

Great & Little Kimble cum Marsh Parish Council

You are hereby summoned to the Annual Meeting of the Council

To: Cllrs J Austin, D Williams, D Burton, A Jones, J Good, J Cripps, H Alison
on Wednesday 11th May 2022 at 7pm at Kimble Stewart Hall
Members of the Public are welcome to attend

AGENDA

1. **Election of Chairman to the Parish Council and to receive the Chairmans Declaration 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 13th April 2022
5. **To nominate / elect Representatives to Committees and Working Groups:**
 - Planning Working Group
 - Planning Working Group Chairman
 - Community Board
 - Kimble Stewart Hall Representative(s)
 - HS2 Liaison
 - Budget and Finance
 - Assets and Amenities (Playground, Bus Shelters, Defibrillators etc)
6. **Review of Asset Register**
7. **To approve payments for May 2022 (note: additional invoices may be received prior to the meeting)**

Payee	Detail	NET	VAT	Gross
Tracey Martin	Clerk Salary April	£366.73		£366.73
HMRC	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 & Landscaping Ltd	Supply & Fit x 2 Gates incl posts and removal of 4 x poles	£2,775.00		£2,775.00
A1 Building & Landscaping Ltd	Bus stop repairs	£750.00		£750.00
TBS Hygiene	Bin emptying April	£75.00	£15.00	£90.00
Total		£6,233.31	£15.00	£6,248.31
8. **To Note Year End Accounts**
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 Wednesday 1st June 2022 to Thursday 14th July 2022
11. **Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan:** To review and confirm the responses made to Buckinghamshire Council by the planning committee. Please see attached listing for further details, note due to deadlines applications received prior to the meeting may also be considered.
12. **Kimble Stewart Hall: Report - Cllr Delia Burton**
13. **Community Board Report – Cllr James Cripps**
 - PID for Section 106 funding for transport in Great Kimble area

14. To approve two HS2 Road Safety Fund Applications for the crossing points on the A4010 at Great Kimble near Church Lane and also Little Kimble near Mill Lane.
15. Marsh Kerbing/Pinch Point Project update –Cllrs Good and Williams
16. HM The Queen Platinum Anniversary 2022: To receive an update, Cllr Burton
17. To approve the recruitment process for a new Parish Clerk
18. Correspondence, reports and Issues (for information only)
19. 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. The usual location is Kimble Stewart Hall however, due to building works please check the Parish Council website prior to the meeting.

8th June 2022
13th July 2022
14th September 2022
12th October 2022
9th November 2022

14th December 2022
11th January 2023
8th February 2023
8th March 2023
12th April 2023

T Martin

Tracey Martin
Clerk to the Council

5th May 2022

Minutes of Meeting of Great and Little Kimble cum Marsh Parish Council held on Wednesday 13th March 2022 at St Nicholas Church at 7.30pm

Attendance: Cllr John Austin, Cllr Alun Jones, Cllr James Cripps Cllr Delia Burton, Cllr David Williams and Tracey Martin (Clerk)
Two members of the public

- 1) **Welcome and Apologies:** Apologies were received and accepted from: Cllr James Good, Cllr Harvey Alison
- 2) **Declaration of interest in any item on this agenda by a member:** There were none declared
- 3) **Minutes:** To agree and sign the minutes of the Parish Council meeting held on 9th March 2022
The minutes were unanimously agreed and signed

4) **To approve payments for April 2022**

Tracey Martin	March 2022 Salary	£369.53
HM Revenue & Customs	PAYE	£88.80
Tracey Martin	Expenses - GiffGaff & IONOS	£11.99
Delia Burton	Expenses - flag purchase	£8.99
Playspace	Fitting of new goal net	£78.00
D A Fane	Preparation of wages 2021/2022	£130.00
TBS Hygiene	Bin Emptying March (Inv 2055)	£60.00
Avast (Julie expenses)	Laptop Security	£59.99
Community Impact Bucks	Community Building Membership	£65.00
Richard Billyard	Grass cutting in the village (22)	£947.00
Richard Billyard	Tree cleared along Bridge Street (23)	£90.00

Late invoices received:

Brunel Engraving Company	Jubilee Plaque for Tree	£360.18
The Walker Beak Mason Partnership	Acoustic review of HS2 noise report	£360.00
Jane Olds	Internal Audit	£230.00
	Total	£2,859.48

Invoice paid as approved at previous meeting

Majestic Tree's	Jubilee Tree and Installation	£2,569.64
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Payments were noted and approved

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

22/05324/FUL: Land to Rear of The Willows Caravan Park Marsh Lane Bishopstone: Objection. It was agreed that the objection and supporting correspondence would also be placed on the Parish Council website. The Parish Council will also be asking for the application to be called in to the Planning Committee.

