

Great & Little Kimble cum Marsh Parish Council

You are hereby summoned to a Meeting of Great & Little Kimble cum Marsh Parish Council

To: Cllrs J Austin, D Williams, D Burton, A Jones, J Good, J Cripps, H Alison
on **Wednesday 10th November at 7.30pm at the Kimble Stewart Hall**
Members of the Public are welcome to attend

AGENDA

1. Welcome and 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 13th October 2021*

4. To approve payments for November 2021 (note: additional invoices may be received prior to the meeting)

Tracey Martin	Part of Sept 21 & Oct 21 Salary	£583.14
TBS Hygiene	Bin Emptying September 21	£60.00
HMRC	Tax	£145.60
Playspace Solutions	Playground Repairs	£174.00
Tracey Martin	Expenses	£32.06
Wingrave Handyman	KSH Installation of Electrical Cable	£565.00
	Total	£1,559.80

5. Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan: *To review and confirm the responses made to Wycombe District Council by the planning committee. Please see attached listing for further details.*

6. Kimble Stewart Hall: Report - Cllr Delia Burton

7. Community Board Report – Cllr James Cripps

8. Marsh Kerbing/Pinch Point Project update –Cllrs Good and Williams

9. New website Update – Cllrs Harvey Allison and David Williams

10. To review draft budget for 2022/2023

11. To discuss plans for the Remembrance Service and Poppy Wreaths

12. HM The Queen Platinum Anniversary 2022 – ideas and budget discussion

13. To consider WI Tree Planting

14. To discuss and approve Village Gate Bulb planting

15. To discuss and if thought fit approve costings for Speed Surveys

16. To consider and if thought fit adopt General Power of Competence

17. To discuss a potential photography competition and approval of prizes

18. To consider and if thought fit approve quotation for online accounting software through Scribe

19. Policies to approve

a. *Grant Policy and Associated Application Form*

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

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

21. To receive items for inclusion on the agenda for the next meeting to be held on 8th December 2021

T Martin
Tracey Martin
Clerk to the Council

4th November 2021

3: MINUTES FOR APPROVAL

Minutes of Meeting of Great and Little Kimble cum Marsh Parish Council held on Wednesday 13th October 2021 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
One member of the public in attendance

Attendance: Cllr John Austin (Chairman), Cllr David Williams, Cllr Harvey Alison, Cllr Alun Jones, Cllr James Good and Tracey Martin (Clerk)

1) Welcome and Apologies

Cllr Austin welcomed all to the meeting.
Apologies were received and accepted from Cllr Delia Burton and Cllr James Cripps.

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

There were none declared

3) Minutes

To agree and sign the minutes of the Parish Council meeting held on 8th September 2021
The minutes were unanimously agreed and signed

4) To approve payments for October 2021

1361	TBS Hygiene	Bin emptying	£60.00
1362	Julie Bunker	Expenses	£105.36
1363	Tracey Martin	Litter pickers	£32.99
1364	A1 Build Ltd	Bus Stop maintenance	£900.00
1365	Richard Billyard	Grass in villages Sept	£947.00
1366	Richard Billyard	Grass in church Sept	£150.00
1367	Buckinghamshire Council	Election Costs May	£1,166.41
1368	Parish Council Website	Balance for website migration	£375.00
1369	TEEC	Hosting & transfer of domains	£193.55
1370	TEEC	Migration of site	£588.00
1371	A1 Build Ltd	Gates	£4,550.00
		Total	£9068.31

Payments were noted and approved

5) Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan

New planning applications were reviewed and discussed and comments agreed where necessary.
21/07684/FUL: Pickade, Risborough Road, Gt Kimble: Comment submitted: Great and Little Kimble cum Marsh Parish Council have no objections to this application however, would like to make the following recommendation. The 1.8m high fencing which is replacing the hedge which is being removed be set back 0.5m to allow for planting a new native hornbeam (or suitable native species) hedge on the outside of the fence to soften the fencing visually and thus keeping with the rural area.
21/07879/FUL: 4 Icknield Cottages, Ellesborough Road, Little Kimble: No comments to make on this application.

21/07868/FUL: Magnolia House Risborough Road Little Kimble: No objection
21/07912/FUL: Westacre, Station Road, Little Kimble: No comments to make on this application.
21/07720/OUT: Land South East Of The Bungalow & South West Of Footpath 39 Kimblewick Road Kimblewick:
No comments to make on this application.

Change of Status:

21/07606/PNP11B: Askett Nurseries, Aylesbury Road, Askett: Application refused

- 6) **Kimble Stewart Hall: Report - Cllr Delia Burton** – Item deferred in the absence of Cllr Burton
- 7) **Community Board Report – Cllr James Cripps** – in the absence of Cllr Cripps there was no report available.
- 8) **Marsh Kerbing/Pinch Point Project update – Cllrs Good and Williams**
Cllr Good reported that there has still been no response. Clerk to follow up with the Community Board Coordinator. **Action: Clerk**
- 9) **To consider signing up to Online Banking through Lloyds and approval of mandate.**
It was resolved to sign up to online banking. Cllr Austin and Cllr Williams had completed forms and they were signed. Cllr Burton will be the 2nd signatory on each of the applications. Clerk to arrange. **Action: Clerk**
- 10) **To consider and if thought fit adopt Standing Orders and Financial Regulations**
Discussions were had on the previously circulated Standing Orders and Financial Regulations. Subject to requested amendments it was resolved to adopt both Standing Orders and Financial Regulations.
- 11) **To consider supporting the consultation on the 20mph zones for residential areas in Buckinghamshire**
All Councillors were fully supportive of this initiative. Discussions were also had on a potential speed survey in Bridge Street, B4009 and Bishopstone. Clerk to look into costings and add to November agenda. **Action: Clerk**
- 12) **All Councils Charter – to discuss the Charter and agree to sign up** – All Councillors were in agreement to sign up to the Charter.
- 13) **New website Update – Cllrs Harvey Alison and David Williams**
Cllr Alison reported that the current provider was not meeting the requirements of the Parish Council and did not allow the Clerk to be in control of the site so the decision has been taken to switch to TEEC (MyParishCouncil). All Councillors were in favour of supporting the switch. It was noted that going forward TEEC will also be more cost effective.
- 14) **To discuss plans for the Remembrance Service and Poppy Wreaths**
It was agreed that the Cllr Austin as Chairman would lay the wreath and that the silhouettes would be put out over the weekend of the 29th October. Cllr Austin and Cllr Good to arrange this. **Action: Cllr Austin & Cllr Good**
- 15) **HM The Queen Platinum Anniversary 2022 – ideas and budget discussion**
Cllr Burton will be discussing with the Landlord of the Swan PH. It was agreed that it would be good to encourage village organisations to apply for funding, this could be advertised on the new website and a budget allocated.
- 16) **To consider WI Tree Planting**
Discussions were had and it was agreed that both the WI and Council would plant a tree, potentially near the playground. Cllr Good suggested in line with the Queens Platinum Anniversary 70 trees could be planted. Notices will be put on the new website asking the community for ideas.
- 17) **To consider Village Gate Bulb Planting**
All Councillors were in agreement to proceed with this with planting taking place over Winter ready for Spring. Clerk to make enquiries as to who did it previously. **Action: Clerk**
- 18) **Policies to approve – Equality and Diversity, Disciplinary and Health and Safety.**
Policies were circulated prior to the meeting. Councillors resolved to adopt the policies.
- 19) **To consider and if thought fit adopt General Power of Competence**
Discussions were had on what General Power of Competence means to the Parish Council. It was agreed to defer this item to the November meeting. Clerk to circulate guidance. **Action: Clerk**
- 20) **To consider and approve a Councillor for quarterly checks of the accounts**

Cllr Alison had been nominated and all Councillors were in favour of him checking the accounts. Discussions were had on how the accounts are currently operated through Excel and it was agreed that the Clerk would like at costings for Scribe.

Action: Clerk

21) Correspondence, reports and Issues (for information only)

Clerks Report - Nothing to report Reports/Issues from Councillors

It was reported that photos are still required for the website and after discussion Councillors agreed a competition could be run. Discussions to be had offline with regards to the rules and prizes and to be added to November agenda.

22) To receive items for inclusion on the agenda for the next meeting to be held on the 10th November. As indicated above in the minutes.

4: NOVEMBER PAYMENTS TO BE APPROVED

Tracey Martin	Part of Sept 21 & Oct 21 Salary	£583.14
TBS Hygiene	Bin Emptying September 21	£60.00
HMRC	Tax	£145.60
Playspace Solutions	Playground Repairs	£174.00
Tracey Martin	Expenses	£32.06
Wingrave Handyman	KSH Installation of Electrical Cable	£565.00
	Total	£1,559.80

10: BUDGET 2022/2023

	Actual 2020/2021	Budget 2021/2022	2021/2022 Actual to Oct 2021	2021/2022 Projected to Year End	Budget 2022/2023
1st April Opening Balance	£53,509.00	£69,657.97	£ 69,657.97	£ 69,657.97	£74,643.17
General					
Salaries	£ 5,499.96	£ 5,500.00	£ 2,566.65	£ 5,316.63	£ 5,500.00
Office Sundries	£ 2,149.09	£ 200.00	£ 1,603.67	£ 1,603.67	£ 500.00
Payroll Processing	£ 125.00	£ 125.00	£ 120.00	£ 120.00	£ 125.00
Mileage Expenses		£ 100.00			£ 100.00
Mobile Phone Top Up		£ 216.00			£ 72.00
Insurance		£ 800.00		£ 800.00	£ 800.00
Hire of Hall for PC Meetings		£ 400.00	£ 623.00	£ 423.00	£ 400.00
Inspections / Audits	£ 263.50	£ 400.00	£ 300.00	£ 300.00	£ 400.00
Subscriptions (CPRE/SLCC/B)	£ 269.67	£ 400.00	£ 269.09	£ 269.09	£ 400.00
Website / IT	£ 1,255.00	£ 900.00	£ 144.00	£ 144.00	£ 500.00
	£ 9,562.22	£ 9,241.00	£ 5,626.41	£ 10,580.06	£ 9,297.00
Grants					
Kimble Stewart Hall	£13,059.07	£ -	£ 778.97	£ 2,346.93	£ 2,000.00
Friends of Kimble School Fay	£ -	£ 250.00	£ -	£ -	£ 500.00
Parish Magazine Donation	£ -	£ 600.00	£ -	£ 200.00	£ 600.00
Other Grants	£ 1,390.00	£ -	£ 500.00	£ 500.00	£ 500.00
	£14,449.07	£ 850.00	£ 1,278.97	£ 3,046.93	£ 3,600.00
Parish Maintenance					
Churchyard Grass & Mainte	£ 1,015.00	£ 3,000.00	£ 1,435.00	£ 1,935.00	£ 3,000.00
Grass Cutting	£ 5,402.00	£ 7,000.00	£ 5,733.80	£ 6,233.80	£ 7,000.00
Bin Emptying	£ 650.00	£ 800.00	£ 325.00	£ 625.00	£ 800.00
Playground Repairs	£ 3,578.26	£ 2,000.00	£ 109.50	£ 283.50	£ 2,000.00
Bus Shelter Maintenance		£ 2,000.00	£ 900.00	£ 900.00	£ 1,000.00
	£10,645.26	£14,800.00	£ 8,503.30	£ 9,977.30	£13,800.00
Other					
Traffic Surveys	£ 424.00			£ -	£ 1,500.00
s.137 Payments	£ 150.00	£ 150.00		£ -	
Kerbing in Marsh		£25,000.00		£ -	£25,000.00
Updating Village Entry Gates		£15,000.00	£ 13,450.00	£ 13,450.00	
Website Accessibility		£ 1,000.00	£ 1,722.27		
Neighbourhood Plan			£ 95.00		
Other			£ 350.00		
	£ 574.00	£41,150.00	£ 15,617.27	£ 13,450.00	£26,500.00
VAT on Payments	£ 3,227.94		£ 442.95	£ 1,000.00	£ 1,000.00
Total Payments	£38,458.49	£66,041.00	£ 31,468.90	£ 38,054.29	£54,197.00
Receipts					
Precept	£42,000.00	£42,000.00	£ 21,000.00	£ 42,000.00	£42,000.00
KSH Rent/ Wayleave Utilities	£ 38.58	£ 38.58	£ 35.58	£ 35.58	£ 35.58
CIL / S.106	£12,564.97	£ -			
Bank Interest	£ 3.91	£ 3.91	£ 3.91	£ 3.91	£ 3.91
VAT			£ 8,830.11	£ 1,000.00	£ 1,000.00
Total Receipts	£54,607.46	£42,042.49	£ 29,869.60	£ 43,039.49	£43,039.49
Closing Balance	£69,657.97	£45,659.46	£ 68,058.67	£ 74,643.17	£63,485.66

18: TO CONSIDER AND IF THOUGHT FIT APPROVE QUOTATION FOR ONLINE ACCOUNTING SOFTWARE THROUGH SCRIBE

Detailed quotation attached but in summary:

£24 per month plus £97 set up fee

Total: £385 plus VAT paid annually

Benefits:

Councillors love Scribe because it is

- fully compliant with the **Data Protection Act 2018**, including changes after Brexit and the end of the European Secrecy agreement;
- **reduced risk** of mistakes and robust against scrutiny with full **audit trails**, in line with **GDPR** requirements;
- transparent and secure as **backups run automatically**;
- **no hidden** consulting and training **fees**;
- demonstrating **best practice** when managing public funds;

RFOs/Clerks love Scribe because it:

- compiles monthly **reports** with the click of a button;
- tracks **budgets vs. actual expenditure + forecasting**;
- easy **VAT returns**;
- accurate management of **Asset Register included**;
- easily manages Earmarked and General **Reserve funds** + track expenditure;
- **Year End** accounting is effortless - saving a lot of time, freeing Clerks up to attend to other important Council matters.

