



Longwick-cum-Ilmer  
Parish Council

## LONGWICK PARISH COUNCIL

To: Cllr McPherson (Chairman), Cllr Myers (Vice Chairman), Cllr Rogers,  
Cllr Richards, Cllr Barter and Cllr Molson

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall  
on Tuesday 18<sup>th</sup> March 2025 at 7.30pm.

### AGENDA

Public Forum: The first fifteen minutes will be available for the public to express their view or ask questions on matters on the following agenda. The formal meeting will commence at the end of the public forum or at 7.45pm, whichever is earlier.

163. Welcome and Apologies for Absence
164. To Receive any Declarations of Interest
165. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18<sup>th</sup> February 2025
166. Update from Buckinghamshire Councillor
167. To consider outstanding and completed actions from previous meetings
168. Planning Applications:
  - a. To consider and approve comments for New Planning Applications
  - b. To Receive Notice of Planning Applications Approved and Refused
169. To approve payments in accordance with the budget
170. To consider quotes for new playground equipment
171. To consider and approve Internal Auditor for 2024-2025
172. To discuss and decide on Communication Strategies
173. To consider and approve Devolution for 2025-2026
174. To consider and approve previous WDC areas for Devolution for 2025-2026
175. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
176. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
177. To confirm the date of the next meeting: The next meeting will be on Tuesday 15<sup>th</sup> April 2025 with the Annual Meeting of the Parish Starting at 7pm followed by the Parish Council Meeting at 7.30pm at Longwick Village Hall

**Tracey Martin**  
Clerk, Longwick Parish Council  
[clerk@longwickcumilmer.org.uk](mailto:clerk@longwickcumilmer.org.uk)

12<sup>th</sup> March 2025

## MINUTES FOR APPROVAL



### *Longwick-cum-Ilmer Parish Council*

#### **LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL HELD ON TUESDAY 18<sup>TH</sup> FEBRUARY 2025 AT 7.30PM AT LONGWICK VILLAGE HALL**

**PRESENT:** Cllr McPherson BEM (Chairman), Cllr Myers (Vice Chairman), Cllr Richards, Cllr Barter, Cllr Molson, and Cllr Rogers.  
Tracey Martin (Clerk)  
Buckinghamshire Councillors: Gary Hall and Matthew Walsh  
Eight members of the public

- A) A resident asked when the flag will be replaced on the flagpole. Cllr McPherson confirmed that this will be replaced prior to the VE Day Celebrations.
- B) A resident highlighted an issue with the speed camera coming into Longwick from Thame which isn't working. Buckinghamshire Council have been informed that it isn't working and Cllr McPherson asked Cllr Walsh to follow up on this. **Action: Cllr Walsh**
- C) A resident raised a concern regarding the use of CIL spend on highways which are the responsibility of Buckinghamshire Council and also the spend on the playground and suggested other areas in which it could be used.
- D) A resident raised concerns regarding the three grant applications on the agenda. They queried whether due diligence had been carried out as to whether the funding is actually required. The locality of the sports sessions and whether the preschool could use the forest school within the school

Parish Council meeting started at 19.37pm.

- 144. **WELCOME AND APOLOGIES FOR ABSENCE:** Apologies were received from Buckinghamshire Councillor: Alan Turner
- 145. **DECLARATIONS OF INTEREST:** Cllr Barter declared an interest in items 147 and 148 and will refrain from discussions and voting. Cllr Molson declared an interest in planning application 25/05264/MINAMD and will refrain from any discussions.
- 146. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 19<sup>TH</sup> JANUARY 2025:** It was **resolved** by all those present to approve the minutes and the minutes were signed.
- 147. **TO CONSIDER A GRANT APPLICATION FROM LONGWICK PRESCHOOL FOR A FOREST SCHOOL:**  
Following discussions in principle all Councillors were in favour however, further information is required. The actual amount being requested from the Parish Council was missing from the grant application. It was also felt that the actual area of land needs to be identified and details of a lease or rental agreement established.
- 148. **TO CONSIDER A GRANT APPLICATION FROM LONGWICK PRESCHOOL FOR FUNDING TOWARDS A PARENT, BABY AND TODDLER SESSIONS:** Following discussions a vote was taken and it was unanimously **resolved** to approve the grant of £780 for the parent, baby and toddler sessions.
- 149. **TO CONSIDER A GRANT APPLICATION FROM PROMOTING SPORT IN COMMUNITIES CIC FOR FUNDING TOWARDS SPORTS SESSIONS:** Following discussions a vote was taken and it was unanimously **resolved** to approve the grant of £233.50 for sports sessions. Councillors felt that it would be good to see the result of the pilot sessions.
- 150. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
  - a. Cllr Walsh and fellow Councillors have been out around Longwick today and reported that Bar Lane works have been completed.
  - b. It was confirmed that an extension had been granted for the CIL funds due to expire in March 2025. The extension is for one year.
  - c. It was reported that there are pot holes down Chestnut Way and Stockwell Lane. Cllr Walsh stated that Stockwell Lane is being monitored.
  - d. Buckinghamshire Councillors are going to be out in Longwick with the Local Area Technician and asked Councillors to let them know of any issues that need looking at.

