

**LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 17<sup>th</sup> MARCH 2015 AT 7.45 PM  
IN LONGWICK VILLAGE HALL**

**PRESENT**

Cllr Mrs Valerie McPherson BEM (Chairman)  
Cllrs Ian Walker, Mrs Jane Rogers, Rolf van Apeldoorn, Brian Richards  
and Sally Whitworth  
Clerk Mrs Susanne Griffiths  
Clerical Assistant Mrs Jayne Mylchreest

**1/APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Graham Walters.

**2/ MINUTES**

The Minutes of the previous meeting of the Parish Council on the 17<sup>th</sup> February 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.

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

Cllr Bill Bendyshe-Brown was unable to attend.

**5/ MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

Update from The Woodland Trust

Trees have arrived and passed to Cllr Rolf van Apeldoorn, which are to be planted in early April

**RVA**

**6/ FINANCE**

A/ Payments

VAT

s/o	Salaries March 2015	£433.37		433.37
184	Manor Estates grass cutting March 2014	£369.07	£73.81	442.88
185	K Dobson - Risk Inspection Feb 2015	£15.18		£15.18
186	Broker Network Ltd- Insurance 31/3/2015-30/3/2015	£ 1220.02	73.20	1293.22
187	HMRC PAYE Jan Feb Mch	£5.60		£5.60

B/ Receipts - Nil

C/ Bank Balance £14,197.21 (allowing for the above cheques)

The expenditure for March was examined by the Council. **All present agreed** that the necessary cheques be signed.

**7/ CAPITAL ITEMS AND COMMUNITY FACILITIES**

**A. Playing Field**

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

**B/ Children's play area**

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

## **8/ ROADS, VERGES AND RIGHTS OF WAY**

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

The black and white hazard post is still broken at The Bungalow, Owlswick which has been reported under reference no 492368.

The bend sign on Thame Road still needs to be repaired, including chevrons next to the footpath this has been reported under Ref 494466.

**SG**

## **9. CORRESPONDENCE**

A request from Chinnor Rugby Club to use the playing field whilst work is being done at their home ground.

After a short discussion, Cllr Sally Whitworth proposed to decline their request to use the Longwick Playing Field. A vote was taken and the motion passed with four votes and two abstentions. **VM**

Invitation to enter the Best Kept Village competition.

The 2015 Best Kept Village Competition is soon to be launched. Entries are invited from the villages and small towns in Buckingham and Milton Keynes.

**Noted.**

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

Please see appendix A for the minutes of the Steering Group meeting.

Cllr Valerie McPherson proposed that the Parish Council approve the following requests from the steering group. Seconded by Cllr Sally Whitworth.

### 1. Application for Neighbourhood Planning Grant

To give authority for Cllr Graham Walters to register and draft the application form for the Steering Group to agree on behalf of the Parish Council, prior to sending the application off. **All present agreed.** **GW**

### 2. A dedicated page on the LCI Parish Council website be provided for Neighbourhood Plan matters.

The Parish Council obtain a quote from the website host to have a dedicated page on the LCI parish website be provided for Neighbourhood Plan matters. Subsequently the extra cost of this could be included in the application for grant-aid expected to be made in the 2015-16 financial year. **All present agreed.** **SG**

### 3. The Sites and Site Criteria as shown in the Longwick Capacity Study (p43) is approved for consultation purposes in the Neighbourhood Plan.

The Steering Group acknowledges there could be refinement of both sites and criteria as the process goes on, but this can rightly result from consultation responses from the community, but propose that The Sites and Site Criteria as shown in the Longwick Capacity Study (p43) is approved for consultation purposes in the Neighbourhood Plan. **All present agreed.**

### 4. A Press Release item for Bucks Free Press and Bucks Herald.

Cllr Sally Whitworth agreed to circulate a press release item for Bucks Free Press and Bucks Herald for approval by the members. The Clerk is requested to contact the newspapers and arrange for the article to be included in the Community Sections of the above papers, once the members have agreed on the content. **All present agreed.** **SG**

