

### **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 14<sup>th</sup> May 2025.
4. **To update re Cala homes, including Coronation project.**
5. **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.
6. **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.
7. **To discuss and approve updated 2025/2026 Internal Controls Checklist**
8. **To discuss and approve quote for external hard drive.**
9. **To note Electors rights of Inspection were published to the noticeboards and website on 5<sup>th</sup> June.**
10. **To note additional AGAR information required due to income threshold.**
11. **To note Standing Orders were updated and published as agreed.**
12. **To note adopted Investment Policy was published as agreed.**
13. **To discuss proposed permanent electrical supply for Christmas lights.**
14. **To update on potential development of sports facilities (tennis courts and cricket club)**
15. **Community Board Report – Cllr James Cripps.**
16. **Marsh Kerbing/Pinch Point Project update – Cllr Williams.**
17. **Kimble Stewart Hall: Report - Cllr Delia Burton.**
18. **Parish Matters (including speed signs, waste bins, stiles etc.)**
19. **Correspondence, reports, and issues (for information only).**
20. **To confirm the date of next Parish Council Meeting:** Wednesday 9<sup>th</sup> July

P McBride

**Pauline McBride**

**Clerk to the Council**

**Thursday 5<sup>th</sup> June 2025**

**ITEM 3) Minutes.** To agree and sign the minutes of the Parish Council meeting held on 14<sup>th</sup> May 2025.

**Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on  
Wednesday 14<sup>th</sup> May 2025 at Kimble Stewart Hall at 7.00pm**

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**Attendance:** Cllr John Austin, Cllr Alun Jones, Cllr James Cripps, Cllr Delia Burton, Cllr Harvey Alison, Cllr Joanne Bourke, and Clerk Pauline McBride.

**16) Election of Chair and Vice Chair to the Parish Council and to receive the Declarations of Acceptance of Office.** All Councillors present signed their 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 the June meeting. **Clerk will bring forms for signature to the June meeting.**

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

**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 9<sup>th</sup> April 2025..**  
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
- . 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

It was noted that the Community Boards have amalgamated and a Parish Council representative is no longer applicable.

**21) Finance Report:**

**a) May Payments for Approval**

|                 |                |         |         |
|-----------------|----------------|---------|---------|
| Pauline McBride | April Salary   | £682.50 | £682.50 |
| Pauline McBride | Expenses April | £35.90  | £35.90  |

|                        |                                    |                  |                |                  |
|------------------------|------------------------------------|------------------|----------------|------------------|
| Shield Maintenance Ltd | Bin emptying April                 | £47.66           | £9.53          | £57.19           |
| BMKALK                 | Annual subscriptions               | £120.75          | £73.73         | £194.48          |
| SRT                    | March Litter pick                  | £120.00          | £24.00         | £144.00          |
| Delia Burton           | Printing costs re garden plans     | £33.00           | £6.60          | £39.60           |
| Playspace Solutions    | Installation of playground equip.  | £485.00          | £97.00         | £582.00          |
| Jane Olds              | Annual Internal Audit              | £260.00          |                | £260.00          |
| A Simmons              | Defibrillator installation         | £130.00          | £26.00         | £156.00          |
| Kimble Stewart Hall    | Grant for redecoration             | £6840.00         |                | £6840.00         |
| Sue Howgate            | 2yrs printing re parish magazine   | £1300.00         |                | £1300.00         |
| A1 Build               | Bus stop repairs                   | £1750.00         |                | £1750.00         |
| Richard Billyard       | Village and church grass cutting   | £1202.00         |                | £1202.00         |
| A1 Build               | Clear and repaint 13 village gates | £2450.00         |                | £2450.00         |
| Cashplus Account       | Top up April Expenditure           | £37.61           | £7.52          | £45.13           |
|                        |                                    | <b>£15494.42</b> | <b>£244.38</b> | <b>£15738.80</b> |

**May payments were noted and approved.**

**b) Income Received in May**

|                                 |                |
|---------------------------------|----------------|
| Kimble Stewart Hall             | £1.00          |
| Lloyds deposit account interest | £51.33         |
| Unity Trust account interest    | £551.67        |
| <b>Total Income Received</b>    | <b>£604.00</b> |

**c) Bank Balances** - Total Bank Balance as at 31/05/2025 was £446006.02

**d) To note VAT reclaimed for 2024/2025** The Clerk reported that she had submitted a claim on 16/04/2025 for £7517.33

**e) To approve the final statements of account for the year 2024/2025.** 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 29/4/2025. The statement was approved and countersigned by Cllr Austin. **Clerk will post statements to the website reports section.**

**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:**

**25/05994/PIP:** Old Rifle Range Farm Risborough Road Great Kimble Buckinghamshire HP17 0XS. Application for permission in principle for demolition of existing general industrial buildings (use class B2) and erection of 4 - 8 dwellings. This Parish Council resolved to object to this application as it constitutes a breach of the Neighbourhood Plan. **Clerk will comment with Parish Council objection.**

The following status changes of applications were noted:

25/05404/FUL: Briar Bank Cadsden Road Cadsden Buckinghamshire HP27 0NB. Application for the demolition of small rear lean-to extension, erection of new rear extension to existing dwelling; external timber cladding to the rear extension and each side of the front elevation; front veranda with post and tension wire railing; removal of chimney and alterations to some windows and external doors (alternative scheme to pp 24/05405/FUL) (part retrospective. Application permitted 29/04/2025

**23) To update on Cala Homes, including Coronation project.** A summary of the current status was presented with the Parish Council noting that the final planning amendment had not yet been submitted. The outstanding issues are planned for discussion at the next meeting with Cala on Friday 16<sup>th</sup> May and will be reported back at the next Parish Council meeting.

The proposed design and quote for the 'Coronation Pebble Display' had been received and distributed to all prior to the meeting. The design was noted to be excellent and unanimously approved. The quote for stages 1 and 2 for £3600 plus VAT was approved. **Clerk will respond to accept the proposal on behalf of the Parish Council.**

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

Recommendations and Actions:

- a) Bookkeeping Arrangements. Resolutions to make purchases/transactions must be minuted more effectively.
- b) Councils Financial Regulations have been met with regard to expenditure. Ensure that all agreements for orders are minuted at Full council prior to the payment being made.
- c) Review of Internal Controls. Include checks against the minuted agreement for purchase to ensure that the invoice agrees with the original minuted cost.
- d) Review of Risk Assessment. Consider all financial risks including the possibility of the cost of an election, the loss of Councillors to make the council inquorate or uninsured risks. Practitioners Guide recommendations should be used (currently starting at 5.89 and criteria 5.97)
- e) Investment Register. Ensure the Investment Strategy is formally adopted
- f) 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.**
- g) Clerks Salary not linked to NJC scales. Suggest that Council reviews the salary and scales in line with the publication.
- h) Minutes and Decision Making. Minutes need to include resolution and more factual detail about those resolutions. **Clerk will aim to incorporate these suggestions.**
- i) There are still some regular payments which, while on the 'preferred supplier list' have not been reviewed. The contracts for the website hosting and grass cutting should be reviewed at least every three years to ensure the Council is obtaining best value for money and to ensure the contractor is still fit for purpose. The approval of the contracts should be formally minuted with the name of the contractor and the amount of the contract.
- j) Powers to spend and the General Power of Competence. The Council will now not qualify for GPOC and we will now need to understand the powers to spend. The most common powers and in the back of the latest Good Councillors Guide and also on the Scribe accounting system.
- k) Website. The current domain is a .org domain. The Central Digital and Data Office (part of the Department for Science, innovation and Technology) has been promoting the adoption of .gov.uk domain names for all parish and town councils. According to Nominet, the UK registrar, .co.uk is for companies and .org or .org.uk is for charities, neither of which the Parish Council could be considered.
- l) Civility and Respect. It was noted that the Parish Council has not yet signed up to the Civility and Respect pledge.

All had read both the Internal Audit Report and the Clerks written notes of the audit meeting.

**All points noted.**

**25) 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 9th June 2025 to Friday 18th July 2025. This was approved.

**26)To Review current Standing Orders.** The current Model Standing Orders had been distributed with the meeting pack and had been reviewed in great detail. A number of minor alterations were suggested and approved. **Clerk will update and publish the policy.**

**27) To formally adopt previously discussed Investment Policy.** The previously discussed draft policy had been distributed with the meeting pack and was unanimously approved. **Clerk will publish the policy.**

**28) To update on S106 funds and potential usage, procedures, timings restrictions etc.** As previously established, the Parish Council are aware that these specific funds are for use of existing (at the time of the planning permission ) facilities only. The funds cannot be used retrospectively and no spend can be incurred unless and until the funds are approved by Buckinghamshire County Council. The current round of funding request must be delivered to BCC by July 2025 and will be considered and decided by October 2025. Although it is possibly too late for a project plan and funds request to be completed this year, it was resolved to pass this information over to Kimble Stewart Hall so that they can consider future refurbishment/improvement projects which might be relevant. **Clerk will inform Kimble Stewart Hall of forms, timings, constraints etc.**

**29) To discuss technical assistance with IT back up and move to Gov.UK domains and email accounts.** Discussed and agreed to look into external IT assistance. **Clerk will obtain quotes.**

**30) To note attendance of Internal Auditor at July meeting.** The cost will be £75 plus mileage. Noted.

**31) To update on potential development of sports facilities (tennis courts and cricket club)** Nothing to report.

**32) Community Board Report .** Nothing to report.

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

**34) Kimble Stewart Hall.** Nothing to report.

**35) Parish Matters. (including speed signs, stiles etc.)** Discussion around the exact locations of speed signs were ongoing. It was noted that agreement for the first two Parish stile replacements had been achieved by Buckinghamshire County Council. The Parish Council do not get to choose the replacement gates, since these are owned by the land owners, but they have previously agreed to fund the stiles via the 'donate a gate' scheme. It was noted that this donation is £500 per gate and the Parish Council have prioritised 8 for replacement so £4000 in total.

**36) Correspondence, reports, and issues (for information only).** The Clerk advised that she would be on holiday from 17<sup>th</sup> to 29<sup>th</sup> May.

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

Parish Council meetings take place on the 2<sup>nd</sup> 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)

11<sup>th</sup> June 2025

9<sup>th</sup> July 2025

10<sup>h</sup> September 2025

8<sup>th</sup> October 2025

12<sup>th</sup> November 2024

10<sup>th</sup> December 2025

14<sup>th</sup> January 2026

11<sup>th</sup> February 2026

11<sup>th</sup> March 2026

8<sup>h</sup> April 2026

Meeting closed at 8.00pm

Chairman.....

Date:

**ITEM 5) Finance Report: To approve June payments, note income received, note bank balances**

**June Payments for Approval**

|                        |                                     |                 |               |                 |
|------------------------|-------------------------------------|-----------------|---------------|-----------------|
| Pauline McBride        | May Salary                          | £745.34         |               | £745.34         |
| Pauline McBride        | Expenses May                        | £35.90          |               | £35.90          |
| Shield Maintenance Ltd | Bin emptying May                    | £47.66          | £9.53         | £57.19          |
| SRT                    | April Litter pick                   | £120.00         | £24.00        | £144.00         |
| Chiltern Society       | Donate a gate(2 stile replacements) | £1000.00        |               | £1000.00        |
| Cashplus Account       | Top up May Expenditure              | £27.62          | £5.52         | £33.14          |
|                        |                                     | <b>£1976.52</b> | <b>£39.05</b> | <b>£2015.57</b> |

Also note direct debit re pension contribution:

Employer contribution - £93.17  
Employee contribution - £186.33  
Total contribution - £279.50

And Lloyds business banking monthly charge of £8.50

And Matthew Ringland Creative Limited Invoice of £1440.00 was paid

**Income Received in May:**

|                                 |          |
|---------------------------------|----------|
| Lloyds deposit account interest | £45.90   |
| VAT Refund                      | £7517.33 |
| CIL Receipt                     | £5920.35 |
| TOTAL                           | £483.58  |
|                                 | £13      |

Bank Balances at 30<sup>th</sup> April £449,359.56 The all banks reconciliation is included with the meeting pack for transparency.