



*Longwick-cum-Ilmer  
Parish Council*

## **LONGWICK PARISH COUNCIL**

**To: Cllr McPherson (Chairman), Cllr Richards (Vice Chairman), Cllr Rogers,  
Cllr van Apeldoorn, Cllr Myers, Cllr Barter and Cllr Wilkes**

**You are hereby summoned to a meeting of the Parish Council taking place at Longwick  
Village Hall on Tuesday 21<sup>st</sup> December 2021 at 7.30pm.**

### **AGENDA**

Public Forum – The first ten minutes are available for the public to express their view or ask a question on relevant matters on the following agenda. The formal meeting will commence at the end of the public forum or at 7.45pm, whichever is earlier.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of the Parish Council Meeting held on the 16<sup>th</sup> November 2021
3. Declarations of Interest: To receive any pecuniary or non-pecuniary declarations
4. Update from Buckinghamshire Councillors
5. To receive Matters arising not otherwise on the Agenda for Information Only
6. To receive an update on Kissing Gates
7. Planning Applications
  - a. To consider New Planning Applications
  - b. To Receive Notice of Planning Applications Approved
  - c. To Receive Notice of Planning Applications Refused
8. To note accounts for payment in accordance with the budget
9. To discuss Jubilee celebrations, allocate a budget and establish a working group with terms of reference
10. To consider and if thought fit approve budget for 2022/2023
11. To consider and approve precept for 2022/2023
12. To receive an update on Traffic Calming project
13. Longwick Church of England Combined School – To consider proposals from the school and decide which the Parish Council would like to support as per the grant allocated in March 2019 at a cost of £35,000
14. To consider applying to the Community Boards for funding for the Bridleway from Walnut tree lane to Phoenix trail
15. Approval of Community Resilience Plan / Emergency Plan
16. To consider and if thought fit approve grant application from Tea at Three
17. To consider costings and if thought fit approval for additional playground equipment and a picnic bench for the playground

18. To consider whether the Parish Council would like to hold Community Engagement Sessions once Covid permits
19. To consider and if thought approve devolution of Bell Crescent and Walkers Road
20. To consider and if thought fit approve a scheme of delegation for the Parish Council
21. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
22. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
23. To consider agenda items for the next meeting
24. Date of next meeting – 18<sup>th</sup> January 2022



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

**15<sup>th</sup> December 2021**



## *Longwick-cum-Ilmer Parish Council*

### **LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 16<sup>th</sup> November 2021 AT 7.30PM AT LONGWICK VILLAGE HALL**

#### **PRESENT**

Cllr Val McPherson BEM (Chair)

Cllrs Brian Richards (Vice), Rolf van Apeldoorn, Jane Rogers, Richard Myers, Alex Barter, Roger Wilkes  
Tracey Martin (Clerk)

Buckinghamshire Councillor: Gary Hall

Four members of the public and a representative of the Preschool

**Public Participation:** The preschool representative highlighted concerns with the building work, access and safety of the children as the Manager is required to complete risk assessments. It was stated that as the Parish Council is only funding the project risk assessments etc should be completed by the Village Hall. It was requested that the preschools questions be put in writing to the Clerk and a meeting will be arranged near to the end of the December with the preschool, builder and Village Hall and Parish Council representatives.

Two members of the public were in attendance to raise concerns with planning application 21/08188/PIP as they are objecting to the plans. They also raised concerns that the proposal is within a flood zone.

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting.
2. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 19<sup>th</sup> OCTOBER 2021**  
Approved by all Councillors.
3. **DECLARATIONS OF INTEREST:** Cllr Myers declared an interest in planning application 21/08188/PIP and Cllr Rogers declared an interest in planning application 21/08089/VCDN. Councillors will be unable to vote on these applications.
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
  - a. Cllr Hall reported that a barrister has been appointed for the traveller's site and legal papers will be served however is unable to discuss further due to legal reasons.
  - b. The HRC is anticipated to be opening next year and will not be run through the CIC. Buckinghamshire Council is currently looking into the case.
  - c. Thames Water has attended to fix the leak outside the shop.
  - d. Cllr Hall reported that following a request from Cllr McPherson he had looked at the cost of salt bins which would be £475. Once requested a Local Area Technician would look at and approve the site and the Parish Council would be responsible for purchasing the salt.
  - e. Cllr Rogers raised a concern with the heap of rubbish next to Askett Lane caravans. Cllr Hall suggested that this be reported through the planning portal as a breach.
  - f. Cllr Rogers stated that in the recent planning presentation which was circulated it mentioned Local Listing and asked if Parish Councils will be invited to submit listings. Cllr Hall responded that if anybody has any potential buildings of interest to send through the details to the Buckinghamshire Councillors.
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
  - a. Cllr McPherson reported that following the flooding issue outside the shop the question had arose as to whether a salt bin should be installed outside the shop where it gets very icy. Discussions were had and it was agreed to look into who owns the front area of the shop.
  - b. The Clerk reported that the LGPS had waived the cessation fee of £1,500 however, the deficit of £5,000 is now due. It was discussed and agreed that the Parish Council has no option but to

pay the amount albeit reluctantly and it will be paid as a one off payment rather than setting up a plan.

