

## Meeting Pack – February 8<sup>th</sup> 2023

### 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 11<sup>th</sup> January 2023
4. **To approve February 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 note the agreed precept of £42000 was submitted to Buckinghamshire County Council.**
10. **To review and approve insurance renewal questionnaire.**
11. **To note receipt of latest version of Arnold Barker’s Local Government Administration. (AKA the ‘yellow book’)**
12. **To consider the ‘drop kerb’ request received by Cllr Burton.**
13. **To consider request for resurfacing work around the parish bench at The Old Stables, Grove Lane, Great Kimble.**
14. **To update on Lloyd’s bank entry and approval status.**
15. **To note the current playground equipment and grant application.**
16. **Correspondence, reports and Issues (for information only).**
17. **To confirm the date and time of next Parish Council Meeting: 8<sup>th</sup> March 2023.**

### ITEM 3) Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 11<sup>th</sup> January 2023 at Kimble Stewart Hall at 7.30pm

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**Attendance:** Cllr John Austin, Cllr Alun Jones, Cllr David Williams, Cllr James Good, Cllr Harvey Alison and Cllr Delia Burton. One member of the public in attendance for part of the meeting.

**113) Welcome and Apologies:** Cllr James Cripps.

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

**115) To approve the minutes of the Parish Council Meeting held on the 14<sup>th</sup> December 2022.**  
Unanimously approved.

**116) To approve January Payments.**

Payee	Detail	NET	VAT	Gross
Pauline McBride	December Salary	£428.90		£428.90
HMRC	PAYE	£29.40		£29.40
TBS Hygiene	Bin Emptying November	£50.00	£10.00	£60.00
Pauline McBride	Mileage/ Homeworking	£35.90		£35.90
SRT	Litterpick December	£120.00	£24.00	£144.00
Cashplus Card	Reinstate Balance	£9.99	£2.00	£11.99
<b>TOTAL</b>		<b>£674.19</b>	<b>£36.00</b>	<b>£710.19</b>

It was noted that the SRT invoice had only arrived on the day of the meeting. A discussion took place re specific dates and evidence of litter picks and it was felt that, this should be requested from SRT in order to give residents sight of how their money is spent. **Cllr. Good to request notice and evidence of litter picks from SRT.**

**January Payments were noted and approved.**

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

**22/08182/FUL:** The Annexe Brook Farm Marsh Lane Marsh Buckinghamshire. Householder application for raising of roof creating first floor accommodation. The Parish Council discussed the exterior materials and finish as this will be public facing. There are no references to the external materials to be used so the Comment to be submitted will request further information from the applicant.

**22/08234/FUL:** Great Kimble House Risborough Road Great Kimble Buckinghamshire. Householder application for construction of new driveway and entrance gates with brick piers. The Parish Council discussed the removal of trees and whether there were any TPO's on the ones which would need to be removed. Also, whether the additional driveway would be serviced by the existing drop kerb or whether another would be required. The applicant assured the Cllrs that there were no TPO's and, in fact, the trees to be removed were in a very poor state and could be replaced afterwards with new trees/shrubs. The Parish Council agreed that they would like to ask the case officer to consider the requirement for a formal arboriculture / ecology survey to assess the impact of removing the trees/shrubs and a highways assessment of the revised access layout before we can make a formal comment on the application. **Clerk to submit planning comments and planning query.**

Change of Status:

22/07814/FUL: The Red House Risborough Road Little Kimble. Application Permitted.

22/05039/REM: The Laurels Marsh Road Little Kimble. Application Permitted.

In addition, the Parish Council discussed 2 further potential planning items:

1 – The Red House. A resident had asked if the Parish Council could ask for their 2 containers to be repainted to blend in with surroundings. It was agreed that this was not a Parish Council matter. **Cllr. Burton to convey this back to resident.**

2 – There have been a number of resident's complaints/comments re The Lodge in Marsh with regard to usage of the agricultural outbuilding. It was agreed that the Parish Council will notify planning enforcement. **Cllr. Good to draft letter which Clerk will send to planning enforcement.**

**118) Kimble Stewart Hall:** Cllr Burton reported that there was no meeting in January and so nothing to report.

**119) Community Board Report:** Cllr. Cripps had sent an update with his apologies and noted that there was nothing specific to report in the context of the NWC Community Board, although several of the Community Boards have expressed concern that the Council is paying little, if any, attention to the recommendations and requests it receives from the Boards and their various sub-groups.

**120) Marsh Kerbing/Pinch Point Project update:** There was discussion on how long this project had been ongoing and that CIL funds were approved to be used to move this forward. It was discussed that exact locations would need to be specified in order to obtain quotes and that quotes would be obtained from Buckinghamshire County Council approved contractors. **Cllr. Good to provide location drawings. Cllr. Jones to request quotes once specific locations received.**

**121) To review Clerk's hours/tasks/pay/holiday.** Following a suggestion from Cllr Jones, at the December meeting, to review the above, the Clerk had provided Cllrs with one month's timesheets of hours and tasks, together with details of holiday entitlement and pay scales with a view to budgeting for a pay increase in August. It was agreed to increase hours to 10 per week and to increase pay to £16.75 per hour from 1/2/2023. It was also agreed to pay any unused holiday at the end of March 2023. It was agreed that the Clerk and Cllrs will review in 3 months' time whether hours are still appropriate or may even be reduced back to 8 or less once more experience and Parish familiarity is gained by the Clerk. **Clerk to continue to keep timesheets of tasks and hours, to be reviewed in March meeting. Clerk to send updated contract to Cllr. Austin for signature and to contact payroll provider to see what the requirements are to process the hours/rate increases.**

