

Meeting Pack – September 11th 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 10th July 2024.
4. **Finance Report:**
 - a. **To ratify August payments and approve September 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. **Update re Cala Homes.**
7. **To update on banking and investment status.**
8. **To update on speed signs replacement status.**
9. **To review CIL status and regulations with a view to publishing on the Parish Council website.**
10. **To update on Coronation Bench project. (Including thanks to Councillor Burton)**
11. **To update on potential development of sports facilities (tennis courts and cricket club)**
12. **To note laptop replacement status.**
13. **To discuss potential Parish stiles audit to agree and prioritise replacements.**
14. **To note Clerk passed FILCA qualification in August.**
15. **To note the ‘Conclusion of Audit’**
16. **To note budget setting needs to commence.**
17. **Community Board Report – Cllr James Cripps.**
18. **Marsh Kerbing/Pinch Point Project update – Cllr Williams.**
19. **Kimble Stewart Hall (Including hearing loop installation) - Cllr Delia Burton.**
20. **Parish Matters (Defibrillators, Waste Bins)**
21. **Correspondence, reports, and issues (for information only).**
22. **To confirm the date of the next Parish Council Meeting 9th October**

P McBride

Pauline McBride

Thursday 5th September 2024

Clerk to the Council

ITEM 3) Minutes. To agree and sign the minutes of the Parish Council meeting held on 10th July 2024.

Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 10th July 2024 at Kimble Stewart Hall at 7.30pm

Attendance: Cllr John Austin, Cllr Alun Jones, Cllr Delia Burton, Cllr Harvey Alison, Cllr Joanne Bourke, Cllr David Williams, and Clerk Pauline McBride. Also in attendance were several members of the public who wished to speak to the Parish Council on the Coronation Bench, CIL funds and Cricket Club.

56) Welcome and Apologies: Cllr Cripps apologies.

57) Declaration of interest in any item on this agenda by a member: There were none.

58) Minutes. To agree and sign the minutes of the Parish Council meeting held on 12th June 2024.
Unanimously approved.

59) Finance Report

a) July Payments for Approval

Pauline McBride	June Salary	£679.74		£679.74
HMRC	PAYE	£9.80		£9.80
TBS	Bin Emptying June	£22.00	£4.40	£26.40
Sean Clarke	First Prize photo comp	£250.00		£250.00
Jorja Punam-Oxlade	Second Prize photo comp	£100.00		£100.00
Lisa Brown	Third Prize photo comp	£50.00		£50.00
Pauline McBride	Expenses June	£35.90		£35.90
Kimbletech	Solar Panels third instalment	£4869.24	£973.84	£5843.08
Richard Billyard	Grass cutting June	£1202.00		£1202.00
Cashplus Account	Top up June Expenditure	£29.02	£5.81	£34.83
Total		£7247.70	£984.05	£8231.75

The Kimbletech invoice was noted as approved by the Parish Council but awaiting final sign off from the Kimble Stewart Hall Committee. This payment will therefore be held until final sign off is received.

July payments were noted and approved.

b) Income Received in June

KSH	£1.00
Bank Interest Lloyds	£75.63
Bank Interest Unity	£588.63
Total Income Received	£665.26

c) **Bank Balances** - Total Bank Balance as at 30/06/2024 was £390,355.76

60) 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:

There were no new planning applications in the month.

The following status changes of applications were noted:

22/07668/FUL: 4 Roundhill Cottages Kimblewick Road Kimblewick Buckinghamshire HP17 8TB. Erection of dwelling and creation of associated parking and amenity areas. Application refused 3/11/2023. This was appealed on 02/07/2024.

