# **Great & Little Kimble cum Marsh Parish Council**

# You are hereby summoned to a meeting of the Parish Council

To: Cllrs J Austin, D Williams, D Burton, A Jones, J Good, J Cripps, H Alison on Wednesday 8<sup>th</sup> June 2022 at 7.30pm at Kimble Stewart Hall Members of the Public are welcome to attend

# **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 Annual Meeting of the Council held on 11th May 2022
- 4. To approve reoccurring payments
- 5. To approve payments (note: additional invoices may be received prior to the meeting)

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Payee	Detail	NET	VAT	Gross
Tracey Martin	May Salary	£366.73		£366.73
HMRC	PAYE	£91.60		£91.60
SRT Trading	Sunnyside Litterpick	£120.00	£24.00	£144.00
Axminster Tool Centre	Jubilee Gifts	£44.15	£8.81	£52.96
	Paid to Cllr Alison as expenses			
Whitchurch Morris Men	Dancing at Jubilee Event	£100.00		£100.00
Julie Bunker	Plants for War Memorial	£23.46		£23.46
The Swan	Hog Roast Jubilee	£1,200.00		£1,200.00
Tracey Martin	Expenses - GiffGaff x 2	£23.98		£23.98
	IONOS x 2"			
Delia Burton	Jubilee Expenses	£38.73		£38.73
Total		£2008.65	£32.81	£2041.46
	oved at previous meeting			
Brunel Engraving	Reprinting of plaque	£158.50	£31.70	£190.20
Friars Print	Printing Jubilee Flyers x 2	£150.00	£-	£150.00
	Reimbursed to Helen			
Touching Cloth Loo Hire	Jubilee Toilet Hire	£195.00	£-	£195.00

- 6. Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan: To review and approve recommendations by the Planning Committee. Note due to deadlines applications received prior to the meeting may also be considered. 22/06220/FUL: The Old Stables Grove Lane: Householder application for construction of single storey side extension
- 7. Kimble Stewart Hall: Report Cllr Delia Burton
- 8. Community Board Report CIIr James Cripps
- 9. Marsh Kerbing/Pinch Point Project update -Cllrs Good and Williams
- 10. To receive an update on the Jubilee Celebrations
- 11. To receive an update on the Recruitment of a new Parish Clerk
- 12. Approval of Earmarked Reserves
- 13. To approve Code of Conduct
- 14. Approval of Parish Council Risk Assessment
- 15. Consider and approve quotes for replacement noticeboard by The Swan
- 16. Consider and approve Playgroup Equipment guotes
- 17. Correspondence, reports and Issues (for information only)
- 18. To confirm the date and time of next Parish Council Meeting: 13th July 2022

T Martin

Tracey Martin
Clerk to the Council

Monday 30th May 2022

# Minutes of Annual Council Meeting of Great and Little Kimble cum Marsh Parish Council held on Wednesday 11<sup>th</sup> May 2022 at Kimble Stewart Hall at 7pm

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**Attendance**: Cllr John Austin, Cllr Alun Jones, Cllr James Cripps, Cllr Delia Burton, Cllr David Williams, Cllr James Good, Cllr Harvey Alison (from agenda item 11) and Tracey Martin (Clerk)

One member of the public in attendance for part of the meeting

- 1) Election of Chairman to the Parish Council and to receive the Chairman's Declaration of Acceptance of Office: Cllr Austin was proposed and seconded and unanimously Cllr Austin was voted as Chairman and signed his Declaration of Office.
- 2) Welcome and Apologies: No apologies received.
- 3) Declaration of interest in any item on this agenda by a member: There were none declared
- **4) Minutes:** To agree and sign the minutes of the Parish Council meeting held on 13<sup>th</sup> April 2022 An amendment was made to the title which stated March rather than April and the minutes were unanimously agreed and signed.