- c. The Clerk reported that the new playground equipment is open for use however, no border was installed to separate the grass from the synthetic grass. The Clerk has a meeting onsite with the Contractor on Thursday and will report back. A refund was also issued for the portaloos as it was not delivered.

## 6. TO RECEIVE AN UPDATE ON KISSING GATES

- a. Cllr Richards reported that the new large mobility gate has been delivered and the landowner and contractor are arranging the installation.
- b. Unfortunately, there was still no progress with footpath 16.

## 7. PLANNING

The following new applications were reviewed and discussed:

APP/K0425/W/21/3278115: Tifnams Owlswick Lane Owlswick: Appeal submitted.

21/08089/VCDN: Old Berkeley House (Former Shoulder of Mutton) Owlswick: No comment

21/08137/CTREE: Glebe Cottage Horsenden Lane Princes Risborough: No comment

21/08188/PIP: Land Adjacent Meadowbrook House Lower Icknield Way: Objection due to the development being in the buffer zone, access / transport, not serviced by footpaths or a bus service and the Wycombe Area Five Year Housing Land Supply identifies there is a 7.7-year supply of housing therefore additional housing is not required. Cllr Barter to finalise wording and circulate for approval. **Action: Cllr Barter**

21/08189/FUL: Old Oaks Thame Road Longwick: No comment

21/08190/OUT: Land at Home Farm Thame Road Longwick: Objection. Permission has been permitted for 6 houses but the subsequent application for 9 was turned down due to it being cramped so there is no difference at 8 houses. The site was considered in the Neighbourhood Plan and was considered constrained and therefore has not been identified in the adopted Neighbourhood plan. There are no regular bus services in Longwick so a further two dwellings will increase the level of traffic and the Wycombe Area Five Year Housing Land Supply identifies there is a 7.7-year supply of housing therefore additional housing is not required and No evidence has been provided to show that a site of 6 dwellings, as already permitted, is no longer sufficient. Cllr Barter to finalise wording and circulate for approval. **Action Cllr Barter**

21/07983/FUL: Orchard View Farm Stockwell Lane Little Meadle. No comment

The following applications status has changed:

21/06587/ADRC: Quakers Farm Meadle Village Road Meadle: Details approved

21/06522/ADRC: Quakers Farm Meadle Village Road Meadle: Details approved

21/07737/FUL: Twyn Elms Thame Road Longwick: Application permitted

## 8. TO NOTE ACCOUNTS FOR PAYMENT IN ACCORDANCE WITH THE BUDGET

The following payments were presented for approval.

| Payee                      | Net              | VAT            | Gross            | Comment                         |
|----------------------------|------------------|----------------|------------------|---------------------------------|
| Tracey Martin              | £503.23          |                | £503.23          | Salary                          |
| Tracey Martin              | £26.00           |                | £26.00           | Mobile Top up and HA            |
| Buckinghamshire Council    | £44.50           | £8.90          | £53.40           | Annual Playground Inspection    |
| Sign Wizzard Ltd           | £132.07          | £26.41         | £158.48          | Speedwatch portable sign x 1    |
| Longwick Evening WI        | £120.00          |                | £120.00          | Grant                           |
| DCK Payroll Solutions      | £25.00           | £5.00          | £30.00           | October Payroll Processing      |
| PRTC                       | £255.60          | £51.12         | £306.72          | Devolved Services 6th Oct Reids |
| Playground Maintenance     | £1,730           | £346           | £2,076.00        | Repairs following RoSPA         |
| Valerie McPherson          | £17.20           |                | £17.20           | Hall Hire                       |
| Kevin Wharton              | £450.00          |                | £450.00          | Supply and fit fencing          |
| Camsec                     | £20.83           | £4.17          | £25.00           | CCTV Sim rental                 |
| Garden Affairs Landscaping | £431.10          | £86.22         | £517.32          | Removal of bench & relocate     |
|                            | <b>£3,755.53</b> | <b>£527.82</b> | <b>£4,283.35</b> |                                 |

### Direct Debits

| Payee      | Net    | VAT | Gross  | Comment                     |
|------------|--------|-----|--------|-----------------------------|
| EDF Energy | £20.00 |     | £20.00 | Electricity monthly payment |

|      |               |               |                       |
|------|---------------|---------------|-----------------------|
| Nest | £29.20        | £29.20        | Pension Contributions |
|      | <b>£49.20</b> | <b>£49.20</b> |                       |

