

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 December 2024** commencing at **7.00pm, Goulceby All Saints**.

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: 26th November 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

31. **Chairman's remarks**
32. **Apologies for absence and reasons given**
33. **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
34. **To confirm and sign the minutes of the meeting held on 2nd September 2024**
35. **To receive reports from the Clerk and Councillors on matters outstanding**
36. **To receive reports from District and County Councillors**
37. **To receive an overview of the issues reported to highways by Councillors since the last meeting and agree any action**
38. **To consider planning applications/correspondence received**
a – **Decision Notice: N/060/01646/24 (05.11.24)**
PROPOSAL: Planning Permission – alterations to existing dwelling to provide an annexe (works commenced)
LOCATION: BRIDGE HOUSE, BUTT LANE, GOULCEBY, LOUTH, LN11 9UP
39. **Speeding into Goulceby village on Horncastle Road – raised by resident**
40. **Website accessibility compliance – legislation and gov.uk emails**
41. **LALC internal audit – new guidelines / costs for an 'interim audit' to be conducted in addition to end of year (£137.50 + VAT + potential additional costs / mileage)**
42. **Lloyds Bank – account will change to a 'Community Account' incurring charges**
43. **Budget setting for Precept 2025-26**
44. **To consider correspondence received since the last Parish Council meeting:**

Ref	From	Correspondence	Action
A	Poppy Shop UK	9.9.24 – poppy ordered for All Saints Church Remembrance Service.	Noted. Taken to service. Added to Finance.
B	Easy Web Sites	3.10.24 – email regarding website accessibility compliance – All UK government services to be monitored for WCAG 2.2 compliance. All encouraged to use .gov.uk domain for websites. Comply with GDPR. Recommended to use .gov.uk emails.	See item 40.

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C	LCC	4.10.24 – email introducing 'Future4Me', projects working with young people to support them in completing unpaid / voluntary community work.	Noted.
D	Lincs Wolds Countryside Service	9.10.24 – email with workshops available.	Circulated & noted.
E	Lincs Wildlife Park – Boston	9.10.24 – Email on Golden Oldies event being held on Wednesday 4.12.24 12pm to 3pm – Free for over 65s, part of care home or support group – free day out.	Noted. Added to Website.
F	LCC – Traffic	15.10.24 – Email notification of temporary traffic – Goulceby TTR008871 – Anglian Water repairs Shoe Lane / Butt Lane 6 th to 8 th Nov.	Noted. Added to Website.
G	LALC	15.10.24 – Email on internal audit terms of reference document on generating audit (inc. interim audit) for 24/25 financial year.	See item 41.
H	Victoria Atkins Community Summit	23.10.24 – Email invitation to Community Summit 6.12.24 9.30am to 12.00pm in Horncastle.	Circulated & noted.
I	Lloyds Bank	Oct 24 – Letter advising Parish Council will become a 'Community Account' and no longer be a FREE service. Charges will apply per month, per transaction.	Circulated. See item 42.
I	LCC Policing	1.11.24 – Email on next engagement sessions – 4 per year.	Circulated & noted.
J	ELDC Planning	5.11.24 – Consultation on Planning Application N/060/01646/24 Bridge House, Butt Lane, Goulceby	See Planning – item 38 (a).
K	ELDC	12.11.24 – Email requesting info from Parish and Town Councils on how they can be supported.	Circulated. Action to respond by 6.1.25
L	LCC Policing	15.11.24 – Email via LALC calling residents to complete a survey on how Lincolnshire is policed.	Circulated. Added to website news.
M	LCC Policing	18.11.24 – Next engagement meeting 25.11.24 1pm.	Circulated & noted.
N	Lincs & Northants – EA	20.11.24 – Email with details on 'winter readiness – helpful links and advice'.	Circulated. Added to website news.
O	ELDC – Planning	20.11.24 – Email on investigation response for planning application N/060/01646/24 Bridge House, Butt Lane, Goulceby – confirming planning application required.	Noted.
P	Boston Borough Council	20.11.24 – Email with details on 'how to stay well this winter'.	Noted Added to website news.
Q	ELDC – PSPSL.co.uk	21.11.24 – Notification email on Parish Precepts for 25/26.	Reply required by 31.1.25 See item 43.
R	Cabinet Reviews	25.11.24 – Email request under Freedom of Information Act 2000 – response required.	Noted Reply provided by JM

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

- Records Retention Policy (last reviewed Nov. 21)

46. Financial matters:

- a) To receive an updated bank reconciliation from RFO (see Appendix 1)
- b) To receive an updated budget vs forecast for 24-25 (see Appendix 2)
- d) To discuss and approve LALC interim audit 24-25 and agree cost of £137.60 (see item 41 above);
- c) To review the budget and set the precept for 25-26 (see item 43 above);
- e) To consider and approve income/payments due including: Poppy wreath for Church service £21.50 (VAT £3.58) – 9.9.24; Postage £2.45 – 2.12.24; All Saints Church – Meeting 2.12.24 £10.00 – 25.10.24; Outstanding claim of VAT 24/25

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

48. To confirm the date and agenda items for the next meeting

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

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

51. To resolve to return to open session and close 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	£2,314.90
Less payments carried over from 2024-25	£0.00
Total	£2,378.11
Date reconciliation carried out:	10.10.24
Bank Statement issue date:	01.10.24

Payments/receipts not yet on bank statement	
Bank balance 01.10.24	£2,378.11
Less unrepresented cheques:	
None	£0.00
Total	£2,378.11
10.10.24	
Difference	£0.00

Appendix 2

Asterby and Goulceby Planned vs Actual 2024 - 2025															Dated: 26/11/2024	
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	554.19	0.00	665.43	665.43	0.00	2328.00	1662.57	665.43	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	20.00
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	315.00
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	21.50
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	2.45
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	554.19	171.25	811.68	0.00	811.68	3438.00	2314.90	1123.10	3,403.92

Income	Planned Income	Actual	Variance	Forecast year-end position
Precept	3384.00	3384.00	0.00	3,384.00
Donations / Grants	0.00	0.00	0.00	0.00
VAT refund	0.00	0.00	0.00	56.08
	3384.00	3384.00	0.00	3,440.08

Budget surplus / (shortfall)	Forecast year-end position
36.16	3,440.08

Notes

Expenditure includes VAT

VAT to claim to date: £25 LALC internal audit + £3.58 Poppy Wreath +£27.50 LALC 24/25 audit (early interim)

Go compare advises house insurance increased by 32% on previous year 10.10.24

Wreath had a discount for 1st order (24/25)

Salary - CIPD advise fallen from 5 to 3% (maintain 5%)/waiting on unions for increase 24/25

Salary - potential to reduce to 2.5 hrs per week 25/26 + 5% increase in model (on top of 5% for 24/25)

Defib - pads due 2/28 and batteries 3/31 (if they last)

Church room hire will increase from £10 to £15 from April '25

Internal audit is always speculative and maybe much higher if we have to have an audit by the official body

Local Election costs every 4 years (or if one required) - next due 2026