

## Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 13<sup>th</sup> December 2023 at Kimble Stewart Hall at 7.30pm

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**Attendance:** Cllr John Austin, Cllr Alun Jones, Cllr David Williams, Cllr Delia Burton, and Clerk Pauline McBride. In addition, Joanne Bourke attended as a prospective candidate for co-option to the Parish Council.

**140) Welcome and Apologies:** Apologies were received and accepted from Cllr Harvey Alison and Cllr James Cripps.

**141) Declaration of interest in any item on this agenda by a member:** None Declared.

**142) Minutes. To agree and sign the minutes of the Parish Council meeting held on 8<sup>th</sup> November 2023.** Unanimously approved.

### 143) Finance Report

- a) Bank Interest of £72.72, Wayleave of £34.58, CIL receipt of £9358.51 and Insurance claim receipts of
- b) £4714.36 were noted.
- c) **Bank Balances** - Total Bank Balances of £179100.59 were noted.
- d) **December Payments for Approval**

Pauline McBride	November Salary	£714.23		£714.23
HMRC	PAYE	£11.60		£11.60
Pauline McBride	Expenses November	£44.00		£44.00
TBS	Bin Emptying November	£55.00	£11.00	£66.00
Cashplus Account	Top up November Expenditure	£17.02	£3.40	£20.42
Julie Bunker	Plants for War Memorial	£14.00		£14.00
SRT	Nove/Dec Litterpicks	£240.00	£48.00	£288.00
<b>Total</b>		<b>£1095.85</b>	<b>£62.40</b>	<b>£1158.25</b>

**December payments were noted and approved.**

- e) **Internal Audit.** The Clerk circulated and explained the terms of engagement to re-appoint Jane Olds as the Internal Auditor for the financial year 2023/2024. The cost of £200 was felt to be excellent value for the very high standard of audit and reporting. **Clerk to scan/send signed terms of engagement to Jane Olds.**

### 144) 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.

23/07717/FUL: September Cottage Kimblewick Road Kimblewick Buckinghamshire HP17 8TB. Householder application for construction of single storey rear infill extension following demolition of existing integral garden room. No comments on this application. **Clerk will submit the standard no comment response.**

23/05842/FUL: Storage Land North Off Long Hill Marsh Lane Marsh Buckinghamshire. External alterations and changes of use of existing barns 1 & 2 including enclosure and provision of first floor for agricultural storage/office use. No comments on this application. **Clerk will submit the standard no comment response**

The following status changes of applications were noted:

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. Application permitted 22/11/2023.

22/07341/FUL: The Lodge Marsh Lane Marsh Buckinghamshire HP17 8SP. Householder application for construction of timber framed and timber clad outbuilding for use as workshop and gym (retrospective). Application refused 30/05/2023. Enforcement Notice issued 24/11/2023

In addition, the Parish Council, whilst not a consultee, continue to monitor the proposed Kimblewick solar farm planning application. The clerk advised that the status was still 'awaiting decision' but that there had been three further objections since the November meeting. One from the Environment Agency re flood risk, one from the

Arboriculture department re the requirement for a full arboricultural survey and the third being a detailed objection letter from the solicitors representing residents.

Cllr Burton mentioned that she had asked CALA homes for a meeting in January to discuss/agree the playground safety fencing that would be required as part of the agreed development plans. In addition to discuss the plans for the agreed canopy coverage. **Cllr. Burton to report back on the meeting.**

Cllr Williams added to the discussion on Solar Farms to report that there was very significant light pollution from the Marsh Lane solar farm. This is far more noticeable now that the autumn leaves/foilage had dropped. It was thought that this was an ugly and unnecessary blight on the local landscape, with even visitors to the Parish mentioning the gaudy light interference. If security is the issue, then motion sensor activated lights would be a far superior option to the full-time glaring lights. It was agreed to report this both to Buckinghamshire County Council and HS2 agency. **Cllr Williams will draft an appropriate complaint/communication for the Clerk to file with Buckinghamshire County Council and the HS2 Authorities.**

**145) To update on Banking status – Unity and Lloyds.** The Clerk reported that the new Unity Bank savings account had been set up, online access is working and funds have been successfully transferred. The Clerk summarised the ongoing and lengthy saga with Lloyds, in the attempt to attempt remove three prior (Parish Council) signatories. Although signed mandates had finally been acknowledged as received by Lloyds Business Banking Division, they were still unable to action due to an address problem. After some investigation is appeared that one of the business addresses (not used or previously known about) needed to be changed to the address of a current full signatory. Cllr Austin had amended this on line and the expectation was that this would finally allow for the removal of three signatories who had not been on the Parish Council for varying lengths of time. **Clerk will enter follow with Lloyds Bank to check if/when the requested signatories are removed.**

**146) To Note Accounts to November 2023.** The clerk outlined the favourable income variance due to CIL income and the favourable expenditure variance due to current underspends on Marsh Kerbing, Village gates etc. It was noted that there would be expenditure on village gates before the end of the financial year. Noted.

