

Asterby and Goulceby Parish Council

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of Asterby and Goulceby Parish Council**. It will be held on **Tuesday 28th May 2024** 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: 20th May 2024

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

- To elect a Chairman for the forthcoming year and receive their Declaration of Acceptance of Office**
- To elect a Vice Chairman for the forthcoming year and receive their Declaration of Acceptance of Office**
- Chairman's remarks**
- Apologies for absence and reasons given**
- 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
- To confirm and sign the minutes of the meeting held on 4th March 2024**
- To receive reports from the Clerk and Councillors on matters outstanding**
- To receive reports from District and County Councillors**
- To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action**
- To consider planning applications/correspondence received:**
 - Decision Notice: N/008/00075/24 (26.01.24)**

PROPOSAL: Planning Permission – erection of dwelling with the construction of internal access roads
LOCATION: GOULCEBY LODGE, TOP LANE, GOULCEBY, LOUTH, LN11 9TZ

 - Refusal notice received from ELDC 20.3.24
 - Decision Notice: N/060/00161/24 (08.02.24)**

PROPOSAL: Planning Permission – extensions and alterations to existing detached double-garage.
LOCATION: BELLE VUE, CHURCH LANE, GOULCEBY, LOUTH, LN11 9UA

 - Permission granted by ELDC 27.03.24
 - Decision Notice: N/008/00227/24 (16.02.24)**

PROPOSAL: Planning Permission – rear single storey extension to existing dwelling to provide additional living accommodation
LOCATION: CHESTNUTS, FORD WAY, GOULCEBY, LOUTH, LN11 9WD

 - Permission granted by ELDC 04.04.24
- To consider correspondence received since the last Parish Council meeting:**

Ref	From	Correspondence	Action
A	Resident	Email 03.03.24 received on 3 concerns along Viking Way.	All raised on "Fix my Street"
B	The Asterby Group	Newsletter March / April 24.	Added to Website
C	Lincolnshire County Council	Temporary Traffic restriction 14.3.24 – Goulceby – TTRO/TTR006851 – bridge replacement – Resulting from 'A'	Added to Website

Parish Clerk: Diane De Halle

Tel: 07500 989434

Email: agparishcouncil@gmail.com

Website: <https://asterby-goulceby.parish.lincolnshire.gov.uk/>

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D	PKF Littlejohn	Email 18.03.24 on Annual Governance and Accountability Return (AGAR) for 23/24.	Ongoing via Clerk
E	Government office	Confirmation 05.04.24 the 'Kings portrait' requested for Asterby Church – Framed and free for the Parish of Asterby and Goulceby	Portrait received The Asterby Group notified
F	Zurich Insurance	Email 06.04.24 – Insurance renewal received for 24/25.	See item 13 (g) on agenda
G	East Lindsey District Council	Remittance advice for precept received 17.04.24.	Clerk to add to files See item 13 (h) on agenda
H	Lincolnshire Police	Email notifying on further meetings.	IT to attend
I	The Asterby Group	Newsletter May / June 24.	Added to Website
J	Internal Audit	Email 04.05.24 – documentation for Internal Audit.	See item 13 (b) on agenda
K	YMCA Lincolnshire	Email 10.05.24 – asking to provide details on local organisations / put up poster on notice board.	Forwarded to PCC. Poster on notice board

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

- Standing Orders (annual)
- Code of Conduct (annual)
- Financial Regulations (annual)
- Risk Register Log / Schedule (annual)
- Publication Scheme (overdue - last reviewed Feb. 21)
- Councillor Responsibilities (new following discussion during recent Internal Audit)

13. Financial matters:

- a) *To resolve to agree that Asterby and Goulceby Parish Council meets the AGAR exemption criteria and wishes to be an exempt authority, not subject to external audit limited assurance review for the year 2023/2024 (deadline 1.7.24)*
- b) *To consider and resolve to approve the Annual Internal Audit report / LALC checklist*
- c) *To consider and resolve to accept the Annual Governance Statement*
- d) *To consider and resolve to accept the Annual Accounting Statements and Annual Bank Reconciliation*
- e) *To receive an updated list of Assets (Appendix 1)*
- f) *To receive an updated bank reconciliation from RFO for 23/24 and 24/25 (Appendix 2)*
- g) *To review insurance for 24/25; 3 quotes received for £730, £552 and £385*
- h) *To consider and approve payments/income due including: Salaries £554.19 31.03.24 (SO); Annual Insurance Renewal 02.05.24 – £385 Zurich; Annual Parish Newsletter fee 16.05.24 - £75 (6 editions from July/Aug); Plants & compost for Planters 05.05.24 - £41.97 (M.A. Johnson); Salaries 30.6.24 £554.19 (SO); Independent Auditor via LALC - £150 inc. VAT (pending invoice); Receipts: VAT claim receipt 19.02.24 - £143.81 (£18 for year 22/23); Precept from ELDC 19.04.24 - £3,384.*

14. To agree items to be included in the next newsletter

15. To confirm the dates and agenda items for the next meeting

Asterby and Goulceby Parish Council

Financial Matters

Appendix 1

Asterby and Goulceby Parish Council Asset Register

Last updated: 31.3.24

Date Purchased	Description	Purchase Cost (Value) B/F	Additions 23/24	Location	Date disposed	Scrap Cost 23/24	Insurance Value (Reinstatement cost Excl Vat)	Notes	Current condition
Jan-08	Notice Board (to be removed from register 31.3.25)	£ 351.00		Horncastle Rd / Ford Way junction	Dec-23	£ (351.00)	N/a	Rotten & replaced by new Notice Board Dec 23 via ELDC Grant - no cost to remove	Good condition
Feb-13	Seat (£332.50) / installation (£300) / Plaque (£35.38)*	£ 667.88		Top Lane			£800	Donated by Western Power	Good condition
Sep-13	Community Shelter (£5776) / Installation (£900)*	£ 6,676.00		Horncastle Rd / Ford Way junction			£12,700		Good condition
Nov-13	Waste bin*	£ 130.50		Viking way (Watery Lane/Butt Lane junction)			£150		Good condition
Dec-13	Seat (£332.50) / installation (£300)*	£ 632.50		Viking way (Watery Lane/Butt Lane junction)			£800		Good condition
Apr-16	Printer HP envy*	£ 60.00		Clerks office/home			£100		Condition unown - unused for some time
Jun-16	BHF training pack	£ 1.00		Held by the Flood Warden Jody Flett			£25	Relocate?	Good condition
Jan-17	Zoll defibrillator AED+ (no VAT charged)	£ 400.00		Three Horseshoes Porch			£1,700	ELDC grant fund of £300 towards Defib. Bought direct from BHF	Good condition
Jan-17	Aiwa external defib cabinet*	£ 450.00		Three Horseshoes Porch			£500		Good condition
Apr-18	Flood related equipment	£ 1.00		Held by the Flood Warden Jody Flett				Relocate?	Good condition
Aug-18	Seat (£274.16) / installation (£450)*	£ 750.00		Asterby End junction			£800	Funding for an identical replacement provided by local resident who damaged it in April 22. Replacement installed.	Good condition
Dec-18	Commemorative plaque*	£ 250.00		Goulceby Church			£300	ELDC £200 / £100 donation	Good condition
Oct-20	Dog waste bin*	£ 120.00		Junction of Top Lane & Asterby/Donington Rd			£150		Good condition
Jul-22	Notice Board, concrete posts & signwritten header panel*	£ 601.00		Asterby End junction			£950		Good condition - with minor vandalism
Oct-22	2 x planters*	£ 384.88		Bridge on Watery Lane, Goulceby			£430		Good condition
Oct-22	2 x planter plaques*	£ 72.92		On the two planters on Watery Lane			£90		Good condition
Date Unknown	Litter picking equipment (previously 'noted' but not included)	£ 1.00		In Chair's Garage			£130		Good condition
Date Unknown	2 x 'flood' signs (previously not included - added 31.3.24)	£ 1.00		Propped up against bridge on Watery Lane			£100		Good condition
Dec-23	Notice Board (inc. magnets)*	£ -	£438.00	Inside Bus Shelter Horncastle Rd / Ford Way junction			£450	Grant funding by ELDC	Good condition
Totals (22/23 restated, previously £11,449):		£ 11,551	£ 438.00				£ (351.00)	£20,175	
						Balance C/F (inc. Additions / exc. Scrap costs):		£ 11,638	

Net figures of VAT only included*

Insurance value of £20,000 to be used for 24/25 purposes

Appendix 2

Bank Reconciliation 2023-24			
1st April 2023	Reserves Balance B/F AGAR	£1,754.86	
	Total receipts to date	£3,023.81	£4,778.67
	Total payments to date	£3,449.66	
	Less payments carried over from 2022-23	£20.00 Church 000693	
	Total	£1,309.01	
	Date reconciliation carried out:	15.05.24	
	Bank Statement issue date:	01.05.24	
		Difference £0.00	

Bank Reconciliation 2024-25			
1st April 2024	Reserves Balance B/F AGAR	£1,309.01	
	Total receipts to date	£3,384.00	£4,693.01
	Total payments to date	£554.19	
	Less payments carried over from 2024-25	£0.00	
	Total	£4,138.82	
	Date reconciliation carried out:	18.05.24	
	Bank Statement issue date:	01.05.24	
		Difference £0.00	