### 5) To nominate / elect Representatives to Committee and Working Groups:

- Planning Working Group: Cllr Good, Cllr Burton and Cllr Alison
- Planning Working Group Chairman: Cllr Good
- Community Board: Cllr Cripps
- Kimble Stewart Hall: Cllr Burton
- HS2 Liaison: Cllr Williams
- Budget and Finance: Cllr Alison
- Assets and Amenities (Playground, Bus Shelters, Defibrillators etc): Cllr Burton and Cllr Jones
- 6) Review of Asset Register: The previously circulated Asset Register was discussed and approved.

7) To approve payments for May 2022

Payee	Detail	NET	VAT	Gross				
Tracey Martin	Clerk Salary April	£366.73		£366.73				
HMRČ	PAYE	£91.60		£91.60				
Kimble Stewart Hall	Grant for ceiling repairs	£2,000.00		£2,000.00				
BALC	BMKALC & NALC Subs	£174.98		£174.98				
A1 Building	Supply & Fit x 2 Gates incl	£2,775.00		£2,775.00				
& Landscaping Ltd	posts and removal of 4 x poles							
A1 Building &	Bus stop repairs	£750.00		£750.00				
Landscaping Ltd								
TBS Hygiene	Bin emptying April	£75.00	£15.00	£90.00				
Late invoices received:								
Richard Billyard	Grass in church April	£150.00		£150.00				
Richard Billyard	Grass in villages April	£947.00		£947.00				
Helen Savage	Friars Print - Expenses	£75.00		£75.00				
Total		£7,405.31	£15.00	£7,420.31				

Payments were noted and approved

8) To Note Year End Accounts: Year end accounts were noted and approved.

#### 9) To review Internal Audit Report and Recommended Actions:

**9.1** Financial Risk Assessment to be produced: Action: Clerk to produce and add to agenda for next meeting.

9.2 Ensure full budget is minuted: Noted
9.3 Receipt of income to be recorded in minutes: Noted
9.4 Asset register recommendations Noted

**9.5** Review of effectiveness Copy requested from Internal Auditor

**9.6** Agenda item for training required: Councillors did not think there was a requirement to have an

agenda item for this. Training courses available from BALC are circulated by the Clerk and should Councillors wish to

attend they inform the Clerk and Chairman.

**9.7** Ensure minute references for purchases: Noted

9.8 Regular expenditure to be approved at meeting: Clerk to add an agenda item for next meeting.

**9.9** Reserves to be earmarked: Clerk to produce a report

9.10 Petty cash / debit card, clerk to make enquiries: Following discussions it was agreed for the Clerk to open a

Revolt account.

**9.11** Document management archives:

The Clerk reported that she is currently reviewing the

documents held with a view to archiving historical minutes,

accounts etc.

9.12 Councillor email addresses, all to use: Not all Councillors are using the org.uk email addresses as

some have been unable to access.

**9.13** New Code of Conduct to be adopted: Clerk to add to agenda for next meeting.

### 10) Annual Governance and Accountability Return:

**10.1 To consider and approve section 1:** Cllr Austin read out the statements. The Clerk advised Councillors that they should answer no to question 5 as they did not have a risk assessment in place, this had also been advised by the internal auditor however, Councillors felt that they had satisfied the requirement. All Councillors were in agreement to answer yes to all the questions and section one was signed by the Chairman and the Clerk.

- **10.2 To consider and approve section 2:** Section 2 was considered and approved and the Chairman signed.
- 10.3 To approve Elector Rights of Inspection dates commencing Wednesday 1st June 2022 to Thursday 14th July 2022: Approved

# 11) Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan

22/05408/FUL: Brook Farm Marsh Lane Marsh: Great and Little Kimble cum Marsh Parish Council would like to make the following observations and requests:

- 1. Further detail of external materials to be used should be provided by the applicant.
- 2. Further information should be provided on how surface water and sewerage will be dealt with by the applicant.
- 3. Given the substantial increase in residential accommodation (i.e., a new 3-bedroom house), a condition should be applied to cease the adjoining commercial activity (in same ownership) which would be harmful to the amenity, privacy and safety of the residents given the current access arrangements.

