

Great & Little Kimble cum Marsh Parish Council

Notice of a Meeting of Great & Little Kimble cum Marsh Parish Council

To: Cllrs J Austin, D Williams, G Redding, D Burton, A Jones, J Good, J Cripps

You are hereby summoned to the Annual Meeting of the Parish Council to be held Kimble Stewart Hall Committee Room on **Wednesday 13th February 2019 at 7.30pm** for the purposes of transacting the following business

Members of the Public are welcome to attend

AGENDA

1. Apologies

To receive and accept any apologies for absence

2. Declaration of interest in any item on this agenda by a member

3. Minutes

To agree and sign the minutes of the Parish Council meeting held on 9th January 2019

4. To approve payments for February 2019

Payment for approval February 2019 Meeting			
1114	Julie Bunker	Feb-19	£312.50
1115	Julie Bunker	Expenses	£68.83
1116	TBS	Dog Waste disposal	£32.40
1117	Parish Newsletter	Grant to for Parish Newsletter	£600.00
1118	A1 Building and Landscaping	Bus Shelters Maintenance	£2,480.00
1119	SLCC	Membership Subscription	£89.00
Neighbourhood Plan Expenses			
			£3,582.73

5. Planning Applications and appeals

To review and confirm the responses made to Wycombe District Council by the planning committee. (Updated list sent prior to meeting)

6. Kimble Stewart Hall - Report from Committee members (Cllrs Burton and Redding)

7. To discuss information sent through from our current website supplier regarding a makeover of the website in 2019

8. To discuss the BCC Rights of Way improvement plan

9. Neighbourhood Plan

- o To note minutes and receive progress report from the Working Group
- o To approve recommendations from the Kimble NP Working Group

10. Correspondence, reports and Issues (for information only)

- a. Clerks Report
- b. Reports/Issues from Councillors
- c. Correspondence Received

11. To receive items for inclusion on the agenda for the next meeting to be held on 13th February 2019

Julie Bunker
Clerk

4th February 2019

Minutes of meeting of Great and Little Kimble cum Marsh Parish Council held on Wednesday 9th January 2019 at Kimble Stewart Hall at 7.30pm

Prior to the start of this meeting a short time will be allocated, subject to the sole discretion *Chairman of the meeting, for statements or questions from members of the public*

Attendance

Cllr Gerald Redding, Cllr Delia Burton, Cllr John Austin (Chairman), Cllr David Williams, Cllr James Good, Cllr Alun Jones, Julie Bunker (Clerk)

1. Apologies

To receive and accept any apologies for absence

2. Declaration of interest in any item on this agenda by a member

None were declared

3. Minutes

To agree and sign the minutes of the Parish Council meeting held on 12th December 2018

The minutes were unanimously agreed and signed by the Chairman

4. To approve payments for January 2019

All payments were reviewed and agreed

Payment for approval January 2019 Meeting			
1116	Julie Bunker	Dec-18	£312.50
1117	Julie Bunker	Expenses	£23.19
1112	TBS	Dog Waste disposalSeptember	£32.40
1113	Roger Nash	Internal Audit Fee	£100.00
Neighbourhood Plan Expenses			
			£468.09

5. Planning Applications and appeals

To review and confirm the responses made to Wycombe District Council by the planning committee. (Updated list sent prior to meeting)

- **18/07945/FUL Lake House** – Objection submitted as the application appears to have an inaccurate description
- **18/07975/OUT** – The Parish Council were disappointed that this premature application had been submitted and objection has been submitted, it was agreed a more detailed objection should be submitted, Cllr Cripps will draft and circulate.

6. Kimble Stewart Hall - Report from Committee members (Cllrs Burton and Redding)

Voneous are to visit to try and install the Wi-Fi on 10th January.

The collapsed drain cover has been fixed.

The cost of a new soakaway is going to be £600 plus VAT and is necessary work.

7. St Nicholas Churchyard – Maintenance budget

Richard Billyard's quote for the maintenance of the Churchyard was accepted. Going forward there is a need to carry out Tree Assessment survey and to ascertain what responsibility we would have for the structures in the Churchyard and again assessments surveys will be needed. This year's budget of £3K will cover the cost of soft landscaping maintenance and the surveys. Going forward it is likely a larger budget will be need next year.

8. Budget and Precept – to discuss draft figures and agree precept for 2019/20

Detailed discussion was held around the draft budget and the Chairman proposed a precept of £42K. a reduction of £3K to last year’s precept, the was agreed by a vote of 5 to 2 in favour.

9. Neighbourhood Plan

- To note minutes and receive progress report from the Working Group
Noted
- To approve recommendations from the Kimble NP Working Group
Outline draft is with WDC for informal technical feedback.

10. Correspondence, reports and Issues (for information only)

- *Clerks Report*
A new door is required for the noticeboard near the Swan PH after it was vandalised.
- *Reports/Issues from Councillors*

Marsh – Chase up various authorities regarding the continued burning of rubbish at Brook Farm, reinstatement of hedge, extension to agricultural building.

Stile near Grange as you cross the railway is too high and nearly impossible for those with less mobility – contact BCC

Litter Picking – contact Richard Billyard to see if he can add this to his grass maintenance contract. Obtain Hi-viz advertising it is the PC undertaking the work.

- *Correspondence Received*

All email correspondence received has been circulated to Councillors and, where necessary, added to the agenda for discussion

11. To receive items for inclusion on the agenda for the next meeting to be held on 13th March 2019

Chairman.....

Date: 13th February 2019

5/Feb/19	Date of application	Address			Brief description of proposal	Comments	Current status of application
18/07051/FUL	20/08/2018	Cradle Coombe	Cadesden Road	Cadsden	Demolition of existing detached dwelling, garage and outbuildings and erection of 1 x 4 bed replacement dwelling with new detached garage, bin stores and entrance gates		Awaiting decision by WDC
18/07945/FUL	04/12/2018	Lake House	Marsh	Marsh	Conversion and alterations to existing outbuildings and garage to form new 3 bed dwelling including new detached double garage	Objection submitted	Awaiting decision by WDC (expiry dates for comment 21st Dec 2018)
18/07975/OUT	04/12/2018	The Laurels	Marsh Road	Little Kimble	Outline application (including details of access) for residential development of up to 14 x 2-storey residential units with associated access	Objection submitted	Awaiting decision by WDC (expiry dates for comment 25 Dec 2018)
18/08027/FUL	05/12/2018	Pollards Farm	Moreton Road	Kimblewick	Conversion of existing barn to 1 x 2 bedroom residential dwelling with associated external alterations		Awaiting decision by WDC (expiry dates for comment 3 Jan 2019)
18/08094/FUL	07/12/2018	Briarden	Cadsden Road	Gt Kimble	Householder application for triple bay carport		Awaiting decision by WDC (expiry dates for comment 24 Jan 2019)
CHANGE OF STATUS SINCE LAST MEETING							
18/05926/FUL	24/04/2018	Old Rife Range Farm	Risborough Rd	Great Kimble	Demolition of commercial buildings and erection of 10 x market dwellings (6 x 3 bed and 4 x 4 bed) and 5 x 2 bed affordable dwellings with bin and cycle stores		Application refused
18/06145/VCDN	18/05/2018	Bernard Arms	Risborough Rd	Gt Kimble	Variation of condition 2 (plan numbers) attached to PP 14/07190/FUL (Demolition of existing public house and erection of 1 x detached 4 bed dwellinghouse and 2 x 3 bed semi-detached dwellinghouses and detached triple garage) to allow amendments to te dwellings		Application refused
18/07187/FUL	20/08/2018	The Dell	Cadesden Road	Cadsden	Householder application for replacement of existing shallow pitched part hipped gable roof with new steeper pitched structure in traditional plain clay tiles, straight gable ends, associated roof lights and chimney stack		Application refused
18/07530/FUL	01/10/2018	Alpine	Rifle Range Lane	Great Kimble	Householder application for re-siting of oil tank to front		Application permitted
18/08135/FUL	04/12/2018	4 Horseshoe Cottages	Kimblewick Road	Gt Kimble	Householder application for two storey front extension to replace existing porch		Application permitted
18/08174/FUL	06/12/2018	Woodlands	Cadsden Road	Gt Kimble	Householder application for replacement of existing shallow pitched, concrete tiled, hipped roof with new steeper pitched structure over reduced area in traditional plain clay tiles, straight gable ends, part flat/curved planted roof, associated roof lights and new chimney stack. New subterranean basement under existing decking area and reconfiguration of garden terracing with associated landscaping. Replacement tree house and stable block within woodland to rear.		Application permitted
NEW APPLICATIONS SINCE LAST MEETING							
19/05021/FUL	04/01/2019	4 Marsh Hill Farm Cottages	Marsh Lane	Marsh	Householder application for front porch and two storey side extension		Awaiting decision by WDC (expiry date for comment 30th Jan 19)
19/05074/FUL	14/01/2019	Sunnybank	Church Lane	Gt Kimble	Householder application for creation of patio		Awaiting decision by WDC (expiry date for comment 20 Feb 19)

Kimble Stewart Hall Committee

Minutes of the Kimble Stewart Hall Committee Meeting held on Wednesday 5th December 2018 at 7pm

Attendance and Apologies

Attendance

Sue Howgate
Delia Burton
Julie Bunker
Gerald Redding
Peter Parsons
Maggie Kaye

Apologies

Richard Needle

- 2 **To agree and sign the minutes not included in this Agenda**
The Minutes of 7th November 2018 were agreed and signed as a correct copy
- 3 **Matters Arising from minutes not included in this Agenda**
Sue Howgate informed the Committee that the Charity Commission would be emailing Committee members regarding GDPR.
David Williams will remain as a Trustee representing the Parish Council.
- 4 **Information update (items not covered in the agenda)**
Sue Howgate is still to contact the Performing Rights Society and the Buildings Valuation Agency.
- 5 **Treasurer's Report November 218 - Julie Bunker**

Account Balances

Current Account Balance £6861.17
Deposit Account Balance £7004.47

It was agreed that Wood Knowhow are now to be paid in full.

