

**LONGWICK-CUM-ILMER PARISH COUNCIL
A MEETING OF THE PARISH COUNCIL WILL BE HELD
ON TUESDAY 20th DECEMBER 2016 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. Welcome and Apologies for Absence.
2. Acceptance of Minutes of the previous meeting on the 15th November 2016
3. Declarations of Interest -To receive any pecuniary or non-pecuniary declarations of interest
4. To receive Matters Arising not otherwise on the Agenda
5. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council
6. Finance - To note accounts for payment in accordance with the budget
7. Capital Items and Community Facilities
 - A. Playing Field
 - B. Children's Play Area
8. To consider and decide on a response to correspondence received by the Parish Council
9. To receive a report on the residents fundraising for play equipment in the children's play area (Cllr Sally Whitworth)
10. To approve a design for a Parish Council logo for letterheads
11. To discuss and decide on filling the vacancy for a Councillor by Co-option
12. To discuss and decide on whether to purchase the assets from the Trustees of the Longwick Sports Club
13. To receive a report on the playing field and Village Hall (Cllr Val McPherson)
14. 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
15. Agenda items for the Next Meeting
16. Date of Next Meeting.

Susanne Griffiths

14th December 2016

**Draft LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 15th NOVEMBER 2016 AT 7.30 PM
IN LONGWICK VILLAGE HALL**

PRESENT

Cllr Mrs Valerie McPherson BEM (Chairman)

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

Clerk Susanne Griffiths

Deputy Clerk Jayne Mylchreest

2 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 18th October 2016 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. Cllrs. Jane Rogers and Ian Walker declared an interest in Agenda Item No 10 as they are Trustees of the Village Hall.

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

None.

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

Cllr B Bendyshe-Brown gave a report on the following:-

- The Winter Maintenance programme to include 1. Clearing Footpath No 4 from the playing field along its total length to the fields. 2. Clearing footway from Longwick entrance gates on Thame Road going towards Ilmer Road 3. Cutting back hedging on Longwick Road next to the Longwick roundabout.
- The Wellington House development
- Funding is being sought for the Two Vehicle Activation Signs at Chestnut Way and Thame Road.
- Ditches have been cleared at Horsenden to help flooding issues.

6. FINANCE

The income for October and the expenditure for November 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.

A/ Payments

				vat	
Nov	s/o	November salaries	378.37		378.37
Nov	s/o	BCC Local Government pension scheme	101.60		101.60
Nov	s/o	PRTC Maintenance duties 8/10	300.00	60.00	360.00
Nov	s/o	K Dobson- Risk assessment October	15.50		15.50
Nov	287	Whiteleaf Printers - leaflet printing re public meeting	52.00		52.00
Nov	288	PRTC - grass cutting /sign cleaning Devolved services	220.00	44.00	264.00
Nov	289	TBS Hygiene Ltd - dog waste collection Jly Aug Sep	327.60	65.52	393.12
Nov	290	Pk Inprint Ltd - printing Newsletter	293.47		293.47

B/ Receipts £3000.00 Tesco Bags of Help grant (final payment)

C/ Bank Balance £ 23,556.63 (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 October

B. Children's play area

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

8. CORRESPONDENCE

A letter has been received from Wycombe District Council regarding a Street Trading Application

An application has been received to trade hot food and drinks at the lay-by on the A4129 Thame Road from Longwick to Thame. Mon – Fri 7am till 3pm. Comments by 28/11/2016.

All present agreed to send the following comment: - The Longwick Parish Council welcomes an application to trade at this location but requests that the applicant is to be responsible for keeping the layby litter free and notifies the relevant authority when fly tipping occurs. **JM**

An email from Wycombe District Council has been received regarding a consultation from British Telecom

W.D.C. has recently been notified by BT of their proposals to permanently remove 54 public call boxes in the District. If the Parish Council wish to make any comments about any of the sites the Parish Council can do so using Consultee Access and searching under the reference number 16/07915/CONBT. The documentation received from BT can also be viewed using Consultee Access. Comments should be submitted by 28 November 2016. **All present agreed** that there was no objection to the only phone box in the village to be closed as the usage was so low.

An email has been received from the Wycombe District Council case officer on the Rose Farm planning application.

The case officer has asked if the Parish Council would accept a Multi Unit Games Area sited at the playing field. if the Rose Farm planning application is approved.

All present agreed to reply that the Parish Council is not in a position to comment until after a Public Meeting regarding the Neighbourhood Plan on the 23rd November 2016 which Penelope Tollitt Head of Planning Wycombe District Council is to attend. **JM**

All present agreed to put on the Agenda for the next meeting in December. **JM** **Page 919**

An invitation has been received from Bucks County Council to a conference regarding Local Government reorganisation

Bucks County Council has now published a proposal to reorganise the current County and District levels of local government in Buckinghamshire. B.C.C. will have held nearly 100 meetings with town and parish councils during the autumn to discuss the proposal. B.C.C. invite The Clerk and Chairman or representative to a follow-up Working Together for Buckinghamshire event for Town and Parish Councils on Monday 12 December 2016.

Noted.

9. FILLING THE VACANCY FOR A COUNCILLOR BY CO-OPTION

All present agreed to defer the decision to the next Parish Council meeting to enable the members to interview a second candidate. **JM**

10. THE VILLAGE HALL ACCOUNTS

Cllrs. Jane Rogers and Ian Walker declared an interest and took no further part in the discussion. The Village Hall accounts were received for the member's consideration. A copy is to be retained in the Parish Council office.

11. A REPORT ON THE FUTURE OF THE LONGWICK SPORTS CLUB

At an Extraordinary General Meeting of the Longwick Sports Club it was decided to close the Club. The assets have been passed to four Trustees. The Trustees wish to sell or pass ownership of the assets namely the garage, football posts, floodlights and the cricket nets and request the Parish Council to consider hiring out the field to a local responsible group who can make good use of these assets.

The members of the Parish Council are requested to send their comments regarding the matter to the Chairman. **ALL**

All present agreed for two members of the Parish Council to meet with two members of the Village Hall Management Committee to discuss the way forward. **VM**

12. APPROVAL OF A POLICY FOR THE USE OF THE PLAYING FIELD

The Clerk had previously circulated a policy for the use of the playing field for the consideration of the members.

Cllr Brian Richards proposed to adopt the policy. Seconded by Cllr Sally Whitworth.

A vote was taken with 5 votes for and 1 abstention. Therefore the motion was carried.

Resolved: To adopt the policy (appendix 1) for the use of the Playing Field. **JM**

13. A DESIGN FOR A PARISH COUNCIL LOGO FOR LETTERHEADS

Cllr Val McPherson proposed to use the heading "Longwick-cum-Ilmer Parish Council" with a logo of a walnut tree. Seconded by Cllr Rolf van Apeldoorn. **All present agreed.** A resident has offered to design a logo for the Councillors consideration.

Resolved: to use the heading "Longwick-cum-Ilmer Parish Council" with a logo of a walnut tree **JM**

14. AN UPDATE ON THE NEIGHBOURHOOD PLAN

Cllr Brian Richards informed the members that a Public Meeting will be held on Wednesday the 23rd November 2016 in the Village Hall. Following an introduction and welcome by the chairman, there will be presentations by Penelope Tollitt from Wycombe District Council, Brian Richards from the Parish Council, Louise Thomas from Thomas Design and Consultation Ltd, and finally Mark Matthews from Thames Water. After the presentations, members of the public will be invited to put their questions to any of the speakers. At the end of the meeting, the chairman will ask for a vote as to whether or not the parish wish the Parish Council to continue with a new Neighbourhood Plan.

15. UPDATE ON THE PRINCES RISBOROUGH LOCAL PLAN

Cllr Val McPherson informed the members that there will be a small buffer at the Crownridge site between Longwick and Princes Risborough.

16. PLANNING APPLICATIONS

To consider New Planning Applications

16/07622/LBC

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

Proposal: Listed building application to change existing door to a window to match adjoining window

The Parish Council has no objections.

16/07742/FUL

Address: The Cobblers Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Householder application for construction of replacement 2m high red brick wall around pool area and replace dilapidated wooden fence along south-east side with 2m high shiplap fence

The Parish Council has no objections.

16/07898/FUL

Address: 36 Walnut Tree Lane Longwick Buckinghamshire HP27 9SJ

Proposal: Householder application for construction of single storey side extension

The Parish Council has no objections.

Notice of Planning Applications Approved

16/06860/FUL *Decision* Application Permitted

Address: Land Adjacent Home Farm Thame Road Longwick Buckinghamshire HP27 9SW

Proposal: Demolition of existing livery and re-development of site to provide 3 x 4 bed detached dwelling houses with garages/car ports and associated works

16/07247/FUL *Decision* Application Permitted

Address: 5 Lower Icknield Way Longwick Buckinghamshire HP27 9RZ

Proposal: Householder application for construction of part two storey, part single storey front/side extension and insertion of 3 x front, 3 x rear and 1 x side roof lights in connection with loft conversion

16/07610/CTR *Decision* Not to make a Tree Preservation Order

Address: Meadle Cottage Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Crown reduce all limbs of Holm Oak (T1) growing towards the roof of the house by up to 2 metres; Re-pollard Poplar (T2)

16/07515/FUL *Decision* Application Permitted

Address: West Barn Thame Road Longwick Buckinghamshire HP27 9TA

Proposal: Householder application for insertion of two dormer windows & a velux rooflight to rear, r window with bi-fold doors & existing utility door with a window & insertion of ground floor front window

To receive Notice of Applications Refused

None.

To receive Notice of Applications Withdrawn

None.

17. 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 AND APPROVE THE PREFERRED CONTRACTOR FOR THE MAINTENANCE CONTRACT

18. AGENDA ITEMS FOR THE NEXT MEETING.

To discuss and decide on whether to site a Multi Use Games Area on the playing field if the Rose Farm application is approved.

To discuss and decide on whether to purchase the assets from the Trustees of the Longwick Sports Club

To discuss and decide on filling the vacancy for a Councillor by co-option

To approve a design for the Parish Council logo

19. NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 20th December 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 8.55pm.

Appendix 1 LONGWICK-CUM-ILMER PARISH COUNCIL

Regulations for the use of Parish Council owned playing field, by outside organisations

This document details the regulations in force for the playing field under the ownership of the Longwick-cum-Ilmer Parish Council and must be adhered to as a condition of use.

The Parish Council will nominate a councillor (or councillors) to be the contact point for the Parish Council and to act as liaison with the organisation to ensure that all regulations are adhered to and to provide assistance where needed to the organisation.

Any organisation seeking to use the playing field **will**:

1. provide the Parish Council with a full and rigorous Risk Assessment **and also where appropriate a copy of the Public Liability Insurance covering the event , as soon as possible and no later than 36 hours before the event. If documentation has not been received by this deadline, then permission will be withdrawn and will not be reinstated.**
2. provide a copy of **Public Liability Insurance** that covers the event
3. ensure that **no motor vehicle over the weight of 3 tonnes** will be allowed onto the field unless specifically authorised by the Council or the nominated councillor(s)
4. advise the Parish Council at what time they intend to arrive at the field so that they can be met by a Council Representative
5. be aware that **permission granted may be revoked**, at short notice, should inclement weather have caused the field to become unusable or due to damage that may occur. This decision will be taken by the nominated councillor(s) after discussion with the relevant Parish Council Staff and the event organisers
6. ensure that **no gates or doors are left unlocked or field/ equipment left unattended**, when in use by the organisation, to prevent unauthorised access
7. be aware that the field **will remain open for public access** at all times and that **no charge can be made for access to the field** (a charge can be made for entry to a designated area that provides access to entertainment or refreshments if so authorised by the Parish Council)
8. not hold the Parish Council responsible for any theft or damage to equipment placed in the field before, during or following an event
9. **no** keys to the field owned by the Parish Council will be supplied to outside organisations unless at the discretion of the of the Parish Council. **If they are supplied and signed for by the event organisers NO copies will be made by the organisation**
10. Hirer organisations **will be held responsible** for any/all damage to property, equipment, playing field and other green areas owned by the Parish Council.

**NOTE: These regulations apply to all Council owned parks, recreation grounds, and equipment that may be used before, during or after an event
No organisation will be entitled to use the playing field, without having been duly authorised by the Parish Council and having signed and received a copy of these regulations**

I confirm that I have seen and understood the regulations as they apply to the playing field

Signed:

Print Name

On behalf of

Dated Day of 20.....

Signed

Print Name

On behalf of Longwick-cum-Ilmer Parish Council

Dated Day of 20.....

Signed

Print Name

On behalf of Longwick-cum-Ilmer Parish Council

Dated Day of 20

For office use:

Event name

Organisation

Names of councillor(s) or staff assigned to the event:

Name:

Name:

Bond to the amount of £..... N/A..... deposited against damage to the

.....

..... (Insert name of park/building/equipment) received.

Contact name and telephone number of event organiser:

.....

Tel:

Date

Copy of Risk Assessment received Initial Date:

Copy of Public Liability Insurance received Initial Date:

Keys issued Yes/No - Date: Returned - Date:

Regulations – Grounds – 2016

Agenda Item No 6

Vat

Dec	s/o	December salaries	378.37		378.37
Dec	s/o	BCC Local Government pension scheme	101.60		101.60
Dec	s/o	PRTC Maintenance duties 9/10	300.00	60.00	360.00
Dec	s/o	K Dobson- Risk assessment November	15.50		15.50
Dec	291	Mh-p website domain renewal 8/1/2017-07/01/19	15.98	3.20	19.18
Dec	292	Admin re Newsletter	135.90		135.90
Dec	293	HMRC paye Oct Nov Dec	283.80		283.80
Dec	294	Longwick Village Hall – hall hire	268.00		268.00
Dec	295	PRTC - sign cleaning	40.00	8.00	48.00
Dec	296	Travel to Greatmoor recycling facility	14.40		14.40

INSPECTION 26/11/16

LOCATION: Longwick Playing Field

**Defects
Yes/No Category Level
of Risk**

		Defects Yes/No	Category	Level of Risk
Surfaces: Paths	Good			No
Grass	OK			No
Pi Seats	Generally OK			No
Bins	Good			No
Play Area	See separate report			No
Skate Ramp & Shelter	One area is really breaking up and I think that it may need the remedial work discussed early in the new year	Yes	2 Quote requested 29/11/16.	Medium
Aerial Runway	OK			No
Goal Posts	Good			No
Gate	Good			No
Fencing	OK			No
Boundaries	OK			No
General Comments				

LONGWICK MISCELLANEOUS AREAS AND ITEMS**Level of Risk**

Ilmer Green	Good			No
Ilmer Bench	Good			No
Longwick shop notice board	Good			No
Longwick War Memorial	Good			No
Owlswick Chapel Bench	OK			No

Council inspection report form – play areas

Date 26/11/16

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

Agenda Item No 14

16/08289/FUL 40 Bell Crescent Longwick

16/07997/FUL 8 Lower Icknield Way

16/08104/FUL Old Orchard Thame Road Longwick

16/08189/FUL The Old Vicarage Ilmer lane Ilmer