22/06051/FUL: Roundhill Kimblewick Road Kimblewick: No comment to make

21/08781/FUL: Land Adjacent to The Orchards Grove Lane Great Kimble: No objection to amended plans

## Change of Status:

21/06708/ADRC: Land Between Stream and Sunridge Risborough Road Little Kimble: Refuse detail Reserved by Condition

- **12) Kimble Stewart Hall:** Cllr Burton reported that the committee are looking to increase the charges due to the increase in electricity and gas.
- **13) Community Board Report**: Cllr Cripps stated that the next meeting of the Community Boards is in July where we expect our grant applications and PID's to be approved.
- 14) To approve two HS2 Road Safety Fund applications for the crossing points on the A4010 at Great Kimble near Church Lane and Little Kimble near Mill Lane: Approved
- **15) Marsh Kerbing/Pinch Point Project update Cllr Good and Cllr Williams:** This will be progressed following the Community Board meeting in July. It was agreed by all those present to increase the budget from £25K to £30K.
- 16) A member of the public entered the meeting and the Chairman permitted them to ask their question. The member of the public stated that they could see the Parish Council had objected to the planning application at The Willows and asked how likely it was for the application to be refused. Councillors explained that the Parish Council has done everything in its power by objecting and that the decision was now down to Buckinghamshire Council and that the application is contrary to the Local Plan.

### 17) HM The Queen Platinum Anniversary 2022

Cllr Burton reported that the tree has now been planted. Unfortunately, there had been a couple of issues with the plaque the first being the quality of the backboard which Cllr Burton has managed to get a refund for and Cllr Alison will produce a replacement. The second is that the plaque had contained a couple of spelling mistakes. Cllr Burton is unsure how this happened as it was approved by all Councillors and the online proof is now not available for viewing. Cllr Burton is arranging for the plaque to be reproduced at a cost of £158.50 + VAT all Councillors approved. Unfortunately, there had also been an issue with the Jubilee flyers which had been printed with the month of all the events showing as May and not June. These will need to be reproduced at a cost of £75. Councillors approved.

18) To approve the recruitment process for a new Clerk: Due to the resignation of the Clerk an advertisement had been circulated for consideration ahead of the meeting. All Councillors approved the advertisement which will be shared on the Parish Council website, BALC network and also the Clerk's Facebook groups. It was agreed that Cllr Austin and Cllr Burton will consider applications and carry out interviews and make a recommendation to full council.

### 19) Correspondence, reports and Issues:

- Cllr Jones reported that the bus shelters and gates need repairing and varnishing. It was agreed in principle to proceed with the works through A1 Building and Landscaping with a budget allocated of £2K.
- Cllr Burton reported that the noticeboard near The Swan needs replacing. Clerk / Cllr Burton to obtain quotes and add to agenda for next meeting. Cllr Burton will monitor the noticeboard for any further deterioration.
- Cllr Burton reported that a resident had asked whether they could place benches on the green outside The Swan, all Councillors were in favour.

	20)	To c	onfirm	meeting	dates for	or the	ensuina	vea
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Parish Council meetings take place on the 2<sup>nd</sup> Wednesday of the month starting at 7.30pm. The usual location is Kimble Stewart Hall however, due to building works please check the Parish Council website prior to the meeting.

8<sup>th</sup> June 2022 14<sup>th</sup> December 2022 11<sup>th</sup> January 2023 14<sup>th</sup> September 2022 8<sup>th</sup> February 2023 12<sup>th</sup> October 2022 8<sup>th</sup> March 2023 9<sup>th</sup> November 2022 12<sup>th</sup> April 2023

Cha	irman		Date:	
	Meeting closed at 8pm			
	9" November 2022	12" April 2023		

## TO APPROVE REOCCURRING PAYMENTS AND APPROVED CONTRACTORS

Note the below payments are based on 21/22 amounts an increase of 5% will be added and approved for all figures

# Reoccurring Payments

Reoccurring Paymer	115		
TBS Hygiene	Bin Emptying	£60-85	Monthly
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	£180	Annual Charge
Community Impact	Community Building Subs	£65	Annual Charge
Avast	Laptop Security	£59.99	Annual Charge
IONOS	NP Website	£5.99	Monthly Charge
GiffGaff	Mobile Top Up	£6.00	Monthly Charge
D A Fane	Wages Preparation	£135	Annual Charge
Starboard Systems	Scribe – Accounts Software	£288	Annual Charge
TEEC	Hosting of Website	£193	Annual Charge
Chiltern Society	Subscription	£30	Annul Charge

### **Approved Contractors**

Parish Maintenance i.e. bus shelters etc

Playspace Playground Repairs
A1 Build Parish Maintenance
Richard Billyard Trees / Grass Mainte Trees / Grass Maintenance

## PAYMENTS TO BE APPROVED

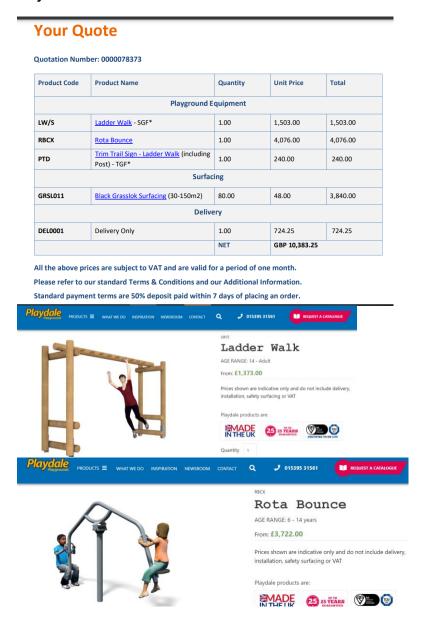
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	Paid to Cllr Alison as expenses			
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Julie Bunker	Plants for War Memorial	£23.46		£23.46
The Swan	Hog Roast Jubilee	£1,200.00		£1,200.00
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Total		£1,969.92	£32.81	£2002.73
Invoices paid as appre	oved at previous meeting			
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Friars Print	Printing Jubilee Flyers x 2	£150.00	£-	£150.00
	Reimbursed to Helen			
Touching Cloth Loo Hir	e Jubilee Toilet Hire	£195.00	£-	£195.00

## **COSTINGS FOR NEW PLAYGROUND EQUIPMENT**

Note that £2k funding has been agreed by the North West Chilterns Community Board.

Cllr Burton will recommend which equipment is preferred.

### Playdale Quote:



### Wicksteed.

Note there are 3 items on this quote and a decision would need to be made between the Log Traverse and Drop Rope Traverse which would remove the cost of 3<sup>rd</sup> item and also matting.

Thank you for your enquiry. I have costed for the supply only of the Trapeze, Log Traverse and the Drop Rope Traverse all with the allocated amounts of grass mats.

CODE	<u>DESCRIPTION</u>	UNIT PRICE	QTY	TOTAL
6020-070	Hurricane Swing with 2 Trapeze Swings	£5,995.00	1	£5,995.00
6130GRASS	Wicksteed Safety Grass - (1.5m X 1m X 23mm Thick)	£44.50	69	£3,070.50
LTR09	Log Traverse	£1,363.00	1	£1,363.00
6130GRASS	Wicksteed Safety Grass - (1.5m X 1m X 23mm Thick)	£44.50	16	£712.00
DRT09	Drop Rope Traverse	£619.00	1	£619.00
6130GRASS	Wicksteed Safety Grass - (1.5m X 1m X 23mm Thick)	£44.50	16	£712.00
		Subtotal		£12,471.50
		Carriage		£748.29
		Total Ex VAT		£13,219.79

Please note this is not an official quotation.

All prices exclude VAT.

Errors and omissions excluded.

Wicksteed terms of sale apply.

