

# 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 8<sup>th</sup> December 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 10<sup>th</sup> November 2021*
4. **To approve payments for December 2021 (note: additional invoices may be received prior to the meeting)**

Tracey Martin	November 2021 Salary	£390.53
TBS Hygiene	Bin Emptying October 21	£90.00
HMRC	Tax	£67.80
Tracey Martin	Expenses - GiffGaff & IONOS	£11.99
Starboard Systems Ltd	Scribe Accounts Software	£462.00
Richard Billyard	Grass in villages October	£947.00
Richard Billyard	Grass in church October	£150.00
RBL Poppy Appeal	Donation	£150.00
TBS Hygiene	Bin Emptying November 21	£60.00
	<b>Total</b>	<b>£2,329.32</b>
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, note due to deadlines applications received prior to the meeting may also be considered.*
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. **HM The Queen Platinum Anniversary 2022 – ideas and budget discussion**
12. **To discuss and approve Village Gate Bulb planting**
13. **To discuss and if thought fit approve costings for Speed Surveys**
14. **To consider, and if thought fit, approval for costings for a request for a stock proof self-closing pedestrian gate to safely improve general access to a Footpath.**
15. **To discuss and agree how to publicise Buckinghamshire’s Local Plan Questionnaire / Survey**
16. **To consider appointment of Internal Auditor**
17. **Correspondence, reports and Issues (for information only)**
  - a. *Clerks Report*
  - b. *Reports/Issues from Councillors*
  - c. *Correspondence Received*

18. To receive items for inclusion on the agenda for the next meeting to be held on 12<sup>th</sup> January 2022

*T Martin*

Tracey Martin, Clerk to the Parish Council

2<sup>nd</sup> December 2021

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3: Minutes: To agree and sign the minutes of the Parish Council meeting held on 10<sup>th</sup> November 2021

**Minutes of Meeting of Great and Little Kimble cum Marsh Parish Council held on Wednesday 10<sup>th</sup> November 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

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**Attendance:** Cllr John Austin (Chairman), Cllr Delia Burton, Cllr James Cripps, 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 David Williams and Cllr Harvey Alison
- 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 13<sup>th</sup> October 2021  
The minutes were unanimously agreed and signed

4) **To approve payments for November 2021**

1372	Tracey Martin	Part of Sept 21 & Oct 21 Salary	£583.14
1373	TBS Hygiene	Bin Emptying September 21	£60.00
1374	HMRC	PAYE	£145.60
1375	Playspace Solutions	Playground Repairs	£174.00
1376	Tracey Martin	Expenses	£32.06
137	Wingrave Handyman	KSH Installation of Electrical Cable	£565.00
		<b>Total</b>	<b>£1,559.80</b>

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.  
21/08029/TPO: Great Kimble House Risborough Road Great Kimble: No comment  
21/06803/FUL: Griffin House School Station Road Little Kimble: Amended plans received comment to be decided.

Change of Status:

21/07239/FUL: Sunnydale Upper Icknield Way Cadesden: Application Refused  
21/06161/VCDN: The Laurels Marsh Road Little Kimble: Permission with Planning Obligation

6) **Kimble Stewart Hall: Report - Cllr Delia Burton**

Cllr Burton reported that the Committee are planning on organising a quiz night, that the new sign light is now working and that there are no future spending plans.  
Cllr Good raised a concern with paperwork not showing any restrictions on the numbers allowed to attend a gathering at the hall. It was agreed that this needs to be disclosed on all booking correspondence. Cllr Burton to feedback the comments to the Booking Secretary.

7) **Community Board Report – Cllr James Cripps**

An email had been circulated by Cllr Cripps ahead of the meeting providing an update.

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

Timings were discussed as to when the Parish Council's application which was submitted in September could be considered. Cllr Crisps suggested that TfB should provide a solution by January / February 2022 so the

Community Board could consider in March / April 2022. Cllr Good suggestion a solution in the meantime could be the installation of oak posts with reflector badges on both sides around 1m high. All Councillors were in agreement that this was a good temporary solution. Cllr Jones to obtain costings. **Action: Cllr Jones**  
The Clerk advised Councillors that permission / permits should be sought from TfB before installing anything on highways or verges owned by Buckinghamshire Council.

#### **9) New website Update**

In the absence of Cllr Williams and Cllr Alison the Clerk reported that the website is progressing and that it should be live in the next couple of weeks. The Clerk asked Councillors what email format they would prefer and it was agreed by those present to have first name initial followed by surname @kimblecouncil.org.uk. Discussions were had on Councillors having their addresses on the website it was agreed to remove these and have the contact as email only. The Clerk reported that there is the option to add a photo to the Councillor details page, this is still to be decided.

#### **10) To review draft budget for 2022 / 2023**

Ahead of the meeting the Clerk had circulated a draft budget. Councillors discussed increasing the grass cutting budget from £7k to £10k – the Clerk advised Councillors that this is a significant amount of money to spend when the verges / grass are the responsibility of Buckinghamshire Council and that issues should be reported through FixmyStreet. All Councillors were in favour of increasing the grass cutting budget.

Cllr Burton added that a replacement piece of playground equipment may be needed in the next financial year and it was agreed to increase the budget for Playground Repairs from £2k to £7k.

Jubilee Budget was discussed and it was agreed to allocate £20k. The draft budget will be amended and presented for approval at the December 2021 meeting.

#### **11) To discuss plans for the Remembrance Service and Poppy Wreath**

Cllr Austin reported that the Service will be on Sunday at the Church at 10.45am followed by laying of the wreaths at the War Memorial. Cllr Austin will be laying a wreath on behalf of the Parish Council and carrying out a reading. Cllr Austin raised a concern with cars parking in the layby which obstructs the view of the War Memorial. Clerk to enquire with the Police / Buckinghamshire Council as to whether the layby can be closed or if cones can be obtained.  
**Action: Clerk**

#### **12) HM The Queen Platinum Anniversary 2022 – ideas and budget discussion**

Cllr Burton had organised a meeting at The Swan with residents to brainstorm ideas. It was agreed that it should be just on the Sunday 5 Jun 22 and would be an all-day event with activities for the children in the day going into the evening with a hog roast and music. Activities could include fancy dress, face painting, arts and crafts, classic cars, Morris Dancers, cake making and possibly a quiz. Discussions were had on who would actually run the event Community or Parish Council. Councillors at this stage felt that it should be a community led event which could be funded by the Parish Council but this is still to be confirmed. Cllr Burton to look into the guidance as to who should be responsible for running the event and any implications.

#### **13) To consider WI Tree Planting**

Cllr Jones reported that this has now been cancelled.

#### **14) To discuss and approve village Gate Bulb Planting**

Cllr Burton to discuss with local gardener to get costings.

#### **15) To discuss and if thought fit approve costings for speed surveys**

The Clerk had requested exact locations where the surveys should start and end. Cllr Good had highlighted on a map and shared with the Clerk. Only two locations will be surveyed and the purpose is to obtain data.

#### **16) To consider and if thought fit adopt General Power of Competence**

Discussions were had and all Councillors were in agreement to adopt General Power of Competence (GPC).

#### **17) To discuss a potential photography competition and approval of prizes**

It was agreed that a photography competition would be run. It will be advertised and open to all ages with the Parish Council judging the competition. Photos must be taken by the person submitting or a guardian. The prizes will be: 1<sup>st</sup> place £200, 2<sup>nd</sup> place £100 and 3<sup>rd</sup> place £50.

#### **18) To consider and if thought fit approve quotation for online accounting software through Scribe**

Costings had been circulated ahead of the meeting. Discussions were had and all Councillors were in agreement to sign up to Scribe Accounting Software at a cost of £385 per annum.

#### **19) Policies to approve - Grant Policy and Associated Application Form**

All Councillors were in agreement to adopt the grant policy and application form. The policy will be adopted.

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

**Clerks Report** - Nothing to report

### Reports/Issues from Councillors

Cllr Cripps reported that there has been a push for HS2 to open Marsh Lane. Residents have reported speeds of 80+mph and an increase in traffic.

Cllr Austin reported that the Tommy's have been installed. Councillors agreed to order 4 more Tommy's 2 Navy and 2 RAF.

It was reported that Askett does not have a village sign. Clerk to obtain new sign.

**Action: Clerk**

Cllr Austin raised the question of increasing the number of Councillors on the Parish Council. The Clerk reported that she had sent through information to Cllr Austin however, it hadn't been received and would circulate again however, no changes can be made whilst Buckinghamshire Council is going through an Electoral Review which they anticipate will be completed by the end of 2022.

## 21) To receive items for inclusion on the agenda for the next meeting to be held on the 8<sup>th</sup> December 2021.

As indicated above in the minutes. Any additional items to be emailed to the Clerk.

Meeting closed at 8.55pm

## 4: PAYMENTS TO BE APPROVED

Tracey Martin	November 2021 Salary	£390.53
TBS Hygiene	Bin Emptying October 21	£90.00
HMRC	Tax	£67.80
Tracey Martin	Expenses - GiffGaff & IONOS	£11.99
Starboard Systems Ltd	Scribe Accounts Software	£462.00
Richard Billyard	Grass in villages October	£947.00
Richard Billyard	Grass in church October	£150.00
RBL Poppy Appeal	Donation	£150.00
	Total	£2,269.32

