

Asterby and Goulceby Parish Council

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the **Meeting of Asterby and Goulceby Parish Council**. It will be held on **Monday 2nd September 2024** commencing at **7.00pm, Three Horseshoes, Goulceby**.

Business to be dealt with at the meeting is listed in the agenda. Official meeting will start at 7.10pm or at the conclusion of the public forum whichever is sooner. All councillors should be present by 7.00pm.

Diane De Halle Clerk to the Council

Date: 27th August 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

16. **Chairman's remarks**
17. **Apologies for absence and reasons given**
18. **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
19. **To confirm and sign the minutes of the meeting held on 28th May 2024**
20. **To receive reports from the Clerk and Councillors on matters outstanding**
21. **To receive reports from District and County Councillors**
22. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action**
23. **To consider planning applications/correspondence received**
24. **Discussion on Emergency Preparedness for website and missing flood signs for Goulceby Beck**
25. **Discussion on poppy wreath for Church (approx.. £24 inc. postage)**
26. **To consider correspondence received since the last Parish Council meeting:**

Ref	From	Correspondence	Action
A	YMCA Lincolnshire	29.05.24 – email looking for support in the work they do.	Clerk added to Website.
B	Zurich Insurance	29.05.24 – insurance documents for 24/25.	Clerk added to file.
C	ELDC Elections	31.04.24 – notice of General Election.	Added to Notice Board. Clerk added to Website.
D	ELDC Police Engagement	31.05.24 – session 13.6.24 via video – requesting questions.	Passed to Ian Taylor.
E	Zurich Insurance	06.06.24 – insurance 24/25 receipt for records.	Clerk added to file.
F	ELDC Elections	07.06.24 – persons nominated for General Election.	Added to Notice Board. Clerk added to Website.
G	LALC	07.06.24 – internal audit invoice for 23/24 accounts.	Processed for payment see item 28 (c)
H	Resident (Goulceby)	11.06.24 – email regarding 'works' activity near footbridge between Goulceby and Asterby. Resident spoke to workmen - believed to be Anglian Water replacing pipe.	No further action.
I	ELDC	14.06.24 – email requesting info on dog control areas in public spaces. Not required for Asterby and Goulceby.	No further action.
J	Asterby Parish Newsletter	15.06.24 – receipt for 24/25.	Clerk added to file.
K	Asterby Parish Newsletter	29.06.24 – Parish newsletter.	Clerk added to Website.
L	Transport Publicity Team	17.07.24 – Callconnect bus service 'summer' promotions. NB Posters could not be added to Website.	Added to Notice Board.
M	Lincolnshire Police	23.07.24 – newsletter for circulation.	Added to Website.

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N	Public request	19.06.24 – requesting twinning option with town in France. Considered not viable, applicant is not a resident.	No further action.
O	LCC Minerals & Waste	30.07.24 – consultation to update Local Plan on minerals and waste / responses by 30.07.24.	Circulated to Parish Council. No action taken.
P	PKF Littjohn	03.08.24 – notification of exemption for 23/24 accounts.	Clerk added to file.
Q	Boston Health & Wellbeing	14.08.24 – social media posts / useful information.	Clerk added to Website.
R	ELDC Planning	16.08.24 – response to queries raised by Parish Council against building regs. Application 060/02822/24/BN – Bridge House, Goulceby. Forwarded to Planning Enforcement.	See 26 (S)
S	ELDC Planning	16.08.24 – Enforcement raised 060/00382/24/N – Bridge House, Goulceby.	Awaiting response.

27. To review and agree the following policies (or documents) for the Parish Council:

- Disciplinary Policy (last reviewed Mar. 22)
- Accessibility Statement (last reviewed Oct. 23)
- Data Protection Policy (last reviewed Sept. 23)
- Data Breach Policy (last reviewed Sept. 23)
- Equality and Diversity Policy (last reviewed Sept. 22)
- Complaints Procedure (last reviewed Sept. 22)
- Financial Regulations (last Reviewed May 24) – updated
- Emergency Preparedness (new – replacing Flood Information on Website)

28. Financial matters:

- a) To receive an updated bank reconciliation from RFO for 24/25 (see Appendix 1)
- b) To receive and updated budget vs forecast for 24/25 (see Appendix 2)
- c) To consider and approve payments/income due including: LALC internal audit 07.06.24 £125.00 + VAT £25.00 – delegated powers used 12.06.24; Salaries 30.09.24 £554.19 (SO); VAT claim of £25.00 pending.

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

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

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Financial Matters

Appendix 1

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	£1,760.71		
Less payments carried over from 2024-25	£0.00		
Total	£2,932.30		
Payments/receipts not yet on bank statement			
Bank balance 01.08.24		£2,932.30	
Less unrepresented cheques:			
None		£0.00	
Total		£2,932.30	
16.08.24			
Difference			£0.00
Date reconciliation carried out:	16.08.24		
Bank Statement issue date:	01.08.24		

Appendix 2

Asterby and Goulceby Planned vs Actual 2024 - 2025															Dated: 21/08/2024		
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	Forecast year-end position	
Employee costs	554.19	554.19	0.00	554.19	554.19	0.00	554.19	0.00	554.19	665.43	0.00	665.43	2328.00	1108.38	1219.62	2,328.00	
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	30.00	
LALC - Membership																	
Subscription and training	53.75	0.00	53.75	53.75	0.00	53.75	53.75	0.00	53.75	53.75	0.00	53.75	215.00	0.00	215.00	215.00	
Internal Audit costs	100.00	0.00	100.00	0.00	150.00	-150.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	150.00	-50.00	150.00	
Section 137/ Donations	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00	0.00	0.00	0.00	25.00	0.00	25.00	25.00	
Insurance	250.00	385.36	-135.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	385.36	-135.36	385.00	
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)	20.00	0.00	20.00	20.00	0.00	20.00	20.00	0.00	20.00	20.00	0.00	20.00	80.00	0.00	80.00	10.00	
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	
Council election costs	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	
Plants	75.00	41.97	33.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	41.97	33.03	41.97	
Misc / other expenditure	62.50	0.00	62.50	62.50	0.00	62.50	62.50	0.00	62.50	62.50	0.00	62.50	250.00	0.00	250.00	0.00	
Total	1200.44	1056.52	143.92	700.44	704.19	-3.75	725.44	0.00	725.44	811.68	0.00	811.68	3438.00	1760.71	1677.29	3,259.97	
															Forecast year-end position		3,259.97
															Model 5% increase from 1/4/24		
															Possibly 2-3 meetings in church		
															No training adopted 24/25		
															Audit £125 + VAT for 23/24		
															Wreath only if service		
															Assets increased from £12 to £2		
															Same as previous year		
															Cartridge cost donated 24/25		
															Pads / Batteries - not budgeted		
															Every 4 years - not budgeted		
															Some plants donated 24/25		
															£250 other - used to support 24		
															Forecast year-end position		
															E440 grant error (repaid)		
															See notes on 'VAT'		
															Forecast year-end position		
															Budget surplus / (shortfall)		149.03
															Opening reserves		1,309.01
															24/25 surplus/shortfall		149.03
															Estimated closing reserves		1,458.04

Notes

Expenditure includes VAT

Election costs every 4 years (or if there is an election)

VAT to claim to date: £25 LALC internal audit