

### **AGENDA**

- 1. Election of Chair and Vice Chair to the Parish Council and to receive the Declarations of Acceptance of Office.**
- 2. Welcome and Apologies:** To receive and accept any apologies for absence
- 3. Declaration of interest on any item on the agenda.**
- 4. Minutes:** To agree and sign the minutes of the Parish Council meeting held on 10<sup>th</sup> April 2024.
- 5. To nominate / elect Representatives to Committees and Working Groups:**
  - Planning Working Group
  - Planning Working Group Chair
  - Community Board
  - Kimble Stewart Hall Representative(s)
  - HS2 Liaison
  - Budget and Finance
  - Assets and Amenities (Playground, Bus Shelters, Defibrillators etc)
- 6. Finance Report:**
  - a. To approve May payments (note additional invoices may be received prior to the meeting).**
  - b. To note any income received.**
  - c. To note bank balances.**
  - d. To note VAT reclaimed for 2023-2024.**
  - e. To approve final statement of accounts for the year 2023-2024.**
- 7. Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan. To include any update on the proposed Kimblewick solar farm:**  
Note, due to deadlines, applications received prior to the meeting may also be considered.
- 8. To review Internal Audit Report and Recommended Actions.**
- 9. Annual Governance and Accountability Return:**
  - To consider, complete and approve section 1
  - To consider and approve section 2
  - To approve Elector Rights of Inspection dates commencing Monday 10th June 2024 to Friday 19th July 2023.
- 10. To review current Risk Assessment Policy.**
- 11. To review current Financial Regulations.**
- 12. To review current Standing Orders.**
- 13. To note receipt of the official portrait of HM King Charles.**
- 14. To update on speed sign status.**

- 15. To approve preferred suppliers/regular expenditure.
- 16. Community Board Report – Cllr James Cripps.
- 17. Marsh Kerbing/Pinch Point Project update – Cllrs Good and Williams.
- 18. Kimble Stewart Hall: Report - Cllr Delia Burton.
- 19. Correspondence, reports, and issues (for information only).
- 20. To confirm the dates and times of Parish Council Meetings:

Parish Council meetings take place on the 2<sup>nd</sup> Wednesday of the month starting at 7.30pm. (Except for May, when the meeting starts at 7 pm, due to the Annual Parish meeting which follows at 8pm. Also note there is no meeting in August)

12 <sup>th</sup> June 2024	11 <sup>th</sup> December 2024
10 <sup>th</sup> July 2024	8 <sup>th</sup> January 2025
11 <sup>th</sup> September 2024	12 <sup>th</sup> February 2025
9 <sup>th</sup> October 2024	12 <sup>th</sup> March 2025
13 <sup>th</sup> November 2024	9 <sup>th</sup> April 2025

P McBride

**Pauline McBride**

**Clerk to the Council**

**Thursday 25<sup>th</sup> April 2024**

**ITEM 4) Minutes.** To agree and sign the minutes of the Parish Council meeting held on 10<sup>th</sup> April 2024

**Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on  
Wednesday 10<sup>th</sup> April 2024 at Kimble Stewart Hall at 7.30pm**

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**Attendance:** Cllr John Austin, Cllr Alun Jones, Cllr David Williams, Cllr Delia Burton, Cllr Harvey Alison, Cllr James Cripps, and Clerk Pauline McBride.

**1) Welcome and Apologies:** Apologies were received and accepted from Cllr Joanne Bourke.

**2) Declaration of interest in any item on this agenda by a member:** Cllr James Cripps was not in attendance until later in the meeting. It was noted Cllr Cripps' may have a potential conflict of interest re ongoing planning activities concerning The Prince of Wales Public House in Marsh.

**3) Minutes. To agree and sign the minutes of the Parish Council meeting held on 13<sup>th</sup> March 2024.** Unanimously approved.