All payments were **approved** by Councillors

**9. TO DISCUSS JUBILEE CELEBRATIONS AND ALLOCATE A BUDGET**

- a. The following ideas were put forward: Big lunch, Flagpole, drinks in the Village Hall. All Councillors to consider ideas and report back at next meeting with costings so it can be included within the budget. **Action: All Councillors**
- b. Clerk to obtain costings for mugs, pens or other suitable items. **Action: Clerk**

**10. TO CONSIDER AND IF THOUGHT FIT APPROVE BUDGET FOR 2022/2023**

- a. The Clerk had circulated a draft budget ahead of the meeting. All Councillors were in agreement with the budget which will be brought back to the December meeting for approval once the jubilee budget has been confirmed.

**11. TO RECEIVE AN UPDATE ON TRAFFIC CALMING PROJECT**

- a. Cllr McPherson reported that a presentation had been received by the traffic consultant and the Parish Council are now waiting for the final document which should be received within the next couple of weeks.

**12. TO RECEIVE FEEDBACK ON THE REMEMBRANCE SERVICE**

- a. Cllr McPherson congratulated Cllr van Apeldoorn on such an excellent service and also the WI for decorating the war memorial and The Logs for clearing the area.
- b. Cllr van Apeldoorn stated that ahead of next years' service it has been recommended that a sign is produced stating that the road will be closed and the length of time. The same sign could be used each year as the service is always on the 11<sup>th</sup>.
- c. Cllr McPherson added that a pathway is being looked into down to the war memorial.

**13. TO CONSIDER AND ALLOCATE A BUDGET TO PURCHASE A CHRISTMAS TREE FOR THE PLAYING FIELDS**

- a. Cllr McPherson reported that she had looked into costings for a 6ft tree the cost would be £35 and a stand would also cost around £35 as it would need to be secured. Cllr Barter suggested using a big log which Councillors considered a good idea. Discussions were had on the height of the tree, Cllr McPherson to check other height options however, to bear in mind the difficulty of decorating a taller tree. **Action: Cllr McPherson**

**14. TO CONSIDER DEFIBRILLATOR COSTINGS FOR A DEFIBRILLATOR IN ILMER**

- a. The Clerk had been liaising with a resident of Ilmer and had asked whether the residents would be willing to contribute to the costs. Following this email two residents had written in clearly unhappy with the question that had been asked.
- b. Discussions were had and it was unanimously agreed that the Clerk should go back to the resident who had made the initial request to find out how many residents are supportive and would be willing to attend training. If a number of residents are in favour, then the Clerk will submit an application to the Community Boards for 50% match funding.

**15. APPROVAL OF COMMUNITY RESILIENCE PLAN / EMERGENCY PLAN**

- a. This item will be deferred to the December meeting.

**16. TO CONSIDER PARTICIPATING IN PLAY AROUND THE PARISHES**

- a. All Councillors were in agreement to participate in Play Around the Parishes at a cost of £381 for a 2-hour session. Clerk to submit form. **Action: Clerk**

**17. TO CONSIDER QUOTE FOR REPAIRS TO THE CABLE RUNWAY**

- a. The previously circulated quote was discussed to repair the cable runway and it was agreed to proceed with the repairs through Reids Playground Maintenance at a cost of £700 + VAT.

**18. TO DISCUSS AND CLARIFY ACCESS TO THE VILLAGE HALL CAR PARK**

- a. Cllr Barter suggested that it would be a good idea to have a map drawn up which includes the extension to the car park. All Councillors were in agreement to proceed and Cllr Myers will draw up the map. **Action: Cllr Myers**

**19. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL**

No correspondence received

**20. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL**

- a. Cllr McPherson reported that she had attended a WDALC meeting in September which had included the AGM where Valerie Brownridge was voted in as Chairman. A presentation was received on how Buckinghamshire Council work with Town and Parish Councils through the Community Boards. A Community Resilience plan was also discussed which is the same as our Emergency Plan and Cllr McPherson has offered Longwick cum Ilmer Parish Council's as a template. The Parish Charter was also discussed which the Parish Council has signed up to.
- b. Cllr McPherson also reported that she had attended a North West Chilterns Community Board meeting where the following issues were raised: Petition for Warrendene Road, Great Kingshall HGV concerns and HS2 causing issues in North Mill Road since Marsh Lane is closed. A presentation was also received on Bucks Business first.

