

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 12th April 2023.
- 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. To consider the approach/introduction from Walsingham Planning.**
- 7. 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 2022-2023**
 - e. To approve final statement of accounts for the year 2022-2023.**
- 8. Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan:** Note, due to deadlines, applications received prior to the meeting may also be considered.
- 9. To review Internal Audit Report and Recommended Actions.**
- 10. 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 Friday 9th June 2023 to Thursday 20th July 2023.

11. To review current Risk Assessment Policy.
12. To discuss footpath inspections and Marsh Crossing status.
13. To note playground inspection changes
14. Community Board Report – Cllr James Cripps.
15. Marsh Kerbing/Pinch Point Project update – Cllrs Good and Williams.
16. Kimble Stewart Hall: Report - Cllr Delia Burton.
17. Correspondence, reports, and issues (for information only).
18. To confirm the dates and times of Parish Council Meetings:

Parish Council meetings take place on the 2nd 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)

14 th June 2023	13 th December 2023
12 th July 2023	10 th January 2024
13 th September 2023	14 th February 2024
11 th October 2023	13 th March 2024
8 th November 2023	10 th April 2024

P McBride

Pauline McBride
Clerk to the Council

Thursday 27th April 2023

ITEM 4) Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 12th April 2023 at Kimble Stewart Hall at 7.30pm

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

1) Welcome and Apologies: Apologies were received and accepted from Cllr Alun Jones.

2) Declaration of interest in any item on this agenda by a member: Cllr. Austin declared his interest in planning application number 23/05739/FUL under item 5 below.

3) To approve the minutes of the Parish Council Meeting held on the 8th March 2023. Unanimously approved.

4) To approve March Payments.

Payee	Detail	NET	VAT	Gross
Pauline McBride	March Salary	£642.83		£642.83
HMRC	PAYE	£83.00		£83.00
SRT Limited	Litter pick February	£120.00	£24.00	£144.00
DA Fane	Annual Charge wages prep	£135.00		£135.00
KPC	Parish newsletter contribution	£390.00		£390.00
TBS Hygiene	Bin Emptying March	£75.00	£15.00	£90.00
Kimble Stewart Hall	Hall hire 2022/2023	£210.50		£210.50
Community Impact	Community Building Member	£54.17	£10.83	£65.00
Pauline McBride	Mileage/ Homeworking	£44.90		£44.90
Playspace	Remove and refit new goal	£365.00	£73.00	£438.00
Richard Billyard	Nov and Mar Grass cutting	£1130.00		£1130.00
Cashplus Card	Reinstate Balance	£9.99	£2.00	£11.99
TOTAL		£3260.39	£124.83	£385.22

April Payments were noted and approved.

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

23/05588/FUL: Lake House Marsh Lane Marsh Buckinghamshire. Application for the demolition of workshop, stable, garage outbuildings and removal of a static caravan, and the erection of a bungalow with associated hard and soft landscaping and surface water drainage treatment. Following discussions on current status of the property, it being subjected to a sale under the proceeds of crime process, and concerns about the condition of the spoil deposited in the adjacent field by the owner, it was agreed that there were strong objections mainly on environmental issues. **Clerk to submit summary of strong objection.**

23/05592/VCDN: The Red House Church Lane Great Kimble Buckinghamshire. Variation of condition 2 (plan numbers) attached to **16/07983/FUL** (Householder application for construction of two storey side extension, alterations to roof in connection with loft conversion and construction of detached outbuilding) to allow for substitution of drawings. The council had no objections to make. **Clerk to submit no comment to make on application.**

23/05546/FUL: The Lodge Marsh Lane Marsh Buckinghamshire. Householder application for construction of timber shed for use as garden storage (part retrospective). Strong objections were discussed. **Clerk to submit summary of strong objection.**

23/05739/FUL: Cymbeline House Risborough Road Little Kimble Buckinghamshire. Householder application for construction of part single, part two storey side extension. The council had no objections to make. **Clerk to submit no comment to make on application.**

In addition, it had been reported that a mobile home, located adjacent to Stables Farm, was now occupied and this change of use should be reported. **Clerk to receive exact location and report to planning enforcement.**

6) Kimble Stewart Hall: Cllr. Burton reported bookings were improving and lots of enquiries had been received. It was estimated that the hall was being used to around 80% capacity but that there are lots of spaces at weekends. Current charges were discussed with a view to suggesting an increase in hire fees, especially as the hirers are very likely to have increased the costs for attendees at their classes/functions. Cllr Burton outlined a £12500 estimate for solar panels that the Kimble Stewart Hall committee had received and the fact that this should mean that electricity costs for half the year would be covered by the installation of solar panels. Cllr. Williams asked for the annual electricity costs in order to calculate the payback period. **Cllr. Burton will check the current room/hall hire rates and electricity costs and report back to the Parish Council.**

7) Community Board Report: Cllr. Cripps reported there had been a couple of meetings where the main complaint is that the Board makes many recommendations to Buckinghamshire County Council but nothing further appears to happen. It was noted that Balfour Beatty have had to restart the PID process so it seems very unlikely that there will be much progress for some time.

