

# Asterby and Goulceby Parish Council

## Minutes 11<sup>th</sup> December 2023

Chair:	Jon Mold ( <b>JM</b> )
Present Councillors:	Ian Taylor ( <b>IT</b> ), Graham Johnson ( <b>GJ</b> )
Parish Clerk & RFO:	Diane De Halle ( <b>DDH</b> )
Members of the Public	2
District Councillor	Daniel Simpson

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### **PUBLIC FORUM – NONE**

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- 38. Chairperson's remarks** – Chair welcomed all to the meeting.
- 39. Apologies for absence and reasons given** – none received.
- 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.
- Dispensation Request Forms received and approved for agenda items 45 and 56c to discuss the Precept for the next 4 years for Parish Councillors **IT** and **GJ**.
- 41. To confirm and sign the minutes of the meeting held on 2<sup>nd</sup> October 2023 - RESOLVED** that the official Minutes of the Parish Council meeting held be approved as a correct record and signed by the Chair.
- 42. To receive reports from the Clerk and Councillors on matters outstanding**
- a) Volunteer Policy **DDH** - Carry forward to March
  - b) Review asset list net of VAT **DDH** - Carry forward to March
  - c) Clr Marfleet to advise on website clicks
- All other previous actions completed.**
- 43. To receive reports from District and County Councillors**
- District Councillor Simpson advised an inquiry is underway on recent flooding (20/11/23) and a report will be out next year; Horncastle Road now fixed, new tunnel for badgers; Local Plan under review for 2025; settlement details underway (Asterby and Goulceby submitted via **DDH**); Devolution proposal underway and asking public for comments via survey; fly tipping has a new private contractor on board and will investigate and issue fines accordingly.
- None received from County Councillor.
- 44. To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action** – none reported.
- 45. Budget setting for Precept 2024-25** – discussed - refer to item 56 (c) for conclusion.
- 46. To review progress made against the Parish Plan 23/24 and agree any action required** - Chalk Stream event not needed this year, suggested every 2 years, next would be 24/25. Due to no service, Poppy Wreath was cancelled. All other items noted as actioned or ongoing.
- 47. To resolve to complete a Parish Plan for 24/25 and agree the content - RESOLVED** to defer to next meeting and include in next Newsletter for residents to forward any suggestions to Clerk by next meeting (March 24).
- 48. Review of Grant Applications via East Lindsey District Council (ELDC)** – thanks to the assistance of District Councillor Simpson, a Grant of £440 was awarded for a new notice board to be installed within the Bus Shelter in Goulceby. Conditions on Grant as follows:
- a) Confirm to Councillor Simpson when complete;
  - b) Note in financial records funds restricted for notice board;
  - c) Grant and details of award by ELDC to be on Website;
  - d) Acknowledge receipt of funds from ELDC on notice board.

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49. **Update on defibrillator** – Thoroughly cleaned, new pads and batteries fitted lasting 5 years, registered with British Heart Foundation and **IT** will be guardian for the foreseeable.
50. **Update on Horncastle Road (Badgers)** – complete and now open.
51. **Flooding of Goulceby Beck 20<sup>th</sup> October 2023** – After much discussion **RESOLVED** to action the following:
- a) **DDH** to contact Emergency Planning Centre at Lincoln to advise on setting up an Emergency Plan.
  - b) District Councillor Simpson to arrange visit from Environmental Agency to next PC meeting in March 24.
  - c) **DDH** to contact Horncastle PC for advice following suggestion by another Clerk.
  - d) **DDH** to update Flood Information on Website following the above actions.
52. **Resident complaint on gully cleaning by Lincolnshire County Council (LCC)** – noted; gully cleaning under review. Any issues should be reported to LCC's 'FIX MY STREET'.
53. **To review and agree the following policies for the Parish Council:**
- Internal Control Policy
- Following a review, **RESOLVED** to accept as latest document. Action for Clerk to update website.
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
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 <sup>th</sup> December – Zoom.	<b>IT</b> attended Feedback next meeting
C	Zero Hour	Email 4.10.23 to Parish Council for support on Climate and Ecology Bill being read on 24.11.23.	Noted – down to individuals to submit comment
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.	Noted - 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 <b>JM</b> 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 - noted
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 - noted
O	LCC Customer Relations	Email 4.11.23 detailing cleansing of roads / drainage received.	See item 52 – comments noted
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

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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 Noted – 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 - noted