- e. Cllr Walsh asked if there was any progress with Owlswick Village Green, the Clerk stated that herself and the solicitors have chased this numerous times but received no response from the Developer. Cllr Walsh will follow this up with the local MP. **Action: Cllr Walsh**
- f. Cllr Molson asked about the Consultation for Developers ended in January 2025. Buckinghamshire Councillors stated that the details can be found on the Buckinghamshire Council website however; the January consultation outcome will not be available yet.
- g. The question was raised about the Parish Councils Neighbourhood Plan which is dated to 2033. All Neighbourhood Plans need to be in line with the Local Plans but the Local Plan supersedes the numbers in the Neighbourhood Plan.

Cllr Walsh and Cllr Hall left the meeting at 8.02pm

**151. TO CONSIDER OUTSTANDING AND COMPLETED ACTIONS FROM PREVIOUS MEETINGS:**

- a. Follow up on notes from drive around where the transport plan was discussed, Cllr Turner (133d): The notes have now been received by the Parish Council.
- b. Proposal for VE Day Celebrations, Cllr Myers (139): This will be discussed later in the meeting.
- c. Book training course for Cllr Richards, Clerk (142a): Cllr Richards booked the Communicating with your Community course directly.

**152. PLANNING - TO CONSIDER AND APPROVE COMMENTS:**

25/05151/FUL: Little Horsenden Farm Bungalow Lower Icknield Way: No comment

25/05264/MINAMD: Three Cottages Stockwell Lane Meadle: For information only, no comment required

The following applications status has changed:

24/07801/ADRC: Orchard View Farm Stockwell Lane Little Meadle: Split - detail Reserved by Condition

24/05616/FUL: Maccabee Kennels Bar Lane Owlswick: Application Withdrawn

24/07706/ADRC: Appletrees Meadle Village Road Meadle: Permit - detail Reserved by Condition

**153. TO NOTE PAYMENTS IN ACCORDANCE WITH THE BUDGET:**

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.37		£739.37	Clerk Salary
HMRC	£105.80		£105.80	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Tracey Martin	£165.00		£165.00	H/A 33 weeks
Bledlow cum Saunderton PC	£28.00		£28.00	Land Registry
Duckworth Arboriculture Ltd	£580.00	£116.00	£696.00	Tree Inspection
DH Landscapes	£1,000.00		£1,000.00	Dismantle railings on war memorial, fitting noticeboard & maintenance
BMKALC	£40.00		£40.00	Training Cllr Richards
Brian Richards	£60.00	£12.00	£72.00	Printing
DH Landscapes	£260.00		£260.00	Clearing log and spraying MUGA & Playground
<b>Zempler Card Payments</b>				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
<b>Directs Debits / Standing orders</b>				
EDF	£45.06	£2.94	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution

**154. TO CONSIDER HOW TO CELEBRATE THE 80TH ANNIVERSARY OF VE DAY AND ALLOCATE A BUDGET:** Discussions were had on the VE Celebrations, it was **resolved** that a budget of £2,000 would be allocated. The event will take place on the 8<sup>th</sup> May 2025 on the playing field and will include children's entertainment, music, food and drinks and much more.

**155. TO CONSIDER QUOTES FOR PLAYGROUND REPAIRS FOLLOWING ROSPA:** Following discussions it was **resolved** to proceed with part of the quote from SafePlay totalling £1,983.70.