8) Marsh Kerbing/Pinch Point Project update: Cllr. Williams reported that contractors still appear unwilling to become involved and that it was proving difficult to get any response at all from potential contractors. As mentioned under item 7 above, Balfour Beatty have had to restart the PID process.

9) To update on Lloyds bank entry and approval status. Both Cllrs. Good and Williams had finally been set up as Lloyds signatories with access to online banking. This will allow for cover for the authorisation of payments each month as there are now 4 Councillors with access to do this.

10) To update on the current playground equipment and community bench status. Cllr Burton reported that anti vandal net is now installed but there is no room for the hurricane swing. As previously discussed, it will be offered to the Hayfield site. The swing will need storing as it is currently in the car park at The Swan. It was discussed that Hayfield should have lots of storage facilities on site and, since the Parish Council would be donating a swing to their play facilities, would hopefully agree to store it. **Cllr. Burton and Cllr. Austin to meet with Hayfield site manager to arrange storage of the swing.**

11) To note CIL status and DLUCH consultation. The Clerk reported on the current CIL status income, CIL expenditure on playground equipment and balance available to spend. The Clerk had also investigated why the current payments had only been at 15% of funds collected by Buckinghamshire County Council, as opposed to 25% which is awarded if the Parish has a neighbourhood plan. The CIL monies received to date all relate to planning applications that were granted before the neighbourhood plan was adopted in June 2021 and so the Parish Council were (correctly) only allocated the 15%. It was noted that the recent housing developments would be generating 25% CIL allocations in the future.

The DLUCH consultation questionnaire, regarding proposed Government changes to CIL funding, had been previously circulated and included in the meeting pack as it was a 44 questions consultation, requiring written responses by May 19th. The Clerk advised that, due to year end activities, she did not have the time to do this. Councillors discussed and agreed that they would like to support NALC in responding to the consultation but agreed that they did not have the resource to do this. **Clerk to respond with support for NALC but to inform that they do not have the resource/knowledge to complete the consultation.**

12) To discuss the clerks remaining holiday entitlement for 2022/2023. The Parish Council had previously agreed that the Clerk would monitor and report, at the end of the year, holiday entitlement and how it might be used/paid. The Clerk had 33 hours holiday unused and suggested carrying over 10 hours to 2023/2024, due to a holiday booked in May, and paying the remaining 23 hours. All Councillors agreed. **Clerk to send request, and copy of minutes as back up proof, to payroll provider, to arrange for 23 hours holiday pay to be added to the May pay.**

13) To update on year-end activities. The Clerk outlined the many hours work that had been undertaken so far and the fact that this would likely halve next year as this was the first one she had undertaken. The work to date included an internal audit meeting on 11th April and the Internal Auditor had said her report would be sent the following week. The Clerk outlined one or two comments from the Internal Auditor and will review the report upon issue. The clerk also mentioned the External Audit work that will be done after the Internal Audit report is received and that there will be a number of year end items to be reviewed, agreed, signed at the May parish council meeting. **Clerk will continue with year-end work and report on all items to be discussed and/or actioned.**

14) To note accounts to March and Reserves as at 31/3/2013. The accounts and proposed reserves had been previously distributed with the meeting pack. The accounts were noted and the proposed reserves were discussed. A suggestion of a £5k reserve for bridleway fencing was agreed. Under agenda item 6 above it was suggested to reserve £15 for solar panels. **Clerk to transfer reserves to reflect the proposed and agreed items.**

15) To discuss coronation plans. Cllr. Burton outlined the plans for The Swan to hold a BBQ on Saturday 6th May and the previously discussed suggestion that the Parish Council would contribute to this, as opposed to organising a separate event. Cllr. Burton also mentioned the idea of buying pebbles and paint so that children of the Parish could paint them and incorporate them into a wall or flooring. It was thought to be better to incorporate into flooring, upon which the Jubilee bench would be placed. It was also agreed to be a good idea to have the activity at the BBQ as opposed to attempting to deliver pebbles to all children in the Parish. **Cllr. Burton will discuss the stone flooring idea with Mr Saunders to see what materials would be required and whether this is practical.**

16) To discuss footpath inspections and Marsh Crossing status. Cllr. Cripps informed the meeting that, unfortunately, James Tunnard of Buckinghamshire County Council had omitted to put the arranged meeting/Parish walk around in his calendar and so had not attended. At the time of the meeting there had been no response to Cllr. Cripps request to reschedule. The clerk mentioned school and Easter holidays might be causing the delay in responding. **Clerk to chase if no response.**

17) To discuss national litter picking day and encouragement of residents to join in. Although the national litter picking day has passed, a general encouragement of residents to litter pick was discussed. A few ideas on how to advertise this to Parish residents were discussed. Cllr Good mentioned that he has lots of litter picking forks and bags to provide to any residents who would like to volunteer. Posting signs on noticeboards and website, including details in the Parish newsletter and via WhatsApp were suggested. The current paid litter pickers from Sunnyside Rural Trust were discussed. It was noted that they currently come once a month and cost £120 plus VAT. All agreed that they are superb value and a very worthy charity, supporting adults with special needs in useful supervised employment. It was discussed and agreed that it would be worthwhile asking if they would like to come twice a month. **Clerk to send details of how to join the Parish WhatsApp group to be included in the newsletter and to ask Sunnyside Rural Trust if they would like to come twice a month.**

18) To note parish newsletter grant request status. The clerk outlined that the Parish Council contribution to cover printing cost of the newsletter had been included with this month payments for approval.

