

Asterby and Goulceby Parish Council

Minutes 2nd October 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
County Councillor	Hugo Marfleet

PUBLIC FORUM – NONE

17. **Chairperson's remarks** – Chair welcomed all to the meeting.
18. **Apologies for absence and reasons given** – None.
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 – one received:
- a) Chair (JM) declared interest in item 26 on the Agenda having signed up for the new Broadband via Quickline.
20. **To confirm and sign the minutes of the meeting held on 18th May 2023** – PROPOSED; SECONDED; RESOLVED that the official Minutes of the Parish Council meeting held be approved as a correct record and signed by the Chair.
21. **To receive reports from the Clerk and Councillors on matters outstanding:**
- a) Cost of repairing Asterby Notice Board JM/GJ – see item 32 (c)
 - b) Volunteer Policy DDH - Carry forward to March
 - c) Defibrillator update IT – see item 24
 - d) Review asset list net of VAT DDH - Carry forward to March
- All other previous actions completed.**
22. **To receive reports from County and District Councillors:**
- County Councillor Marfleet advised repairs to Horncastle Road still ongoing. Natural England working to remove Badgers. Pub inconvenienced, Highways did visit initially. A lot of money spent on highways, including non-spent funds, drain repair near bridge successful after a number of attempts. Lincolnshire County Council (LCC) reviewing speed limits across county with a reasonable approach. Actions for Cllr Marfleet to (a) provide update to **DDH** on Horncastle Road prior to next Newsletter; (b) ensure checks on grit bins ahead of winter and confirm to **DDH**; (c) advise **DDH** on number of website 'clicks'.
- District Councillor Simpson advised on Community Grant money still available. Parochial Church Council (PCC) have received paperwork. Local plan being reviewed, inspection and consultation during 2024. Settlement proposals included, Asterby and Goulceby classified as 'hamlets'. Drains to be reviewed by Parish Councils. Action for Cllr Simpson to (d) pass grant paperwork to **JM** to submit 1 claim for replacement Goulceby Notice Board and 2nd claim for defibrillator parts.
23. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action** – none reported.
24. **Defibrillator check and update** – 3 quotes received to replace batteries and pads:
- Defib Warehouse £38.00 + £120.00 = £158.00 + VAT

Asterby and Goulceby Parish Council

- The Defib Pad £49.99 + £127.99 = £177.98 + VAT
- The Defib Shop £69.00 + £172.00 = £241.00 + VAT

PROPOSED; SECONDED; RESOLVED that firstly a grant application to East Lindsey District Council (ELDC) via Cllr Simpson would be submitted for a maximum of £177.98 + VAT due to low availability of parts from first quote and if not successful, **IT** would purchase ensuring billing to Clerk. **IT** will look after defibrillator going forwards.

25. **Website and training update by Clerk** – detailed update provided to Councillors on work carried out on website and training undertaken.
26. **Broadband – Quickline (Notification received for 3 new wooden poles)** – **JM** advised on comments received; thick cables belong to British Telecom (BT), Quickline will do their best to provide connection below ground, current internet speed not down to Quickline as their internet not yet live. Residents nearby the proposed poles appear to have no issues. There have been 2 unofficial meetings with Quickline - no further action. PROPOSED; SECONDED; RESOLVED that **DDH** will feed back to Quickline.
27. **Discussion on Poppy wreath for Church** – **DDH** advised noted on Parish Plan 2023/24. PROPOSED; SECONDED; RESOLVED to purchase poppy wreath to value of £19.99 + VAT.
28. **Parish Council specific emails for Parish Councillors** - new requirement coming into effect for the 2023/24 audit for Parish Council specific email addresses. Clerk and Chair emails within guidance. PROPOSED; SECONDED; RESOLVED for remaining 2 Parish Councillors (**GJ** and **IT**) to obtain new Parish Council specific email.
29. **To review and agree the following policies for the Parish Council:**
 - Data Protection (GDPR) Policy
 - Data Breach Policy

PROPOSED; SECONDED; RESOLVED both policies reviewed and accepted as latest documents. Action for Clerk to update website.
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
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 Clerk 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

Asterby and Goulceby Parish Council

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	JM to action. 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 added 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	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.	JM add to Notice Boards DDH 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
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 added to 'Nextdoor'
W	LALC Maintenance	Email received 07.09.23 – advising LANDLINES will be SWITCHED OFF in DECEMBER 2025.	No follow up at this time Expect national coverage
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.	DDH forward to PCC as only community building

32. Financial matters:

- a) To receive an updated bank reconciliation from RFO (see Appendix 1).
- b) To receive an updated budget vs forecast for 23-24 (see Appendix 2).
- c) To consider the cost of repair or replacing the door on the Asterby notice board – repair actioned by **GJ** as sufficient without any replacement costs – no further action.
- d) To consider defib pad and battery replacements – quotes received – see agenda item 24.
- e) 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 + £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)

PROPOSED; SECONDED; RESOLVED to approve all payments (salaries on standing order) and accept documents Appendix 1 and 2.

33. To agree items to be included in the next Parish of the Asterby Group Newsletter

(deadline for next edition 15.10.23) - PROPOSED; SECONDED; RESOLVED to include:

- Horncastle Road (Badger) update
- Broadband (Quickline)
- Pub opening throughout winter

Asterby and Goulceby Parish Council

- Defibrillator update and location
- Website

34. **To confirm the date (11th December) and agenda items for the next meeting - PROPOSED; SECONDED; RESOLVED** to be held at the Three Horseshoes and to include:
- Budget setting for Precept 2024-25
 - Parish Plan 2024-25
 - Review of Grant Applications (ELDC)
 - Review Internal Control Policy
 - Update on defibrillator
 - Update on Horncastle Road
35. **To resolve to go into closed session for the next item – RESOLVED** to enter closed session.
36. **To review the position of the new Clerk and agree any associated action - PROPOSED; SECONDED; RESOLVED** that an agreement was reached regarding Clerk's remuneration and hours.
37. **To resolve to return to open session and close meeting – RESOLVED** to re-enter session.

Meeting closed at 9.10pm.

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		
		Difference	£0.00

Appendix 2

Asterby and Goulceby Planned vs Actual 2023 - 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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
Income													Planned Income	Actual	Variance
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
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
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
	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
														Budget surplus / (shortfall)	(160.21)
														Opening reserves	1,735.00
														23/23 surplus/shortfall	-160.21
														Estimated closing reserves	1,574.79
<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>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>															