

Meeting Pack – June 10th 2026

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 13th May 2026.
4. **Finance Report:**
 - a. To approve June 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. **To update on Sensory gardens and Coronation Memorial Project. (including latest costings)**
7. **To consider next steps for the Parish Council Neighbourhood Plan.**
8. **To update on Footpath GLK/27/1.**
9. **To update on bridleway tree planting.**
10. **To update on the purchase of defibrillators for Kimblewick and Marsh.**
11. **To consider request for an increase to the annual charge for the 'Rest and be Thankful' bench.**
12. **To note Electors Rights of Inspection were published to the noticeboards and website on 4th June 2026.**
13. **To note 2025/2026 AGAR returns submitted to PFK on 16th May 2026.**
14. **To note 2025/2026 CIL return completed and submitted to Buckinghamshire County Council on 24th May 2026.**
15. **To consider quote for website accessibility compliance work.**
16. **To note increased HMRC mileage allowance for 2026/2027 (increase from 45ppm to 55ppm)**
17. **To update on potential development of sports facilities (tennis courts and cricket club)**
18. **Kimble Stewart Hall.**
19. **Parish Matters. (Including speeding issues on the A4010)**
20. **Correspondence, reports, and issues (for information only).**
21. **To confirm the date and time of next Parish Council Meeting: 8th July 2026**

P McBride

**Pauline McBride
Clerk to the Council**

Thursday 4th June 2026

ITEM 3) Minutes. To agree and sign the minutes of the Parish Council meeting held on 13th May 2026.

Great & Little Kimble cum Marsh Parish Council. Minutes of the Parish Council Meeting Held on Wednesday 13th May 2026 at 7:00pm At Kimble Stewart Hall

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

23. Election of Chair and Vice Chair

Chair: Cllr. John Austin was proposed by Cllr. Alun Jones, seconded by Cllr. Delia Burton, and duly elected. Vice Chair: Cllr. David Williams was proposed by Cllr. John Austin, seconded by Cllr. Alun Jones, and duly elected. Declarations of Acceptance of Office were received.

24. Welcome and Apologies: Apologies received and accepted from: Cllr James Cripps.

25. Declarations of Interest: Cllr Williams declared an interest in the commercial law firm brought in at late notice to assist in protecting the Council and Parish's interests in agreeing a Contract with Cala for the purposes of securing clean Freehold Title to the Land adjacent to The Swan and Arabella Park for free use by the community. He is not a Member of the Planning Sub-Committee and has absented himself from any and all discussion of the Terms of Engagement or Fees that may be payable from receipt by the Council of the significant CIL funds received from Cala, via Buckinghamshire County Council.

26. Minutes of Previous Meeting (8th April 2026) The minutes were approved as a true record and signed by the Chair.

27. Appointment of Representatives

Planning Working Group: Cllr Bourke, Cllr Burton and Cllr Alison.

Planning Working Group Chair: Cllr Alison

Kimble Stewart Hall: Cllr Williams and Cllr Jones

Budget and Finance: Cllr Alison

Assets and Amenities: Cllr Burton and Cllr Jones

28. Finance Report

a) Payments for Approval

Payee	Detail	NET	VAT	Gross
Pauline McBride	April Salary	£676.00		£676.00
HMRC	Tax and NI	£64.20		£64.20
Pauline McBride	April Mileage and HMRC allowance	£35.90		£35.90
Shield	April bin emptying	£57.41	£11.48	£68.89
Matthew Ringland Creative	Re-imburse purchase of gold leaf for Unity Tree gilding.	£1,516.35	£303.27	£1,819.62
Margaret Forbes	Annua rental for rest and be thankful bench	£20.00		£20.00
Greenbarnes Ltd	New Noticeboard	£2,374.54	£474.92	£2,849.46
Deborah O'Brien	Annual Internal Audit	£300.00		£300.00
BMKALC	Annual subscriptions	£221.52		£221.52
SRT	April Litter pick	£120.00	£24.00	£144.00
Capital Law	Sensory Gardens legal fees	£7,600.00	£1,520.00	£9,120.00
Richard Billyard	Grass and church cutting March and April (1099,173,1099,173)	£2,544.00		£2,544.00

Cashplus Account	Top up re April Expenditure	£ 34.86	£6.97	£41.83
Total		15,564.78	2,340.64	17,905.42

May payments were approved.

b) Income received

Precept	£21,000.00
Deposit A/c interest	£20.11
VAT refund 2025/2026	£11,582.85
Total noted	£32,602.96

c) Bank balances of £531,675.92 were noted.