21/07072/REM: Land Between Stream and Sunridge Risborough Road: No comment to make on amended plans

22/05614/FUL: The Red House Church Lane Great Kimble: No comment to make submitted

APP/K0425/D/22/3291124: Sunnydale Upper Icknield Way Cadesden: No further comment to make on appeal

21/06803/FUL: Griffin House School Station Road Little Kimble: In respect of the latest information submitted we raise a number of concerns that should be considered in relation to highways and dealt with prior to determination of the application. See planning portal for full details.

22/05753/FUL: Open Gates Rifle Range Lane, Great Kimble: No objection

22/05866/FUL: Westacre Station Road Little Kimble: No comment to make submitted

Change of Status:

21/07720/OUT: Land South East of The Bungalow & South West of Footpath 39 Kimblewick Road Kimblewick: Permission with Planning Obligation

6) **Kimble Stewart Hall: Report**

Cllr Burton stated that due to the ceiling falling in in the committee room and it not being covered under the insurance policy Kimble Stewart Hall have applied for a grant and that they are also having to replace the fence which was damaged in the high winds. Cllr Burton confirmed that the number of hirer's is increasing.

7) Kimble Stewart Hall Grant Application:

A grant application had been received from Kimble Stewart Hall for £2,000 towards the repair costs of the ceiling which in total will cost around £2,500. Discussions were had and all Councillors were in favour and the grant was approved. Clerk to add to payment schedule for May.

8) Community Board Report

Cllr Cripps stated that two applications had been submitted by the Chairman of the Community Board sub group for HS2 funding.

The PID for Marsh Kerbing has now been approved and further information should be received by the end of the month.

Cllr Cripps had recently driven around with the Local Area Technician highlighting areas of concern in the Parish. The painting of road markings in Marsh in order for the road to appear narrower had been discussed and the Local Area Technician confirmed that this work would be carried out in May. The Local Area Technician had also stated that to reduce speed limits would mean amending traffic regulations at a cost of around £7,000.

Cllr Cripps had received an email from the Community Board Co-ordinator which had stated that £11K of s.106 money had been allocated to Great Kimble.

Clerk to follow up with the Local Area Technician on the condition of the footpath by The Swan. **Action: Clerk**

9) Marsh Kerbing/Pinch Point Project update – Cllrs Good and Williams

Marsh Kerbing discussed under item 8. It was reported that the reflector posts which have been installed have been well received and seem to be having an effect which hopefully will be reinforced by the white lines.

It was reported that the HGV sign coming into Marsh needs straightening. Clerk to report. **Action: Clerk**

10) HM The Queen Platinum Anniversary 2022

Cllr Burton stated that the tree has been ordered and will be delivered on the 6th May. A concern was raised as to who was going to water through the Summer. Cllr Burton to try and find volunteers. **Action: Cllr Burton**

The draft program is being finalised and will be distributed the 1st week in May.

11) To discuss findings from acoustic report and any associated actions

The report had been circulated to all Councillors ahead of the meeting. The analysis seems to confirm that the HS2 report is accurate.

12) To allocate a budget to review the lease and the trust deed for Kimble Stewart Hall

The Clerk reported that nobody had been clear on whose responsibility the fabric of the building is with regards to insurance. The trust deeds and lease have now been located and the Clerk will ask Community Impact Bucks to review them. It was agreed that it was not necessary to have the lease and trust deed updated and therefore no budget is required.

