

Meeting Pack – December 14th 2022

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 9th November 2022
4. **To approve December payments (note: additional invoices may be received prior to the meeting).**
5. **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.
6. **Kimble Stewart Hall: Report - Cllr Delia Burton.**
7. **Community Board Report – Cllr James Cripps.**
8. **Marsh Kerbing/Pinch Point Project update –Cllrs Good and Williams.**
9. **To update on Lloyd’s bank entry and approval status.**
10. **To note recent playground equipment delivery which can utilise CIL funds.**
11. **To note that urgent repairs were undertaken to fix the potentially dangerous leaning bus stop**
12. **To note external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27**
13. **To review and approve the completed Internal Audit questionnaire pack.**
14. **To further review first draft of 2023/2024 budget.**
15. **To review Fixed Asset Listing.**
16. **To consider/adopt a specific debit card policy.**
17. **To pass a resolution to aim to sign up to the ‘Civility and Respect Policy’.**
18. **To note the current ‘Reserves’ position.**
19. **Correspondence, reports and Issues (for information only).**

20. To confirm the date and time of next Parish Council Meeting: 11th January 2023.

ITEM 3) Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 9th November 2022 at Kimble Stewart Hall at 7.30pm

Attendance: Cllr John Austin, Cllr Alun Jones, Cllr Delia Burton, Cllr James Crips, Cllr David Williams and Cllr Harvey Alison.

75) Welcome and Apologies: Cllr James Good.

76) Declaration of interest in any item on this agenda by a member: There were none declared.

77) To approve the minutes of the Parish Council Meeting held on the 12th October 2022. Unanimously approved.

78) To consider the approach from Cala Homes. The Parish Council welcomed Cala Homes who are keen to engage with the Parish Council, local community and interested parties on their current planning application for 45 new homes. They explained that, due to landscaping/canopy coverage and drainage requirements, there is currently no room to incorporate a MUGA but were open to suggestions of smaller 'trim trails', signage, play equipment which might be incorporated into the wooded areas. They confirmed that the site will include private and affordable homes and that affordable homes does include both shared ownership and rented homes.

The Parish Council were generally in support of this development and suggested they would probably take over the public land post development as opposed to having a remote management company to maintain this. Cala will keep in contact and are willing to return to meet with the Parish Council at any time.

79) To approve November Payments.

Payee	Detail	NET	VAT	Gross
Pauline McBride	October Salary	£428.90		£428.90
HMRC	PAYE	£29.40		£29.40
SRT	Litterpick September	£120.00	£24.00	£144.00
Pauline McBride	Mileage/Stamps/Homeworking	£110.52		£110.52
TBS Hygiene	Bin Emptying October	£50.00	£10.00	£60.00
TEEC	Annual website charge	£161.29	£32.26	£193.55
Mr M Wootten	Remove/fit noticeboard	£250.00	£50.00	£300.00
Richard Billyard	Grass Cutting Parish Oct	£947.00		£947.00
Richard Billyard	Grass Cutting Church Oct	£150.00		£150.00
Cashplus Card	Reinstate Balance	£19.16	£3.83	£22.99
TOTAL		£2266.27	£120.09	£2386.36

It was noted that Richard Billyard's invoices had arrived after the meeting pack had been distributed but were included and approved at the meeting.

It was also noted that both TEEC and Mr M Wootten were 'new suppliers' as far as Lloyds Bank are concerned and had therefore been set up to be paid online for the first time this month.

November Payments were noted and approved.

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

22/07614/FUL: Grove Farm Grove Lane Great Kimble. Householder application for construction of two storey front, front open porch, first floor side extension, garage conversion, flat roof over existing single storey extension and fenestration alterations (alternative scheme to 22/07079/FUL). The Parish Council have no comment to make.

Action: Clerk

Change of Status:

22/06685/FUL: Flint Cottage Church Lane Great Kimble. Application Permitted.

81) Kimble Stewart Hall: Cllr Burton reported that she had been unable to attend the latest meeting and that there is nothing new to report at this time.

82) Community Board Report: Cllr Williams that the PID had to be approved yet again and that the whole process appears to be never ending and bureaucratic.