Site name/Project reference: Great and Little Kimble Cum Marsh Parish Council / Play Equipment and Grass Matts

Vinci Pla	Vinci Play								
Qty	Code	Unit	Description	Price	Total Discount	Total Price			
1.00	RB1267	Ea	Vinci Robinia Overhead Ladder	£1,358.00		£1,358.00			
			Manufactured from very durable acacia wood with a diameter of 18cm without sharp edges, resistant to weather conditions  Max 1.90m FFH - Certified by TUV Rhineland to EN1176. Age range 3-14 years.	R61267	1				

Quali-Cite						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00 B	BH∞	Ea	Quali Cite Spinning See Saw  A superb dynamic item suitable for older children aged 6-14 years.  Manufactured from a galvanized steel. Certified by APAVE to EN1176. Guarantee - up to 30 years.  Unit features 3 play activities including :- Physical Play Social and Emotional Play Cognitive Play	£3,636.00		£3,636.00

Safety S	urfacing					
Qty	Code	Unit	Description	Price	Total Discount	Total Price
86.00	GM-001	Sqm	Grass Matting (Fire Resistant)  EN1177 compliant grassmatt pads to reduce grass erosion and offer certified Critical Fall Height protection of up to 3m on soft, turfed ground. Matts are laid onto existing site undulations. Includes reinforcing mesh under mats and perimeter channelling to secure mat edges into existing ground. Grassmatts are fire retardant and UV stable and conform to British and European Standards BS EN 11925 for fire retardancy, BS EN 7188 for slip and fall resistance and BS EN 1177 for Critical Fall Height. Please note ? Grassmatts can provide a Critical Fall Height (C.F.H.) of up to 3m. However, it should be noted that as with all products of this nature, the C.F. H. is dependent on site specific factors such as soil type, soil moisture levels and grass growth. It is the clients responsibility to ensure grass growth is maintained to ensure Fall Height is achieved over time.	£22.75		£1,956.50

Delivery	Delivery							
Qty	Code	Unit	Description	Price	Total Discount	Total Price		
1.00	DEL001	EA	Delivery.  Please note for supply only projects a minimum of 2 persons will be needed or mechanical lifting equipment will be required for safe off-load (fork lift of similar)	£350.00		£350.00		

Subject to Caloo Conditions of Sale

Current Manufacturing Lead Time 8-10 weeks

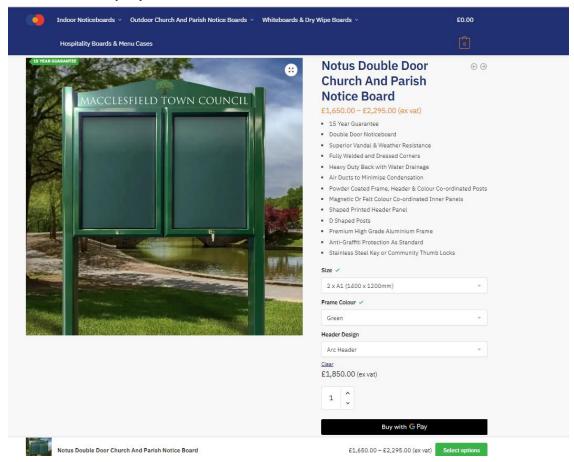
Supply Only

Sub Total	£7,300.50
Project Discount	£0.00
Total Net Amount	£7,300.50
Total Tax Amount	£1,460.10
Quotation Total	£8,760.60

# Awaiting updated quote for Installation by Playspace:

### **NOTICEBOARD QUOTES:**

### Noticeboard Company Cumbria £1850 + vat 700. + vat to install



### Would need to decide on Colour options:



We offer a fully insured installation service together with removal and disposal of any existing noticeboards if required. We have two teams who cover the whole of the UK and our pricing includes a CAT scan of the area to check for hidden obstructions such as drains, water mains, cables, tree roots etc, as well as all materials required.

The cost for this would be £600 plus VAT for installation into soft ground, £700 into hard ground and £100 for the removal and legal and disposal of each noticeboard if needed, recycling all materials if possible.