Scribe's web-accessible software subscription fee includes the following:

- **Unlimited logins**, including read-only for transparency to councillors and auditors;
- all **upgrades, backups and feature enhancements**;
- all **training** - online learning resources, Scribe Academy training sessions and online knowledge base for the full duration of your subscription regardless of staff changes at the council;
- **uncapped account support** - from structuring your accounts to streamlining your workflow, our experienced on-boarding and support staff are here to help;
- online **knowledge base updates** during peak times of year e.g. Year End or any changes in legislation at no extra charge.

	Actual 2020/2021	Budget 2021/2022	2021/2022 Actual to Oct 2021	2021/2022 Projected to Year End	Budget 2022/2023
1st April Opening Balance	£53,509.00	£69,657.97	£ 69,657.97	£ 69,657.97	£74,643.17
General					
Salaries	£ 5,499.96	£ 5,500.00	£ 2,566.65	£ 5,316.63	£ 5,500.00
Office Sundries	£ 2,149.09	£ 200.00	£ 1,603.67	£ 1,603.67	£ 500.00
Payroll Processing	£ 125.00	£ 125.00	£ 120.00	£ 120.00	£ 125.00
Mileage Expenses		£ 100.00			£ 100.00
Mobile Phone Top Up		£ 216.00			£ 72.00
Insurance		£ 800.00		£ 800.00	£ 800.00
Hire of Hall for PC Meetings		£ 400.00	£ 623.00	£ 423.00	£ 400.00
Inspections / Audits	£ 263.50	£ 400.00	£ 300.00	£ 300.00	£ 400.00
Subscriptions (CPRE/SLCC/BA	£ 269.67	£ 400.00	£ 269.09	£ 269.09	£ 400.00
Website / IT	£ 1,255.00	£ 900.00	£ 144.00	£ 144.00	£ 500.00
	£ 9,562.22	£ 9,241.00	£ 5,626.41	£ 10,580.06	£ 9,297.00
Grants					
Kimble Stewart Hall	£13,059.07	£ -	£ 778.97	£ 2,346.93	£ 2,000.00
Friends of Kimble School Fayr	£ -	£ 250.00	£ -	£ -	£ 500.00
Parish Magazine Donation	£ -	£ 600.00	£ -	£ 200.00	£ 600.00
Other Grants	£ 1,390.00	£ -	£ 500.00	£ 500.00	£ 500.00
	£14,449.07	£ 850.00	£ 1,278.97	£ 3,046.93	£ 3,600.00
Parish Maintenance					
Churchyard Grass & Mainten	£ 1,015.00	£ 3,000.00	£ 1,435.00	£ 1,935.00	£ 3,000.00
Grass Cutting	£ 5,402.00	£ 7,000.00	£ 5,733.80	£ 6,233.80	£ 7,000.00
Bin Emptying	£ 650.00	£ 800.00	£ 325.00	£ 625.00	£ 800.00
Playground Repairs	£ 3,578.26	£ 2,000.00	£ 109.50	£ 283.50	£ 2,000.00
Bus Shelter Maintenance		£ 2,000.00	£ 900.00	£ 900.00	£ 1,000.00
	£10,645.26	£14,800.00	£ 8,503.30	£ 9,977.30	£13,800.00
Other					
Traffic Surveys	£ 424.00			£ -	£ 1,500.00
s.137 Payments	£ 150.00	£ 150.00		£ -	
Kerbing in Marsh		£25,000.00		£ -	£25,000.00
Updating Village Entry Gates		£15,000.00	£ 13,450.00	£ 13,450.00	
Website Accessibility		£ 1,000.00	£ 1,722.27		
Neighbourhood Plan			£ 95.00		
Other			£ 350.00		
	£ 574.00	£41,150.00	£ 15,617.27	£ 13,450.00	£26,500.00
VAT on Payments	£ 3,227.94		£ 442.95	£ 1,000.00	£ 1,000.00
Total Payments	£38,458.49	£66,041.00	£ 31,468.90	£ 38,054.29	£54,197.00
Receipts					
Precept	£42,000.00	£42,000.00	£ 21,000.00	£ 42,000.00	£42,000.00
KSH Rent/ Wayleave Utilities	£ 38.58	£ 38.58	£ 35.58	£ 35.58	£ 35.58
CIL / S.106	£12,564.97	£ -			
Bank Interest	£ 3.91	£ 3.91	£ 3.91	£ 3.91	£ 3.91
VAT			£ 8,830.11	£ 1,000.00	£ 1,000.00
Total Receipts	£54,607.46	£42,042.49	£ 29,869.60	£ 43,039.49	£43,039.49
Closing Balance	£69,657.97	£45,659.46	£ 68,058.67	£ 74,643.17	£63,485.66

Meeting Date: 10th November 2021

NEW APPLICATIONS SINCE LAST MEETING

	Application Received	Address	Brief description of proposal	Comments Made	Comment Deadline	Current status of application
21/08029/TPO	08/10/2021	Great Kimble House Risborough Road Great Kimble	Full canopy reduction of 2.5 metres as signs of internal decay x 1 Horse Chestnut (T1)	Comment to be approved: No comment	12/11/2021	Awaiting decision

CHANGE OF STATUS SINCE LAST MEETING

21/07239/FUL	30/07/2021	Sunnydale Upper Icknield Way Cadesden	Householder application for construction of two storey side extension, alterations to existing house and new entrance gates		27/08/2021	Application Refused 30/10/21
21/06161/VCD N	22/04/2021	The Laurels Marsh Road Little Kimble	Variation of conditions 3 (plans), 6 (vision splays) and 8 (SUDS within RM) attached to pp 18/07975/OUT (Outline application (with all matters reserved) for residential development of up to 14 x 2-storey residential units with associated highway access) to facilitate a change to the proposed access	Comments submitted	14/04/2021	Permission with Planning Obligation 01/11/21

AWAITING DECISION

APP/K0425/W/ 21/3277070 21/05264/FUL	05/02/2021	The Dairy Grove Lane Gt Kimble	Householder application for construction of single storey rear extension	Non Determination Appeal Received	26/02/2021	Awaiting decision
21/06356/FUL	07/05/2021	Cobbers Upper Icknield Way Cadesden	Householder application for construction of 2 x hip to gable roof extensions and installation of front and rear dormers in connection with loft conversion, replacement single storey side extension and creation of side porch		28/05/2021	Awaiting decision
21/06803/FUL	28/06/2021	Griffin House School Station Road Little Kimble	Construction of two storey extension with link to Griffin House School including demolition of existing building	Comments Submitted	19/07/2021	Awaiting decision

21/07072/REM	13/07/2021	Land Between Stream And Sunridge Risborough Road Little Kimble	Reserved matters application for access, appearance, landscaping, layout and scale pursuant to outline planning permission 19/08073/OUT for 40 residential units and A1 shop	Comments submitted	18/08/2021	Awaiting decision
21/06803/FUL	13/07/2021	Land Between Stream And Sunridge Risborough Road Little Kimble	Application for approval of details subject to Condition 6 (Archaeology) of planning ref: 19/08073/OUT		18/08/2021	Awaiting decision
21/07684/FUL	06/09/2021	Pickade Risborough Road Gt Kimble	Householder application for construction of single storey rear extension, replacement front porch, fenestration alterations, two storey replacement garage with enlarged driveway, removal of hedge and replacement fence to front boundary	No Objection - Observation Made 29/09/21	01/11/2021	Awaiting decision
21/07879/FUL	01/10/2021	4 Icknield Cottages Ellesborough Road Little Kimble	Householder application for construction of single storey rear extension	No comment to make 14/10/21	29/10/2021	Awaiting decision
21/07868/FUL	01/10/2021	Magnolia House Risborough Road Little Kimble	Householder application for installation of 2 x rear rooflights in connection with loft conversion	No Objection 05/10/21	29/10/2021	Awaiting decision
21/07912/FUL	05/10/2021	Westacre Station Road Little Kimble	Householder application for construction of part single, part first floor front extensions	No comment to make 14/10/21	02/11/2021	Awaiting decision
21/07720/OUT	05/10/2021	Land South East Of The Bungalow & South West Of Footpath 39 Kimblewick Road Kimblewick	Outline planning permission with all matters reserved for the development of up to 45 residential units alongside a landscaped public park on land off Kimblewick Road, Kimble	No comment to make 14/10/21	tbc	Awaiting decision