13) Correspondence, reports and Issues (for information only):

- Cllr Cripps asked Councillors if they had any comments for HS2 to send the them through and that Cllr Cripps will draft the wording.
- Two members of the public were in attendance to raise the possibility of an upgrade to and creation of the footways alongside the A4010 to allow for shared use / cycle paths. Cllr Cripps stated that there are plans for this to happen but it will take time.
- Cllr Williams reported that there is a Chartered Surveyor report available for Kimble Stewart Hall. It was agreed that a pack should be produced for new trustees which clearly defines responsibilities.
- Cllr Jones raised a concern with the number of Reserved Matters applications which are being received which are delaying works commencing and deterring developers. It has been two years since the neighbourhood plan was finalised and around 80-90 applications have been permitted however, not one house has yet been built. It was agreed that the Clerk would write to the Planning Committee raising the Parish Council's concerns.

14) To confirm next meeting date: 11th May 2022 – Annual Meeting of the Council starting at 7pm followed by the Annual Meeting of the Parish at 8pm at Kimble Stewart Hall.

Meeting closed at 8.35pm

Chairman.....

Date:

6: REVIEW OF ASSET REGISTER

Approx Date	Item Description	Excl VAT	VAT	Cost incl VAT
May-16	The Foxtail @ 1.5m high	2,538.76	507.75	3,046.51
May-16	Cow Springer	657.40	131.48	788.88
May-16	Donkey Springer	657.40	131.48	788.88
May-16	Sky Stepper	1,207.51	241.50	1,449.01
May-16	Double Slalom Skier	1,252.11	250.42	1,502.53
May-16	Waist Twister	1,290.46	258.09	1,548.55
Feb-05	Purrsell (Shelter for play area)	2051.00	410.20	2,461.21
Feb-05	Wickstead Leisuer Rope Walk	939.00	187.80	1,126.81
Feb-16	Senior Goal mouth	1963.64	392.73	2,356.37
Feb-16	20m Zip Wire	7754.30	1550.86	9,305.16
May-17	Wooden Bridge	3701.91	740.37	4,442.29
May-17	Swings	3017.37	603.47	3,620.84
Mar-18	Timber trail and log walk	5241.00	1048.20	6,289.20
2012/13	Bus Shelters x 5	17500.00	3500.00	21,000.00
				0.00
	Marsh Notice Board	799.00	159.80	958.80
	Gt Kimble Notice Board	1100.00	220.00	1,320.00
	KSH Noticeboard	1100.00	220.00	1,320.00
Aug-15	Movable Vehicle Activated Sign	3066.90	638.65	3,705.55
	Marsh Seat (Nr Noticeboard)	388.00	77.60	465.60
	Seat on Playground	388.00	77.60	465.60
	Rest and Be Thankful' Log Bench	320.00	64.00	384.00
	Bench Near War Memorial	388.00	77.60	465.60
	War Memorial	3500.00	700.00	4,200.00
	Laminater	30.00	6.00	36.00
Mar-20	Laptop	459.96	91.99	551.95
	Printer	43.87	8.77	52.64
	Kimble Stewart Hall (Village Hall)	450000.00		
Aug-21	New Village Entry Gates	8900.00		
Total Asset		520255.60		

7: PAYMENTS TO BE APPROVED

Payee	Detail	NET	VAT	Gross
Tracey Martin	Clerk Salary April	£366.73		£366.73
HMRC	PAYE	£91.60		£91.60
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BALC	BMKALC & NALC Subs	£174.98		£174.98
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TBS Hygiene	Bin emptying April	£75.00	£15.00	£90.00
Total		£6,233.31	£15.00	£6,248.31

8: TO NOTE YEAR END ACCOUNTS

5 April 2022 (2021 -

Great & Little Kimble cum Marsh Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2022			
	Cash in Hand 01/04/2021		69,658.23
	ADD Receipts 01/04/2021 - 31/03/2022		50,871.06
			120,529.29
	SUBTRACT Payments 01/04/2021 - 31/03/2022		42,521.17
A	Cash in Hand 31/03/2022 (per Cash Book)		78,008.12
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Deposit Account 31/03/2022	65,400.27	
	Current Account 31/03/2022	12,607.85	
			78,008.12
	Less unrepresented payments		
			78,008.12
	Plus unrepresented receipts		
B	Adjusted Bank Balance		78,008.12
	A = B Checks out OK		

