

Great & Little Kimble cum Marsh Parish Council

Notice of the Annual 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 9th May 2018 at 7pm** for the purposes of transacting the following business

Members of the Public are welcome to attend

AGENDA

1. Election of Chairman

To elect the Chairman of the Parish Council and receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Clerk.

2. Election of 3 members of the Planning Working Group and to elect one of those members as Chairman

3. Apologies

To receive and accept any apologies for absence

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

5. Minutes

To agree and sign the minutes of the Parish Council meeting held on 11th April 2018

6. To approve payments for May 2018

Payment for approval May 2018 Meeting			
1063	Julie Bunker	May-18	£312.50
1064	Julie Bunker	Expenses	
1065	BMALC	Subscriptions	£173.12
1066	D A Fane	Payroll Admin	£120.00
1067	Playspace Solutions	Repair of Shelter roof in playground	£660.00
1068	Alan Ricketts	Rent for 'rest and be thankful' bench	£20.00
Neighbourhood Plan Expenses			
1069	Kimble Stewart Hall	Committee Room	£17.50
1070	Wycombe DC	Copy of New Local Plan	£68.00
			£1,371.12

7. 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)

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

9. St Nicholas Churchyard Closure - To discuss and agree question for the Kimbles PCC

Noting that the PC has agreed to undertake the maintenance of the "closed" Churchyard but if the PCC requires the Church access to be "open" and used they should contribute. PC notes that the present new path of loose gravel is not the easiest to maintain and a closed space could all be left to grass.

10. Neighbourhood Plan

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

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

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

12. To receive items for inclusion on the agenda for the next meeting to be held on Wednesday 13th June 2018

**Minutes of meeting of Great and Little Kimble cum Marsh Parish Council held on
Wednesday 11th April 2018 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 James Good, Cllr John Austin, Cllr David Williams and Julie Bunker (Clerk)

1. Apologies

To receive and accept any apologies for absence

Apologies were received and accepted from Cllr Alun Jones

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 14th March 2018

The minutes of the meeting were unanimously agreed and signed by the Chairman

4. To approve payments for April 2018

All payments were unanimously agreed

Payment for approval April 2018 Meeting			
1049	Playspace	Car Springer	£360.00
1052	Julie Bunker	Apr-18	£312.50
1053	Julie Bunker	Expenses April	£29.00
1054	Community Impact Bucks	Annual Subscription	£55.00
1055	Came and Company	Annual Insurance	£624.80
1056	MHP	Annual website updating plan	£828.00
1057	TBS Hygiene	Dog waste disposal (Feb and March)	£81.00
Neighbourhood Plan Expenses			
1050	Sue Howgate	Expenses	£53.56
1051	Display Marketing	Display stands for NP Exhibition	£591.60
1058	Sue Howgate	Expenses	£9.41
1059	Delia Burton	Expenses	£47.49
1060	Amazon	Printer Ink	£93.59
1061	Post Office	Postage Stamps	£110.99
1062	Kimble Stewart Hall	Room Hire x 2	£36.00
			£3,232.94

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)

The Clerk updated the meeting on the situation of enforcement notices for various properties in Marsh.

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

The main hall will be redecorated during the 2nd/3rd week in August, this will cause minimum disruption to hirers. Cost is likely to be circa £5K including stage refurbishment, specialist cleaning of curtains etc. Voneus to install Wi-Fi on 12th April 2018.

7. Neighbourhood Plan

- To note minutes and receive progress report from the Working Group
The minutes were noted.
- To approve recommendations from the Kimble NP Working Group
There were no recommendations to approve
- To discuss options and agree costings for hosting of the NP Website
The Clerk will arrange for the website to be transferred to a 1&1 Account in the Parish Councils name and work with Leo Todd to move the site over.

8. To consider WDC's request to lobby Parliament for two Unitary Authorities within Bucks rather than a single authority suggested by Bucks County Council.

Please see <https://www.modernisingbucks.org> and for balance <http://futurebucks.co.uk/>

At this stage the Parish Council remain to be persuaded of the benefits of two unitary authorities within the County.