**21. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING**

- a. Any items for the agenda to be emailed to the Clerk

**22. DATE OF NEXT MEETING – 21<sup>st</sup> December 2021**

There being no further business the meeting closed at 9.15pm

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

**PAYMENTS FOR APPROVAL:**

| <b>Payee</b>          | <b>Net</b>        | <b>VAT</b>       | <b>Gross</b>      | <b>Comment</b>   |
|-----------------------|-------------------|------------------|-------------------|--|
| Tracey Martin         | £503.03           |                  | £503.03           | Salary   |
| Tracey Martin         | £109.75           |                  | £109.75           | Mobile Top up, HA & Expenses   |
| Mrs J M van Apeldoorn | £17.50            |                  | £17.50            | Pansys for planters  |
| DCK Payroll Solutions | £25.00            | £5.00            | £30.00            | November Payroll Processing  |
| TBS Hygiene Ltd       | £275.00           | £55              | £330.00           | Bin Emptying October   |
| Transport Initiatives | £3,000.00         | £600             | £3,600.00         | Longwick Village Vision Stage 2<br><b>Subject to final document being received</b> |
| Thomas Design         | £2,336.60         | £467.32          | £2,803.92         | For professional services in support of the Transport Vision commission            |
| TBS Hygiene Ltd       | £220.00           | £44.00           | £264.00           | Bin Emptying November  |
| Reid's                | £700.00           | £140.00          | £840.00           | Repairs to Cableway  |
| PRTC                  | £983.33           | £196.67          | £1,180.00         | Devolved Services Cutting  |
| Playdale Playgrounds  | £2,959.50         | £591.90          | £3,551.40         | New Playground Equipment<br><b>Payment will be held until issue is resolved</b>    |
| Camsec                | £20.83            | £4.17            | £25.00            | Monthly SIM rental   |
| <b>Total</b>          | <b>£11,150.54</b> | <b>£2,104.06</b> | <b>£13,254.60</b> |  |
| <b>Direct Debits</b>  |                   |                  |                   |  |
| <b>Payee</b>          | <b>Net</b>        | <b>VAT</b>       | <b>Gross</b>      | <b>Comment</b>   |
| EDF Energy            | £20.00            |                  | £20.00            | Electricity monthly payment  |
| Nest                  | £29.20            |                  | £29.20            | Pension Contribution   |
| <b>Total</b>          | <b>£49.20</b>     | <b>£-</b>        | <b>£49.20</b>     |  |

## **9: JUBILEE CELEBRATIONS**

**Draft Terms of Reference for Working Party to be approved:**



*Longwick-cum-Ilmer  
Parish Council*

# **LONGWICK PARISH COUNCIL**

## **QUEEN'S PLATINUM JUBILEE WORKING GROUP TERMS OF REFERENCE ADOPTED XXXXXXX**

### **OBJECTIVE:**

The aim of the working group is to organise the Queen's Platinum Jubilee celebration. The group will carry out research and make recommendations to the Full Council.

### **MEMBERS:**

Members will be appointed by Full Council also due to meeting timings this may be approved via email by all Councillors and ratified at the next meeting.

It is anticipated that the Working Group will consist of the following members:

- Up to 5 Councillors who will have the power to co-opt non council persons i.e., members of Longwick Evening WI, Longwick School etc
- The Clerk

### **CHAIRMAN:**

A Chairman will be appointed at the first meeting of the Working Group, the Chairman will be a Councillor.

### **DUTIES AND POWERS:**

The Working Group will carry out research for the event such as venue, date, timings and activities. All recommendations will then be presented to Full Council for discussion and approval. The Working Group is not permitted to enter into any contracts either written or verbally without the authority of Full Council – such authority may be sought via email with the decision ratified at the next Parish Council meeting.

The Working Group will be governed by the Parish Councils Code of Conduct.

Meetings of the Working Group are to be held as and when needed and maybe in person meetings or held virtually via Zoom or another sufficient platform.

Reports of this working group will be submitted to Full Council and will become part of the minutes of that meeting.

Councillors not on that working group are able to attend meetings as observers but are not entitled to speak unless invited to do so by the Chairman

At our previous meeting I was tasked with looking into costs, below were the most cost effective however, we may wish to deal with this through the Working Group now.

<https://promostore.co.uk/product/diamond-jubilee-school-parish-council-mug>





## Diamond Jubilee School/Parish Council Mug

Diamond Jubilee mugs made specially for schools and councils to personalise the reverse with their details and make his a truly memorable commemorative gift.

Product code: QDJ4

| PRICES  |                         |                                   |
|---|-------------------------|-----------------------------------|
| No of units   | Price per unit          | Price per additional print colour |
| 108   | £2.85                   | £0.20                             |
| 252   | £2.50                   | £0.20                             |
| 504   | £1.99                   | £0.20                             |
| 1008  | £1.90                   |                                   |
| <b>Origination charge</b>   | £35 per colour/position |                                   |
| Unless otherwise stated, prices are inclusive of single colour print/engraving in one position. |                         |                                   |

e.g costing below - this is assuming only one colour on reverse  
 1008 mugs = £1915.20 + £35 charge = £1950.20  
 504 mugs = £1002.96 + £35 charge = £1037.96