**122) To agree budget and precept for 2023/2024.** All Cllrs had reviewed and approved the budget and precept. Following the Clerks increase in hours and pay (agreed in item 121 above) it was agreed to keep the budget and precept as agreed but to increase the pay and decrease reserves. **Clerk to complete the required precept request forms and submit to Buckinghamshire County Council prior to the deadline of 31/1/2023.**

**123) To review and agree the Buckinghamshire Council Settlement Review questionnaire.** The questionnaire and first draft of answers was reviewed and additional comments were suggested and agreed. **Clerk to check if the 'Free Church' is still a church and to incorporate request for assistance with flooding in Marsh and the desire to contain development in line with the neighbourhood plan. Clerk to then submit to Buckinghamshire County Council.**

**124) To update on Lloyds' bank entry and approval status.**

Despite having completed forms for Cllr. Good and Cllr Williams over 2 months ago, neither councillor has received any confirmation of set up or any communication from Lloyds' bank. The service from Lloyds was deemed to be very poor with several Councillors and Clerks experiencing issues over the years. **Cllr. Austin to log on, with his authorisers access, to see who is currently shown as set up with online entry/authorisation access.**

**125) To note Fixed Asset additions and disposals.** The new notice board and playground equipment were noted, together with the disposals of old noticeboard and playground shelter. Cllr Jones asked about the War

Memorial and whether it was included on the asset register. Clerk confirmed it was on the asset register with a value at purchase price of £3500. There was a general discussion on the potential cost should this ever need to be replaced and whether the parish insurance would cover this. The clerk mentioned a newly received task is to review the parish insurance cover and details and so would be able to answer this in due course. **Clerk to review and complete recently received insurance pack and report back.**

**126) To note the current equipment status.** Cllr Burton explained that the new rope swings had been installed but that the hurricane swing will not fit into the specific area of the playground that it had been intended for. The suppliers would not take it back and/or offer a credit note since it had been painted in specific non-standard colours at the request of the parish. Options discussed were selling on to another parish, selling to either Cala or Hayfield homes or simply rejigging the existing equipment to make it fit. The last option of rejigging was approved. **Cllr Burton will have an onsite meeting with the installation contractor to discuss position and costs.**

**127) To note the updated financial policies which now include the adopted debit card policy.** Noted.

**128) To note the request to ask if CIL money could be used to help with halls heating costs.** I was discussed that, whilst CIL money could not be allocated to heating costs, the Parish Council could consider a grant or donation. **Cllr Burton to obtain details of heating costs. Clerk will add to agenda for discussion at next meeting.**

**129) To note the request for Parish Council to try to get kerb raised by entrance to Grove Farm House/The Dairy.** Discussed but the request is unclear of exactly what is being asked for and exact location. **Cllr. Burton to obtain further details of this request. Clerk to add to agenda for next month.**

**130) Correspondence, reports and Issues (for information only).**

Clerk asked that Cllr. Alison take the accounts files again for review.

Members of the public had raised the point that The Bridleway between Marsh Lane and Marsh Crossing is flooded again. There has been rubbish dumped and sewerage can be seen within the flooded areas. Cllr. Williams suggested the Parish could arrange and pay for a fence which it was felt would improve the area concerned. It was discussed that photos and costings would be required. **Cllr's Good/Williams to provide photos and length of fencing to inform council and, if agreed, establish costings**

Cllr Jones raised the point that Marsh Crossing is going to be closed re HS2 work and could be shut for up to 6 months. There will be a huge increase in Marsh and Bishopstone traffic.

**131) To confirm the date and time of next Parish Council Meeting: 8<sup>th</sup> February, 2023**

Meeting closed at 8.30pm

#### **ITEM 4 February Payments for Approval**

Pauline McBride	January Salary	£428.90		£428.90
HMRC	PAYE	£29.40		£29.40
Margaret Forbes	Yrly. Rent for bench at old Stables	£20.00		£20.00
TSB Hygiene	Bin Emptying January	£50.00	£10.00	£60.00
Pauline McBride	Expenses – January	£44.00		£44.00
Playspace	Playground Equip. Installation	£650.00	£130.00	£780.00
Cashplus Account	Top up December Expenditure	£69.97	£6.00	£75.97
	<b>Total</b>	<b>£1292.27</b>	<b>£146.00</b>	<b>£1438.27</b>

**ITEM 13 To consider request for resurfacing workaroud the parish bench at The Old Stables, Frove Lane, Great Kimble.**

See below request sent with annual rental invoice.

Colin and Maggie Forbes  
The Old Stables  
Grove Lane  
Great Kimble  
Aylesbury  
Bucks  
HP17 9TR

19.1.23

Invoice

Yearly rent for the bench located at the above property £20

Payable to:

Margaret Forbes  
Nationwide Building Society  
Ac No. 30477254  
Sort Code 070246

We would be grateful if the council would please consider resurfacing the ground around the bench. It's quite rough and is prone to weeds. Clearing away the layers of dirt caused by traffic and the poor surface of the ground as well as weeding can be time consuming.

Thank you in advance for the payment and for consideration of our request above.