**156. TO CONSIDER QUOTES FOR NEW PLAYGROUND EQUIPMENT:** Following discussions, it was agreed that further enquiries on the quotes are required to only include the following equipment. Accessible roundabout, accessible trampoline, trim trail and football goals. It was agreed at this time to obtain further information from contractor's A and B, contractors will be named once a decision is made. **Action: Clerk**  
Cllr Barter thanked the Clerk for meeting with the Contractors and obtaining the quotes.

157. **TO CONSIDER QUOTES FOR TREE WORKS FOLLOWING ARBORICULTURE REPORT:** It was *resolved* to approve the quote from DH Landscaping at a total cost of £950.
158. **TO CONSIDER HOLDING “PLAY IN THE PARK” SESSIONS RUN BY JR SPORTS:** A quote had been received for one session over the Easter holidays and two sessions over the Summer Holidays. Following discussions, it was *resolved* to approve the sessions subject to the attendance levels at the Easter workshop and therefore justifying the further sessions. Each session will cost £400 + VAT.
159. **TO RECONSIDER MOVING TO A .GOV DOMAIN IN LIGHT OF NEW INFORMATION:** Following discussions it was *resolved* at this time to remain with the.org.uk domain and possibly look at producing a new website and moving to a .gov domain later in the year.
160. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk had received an email expressing concerns with an increase in cold callers. It was agreed that the Clerk will point the resident in the direction of the Neighbourhood watch Area Coordinator who will be able to supply additional signage, stickers and provide further information. Details will also be added to the Parish Council website.
161. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr Myers, Cllr McPherson and Cllr Rogers were invited to a meeting of the Village Hall Committee. Cllr McPherson stated that she was taken aback with the accusations made about the Parish Council and herself and is still unsure as to what the meeting was about. It was also stated that some of the information and accusations were factually inaccurate.
  - b. Cllr Richards had attended part 1 and 2 of Communicating with your Community training and has circulated information to Councillors and requested that there is an agenda item for the next meeting.
  - c. Councillors attended an online meeting on Housing Needs as part of reviewing the Neighbourhood Plan.
162. **TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next meeting will be Tuesday 18<sup>th</sup> March 2025 at 7.30pm at Longwick Village Hall

There being no further business the meeting 9pm.

Chair..... Date.....

**TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

<b>Date</b>	<b>Min Ref</b>	<b>Details</b>	<b>Whom</b>	<b>Progress</b>	<b>Completed</b>
18/02/25	B	Issue with SID on Thame Road	Cllr Walsh		
18/02/25	150e	Owlswick Village Green	Cllr Walsh		
18/02/25	156	Amended quotes for playground equipment	Clerk	Quotes have been received	✓

**PAYMENTS FOR APPROVAL**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Comment</b>
Tracey Martin	£739.57		£739.57	Clerk Salary
HMRC	£105.60		£105.60	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Longwick Preschool	£780.00		£780.00	Grant for baby, toddler & parent sessions
Promoting sport in communities	£233.50		£233.50	Grant for sports sessions
BMKALC	£40.00		£40.00	Training Course Cllr Richards
Starboard Systems	£345.60	£69.12	£414.72	Scribe Software
Everything Figures	£135.00	£27.00	£162.00	Annual Payroll Processing
NALC	£35.00	£7.00	£42.00	Training Cllr Molson

The following payments were made via Lloyds due to needing to secure the bookings:

4Fun Group	£179.00		£179.00	Bouncy castle for VE Day
Silverbird Entertainment	£50.00		£50.00	Deposit PA System - VE Day

**Directs Debits, Standing orders & Card Payments**

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Ebay	£8.99		£8.99	Handheld flags for VE Day
Flags and Flagpoles	£37.95	£7.59	£45.54	Flag
EDF	£45.15	£2.85	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution

**TO CONSIDER QUOTES FOR NEW PLAYGROUND EQUIPMENT:**

		Quote 1	Quote 2
Prep / Ground Works and Fencing	Safety Fencing / Toilets	£ 1,195.00	£ 500.00
	Skip / Grab Lorry	£ 395.00	
	Groundwork Prep	£ 4,552.63	
	Relocate Fencing	£ 2,929.00	£ 254.31
	Disposing of Excavated Soil etc	£ 1,452.61	
	Additional Fencing	£ 940.00	£ 5,116.82
	Football Goals x 2	£ 4,491.00	£ 8,280.00
	Wheelchair Roundabout	£ 6,828.30	£ 5,125.00
	Ground Tramp-oline	£ 4,159.80	£ 6,246.00
Sensory / Game Panels	Sensory Panel	£ 663.00	£ 731.00
	Sensory Panel	£ 594.00	£ 610.00
Trim Trail	Stilt Steps	£ 645.00	£ 565.00
	Rattle Bridge	£ 995.00	£ 1,449.00
	Balance Beam	£ 245.00	
	Climbing Poles	£ 585.00	
Surfacing / Delivery & Installation	Surfacing	£ 7,059.00	£ 3,178.90
	Grass Mats	£ 91.00	£ 600.00
	Installation	£10,080.00	
	Delivery	£ 550.00	£ 500.00
	Discount	-£ 4,455.34	-£ 3,315.60
<b>Total</b>		<b>£43,995.00</b>	<b>£ 29,840.43</b>

**Quote A: Additional information:**

We have included all the items you requested. The main pad of wetpour surrounding the new roundabout, trampoline and swing will still connect to the existing wetpour pad, as per our previous design, and this really helps the flow of accessible area.

We have shown visuals of the 2 new goal ends, however exact location has not been marked, and this can be agreed at a pre-start, should we be successful.

I understand that you would like the works installed ready for the summer which we could accommodate. However, we currently have some installation space in our April schedule which we would like fill. With this in mind, if our proposal is successful and if you were open to an April installation, we would like to offer a further £1000.00 discount on the project total.

**Quote B: Additional Information:**

We have included the amendments requested and made another notable change by offering you all new matching bow-top fencing for the extended area (rather than re installation of part old & new) to provide for a nicer compatible finish with improved value for money. In addition, we have applied additional discount and included the Post Installation Inspection (PII) free of charge!

## **TO CONSIDER AND APPROVE INTERNAL AUDITOR FOR 2024-2025**

As the previous auditor has now completed 3 years for Longwick cum Ilmer Parish Council the recommendation is we change auditors.

At this late stage the Clerk has only managed to receive one quote from T Goss which is £250 which is a set fee based on precept and the audit is carried out as per previous years.

## **TO CONSIDER AND APPROVE BUCKINGHAMSHIRE COUNCIL DEVOLUTION FOR 2025-2026**

The payment from Buckinghamshire Council for 2025-2026 will be £2985.47. The reduction on previous year is due to some areas of grass being removed.

*For information: the contractor we have approved in principle will cost £5,250 per annum but this does include cutting of the playing field and Ilmer Green.*

## **TO CONSIDER AND APPROVE PREVIOUS WDC AREAS FOR DEVOLUTION FOR 2025-2026**

A couple of areas were devolved under a WDC agreement so has its own contract to be agreed. The payment for these areas is £607.13.

## **CORRESPONDENCE**

1. The Clerk has received correspondence requesting that the charge for Longwick fete be waived
2. Concern regarding grass verges in Ilmer: The grass verges on most narrow roads in the countryside, where vehicles cannot easily pass, get cut up and damaged in the wet winter months. It happens in Ilmer but we feel it's getting worse. Perhaps it's more traffic/less care but we wish to improve the situation within the village area, from where the house start before the bridge. This is particularly frustrating since there are plenty of safe and wide passing areas within the village to allow even large vehicles to pass without damaging the grass verges (perhaps some mixture of care, consideration and education is needed).

The green which I think is the Parish Council's responsibility? Is one of the areas affected by damage (see photos). We would like to deter vehicles driving on and damaging this area and one suggestion is to place 'Please Do Not Drive or Park on the Grass'. Such notices are readily available on-line for a small sum. Does the Parish Council agree with this?

We are also considering notices elsewhere on green areas and a general notice seen when entering the village to alert drivers to respect the verges. Also what would be the council's view about a 20 mph within the village, similar to Askett to slow traffic and maybe encourage less damaging vehicle passing. We also intend to talk to the local farmers, who drive through the village, about our concerns, to request care of the verges within the village.

What are the Parish Councils' views on this matter and have they any ideas of their own?