

**Great & Little Kimble cum Marsh Parish Council**  
**You are hereby summoned to a meeting of the Parish Council**  
To: Cllrs J Austin, D Williams, D Burton, A Jones, J Good, J Cripps, H Alison  
on **Wednesday 12<sup>th</sup> October 2022 at 7.30pm at Kimble Stewart Hall**  
**Members of the Public are welcome to attend**

**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 13<sup>th</sup> July 2022 (No meetings are held in August and the September meeting had to be cancelled in line with protocol re mourning period)
4. **To consider the approach/introduction from Hayfield Homes.**
5. **To ratify August and September payments.**
6. **To approve October payments (note: additional invoices may be received prior to the meeting).**
7. **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.
8. **Kimble Stewart Hall: Report - Cllr Delia Burton.**
9. **Community Board Report – Cllr James Cripps.**
10. **Marsh Kerbing/Pinch Point Project update –Cllrs Good and Williams.**
11. **Consider potential CIL Projects.**
12. **To appoint internal auditor for 22/23.**
13. **To note External Auditors report and confirm that Notice of Conclusion of Audit has been posted.**
14. **To consider option to opt out of the SAAA central external auditor appointment arrangements.**
15. **To decide whether the Neighbourhood Plan Website should be closed.**
16. **To consider EV Charging points in the Parish.**
17. **To discuss ‘Warm Spaces’ in light of utilities price increases.**
18. **To consider HMRC tax free standard home working allowance for the Clerk.**

19. To consider location of a potential bench donation by North West Chilterns Community Board.

20. To consider additional Lloyds payment authorisation person.

21. To note quarter 2 accounts including precept receipt.

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

23. To confirm the date and time of next Parish Council Meeting: 9<sup>th</sup> November 2022

**ITEM 3) Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday  
13<sup>th</sup> July 2022 at Kimble Stewart Hall at 7.30pm**

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**Attendance:** Cllr John Austin, Cllr Alun Jones, Cllr Delia Burton, Cllr James Good and Cllr Harvey Alison.

- 1) **Welcome and Apologies:** Cllr David Williams and Cllr James Cripps
- 2) **Declaration of interest in any item on this agenda by a member:** There were none declared
- 3) **To approve the minutes of the Parish Council Meeting held on the 8<sup>th</sup> June 2022.** Unanimously approved.

4) **To approve payments for July 2022**

<b>Payee</b>	<b>Detail</b>	<b>NET</b>	<b>VAT</b>	<b>Gross</b>
Tracey Martin	June Salary	£366.73		£366.73
HMRC	PAYE	£91.60		£91.60
TBS Hygiene	Bin Emptying June	£50.00	£10.00	£60.00
SRT Trading	Litter pick 10th May	£120.00	£24.00	£144.00

Two late invoices were received:

Richard Billyard	Church Grass Cutting	£150.00		£150.00
Richard Billyard	Parish Grass Cutting	£947.00		£947.00

**Invoices paid as approved at previous meeting**

Noticeboard	New Noticeboard	£2,150.00	£430.00	£2,580.00
Company Cumbria				

**Payments were noted and approved**

- 5) **Planning Applications, appeals and injunctions plus any updates of allocated sites as included in the Neighbourhood plan**  
22/06615/FUL: Rosebank Cottage Marsh Lane Marsh: Planning Committee to decide on response under delegated authority.

Change of Status:

- 21/07072/REM: Land Between Stream and Sunridge Risborough Road: Application Permitted
- 21/06803/FUL: Griffin House School Station Road: Application Permitted
- 21/08781/FUL: Land Adjacent to The Orchards Grove Lane: Permission with Planning Obligation
- 22/05614/FUL: The Red House Church Lane: Application Withdrawn
- 22/05753/FUL: Open Gates Rifle Range Lane: Application Refused
- 22/05866/FUL: Westacre Station Road: Application Permitted
- 22/05408/FUL: Brook Farm Marsh Lane: Application Withdrawn

Discussions were had on The Lodge, Marsh and a possible infringement of conditions in that a new build has been erected at the back of the property. Clerk to report to enforcement. **Action: Clerk**

- 6) **Kimble Stewart Hall:** Cllr Burton reported that hirings were slowly on the increase and that the Committee are investigating costs for solar power solutions. A quiz night is being planned for the autumn.
- 7) **Community Board Report:** Councillors noted the email update from Cllr Cripps.
- 8) **Marsh Kerbing/Pinch Point Project update:** Cllr Good stated there is nothing significant to report and that the Parish Council continue to lobby the Community Boards.
- 9) **To receive an update on the Recruitment of a new Parish Clerk:** Cllr Austin reported that two applications had been received and one candidate interviewed by himself and Cllr Burton. Cllr Austin recommended that the interviewed candidate Pauline McBride is offered the position with a view to starting on the 1<sup>st</sup> August 2022 with a handover mutually acceptable for both Pauline and Tracey Martin culminating no later than the 14<sup>th</sup> September 22. Decision to be delegated to the Committee.
- 10) **Consider potential CIL Projects:** Councillors debated a few suggestions resulting in a view that any CIL Project should be something significant and noticeable for the community. The idea of a multi-purpose games play area that could be used for Tennis, 5-a-side football was strongly favoured. It was agreed further information about CIL funds was required and Bucks Council should be requested to provide details on how the calculations for the split of the funding is derived including how the present allocation was decided. It would also inform the PC's future plans
- 11) **To note quarter 1 accounts:** The accounts were accepted.
- 12) **Correspondence, reports and Issues:**
- a) Cllr Jones reported that he had received the quotes for the maintenance of the Village Gates and Bus Shelters from the approved supplier. Councillors accepted the quotes.
  - b) Cllr Jones raised the subject of prospective road names for the current development on Doe Hill Meadows. The suggestion of wild flowers was well liked.
  - c) Cllr Burton reported disappointment with Sunnyside who have not formally acknowledged the Jubilee Donation of £550.
  - d) Cllr Alison reported that he was liaising with a member of Ellesborough Parish Council on the subject of footpaths where they cross between the Parish Council boundaries.
- 13) **To confirm the date and time of the next Parish Council meeting:** As there is no meeting in August the next Parish Council meeting will be held on Wednesday 14<sup>th</sup> September 2022.

Meeting closed at 8.20pm

Chairman.....

Date:

#### ITEM 4) Hayfield Homes Approach

Extract of email from Hayfield Homes:

Hello Councillor Austin,  
I just wanted to drop you a quick line to introduce myself.

My name is Sam and I'm the Public Relations manager for housebuilder Hayfield.

I'd very much like to get to know the local area, as Hayfield would be interested in some community engagement, and I thought rather than using Google, the chairman of the parish council was surely a better starting point!

Normally when we bring new homes to an area, we like to give something back to the local community – football kit for the local team, a donation to a local charity, or a time capsule for the local school.

Is this something you might be able to raise with the parish council for me please, and perhaps feed back to me what sort of a scheme would be most beneficial?

#### ITEM 5

##### Payments for Ratification re August payments

Payee	Detail	NET	VAT	Gross
Tracey Martin	July Salary	£366.53		£366.53
HMRC	PAYE	£91.80		£91.80
Buckinghamshire Council	Annual Playground Inspection	£48.50	£9.70	£58.20
Tracey Martin	Giffgaff/Ionos	£9.99	£2.00	£11.99
SRT Trading Limited	Litter Pick June 22	£120.00	£24.00	£144.00
A1 Building & Landscaping	Village Gates -	£2,400.00		£2,400.00
TBS Hygene	Bin Emptying July	£50.00	£10.00	£60.00
A1 Building & Landscaping	Bus stops repair and clean	£1,200.00		£1,200.00
Delia Burton	Expenses - flag purchases	£31.72		£31.72
PKF Littlejohn	Annual Audit	£300.00	£60.00	£360.00
CashPlus	Reinstate Balance	£500.00		£500.00
SRT Trading Limited	Litter Pick July 22	£120.00	£24.00	£144.00
	<b>TOTAL</b>	<b>£5,238.54</b>	<b>£129.70</b>	<b>£5,368.24</b>

##### Payments for Ratification re September

Tracey Martin	August Salary	£366.70		£366.70
Pauline McBride	August Salary	£458.30		£458.30
HMRC	PAYE	£91.60		£91.60
Chiltern Society	Annual Subscription	£30.00		£30.00
TBS Hygene	Bin Emptying August	£50.00	£10.00	£60.00
Richard Billyard	Grass cutting Church July	£150.00		£150.00
Richard Billyard	Grass Cutting Parish July	£947.00		£947.00
Richard Billyard	Grass cutting Church Aug	£150.00		£150.00
Richard Billyard	Grass Cutting Parish Aug	£840.00		£840.00
Cashplus Account	Top up August Expenditure			£128.62
	<b>Total</b>	<b>£3083.60</b>	<b>£10.00</b>	<b>£3222.22</b>

##### **Cashplus Card**

Amazon	Printer Cartridge	26.96	5.39	£32.35
Amazon	Stationery	18.73	3.74	£22.47
Amazon	Printer Paper	31.25	6.25	£37.50
Amazon	Stationery	4.16	0.83	£4.99
Ionos	Web Hosting/Domain	21.09	4.22	£25.31
Giffgaff	Monthly Top up	5	1	£6.00
	<b>Total</b>	<b>£107.19</b>	<b>£21.43</b>	<b>£128.62</b>

### ITEM 6 October Payments for Approval

Tracey Martin	September Salary	£105.80		£105.80
Pauline McBride	September Salary	£427.90		£427.90
HMRC	PAYE	£56.80		£56.80
SRT Trading	August Litterpick	£120.00	£24.00	£144.00
Pauline McBride	Expenses	£32.40		£32.40
Royal British Legion	Poppy Appeal Donation	£150		£150.00
Sratboard Systems	Scribe Accounting Software	£288.00	£57.60	£345.60
TBS Hygene	Bin Emptying September	£75.00	£10.00	£90.00
Richard Billyard	Grass Cutting Parish Sep	£947.00		£947.00
Richard Billyard	Grass cutting Church Sep	£150.00		£150.00
Cashplus Account	Top up September Expenditure	£89.89	£17.98	£107.87
<b>Total</b>		<b>£2442.79</b>	<b>£114.58</b>	<b>£2557.37</b>

### ITEM 11 To Consider Potential CIL Project

Below information received from Noreen Hussain of Buckinghamshire County Council on 25/8/2022

Year in which payment received	Application	Site Address	Parish area	Total CIL Collected	Strategic allocation retained	Admin 5% retained	Local allocation of CIL transferred	
19/20	14/05258/FUL	The Hobbit Risborough Road Little Kimble	Great and Little Kimble	£22,500.00	£18,000.00	£1,125.00	£3,375.00	
19/20	17/05305/FUL	Kasturi Indian Restaurant Risborough Road Little Kimble	Great and Little Kimble	£24,723.21	£19,778.57	£1,236.16	£3,708.48	£7,083.48
21/22	14/07190/FUL	Bernard Arms Hotel Risborough Road Great Kimble	Great and Little Kimble	£83,766.43	£67,013.14	£4,188.32	£12,564.96	
22/23	17/07378/FUL	Orchard Adjacent The Orchards, Grove Lane, Great Kimble	Great and Little Kimble	£21,684.23	£17,347.38	£1,084.21	£3,252.63	
22/23	17/07378/FUL	Orchard Adjacent The Orchards, Grove Lane, Great Kimble	Great and Little Kimble	£50,596.55	£40,477.24	£2,529.83	£7,589.48	£10,842.11

## ITEM 12 Appointment of Internal Auditor

The new Internal Auditor (Jane Olds) which we used last year carried out an excellent audit and we now need to approve the internal auditor for 22/23 the cost for which will be £250.

## ITEM 13 To note External Auditors report and confirm that Notice of Conclusion of Audit has been

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Great and Little Kimble Parish Council – BU0081**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the 2020/21 figure when revaluing assets in Section 2, Box 9 for previously omitted assets. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Section 1, Assertion 5 has been incorrectly completed. Information received from the internal auditor and confirmed by the smaller authority indicates that no risk assessment was carried out during the year under review. In light of this, the response to this Assertion should have been "No".

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to the risk assessment, inclusion of items in the Minutes, the budgetary process, review of internal audit, earmarking of reserves and the asset register. We understand that the smaller authority has already addressed some of these matters but must ensure that action is taken to address any outstanding areas of weakness in a timely manner.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

30/07/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

The notice of conclusion of audit has been posted on the website and noticeboards.

#### **ITEM 14) To consider option to opt out of the SAAA central external auditor appointment arrangements**

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

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** 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 the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28**

**October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

#### **Opting-out**

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

#### **Email from BALC:**

You will have received or are about to receive, an email from the SAAA giving you details of opting out of the PKF Littlejohn external assurance scheme.

This 'invitation' is something which you will receive from the SAAA on a regular basis. You will be aware that SAAA issues a tender process for the country which is divided into batches, and large scale auditors are selected and appointed to undertake the annual AGAR service. Currently PKF Littlejohn have the contract for our area.

Councils do have the right to opt out of this central service and appoint their own Auditors for the purpose of AGAR element. I would advise you to read the small print very carefully indeed before determining that you wish to opt out. The conditions are complex and onerous, if you are considering this on economic grounds you are unlikely to make any savings. You need do nothing if you wish to continue to opt in to the SAAA scheme.

**It is the Clerks recommendation that the Parish Council does not opt out. The current process is sufficient and the costs if opting out would be higher.**

### **ITEM 16 To Consider EV Charging Points**

Buckinghamshire Council (BC) recently adopted their EV Action Plan, which sets out their ambition to double the number of charge points by 2023/24, and to have 1,000 EV charge points across Buckinghamshire by the end of 2027. The Action Plan also includes several short-term aims to increase the level of charge point provision.

An immediate priority is to increase the number of chargers available in public car parks, as well as on-street chargepoints. BC would like to work with Community Boards, and Town and Parish Councils, to identify appropriate locations for new chargepoints and can help to secure the funding needed to deliver them. They would therefore like to invite applications for locations for consideration. These will be prioritised based on:

- availability of electricity supply
- funding opportunities, and
- proximity to any alternative public charging locations

If you are interested, please email the exact location(s), land ownership and any local match funding available (the Community Board may also be able to consider)