6 Booking Secretary's Report

- Sue Howgate reported that there is a new booking for Saturdays and Sundays each month until May.
- Band Practise has been booked the first Sunday of each month.
- The Thursday Art Class hasn't been running on a Thursday morning.
- The Arts and Craft booking was cancelled for November so may not book next summer.
- If ??? is on the monthly calendar Terry not to set heating.
- Booking dates to be sent in good time

7 Future Planned Spending

- The hearing loop is still outstanding and Sue Howgate is still exploring costings and also for the costings for a sound system. She will speak to Eugene Matthias.

8 Fund Raising Events:

- A £50 deposit for the Race Night has been sent.

9 Maintenance

- Paul Beckley has repaired the leak in the radiator but has not yet sent his invoice.
- Terry will be asked to repair the broken toilet roll holder in the ladies toilets.
- Delia will contact decorator regarding the repair to the panel in the Committee Room.
- Sue Howgate has contacted Sandy's regarding the outside drain soak-away.
- Gerald Redding confirmed that an adjustable control switch was on order for the water heater.

10 Health and Safety

- None

11 Expanding the Team

- No news

Any Other Business

- There will not be a Committee Meeting in January 2019.
- After discussion, Christmas Boxes for Amanda, Doreen and Terry were to be £35.00 each.
- Sue Howgate thanked all these people and all the Committee members for their hard work.
- Gerald Redding reported that white paper and used raffle tickets were being put in the blue bin outside. The bins were moved round after the meeting.
- I was agreed that chandelier light bulbs would be changed to LED bulbs and Remi will be contacted regarding this.

Signed **Dated**

www.parishcouncilwebsite.net

A couple of weeks ago we had a long telephone conversation with the Chairman of one of our parish councils and it became apparent that, through no fault of his or the clerk, he did not know very much about the service that we provide and some of what he thought turned out to be incorrect.

Chairman, clerks and members change all the time and this is one of the main reasons why foresighted councils use our services: continuity. Other reasons include easing the workload on the clerk, removing the necessity for website training and an essential qualification for prospective new clerks; but also the added value we provide.

Top of the “Added Value” list has to be our up-to-date knowledge of local government legislation; Data Protection Act 2018 (GDPR), Freedom of Information Act 2000 and the Localism Act 2012.

Recently we developed and rolled out new Contact Forms to enable you to comply with GDPR and in conjunction with this we wrote, in simple plain English, a structured approach to successful compliance.

Once your website has been developed (from £500 + VAT) the basic cost of our services to manage that site is a little over £300 per year. Excluded is the renewal of your domain, which varies according to



which TLD you choose (from £7.99. pa) and the hosting of your website (£90.00 pa) which includes as many secure email accounts as you need.

That basic £300.00 pa fee also includes:

- 1.** We take 14 sets of Agendas and Minutes (12 standard meetings and 2 Annual Meetings), check that the dates correlate to the dates shown on the Meetings Page, convert them to a searchable PDF and upload them to the server. We then create a link from the Meetings Page and upload the revised page to the Server. If we notice that an agenda or a set of minutes is missing we will advise the clerk accordingly. Under the Localism Act Guidelines we also take any reports or documents and appendix these to the Agenda
- 2.** Extra-Ordinary Meetings crop up from time to time, we take these in our stride and do not charge for them.
- 3.** Every year we update your Accounts Page. This involves taking your Budget/Precept Spreadsheet, your Receipts & Payments Spreadsheet, your Bank Reconciliation, your Asset Register and your Annual Return (pre and post audit) and your Internal Audit Report convert them to PDF and upload them to the server. We then create links from the Accounts Page and upload the revised page to the Server. Annual Returns are often received on paper which we're happy to scan and we redact signatures as necessary.

4. We maintain the Meetings dates so that your residents know when the next meeting is taking place and change them when circumstances demand.

5. We maintain the Councillors Contact Details, their internal responsibilities and a list of external organisations where they represent the council.

6. We link the member's DPI. DPI's are occasionally received on paper which we're happy to scan or as one large PDF file which we have to separate out and allocate to the individual member's listing. We check and redact signatures as necessary.

7. At the end of each year we archive all your Minutes and Planning Applications (if applicable) and start new pages for the forthcoming year.

