Financial Regulations Policy – PROPOSED; SECONDED; RESOLVED to accept the reviewed policy as the latest document. Action for Parish Clerk to update Website with latest copy.*

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- f) *Updated list of Assets (Appendix 1) – It was noted by the Internal Audit that items purchased in future should be net of VAT. PROPOSED; SECONDED; RESOLVED to accept current list with an Action for Parish Clerk to review the remainder of items with the financial records and verify if net or gross of VAT.*
 - g) *Risk Register Log/Schedule Policy - PROPOSED; SECONDED; RESOLVED to accept the reviewed policy as the latest document. Action for Parish Clerk to update Website with latest copy.*
 - h) *Updated bank reconciliation from RFO (Appendix 2) - PROPOSED; SECONDED; RESOLVED to accept.*
 - i) *Agree Bank signatories: remove Sheila Wardle / Blue Mablethorpe – Add Ian Taylor / Graham Johnson, confirmed added: Diane De Halle – PROPOSED; SECONDED; RESOLVED paperwork completed by all, action for Parish Clerk to take to Lloyds Bank and GJ to provide ID.*
 - 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 – Actioned by JM / paperwork completed for new standing order; PROPOSED; SECONDED; RESOLVED with an action for Parish Clerk to take to Lloyds Bank.*
 - 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 – PROPOSED; SECONDED; RESOLVED to renew with current provider.*
 - l) *To consider the cost of replacing the door on the Asterby notice board – see note 7 (b).*
 - 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 (VAT £6.12); Plants & compost for Planters 5.5.23 - £44; Salaries 30.6.23 £337.25; note outstanding claim of VAT £18 to action (financial year 22-23); Audit cost by LALC independent auditor initially advised cost of £50 – invoice received for £81.60 (VAT £13.60). PROPOSED; SECONDED; RESOLVED for Parish Clerk to initiate all payments.*
- 14. To agree items to be included in the next newsletter and who will undertake going forwards (next deadline 15.06.23) – PROPOSED; SECONDED; RESOLVED to continue with newsletter and action for JM to complete next edition.**
- 15. Defibrillator check and who will undertake going forwards – PROPOSED; SECONDED; RESOLVED for IT to check defibrillator and ensure to current requirements.**
- 16. To confirm the dates for the 2023/24 meetings and agenda items for the next meeting.**

Next meeting date agreed: Monday 21st August 2023

Agenda items:

- a) Policies for review: Data Protection / Data Breach Policy
- b) Poppy wreath for Church
- c) Website update

Meeting Closed 20.35

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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				
Payments carried over from 2021-22			£9,098.13		
			£50.00 LIVES 000684		
Total		£1,734.86			
Date reconciliation carried out:	02/05/2023				
				Difference	£20.00

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

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			
Date reconciliation carried out:	02/05/2023				
				Difference	£0.00

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