**10: TO CONSIDER AND IF THOUGHT FIT APPROVE BUDGET FOR 2022/2023**

| LONGWICK PARISH COUNCIL<br>DRAFT BUDGET 2022/2023 |           |           |           |              |             |                |
|---|-----------|-----------|-----------|--------------|-------------|----------------|
|   | 2020/2021 |           | 2021/2022 |              |             | Budget 2022/23 |
|   | Budget    | Actual    | Budget    | YTD Sep      | Forecast FY |                |
| <b>Opening Balance All Accounts</b>               | £ -       | £ 465,880 | £ -       | £ 456,209    | £ 456,209   | £ 451,306      |
| Income  | £ -       | £ 198,484 | £ -       | £ 38,928     | £ 42,585    | £ 38,097       |
| Expenditure                                       | £ -       | £ 208,155 | £ -       | £ 34,702     | £ 47,487    | £ 75,240       |
| <b>Closing Balance</b>                            | £ -       | £ 456,209 | £ -       | £ 460,435    | £ 451,306   | £ 414,162      |
| <b>Expenditure</b>                                |           |           |           |              |             |                |
| <b>Office and Basic Admin</b>                     |           |           |           |              |             |                |
| Clerk Salary                                      | £ 9,190   | £ 8,122   | £ 6,600   | £ 3,547      | £ 6,062     | £ 6,244        |
| HMRC / Pensions                                   | £ -       | £ -       | £ 700     | £ 328        | £ 599       | £ 700          |
| Home Working Allowance                            | £ -       | £ 260     | £ 260     | £ 155        | £ 260       | £ 260          |
| Payroll / Accountancy Fees                        | £ -       | £ -       | £ 420     | £ 250        | £ 375       | £ 300          |
| Audit Fees  | £ -       | £ -       | £ 180     | £ 550        | £ 550       | £ 567          |
| Village Halls for Meetings                        | £ -       | £ -       | £ 200     | £ 100        | £ 100       | £ 150          |
| Elections   | £ 2,500   | £ -       | £ 2,500   | £ 222        | £ 222       | £ -            |
| Insurance   | £ 750     | £ 826     | £ 800     | £ -          | £ 826       | £ 850          |
| Staff Training                                    | £ -       | £ -       | £ 200     | £ 90         | £ 150       | £ 200          |
| Newsletter  | £ 2,300   | £ 1,520   | £ 2,000   | £ 1,640      | £ 2,050     | £ 2,200        |
| Website / Emails                                  | £ -       | £ -       | £ 144     | £ 130        | £ 130       | £ 130          |
| Electricity                                       | £ -       | £ 327     | £ 108     | £ 119        | £ 219       | £ 250          |
| CCTV SIM Rental                                   | £ -       | £ -       | £ -       | £ 167        | £ 292       | £ 300          |
| Chairmans Allowance                               | £ -       | £ -       | £ -       | £ -          | £ -         | £ 200          |
| Misc Admin Expenses                               | £ 1,530   | £ 4,044   | £ 2,112   | £ 654        | £ 896       | £ 2,000        |
| <b>Sub Total Office &amp; Admin</b>               | £ 16,270  | £ 15,098  | £ 16,224  | £ 7,951      | £ 12,730    | £ 14,351       |
| <b>Community Expenses</b>                         |           |           |           |              |             |                |
| Bin Emptying                                      | £ 1,300   | £ 2,471   | £ 2,880   | £ 1,395      | £ 2,495     | £ 2,880        |
| Playground Risk Assessments                       | £ 230     | £ 192     | £ 204     | £ 69         | £ 114       | £ 45           |
| Playground Repairs / Maintenance                  |           |           | £ -       |              |             | £ 3,000        |
| Devolved Services                                 | £ 4,500   | £ 4,612   | £ 4,500   | £ 1,470      | £ 3,102     | £ 3,195        |
| Maintenance                                       | £ 12,000  | £ 1,811   | £ 12,000  | £ 2,972      | £ 3,972     | £ 9,000        |
| Grass / Hedges                                    | £ 300     | £ 1,685   | £ 500     | £ 1,783      | £ 2,283     | £ 2,500        |
| <b>Sub Total Community Expenses</b>               | £ 18,330  | £ 10,770  | £ 20,084  | £ 8,361      | £ 15,368    | £ 20,620       |
| <b>Grants and Subs</b>                            |           |           |           |              |             |                |
| Grants  | £ 1,700   | £ 1,008   | £ 2,000   | £ 3,451      | £ 4,451     | £ 4,000        |
| Subs  | £ 250     | £ 10      | £ 250     | £ 262        | £ 262       | £ 270          |
| <b>Sub Total Grants &amp; Subs</b>                | £ 1,950   | £ 1,018   | £ 2,250   | £ 3,713      | £ 4,713     | £ 4,270        |
| <b>Capital Projects</b>                           |           |           |           |              |             |                |
| CIL   | £ -       | £ -       | £ -       | £ 12,249     | £ 12,249    | £ -            |
| Compliant Website                                 | £ 2,000   | £ 616     | £ -       | £ -          | £ -         | £ -            |
| Noticeboard                                       | £ 1,700   | £ 1,805   | £ -       | £ -          | £ -         | £ -            |
| VAS   | £ -       | £ -       | £ -       | £ -          | £ -         | £ -            |
| Jubilee Celebrations                              | £ -       | £ -       | £ -       | £ -          | £ -         | £ 1,000        |
| Playground Equipment Under 5's                    | £ -       | £ -       | £ -       | £ 2,428      | £ 2,428     | £ -            |
| Longwick School Outdoor Classro                   | £ -       | £ -       | £ -       | £ -          | £ -         | £ 35,000       |
| <b>Sub Total Capital Projects</b>                 | £ 3,700   | £ 2,421   | £ -       | £ 14,677     | £ 14,677    | £ 36,000       |
| <b>Total Expenditure</b>                          | £ 40,250  | £ 29,307  | £ 38,558  | £ 34,702     | £ 47,487    | £ 75,240       |
|   |           |           |           |              |             |                |
|   | 2020/2021 |           | 2021/2022 |              |             | Budget 2022/23 |
|   | Budget    | Actual    | Budget    | YTD Sept     | Forecast FY |                |
| <b>Income</b>                                     |           |           |           |              |             |                |
| Precept   | £ 30,250  | £ 30,250  | £ 30,250  | £ 30,250     | £ 30,250    | £ 30,250       |
| CIL Receipts                                      | £ -       | £ 121,065 | £ -       | £ -          | £ -         | £ -            |
| Devolved Services BCC                             | £ 3,638   | £ 3,638   | £ 3,638   | £ -          | £ 3,638     | £ 3,102        |
| Grants  | £ -       | £ 1,125   | £ -       | £ -          | £ -         | £ -            |
| VAT Refund  | £ -       | £ 42,226  | £ -       | £ 8,624      | £ 8,624     | £ 4,000        |
| Bank Interest                                     | £ 100     | £ 72      | £ 100     | £ 54         | £ 72        | £ 100          |
| Misc Receipts                                     | £ -       | £ 108     | £ -       | £ -          | £ -         | £ -            |
| <b>Total Income</b>                               | £ 33,988  | £ 198,484 | £ 33,988  | £ 38,928     | £ 42,585    | £ 38,097       |
| <b>CIL Monies</b>                                 |           |           |           |              |             |                |
| 2017/2018 to be spent by end Mar 23               |           |           |           |              |             | £ -            |
| 2018/2019 to be spent by end Mar 24               |           |           |           |              |             | £ -            |
| 2019/2020 to be spend by end Mar 25               |           |           |           | £ 278,182.36 |             | £ 278,182.36   |
| 2020/2021 to be spend by end Mar 26               |           |           |           | £ 120,964.53 |             | £ 120,964.53   |
| <b>Total CIL Money</b>                            | £ -       | £ -       | £ -       | £ 399,146.89 | £ -         | £ 399,146.89   |

