

Minutes of Great and Little Kimble cum Marsh Annual Parish Council meeting held on Wednesday 10th May 2023 at Kimble Stewart Hall at 7.00 pm

Attendance: Cllr John Austin, Cllr James Good, Cllr Alun Jones, Cllr James Cripps, Cllr Harvey Alison, Cllr Delia Burton and Clerk Pauline McBride. Four members of the public in attendance for part of the meeting

22) Election of Chair and Vice Chair to the Parish Council and to receive the Declarations of Acceptance of Office. Cllr Austin was proposed, seconded, and unanimously voted as chairman. Cllr Williams was proposed, seconded, and unanimously voted as Vice Chairman. Cllr Austin signed his Declaration of Office. Cllr Williams will sign his Declaration of Office at a later mutually convenient date. **Clerk will arrange a time with Cllr Williams.**

23) Welcome and Apologies: Apologies were received and accepted from Cllr David Williams.

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

25) To approve the minutes of the Parish Council Meeting held on the 12th April 2023. Unanimously approved.

26) To nominate / elect Representatives to Committees and Working Groups:

- Planning Working Group: Cllr Good, Cllr Burton and Cllr Alison
- Planning Working Group Chair: Cllr Good
- Community Board: Cllr Cripps
- Kimble Stewart Hall Representative(s): Cllr Burton
- HS2 Liaison: Cllr Williams and Cllr Jones
- Budget and Finance: Cllr Alison
- Assets and Amenities (Playground, Bus Shelters, Defibrillators etc): Cllr Burton and Cllr Jones

26) To consider the approach/introduction from Walsingham Planning. Alan Divall, of Walsingham Planning, attended this part of the meeting, together with his clients Jessica and Andrew Dowdey. Their approach was in relation to a proposed small development of 5 properties at Hill View Farm, Moreton Road, Kimblewick. Alan stressed that they were very keen to engage with the Parish Council as their very first step and then they intended to request a pre application meeting with Buckinghamshire County Council. This would be followed by an application, which could be around 6 months away. The Parish Council asked about encroachment into countryside as they would prefer the use of brownfield. The Parish Council invited the attendees to continue to engage as plans develop and to attend another meeting when the developed plans can be discussed in more detail.

27) Finance Report:

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

Payee	Detail	NET	VAT	Gross
Pauline McBride	April Salary	£714.23		£714.23
HMRC	PAYE	£11.60		£11.60
SRT Limited	Litter pick March	£120.00	£24.00	£144.00
BMKALC	BALC/NALC subscriptions	£174.22		£174.22
D Burton	Amazon coronation pebbles	£44.97	£9.00	£53.97
Jane Olds	Internal Audit Charge	£250.00		£250.00
TBS Hygiene	Bin Emptying April	£50.00	£10.00	£60.00
Pauline McBride	Mileage/ Homeworking	£35.90		£35.90
Jack Cadman	Marsh Fencing	£4470.00	£894.00	£5364.00
Richard Billyard	April Grass cutting	£1094.00		£1094.00
Kimble Stewart Hall	Hire for 2023/2024	£268.00		£268.00
SRT Limited	Litter pick April	£120.00	£24.00	£144.00
D Burton	Amazon coronation pebbles	£19.98	£4.00	£23.98
Cashplus Card	Reinstate Balance	£25.46	£3.40	£28.86
TOTAL		£7398.36	£968.40	£8366.76

May Payments were noted and approved.

- b. **To note any income received.** Precept first instalment of £21000 and bank interest of £41.47 were noted as received.
- c. **To note bank balances.** Balances of £65,565.84 deposit account, £34,764.97 current account and £471.14 cashplus card were noted.
- d. **To note VAT reclaimed for 2022-2023.** A reclaim of £3773.15 was noted.
- e. **To approve final statement of accounts for the year 2022-2023.** The final statement of accounts had been issued with the meeting pack and was unanimously agreed. **Clerk to post report on website.**

28) 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.

23/05995/FUL: Box Cottage Church Lane Great Kimble Buckinghamshire. Householder application for demolition of an existing residential outbuilding and the erection of a replacement residential outbuilding, the erection of a single storey infill extension following the demolition of an existing side/rear element, and the erection of internal gate. The council had no objections to make. **Clerk to submit no comment to make on application.**

29) To review Internal Audit Report and Recommended Actions. The Internal Audit report had been previously circulated with the meeting pack.

Recommendations and Actions:

- a) Review of Risk Assessment. This was adopted in June 22 with a narrative to state it would be reviewed at every Annual Parish Council Meeting and so has been included in this May meeting under agenda item 11.
- b) Budgetary Controls (Precept requirement) The budget amount (both expected expenditure and expected income) and the precept should be agreed and minuted separately. **Clerk will amend future layout to show these figures separately, as well as total net figure.**
- c) Asset Controls. Title registration for Kimble Stewart Hall is to be established and noted on the asset register. Clerk reported that she did not have the title number, which is all that is required, but had found that it could be obtained from the Land Registry for a £3.00 fee. Cllr Good thought it was possible to get this title number free of charge. **Cllr Good to check and inform Clerk. Clerk will purchase if necessary.**
- d) External Audit. Ensure AGAR is completed correctly this year. There had been a minor mistake in the 2021/2022 return due to previously missing assets being correctly added to the Asset Register . **Clerk will complete the AGAR forms correctly.**
- e) Membership. The report suggested that the Parish Council joins CALC and the clerk joins SLCC This was discussed and decided that, as the Council already belong to NALC and BMCALC, there was no need to join additional organisations at this point in time.
- f) Training. The report suggested that the Clerk undertakes ILCA/FILCA and, in due course, CILCA. **Clerk will endeavour to complete ILCA, possibly in August when less busy.**
- g) Budget Setting. The budget income and expenditure should be minuted prior to considering precept. This will be covered by the Budgetary Controls action arising in point b above.
- h) Finance Reports. The report suggests that a financial report is included each month as an agenda item. **Clerk has already and will continue, to have this agenda item each month.**
- i) Financial Responsibility. The report suggested that the Parish Council have a policy explaining areas of responsibility and also a checklist for the Councillor responsible for Internal Financial Control. **Clerk will provide a draft policy and checklist for review and implementation.**
- j) Reserves Policy. The report suggested that the Parish Council have a reserves policy in line with the Practitioners Guide. **Clerk will provide a draft policy for review and implementation.**
- k)

30) Annual Governance and Accountability Return.