9. Annual Parish meeting – Wednesday 9th May 2018 at 8pm – to discuss agenda items

The APM agenda was agreed, the Clerk will distribute and send invites to District, County Councillors and the Chair of the Stewart Hall Committee.

10. Village Entry gates – to discuss and agree cost for replacement/refurbishment

All gates in Marsh will be replaced, and the gates at the Bishopstone end will be moved, Cllrs Good and Williams will liaise with contractor. Gates will have hardwood posts in natural wood and gates painted white. Gates and posts in Great and Little Kimble will remain all white but at present only the Askett Nursery gate will need replacement.

11. St Nicholas, Great Kimble - Churchyard Closure – to discuss document received from the Church Authorities and costings for general maintenance

The Parish Council agreed that the best way forward was to agree to take over the maintenance. However, it was felt that the Church should contribute financially to the upkeep, the Clerk will draft a letter to St Nicholas PCC and invite the Churchwarden to attend a Parish Council meeting to discuss further.

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

- *Clerks Report*
B4009 – Update on Crossing proposal
The clerk has spoken with TfB and even a zebra crossing would cost in excess of £90k. It was felt the crossing should be part of the proposed B4009 upgrade and the Clerk will write to TfB and WDC stating this so for the moment this project will be on hold.
- *Reports/Issues from Councillors*
Church Lane – potholes and general poor condition – Clerk will report to TfB
Footway along Risborough Road – still not works have been carried out and water is running off the road into properties due to the low kerb height – Clerk will report to TfB again.
- *Correspondence Received*
 - All email correspondence received has been circulated to Councillors and, where necessary, added to the agenda for discussion.

13. To receive items for inclusion on the agenda for the next meeting to be held on Wednesday 9th May 2018 @ 7pm followed by the Annual Parish Meeting at 8pm

Chairman.....

Date: 9th May 2018

PLANNING APPLICATIONS FOR DISCUSSION AT MAY 2018 MEETING

4/May/18	Date of application	Address			Brief description of proposal	Comments	Current status of application
17/07378/FUL	18/09/2017	The Orchard	Grove Lane	Gt Kimble	Erection of 7 dwellings comprising a mix of 2 x 2 bed, 3 x 3 bed and 2 x 5 bed houses (including 2 Starter Homes) with associated vehicular access, landscaping, bin/cycle store and new detached garage for The Orchards		Awaiting decision by WDC (expiry dates for comment 11th October 2017) Extension applied for PC comments
18/05694/FUL	02/03/2018	8 Icknield Cottages	Ellesborough Rd	Little Kimble	Householder application for construction of new detached garden room and shed		Awaiting decision by WDC (expiry dates for comment 25th April 2018)
CHANGE OF STATUS SINCE LAST MEETING							
18/05032/FUL	11/01/2018	Pollard Cottage	Moreton Road	Kimblewick	Householder application for construction of front porch extension, two storey front extension, single storey side extension, part two storey, part first floor, part ground floor rear extension and fenestration alteration to first floor front elevation.		Application permitted
18/05147/FUL	29/01/2018	4 Icknield Cott	Ellesborough Rd	Gt Kimble	Householder application for construction of a single storey rear extension		Application permitted
18/05358/FUL	12/02/2018	15	Hill View	Gt Kimble	Householder application for construction of 1 x rear dormer window in connection with loft conversion		Application permitted
18/05398/FUL	08/03/2018	Old Rifle Range Farm	Risborough Road	Gt Kimble	Conversion of agricultural barn to 1 x 2 bed residential dwelling, associated external alterations, parking and amenity area		Application permitted
18/05394/FUL	08/03/2018	Rodney Cottage	Risborough Road	Little Kimble	Householder application for construction of part two storey, part single storey rear/side extensions, detached double garage and car port and new entrance wall and gates	Objection submitted	Application refused
NEW APPLICATIONS SINCE LAST MEETING							
18/05926/FUL	24/04/2018	Old Rifle 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		Awaiting decision by WDC (expiry dates for comment 15th May 2018)
18/05647/FUL	25/04/2018	3 Elmbrook Cottages	Marsh Lane	Marsh	Householder application for erection of single storey side extension and single storey rear extension with balcony over, replacement of first floor patio doors		Awaiting decision by WDC (expiry dates for comment 16th May 2018)

