

Asterby and Goulceby Parish Council

Minutes - 2nd September 2024

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

PUBLIC FORUM – NONE

16. **Chairman's remarks** – welcomed all present.
17. **Apologies for absence and reasons given** – none.
18. **Declaration of interests and requests for dispensations** - 2 Parish Councillors declared an interest in a neighbouring property mentioned in Section 26 (R & S).
19. **To confirm and sign the minutes of the meeting held on 28th May 2024** – RESOLVED to accept the Minutes from the previous meeting as a correct record and signed by the Chair.
20. **To receive reports from the Clerk and Councillors on matters outstanding** – noted.
21. **To receive reports from District and County Councillors**

District Councillor Simpson advised there will be changes to the Planning Framework. There will be 3 studies on flooding, housing and retail development. Government money coming to focus on 4 key areas. Food waste to be separated from main waste. Devolution being looked into again. Funding of £3m secured for Boston, East Lindsey and Holland areas to cover drainage.
22. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action** – previous LCC Fix My Street seemed to have been resolved. No further updates.
23. **To consider planning applications/correspondence received** – none received. Query raised with ELDC planning on items noted in correspondence under Section 26 (R & S), pending investigation.
24. **Discussion on Emergency Preparedness for website and missing flood signs for Goulceby Beck** – RESOLVED to adopt and update the Website with the new information.
25. **Discussion on poppy wreath for Church (approx.. £24 inc. postage)** – RESOLVED to purchase. Service will be held on Sunday 10th November at 3pm.
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. |

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|---|---------------------------|---|--|
| M | Lincolnshire Police | 23.07.24 – newsletter for circulation. | Added to Website. |
| 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)

RESOLVED to accept all and update Website accordingly.

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.

RESOLVED to accept bank reconciliation, updated budget vs forecast and payments.

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

- Ask residents for any views on budget/precept 25/26.
- New Flood preparedness on website.
- Pub closure.
- Ask residents if they need to look at Pension Credit.

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

- Monday 2nd December 7pm – All Saints Church, Goulceby

Meeting closed at 7.50pm

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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 £25 | |
| | | | | | | | | | | | | | | | 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 | |
| | | | | | | | | | | | | | | | E440 grant error (repaid) | |
| | | | | | | | | | | | | | | | See notes on 'VAT' | |
| | | | | | | | | | | | | | | | Forecast year-end position | |
| | | | | | | | | | | | | | | | 3,409.00 | |
| | | | | | | | | | | | | | | | 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 | | | | | | | | | | | | | | | | |