

## Meeting Pack – September 10th 2025

### **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 9<sup>th</sup> July 2025.
4. **Finance Report:**
  - a. To ratify August payments and approve September payments (note additional invoices may be received prior to the meeting).
  - b. To note any income received.
  - c. To note bank balances.
5. **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.
6. **Update re Cala homes.**
7. **To update on Sensory Gardens and Coronation Memorial Project.**
8. **To note CIL status of income and investment to date.**
9. **To note 'Conclusion of Audit.**
10. **To appoint Internal Auditor.**
11. **To discuss upgrading to a .gov.uk website and email.**
12. **To approve and adopt a Publication Policy.**
13. **To approve and adopt a Data Protection Policy.**
14. **To discuss Christmas lights options.**
15. **To note budget setting needs to commence.**
16. **To agree purchase of Remembrance Tommy's**
17. **To update on potential development of sports facilities (tennis courts and cricket club)**
18. **Marsh Kerbing/Pinch Point Project update – Cllr Williams.**
19. **Kimble Stewart Hall: Report - Cllr Delia Burton.**
20. **Parish Matters (Stiles, flooded footpath etc.)**
21. **Correspondence, reports, and issues (for information only).**
22. **To confirm the date of next Parish Council Meeting:** Wednesday 9<sup>th</sup> October 2025

*P McBride*

**Pauline McBride**

**Clerk to the Council**

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

**ITEM 3) Minutes.** To agree and sign the minutes of the Parish Council meeting held on 9<sup>th</sup> July 2025.

**Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on  
Wednesday 9<sup>th</sup> July 2025 at Kimble Stewart Hall at 7.30pm**

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**Attendance:** Cllr John Austin, Cllr Alun Jones, Cllr Delia Burton, Cllr Harvey Alison, Cllr James Cripps, and Clerk Pauline McBride. In addition, members of the public attended to discuss the sensory garden pergola design and costings and also stiles and speed limits. Jane Olds also attended in her capacity as the Internal Auditor.

**58) Welcome and Apologies:** Apologies were received and accepted from Cllr Joanne Bourke and Cllr David Williams.

**59) Declaration of interest in any item on this agenda by a member:** None were declared.

**60) Minutes.** To agree and sign the minutes of the Parish Council meeting held on 11<sup>th</sup> June 2025. Unanimously approved.

**61) Finance Report:**

**a) July Payments for Approval**

Pauline McBride	June Salary	£1100.68		£1100.68
HMRC	June Tax and NI	£306.42		£306.42
Pauline McBride	Expenses June	£35.90		£35.90
Shield Maintenance Ltd	Bin emptying June	£47.66	£9.53	£57.19
RPS	Landscape consultancy	£1750.00	£350.00	£2100.00
Kimble Stewart Hall	Hall hire (2 years)	£531.00		£531.00
Richard Billyard	Village and church grass cutting	£1202.00		£1202.00
HJS Services Ltd	Prepare and fit speed signs	£1870.00		£1870.00
Cashplus Account	Top up June Expenditure	£134.32	£26.88	£161.20
		<b>£6977.98</b>	<b>£386.41</b>	<b>£7364.39</b>

**July payments were noted and approved.**

**b) Income Received in June**

Lloyds deposit account interest	£44.65
KSH Rent	£1.00
Unity Bank quarterly interest	£515.77
TOTAL	£561.42

**c) Bank Balances** -Total Bank Balances at 30<sup>th</sup> June was £443,969.86

**d) To note first quarter accounts to June.** Noted, also noted that the quarterly internal checks had been completed. **Clerk will publish accounts to the website.**

**62) Introduction of Internal Auditor:**

For this agenda item, the Clerk was asked to withdraw.

The Chair welcomed Jane Olds and thanked her attending to meet with the Council. Ms Olds introduced herself and informed the meeting of her background as an auditor and also a Parish Clerk.

There followed a general conversation about the state of the Parish Accounts, where she agreed that they were generally in a good state. Governance of all proceedings were discussed and she

highlighted a couple of possible improvements from her report on last years accounts which had been received and recorded at the May 2025 Parish Council meeting. These included linking transactions to references in the minutes to aid reconciliation.

There was a further discussion around Risk, with a suggestion that the Risk register and plan could be used in a strategic way: i.e. increased population, larger communal areas etc lead to a potential greater risk

**63) Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan.** There had been no new planning applications during the month.

**The following status changes of applications were noted:**

**25/05458/FUL:** Harewood Barn Kimblewick Road Kimblewick Buckinghamshire HP17 8TB. Householder application for construction of open front entrance porch. Application Refused 27/05/2025. Now appealed. The Parish Council noted that they had commented in favour of the original application. **Clerk will check whether, as a consultee, the Parish Council are able to view reasons for the application being refused.**

**64) To update on Cala Homes, including Coronation project, with discussion and review of the presentation pack, and to approve costings to take the design through to the next stage.**

The progress to date was outlined, including the committee's proposal to cancel the Pergola which Cala had organised and to replace it with a newly designed one, much more in keeping with the proposed coronation memorial unity tree. All agreed the newly designed structure was far superior to the plain black basic pergola that Cala had sourced. Detailed costing of the structure and pergola had been prepared and distributed, and it was resolved to approve, in principle, the pergola design and to give the go ahead for the project to continue to the next stage, subject to consultation with absent Councillors. Additional thoughts around timings, advertising, community engagement and a grand opening were discussed.

**Clerk will ensure copies of the pergola design and costings are sent to Cllrs Williams and Bourke for their comments. Clerk will chase Cala as no legal agreement has yet been received. (Work will not go ahead without the correct legal transfer documents in place). Clerk will pull together a full costing of spend to date and future spend so that the entire cost, including landscape consultancy, legal fees etc. can be easily viewed/monitored.**

**65) To consider proposed sensory gardens security.** It was resolved to revisit this once the gardens are created. **Clerk will review insurance options as part of the upcoming Parish Council insurance policy review and renewal.**

**66) To discuss and approve provision of hay bales to alleviate waterlogged Bridge Street footpath.**

It was agreed that land owners permission would be required and quotes for haybales would need to be reviewed. **Clerk will find out who owns the land at both waterlogged points on the footpath. Cllr Burton will obtain quotes. Clerk will keep this item on the agenda for September.**

**67) To discuss and approve updated Reserves Policy.** Reviewed and adopted. **Clerk will publish to The website.**

**68) To approve Internal Audit Terms of Reference (to obtain quotes for 2025/2026 Internal Audit)**

The Clerk outlined the requirement to obtain Internal Audit quotes every three years and that the terms of reference would explain the Parish requirements to any potential auditor. This policy had been distributed with the meeting pack and was unanimously approved. **Clerk will publish to the website and send out with requests to quote for the 2025/2026 internal audit.**

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

**70) Community Board Report.** Nothing to report and agreed to remove from agenda. **Clerk will remove from future agendas.**

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

**72) Kimble Stewart Hall.** The Kimble Stewart Hall committee had discussed what items they would like to apply for S106 funds for and felt the splitting out the heating of the hall and committee rooms would save energy. In addition the sound and lighting required updating and also new curtains and rails would improve the aesthetics. They had decided that the July submission deadline was too close to prepare a fully detailed project plan and costing and so had agreed to defer the application until the next round of applications (October)

**73) Parish Matters. (including speed signs, stiles etc.)**

Speed signs had been installed.

Two accessible stiles had been installed and a note of thanks already received.

The Free Church did not want litter bins placed on the verge outside the church.

A speed reduction to 20 mph was requested for Bridge Street and lower speeds across the Parish were brought up again. The Parish Council have tried on numerous occasions to get the Highways Department and/or the Police to lower speed limits. Costly speed surveys have consistently shown that average speeds are less than the limit. It was hoped that the newly installed vehicle activated speed signs will reduce the problem. A residents campaign was suggested since the Parish Council have done everything they can possibly do to get speed limits lowered.

Xmas Lights quotes had been received and the options for renting or purchasing outright were discussed. **Clerk will add to agenda for September.**

Numerous photographs showing bonfires and apparent construction work on land behind the Free Church had been received. The Parish Council had previously reported a planning breach at this property and resolved to do so again. **The Clerk will also investigate whether members of the public are able to make reports without having to enter their personal details.**

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

The Clerk mentioned the mandatory change of email and web domains to .gov.uk as opposed to .org.uk. **Clerk will approach the current provider TEEC to ask for quotes to do this and will add to agenda for September.**

**75) To confirm the date of the next Parish Council Meeting Wednesday 10<sup>th</sup> September.**

Meeting closed at 9.10pm

Chairman.....

Date:

**ITEM 4) Finance Report: To ratify August payments, approve September payments, note income received and note bank balances**

**August Payments for Ratification**

Pauline McBride	July Salary	£686.00		£686.00
HMRC	Tax and NI	£54.20		£54.20
Pauline McBride	Expenses July	£52.10		£52.10
Shield Maintenance Ltd	Bin emptying July	£47.66	£9.53	£57.19
Jane Olds	Attendance and Mileage	£92.41		£92.41
PFK	External Audit Fee	£840.00	£168.00	£1008.00
SRT	June Litter pick	£120.00	£24.00	£144.00
MRC Consultancy	Design of Hive Pergola	£1900.00	£380.00	£2280.00
MRC Consultancy	Project Unity design	£1200.00	£240.00	£1440.00
Chiltern Society	Annual Subscription	£30.00		£30.00
Richard Billyard	July grass cutting	£1202.00		£1202.00
Cashplus Account	Top up July Expenditure	£63.84	£12.77	£76.61
		<b>£6288.21</b>	<b>£834.30</b>	<b>£7122.51</b>

Also note direct debit re pension contribution:

Employer contribution - £84.50  
Employee contribution - £169.00  
Total contribution - £253.50

And Lloyds business banking monthly charge of £8.50

**September Payments for Approval**

Pauline McBride	August Salary	£676.00		£676.00
HMRC	Tax and NI	£64.20		£64.20
Pauline McBride	Expenses August	£35.90		£35.90
SRT	July Litter pick	£120.00	£24.00	£144.00
Bucks County Council	Election Recharges	£345.00		£345.00
Weather IT	50% re pergola and memorial	£15262.87	£3052.57	£18315.44
Shield Maintenance Ltd	Bin emptying August	£47.66	£9.53	£57.19
Richard Billyard	August grass cutting			
Cashplus Account	Top up August Expenditure	£54.96	£10.99	£65.95
		<b>£17808.59</b>	<b>£3097.09</b>	<b>£20905.68</b>

Also note direct debit re pension contribution:

Employer contribution - £84.50  
Employee contribution - £169.00  
Total contribution - £253.50

And Lloyds business banking monthly charge of £8.50

Income Received in July and August:

Eastern Power utilities wayleave	£34.58
Lloyds deposit account interest July	£38.61
Lloyds deposit account interest August	£42.49
Charity Bank annual interest	£3780.99
Redwood Bank annual interest	£4292.50

TOTAL £8189.17

Bank Balances at 31st August were £437032.78. The all banks reconciliation is included with the meeting pack for transparency.

**ITEM 11) To discuss upgrading to a .gov.uk website and email.**

It is a requirement for the 2025/2026 AGAR (External Audit) for Parish Councils to move to a .gov.uk email and website address.

Our current providers (TEEC) will do this for us for £100 plus VAT.  
They will:

1. Procure a GOV.UK domain for a year
2. Setup upto 10 ...@gov.uk emails accounts each with 5 gb storage allocation
3. Upgrade the website template to left nav as shown on <https://myparishcouncil.co.uk/> [Benefits are:- Analytics shows a more engaged user experience. Better utilization of screen space and larger Menus & sub-Menus]
4. Adding a FAQ section, sample can be viewed here [FAQ - My Parish Council](#)
5. Retest your sites once upgrade to see if its WCAG 2.2 Level AA complaint
6. **chatbot/Helper Bot** integration that helps users with faq, upcoming meetings, etc.