- To consider, complete and approve section 1. This was completed and approved.
- To consider and approve section 2. This was considered and approved.
- To approve Elector Rights of Inspection dates commencing Friday 9th June 2023 to Thursday 20th July 2023. This was approved.

Clerk will send the completed AGAR reports, together with all other requested documentation to the External Auditors. Clerk will post the Electors Rights notices to noticeboards and website on Thursday 8th June.

31) To Review current Risk Assessment Policy. The current risk assessment policy, which was adopted in June 2022, was discussed and several changes were agreed.

The clerk is a qualified accountant as opposed to a qualified clerk.

Playground is inspected monthly by a councillor and not the clerk.

Street furniture damage impact score reduced from 2 to 1.

Employer/Employee/Councillor liability impact score from 3 to 2.

Council reputation likelihood score reduced from 2 to 1.

32) To discuss footpath inspections and Marsh crossing. Cllr Cripps had previously emailed a very detailed update on the visit and inspection that he had attended with James Tunnard of Buckinghamshire County Council. Whilst James Tunnard was very sympathetic to the Parish concerns, several items were outside his remit. All agreed on the serious concerns about the growth of hemlock and ragwort in or near public areas. Whilst it was suggested that the Parish instruct Richard Billyard to undertake some of this work, there were concerns that this might relieve the County Council of some of their responsibilities and could also mean that James Tunnard would feel his time had been wasted on visiting and reporting the issues. **Cllr Cripps to liaise with James Tunnard and when he would be able to report back. It was agreed to wait 2 weeks to see what James Tunnard manages to achieve and, failing the resolution of footpath issues, to instruct Richard Billyard to undertake more clearance/mowing work from June onwards.**

33) To note playground inspection changes. The clerk had circulated an email from Buckinghamshire County Council, outlining that they would no longer be responsible for arranging annual playground inspections and that the Parish Council would have to take on that responsibility. It was noted that annual inspections for this Parish were usually in July or August. It was agreed to use the current preferred supplier for playground work (Playsolutions) **Cllr Burton will approach Marcus Scott of Playsolutions to see if he is available to undertake the annual inspection and to advise the Council of his availability and cost of inspection.**

34) Community Board Report. Cllr Cripps updated the meeting with Community Board matters, including his representation and reporting of the Parish concerns about the increasing traffic problems and poor state of the footpaths and bridleways. It was noted that there appears to be little evidence that Buckinghamshire County Council have taken these concerns on board.

35) Marsh Kerbing/Pinch Point Project update: Cllr. Jones reported that there was still very little progress as contractors still appear unwilling to become involved. It appears that they feel they might lose Buckinghamshire Council work if they undertake any work at this site. County Councillor Harris had suggested that the Parish Council contact County Councillor Broadbent. **Cllr Williams to contact County Cllr Broadbent if he has not already done so.**

36) Kimble Steward Hall Report. Cllr Burton reported that The Village Hall was doing very well and had at last a very tiny profit as opposed to a loss for the year to 31/3/2023. Urgent electrical work was ongoing to meet insurance and electrical inspection requirements. Cllr Good pointed out the leaking gutters. **Cllr Burton will distribute copies of the accounts and mention the gutters to the committee.**

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

The clerk had, only on the day of the meeting, received and distributed an email from Peter Grubb of Lighthouse Development Consulting, regarding a proposed solar farm at Kimblewick. It was agreed that this should be noted as a separate agenda item for next month’s Parish Council Meeting and that the company should be invited to attend. **Clerk to add to agenda in invite Lighthouse Development Consulting to attend the next meeting.**

The clerk had previously distributed a street naming consultation for Marsh. This had been narrowed down to either Bonnett Close or Cricketers Close. The Parish Council unanimously agreed to opt for Bonnett Close. **Clerk to inform Deanfield Homes of the decision.**

Cllr. Burton outlined her initial attempt at engaging with landowner to see if it would be possible for the Parish to purchase with a view to building public tennis courts. It was discussed that, should this materialise, there would be a separate committee responsible for the running/booking/admin of the courts.

It was also noted that the Parish Council are expecting a large amount of CIL funds over the next few years, due to the large housing developments currently under construction and that suggestions for other CIL funded projects would be welcome. A sensory garden was discussed. **Cllr Alison will obtain details of a sensory garden to see whether this would be a suitable CIL funded project for the Parish.**

Cllr Austin had previously updated the Parish Council on his meeting with the site manager of Hayfield Housing Homes and informed the meeting that he plans to revisit next week.

A local resident had reported that the 2 manhole covers along Chapel Close are clanking very loudly each time a vehicle passes over and this keeping people awake at night. Cllr Burton advised the resident to report via fixmystreet as this is a Buckinghamshire County Council responsibility and to encourage neighbours to do the same. **Clerk will also report on fixmystreet.**

38) 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. (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)

14 th June 2023	13 th December 2023
12 th July 2023	10 th January 2024
13 th September 2023	14 th February 2024
11 th October 2023	13 th March 2024
8 th November 2023	10 th April 2024

Meeting closed at 8.00 pm

Chairman.....

Date: