

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 9th April 2025.
- 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. Finance Report:**
 - a. To approve April payments (note additional invoices may be received prior to the meeting).
 - b. To note any income received.
 - c. To note bank balances.
 - d. To approve final statements of accounts for the year 2024-2025
- 7. 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.
- 8. To update re Cala homes, including Coronation project.**
- 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 Monday 9th June 2025 to Friday 18th July 2025.
- 11. To review current Standing Orders.**
- 12. To formally adopt previously discussed Investment Policy.**
- 13. To update on S106 funds and potential usage procedure, timings, restrictions etc.**
- 14. To discuss technical assistance with IT back up and move to .Gov.UK domains and email accounts.**

15. To note attendance of Internal Auditor at July meeting.
16. To update on potential development of sports facilities (tennis courts and cricket club)
17. Community Board Report – Cllr James Cripps.
18. Marsh Kerbing/Pinch Point Project update – Cllrs Good and Williams.
19. Kimble Stewart Hall: Report - Cllr Delia Burton.
20. Parish Matters (including speed signs, stiles etc.)
21. Correspondence, reports, and issues (for information only).
22. 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)

11 th June 2025	10 th December 2025
9 th July 2025	14 th January 2026
10 th September 2025	11 th February 2026
8 th October 2025	11 th March 2026
12 th November 2025	8 th April 2026

P McBride

Pauline McBride

Clerk to the Council

Thursday 8th May 2025

ITEM 3) Minutes. To agree and sign the minutes of the Parish Council meeting held on 9th April 2025.

**Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on
Wednesday 9th April 2025 at Kimble Stewart Hall at 7.30pm**

Attendance: Cllr John Austin, Cllr Delia Burton, Cllr Alun Jones, Cllr Harvey Alison, Cllr David Williams, Cllr Joanne Bourke and Clerk Pauline McBride

1) Welcome and Apologies: Apologies received from Cllr James Cripps.

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

3) Minutes. To agree and sign the minutes of the Parish Council meeting held on 12th March 2025.
Unanimously approved.

4) Finance Report

a) To approve April payments.

Pauline McBride	March Salary	£687.10		£687.10
Pauline McBride	Expenses March	£49.40		£49.40
Shield Maintenance Ltd	Bin emptying March	£47.66	£9.53	£57.19
Well Medical	Defibrillators and cabinets	£2650.00	£530.00	£3180.00
Clear Council	Annual Insurance	£771.53	£87.18	£858.71
RPS Consulting	Sensory Garden detailed design	£5000.00	£1000.00	£6000.00
A1 Build	Supply & fit damaged gate	£1295.00		£1295.00
Richard Billyard	Village, church and verge cutting	£1522.00		£1522.00
Cashplus Account	Top up February Expenditure	£37.61	£7.52	£45.13
Total		£2060.30	£1634.23	£13694.53

April payments were noted and approved.

b) Income Received in March

Kimble Stewart Hall	£1.00
Lloyds deposit account interest	£51.33
Unity Trust account interest	£551.67

c) Bank Balances Total Bank Balance as at 31/03/2025 £446,006.02

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:

There were no new planning applications this month.

The following status changes of applications were noted:

25/05082/FUL: Building 1 Marsh Hill Farm Marsh Lane Marsh Buckinghamshire. Construction of a replacement barn with associated B8 use (storage or distribution) with associated parking, E.V. charging points, bin and cycle store. Application permitted 27/3/2025.

In addition it was noted that the application for a solar farm at Kimblewick had been refused.

6) To update on Cala Homes, including Coronation project. The detailed planning amendment regarding the sensory garden (part of reserve matters) had been lodged with the Planning Department but not yet published on the planning portal. Copies of the plans, together with a draft legal agreement regarding ownership and transfer of common areas, were distributed for review. Exact boundaries of the proposed land transfer were discussed and it was agreed that the area should be digitally mapped and logged with the land registry. **Cllr Cripps to review draft legal agreement. All Cllrs to review documents and agree what needs to be included/added when the documents are passed on to Lightfoots (The agreed Parish Council Solicitors)**

Cala had advised that extra earth would need to be brought in to raise the bunds and this would cost around £8k.

The first meeting of the volunteers, for the sensory garden, is taking place at 7pm on 16th April at The Swan Public House.

Cllrs Alison and Burton had toured the show house and advised that it is now open for all to view.

7) To update on speed signs replacement. Proposed locations had been distributed prior to the meeting and all approved. A range of security measures were discussed and will be incorporated. **Cllr Jones will liaise with A1 Build to have the signs installed at the agreed locations.**

8) To update on potential development of sports facilities (tennis courts and cricket club). The Cricket Club land registry ownership deeds had been requested and would take 8 to 10 weeks. Nothing further can be done until the Cricked Club are able to provide these deeds to the Parish Council

9) To review current Financial Regulations Policy. The current Financial Regulations Policy had been revised, in line with the lastest model policy, and had been reviewed in detail and distributed prior to the meeting. It was unanimously approved. **Clerk will publish the updated approved Policy.**

10) To discuss suggestions of bridleway gates to discourage fly tipping. Photos of the bridleway entrance were viewed and all agreed that horse friendly gates would be a good investment to deter fly tipping. The Parish Council will consider various gate styles and decide which to take forward.

11) To review S106 and CIL funds. Cil reports had been distributed with the meeting pack and the Clerk summarised the position, including when funds would need to be used or returned. In addition the Clerk outlined her findings on the S106 funds that she had recently confirmed with Buckinghamshire County Council. Although S106 funds generally have a wider definition of their usage, in this case, the fund could only be used for 'existing Parish facilities'. Having funded a number of projects for the village hall over the last year, the clerk had investigated whether the funds could be applied for retrospective spend but, unfortunately, they could not. It was noted that the funds have to be used or returned by 2031.

12) To update on year end, including engagement of internal auditor, AGAR forms, current reserves etc. The terms of engagement of Jane Olds, to perform the internal audit, had been distributed with the meeting pack for review. It was thought to be an excellent, thorough exercise and the offer to attend a Parish Council meeting, at a cost of £70 plus mileage service, would be well worth organising, Cllr Austin signed the 'Agreement of Terms 2024/25' form. **The Clerk will scan and send the signed Terms of Engagement to Jane Olds and will ask her to attend a Parish Council meeting at a later, less busy, time of year.**

A list of current reserves had been distributed with the meeting pack and all Councillors had prepared lists of costing for current and proposed projects which would need reserves. (For example the sensory garden, 2023 Neighbourhood plan, Tennis Courts) **Clerk will update and publish the Reserve Balance listing.**

13) To note accounts to March 2025 and financial controls. The year end summary of all income and expenditure had been distributed with the meeting pack. The Clerk summarised that income above budget is due to CIL receipts and expenditure over budget was CIL investment, specifically solar panels, hearing loop and fire alarm for Kimble Stewart Hall. It was noted that Cllr Alison had undertaken the quarterly controls with no issues. The possibility of keeping less paper and digitising more was mentioned. **Clerk will investigate legality and report back on digitisation of records.**

14) To consider Clerks salary and outstanding holiday. The Parish Council unanimously agreed to increase the Clerks rate of pay to £19.50 per hour and to pay 36 hours for unused holiday. **Clerk will email the payroll provider to request this, attaching the minutes as back up and copy Cllr Austin.**

15) To discuss plans for the Annual Parish Meeting and agree proposed agenda. The proposed agenda had been distributed with the meeting pack and was agreed. **The Clerk will arrange hall bookings.**

16) To discuss Great and Little Kimble cum Marsh Neighbourhood plan 2013-2033 (hosting and updating). Cllr Alison had copied all information to the standard Parish website and onto a memory stick for the Clerk to back up onto dropbox. **Clerk will investigate allowing Cllr Austin access to dropbox to ensure continuity.**

17) To update on 1st May 2025 Local Election Status. The Clerk had collated and taken all nomination papers to the Returning Officer and later advised that the seats were uncontested so no election will take place.

18) Community Board Report. As Cllr Cripps was not present, there was nothing to report.

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

20) Kimble Stewart Hall Report. It was reported that the hearing loop had been inspected, new charges had been approved by all and the hall is going to be filmed in the near future. A grant request to cover internal (£1720) and external (£5120) redecoration had been received and reviewed. The Parish Council unanimously agreed to fund redecoration but just wondered if S106 funds could be applied for to cover this. **Clerk will investigate.**

21) Parish Matters.

Marsh Watercourses Pollution and Smell– There had been a number of reports of polluted, very smelly watercourses, which were felt to be a serious health hazard.

Marsh Fly Tipping. An increase in fly tipping had been noticed and reported.

Bonfires. Burning of toxic materials had been reported in Great Kimble. Clerk will report to Environmental Health.

Parish bollards/lights. There are so many of the Parish bollards and lights broken/out of action at the moment, for example the one by the bridge T junction to Marsh/ Aylesbury/Risborough. Clerk will report to Buckinghamshire County Council.

Thames Water traffic blind spot – At the water pumping station in Marsh, Thames Water (and other contactors) are causing a traffic blind spot by their parking. **The Clerk will contact Thames Water.**

22) Correspondence, reports and issues (for information only). The clerk advised that Standing Orders are a Parish policy which needs to be reviewed and approved within the next couple of months and that, as small change to the 'model' published standing orders needs to be incorporated. **Clerk will update to latest model and pass on to Cllr Cripps for review.**

23) To confirm the date of the next Parish Council Meeting 14th May 2025 at 7pm before the Annual Parish Meeting at 8pm

Meeting closed at 8.58 pm

Chairman.....

Date:

ITEM 4) Finance Report: To approve May payments, note income received, note bank balances

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
Cashplus Account	Top up April Expenditure	£37.61	£7.52	£45.13
		£8792.42	£244.38	£9036.8

Also note direct debit re pension contribution:

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

And Lloyds business banking monthly charge of £8.50

Income Received in May:

Lloyds deposit account interest £55.04
Precept first tranche £21000.00

Bank Balances at 30th April £453,206.55 The all banks reconciliation is included with the meeting pack for transparency.