- 61) To update on Cala Homes development.** A recent public meeting had established that residents would prefer not to have street lighting to fit in with the Parish 'Dark Skies' policy. Cala Homes were under the impression the lighting was a health and safety requirement for the County Council to adopt the roads.
The Parish Council discussed Buckinghamshire County council Section 38 which notes that 'where the Parish Council do not want to see lighting installed, it will be acceptable for a developer not to provide it, unless required by County Council policy.
Cala homes had provided various design options for the green areas within the development. It was felt that the opportunity to improve the public footpath and stiles at the edge of the development should be taken.
Clerk to write to Cala homes, on behalf of the Parish Council, to express the desire not to have street lighting and to note the S38 Parish Council section on lighting. Cllr Alison will continue the dialogue with Cala Homes on the design and layout of the communal/public green areas.
- 62) To review first quarter account to June 2024 and to note the internal financial controls completed for the period.** The clerk had distributed first quarter accounting statements as part of the meeting pack and reiterated the quarterly checks that are undertaken by Cllr Alison. Both were noted.
- 63) To update on banking and investment status and agree fund transfers.** The Clerk advised that she had opened the previously proposed 1 year business savings bond with Redwood Bank and noted that the current interest rate on this was 4.65%. In addition, signatures were collected for the previously proposed Charity Bank Ethical One year business fixed rate account. Since the Parish Council currently hold close to £400k in their bank accounts, it was thought to be prudent to hold up to £100k in each of these two fixed rate one-year accounts. However, prior to transferring the funds, one final check on these Banks would be undertaken. **Clerk will send account links/details to Cllr Williams for this check.**
- 64) To discuss proposed meetings with Internal Auditor.** The Clerk outlined the timings and workload for year- end reporting, internal audit, signing off the AGAR submission and the Annual Council Meeting. The Clerk had thought it difficult to include a meeting with the Internal Auditor to go through this report at the Annual Council Meeting, since the report must be reviewed and signed off prior to completing and signing off the AGAR report. The Parish Councillors explained they simply want a 15-minute face to face meeting with the Internal Auditor on a three yearly basis as this is something which happens as part of regular good business practice. **Clerk will contact the Internal Auditor to ask if this is something she can accommodate for the May 2025 meeting.**
- 65) To propose street name suggestion for land off Kimblewick Road, Little Kimble.** A number of suggestions were discussed. **Councillors resolved to email clerk with final suggestions.**
- 66) To update on Coronation Bench Project.** A letter had been prepared by the designer, Matthew Ringland, and circulated to Councillors at the start of the meeting. The letter explained that he was not happy to have his name associated with design changes unless he was consulted and involved with any changes. The Parish Council explained that they had thought Matthew had ended his involvement with the project and so had looked to other contacts to move on from design to manufacture and installation. It appeared there had been a misunderstanding as Matthew was very keen to be involved in the next stages of the project. Both the designer and Parish Council were keen to put right any miscommunication and move on with the project. The Parish Council resolved to consider how best to

continue with the project. **Clerk will add agenda item to consider the Coronation Bench project at the next and future meetings.**

- 67) To note Clerk will aim to replace laptop, as previously agreed, during August.** The Clerk reminded Councillors of the quotes of around £800 for a del lap top to be supplied and set up. The addition of Microsoft word and 3 years anti-virus protection would take the overall cost to around £1100. Authorised and noted.
- 68) To note Clerk will attempt FILCA qualification in August.** The clerk outlined the cost of around £150 for this qualification which was authorised and noted.
- 69) Community Board Report.** Nothing to report.
- 70) Marsh Kerbing/Pinch Point Project update.** As previously reported, the road signs/ road narrow markings were now in place and, whilst this appeared to be calming the traffic a little, it could not be sure whether the pot holes and housing construction were the reason for apparent improvements. There had been a number of emails to both the Parish and County Council concerning the pot holes on Marsh Road. The County Council had responded to advise of their 4 year rolling road repairs program and that Marsh Road would be added to this. The Council resolved to endorse this response with the caveat that repairs should be undertaken once the Marsh crossing is completed and re-opened. **Clerk will send Parish endorsement of this proposal to Buckinghamshire County Council.**
- 71) Kimble Steward Hall Report.** The Clerk had distributed the monthly booking schedule with the meeting pack. The workload of the Committee, especially Sue Howgate, was mentioned, together with the ongoing situation regarding the ages of the volunteer committee members.

72) Parish Matters.

Stiles: The clerk had distributed an email, from Buckinghamshire County Council Highways Department, which suggested using the Chiltern Society 'Donate a Gate' facility to replace stiles with gates at a suggested donation of £500 per gate. It was noted that there are many different gate stiles and the Parish Council would need to agree which stiles ought to be replaced, in which order and with which gate option. A full Parish Stile survey would be required so it was resolved to add this an agenda item for full consideration. **Clerk will add agenda item for next meeting.**

Defibrillator: The Clerk advised the status of the defibrillator located at the Swan PH is showing pads are getting towards needing replacement. They are due in October 2024 in any case. It was resolved to go ahead with the purchase of pads now rather that wait until October. **Clerk will place an order.**

Bins: At the last meeting, a request for an additional waste bin near the railway bridge was considered and agreed to ask requester to canvass neighbours and suggest a suitable location. The clerk had distributed the suggestion and agreement from Kimble Free Church that an additional waste bin could be situated on the grass verge outside the church. With the number of new houses being built in the Parish, it was felt reasonable to provide additional waste facilities. The ongoing cost of emptying the bin would be £3 per week. Clerk will approach new waste management provider to supply and install one new waste bin.

Speed signs: Two of the three new vehicle activated speed signs had been stolen during the previous week. The Clerk advised that she had reported this to the police and to the insurance company. Although time consuming, based on experience, it should result in the claim being settled promptly. The police had advised installing the next ones with the poles being coated with anti-climb paint and/or spikes to deter thieves and vandals. The Parish Council felt the signs were not very sturdy and would like to consider other options, including solar powered signs. **Cllr Austin resolved to compare signs around nearby Parishes in order to suggest potential replacements for consideration.**

Cricket Club: The chairman of the Parish Cricket Club, Bob Whitehead, attended the Parish Council Meeting to ask for support for the club. It had been established in 1907 but was struggling to survive and was now down to just 2 teams. Since the cricket committee own the land, they wondered if the Parish Council would like to take it over with a view to repairing/replacing the club house and combining with new facilities such as a tennis club.

The Parish Council were very sympathetic and would like to support and improve this local sports facility. Bob agreed to pull together a summary of the situation, together with relevant documentation on ownership, deeds, finance etc. A task force would need to be formed to pursue this project. **Clerk will add as an agenda item for full consideration at the next meeting.**

73) Correspondence, reports and issues (for information only). The usage of CIL funds was questioned by one of the public attendees. The Parish Council explained they were very limited on exactly what they are permitted to use the funds for. It was thought a good idea to publicise what the funds can and cannot be used for. **Clerk will prepare list for consideration at the next meeting.**

74) To confirm the date of the next Parish Council Meeting 11th September

Meeting closed at 9.00pm

Chairman.....

Date:

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

a) Income Received in July

Bank Interest Lloyds	£68.72
Total Income Received	£68.72

Income Received in August

Bank Interest Lloyds	£65.78
Utility wayleave	£34.58
Insurance claim settlement	£7726.08
Total Income Received	£7826.44

b) Bank Balances - Total Bank Balance as at 31/07/2024 was £381,948.02 and at 31/08/2024 was £384,064.71

The total 'all bank reconciliation' is attached.

c) August Payments to ratify.

Pauline McBride	July Salary	£674.30		£674.30
HMRC	PAYE	£8.24		£8.24
SRT	May Litter pick	£120.00	£24.00	£144.00
SRT	June Litter pick	£120.00	£24.00	£144.00
PFK Littlejohn	External Audit Fee	£420.00	£84.00	£504.00
Chiltern Society	Annual subscription	£30.00		£30.00
Pauline McBride	Expenses July	£35.90		£35.90
PCHelp4U	Laptop replacement	£908.33	£181.67	£1090.00
Kimbletech	Solar panels, final payment	£2400.00	£480.00	£2880.00
Cashplus Account	Top up July Expenditure	£268.92	£49.79	£318.71
Total		£4985.69	£843.46	£5829.15

Also note direct debit re pension contribution:
Employer contribution - £75.83
Employee contribution - £75.83
Total contribution - £151.66

September Payments for Approval

Pauline McBride	August Salary	£739.10		£739.10
SRT Trading	July Litter pick	£120.00	£24.00	£144.00
Delia Burton	Flag purchase	£10.75	£2.15	£12.90
Pauline McBride	Expenses August	£35.90		£35.90
Shield Maintenance Ltd	Bin emptying	£47.66	£9.53	£57.19
Richard Billyard	July/Aug parish/church/additional mowing as requested.	£2709.00		£2709.00
Cashplus Account	Top up August Expenditure	£39.70	£7.95	£47.65
	Total	£3702.11	£43.63	£3745.74

Also note direct debit re pension contribution:

Employer contribution	- £75.83
Employee contribution	- £75.83
Total contribution	- £151.66

ITEM 9) To review CIL status and regulation with a view to publishing on the Parish Council website.

Below first draft of CIL item to publish.

The financial contribution made by the developers is the Community Infrastructure Levy (CIL) and is paid to Buckinghamshire County Council. At a later date, a percentage (15% if there is no neighbourhood plan, 25% if there is a neighbourhood plan) is passed on to the Parish Council.

There are very strict rules surrounding exactly what the Parish Council is allowed to spend/invest the funds.

Regulations state that the funds must be used to support the development of the local area by funding either:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area

Infrastructure may be either physical infrastructure - highways, transport links, cycleways, energy supply, water, flood alleviation, waste management, or it may be social infrastructure- education, health, social care, emergency services, art and culture, sports halls, community halls.

The Parish Council cannot make donations to individuals unless the Community directly benefit.

If a parish council has failed to spend CIL funds within 5 years or has not applied the funds in accordance with the regulations then Buckinghamshire Council can ask them to repay some or all of the money. Buckinghamshire Council will spend any recovered funds in the area.