8. Freedom Of Information. We take your Information Inventory, convert it to PDF, upload it to the server and modify your Publications Page accordingly. Obviously, each time a document is modified or updated this has to be converted and uploaded to the server. When new documents are created this of course means that a revised inventory has to be produced to show the new information and we process that too.

9. The documents that appear in the Information Inventory vary from one council to another but in addition to the financial information and the DPI's we expect to receive some or all of the following:

Insurance Certificates

Code of Conduct

Freedom of Information Act Inventory

Complaints Procedure

Standing Orders

Financial Regulations

Council Asset Register

Current Contracts Awarded

Data Protection Policy

Data Security Policy

Freedom of Information Act Request Policy

Equality & Diversity Policy

Health & Safety Policy

Current Contracts Awarded

Register of Gifts & Hospitality

Members Allowances

Parish Plan

Village Design Statement

Hall Hire Charges and Regulations

Cemetery Fees and Charges

Email and Internet Use Policy

Risk Management Policy

Complaints Procedure

Attendance Record

Grants to Local Organisations

Whistleblowing Policy

Grievance Policy

Bullying and Harassment Policy

Disciplinary Procedure

Media Policy

Equipment Inspections and Reports

and most recently all of the additional policies and procedures directly related to the Data Protection Act 2018 (GDPR)

10. We provide the facility whereby each time someone opens the website a script is triggered which updates the new documents under Last Page Updated and adds the files to the website Sitemap and the Search Engine Sitemap (xml)

11. We provide and maintain an RSS Feed and you receive monthly statistical reports on visitors to your site.

12. We provide 24/7 website monitoring and back-ups at server, local and cloud levels and action all your updates within hours, often minutes of receipt.

13. You also have access to our “Live News/Noticeboard” system. This allows you, through a simple user interface, to add details of news and forthcoming events (including a photograph) to your homepage and an official notice to a prominent location top centre of your homepage (including a pdf and a link).

We also (optionally) broadcast to “Live News” on your behalf from information received from official authorities including the Police, Action Fraud, Trading Standards, Neighbourhood Watch etc.

14. If you have a Twitter Account we can link this to “Live News/Noticeboard” which will automatically upload your articles and notices to your Twitter timeline to help drive visitors to your website.

AND after five years with us we provide a completely free of charge makeover to your website giving it a fresh look and feel.

Currently the makeover includes a wider web page, larger text, larger photographs, “Live Calendar”, “Live Gallery” and “Live Polls and Petitions”; all under your control and managed through an easy to use interface.

WHATS NOT INCLUDED.

The things that you choose to add to your website that are not a legal requirement. Excluding these variables is the best way for us to ensure that our customers only pay for what they want on their site.

Typically these are usually directories/links pages, history, visitor information, amenities and services pages, fault reporting pages and/or forms, village halls and museums etc.

However, these exclusions do not mean that you will be expected to pay for each and every change; for £60 per year you can upgrade your Updating Plan to include "One-A-Month". This is where you can make one update/change/addition to any of these pages at no extra cost effectively saving you up to £120 per year.

Several councils take our Webmaster Service at £1200 pa where there are no extras or charges for creating new pages.

EXTRAS

The largest 'extra' is our Planning Service (£260 pa). Every Monday morning we visit your planning authority's website and add any new applications, applicable to your parish, onto your own Planning Page. In most cases this is the most popular page and brings a lot of people to the website.

INVESTMENT

A website is an asset (according to the External Auditors it should be classed as such) and we hope you'll see yours as being a long term communications tool as well as an historical resource, we never delete anything from a website, something may not be visible but it will appear under a search.

We continue to invest in the services and facilities we provide in order that Town and Parish Councils can communicate effectively with their residents using a service that's 100% reliable.

Plans are in place for the company's future which will take the service well into the second half of the century and beyond.

In 2019 we are introducing a brand new model which will be available to existing customers at a much reduced rate. The new model is called "RESPO" and it will resize itself and all the photographs to fit the screen you're using be it a mobile, phablet, tablet, laptop or desktop. In addition it will have a simplified menu



and you will be able to choose what appears on your homepage and in what order.

In connection with this we are inviting all our customers to contribute into the design process. Please supply the email address of one member, nominated by the council to respond to simple questions and maybe a short questionnaire so that we can garner your opinion. At each stage we will leave the question open for one month to allow the nominated representative to consult colleagues.

We would like to get started as quickly as possible so please let us have the details of your representative of your council by the end of January. We hope to have the new site available by the summer. Councils that assist us in the design process will benefit from a substantial reduction in the cost of moving to the new model.

Our **Free Makeover** will still be available to those who are happy with their current website but would like us to give it a fresh lick of paint.

We look forward to hearing from you.

<https://parishcouncilwebsite.net>