## 10: BUDGET 2022/2023 TO BE APPROVED

	Actual 2020/2021	Budget 2021/2022	2021/2022 Actual to Oct 2021	2021/2022 Projected to Year End	Budget 2022/2023
<b>1st April Opening Balance</b>	<b>£53,509.00</b>	<b>£69,657.97</b>	<b>£ 69,657.97</b>	<b>£ 69,657.97</b>	<b>£74,643.17</b>
<b>General</b>					
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
	<b>£ 9,562.22</b>	<b>£ 9,041.00</b>	<b>£ 5,626.41</b>	<b>£ 10,580.06</b>	<b>£ 9,297.00</b>
<b>Grants</b>					
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
	<b>£14,449.07</b>	<b>£ 850.00</b>	<b>£ 1,278.97</b>	<b>£ 3,046.93</b>	<b>£ 3,600.00</b>
<b>Parish Maintenance</b>					
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	£10,000.00
Bin Emptying	£ 650.00	£ 800.00	£ 325.00	£ 625.00	£ 800.00
Playground Repairs	£ 3,578.26	£ 2,000.00	£ 109.50	£ 283.50	£ 7,000.00
Bus Shelter Maintenance		£ 2,000.00	£ 900.00	£ 900.00	£ 1,000.00
	<b>£10,645.26</b>	<b>£14,800.00</b>	<b>£ 8,503.30</b>	<b>£ 9,977.30</b>	<b>£21,800.00</b>
<b>Other</b>					
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		
Jubilee					£20,000.00
Other			£ 350.00		
	<b>£ 574.00</b>	<b>£41,150.00</b>	<b>£ 15,617.27</b>	<b>£ 13,450.00</b>	<b>£46,500.00</b>
VAT on Payments	<b>£ 3,227.94</b>		<b>£ 442.95</b>	<b>£ 1,000.00</b>	<b>£ 1,000.00</b>
<b>Total Payments</b>	<b>£38,458.49</b>	<b>£65,841.00</b>	<b>£ 31,468.90</b>	<b>£ 38,054.29</b>	<b>£82,197.00</b>
<b>Receipts</b>					
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
<b>Total Receipts</b>	<b>£54,607.46</b>	<b>£42,042.49</b>	<b>£ 29,869.60</b>	<b>£ 43,039.49</b>	<b>£43,039.49</b>
<b>Closing Balance</b>	<b>£69,657.97</b>	<b>£45,859.46</b>	<b>£ 68,058.67</b>	<b>£ 74,643.17</b>	<b>£35,485.66</b>

## **16: CONSIDER APPOINTMENT OF INTERNAL AUDITOR**

Below are two quotes for Internal Auditor Services:

IAC Audit and Consultancy £285 + VAT.  
Jane Olds £230

I have used IAC previously with ones of my Councils and have just signed up with Jane Olds for another although not used her yet.

### **IAC Consultancy:**

09-Nov-21

#### **Quotation for Internal Audit Services**

Many thanks for your request for a fee quotation regarding the provision of internal audit services to your council.

Based on the size and activities of your council, our fee would be £285.00 plus VAT per annum inclusive of all travel and out of pocket expenses. This is based on an audit carried out off-site in our offices. We will arrange with you the collection and delivery of the required documents. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £385.00 plus VAT per day, or £285.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the council's prior authorisation before undertaking additional work.

## Jane Olds

### 2. Scope of Work

Predominantly Internal Audit will review the books and records of the Council culminating in the completion of the Internal Audit Report as stated above. I will identify if the following key areas are in place and working satisfactorily.

- a. Proper Book-keeping
- b. Payment controls in relation to Financial Regulations
- c. Review of the Internal Controls, which will include:
  - iii. The Parish Risk Assessment;
  - iv. Review of the effectiveness of Internal Financial Control;
  - v. An overall review of your Internal Controls.
- d. Budgetary controls
- e. Income controls
- f. Petty Cash procedures (if applicable)
- g. Payroll controls
- h. Asset controls
- i. Bank reconciliations
- j. Application of Spending Powers
- k. Review of the status of Trusts (if applicable)
- l. Policies review
- m. Review and completeness of minutes
- n. Review and completeness of audit action plans
- o. Year End procedures, which will include:
  - vi. Financial Statements review;
  - vii. Review of Council balances;
  - viii. Analytical Review;
  - ix. Annual Return review.

### 5. Fees

My fees for all work undertaken are based on the number of hours I have estimated it is likely to take to complete a regular Internal Audit.

Fees for 2021/22 are:

Fixed for the year with an Internal Audit interview / discussion and with the inclusion of an additional follow-up session with the Clerk in late summer / autumn to review actions after the previous audit.

Precept of under £25,000:	£190.00
Precept of £25,000 - £40,000:	£210.00
Precept of £40,000 - £80,000:	£230.00
Precept of £80,000 - £100,000:	£245.00
Precept of £100,000 – £125,000	£280.00
Precept of £125,000 – £150,000	£315.00

The budgeted hours are estimated and are on the understanding that all requests for documents and responses to my Internal Audit checklist are forwarded to me within the above timescales.

Travel to and from the Council is charged at 45p per mile.

Payment is required on invoice once the work is completed.

Full information that the auditor has submitted is attached separately.