**11: TO CONSIDER AND APPROVE PRECEPT FOR 2022/2023**

If the Parish Council leave the band D tax the same as previous year the precept will be £31,843.94 as per the below illustration:

Parish

**Input 2**

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2021/22 **D13**

|                        |        |
|------------------------|--------|
| Precept                |        |
| Or                     |        |
| Band D Tax (Estimated) | £37.19 |

| Table - Summary of Results |            | Do not enter data below |            |
|----------------------------|------------|-------------------------|------------|
| Year                       | 2021-22    | 2022-23                 | Difference |
| Precept                    | £30,250.00 | £31,843.94              | £1,593.94  |
| Income                     | £30,250.00 | £31,843.94              | £1,593.94  |
| Tax Base                   | 813.49     | 856.25                  | 42.76      |
| Band D Tax (Estimated)     | £37.19     | £37.19                  | 0.00%      |

If the Parish Council was to leave the precept the same as 2021/2022 then the band d tax rate would reduce by 5%

Parish

**Input 2**

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2021/22 **D13**

|                        |            |
|------------------------|------------|
| Precept                | £30,250.00 |
| Or                     |            |
| Band D Tax (Estimated) |            |

| Table - Summary of Results |            | Do not enter data below |            |
|----------------------------|------------|-------------------------|------------|
| Year                       | 2021-22    | 2022-23                 | Difference |
| Precept                    | £30,250.00 | £30,250.00              | £0.00      |
| Income                     | £30,250.00 | £30,250.00              | £0.00      |
| Tax Base                   | 813.49     | 856.25                  | 42.76      |
| Band D Tax (Estimated)     | £37.19     | £35.33                  | -5.00%     |

