

Meeting Pack – June 12th 2024

AGENDA

1. **Welcome and Apologies:** To receive and accept any apologies for absence.
2. **Declaration of interest on any item on the agenda.**
3. **Minutes:** To agree and sign the minutes of the Parish Council meeting held on 8th May 2024.
4. **Finance Report:**
 - a. **To approve June payments (note additional invoices may be received prior to the meeting).**
 - b. **To note any income received.**
 - c. **To note bank balances.**
5. **Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan. To include any update on the proposed Kimblewick solar farm:**
Note, due to deadlines, applications received prior to the meeting may also be considered.
6. **To note AGAR forms and back up documentation submitted to PFK Littlejohn on 13/05/2024.**
7. **To note the Notice of Public Rights is now advertised and commenced Monday 10th June.**
8. **To review the Internal Financial Controls.**
9. **To approve preferred suppliers/regular expenditure.**
10. **To review investment policy and possible investment accounts for Parish funds.**
11. **To review newly published Financial Regulations.**
12. **To decide whether to link Clerks salary to the NJC scales published by NALC/SLCC.**
13. **To judge photo competition entries and agree first, second and third place.**
14. **To note CIL report for 2023/2024 submitted to Buckinghamshire County Council.**
15. **Community Board Report – Cllr James Cripps.**
16. **Marsh Kerbing/Pinch Point Project update – Cllrs Good and Williams.**
17. **Kimble Stewart Hall: Report - Cllr Delia Burton.**
18. **Correspondence, reports, and issues (for information only).**
19. **Parish Matters**
20. **To confirm the date of the next Parish Council Meeting. 10th July**

P McBride

Pauline McBride
Clerk to the Council

Thursday 6th June 2024

ITEM 3) Minutes. To agree and sign the minutes of the Parish Council meeting held on 8th May 2024.

Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 8th May 2024 at Kimble Stewart Hall at 7.00pm

Attendance: Cllr John Austin, Cllr Alun Jones, Cllr Delia Burton, Cllr Harvey Alison, Cllr Joanne Bourke, and Clerk Pauline McBride. Jack Brudenell of Cala Homes was in attendance for part of the meeting.

16) Election of Chair and Vice Chair to the Parish Council and to receive the Declarations of Acceptance of Office. Cllr Austin was proposed, seconded, and unanimously voted as chairman. Cllr Williams was proposed, seconded, and unanimously voted as Vice Chairman. Cllr Austin signed his Declaration of Office. Cllr Williams will sign his Declaration of Office at a later mutually convenient date. **Clerk will arrange a time with Cllr Williams.**

17) Welcome and Apologies: Apologies were received and accepted from Cllr David Williams and Cllr James Cripps.

18) Declaration of interest in any item on this agenda by a member: None were declared.

19) Minutes. To agree and sign the minutes of the Parish Council meeting held on 10th April 2024. Unanimously approved.

20) To nominate / elect Representatives to Committees and Working Groups:

- . Planning Working Group: Cllr Bourke, Cllr Burton and Cllr Alison
- . Planning Working Group Chair: Cllr Alison
- . Community Board: Cllr Cripps
- . Kimble Stewart Hall Representative(s): Cllr Burton
- . HS2 Liaison: Cllr Williams and Cllr Jones
- . Budget and Finance: Cllr Alison
- . Assets and Amenities (Playground, Bus Shelters, Defibrillators etc): Cllr Burton and Cllr Jones

21) Finance Report:

a) May Payments for Approval

Pauline McBride	April Salary & Holiday Pay	£1001.79		£1001.79
HMRC	PAYE	£157.13		£157.13
TBS	Bin Emptying April	£22.00	£4.40	£26.40
Kimbletech	2 nd Payment for Solar Panels	£4815.83	£963.17	£5779.00
Jane Olds	Audit 2023/2024	£250.00		£250.00
Richard Billyard	Grass cutting March and April	£2304.00		£2304.00
Pauline McBride	Expenses April	£45.80		£45.80
Cashplus Account	Top up April Expenditure	£79.49	£15.92	£95.41
Total		£8676.04	£983.49	£9659.53

May payments were noted and approved.

b) Income Received in April

Bank Interest Lloyds	£68.40
Bank interest Unity	£584.62
Precept	£21,000.00
Hall income	£1.00
Total Income Received	£21654.02

c) Bank Balances - Total Bank Balance as at 30/04/2024 was £170076.99

d) To note VAT reclaimed for 2023/2024 The Clerk reported that she had submitted a claim on 17/04/2024 for £5334.49.

e) To approve the final statements of account for the year 2023/2024. The final accounts had been discussed at the April meeting and a final statement distributed with the meeting pack. The statement had been prepared and signed by the Clerk on 18/4/2024. The statement was approved and countersigned by Cllr Austin. **Clerk will post statements to the website.**

22) Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan. To include any update on the proposed Kimblewick solar farm:

24/05749/FUL: Stable Block at rear, Bonnett Close, Little Kimble, Buckinghamshire. Application for the demolition of existing outbuildings and erection of detached dwelling and carport served by existing access. This appeared to be turning a stable block into a double story house. There was discussion that this did not constitute an infill and should have been included into the other Laurels development which already has 17 new houses being built on that site. As such it was felt this did not comply with the Neighbourhood plan and noted that the area is prone to flooding. **Clerk will submit an objection based upon the above points.**

The following status changes of applications were noted:

22/06883/FUL: Land North West of Charlottes Farm Marsh Lane Bishopstone Buckinghamshire HP17 8SN. Application for the change of use of existing agricultural land to form an additional 5 x Gypsy/Traveller Pitches. Application refused on 12/04/2024.

24/05405/FUL: The Annexe Brook Farm Marsh Lane Marsh Buckinghamshire HP17 8SP. Householder application for raising of roof creating first floor accommodation. Application permitted 19/04/2024.

Jack Brudenell of Cala homes outlined their green space delivery plan. The plan had been set out into 3 areas with the expectation that Areas 1 and 3 including the Public Park (blue) (incorporating the dementia garden) and Landscape Buffer (Green), except for the open space area (red) would be transferred to the Parish Council; and area 2 would remain under the management of the eventual management company as it includes the maintenance of the SUDs (Yellow). The Parish Council discussed that they would prefer to take over all of area 3, including the open space. The planning officer had requested that Cala obtain the approval of the Parish Council, specifically for the Area 2 proposal. There were also suggestions of a temporary speed reduction for Cala construction traffic passing by the playground. **It was resolved that Cllr Austin would word a suitable letter outlining the Parish Councils position for the planning department for the Clerk to submit.**

23) To review Internal Audit Report and Recommended Actions. The Internal Audit report had been previously circulated with the meeting pack.

Recommendations and Actions:

- a) Review of Risk Assessment. To consider the possibility of an election or the loss of Councillors to make the Council inquorate. It was resolved to add the risk of becoming inquorate to the Risk Assessment Policy with low risk. There will be an election in 2025 and the Council will budget for this as normal as part of the 2025/2026 budget process. **Clerk will add to the Risk Assessment Register.**

- b) Budgetary Controls (Budget Monitoring) The quarterly budget monitoring sheets should be published. **Clerk will publish quarterly on the website and as part of the meeting pack.**
- c) Reserves. Suggest an additional reserve for the potential of an election. **The Parish Council will budget for the next election in 2025 as part of the 2025/2026 budget process.**
- d) Investment Register. An investment register and strategy should be devised as the Council now holds more than £100000. **Clerk will prepare a report to outline various banking and investment options and the Parish Council will decide on strategy.**
- e) Review of Effectiveness. Following the completion of the Internal Audit, the Council should undertake a review of effectiveness. **Clerk will investigate this and report back to the Parish Council.**
- f) Clerks Salary not linked to NJC scales. Suggest that Council reviews the salary and scales in line with the publication. **Clerk will provide report on the scales and salaries for review by the Council.**
- g) Minutes and Decision Making. Minutes need to include resolution and more factual detail about those resolutions. **Clerk will aim to incorporate these suggestions.**
- h) Some regular payments have not been reviewed within the 3-year review period. For example, website hosting contract and litter picking service. The Council wish to continue with SRT litter pickers since they are a charity which provided work for adults with learning difficulties which the Council are keen to support. The website hosting provider will be reviewed as part of the project to improve/update the current website.
- i) Website. The cabinet office is promoting the adoption of .gov.uk domain names for charities since .org is for companies and .org.uk is for charities. This will be reviews as part of the project to improve/update the current website.
- j) Civility and Respect. It was noted that the Parish Council has not yet signed up to the Civility and respect pledge. Noted

24) Annual Governance and Accountability Return.

- To consider, complete and approve section 1. This was completed and approved.
- To consider and approve section 2. This was considered and approved.
- To approve Elector Rights of Inspection dates commencing Monday 10th June 2024 to Friday 19th July 2024. This was approved.

25) To Review current Risk Assessment Policy. The current risk assessment policy, which was adopted in June 2022 and updated in June 2023, had been distributed with the meeting pack. It was resolved to add one further risk of the Council becoming inquorate with low risk and low impact. **Clerk will amend policy and publish to the website.**

26) To Review current Financial Regulations. The clerk had distributed these with the meeting pack but advised that new regulations had been published within the last few days. It was resolved to approve the regulations as they currently stand. **Clerk will review new regulations, tailor them for Great and Little Kimble cum Marsh Parish Council and put forward for review and approval at a future meeting.**

27) To Review current Standing Orders. The current orders had been distributed with the meeting pack and were unanimously approved.