**Great & Little Kimble cum Marsh Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	69,658.23	
Cash in Hand		
Salaries		5,128.71
Office Sundries		255.01
Payroll Processing		120.00
Mileage		36.15
Mobile Phone Top Up		124.36
Insurance		867.24
Hire of KSH for Meetings		393.00
Inspections / Audits		300.00
Subscriptions (SLCC / BALC)		269.09
Website / IT		323.26
Churchyard Grass & Maintenance		1,856.00
Grass Cutting & Tree Works		6,409.80
Bin Emptying		650.00
Playground Repairs		233.98
Bus Shelter Maintenance		900.00
Kimble Stewart Hall		
Friends of Kimble School Fayre		
Parish Magazine Donation		
Other Grants		650.00
Traffic Survey		
s.137 Payments		
Kerbing in Marsh		1,100.00
Updating Village Entry Gates		13,450.00
Website Accessibility		1,555.00
Neighbourhood Plan		170.98
Precept	42,000.00	
KSH Rent / Wayleave Utilities	38.58	
CIL / s.106		
Bank Interest	2.37	
VAT	8,830.11	
Other		1,416.25
KSH Frontage Project		1,343.97
Training		30.00
Playground Inspections		44.50
Elections		1,166.41
PAYE		
Accounts Software		385.00
Jubilee		2,141.37
VAT		1,201.09

**Great & Little Kimble cum Marsh Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
	50,871.06	42,521.17
Closing Balances:		
Balances in Bank Account		78,008.12
Cash in Hand		
TOTAL	120,529.29	120,529.29

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Attached separately is a full breakdown of costs against budget.

9: TO REVIEW INTERNAL AUDIT REPORT AND RECOMMENDED ACTIONS

Full report attached separately – Summary of actions below:

- | | |
|--|--------------------------------------|
| 1. Financial Risk Assessment to be produced. | Action: Clerk |
| 2. Ensure full budget is minuted. | Noted |
| 3. Receipt of income to be recorded in minutes | Action: Clerk |
| 4. Asset register recommendations | Noted |
| 5. Review of effectiveness | Copy requested from Internal Auditor |
| 6. Agenda item for training required? | Councillors to consider |
| 7. Ensure minute references for purchases | Noted |
| 8. Regular expenditure to be approved at meetings | Noted |
| 9. Reserves to be earmarked | Noted |
| 10. Petty cash / debit card, clerk to make enquiries | Action: Clerk |
| 11. Document management, clerk to review archives | Action: Clerk |
| 12. Councillor email addresses, all to use | Action: All Councillors |
| 13. New Code of Conduct to be adopted, Clerk to add to agenda. | Action: Clerk |

10: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

AGAR attached separately.

Note that for section 1 question 5 we must answer no as we did not have a risk assessment in place.

17: TO APPROVE THE RECRUITMENT PROCESS FOR A NEW PARISH CLERK

Advertisement copied below for consideration.

The Parish Council will also need to agree recruitment process i.e. who will be carrying out interviews and making the final proposal to full Council.

Parish Clerk and RFO Great & Little Kimble cum Marsh Parish Council

Position Details

The Parish Council is seeking a Clerk and Responsible Financial Officer to support the 7-member council and its parishioners in its Mission of making the Parish Cleaner, Greener, Safer.

Our parish is set in the beautiful Vale of Aylesbury at the foot of the Chiltern Hills. It is diverse, from busy thoroughfares to quiet country lanes with pockets of small residences spreading out to the countryside and the farming community. With a population of 1000+ with 400 homes and growing. It has two schools a busy village hall and thriving pub. There is good public transport links and main road access through to Aylesbury and High Wycombe.

The successful candidate will ideally have some experience of local government already and the Parish Council are keen to support and encourage the pursuit of CiLCA qualification.

Council meetings are in the evening of the second Wednesday of each month where a GSoH is often an advantage. The position is suited to home working or using a room within the village hall as an office and is based around 8 hours per week, although these could be negotiated to fit. For a further insight into the goings on in the meetings and other information visit <http://www.kimblecouncil.org/>

If you are interested to develop your local government skills and gain experience in a popular, forward-thinking community, please contact the Chair of the Parish council for an informal discussion.

email: **clerk@kimblecouncil.org**

Salary Details

£12.00 to £13.22 per hour

Position Type

Part Time

Posted Date

TBC

Closing Date

TBC