83) Marsh Kerbing/Pinch Point Project update: Cllr Williams/Cllr Jones suggested the possibility of using CIL funds to get this project moving. Although Transport for Buckinghamshire have approved the project, the process is linked with the Community Board and, as mentioned above, has been bureaucratic and has been ongoing for far too long. **Cllr Jones to liaise with Clerk in order to obtain quotes.**

84) To note the Internal and External Audit Position. The clerk had sent an email to councillors, prior to the meeting, to explain the difference and current position with both internal and external auditors. It was clarified that Jane Olds had been reappointed as the Internal Auditor and PFK Littlejohn would remain as the External Auditor.

85) To update on Lloyds bank entry and approval status. Cllr Austin confirmed that, without completing any forms, he had been able to log on and see that both he and Cllr Burton had approval access and that he had been able to remove the Clerks full access and reduce it to entry only. The Clerk confirmed that she had entered the November payments and that they were showing as 'awaiting approval'. Cllr Williams asked about having to recomplete forms that he had already completed twice before. The clerk explained that, as Cllr Williams is actually a bank signatory, there are no forms to complete and that it only required logging on to request online access via the link previously emailed.

Cllr Williams to request online internet banking access.

In relation to a new signatory request for Cllr Good, Cllr Austin mentioned that new signatories can be requested online if all details are known. The clerk had already completed this new signatory request form and obtained signatories from Cllr Austin and Cllr Burton. **Clerk to liaise with Cllr Good to obtain his signatory and get the forms posted back to Lloyds bank.**

86) To update on current defibrillator product recall position. The clerk had emailed an explanation, prior to the meeting, which outlined the product recall situation. Battery packs were showing as full when they might not be. Having checked the software version on both defibrillators, the Clerk was able to confirm they are both later software versions and so not affected by the product recall.

87) To discuss first draft on 2023/2024 budget. A first draft budget had been prepared and circulated by the clerk. Cllr Austin suggested that Cllrs take this offline. **Cllr Austin will review/comment and pass on to all Cllrs for their input.**

88) To discuss CIL fund status and potential expenditure. The clerk had circulated the current CIL position, noting dates when funds had been received and dates by which the funds needed to be spent. If not spent with 5 years of receipt, the County Council can ask for them back. An explanation of exactly what CIL funds can be used for was also included. It was noted that playground equipment due to be received and pay for soon would count towards CIL expenditure and that, with the Marsh Kerbing project, the Parish would have no problems in using the CIL funds. **Clerk to keep a note of any CIL expenditure and continue to report on status.**

89) To consider putting tree bark on the footpath by train tracks for winter safety reasons. Cllr Burton had suggested the Parish Council might fund and undertake this. Cllr Jones mentioned the Buckinghamshire Footpath Officer might be a more appropriate contact to request this from, especially with any Health and Safety or insurance liability issues that might arise. (Cllr Jones can be contacted if any issues in finding details of the Bucks Footpath Officer) **Cllr Burton to provide exact footpath locations to Clerk. Clerk to request from Footpath Officer.**

90) To consider replacement football net options. Cllr Burton explained that the football nets had been damaged again by children climbing on them. It was discussed that they do need to be replaced otherwise balls will become a danger by falling into the busy main road. Several options were discussed and the decision was taken to replace with the stronger steel 'anti vandalism' nets at a cost of £527.00. **Clerk to order from amazon and to include this as part of CIL expenditure.**

91) Correspondence, reports and Issues (for information only).

An issue of flooding was raised which has previously been reported a number of times, to The Environment Agency, with no success. It was agreed to try again via Footpaths Officer, mentioning that the issue had previously been reported to Environmental Health. **Cllrs will give Clerk a suggested wording and a soft copy outlining the exactly location. Clerk will then write to Footpath Officer with this information.'**

Clerk mentioned the contact details for the site manager from Hayfield Homes needed to be advertised to local residents. It was agreed this should go on webpage, whatsapp and newsletter. **Clerk to update website with news item. Clerk to pass details to Sue Howgate for inclusion in the newsletter. Cllr Burton to put out a whatsapp message.**

Clerk mentioned the last minute request from NALC for information relating to The Government Levelling Up program. Since this was due to be completed by 5pm on 10/11/2022 it was deemed too late for any input.

Clerk informed that Jane Olds has received our terms of engagement and has issued a very large internal audit questionnaire for completion by the end of November. The clerk has asked for an extension since she felt (and Cllrs agreed) that this should be reviewed before, and agreed at, next meeting. **Clerk will complete the pack, with assistance from Cllrs if necessary, and distribute prior to next meeting.**

Clerk requested agreement to reply positively to Tim Adams re the woodland grant planning application. All agreed. **Clerk to respond with thanks and saying we are supportive.**

92) To confirm the date and time of next Parish Council Meeting: 14th December, 2022

ITEM 4 December Payments for Approval

Pauline McBride	November Salary	£428.90		£428.90
HMRC	PAYE	£29.40		£29.40
Julie Bunker	Plants for War Memorial	£21.00		£21.00
Wickstead	Playground Equipment	£10265.57	£2053.11	£12318.68
TBS Hygene	Bin Emptying September	£50.00	£10.00	£60.00
SRT Trading	October Litterpick	£120.00	£24.00	£144.00
SRT Trading	November Litterpick	£120.00	£24.00	£144.00
A1 Building/Mainenance	Bus stop repairs	£820.00		£820.00
Pauline McBride	Expenses	£44.00		£44.00
Cashplus Account	Top up November Expenditure	£9.99	£2.00	£11.99
Total		£11908.86	£2113.11	£14021.97

ITEM 10 To note delivery of playground equipment which can utilise CIL funds.

CIL STATUS REPORT

Year	To be spent by	Received	Spent	Available to Spend
2019/2020	Mar-25	£7,083.48	£7,083.48	£0.00
2020/2021	Mar-26	£12,564.97	£3,182.09	£9,382.88
2021/2022	Mar-27	£-	£0.00	£0.00
2022/2023	Mar-28	£10,842.10	£0.00	£10,842.10
Grand Total		£30,490.55	£10,265.57	£20,224.98

Playground Equipment Invoice for £10265.57 included in this month's payments listing.
Football net on order.

ITEM 12 To note external appointment for the 5 year period until 2026-27

Email received from **SAAA** – Smaller Authorities' Audit Appointments Limited

as follows:

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Great and Little Kimble Parish Council, Buckinghamshire,

Dear Clerk/RFO/Chairman, Great and Little Kimble Parish Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,

SBA Team,

15 Westferry Circus,

Canary Wharf,

London E14 4HD

Email: sba@pkf-l.com

Tel.: 020 7516 2200

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

ITEM 16 To consider/adopt a specific debit card policy.

There is a very general note re debit card policy and procedure contained within the Parish Financial Regulations as follows:

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

This is too general and actually wrong so suggest we adopt the following policy:

Draft Debit Card Policy for Great and Little Kimble cum Marsh Parish Council.

1. A Council debit card may be issued to the Parish Clerk with authorisation from the Parish Council. No other individuals may use the cards. 2. The debit card cannot be used for non-Parish Council or personal expenditure. 3. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless preauthorised by the Parish Council or finance committee before any order is placed. 4. The maximum

balance on the debit card account will be maintained at £500. Any bank transfers to maintain the balance of £500 will be preauthorised by the Parish Council. If expenditure over £500 is required in any month, this can be preauthorised by the Parish Council on an ad hoc basis. 5. Purchases on the debit card must comply with the approval limits set out in the Council's Financial Regulations. 6. The Parish Clerk is solely responsible for the safe keeping and usage of the debit card and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security number. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing and the Chair of the Parish Council. In the event of the Parish Clerk's termination of employment, the Parish Clerk must return any issued debit card to the RFO or Chair of the Parish Council and the card will be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage. 7. Cash withdrawals are not permitted on the cards. 8. Receipts of debit card transactions must be kept and transactions reported at the next Parish Council meeting. 9. The Parish Clerk will check receipts against the debit card statements and will investigate any discrepancies. 10. If a cardholder misuses or fraudulently uses a debit card this may result in disciplinary action.

ITEM 17 To pass a resolution to aim to sign up to the 'Civility and Respect Policy.

Although there is not enough time to manage this at the moment, the Parish Council can state their aim to sign up to this in the future.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Our council has put in place a training programme for councillors and staff

Our council has signed up to Code of Conduct for councillors

Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.

Our council will commit to seeking professional help in the early stages should civility and respect issues arise.

Our council will commit to calling out bullying and harassment when it happens.

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme

Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.