**4) Finance Report.**

**a) Income Received in March:**

Bank Interest Lloyds £73.04

**b) Bank Balances** - Total Bank Balance as at 31/03/2023 was £156,272.68

**c) April Payments for Approval**

Pauline McBride	March Salary	£685.14		£685.14
HMRC	PAYE	£4.40		£4.40
TBS	Bin Emptying March	£33.00	£6.60	£39.60
DA Fane	Payroll processing 2023/2024	£140.00		£140.00
Isambard & Joes Pubs	Christmas Lights	£533.32	£106.67	£639.99
Pauline McBride	Expenses March	£35.90		£35.90
BMKALC	Annual Subscriptions	£176.40		£176.40
SRT	March Litter pick	£120.00	£24.00	£144.00
Cashplus Account	Top up March Expenditure	£101.57	£20.31	£121.88
<b>Total</b>		<b>£1829.73</b>	<b>£157.58</b>	<b>£1987.31</b>

The Clerk outlined that both BMALK and SRT invoices had arrived after the summary and copy invoices had been sent to all Councillors.

Also noted were the Direct Debit pension contributions (Employer £72.58, Employee £36.29, Total £108.87)

In addition, the previously approved invoice from Buckinghamshire County Council for £2209.64 was signed off and paid prior to March 31<sup>st</sup>. (This was the agreed Parish contribution to a feasibility study in Marsh re potential traffic calming measures)

Councillor Williams asked whether SRT were undertaking one or two litter picks per month. Clerk advised that, although, two had been approved and requested, SRT were still only able to do one.  
**Clerk will ask SRT again if they are able to provide two.**

**April payments were noted and approved.**

**5) Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan. To include any update on the proposed Kimblewick solar farm:**

24/05627/FUL: Kimsale House, Brookside Lane, Little Kimble, Buckinghamshire, HP17 0UF. Householder application for replacement of existing porch, single storey side, extension, chimney, dormer, and insertion of new windows, rooflights, doors and solar panels, including additional rendering to the property. The Council had no objections to make. **Clerk will submit standard no comment response.**

The following status changes of applications were noted:

24/05299/FUL: 7 Redding Court, Great Kimble, Buckinghamshire, HP17 9AL. Householder application for a proposed construction of single storey rear extension. Application permitted 09/04/2024

In addition to the usual planning application and updates, Ross Williams had emailed to the Parish Council a briefing pack re the Kimblewick Solar Farm planning application. The Clerk also outlined that quite a few favourable residents' comments had appeared on the Aylesbury Vale planning portal within the last two weeks. The 12-page briefing pack and comments were noted.

**6) To update on Swarco speed sign status.** It was discussed that the speed signs and extension posts had been received, inspected, approved for payment, and temporarily stored whilst awaiting combination locks to be delivered.

Now that the locks had been delivered, it was agreed that Cllrs Austin and Burton will collect two of the three from Cllr Jones and Cllr Williams will collect the third. As previously discussed, the first sign will be placed on the A4010, with Cllr Austin responsible for moving this sign from one end of the A4010 to the other within the parish. The second will be placed on the B4009 near Holly Tree Farm. Cllr Burton will install and be responsible for this sign.

Third sign will be placed in Marsh near the Prince of Wales public house. Cllr Williams will seek Marsh volunteers to be responsible for this sign. The Clerk advised that spare battery quotes had been received from Swarco. There was confusion as they had quoted £325 per battery, for A22 batteries, but had send illustrations for A12 batteries. Having chased, Swarco had confirmed that it would be A22 batteries required. The Councillors felt that the price quoted seemed exceptionally high and it was agreed to look again at other suppliers. **Cllr Jones will inspect the batteries over the weekend and confirm to the Clerk the exact type. Clerk will then research other suppliers/quotes.**

**7) To note proposed agenda of the Annual Parish Meeting.** The clerk had previously distributed, with the meeting pack, a draft agenda based upon last year's meeting. All agreed the timing and agenda. **Clerk will book hall and post agendas to the noticeboards. Cllr Austin will prepare the Chairmans Report.**

**8) To update on year- end status and note accounts to March 2024 (including Fixed Assets and Reserves as at 31/3/2024).** The clerk had previously distributed the accounts, fixed assets and reserves documents and ran through each document, explaining variances, balances, and movements. All documents were noted and agreed. The Clerk also outlined that the internal audit had been completed by 11<sup>th</sup> April last year and so was concerned that the second tranche of documents and internal audit meeting had not yet been requested/organised. It was also noted that there is still plenty of time before the AGAR deadline and so there is no need to panic. **Clerk to follow up with internal auditor.**

**9) To note Cricket Club suggestions re proposed Tennis Courts.** Cllr Burton had approached the Cricket Club with the proposal of sharing the entrance and car park to access a proposed Tennis Courts. The Cricket Club had suggested that the Parish Council take over the club house and grounds to keep and maintain as a Parish Asset. There was a lot of discussion around the ownership status and whether Trustees can 'hand over' assets to the Parish Council. Despite any potential difficulties surrounding the legal status and potential costs, it was strongly felt that the Parish Council should seriously investigate the possibility of taking over the club house and grounds, especially since there are so few facilities within the parish. **Cllr Burton will follow up with the Cricket Club trustees to understand how this might work and what the financial implications might be.**

**10) To discuss Buckinghamshire best kept village competition.** The Parish Council had previously expressed an interest in entering this competition but had felt that the amount of contractors debris, the state of the roads, flooding and exposed piping would detract from the entry. It was agreed to submit a letter to this effect to Martin Tett of Buckinghamshire County Council. **Clerk will prepare first draft for comments by Cllr Williams and will then submit to Mr Tett.**

**11) Kimble Stewart Hall.** The Clerk had previously distributed quotes obtained for both electrical work for the solar panels and work required to comply with fire regulations. Cllr Burton explained that KSH had agreed to use Kimbletech electricians/technicians since they would best understand and undertake the work required to install their own solar panels. The costs of £1400 for electrical work and £2300 for fire regulation compliance work agreed to be paid by the Parish Council. In addition, Cllr Jones suggest a fire alarm is also installed as part of this work. It was felt that these costs incurred would fall under the same heading as solar panels, in that the hall belongs to the Parish Council and so the Parish Council are able to pay directly for this type of building improvement work. (The direct payment for solar panels had previously been investigated and approved/confirmed by BMKALC) **Cllr Burton will inform KSH that the Parish Council have agreed to pay for these hall improvement items and that a fire alarm should also be included. Clerk will recheck that the electrical and fire regulation compliance work does fall under the remit of the Parish Council re invoicing and payment.**

**12) Community Board Report (including Rail Bridge Pedestrian Safety Issues):** Cllr Cripps outlined that the Community Boards meet regularly and have worked very hard to prepare numerous very detailed proposals, unfortunately, most of which are pushed back/not taken up by Buckinghamshire County Council. There appears to be no funds available for anything that the Community Boards would like to do. **It was noted that the Parish Council are frustrated by the lack of delivery of proposals put forward by Community Boards.**

**13) Marsh Kerbing/Pinch Point Project update:** The Parish Council had previously discussed the suggested road markings and signage to highlight that the road narrow was not what the residents affected had wanted. They were, however, prepared to accept these as a first phase. The Parish Council felt that these would not alleviate the problem and that they were hopeful that the kerbing solution would be agreed as a second phase. **Cllr Cripps will keep in mind and push for this second phase.**

#### **14) Correspondence, reports, and issues (for information only).**

The Clerk had received an email to say the bench base outside Kimble Church had rotted and so the seating was now unsafe/unable to be used. Since the Parish Council do have another bench available, it was agreed to replace the bench. **Clerk will inform resident that the bench will be replaced. Clerk to organise replacement to be installed and disposal of old bench. Clerk will also update asset register to reflect disposal of old bench and location of new bench which is already on the asset register.**

The Clerk informed the Parish Council that she had been approached and had accepted another role as a Finance and Systems Consultant/Advisor. Since the role is just for 8 to 10 flexible hours per month from home, it would not impact or affect her Parish Council role.

