

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

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 13th 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
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
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:

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| 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 confirm meeting dates for the ensuing year:

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.

8 th June 2022	14 th December 2022
13 th July 2022	11 th January 2023
14 th September 2022	8 th February 2023
12 th October 2022	8 th March 2023
9 th November 2022	12 th April 2023

Meeting closed at 8pm

Chairman.....

Date: