

**LONGWICK-CUM-ILMER PARISH COUNCIL
THE ANNUAL MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY
16th MAY 2017 AT 7.30 PM IN LONGWICK VILLAGE HALL
AGENDA**

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting.

1. Election of Chairman
2. Declaration of Acceptance of Office to be signed by the Chairman
3. To receive and accept apologies of absence from Parish Councillors
4. Acceptance of Minutes of Previous Meeting of the 18th April 2017
5. Declarations of Interest -To receive any pecuniary or non-pecuniary declarations of interest.
6. Election of Vice Chairman
7. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council
8. Nominations for Membership of Committees
- 9 Nominations for Councillor Representatives on Outside Bodies
10. To receive Matters Arising not otherwise on the Agenda
11. Finance - To note accounts for payment in accordance with the budget
12. Capital Items and Community Facilities
 - A. Playing Field
 - B. Children's Play Area
13. To consider and decide on a response to correspondence received by the Parish Council
14. To receive the Internal Auditors Report for the Year 2016/17
15. To approve the Accounts for the year 2016/17 and the Annual Governance Statement of the Annual Return
16. To agree the signatories for 2017/18 to sign cheques on behalf of the Parish Council
17. To discuss and decide on whether to request an increase in the number of Councillors on the Parish Council (Cllr Brian Richards)
18. To discuss and decide on whether any action is to be taken regarding the two mile stones in the parish (Cllr Jane Rogers)
19. To discuss the format of future Annual Parish Meetings (Cllr Brian Richards)
20. To receive a report on the Neighbourhood Plan (Cllr Val McPherson)
- 21 .Planning Applications
 - a. To consider New and Amendments to Planning Applications
 - b. To Receive Notice of Planning Applications Approved
 - c. To Receive Notice of Planning Applications Refused
22. Agenda items for the Next Meeting
23. Date of Next Meeting.

LONGWICK-CUM-ILMER PARISH COUNCIL
Draft MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 18TH APRIL 2017 AT 8.00 PM
IN LONGWICK VILLAGE HALL

PRESENT

Cllr (Chairman) Val McPherson BEM

Cllrs. Ian Walker, Sally Whitworth, Jane Rogers, Rolf van Apeldoorn and Brian Richards

Clerk Susanne Griffiths

Deputy Clerk Jayne Mylchreest

No members of the public

1. WELCOME AND APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The Minutes of the previous meeting of the Parish Council on the 21st March 2017 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. MATTERS ARISING FROM LAST MEETING NOT OTHERWISE ON THE AGENDA

Transfer of ownership from the Trustees of the Longwick Sports Club of the electricity supply for the playing field (Agenda item No 8 page 942 March 2017)

EON has advised that the account is currently on "Deemed out of contract prices". There is an active meter on site so a standing charge has to be paid. EON advise to contact them as they can offer a better rate and advise approximately how much this may cost per year.

The Trustees has advised that the usage is close to zero as the flood lights are about 3kw and used for about 1 hour a week for 20 weeks, a total of 60kWh, £13 only plus the £100 for the annual standing charge. For the past 3 years the flood lights have not been used.

All present agreed for the Clerk to contact EON to arrange a better rate when the agreement has been signed to take over the assets. **JM**

The Clerk advised that a draft of the agreement is currently being drawn up by the solicitor **SG**

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

Cllr B Bendyshe-Brown reported on the following:-

- The pathway between the Green here and the Primary School in Dorrels Road has been resurfaced so that parents can now pass safely through this footpath. Additionally, the ditch has been cleaned out and the nettles and overgrowth cut back so that passersby are not stung any longer.
- The main Thame and Chestnut Way roads have been resurfaced and Ilmer Road has had road repairs carried out in preparation for resurfacing this year.
- Owslick Road and the road through Meadle (Stockwell Lane) are due to be repaired and resurfaced this coming year.

- The pavement in Bell Crescent has been completely resurfaced and the pavement from Chestnut Way to Walnut Tree Lane is down for resurfacing very shortly. A priority has been placed on this repair as it is a major walkway for schoolchildren.
- The ditch and drains have been cleared in Watery Lane,
The ditch and drains at the bottom end of Bar Lane, where there is extensive annual flooding, to be sorted out this coming year. This has to be a priority before any building work happens on the proposed new development in Bar Lane.
- Speed is a major issue within the village and Cllr Bendyshe-Brown is working on getting 2 permanent Vehicle Activated Signs installed, similar to the one on Thame Road coming into Longwick from Thame, one near Briants and the other on Chestnut Way. In addition the plan is to have the Community Speedwatch in Longwick this coming year to reinforce the speed limit. Volunteers are to help man this but more volunteers are required – so please let Cllr Bendyshe-Brown know if you can help.
- There has been a major issue this past year over the redevelopment of Wellington House from a set of business units to 4 flats. The developer decided that the footway through the property should be closed off which caused a major local uproar as children, mothers and seniors could not safely walk round the outside of the building. After a lot of intervention from BCC Rights of Way the developer reopened the footway and Rights of Way are now making this footway into a permanent feature. The developer also encroached on land included in other owners deeds and has had to reinstate this area
- Work is underway on the number of HS2 HGV lorries that are likely to come through the village after commencement of works on this project. Cllr Bendyshe-Brown will be working closely with the Parish Council on this over the coming couple of years and will keep residents informed of any likely issues to arise.

6. FINANCE

A/The income for March and the expenditure for April 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 together with a copy of all standing orders and direct debits made from the Parish Council account. **All present agreed** that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

				vat	
April	s/o	April salaries	407.48		407.48
April	s/o	BCC Local Government pension scheme	111.24		111.24
April	s/o	K Dobson- Risk assessment March	15.50		15.50
April	s/o	PRTC Maintenance duties 1/10	300.00	60.00	360.00
April	306	St Dunstons Church (Owlswick PCC) grant	75.00		75.00
April	307	St Peters Church (Ilmer PCC) grant	75.00		75.00
April	308	Bledlow PCC(St Michaels Horsenden) grant	75.00		75.00
April	309	Tea at Three grant	50.00		50.00
April	310	McColls stationery	1.29		1.29
April	311	Came & Co / Insurance - 31/3/17-31/3/2018	670.61		670.61
April	312	BALC annual subscription 2017/18	205.01		205.01
April	313	PK Inprint Ltd - printing newsletter	357.37		357.37
April	314	Longwick Village Hall Jan - Dec 2017 Hall hire monthly meetings	240.00		240.00
April	315	TBS Hygiene Ltd - Jan Feb March 2017 dog waste collection	304.20	60.84	365.04

B/ Receipts £3,102.14 Bucks County Council Devolved Services
C/ Bank Balance £18,626.76 (allowing for the above cheques).

7. CAPITAL ITEMS AND COMMUNITY FACILITIES

A. Playing Field

There were no medium or high risk issues highlighted in the Risk Inspection Report for March
Cllr Ian Walker proposed to remove the post that is lying in the grass and to move the existing goal
post frame to the other side of the field. **All present agreed** **SG**

B. Children's play area

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

8. CORRESPONDENCE

South Oxfordshire District Council has advised that the latest draft of their Local Plan is available to view

SODC would like feedback on how they should manage the need for new houses and employment in South Oxfordshire and are seeking views on their Local Plan: Second Preferred Options, the Sustainability Appraisal and Habitats Regulations Assessment.

The draft documents will be subject to consultation for a seven week period from **Wednesday 29 March to 5pm on Wednesday 17 May 2017**

Comments can be made on the draft documents until 5pm on Wednesday 17 May 2017,

A resident has requested a copy of the Environmental Noise Survey Report No DLW/6919 in respect of land to the rear of Centenary Cottages

The resident has requested a copy of the Environmental Noise Survey commissioned by Wycombe District Council in respect of land to the rear of Centenary Cottages.

All present agreed to advise the resident that the report is available to view at the council offices and if a copy is required to contact W.D.C. **JM**

9. REPORT ON THE NEIGHBOURHOOD PLAN

Cllr Val McPherson informed the members that the steering group are to meet on the 4th May to discuss the comments received from Wycombe District Council regarding the recent government White Paper on housing and to report back at the next parish council meeting.

10. THE PREFERRED CANDIDATE TO FILL THE VACANCY FOR A COUNCILLOR BY CO-OPTION

Three candidates applied to fill the vacancy for a councillor. The Councillors invited all three candidates to an informal interview to enable them to make an informed decision on the preferred candidate.

Cllr Sally Whitworth proposed that the council co-opt candidate B to fill the vacancy for a Councillor. Seconded by Cllr Val McPherson. All present agreed.

Resolved: To co-opt candidate B to fill the vacancy for a Councillor.

11. ON WHETHER A PARISH LOGO IS REQUIRED FOR LETTERHEADS AND IF SO HOW THE LOGO IS TO BE CHOSEN

Cllr Val McPherson proposed to write a piece in the newsletter to ask the residents for suggestions and ideas for a logo. **All present agreed** **VM**

12. ON WHETHER TO ADOPT IN PRINCIPLE AN OPEN SPACE ON THAME ROAD /BAR LANE IN RELATION TO THE NEIGHBOURHOOD PLAN

All present agreed that it was too early to make a decision. A meeting would need to be held with the developers and terms and conditions agreed.

13. PLANNING APPLICATIONS

A/To consider New Planning Applications

17/05825/FUL

Address: Bumpers Farm Ilmer Lane Ilmer Buckinghamshire HP27 9RE

Proposal: Creation of compound with 2.4 m high boundary fence & gates housing 17 x battery units, 5 x convector units, 6 x 6.9 high transformers, 1 x HV/LV container & 132/33KV transformer & meter point to provide energy balancing services to the National Grid

The Longwick cum Ilmer Parish Council has no objections but draws attention to the original agreement that the access for construction traffic is to be from the Thame Road.

17/05899/FUL

Address: 1 Lyndale Stockwell Lane Meadle Buckinghamshire HP17 9UD

Proposal: Householder application for construction of roof extensions/alterations including 3 x front dormer windows, construction of single storey rear extension, new roof terrace to rear and associated external alterations (alternative scheme to pp 15/07444/FUL)

The Longwick cum Ilmer Parish Council has no objections

B/ Notice of Planning Applications Approved

17/05144/FUL *Decision* Application Permitted

Address: Ray Farmhouse Thame Road Longwick Buckinghamshire HP27 9QU

Proposal: Householder application for the demolition of existing lean-to, porch and wooden element of attached barn and construction of replacement wooden element, new porch, chimney and insertion of flue and fenestration alterations in connection with the conversion of existing attached barn to create additional habitable living accommodation in association with existing dwelling (alternative scheme to pp

17/05227/CTR *Decision* Not to make a Tree Preservation Order

Address: St Peters Church Ilmer Lane Ilmer Buckinghamshire

Proposal: Remove deadwood and reduce canopy by approx 1.5m to 1 x Sycamore Tree (T1)

C/ To receive Notice of Applications Refused

16/08471/FUL *Decision* Application Refused

Address: Owlswick Barn Owlswick Buckinghamshire HP27 9RH

Proposal: Demolition of existing lean-to, concrete frame barn and store and conversion of remaining dutch barn to 4 bed dwellinghouse with associated boundary wall, gate and landscaping

14. AGENDA ITEMS FOR THE NEXT MEETING.

Election of Chairman

Declaration of Acceptance of Office to be signed by the Chairman

Nominations for Councillor Representatives on Outside Bodies

Election of Vice Chairman

To receive the Internal Auditors Report for the Year 2016/17

To approve the Accounts for the year 2016/17 and the Annual Governance Statement of the Annual Return

To agree the signatories for 2017/18 to sign cheques on behalf of the Parish Council

To discuss and decide on whether to request an increase in the number of Councillors on the Parish Council (Cllr Brian Richards)

To discuss and decide on whether any action is to be taken regarding the two mile stones in the parish (Cllr Jane Rogers)

To discuss the format of future Annual Parish Meetings(Cllr Brian Richards)

15. NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 16th May 2017 in Longwick Village Hall at 7.30pm. There being no further business to discuss the Meeting closed at 9.20pm.

Agenda Item No 11

vat

May	s/o	May salaries	407.48		407.48
May	s/o	BCC Local Government pension scheme	111.24		111.24
May	s/o	K Dobson- Risk assessment April	15.60		15.60
May	s/o	PRTC Maintenance duties 2/10	300.00	60.00	360.00
May	316	Mh-p - Electors Right Notice	15.00	3.00	18.00
May	317	PRTC - grass cutting 5/4/17	260.00	52.00	312.00
May	318	PRTC - removal of goal posts	40.00	8.00	48.00
May	319	ICO - Data protection registration	35.00		35.00

Council inspection report form – external areas
20/04/17

Lacey Green & Loosley Row		Defects Yes/no	Category	Level of Risk
Playground Lacey Green	See separate sheet	Yes	3	Low
Benches Little Lane (LR)	OK	No		No
Loosley Hill (LR)	OK	No		No
Wardrobes (LR)	OK	No		No
The Whip (LG)	OK	No		No
Roundlands (LG)	No bench present – no change	No		No
Village Hall x 2 (LG)	Good	No		No
Slad Lane (LG)	OK	No		No
Island by Horses Trust (LG)	OK	No		No
Abbotswood	Good	No		No
Notice boards Foundry Lane (LR)	Good	No		No
Lower Rd (LR)	Good	No		No
Westlands Rd (LG)	Good	No		No
Garden of Rest & War Memorial	Good	No		No
Deep Pit Pond (LG)	Rotten wooden post identified by sign	Yes	2	Medium
Bus Shelters Main Rd LG x 3	Good	No		No
New Rd (WA)	Good	No		No

Speen		Defects Yes/No	Category	Level of Risk
Playground Speen				
Pavilion Clock	Good	No		No
Benches Hampden Rd	Good	No		No
Water Lane	Centennial bench worn and number 2 broken and now nearly completely gone – still no change	Yes	2	Medium
Notice boards Water Lane	Good	No		No
Ponds Studridge Lane	Good	No		No
Turnip End	OK	No		No
Hampden Rd Bus Shelter	Good	No		No
Speen Village sign	Good	No		No
General Comments				
CATEGORY OF DEFECT AND RESPONSE TIMES				
Category 1 – Safety defect within 24 hours Category 2 – Maintenance defect within 14 days Category 3 – Maintenance defect within 26 weeks				

Council inspection report form – play areas

Date 22/04/17

Inspectors name: Keith Dobson

Site inspected: Longwick Play Area

Item or area	Specific item/location	Defects Yes/no	Category
Stability and condition of frames		No	
Fittings and fixings – present and secure?		No	
Guard rails and other safety features		No	
Sharp edges or other protrusions?		No	
Working of moving parts		No	
Swing seats, chains and shackles		No	
Slide surface		No	
Base plate or spring items secure?		No	
Seats		No	
Fencing and gate		No	
Debris (broken glass, litter, etc)		No	
Surfaces (under equipment and elsewhere)		No	
Notice and warning signs – presence and condition		No	

CATEGORY OF DEFECT & RESPONSE TIMES

Category 1 – Safety defect within 24 hours

Category 2 – Maintenance defect within 14 days

Category 3 – Maintenance defect with 26 weeks

Sent: 03 May 2017 15:21

Subject: Bucks County Council unitary engagement sessions for town and parish councils

Chance for your council to shape the discussion on unitary proposals

You may be aware the County Council is engaging with residents and stakeholders over plans to modernise local government in Buckinghamshire.

We would welcome your insight on these plans.

Independent research company, Opinion Research Services (ORS), is conducting a number of workshops in Wycombe, Saunderton and Aylesbury for town and parish councillors and clerks.

The workshops will provide a platform for discussion around the core themes of the proposals, including the need for change and the benefits and challenges created by changing the way local services are delivered.

Participants will be able to share their opinions on both the County Council's proposal for a single, county-wide unitary council, and the two-unitary option put forward by the district councils.

Details of the workshops are below – please book your place today by clicking the link.

Wednesday, May 10, from 6pm-9pm, at the Memorial Hall, The Hub, Easton Street, Wycombe.

Monday, May 22, from 6pm-9pm, at the University Campus Aylesbury Vale, Walton Street, Aylesbury.

Tuesday, May 30, from 6pm-9pm, at the Clare Charity Centre, Wycombe Road, Saunderton.

The results of the engagement will be shared with the government, which will make any final decision on the proposals.

If you cannot make the sessions, you can still give your views in our online questionnaire, available at www.futurebucks.co.uk/yourviews, where you'll find more information on our proposals.

The district councils' plans can be seen at <https://www.modernisingbucks.org/>

For more information on the workshops, please email communications@buckscc.gov.uk or call 01296 382444.



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Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

LONGWICK-CUM-ILMER PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so..	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Agenda Item No 21

17/05930/FUL Brook Cottage Horsenden Lane

17/06007/FUL The Flint House Owlswick