### **11. COMMISSIONING A TREE SURVEY**

WDC Arboriculturalist, Phil Simpkin feels that it would be unnecessary to have a full Tree Risk Management Strategy produced for so few trees but it would be worth having a report detailing how the trees are to be managed in a proportionate way. His estimates are as follows:-

Option 1. Full strategy including a survey £763.56

Option 2. Brief strategy including a survey £509.04

**All present agreed** to accept option 2 Brief Strategy with a total cost of £509.04.

**SG**

### **12. AN UPDATE ON DEVOLVED SERVICES FROM B.C.C. AND APPROVAL OF THE AGREEMENT WITH B.C.C .**

The Clerk informed the members that the contract had been sent to the insurance company and that they were satisfied with the existing cover in place as the work will be undertaken by Princes Risborough Town Council who possess their own insurance for the activities.

**All present agreed** for Cllrs Val McPherson and Brian Richards to sign the contract with B.C.C.for Devolved Services on behalf of Longwick-cum-Ilmer Parish Council.

### **13. THE ANNUAL REVIEW OF THE INTERNAL AUDIT**

The members carried out an Annual Review of the effectiveness of the internal audit. The actions listed in the Internal Audit programme supplied by the Internal Auditor together with Internal Auditors Report were scrutinised by the members. Cllr Val McPherson proposed that the Internal Auditor had met the expected standards, they were effective and his work had taken into account the whole of the Parish Council's system of internal control, including risk management. Seconded by Cllr Sally Whitworth. **All present agreed.**

**SG**

### **14 THE APPOINTMENT OF THE INTERNAL AUDITOR.**

Cllr Val McPherson proposed to appoint Mr Don Timms as the internal auditor for the Audit year ending 2014/2015. Seconded by Cllr Sally Whitworth. **All present agreed.**

**SG**

### **15. TO REVIEW THE FINANCIAL REGULATIONS**

The Clerk will forward a draft of reviewed Financial Standing Orders, which are based on NALC's recommendations to members for discussion at the next meeting.

**SG**

### **16. TO REVIEW THE PARISH COUNCIL INSURANCE POLICY FOR 2015/16**

Cllr Brian Richards proposed that no change be made. Seconded by Cllr Jane Rogers. **All present agreed.**

**SG**

### **17 .TO CLARIFY THE PROPERTIES IN THE HAMLETS WITHIN THE PARISH BOUNDARIES**

**All present agreed** that Ian Walker is to clarify which properties currently receive the Parish newsletter and communications to ensure that all residents receive copies.

**IW**

### **18/ 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.

**Cllr Sally Whitworth proposed that the Parish Council object to this application on the following grounds:- The site for the proposed building is considered to be inappropriate in the open countryside. There is a concern about the lack of car parking facilities and access to the proposed building. Seconded by Cllr Val McPherson. A vote was taken and the motion carried with 5 votes for the proposal and 1 against.**

**SG**

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

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

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**Cllr Sally Whitworth proposed that the Parish Council respond with “No Objections to this application”. Seconded by Cllr Jane Rogers. All present agreed. SG**

**15/05499/CTREE:** Dove Cottage Meadle Village Road Meadle Buckinghamshire HP17 9UD  
**Proposal:** Reduce canopy by up to 1.5 metres to Walnut Tree ref no. 62; thin and reduce canopy of Flowering Cherry 80 by 2 metres; reduce height of Yews 82 and 85 by 30% and shape; reduce height of Holly 83 by 20% and shape; reduce Leylandii 50, 51, 52, 53, 54 and 55 by 50%. **Cllr Jane Rogers proposed that the Parish Council abide with the decision of the Arboriculturalist. Seconded by Cllr Val McPherson. All present agreed. SG**

**15/05578/VCDN** Twin Oaks Park Lower Icknield Way Longwick Buckinghamshire  
**Proposal:** Variation of Condition 04 (User Restriction) ) of pp 09/05170/FUL to allow the use of the stables by persons other than Mr & Mrs Skeet | Twin Oaks Park Lower Icknield Way Longwick Buckinghamshire. **Cllr Sally Whitworth proposed that the Parish Council respond with “No Objections to this application”. Seconded by Cllr Val McPherson. All present agreed. SG**

**15/05579/CLP:** Twin Oaks Park Lower Icknield Way Longwick Buckinghamshire  
**Proposal:** Certificate of Lawfulness proposed for the siting of two additional caravans on the site making a total of 6 caravans | Twin Oaks Park Lower Icknield Way Longwick Buckinghamshire  
**Cllr Sally Whitworth proposed that the Parish Council respond with “No Objections to this application”. Seconded by Cllr Val McPherson. All present agreed. SG**

Notice of Planning Applications Approved

**14/08237/VC** *Decision* Application Permitted

**Address:** 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 to 11.00 to 15.00 on Mondays to Fridays.

**15/05134/FUL:** *Decision* Application Permitted

**Address:** Bentota House, 6 The Green Longwick Buckinghamshire HP27 9QY

**Proposal:** Householder application for construction of single storey orangery extension.

To Receive Notice of Planning Applications Refused

None.

**19/ 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 review the Financial Regulations.

To discuss the Village Fete preparations.

**20/NEXT MEETING**

The next meeting of the Parish Council will take place on Tuesday 21st April 2015 in Longwick Village Hall at 8.pm and will be preceded by the Annual Parish Meeting at 7.30pm

There being no further business to discuss the Meeting closed at 9.20pm.

**Appendix A**  
**NOTES OF THE LONGWICK-CUM-ILMER PARISH NEIGHBOURHOOD PLAN**  
**STEERING GROUP MEETING 5<sup>th</sup> March 2015, Meadle**  
**Steering Group: Val McPherson, Sally Whitworth, Brian Richards, Janet Marsh,**  
**Graham Bucknell and Tony Bravery.**

1. **Engaging the Hamlets and improving Evidence Base**
  - GB would draft a questionnaire and circulate to SG members in readiness for this to be circulated around 13<sup>th</sup> March, via contacts for each of the 5 recognised hamlets. GB
  
2. **Vision and Objectives**
  - BR and GB had drafted Visions and Objectives for the Neighbourhood Plan, tabled. Comments required from SG members by 13<sup>th</sup> March. All
  
3. **Sites and Site Criteria**
  - The Steering Group agreed that the Sites and Site Criteria as shown in the Longwick Capacity Study (p43) would be recommended to the Parish Council for consultation purposes in the Neighbourhood Plan. The Steering Group acknowledges there could be refinement of both sites and criteria as the process goes on, but this can rightly result from consultation responses from the community. VM & PC
  
4. **Communication**
  - The Parish Council had agreed a number of communication channels (see Item 5 of the Notes of the Steering Group Meeting held on 16<sup>th</sup> February), at its meeting on 17<sup>th</sup> February.
  - In addition, the Steering Group recommends to the Parish Council that a dedicated page on the LCI parish website be provided for Neighbourhood Plan matters, and a quote from the website host be obtained and considered for this. Subsequently the extra cost of this could be included in the application for grant-aid expected to be made in the 2015-16 financial year. VM & PC
  - GW to draft an 'Update' item for inclusion in the Parish Newsletter, by 20<sup>th</sup> March, following discussion with Rosie Brake at WDC.
  - GW to draft an 'Update' item for SW to present to the Annual Parish Meeting (21<sup>st</sup> April). GW
  - GW to draft a Press Release item for Bucks Free Press and Bucks Herald: timing of the release to be considered further by the Parish Council. GW
  - The proposed 'stall' at the May Fete to be considered at next Steering Group meeting. GW  
GW  
VM & PC
  
5. **Engaging with Key Stakeholders**
  - The Steering Group decided to share out engagement with a list of interested parties. All
  
6. **Date of Next Meeting Thursday 9<sup>th</sup> April, Longwick, 19:45**