

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 17th FEBRUARY 2015 AT 7.45 PM
IN LONGWICK VILLAGE HALL**

PRESENT

Clr Mrs Valerie McPherson (Chairman)
Cllrs Ian Walker, Graham Walters, Mrs Jane Rogers, Rolf van Apeldoorn, Brian Richards
and Sally Whitworth
Clerk Mrs Susanne Griffiths
1 member of the public

1/APOLOGIES FOR ABSENCE

None were received.

2/ MINUTES

The Minutes of the previous meeting of the Parish Council on the, 20th January 2015 having been circulated were approved by the Meeting and signed by the Chairman.

3/ DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Cllrs Sally Whitworth and Brian Richards declared an interest in agenda item 14 application number 14/08237/VCDN.

4/ A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING LONGWICK-CUM-ILMER PARISH COUNCIL

Clr Bill Bendyshe-Brown reported that he has requested for a litter pick in the lay-bys outside of Longwick.

The hedges have been cut on the roads around Longwick.

The road surface in Ilmer is to be patched.

The issue of the footway to the school is to be raised on the LAF agenda.

5/ MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Clr Val McPherson reported that she is still waiting for additional dog fouling signs. **VM**

UK Power Networks – Wayleaves

Further to the Parish Council decision Minute 799(9), Uk Power Networks has sent a Wayleaves Agreement to sign. **All present agreed** for the Chairman to sign agreement on behalf of the Parish Council. **VM/SG**

Update from The Woodland Trust

Notification has been received that the trees should arrive between 2nd and 6th March. A guide will be included to identify plant and care for the saplings, publicity poster, press release advice, stickers and more. The Scouts will be planting them in early April. **RVA**

6/ FINANCE

A/ Payments

VAT

s/o	Salaries	February 2015	£433.37		433.37
181	Website	mh-p - Domain renewal 8/1/2015-7/1/2017	£15.98	£3.20	19.18
182	Grass Cutting	Manor Estates - Grass cutting August 2014	£369.07	£73.81	442.88
183	Risk Assessment	K Dobson - Risk Inspection Jan 2015	£15.18		15.18

B/ Receipts - Nil

C/ Bank Balance £16,387.46 (allowing for the above cheques)

The expenditure for February was examined by the Council. **All present agreed** that the necessary cheques be signed. The Clerk presented the accounts together with the bank statements and bank reconciliation for the members' consideration. **All present agreed** that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

7/ CAPITAL ITEMS AND COMMUNITY FACILITIES

A. Playing Field

There were no medium or high risk issues highlighted in the Risk Inspection Report for January 2015

B/ Children's play area

There were no medium or high risk issues highlighted in the Risk Inspection Report for January 2015

8/ ROADS, VERGES AND RIGHTS OF WAY

The Clerk is requested to contact the relevant authorities to action the following issues:-

The road sign name and supports for Bell Crescent still needs replacing. This has been reported to Nigel Jones at Wycombe District Council

The bend sign on Thame Road is now facing the field.

The black and white hazard post is broken at The Bungalow, Owlswick which has been reported under reference number 492368. **SG**

CORRESPONDENCE

Offer from WDC to carry out the annual play area risk assessment for a cost of £64.

All present agreed for the Clerk to make the necessary arrangements. **SG**

A request from a resident for the Parish Council to give support for a highways sign for their farm shop

All agreed to support the application. **SG**

Email from GKA

Offer to assist the Parish Council with the emerging Longwick- cum-Ilmer Neighbourhood Plan.

All present agreed to thank GKA for their kind offer but do not require their assistance on this occasion as they are being supported by WDC. **SG**

Email from residents

Proposed development at St Michaels, Stockwell Lane, Meadle, Bucks HP17 9UD

All present agreed to contact the residents to arrange a site visit. **SG**

A request to meet with the Parish Council to discuss development in Longwick

All present agreed to the meeting, providing the Parish Council is not expected to discuss any specific proposals and this is a listening exercise only. **SG**

Email from Longwick Village Hall Management Trustees concerning the hire of the hall for public meetings.

The Clerk is requested to inform the Chairman of the Village Hall Committee that the Parish Council will conduct a Risk Assessment prior to each meeting and ensure exits are unlocked and clear to allow fast evacuation. **SG**

10. A REPORT FROM THE STEERING GROUP ON THE NEIGHBOURHOOD PLAN

Three Councillors and three residents have formed a steering group and had the first meeting with two WDC officers to review the Neighbourhood Plan process and possible timescales. Please see appendix A for the minutes of the Steering Group meeting.

All present agreed to use the following channels to cascade information to residents:-

- Website
- Bucks Herald and Bucks Free Press
- Newsletter
- Personal emails with the residents' permission.
- Stall at the Longwick Village Fete
- Steering Group members to meet residents at an exhibition at the Annual Parish Meeting.

11. COMMISSIONING A TREE SURVEY

Mr P Simpkin, Arboricultural officer at WDC has agreed to quote for conducting a tree survey for Longwick Playing Field but requires clarification on the extent of the land and who owns the trees on the boundaries. Cllr Ian Walker produced list of trees owned by the Parish Council. **All present agreed** to instruct Phil Simpkin to quote for a survey of all the trees without the definitive information on ownership of the trees on the boundaries. **SG**

12. AN UPDATE ON DEVOLVED SERVICES FROM B.C.C.

The Councillors have been invited to a conference which visits a variety of ways in which Parish Councils can work with their principal authorities to meet today's challenges as Parishes and principal authorities are being challenged to provide more for less. The conference Parish Councils Delivering More and working together with principal authorities is on the February 24th 2015 at Adams Park, High Wycombe, Buckinghamshire. The Clerk will attend. **SG**
The Clerk advised that the formal contracts to be signed with BCC and PRTC will be available for inspection shortly. **SG**

13. REPORT FROM THE WORKING GROUP ON THE RESPONSES TO THE RECENT COMMUNICATIONS QUESTIONNAIRE

Cllr Jane Rogers reported that she and Cllr Rolf van Apeldoorn have studied the questionnaires in some detail. The results were circulated to the members and are to be published in the next Newsletter. The possibility of engaging a volunteer as Communications Director was discussed.

14/ PLANNING APPLICATIONS

To consider New Planning Applications

14/08339/FUL: Land adjoining Saddleback Barn Chadwell Hill Farm Lower Icknield Way Longwick Buckinghamshire HP27 9RL

Proposal: Erection of single storey round chapel. **The Clerk is requested to request an extension to the deadline for comments to enable a site visit by the councillors to take place.**

Cllr Sally Whitworth and Brian Richards declared an interest in this next application and took no part in the discussion and decision.

14/08237/VCDN: OS Parcel 0038 Stockwell Lane Little Meadle Buckinghamshire

Proposal: Variation of condition 2 attached to P/P 13/08073/FUL (Continued mixed use of land for agriculture and dog training (including siting of caravan for use as equipment store) and retention of polytunnel) to change this temporary condition to permanent and to increase the hours the site is allowed to be used for dog service training/dog walking Monday to Friday from 11.00 to 15.00.

Cllr Val McPherson proposed that **the Parish Council has no objection** to the application. Seconded by Cllr Jane Rogers. A vote was taken and the **motion passed** with 3 votes in favour and 2 against.

15/05358/FUL: St Michaels Stockwell Lane Meadle Buckinghamshire HP17 9UD

Proposal: Erection of replacement 4 bed dwelling with detached garage/woodstore

All present agreed to request an extension to the deadline for comments to enable a site visit by the councillors to take place. Cllrs Jane Rogers, Sally Whitworth and Brian Richards agreed to visit the site. **BR/SW/JR**

Notice of Planning Applications Approved

14/08030/FUL *Decision* Application Permitted

Address: Bracknell Lower Icknield Way Longwick Buckinghamshire HP27 9RZ

Proposal: Householder application for construction of single storey side infill extension and associated external alterations

14/08173/FUL *Decision* Application Permitted

Address: Front Barn Hatchmead Farm Lower Icknield Way Great Kimble Buckinghamshire

Proposal: Change of use of existing agricultural building to Use Class B8 (Storage) with associated external alteration

To Receive Notice of Planning Applications Refused

14/08200/TPO *Decision* Application Refused

Address: 5 Woodbine Close Longwick Buckinghamshire HP27 9ES

Proposal: Fell Ash and replant

15/05042/PA *Decision* Details Refused

Address: Poplars Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Prior notification application (Class MB) for change of use of existing agricultural building to a dwellinghouse (Use Class C3) and associated operational development.

15/ AGENDA ITEMS FOR THE NEXT MEETING.

- To receive an update on devolved services from B.C.C.
- To receive a report from the Steering Group for the Neighbourhood Plan
- To discuss and decide on commissioning a tree survey.
- To discuss and decide on the Annual Review of the Internal Audit.
- To discuss and decide on the appointment of the Internal Auditor.
- To review the Financial Regulations.
- To review the Parish Council Insurance Policy for 2015/16.

16. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

All present agreed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 to discuss the following:-

- To discuss and decide on quotations for the replacement of the playing field fence.
- To discuss staff matters
- To discuss and decide on the Maintenance Contract for 2015-2016

17/ NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday March 17th 2015 in Longwick Village Hall at 7.45pm.