**13: LONGWICK CHURCH OF ENGLAND COMBINED SCHOOL – TO CONSIDER PROPOSALS FROM THE SCHOOL AND DECIDE WHICH THE PARISH COUNCIL WOULD LIKE TO SUPPORT AS PER THE GRANT ALLOCATED IN MARCH 2019 AT A COST OF £35,000**

Longwick School had raised with one of our Councillors that they were expecting a response following them attending our meeting back in July 2021. I contacted the School Business Manager who responded with the below as it was my understanding that they were attending for information only:

*My understanding was that we were invited to the meeting to update the Parish Council on our project plans. The Council had previously agreed, pre-covid, to award a sum of £55,000. £20,000 to pay for our playground to be refurbished and £35,000 to create an outdoor eco-classroom. The playground refurbishment was completed and the Parish Council kindly contributed £20,000 as agreed. Due to a number of factors including staff changes and changing priorities due to Covid, we didn't proceed with the Eco-classroom.*

*The presentation we made at the meeting in July was to update the Council on our plans and we were invited to present three alternative projects to the Eco classroom that we were keen to proceed with. I was then under the impression that the Parish Council would consider our request and choose the project offering the best alternative to the previously agreed eco-classroom. I attach a copy of the presentation document presented at the meeting in July again, for your information. I suspect that the second project to develop the Forest School area and create a permanent outdoor learning space best fits the previously agreed project and would certainly add huge value to our outdoor learning environment.*

*So, we are just waiting to hear from the Council if they are happy for the £35,000 previously pledged to be used for this purpose. I also attach a copy of the agreement letter dated March 2019 from the Parish Council.*

*I look forward to hearing from the Council when you have had time to consider this amendment to our project proposal.*

Copy of Approval Letter:

*Longwick-cum-Ilmer  
Parish Council*

██████████

Clerk: Frank Post

██████████

Longwick Church of England Combined School  
Walnut Tree Lane  
Longwick  
HP27 9SJ

24 March 2019.

Dear David & Fiona

I am delighted to inform you that Longwick - Cum - Imer Parish Council has agreed to give you £55,000 from our CIL money for the Outdoor Classroom of £35,000 and for the Playground Refurbishment of £20,000.

I would appreciate having copies of your payment Invoices once you have placed your orders for the projects.

I and the rest of my Councillors look forward to receiving an invite to see the new Eco Classroom and the new surfacing to the playground.

Best Regards

Copy of plan which was circulated ahead of July 2021 Meeting.

**LONGWICK-CUM-ILMER PARISH PLAN**

Thank you for inviting myself and Jan Martin to the Parish Council meeting next week to update you on our school plans. As the only school within the parish we place a high value on the relationship we have with the local community and are very grateful for the supportive links we have with the Parish Council.

In advance of the meeting, I thought it would be helpful to update you on a few projects that we are hoping to move forward with in the next Academic year. The Parish Council have in the past provided a very generous amount of £20,000 to support the refurbishment of the playground and had pledged a further £35,000 to support the creation of an Outdoor Classroom.

Due to changing priorities over the last 12-18 months, we have not been able to proceed with this project as originally outlined and wanted to keep you informed of our plans going forward in the hope that the Parish Council are still willing to support us.

We have many plans to support the school, some supported by fundraising and others by obtaining lottery grant funding. I have outlined three projects which we hope that the Parish will feel able to support. Whilst they will undoubtedly improve the facilities for the children in School, they will also benefit the wider Longwick community in a variety of ways.

I asked Fiona what their preference was and this was her response: That's a difficult one as they are all so important and would be very welcome additions to our school. If we had to choose one project then I think the favoured one would be to develop the Forest School area.

### **DEVELOP SCHOOL GARDEN AREA AND CREATE A SENSORY GARDEN & CALM OUTDOOR LEARNING ZONE - £50,000**

**The Clerk asked the school if they are able to fund the additional £15k – Response: this is an estimated cost and we believe we can cover the additional £15k through our own revenue and fundraising but of course would welcome any additional funding from the Parish Council.**

We have been able to make some small improvements to our School Garden through a Tesco Community Grant. This has proved to be hugely beneficial to children's wellbeing through gardening nurture groups, gardening club and developing children's love of nature.

This project to develop the outdoor garden area would include:

- Clearing an overgrown willow arch and 3 old storage sheds. Landscaping the area to make it more suitable for younger children to access.
- Creation of a sensory garden and installation of some therapy zones to enhance children's wellbeing.
- Installation of more permanent outdoor storage for gardening and forest school resources

### **DEVELOP FOREST SCHOOL AND CREATE A PERMANENT OUTDOOR LEARNING SPACE - £35,000**

We have an enthusiastic member of staff who is trained as a Forest School Practitioner and is already putting her knowledge into practice. The impact of outdoor learning has been extremely valuable over the last 12 months in particular and we want to further develop this as a unique selling point for the school.