Kimble Stewart Hall Committee

Minutes of the Kimble Stewart Hall Committee Meeting held on Wednesday 4th April 2018 at 7pm

1 Attendance and Apologies

Attendance

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

Apologies

Richard Needle

2 To agree and sign the minutes not included in this Agenda

Item 6. After changing “original” to “Trust's” the Minutes were agreed and signed as a correct copy

3 Matters Arising from minutes not included in this Agenda

None

4 Information update (items not covered in the agenda)

After a short discussion it was agreed that the AGM date should be 6th June 2018.

5 Treasurer's Report April 218 - Julie Bunker

Account Balances @ 3rd April 2018

Current Account Balance £10215.14
Deposit Account Balance £7001.69

There is still no payment from Minibits despite reminders sent. Delia Burton to chase for payment.

There are still some ongoing expenses to be paid regarding the fire inspection, extinguishers and fire blankets exchanged as well as the extra electrical work and work on the drainage problem which John Simmons has agreed to carry out.

6 Our Responsibilities as Trustees

See Item 7

7 GDPR Government Data Protection Regulations

- Sue Howgate distributed Seven Golden Rules for Information Sharing to the Committee members present.
- As Trustees we are legally obliged to set up our own Policy. Sue Howgate distributed a Sample Data Protection Policy and two less detailed samples for the Committee to consider.
- The Committee was asked to look at the samples and submit suggestions to Sue Howgate within 2 weeks.
- After discussion, it was agreed that a secure drawer in the back room of the Hall could be used for data and old Minutes.

- It was agreed that the Data Protection Policy once agreed should be sent out to all hirers of the hall.

8 **Booking Secretary's Report**

- Sue Howgate reported that there have been lovely comments about the good facilities and how well kept the hall is and the Committee thanked Doreen and Terry for their continued hard work.
- Lenka has requested an extra hour on top of her letting on a Tuesday and it has been agreed that an extra charge of £10 will be made.
- Longwick Village Hall have requested a visit to look at the water heater in the kitchen.
- Amanda has arranged the hall decorating dates and it has been agreed that the dog training classes will be able to use the facilities during August.

9 **Voneus Internet Connection for hall**

- A date to meet up with Voneus is still to be arranged.
- Once Voneus has put in the internet connection, then a hearing loop can be installed.

10 **Future Planned Spending**

- **Stewart Hall decoration**

Materials £490

Floor protection £220 inc labour

Tower rental £150

Labour - 2men x 8 days. £2,400

Delia Burton will find out the cost to refurbish the existing doors and hooks.

All prices are ex vat

- There will be extra costs for cleaning the hall on completion and curtain reproofing
Work can start on Monday 30 July and will be completed in 2 weeks

11 **Fund Raising Events - Theatre in the Village 19th May 2018**

- Tickets are now available at £10 each. The Committee agreed that members of the Committee do not pay but partners do.
- Julie Bunker suggested that at the end of the year a Ceilidh could be held. Julie will find out details for the next meeting.

12 **Maintenance**

- It has been agreed that the electrical work for fire prevention should go ahead.
- Gerald Redding reported that the bottom rail on the back room door is coming adrift where the hinge is. Terry Kaye will be asked to look at this and repair.
- Gerald Redding has updated the rota for checking the hall and produced a list of items needing to be checked each time.

13 **Health and Safety**

- Doreen has agreed to check the accident book every week.
- Terry Kaye has been asked to look at the front of the stage as hinges may be protruding causing the carpet to be uneven.
- Peter Parsons kindly agreed to purchase LED light bulbs for the back room.