Cllr Burton had the latest 'Coronation Wall' latest design drawings for review which had been supplied by Matthew Ringwood. There had been several iterations which had been supplied free of charge to the Parish Council who agreed that the amount of work undertaken warranted a special mention and vote of thanks from the Parish Council. **Clerk will liaise with Cllr Burton to understand the work and effort that Mr Ringwood had contributed, with a view to emailing a letter of thanks on behalf of the Parish Council.**

Cllr Alison outlined the latest meeting that he and Cllr Burton had with Cala Homes. County Councillor Caffrey and a Cala Homes Landscape representative were also in attendance. The landscape professional said they would be happy to offer 3 different landscaping options to include the sensory gardens which the Parish Council had requested. **Cllr Alison will report back on the landscaping options as and when available.**

Cllr Jones mentioned that he had had several approaches from residents to ask what the status is regarding alleged 'unauthorised activity' occurring 2 fields behind the Free Church. He had been told that there were construction materials, machinery, and a caravan on what was thought to be agricultural land. The Parish Council are unaware and unable to comment but will investigate this informally initially. **Cllr Burton will**

**approach Mr Martin Saunders to see if he is able to assist with ownership and activity questions from residents.**

It was noted that there had been no entries for the previously advertise Parish 'Photo Competition' It was agreed to extend this until end of May. **Clerk will update the flyers to announce an extension until May 31<sup>st</sup> and that results will be decided at the June Parish Council meeting. Clerk will post notices to notice boards/website and forward flyers to Cllr Alison and Sue Howgate for advertising via Whatsapp and the parish newsletter.**

**15) To confirm the date and time of next Parish Council Meeting: 8<sup>th</sup> May, 2024**

Meeting closed at 8.50pm

Chairman.....

Date:

**ITEM 6) Finance Report: To note income received, bank balances and approve May payments (note: additional invoices may be received prior to the meeting).**

**a) Income Received in April:**

Bank Interest Lloyds	£68.40
Bank interest Unity	£584.62
Precept	£21,000.00
Hall income	£1.00
<b>Total Income Received</b>	<b>£21654.02</b>

**b) Bank Balances - Total Bank Balance as at 30/04/2023 to be confirmed after 30/4/2024**

The total 'all bank reconciliation' will be posted separately after 30/04/202

**c) May Payments for Approval**

Pauline McBride	April Salary & holiday pay	£1001.79		£1001.79
HMRC	PAYE	£157.13		£157.13
TBS	Bin Emptying April	£22.00	£4.40	£26.40
Kimbletech	2 <sup>nd</sup> payment for solar panels	£4815.83	£963.17	£5779.00
Jane Olds	Internal Audit	£250.00		£250.00
Pauline McBride	Expenses April	£45.80		£45.80
Cashplus Account	Top up April Expenditure TBC after 30/4/2024			
<b>Total</b>		<b>£6292.55</b>	<b>£967.57</b>	<b>£7260.12</b>

Also note direct debit re pension contribution:

Employer contribution	- £116.13
Employee contribution	- £58.07
<b>Total contribution</b>	<b>- £174.20</b>

**ITEM 15) To approve preferred suppliers/regular expenditure.**

**Regular Expenditure:**

TBS Hygiene	Bin Emptying	£26 per fortnight.
Richard Billyard	Grass Cutting Church	£150 Monthly in cutting season
Richard Billyard	Grass Cutting in Parish	£947 Monthly in cutting season
BMKALC & NALC	Subscriptions	£175 Annual Charge
Community Impact	Community Building Subs	£65 Annual Charge
Avast	Laptop Security	£65 Annual Charge
IONOS	NP Website	£12.02 Monthly Charge
GiffGaff	Mobile Top Up	£6 Monthly Charge
D A Fane	Wages Preparation	£150 Annual Charge
PFK Littlejohn	External Audit	£378 Annual Charge
Jane Olds	Internal Audit	£250 Annual Charge
Dropbox	File storage	£79.90 Annual Charge
Starboard Systems	Scribe Accounts Software	£414 Annual Charge
TEEC	Hosting of Website	£193 Annual Charge
Chiltern Society	Subscription £30	Annual Charge
Sunnyside/SRT	Litter picking in the Parish	£120 Monthly Charge
Kimble Stewart Hall	Hire of hall for meetings	£268 Annual Charge
Kimble Stewart Hall	Parish Magazine donation	£390 Annual Charge
ICO	Data protection fee	£40 Annual Charge
Play Inspection Co	Playground inspection	£150 Annual Charge

**Preferred Suppliers:**

Jack Cadman Fencing  
Playspace Playground Repairs  
A1 Build Parish Maintenance i.e., bus shelters etc  
Richard Billyard Trees / Grass Maintenance