## 56. Financial matters:

- a) To receive an updated bank reconciliation from RFO (see Appendix 1) – **RESOLVED** to accept.
- b) To receive an updated budget vs forecast for 23-24 (see Appendix 2) – **RESOLVED** to accept.
- c) To review the budget and set the precept for 2024/25 - The Parish Council (PC) discussed the current Budget vs Precept; comparison to other PC's discussed with particular note to being the 11th lowest out of 100. Salary largest part with increased hours since 1<sup>st</sup> October to cover required workload and revised pay in line with National Joint Council effective 1<sup>st</sup> April. Although Parish Council operates on minimal costs, due to increased and unforeseen costs during 23/24, inflation, reduced reserves and likely increased costs in 24/25, it was **RESOLVED** to increase the Precept to £3,384 for 24/25.
- d) Review 3 quotes received for notice board (Goulceby bus stop) – quotes received from:
  - (1) Fitzpatrick £1,288 + VAT of £257.60 (£1,545.60);
  - (2) The Notice Board Company £654 + VAT of £130.80 (£784.80);
  - (3) KBS £438 + VAT of £87.60 (£525.60).**RESOLVED** to accept KBS (funding via ELDC Grant of £440 – VAT will be reclaimed) with no cost to PC.
- e) To consider and approve income/payments due including: Defib. Pads and Batteries £189.60 - 30.10.23 (**IT** – inc. VAT £31.60); ELDC income of £440 towards notice board 13.11.23 (2 payments received 24.11.23 – 2<sup>nd</sup> to be added as income and refunded to ELDC of £440); Defib sign for bus shelter £11.33 - 11.12.13 (payment to **JM** – inc VAT £1.89); Notice Board £525.60 11.12.23 (payment to **JM** – inc. VAT £87.60); £51.94 Salary arrears 11.12.23 + Salary £554.19 1.1.24 (standing order effective 1.1.24) – total salaries £606.13; Outstanding claim of VAT to action (inc. £18 financial year 22-23) – **RESOLVED** to accept all payments / income and submit VAT refund.

## 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) – **RESOLVED** to include:

- a) Precept 24/25 outcomes
- b) Flood risk in Lincolnshire
- c) Horncastle Road complete and re-opened
- d) Parish Plan suggestions for 24/25
- e) Restoration of Church update
- f) Vacancies / Website
- g) Callconnect Bus Service still £2
- h) Defib update
- i) Devolution proposal survey (**DDH** add to Website)

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

- a) Volunteer Policy & Risk Assessment (new)
- b) Social Media Policy (review)
- c) Freedom of Information and Publication Scheme (review)
- d) Communications Protocol (review)
- e) Accessibility / Cookies / Privacy Statements (website - review)
- f) Review Asset Register items (inc. or exc VAT)
- g) Parish Flood Information (website - review)
- h) Parish Plan 24/25
- i) Update on Police Engagement Session 5<sup>th</sup> December 23

**RESOLVED** to include the above agenda items and hold the next meeting on Monday 11<sup>th</sup> March 2024 commencing 7.00pm – venue to be confirmed.

## 59. To resolve to go into closed session for the next item – **RESOLVED** to enter closed session

## 60. To review the position of the new Clerk and agree any associated action – **RESOLVED** that an agreement was reached regarding Clerk's arrears in line with The National Joint Council of 7.7% from 1<sup>st</sup> April 23 to 31<sup>st</sup> March 24. This session was brought forward prior to Agenda item 45 due to the discussion on the Budget / Precept setting for 24/25 – salaries was an integral part of this discussion. New mandate to be raised effective 1<sup>st</sup> January 24.

## 61. To resolve to return to open session and close meeting – **RESOLVED** to re-enter session.

Meeting closed 9.05pm

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## 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**

Date reconciliation carried out: 04/12/2023

### Payments/receipts not yet on bank statement

Bank balance 13.11.23	£2,602.60
Less unpresented cheques:	
None	£0.00
<b>Total</b>	<b>£2,602.60</b>

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			planned (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	Model 6% increase from 1/4/23	
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	Possibly 1 meeting in church	
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	E92 NALC / E30 training	
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	Not budgeted	
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	Wreath not required Nov '23	
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	Same as previous year	
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	Same as previous year	
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	VAT	
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	Subs cancelled	
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	Pads / Batteries - not budgeted	
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	Every 4 years	
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	Notice board grant	
<b>Total</b>	<b>770.00</b>	<b>669.16</b>	<b>100.84</b>	<b>400.00</b>	<b>515.85</b>	<b>-115.85</b>	<b>415.00</b>	<b>367.25</b>	<b>47.75</b>	<b>395.00</b>	<b>0.00</b>	<b>395.00</b>	<b>1980.00</b>	<b>1552.26</b>	<b>427.74</b>	<b>3,327.50</b>		

Income	Planned			Actual			Variance			Forecast							
	Income	Actual	Variance	Income	Actual	Variance	Income	Actual	Variance			year-end position					
Precept	1980.00	1980.00	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 / Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	440.00	0.00	0.00	0.00	0.00	440.00	440.00	440.00	440.00	
VAT refund	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	161.92	See notes on 'VAT'
<b>Total</b>	<b>1980.00</b>	<b>1980.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>440.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,980.00</b>	<b>2,420.00</b>	<b>440.00</b>	<b>2,581.92</b>	Forecast year-end position	

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

Opening reserves	1,734.86
23/24 surplus/shortfall	-745.58
<b>Estimated closing reserves</b>	<b>989.28</b>

### 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