14 **Any Other Business**

None

Signed **Dated**

Kimble NP Working Group Meeting: Agenda

Date 21/03/2018

Time: 7.30 pm

Venue: Stewart Hall

Attendees: Delia Burton, James Cripps, Tom Dixon, James Good, Roger Howgate, Sue Howgate, Alun Jones, Iona Mackinnon, Tim Shirra, Zeena Shirra, David Williams,

Apologies: Robert Martin, Gerald Redding

Early Departure: TD and JC had to leave the meeting shortly after 21:00, thereby not being present for the last part of the meeting.

	AGENDA ITEM	Minutes
1.	NP Working Group membership changes - Agree handover following Leo's resignation note.	The Chair formally communicated the resignation from the Working Group of Leo Todd, and actions to transfer the responsibilities Leo had been responsible for: <ul style="list-style-type: none">- Website: JG to look into arranging for existing providers of Parish Council website to take over or a provider from within his contacts- Dropbox: JB to look into transferring / moving the account to the Parish Dropbox account, or asking LT if he might be able to transfer the admin account to her.
2.	Minutes of last meeting	Approved
3.	Conflicts of interest: <ul style="list-style-type: none">• Risk review: Site owners continued WG role• Interest register – updates	<ul style="list-style-type: none">- TS and ZS asked the group to consider again whether it was still within acceptable bounds of risk to include in the Working Group members who were submitting a site or owned some or all of a submitted site. The Group discussed and agreed that the Conflict of Interest Policy still gave sufficiently mitigatedion of the risk, but that the policy it should be reviewed as the NP progresses.- No further updates to the Conflict of Interest Register were indicated.
4.	Assessment 1. Review Process outlined by Neil (see attached diagram) to gain a common understanding. 2. Site Sieving (Stage1 on flow	1. RH distributed an illustrated model for describing each site in a standard way using methods used by Scottish Natural Heritage, Natural England, Countryside Agency, and others and also empirically established criteria from local data . He stated he was not convinced or happy that the Working Group had sufficiently challenged the methodology or rigour with which WDC had applied the stated criteria in the RUR6 assessment of potential sites, and that

	<p>chart) - arrive at the list for N1 ,N2 and Y1 & Y2. Identify & agree Site Specific Policy for any Y2 sites being put forward.</p> <p>3. Site Assessment</p> <ul style="list-style-type: none"> • Agree detailed process + subgroups • Define questions for the land owners and agree landowner meeting dates. 	<p>there could be a risk of later appeals from sites not allocated in the NP if applied selection criteria were insufficiently rigorous. JG reminded the group that no allocations had yet been agreed and that it was now down to the Working Group to set the <u>manner in extent to which to follow</u> the recommendations of WDC and of Oneill Homer <u>should be implemented taking into</u> balancing these with local factors and <u>parish</u> considerations.</p> <ol style="list-style-type: none"> 2. <u>SH suggested that all of the the sieved sites be visited for assessment on foot</u> 3. <u>TD stated that he would prefer to see policies first, which are then applied to the sites, whereas he was concerned we were just following WDC and then looking to refine the policies afterwards.</u> 4. The group re-visited the list/schedule of submitted sites, <u>identifying suggesting</u> those which <u>appeared were likely</u> to be excludable <u>based on due to factors such as</u> location in the AONB <u>Greenbelt</u> or <u>outside main areas of population Remoteness</u>. 5. Item 3 was postponed due to lack of time.
5.	<p>Agree dates for Village communication</p> <p>The Stewart Hall - Sat: 9, 16, 23 from 11.30am & 30 from 1pm</p>	<p>Potential dates were discussed for the next Community Engagement Day. Likely date, TBC, is Sunday June 24th.</p>
6.	<p>Ongoing Admin:</p> <ul style="list-style-type: none"> • Funding updates • Update on project schedule/plan (*) • Updates/uploads to website • Confirmation of next meeting date • A.O.B. 	<ul style="list-style-type: none"> • DB confirmed that exhibition stands have been ordered and that there is approx. £240 remaining in the budget. • Date of next meeting was confirmed as April 18th, at Kimble Stewart Hall • No AOB. Items raised.