

Meeting Pack – January 11th 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 14th December 2022
4. **To approve January 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 review Clerk’s hours/tasks/pay/holiday.**
10. **To agree budget and precept for 2023/2024.**
11. **To review, agree the completed ‘Buckinghamshire Council Settlement Review’ questionnaire.**
12. **To update on Lloyd’s bank entry and approval status.**
13. **To note Fixed Asset additions and disposals.**
14. **To note the current playground equipment status.**
15. **To note the updated financial policies which now include the adopted debit card policy.**
16. **To note the request to ask if CIL money could be used to help with halls heating costs.**
17. **To note the request for Parish Council to try to get the kerb raised by the entrance to Grove Farm House/The Dairy.**
18. **Correspondence, reports and Issues (for information only).**
19. **To confirm the date and time of next Parish Council Meeting:** 9th February 2023.

ITEM 3) Minutes of Great and Little Kimble cum Marsh Parish Council meeting held on Wednesday 14th December 2022 at Kimble Stewart Hall at 7.30pm

Attendance: Cllr John Austin, Cllr Alun Jones, and Cllr Harvey Alison.

93) Welcome and Apologies: Cllr James Good, Cllr Delia Burton, Cllr James Crips and Cllr David Williams

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

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

96) To approve December Payments.

Payee	Detail	NET	VAT	Gross
Pauline McBride	November Salary	£428.90		£428.90
HMRC	PAYE	£29.40		£29.40
Julie Bunker	Plants for War Memorial	£21.00		£21.00
Wicksteed	Playground Equipment	£10265.57	£2053.11	£12318.68
SRT	Litterpick October	£120.00	£24.00	£144.00
SRT	Litterpick November	£120.00	£24.00	£144.00
Pauline McBride	Mileage/ Homeworking	£44.00		£44.00
TBS Hygiene	Bin Emptying November	£50.00	£10.00	£60.00
A1 Building/Maint	Bus Stop Repairs	£820.00		£820.00
Cashplus Card	Reinstate Balance	£9.99	£2.00	£11.99
TOTAL		£11908.86	£2113.11	£14021.97

It was noted Wicksteed was a 'new supplier' as far as Lloyds Bank are concerned and had therefore been set up to be paid online for the first time this month.

December Payments were noted and approved.

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

22/07673/FUL: Land Adjacent To 4 Roundhill Cottages Kimblewick Road Kimblewick. Change of use of land from Agricultural to use as paddock with erection of stable building. Great and Little Kimble cum Marsh Parish council note that use as a paddock would require access. The field currently has no road access. The planning applications states that no additional access points will be required so we feel this needs clarification as we believe that additional access points would be required.

22/07668/FUL: 4 Roundhill Cottages Kimblewick Road Kimblewick. Erection of dwelling and creation of associated parking and amenity areas. It was noted that this application is related to the one above (22/07673/FUL). Great and Little Kimble cum Marsh have no comments to make.

22/07782/REM: Land South East Of The Bungalow & South West Of Footpath 39 Kimblewick Road Kimblewick. Submission of details of access, appearance, landscaping, layout and scale pursuant to outline permission (granted under planning approval 21/07720/OUT) for construction of 2 x apartment blocks comprising 6 x 1-bed and 7 x 2-bed flats & 2 x 2-bed, 8 x 3-bed, 5 x 4-bed and 17 x 5-bed houses (45 units in total) with associated access from Kimblewick Road, bin & bicycle stores, hard and soft landscaping, parking & garaging and associated works. Great and Little Kimble cum Marsh Parish Council are in general agreement with the proposed development apart from the fact that a playground or MUGA were part of the original applications. We believe the proposed canopy coverage could be situated differently in order to accommodate the original plan for a playground or MUGA. The Parish Council strongly believe this is essential to the successful integration of this new development into the existing parish.

22/08158/FUL: The Jasmines Marsh Road Little Kimble. Householder application for construction of a replacement outbuilding. Great and Little Kimble cum Marsh Parish Council have no comment on this proposal.

Action: Clerk

Change of Status:

22/06220/FUL: The Old Stables, Grove Lane, Great Kimble. Application Permitted.

22/06051/FUL: "Roundhill, Kimblewick Road, Kimblewick. Application Permitted.

98) Kimble Stewart Hall: Cllr Burton was unavailable for this meeting and so anything for November and December will be reported at the January

99) Community Board Report: Nothing further to report this month.

100) Marsh Kerbing/Pinch Point Project update: There was discussion on how to get this project moving forward, especially as it has now been agreed to go ahead and use CIL funds, if necessary, to avoid the lengthy and laborious process of trying to obtain external funding from Buckinghamshire County Council. **Cllr Jones to obtain quotes.**

101) To update on Lloyds bank entry and approval status. Since Cllr Williams and Cllr Good had sent apologies and were unable to attend the meeting it was not possible to ascertain whether internet banking access had been obtained for Cllr Williams or bank signatory access had been granted to Cllr Good. **Clerk to email both to obtain status report.**

102) To note recent playground equipment delivery which can utilise CIL funds. CIL position was explained and noted.

103) To note that urgent repairs were undertaken to fix the potentially dangerous leaning bus stop. The decision to use AI Building and Maintenance to undertake the urgent repair and resultant invoice for £820.00 was recorded.

104) To note external auditor appointment for a further 5 years from 2022-2023. Copy of email from SAAA (Smaller Authorities Appointments Limited) was noted and The clerk explained that this simply confirmed that PFK Littlejohn had now been confirmed as the External Auditor for the next 5 years.

105) To review and approve the completed Internal Audit questionnaire pack. The pack had been distributed to Councillors prior to this meeting in order to allow for review, questions, comments etc. The pack was approved by all Councillors. **Clerk to send completed pack to Internal Auditor.**

106) To further review 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. Clerk will confirm budget and precept timescales.**

107) To review fixed asset listing. The clerk had circulated the current asset listing, which has not been updated since January 2022. It was noted that additions and disposal are likely to be just noticeboard,

playground equipment and football net which is currently on order. It was noted that repairs and installation costs are not considered to be part of the asset cost. In addition, there is no depreciation charge and assets are simply held at cost (unlike commercial organisations). Having reviewed the asset list, it was thought that Cllr Burton would be best placed to confirm disposals and additions. **Clerk to liaise with Cllr Burton to update the current asset listing.**

108) To consider/adopt a specific debit card policy. The clerk explained this was necessary as there is now a debit card (Cashplus). The clerk had circulated a draft policy which was reviewed and agreed. **Clerk to incorporate into the financial policies and update the parish website.**

109) To pass a resolution to aim to sign up to the ‘Civility and Respect Policy’. The clerk explained that there is not enough time to look at this right now in detail, but the idea is that the Parish Council will note this and resolve to look into this policy in the future when time allows.

110) To note the current ‘Reserves’ position. The clerk had distributed a reserves report to show the position as at the end of March 2021 and as at the end of November 2022. It was noted that the reserves will need to be justified and allocated again at the end of March 2023. A parish IT reserve was suggested for inclusion. The reserves position will be reviewed again nearer to the end of the financial year.

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

Cllr Jones raised the point that the Clerks hours and pay should be reviewed since it is obvious that the current hours being worked are far more than the contracted 8 per week. The clerk was unable to say just how many extra hours per week were being done but had been double at times. (But expected that to start with due to learning curve). It was suggested that this review should be added as an agenda item for the next meeting and that the clerk should keep a note of hours and tasks over the next month to provide some detail.

Clerk will add agenda item for January meeting. Clerk will attempt to record hours and tasks over the next month.

112) To confirm the date and time of next Parish Council Meeting: 11th January, 2023

Meeting closed at 8.30pm

Chairman.....

Date:

ITEM 4 January Payments for Approval

Pauline McBride	December Salary	£428.90		£428.90
HMRC	PAYE	£29.40		£29.40
TBS Hygiene	Bin Emptying December	£50.00	£10.00	£60.00
Pauline McBride	Expenses - December	£35.90		£35.90
Cashplus Account	Top up December Expenditure	£9.99	£2.00	£11.99
Total		£554.19	£12.00	£566.19

ITEM 11 To review, agree the completed 'Buckinghamshire Council Settlement Review' questionnaire.

The below email questionnaire was sent by the Planning Policy Team at Buckinghamshire County Council. Their first attempt at completing the questions is shown in black and the draft response from the Parish Council is shown in red.

Buckinghamshire Council is conducting a Settlement Review of all Towns and Parishes within the Council area. This review will form part of the evidence base for the [Local Plan for Buckinghamshire](#) and has been split into two parts - Part one: review of the services and facilities, and Part two: general feedback.

Part One:

We carried out an initial desk-based audit of the facilities and services for each Town and Parish Council/Meeting area. We have identified the following for your area:

Great and Little Kimble

Population: 1.031

No. of households:

Key Services	Number of Services/ Facilities	Address and Details (e.g., opening times)	Amendments/ Comments
Food Shop (supermarket/ local store/ garage)	3		Should be 0
Pub	3	The Swan Public House, Grove Lane, Great Kimble.	Should be 1
Post Office	1		Should be 0
GP	0		
Community/ Village Hall	0	The Kimble Stewart Hall, Station Road, Little Kimble.	Should be 1
Recreation grounds/ Playing fields/ sports facilities	1		
Primary School	1, 1 private		Should be 2 schools including 1 private

Non-key Services	Number of Services/ Facilities	Address and Details (e.g., opening times)	Amendments/ Comments
Secondary School	0		
Places of Worship	3		
Pharmacy	0		
Library	0		
Dentist	0		
Leisure Centre	0		

Public Transport	Number of Services/ Facilities	Address and Details (e.g., opening times)	Amendments/ Comments
Train station	0		Should be 1 train station
Bus Transport Services (frequencies are approximate as vary depending on the route and time)	1 train station Redline 130 (Aylesbury - High Wycombe) x4 an hour		Should be Arriva bus services 330/30X running 4 times per hour. Also community bus from The Swan PH to Princes Risborough, running

			9.30 and noon on Mondays and Thursdays.
School Bus Transport Services (x1 am and return pm service)	Z & S Transport 611 (Kingsey-Aylesbury Schools Coach Park)		The above bus service is used for Risborough, Wycombe and Aylesbury senior schools.

Sources: ONS Census population estimates 2020, Household populations 2011, Town and Parish Council websites, Google search, Google maps, local knowledge, Buckinghamshire Council bus timetables, Aylesbury Vale Settlement Hierarchy 2017, Wycombe District Council Settlement Hierarchy 2016.

We'd be very grateful for your help in reviewing the data from our desk-based audit and confirming whether this information is correct, or if we need to adjust anything.

Part Two:

It would also be useful if you could answer the following questions:

1. Does your Town/ Parish have any issues that the Local Plan might help to solve? E.g., road junction capacity, bus services, school places or localised flooding. Please see
2. What would you most like to preserve or improve about your Town/ Parish? E.g., local green space, historic character, local shops and services. We are also still interested to hear about any sites that we might have missed in the [Call for Sites](#) engagement exercises.
3. What are your aspirations for your Town/Parish over the next 20 years?
4. If you have not already done so, do you aspire to produce a Neighbourhood Development Plan? If so, what are your reasons for doing so, or not doing so?

Yes, the Parish do have a neighbourhood plan and the full response to questions 1 to 3 can be found within this neighbourhood plane. <https://www.kimbleplan.org/>

The deadline for response is 28 February 2023.

Kind regards,

Planning Policy Team

ITEM 13 To note Fixed Asset Additions and Disposals.

Additions:		Net	Vat	Gross
Jul-22	Gt Kimble Notice Board	2150.00	430.00	2580.00
Dec-22	Hurricane Swing with 2 Trapeze swings	5995.00	1199.00	7,194.00
Dec-22	Safety Grass	3070.50	614.10	3,684.60
Dec-22	Drop Rope Traverse	619.00	123.80	742.80
Disposals:				
Feb-05	Purrsell (Shelter for play area)	2051.00	410.20	2,461.21
Jan-21	Gt Kimble Notice Board	1100.00	220.00	1,320.00

In addition, there is a new football net on order, to be delivered in early 2023.

ITEM 15 To note the updated finance policies which now include the adopted debit card policy.

The financial policy can be found on the parish website via the following link:

<https://kimblecouncil.org/Media/Meetings/Minutes/2022/Financial%20Regulations%20Dec2022.pdf>

They now incorporate a debit card policy (copied below) which was adopted at the December meeting.

6.17. A Council debit card may be issued to the Parish Clerk with authorisation from the Parish Council. No other individuals may use the cards. The debit card cannot be used for non-Parish Council or personal expenditure. Any Debit Card issued for use will be 10 Great and Little Kimble cum Marsh Financial Regulations 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. 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. Purchases on the debit card must comply with the approval limits set out in the Council's Financial Regulations. 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. Cash withdrawals are not permitted on the cards. Receipts of debit card transactions must be kept and transactions reported at the next Parish Council meeting. The Parish Clerk will check receipts against the debit card statements and will investigate any discrepancies. If a cardholder misuses or fraudulently uses a debit card this may result in disciplinary action.