19) To note attendance at May meeting of Alan Divall re Hill View Farm, Moreton Road, Kimblewick. Noted.

20) To note proposed agenda of the Annual Parish Meeting. A copy of last years agenda had been included in the meeting pack and it was agreed that the same agenda items were appropriate for this year. **Clerk will update for this year's meeting and will post agendas to noticeboards and website by 1st May in order to comply with the 7 day notice requirement for Annual Parish meetings.**

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

Items for the Parish newsletter had been requested. There were suggestions of WhatsApp group, litter picking, Parish Council meeting dates, Annual Parish meeting details and ideas for community projects were made. **Clerk to pass on details for inclusion to Sue Howgate.**

Cllr. Burton informed the fence at The Bernard Arms on Bridge Street had blown over. Cllr. **Good will find out who to contact to report this.**

Cllr. Austin reported that the street cleaning being undertaken by Hayfield Homes is not good enough as the streets nearby are filthy. **Cllr. Austin will approach the Site Manager at Hayfield Homes to discuss this.**

21) To confirm the date and time of next Parish Council Meeting: 10th May, 2023 at 7pm due to Annual Parish Meeting at 8pm.

Meeting closed at 9.0pm

ITEM 7a May Payments for Approval

Pauline McBride	April Salary	£714.23		£714.23
HMRC	PAYE	£11.60		£11.60
SRT Trading	Litterpick March	£120.00	£24.00	£144.00
BMKALK	Subscriptions 2023/2024	£174.22		£174.22
Delia Burton	Coronation pebbles (Amazon)	£44.97	£9.00	£53.97
Janes Olds	Internal Audit Charge	£250.00		£250.00
TSB Hygene	Bin Emptying April	£50.00	£10.00	£60.00
Pauline McBride	Expenses – April	£35.90		£35.90
Cashplus Account	Top up April Expenditure	£17.02	£3.40	£20.42
	Total	£1417.94	£46.40	£1464.34

ITEM 9 To review Internal Audit Report and Recommended Actions.

The full internal audit report is separately attached with the meeting pack. Recommendations, actions and points to note are as follows:

- 1 – Page 2 Review of Risk Assessment. This was adopted in June 22 with a narrative to state it would be reviewed at every Annual Parish Council Meeting and so has been included in this May meeting under agenda item 11.
- 2 – Page 2 Budgetary Controls (Precept requirement) This is simply saying that the layout should show budget, amount to/from reserves and precept as separate figures as opposed to net total.
- 3 – Page 3 Asset Controls. Title registration for Kimble Stewart Hall is to be established and noted on the asset register.
- 4 – Page 4 External Audit. The findings relate to last year and the recommendation is simply that the AGAR report should be completed correctly this year.
- 5 – Page 5 Membership. It is suggesting the Council joins CALC and the clerk joins SLCC.
- 6 – Page 5 Training. Suggested that the Clerk undertakes ILCA/FILCA and CILCA.
- 7 – Page 6 Budget Setting. The point that the budget income and expenditure should be minuted prior to considering precept relates to item 2 above.
- 8 – Page 6 Finance Reports. I have already implemented this suggestion to include finance items for receipts, bank balances and payments in the meeting.
- 9 – Page 6 Financial Responsibility. The suggestion is to have a policy explaining areas of responsibility and also a checklist for the Councillor responsible for Internal Financial Control.
- 9 – Page 6 Reserves Policy. The suggestion is for a reserves policy in line with the Practitioners Guide.

In addition to the Internal Audit Report, I have notes on 22 separate points which were discussed at the Internal Audit Review Meeting.

ITEM 11 To Review current Risk Assessment Policy.

A Risk Assessment Policy was adopted in June 2022 with a narrative to state it would be reviewed annually at the Annual Parish Council Meeting. I have updated and included this policy separately with the meeting pack. To summarise the only changes made relate to dates, the fact that the clerk is a qualified accountant as opposed to a qualified clerk and the playground is inspected monthly by a councillor and not the clerk.

ITEM 13 To note playground inspection changes

The following email was sent by Sarah Townsend of Buckinghamshire County Council. In summary it is saying the Parish Council will have to organise their own annual playground inspections instead of them being organised by The County Council.

As you are aware, for the last few years Buckinghamshire Council (and previously Wycombe District Council) have arranged the annual play inspections for play areas within your parish. Unfortunately we are unable to offer this service going forward, and the responsibility for arranging the inspections will return to the parish.

We have previously used The Play Inspection Company to undertake the inspections and they can be contacted on:

The Play Inspection Company

www.playinspectors.com

Unit 5 Glenmore Business Park Blackhill Road, Barrow Hill BH16 6NL · ~85.1 mi

01202 590675

Many thanks

Sarah