

Asterby and Goulceby Parish Council

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the **Monthly Meeting of Asterby and Goulceby Parish Council**. It will be held on **Monday 2nd October 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: 25th September 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

17. **Chairperson's remarks**
18. **Apologies for absence and reasons given**
19. **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
20. **To confirm and sign the minutes of the meeting held on 18th May 2023**
21. **To receive reports from the Clerk and Councillors on matters outstanding**
22. **To receive reports from District and County Councillors**
23. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action**
24. **Defibrillator check and update**
25. **Website and training update by Clerk**
26. **Broadband – Quickline (Notification received for 3 new wooden poles)**
27. **Discussion on Poppy wreath for Church**
28. **Parish Council specific emails for Parish Councillors** (new requirement coming into effect for the 2023/24 audit for Parish Council specific email addresses)
29. **To review and agree the following policies for the Parish Council:**
 - Data Protection (GDPR) Policy
 - Data Breach Policy
30. **To consider planning applications/correspondence –**
a – Full planning permission granted: N/008/01516/223 (4.08.23)
APPLICANT: Mr. G. Everitt
PROPOSAL: Planning Permission – Installation of solar panels on roof of existing stables.
LOCATION: THE BEECHES, HORNCastle ROAD, GOULCEBY, LOUTH, LN11 9WB
 - Delegated powers used to email 'no objections' from Parish Councillors 18.08.23
 - Decision notice received from ELDC 20.09.23

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

Ref	From	Correspondence	Action
A	Louth Neighbourhood Policing Team	Email on communications for Parish Councils going forwards – Chairs will be invited to a twice-yearly meeting. Received 21.5.23	Note
B	Lloyds Bank	Confirmation letter of standing order set up for new Clerk's salary. Received 22.05.23	Note
C	Lloyds Bank	Letter advising Financial Services Compensation Scheme for accounts under £85,000. Received May 23	Note
D	Zurich insurance	Email payment receipt for £196. Received 31.05.23	Note Add to Accounts
E	East Lindsey District Council (ELDC)	Email from Elections Office – form for new Clerk to obtain details on updates for Electoral Register. Received 31.05.23	Actioned by Clerk 6.6.23
F	Parish Newsletter	Email with receipt for £75	Note Add to Accounts
G	ELDC	Invoice for Election Fees £97 – costs are for both Parish of Asterby and Goulceby at £48.50 each. Dated 14.06.23	See Finance
H	Email from visitor (cyclist)	Email received on condition of church yard at Asterby Church. Received 11.06.23	Forwarded to Parish Church Council (PCC)
I	Email from daughter	Email received on condition of church yard at Asterby Church following visit by her elderly father. Received 16.06.23	Forwarded to Parish Church Council (PCC)
I	Finding-Fitness	Email looking to install a community park/play area. Received 21.06.23	Note - No funding
K	PKF Littlejohn LLP	Email confirmation of notification of exempt status 22-23. Received 05.07.23	Note
L	Lincolnshire County Council (LCC) Traffic	Email notice TTRO/TTR004411 – temporary traffic restriction for Goulceby (Halls Hill and Top Lane). Reason for restriction: Transformer and low voltage network maintenance by National Grid Electricity. Received 10.07.23. Period of restriction: 03.08.23 to 04.08.23 0800 to 16.30	Added to website. JM add to 'Nextdoor' for additional coverage
M	LCC Waist Officers	Email received 26.06.23 – litter picking replacement equipment, claim by 31.7.23.	Note
N	LCC Highways	Email received 19.7.23 – request for survey on Lincolnshire road network and information on drainage records. Closing date 15.10.23	Follow up required Deadline 15.10.23
O	LCC Traffic	Email notice TTRO/TTR003126 – temporary traffic restriction for Goulceby (Horncastle Road). Reason for restriction: Road collapsing due to Badger activity. Received 21.7.23. Period of restriction (end date emendment): 23.03.23 to 30.11.23	Added to website JM add to 'Nextdoor'
P	ELDC Media Release	News Release received 27.7.23 – grants available for repairs and maintenance	JM forwarded to PCC
Q	LALC	Email from Lincolnshire Association of Local Councils (LALC) 31.7.23 – survey to complete following Internal Audit 22/23.	Completed by Clerk
R	Quickline Ltd	Email received 31.7.23 – request to have trailer in village providing question and answer session to residents.	Actioned Set up in Pub car park
S	Email from resident on environmental issues	Email received 14.08.23 – request for information on grass cutting around the village and notification on Himalayan Water Balsam on the stream on both sides of the bridge on Watery Lane.	JM provided full response including details from provider
T	LCC Transport	Email received 29.08.23 – all Callconnect single rides capped at £2 – Posters received.	Add to Notice Boards Add to Website
U	Quickline Ltd	Email received 01.09.23 – notification given on 3 new wooden poles to be installed in Goulceby (Shop Lane / Top Lane / Butt Lane) in order to facilitate Broadband installation. Notices placed in vicinity of installation by Quickline. Awaiting any feedback from Parish Council / residents.	See item 29 on agenda Follow up required
V	LCC Traffic	Email notice TTRO/TTR005035 – temporary traffic restriction for Goulceby (Top Lane). Reason for request: remedial carriageway reinstatement. Received 07.09.23. Period of restriction 09.10.23 to 11.10.23	Added to website JM add to 'Nextdoor'
W	LALC Maintenance	Email received 07.09.23 – advising LANDLINES will be SWITCHED OFF in DECEMBER 2025.	For discussion and any follow up
X	Rural Services Network	Email received 13.09.23 – advising on likely grants available for Church.	Forwarded to PCC
Y	St. Barnabas Hospice	Email received 22.09.23 – looking for support in hosting events. Lincolnshire charity providing palliative and end of life care.	Follow up required