d) VAT reclaimed of £11,582.85 for 2025–2026 was noted.

e) To approve final statement of accounts for 2025–2026. The final accounts had been discussed at the April meeting and a final statement distributed with the meeting pack. The statement had been prepared and signed by the Clerk on 11/04/2026. The statement was approved and countersigned by Cllr Austin. **Clerk will post statements to the website reports section.**

29. Planning Matters:

New Applications:

PL/26/03047/FA: Long Hill , Marsh Lane, Marsh, Buckinghamshire HP17 8ST. Application for a two Story side extension, containing a reconfigured ground & first floor layout. Two proposed single story front extensions. The Parish Council were supportive of this application. **Clerk will submit comments in support of the application.**

PL/26/02968/FA: Pollard Cottage, Moreton Road, Kimblewick, Buckinghamshire, HP17 8SX. Application for a first-floor extension including alterations to roof, changes to front elevation fenestration and replacement porch. The Parish Council were supportive of this application. **Clerk will submit comments in support of the application.**

Changes in Status:

PL/25/6077/PIP: Clematis Cottage, Lower Icknield Way, Great Kimble, Buckinghamshire, HP17 9TX. Application for permission in principle for the erection of a minimum of one and maximum of four dwellings. **Application refused 18/03/2026, appealed 8/04/25026**

PL/25/6659/FA: Land West Of Manor Farm, Great Kimble, Buckinghamshire, HP17 0XS. Use of land and existing equestrian buildings for private (non-commercial) equestrian purposes, independent of the dwelling at Manor Farm. **Condition permission granted 29/04/2026**

30. Sensory Gardens & Coronation Memorial Project

A meeting had been held on Friday to update on the latest position. There appeared to be a stalemate between solicitors regarding the transfer of land. A teams meeting will be organised to include both sets of solicitors, Cala representatives and Parish Council representatives.

Advice is being sought regarding tree planting as the usual planting season for saplings is between October and March. The pergola plans are with the ground workers to prepare the ground for installation and a base is being fitted for the pergola.

Cala are chasing the generators as these should have been connected at the beginning of May.

The exercise layby measurements are being obtained to plan the equipment layout.

The ground levels appear to have been brought to the correct levels now.

Cllr Burton will be visiting WeatherIT on 11th June to view the structures. **Cllrs Burton and Alison will continue to liaise with Cala. Cllrs Burton, Austin and Williams will attend the next meeting, organised with both legal teams and report back. Clerk will update and include the budget and costing report to review again at the next meeting.**

31. Internal Audit Report

Report reviewed. The report had been previously circulated with the meeting pack and the following actions and recommendations were agreed.

1 –Ensure the Chairman dates the minutes when signing (e.g. June 2025). **Clerk will add a signature and date template to the end of each minute pack.**

2 – Be more specific about costs of items agreed for purchase. (e.g. litter bins, tommy statues, Xmas lights) **Clerk will aim to add more specific costings to minutes.**

3 – Add the specific power to purchase against each invoice entered in the scribe accounting system. **Clerk will add powers in scribe invoice entry screen.**

- 4 – Increase the Fidelity Insurance coverage from £250k to £600k (Since bank balances are in excess of £500k). **Clerk will advise insurance company and request costings.**
- 5 – Formalise regular inspections of Parish assets and file written reports. **Clerk will set up a standard quarterly tick box report to record asset conditions.**
- 6 – Undertake specific risk assessments of both the outdoor gym and playground. **Clerk will investigate and organise.**
- 7 – Ensure that employee contact changes (e.g. hours, rates of pay etc.) are confirmed by letter. **Councillor Austin will formalise annual review with letter of confirmation of any changes.**
- 8 – As far as publishing is concerned, the Parish Council is not subject to the transparency code for smaller authorities. However, it is best practice to follow it. **Clerk will revue requirements and ensure we are following best practice.**
- 9 – The website accessibility statement needs to be updated. (Says it was last reviewed in September 2021 meeting WCAG 2.1AA which is NOT the latest requirement) **Clerk will investigate and organise.**
- 10 – Set up a direct debit to pay the annual ICO charge as this saves £5. **Clerk will investigate and organise.**
- 11 – Adopt an IT policy asap to meet Section O of the AGAR compliance requirements. **Already organised and actioned in this May meeting.**
- 12 – Review the 2026 edition of the 'Practitioners Guide'. **Clerk will provide link for all Councilors to review.**
- 13- May 2025 minutes have a footer date of May 2024. **Clerk will update.**
- 14 – Do not include Clerks holiday in minutes. **Clerk will action.**

32. Annual Governance and Accountability Return (AGAR)

- a) Section 1 completed, reviewed and approved.
- b) Section 2 completed, reviewed and approved.
- c) Elector Rights of Inspection dates (8 June–17 July 2026) approved.

Clerk will collate all relevant AGAR return information and send to PFK the external auditors. Clerk will also publish all reports to the website, including all AGAR forms, explanations of variances and actions undertaken to comply with the new assertion 10 in this year's return.

33. Neighbourhood Plan

It had already been agreed that Neil Homer of ONH will attend the June Parish Council meeting to discuss the next steps required in the preparation of a 'Settlement Spatial Plan'. Provisional evening workshop dates in June and July have been agreed. **Clerk will book meeting rooms for the workshops and re-confirm dates and times with all Councillors.**

34. Footpath GLK/27/1

Although this reported issue had been closed by Buckinghamshire County Council, with pressure from both the Parish Council and the Ramblers Association, they had re-opened and were investigating the locked gates and footpath access issues. **Clerk will chase up for action/status report.**

35. Bridleway Tree Planting

It was agreed that Bridleway tree planting in specific areas would be beneficial. **Cllrs Jones and Williams will further investigate and report back on what should be planted and when this should take place.**

36. Defibrillators (Kimblewick & Marsh)

All agreed that the Parish Council would fund two additional defibrillators at Kimblewick and Marsh. A suitable site with existing electricity supply had been identified for Kimblewick. For Marsh the suggestion was to investigate the possibility of a solar/battery powered defibrillator as there were no currently identified sites with existing power supplies. It was resolved to purchase one defibrillator and cabinet from Well Medical at a cost of approximately £1300. **The Clerk will purchase and also investigate potential solar/battery powered options for Marsh. The Clerk will also investigate the battery/solar options.**

37. IT Policy. A draft IT policy had been circulated with the meeting pack. All had reviewed and approved. **Clerk will publish to the website.**

38. Sports Facilities Development

A meeting had been held on 21st April where representatives from Buckinghamshire County Cricket Club, Kimble Cricket Club, Kimble Parish Council and Land and Partners discussed how they might work together to build a large sports facility within the area. It would appear that Kimble Cricket Club is not big enough for the large facility that Buckinghamshire County Cricket Club were anticipating. The expectation is still that some facilities would be incorporated at the Kimble Cricket Club site, possibly transferring the land to Kimble Parish Council who would then lease it out to Buckinghamshire Cricket Club to run the grounds for training sites etc. **Cllrs Burton and Williams will continue to liaise with all parties to see how the Parish Council are best able to be involved with and contribute to this project.**

39. Kimble Stewart Hall

Kimble Stewart Hall had advised the Parish Council that they were not in a position to request funding for a finance and booking system and wanted to put the idea of a Hall Manager on hold for now.

40. Parish Matters

The new Hayfield noticeboard had been received and will be installed in the near future.

Bus stop cleaning and repairs are progressing well.

The speed sign coming into Great Kimble from Longwick was reported as showing incorrect speeds. **Cllrs Austin and Jones will arrange for repairs and transportation if required.**

41. Correspondence, Reports & Issues

The suggestion for a more flamboyant newsletter had been passed on to the Parish Council. This has been previously discussed and agreed that the Parish Council would aim to contribute more items to the regular newsletter.

42. Dates of Future 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)

10th June 2026

8th July 2026

9th September 2026

14th October 2026

11th November 2026

9th December 2026

13th January 2027

10th February 2027

10th March 2027

14th April 2027

Schedule confirmed.

Meeting closed at: 8.00pm

Signed: _____ (Chair)

Date: _____

ITEM 4) Finance Report:

a) To approve June payments (note additional invoices may be received prior to the meeting).

May Payments for Approval

Pauline McBride	April Salary	£1214.16		£1214.16
HMRC	Tax and NI	£367.64		£367.74
Pauline McBride	May Mileage and HMRC allowance	£35.90		£35.90
Shield	May bin emptying	£97.50	£19.50	£117.00
Clear Council	Charge re increase fidelity cover	£241.97	£26.04	£268.01
Welmedical	Defib for Kimblewick	£1192.00	£238.40	£1430.40
Richard Billyard				
SRT				
Cashplus Account	Top up re May Expenditure	£23.62	£4.72	£28.34
Total		£3172.89	£288.66	£3461.55

Note Lloyds business banking monthly charge of £8.50

b)To note any income received.

CIL	£151,970.58
Deposit A/c interest	£20.77
Total	£151,991.35

c)To note bank balances.

Total bank balances at 31/05/2026 were £667,330.32