There being no further business to discuss the Meeting closed at 10.00pm.

Chairman..... Date.....

Appendix A

NOTES OF THE LONGWICK-CUM-ILMER PARISH NEIGHBOURHOOD PLAN STEERING GROUP MEETING

16th February 2015, Longwick Village Hall

Item	Notes	Action
1.	<p>Welcome and Introductions</p> <ul style="list-style-type: none">● Cllr Val McPherson Chairs the Steering Group, and is Chair of the Parish Council. Sally and Brian are other Councillor members in the Steering Group (SG). Janet, Graham and Tony are co-opted members from the Parish.● Rosie Brake and Louise Thomas represent Wycombe District Council, and will support the preparation of the Neighbourhood Plan (NP) for the Parish.● Cllr Graham Walters is acting as Liaison Officer for the SG.	
2.	<p>Review of the Neighbourhood Plan process and possible timetable</p> <ul style="list-style-type: none">● RB drew attention to the Process diagram in the “Roadmap Guide”, tabled.● A draft timetable was presented and explained that it is fairly ambitious. It anticipates a Draft Plan to be out for consultation after the May General Election.	
3.	<p>Interaction with the Local Plan – the Local Plan timetable</p> <ul style="list-style-type: none">● The Local Plan process is very lengthy: WDC looking to adopt the new plan in 2018.● RB noted that the NP should reflect the Local Plan as it develops.	
4.	<p>Technical Matters</p> <ul style="list-style-type: none">● ‘Basic Conditions’ need to be met. These are described on p36 of the “Roadmap Guide”.● The Strategic Environmental Assessment and Sustainability Appraisal are required in EU law. WDC will assist the Parish Council (PC) with screening, scoping and preparing a draft framework for consultation (Action: RB)● Much of the evidence base has been collected as part of the Longwick Capacity Study, commissioned by WDC and undertaken by Tibbalds consultancy. The Study has been published on the WDC website: http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-policy/new-local-plan/our-rural-areas.aspx● Some more evidence gathering would be needed for the hamlets, as these were not in scope of the Capacity Study. This would be considered under the next item.	RB

Item	Notes	Action
5.	<p>Vision and Objectives, Engagement and other early action</p> <ul style="list-style-type: none"> <li data-bbox="284 450 1401 658">● The Capacity Study includes a number of tenets and principles, which can be reviewed and the SG decide which could be included in a Vision and objectives. Other examples of NP’s were tabled and these can prompt more thought. There is no compunction for the SG to accept any of the Capacity Study principles, although WDC consider them well thought through. Initially BR and GB would consider and draft a Vision and objectives, for review by the SG. (Action: BR, GB) <li data-bbox="284 707 1401 846">● SG needs to establish an engagement strategy, including seeking views from key stakeholders and contributors, and the methods of engagement to be used. It was noted that the hamlets need to be involved, and that Ilmer residents had already produced some work which the SG could seek to utilise. <li data-bbox="284 896 1401 1104">● The PC would consider the engagement strategy and methods at its meeting of 17th February. (Action: PC) PS: It was decided that channels of engagement would include: SG Notes to be published with PC Notes (i.e. on website and Notice Board), updates in Newsletters, Annual Parish Meeting (21st April), stall at the May Fete, press releases to Bucks Free Press, inviting contributions on sub-groups (e.g. for Hamlets), and ‘testing’ latest provisional ideas at forums with key stakeholders (before publishing fully). <li data-bbox="284 1153 1401 1256">● SG needs to develop and agree site criteria. A meeting was arranged for Thursday 5th March at Meadle to discuss this. SG to decide whether to invite LT to this or asks for a critical review of the outcomes of the meeting. (Action: VM) <li data-bbox="284 1305 1401 1444">● BALC has organised an event “Supporting Parishes in Neighbourhood Planning”, on Thursday 12th March. Cllr members of SG cannot attend; JM can, as can GW, however priority should go to TB and GB if they would like to go. (Action: VM to email details to JM, GB and TB) 	<p>BR, GB</p> <p>PC</p> <p>VM</p> <p>VM</p>
6.	<p>Grant application and use of consultancy</p> <ul style="list-style-type: none"> <li data-bbox="284 1585 1401 1657">● PC can apply for grant-aid in the new financial year, which can cover consultancy support. <li data-bbox="284 1668 1401 1736">● In the meantime, there is some consultancy time available from WDC. This could for example be used to be involved with or review the site criteria (see previous item). 	
7.	<p>Date of Next Meeting</p> <p>Thursday 5th March, Meadle, 19:45.</p>	