28) To note receipt of the official portrait of HM King Charles. Noted.

29) To update on Swarco speed sign status. The Clerk had investigated sources and costs of replacement batteries. Although there were some cheaper options from places like eBay and amazon, it was felt a much safer option to purchase through the existing supplier. It was resolved to purchase 6 (3 pairs) of batteries from Swarco at a cost of £325 each (£1950.00 in total) excluding VAT. **Clerk will order 6 spare batteries from Swarco.**

30) To approve preferred suppliers/regular expenditure. The Clerk had provided a list of these with the meeting pack. Due to lack of time and the fact that not all Councillors were in attendance, it was resolved to postpone this item and include in the next meeting. **Clerk will add to June agenda redistribute listing with the June meeting pack.**

31) Community Board Report (including Rail Bridge Pedestrian Safety Issues): Nothing to report.

32) Marsh Kerbing/Pinch Point Project update. Nothing to report.

33) Kimble Stewart Hall. The Parish Council had previously discussed the need for external housing for the battery charger and inverter required for the installation of the solar panels. Kimbletech estimated that this would be an additional £1000. The Council unanimously agreed to authorise this essential spend in order to move forward with the solar panel installation. **Cllr Burton to convey agreement to Kimbletech.**

34) Correspondence, reports, and issues (for information only). The Clerk advised that she would be on holiday from 19th to 30th May.

35) To confirm the dates and times of Parish Council Meetings for the coming year

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)

12 th June 2024	11 th December 2024
10 th July 2024	8 th January 2025
11 th September 2024	12 th February 2025
9 th October 2024	12 th March 2025
13 th November 2024	9 th April 2025

Meeting closed at 8.00pm

Chairman.....

Date:

ITEM 4) Finance Report: To note income received, bank balances and approve June payments (note: additional invoices may be received prior to the meeting).

a) Income Received in May:

Bank Interest Lloyds	£70.83
CIL	£223030.01
VAT reclaim	£5534.49
Total Income Received	£228,635.33

b) Bank Balances - Total Bank Balance as at 31/05/2023 £394,718.17

The total 'all bank reconciliation' is attached.

c) June Payments for Approval

Pauline McBride	May Salary	£679.74		£679.74
HMRC	PAYE	£9.80		£9.80
SRT	Litter pick April	£120.00	£24.00	£144.00
Extingwish Fire Protect.	Fire Alarm for Hall	£2321.61	£464.32	£2785.93
TBS	Bin Emptying May	£22.00	£4.40	£26.40
Pauline McBride	Expenses May	£35.90		£35.90
Cashplus Account	Top up May Expenditure	£29.02	£5.81	£34.83
Total		£3218.07	£498.53	£3716.80

Also note direct debit re pension contribution:

Employer contribution	- £72.58
Employee contribution	- £36.29
Total contribution	- £106.87

ITEM 9) To approve preferred suppliers/regular expenditure.

Regular Expenditure:

TBS Hygiene/The Shield Group	Bin Emptying	£47.66 per month.
Richard Billyard	Grass Cutting Church	£150 Monthly in cutting season
Richard Billyard	Grass Cutting in Parish	£947 Monthly in cutting season
BMKALC & NALC	Subscriptions	£175 Annual Charge
Community Impact	Community Building Subs	£65 Annual Charge
Avast	Laptop Security	£65 Annual Charge
IONOS	NP Website	£12.02 Monthly Charge
GiffGaff	Mobile Top Up	£6 Monthly Charge
D A Fane	Wages Preparation	£150 Annual Charge
PFK Littlejohn	External Audit	£378 Annual Charge
Jane Olds	Internal Audit	£250 Annual Charge
Dropbox	File storage	£79.90 Annual Charge
Starboard Systems	Scribe Accounts Software	£414 Annual Charge
TEEC	Hosting of Website	£193 Annual Charge
Chiltern Society	Subscription £30	Annual Charge
Sunnyside/SRT	Litter picking in the Parish	£120 Monthly Charge
Kimble Stewart Hall	Hire of hall for meetings	£268 Annual Charge
Kimble Stewart Hall	Parish Magazine donation	£390 Annual Charge
ICO	Data protection fee	£40 Annual Charge
Play Inspection Co	Playground inspection	£150 Annual Charge

Preferred Suppliers:

Jack Cadman Fencing
 Playspace Playground Repairs
 A1 Build Parish Maintenance i.e., bus shelters etc
 Richard Billyard Trees / Grass Maintenance