**147) To review current list of regular expenditure and preferred suppliers.** The clerk had circulated with the meeting pack a list of regular expenditure and approved suppliers as below:

**Regular Expenditure:**

TBS Hygiene	Bin Emptying	£60-90	Monthly Charge
Richard Billyard	Grass Cutting Church	£150	Monthly in cutting season
Richard Billyard	Grass Cutting in Parish	£947	Monthly in cutting season
BALC	BMKALC & NALC Subs	£175	Annual Charge
Community Impact	Community Building Subs	£65	Annual Charge
Avast	Laptop Security	£59.99	Annual Charge
IONOS	NP Website	£12.02	Monthly Charge
GiffGaff	Mobile Top Up	£6	Monthly Charge
D A Fane	Wages Preparation	£135	Annual Charge
PFK Littlejohn	External Audit	£315	Annual Charge
Jane Olds	Internal Audit	£250	Annual Charge
Dropbox	File storage	£79.90	Annual Charge
Starboard Systems	Scribe – Accounts Software	£345	Annual Charge
TEEC	Hosting of Website	£193	Annual Charge
Chiltern Society	Subscription	£30	Annual Charge
Sunnyside/SRT Trading	Litter picking in the Parish	£120	Monthly Charge

**Preferred Suppliers:**

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

The list was reviewed and unanimously approved.

**148) To update on VAR speeding signs.** The clerk outlined confirmed that the two new signs and one new extension pole were on finally on order. It had taken many calls and emails to place the orders with the separate sign and extension pole suppliers. After further discussion, considering the previous sign having been broken due to vandalism, and that the insurance claim had been settled, it was agreed that a third sign should be acquired, with an associated extension pole. **Clerk to order a replacement sign from Swarco and a replacement extension pole from Robertsons of Risborough.**

**149) To update on insurance claims.** The clerk outlined that both the claim for the vandalised speed sign and vandalised slide had been settled at replacement cost less £125 excess on each item. Although it had been a time-consuming exercise, the settlement income of £4714.36 received had made the time taken a very worthwhile exercise and would allow for the replacement sign to be funded as mentioned above.

**150) To Update on Dog Bin Collections Cost Reduction.** As noted in the meeting pack, the clerk had found an alternative local supplier who offered the same service (5 bins emptied fortnightly) for less than half the current £5.50 being charged by TBS Hygiene. The clerk obtained excellent reference from two local Parish Councils who used the potential supplier (Shield Services). The current suppliers then offered to match the reduced cost which the clerk agreed to. Costs will be reduced from January 2024, saving over 50% on the current annual bill of approximately £1000. The Clerk outlined that Shield Services supply many other services, such as bus stop cleaning, and that they would be kept on file for future quotations on any work that might be suitable.

**151) To consider increased hours/ pension for the Clerk/RFO.** The clerk had outlined that her hours worked per week varied between 8 and 16 but most commonly averaged between 10 and 12. It was agreed to increase the hours paid from 10 to 11 per week by way of a 10% pension contribution. (I.e. 10 paid hours and 10% pension contribution) **Clerk will investigate pension providers (Nest and own pension provider) and will work with payroll provider to set this up as soon as possible.**

**152) To review need for new laptop.** The clerk explained that the lap top had begun to play up and, although it would take a lot of time and effort to set up, it was getting to the stage of urgently needing to be replaced. The cost of a new lap top would only be a few hundred pounds but there would be additional costs relating to Microsoft licenses and technical support. It was agreed that a professional IT person/company would be a much better/safer option than the clerk attempting to copy over data etc. from the existing laptop. **Clerk to investigate IT support, possibly from a recommended local supplier (Crash2000) and to organise the purchase and set up of a new laptop.**

**153) To review/approve request for contribution to Christmas Tree lights.** Cllr Burton had previously distributed a request from The Swan Public House Landlord, for a contribution to the £1000 new Christmas lights for the Parish Christmas Tree. It was agreed to contribute £500. **Cllr Burton will arrange for invoice to be raised for the Parish Council to pay this.**

**156) Kimble Stewart Hall.** Cllr Burton had been ill and so had not attended the latest Kimble Stewart Hall meeting. The clerk outlined the work undertaken to confirm whether invoices for KSH solar panels could be paid directly by the Parish Council or whether the Parish Council would need to give a grant to Kimble Stewart Hall for them to pay the invoices. After many emails, BMKALC finally confirmed that, since the Parish Council are the owners of the hall, they can pay the invoices directly. This was a relief to all as it meant CIL funds could be used and VAT could be reclaimed. The Clerk has this in writing in case of any audit questions.

**157) Community Board Report (including Rail Bridge Pedestrian Safety Issues):** Cllr. Cripps was not in attendance and so no update was available. The Clerk asked whether there had been any response to the Community Boards email offering some options on road safety matters in three areas of the Parish. A recent crash outside the Swan Public House had resulted in a flurry of complaints to the Parish and County Council. In addition, the clerk mentioned that speeding and pedestrian safety issues were regularly reported to the Parish Council who had reported on to the County Council, Community Boards and specific local County Councillors. **Clerk to follow up with Cllr Cripps re Community Boards email offer.**

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

**159) Correspondence, reports, and issues (for information only).**

Cllr Burton reported requests to hold another photo competition in the Spring. It was agreed this a great advertisement for the Parish Council and especially the website. **Clerk will add this to the agenda for January meeting.**

160) To confirm the date and time of next Parish Council Meeting: 10<sup>th</sup> January, 2024

161) **Co-option to the Parish Council.** Joanne Bourke had attended the meeting to establish whether the vacant Parish Councillor position would be of mutual interest. Having agreed that she was still interested, Joanne Bourke retired from the meeting. The Parish Councillors discussed and agreed to offer Joanne the role. **Clerk will establish any procedural requirements with the Electoral department and will also source any relevant new councillor documentation and training information.**

Meeting closed at 8.35pm

Chairman.....

Date: