

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 11th December 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: 4th December 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

38. **Chairperson's remarks**
39. **Apologies for absence and reasons given**
40. **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
41. **To confirm and sign the minutes of the meeting held on 2nd October 2023**
42. **To receive reports from the Clerk and Councillors on matters outstanding**
43. **To receive reports from District and County Councillors**
44. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action**
45. **Budget setting for Precept 2024-25**
46. **To review progress made against the Parish Plan and agree any action required**
47. **To resolve to complete a Parish Plan for 2024/25 and agree the content**
48. **Review of Grant Applications via East Lindsey District Council (ELDC)**
49. **Update on defibrillator**
50. **Update on Horncastle Road (Badgers)**
51. **Flooding of Goulceby Beck 20th October 2023**
52. **Resident complaint on gully cleaning by Lincolnshire County Council (LCC)**
53. **To review and agree the following policies for the Parish Council:**
 - Internal Control Policy
54. **To consider planning applications/correspondence using delegated powers –**
 - a – Full planning permission granted: N/060/02036/23 (23.10.23)
PROPOSAL: Planning Permission – erection of a two-storey dwelling, existing stable block on site to be demolished.
LOCATION: KOUKOU, SHOE LANE, GOULCEBY, LOUTH, LN11 9WA
 - Delegated powers used to email 'no objections' from Parish Councillors 06.11.23

Asterby and Goulceby Parish Council

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

Ref	From	Correspondence	Action
A	Quickline	Email 2.10.23 - Christmas Support & Community Funds.	Note any action
B	Lincs. Police	Invite to Parish Council Engagement Session – 5 th December – Zoom.	IT to attend & feedback
C	Zero Hour	Email 4.10.23 to Parish Council for support on Climate and Ecology Bill being read on 24.11.23.	Discuss at meeting
D	Lincs Police	Email 8.10.23 - Quarterly update Aug 23 - added to website.	Noted – added to website
E	Victoria Atkins	Email 6.10.23 - Community Summit for Louth and Horncastle for 3.11.23.	Noted – no further action
F	South & East Lincs. Councils	Email 13.10.23 requesting survey by Parish Councils on draft Sub-regional Strategy consultation.	Note / completed individually as necessary
G	Lincolnshire Fieldpaths	Email 25.10.23 advising no longer collecting subs for Lincolnshire footpaths.	Note / remove from Parish Plan and Precept Budget
H	Asterby Group	Newsletter for November / December received.	Added to Website
I	ELDC – Local Plan	Email 26.10.23 requesting confirmation on services / facilities in Goulceby. Asterby to follow separately.	Actioned 30.10.23
J	LCC – Traffic	Email notice TTRO/TTR005995 – temporary restriction order received 26.10.23 – Asterby footbridge damaged due to flooding – duration of order: 26.10.23 to 15.11.23.	Added to Website
K	Resident complaint	Email received via JM 26.10.23 – complaint regarding feedback from Lincolnshire County Council (LCC) on gully cleaning Top Lane, Watery Lane, Main Road, Horncastle Road since August 2023.	See item 52
L	LCC – Traffic	Email notice TTRO/TTR005997 – temporary restriction order received 27.10.23 – Asterby footbridge damaged due to flooding – revised dates: 16.11.23 to 15.05.24.	Added to Website
M	ELDC – Local Plan	Email 30.10.23 requesting confirmation on services / facilities in Asterby. Goulceby already reviewed separately.	Actioned 30.10.23
N	LCC – Emergency Plan	Email 31.10.23 detailing information / links on Emergency Planning – session on evening of 22.11.23 to provide help with completion.	See item 51
O	LCC Customer Relations	Email 4.11.23 detailing cleansing of roads / drainage received.	See item 52
P	ELDC – finance	Email 9.11.23 & 22.11.23 – remittance advice received for £440 – grant towards new notice board.	See items 48 and 56
Q	LCC – Traffic	Email 10.11.23 - notice TTRO/TTR005770 – temporary restriction order – Quickline Communications installing poles – duration of order 4.12.23 to 15.12.23 08:00 to 17:00.	Added to Website
R	Resident complaint	Email 23.11.23 – drain blocked on Watery Lane – advised to notify LCC 'Fix My Street' to initiate response.	See item 52 Note – no further action
S	Victoria Atkins office (MP)	Email 1.12.23 – information on funding to support recent Storm Babet flooding for residents and businesses in the area.	See item 51

56. 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 review the budget and set the precept for 2024/25;
- Review 3 quotes received for notice board (Goulceby bus stop);
- To consider and approve income/payments due including: Defib. Pads and Batteries £189.60 - 30.10.23 (payment to IT – inc. VAT £31.60); Poppy cancelled with full refund – no Church service; ELDC income of £440 towards notice board 22.11.23; Defib sign for bus shelter £11.33 - 11.12.13; Outstanding claim of VAT (inc. £18 financial year 22-23)

57. To agree items to be included in the next Parish of the Asterby Group Newsletter (deadline for next edition 10.12.23 – extended to 13.12.23)

58. To confirm the date and agenda items for the next meeting (March 2024)

- Volunteer Policy & Risk Assessment (new)
- Social Media Policy
- Freedom of Information and Publication Scheme
- Communications Protocol
- Accessibility / Cookies / Privacy Statements (website)
- Review Asset Register items (inc. or exc VAT)
- Parish Flood Information (website)

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

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

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

Asterby and Goulceby Parish Council

Appendix 1

Bank Reconciliation 2023-24

1st April 2023

Reserves Balance B/F AGAR **£1,754.86**

Total receipts to date **£2,420.00**
£4,174.86

Total payments to date **£1,552.26**
 Less payments carried over from 2022-23 **£20.00** Church 000693

Total **£2,602.60**

Payments/receipts not yet on bank statement

Bank balance 13.11.23 **£2,602.60**

Less unpresented cheques:
 None **£0.00**

Total **04/12/2023** **£2,602.60**

Date reconciliation carried out: 04/12/2023

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 spend	Forecast
	Q1			Q2			Q3			Q4			(budget)	actual		year-end position
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	1,835.00
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	10.00
LALC - Membership																
Subscription and training	41.25	0.00	41.25	41.25	0.00	41.25	41.25	30.00	11.25	41.25	0.00	41.25	165.00	30.00	135.00	237.00
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	0.00
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	36.70
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	0.00
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	189.60
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	525.60
Total	770.00	669.16	100.84	400.00	515.85	-115.85	415.00	367.25	47.75	395.00	0.00	395.00	1980.00	1552.26	427.74	3,327.50

Income	Planned	Actual	Variance	Forecast
	Income			year-end position
Precept	1980.00	1980.00	0.00	1,980.00
Donations / Grants	0.00	0.00	0.00	440.00
VAT refund	0.00	0.00	0.00	161.92
Total	1980.00	1980.00	0.00	2,581.92

Budget surplus / (shortfall) **(745.58)**

Opening reserves **1,734.86**
 23/24 surplus/shortfall **-745.58**
 Estimated closing reserves **989.28**

Notes

Expenditure includes VAT

£18 to be reclaimed in VAT from 22-23

Internal audit fee £81.60 incl VAT not budgeted for

Election costs of £97 not budgeted for (every 4 years or when there is an election)

Fieldpaths no longer taking funds

VAT : £18 LALC fees FY 22/23 + £13.60 LALC Audit fee + £6.12 stationery + £5.00 LALC training + £31.60 on Defib parts + £87.60 on Notice Board

Council tax base (number of Band D properties in Asterby Group)

Council tax charge per property in Asterby/Goulceby group 23/24

Dated: 4.12.23