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32. Financial matters:

- To receive an updated bank reconciliation from RFO (see Appendix 1)
- To receive an updated budget vs forecast for 23-24 (see Appendix 2)
- To consider the cost of repair or replacing the door on the Asterby notice board
- To consider defib pad and battery replacements – quotes received
- To consider and approve income/payments due including: ELDC Invoice for £97 (Parish Election Fees) 14.06.23 and due by 14.07.23 – delegated powers used and paid ahead of meeting; Salaries 01.07.23 £337.25; LALC £25 inc. £5 VAT for training 13.09.23 and 20.09.23; Salaries 01.10.23 £337.25; Outstanding claim of VAT £18 to action (financial year 22-23);

33. To agree items to be included in the next Parish of the Asterby Group Newsletter (deadline for next edition 15.10.23)

34. To confirm the date (11th December) and agenda items for the next meeting

35. To resolve to go into closed session for the next item

36. To review the position of the new Clerk and agree any associated action

37. To resolve to return to open session and close meeting

Appendix 1

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	£1,522.26
Less payments carried over from 2022-23	£20.00 Church 000693
Total	£2,192.60
Date reconciliation carried out:	25/09/2023
Payments/receipts not yet on bank statement	
Bank balance 01.09.23	£2,529.85
Less unpresented cheques:	
Diane De Halle - standing order 01.10.23	-£337.25
Total	£2,192.60
	25/09/2023
Difference	£0.00

Appendix 2

Asterby and Goulceby Planned vs Actual 2023 - 2024																
Expenditure	Budget	Actual	V	Budget	Actual	V	Budget	Actual	V	Budget	Actual	V	Total	Total	Left to	Forecast
	Q1			Q2			Q3			Q4			planned	actual	spend	
Employee costs	343.75	317.46	26.29	343.75	337.25	6.50	343.75	337.25	6.50	343.75	0.00	343.75	1375.00	991.96	383.04	1,443.75
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	41.25	0.00	41.25	41.25	0.00	41.25	41.25	0.00	41.25	41.25	0.00	41.25	165.00	0.00	165.00	165.00
Internal Audit costs	0.00	0.00	0.00	0.00	81.60	-81.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.60	-81.60	81.60
Section 137/ Donations	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00	0.00	0.00	0.00	20.00	0.00	20.00	20.00
Insurance	220.00	196.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	196.00	24.00	196.00
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)	30.00	36.70	-6.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	36.70	-6.70	30.58
Fieldpath Newsletter Sub	0.00	0.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	5.00	5.00
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
Election costs	0.00	0.00	0.00	0.00	97.00	-97.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.00	-97.00	97.00
Plants	50.00	44.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	44.00	6.00	44.00
Misc / other expenditure	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
Total	770.00	669.16	100.84	400.00	515.85	-115.85	415.00	337.25	77.75	395.00	0.00	395.00	1980.00	1522.26	457.74	2,177.93
													Planned	Actual	Variance	Forecast
Income													Income	Income	Income	year-end
Precept	1980.00	1980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,980.00	1,980.00	0.00	1,980.00
Donations	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.72
	1980.00	1980.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,980.00	1,980.00	0.00	2,017.72
<p>Notes</p> <p>Expenditure includes VAT</p> <p>£18 to be reclaimed in VAT from 22-23</p> <p>Internal audit fee £81.60 incl vat not budgeted for</p> <p>Election costs of £97 not budgeted for</p>																
<p>Budget surplus / (shortfall) (160.21)</p> <p>Opening reserves 1,735.00</p> <p>23/23 surplus/shortfall -160.21</p> <p>Estimated closing reserves 1,574.79</p>																
<p>Updated: 25.09.23</p> <p>Council tax base (number of Band D properties in Asterby Group)</p> <p>Council tax charge per property in Asterby/Goulceby group 23/24</p>																