Learning outside the classroom has huge benefits for children to reach their potential. It tackles social mobility, helps develop confidence and resilience, engages children and young people with learning, and improves their health and wellbeing. It also keeps children active, improves communication, problem-solving skills and emotional well-being.

This project would include clearing a further area of unused woodland to the boundary of the school and creation of a permanent outdoor fire pit and adjoining cabin to store all of our outdoor learning resources.

Not only would this project enable us to further enhance our provision for LOtC but the space would be available to other community groups to use after school, in the evenings and at weekends. Local Scouts and Beavers already use our facilities and would definitely benefit from a better equipped outdoor environment. It is hoped that we can reach out to other community groups (eg pre-school, brownies, guides, youth club, WI, U3a etc) and look at ways of making the space accessible for them.

### **CREATE A MEETING SPACE IN SCHOOL FOR RESILIENCE & SUPPORT TO LOCAL FAMILIES - £35,000**

We have appointed a Family Liaison Officer (FLO) in the last 12 months which is having a positive impact amongst our community. The school lacks a private space for the FLO to meet with parents, provide outreach support to children and families and carry out joint meetings with outside agencies.

This project would involve building and resourcing a Family Support meeting room in a small extension to the office area.

## **14: TO CONSIDER APPLYING TO THE COMMUNITY BOARDS FOR FUNDING FOR THE BRIDLEWAY FROM WALNUT TREE LANE TO PHOENIX TRAIL**

Previous a resident had highlighted a concern with the state of the bridleway which was mentioned at a meeting and also via email.

The resident got back in touch with me to follow the matter up and as ROW were unable to give me a definitive answer as to when the works would be carried out, I contacted the Buckinghamshire Councillors to see if they could help progress the matter and this is the response which Cllr Alan Turner has shared with me from ROW.

*I can give an 'informed' estimate of costs based on recent works carried out elsewhere in the County that it would cost approx £40000 to £50000.*

*The amount of money available for these type of improvement works are very limited unfortunately, there would be insufficient money available in the RoW revenue budget (which is very small indeed!). RoW have submitted a RoW Capital bid under the MTFP process commencing next financial year but obviously I am not yet aware if this money will be provided. RoW capital money when available is insufficient to cover all projects and so we are required to prioritise the money available which is mainly used for larger bridge replacements and very badly damaged path surfaces.*

*A bid to the community board would be recommended to see what is available.*

I have discussed this with the Community Board Coordinator as to whether 100% could be funded or whether the PC would be expected to contribute to a Bridleway that should be maintained by Buckinghamshire Council. The coordinator has stated that they will consider 100% funding for projects as it's on a case-by-case merit.

The decision the PC need to make is:

- Do we think it appropriate that the PC applies for Community Board funding for a Bridleway which should be maintained by Buckinghamshire Council anyway.
- Are you happy for the Clerk to spend time obtaining at least 2 quotes and submitting the application?
- Although we would be instigating the work all specifications would come from ROW so if there are any complaints about the work carried out who would these go to if we had coordinated the project

Specification: An appropriate specification for this location would be:

- to scrape out any low bits and pot holes
- level and regrade the existing layer to have a camber
- import screened (free of contaminants), recycled graded road planing materials which are a size of 30mm to dust. These should be laid at a thickness of 150mm.
- You may also need to assess the drainage and undertake any necessary drainage works, the bridleway may need to be raised slightly but a drainage assessment should determine how best to keep the water off the surface.

With regards to measurements, if you let me know the exact area, you're looking at I can look into a length for you. We don't appear to have a recorded width for Longwick-cum-Ilmer bridleway 5 or Bledlow-cum-Saunderton bridleway 6 so the surfacing will need to cover the width of the current track and ensure there's no steep drop on the edges. I will check our records and let me know if I do find a reference to a width.

**16: TO CONSIDER AND IF THOUGHT FIT APPROVE GRANT APPLICATION FROM TEA AT THREE**

3.12.21

Dear Sir or Madam  
 My name is [redacted] we organised and catered for 14 years with help of 4 ladies who help to serve tea coffee and sandwiches, we meet 5 times a year averaging 30 to 35 people who consist of the older generation of Longwick, this has been financed by members donations on the day which has been adequate, but with the rising cost of food and usage has here rising from ~~£10~~ £30= it will be difficult for us to continue. Please could you give us some financial support,  
 Yours Sincerely [redacted]



**GRANT APPLICATION FORM**

|   |   |
|---|---|
| Name of Organisation  | TEA AT THREE  |
| Name, Address and Position of Contact in Organisation   | [redacted]  |
| Telephone Number and Email Address of Contact   | [redacted]  |
| Is the Organisation a Registered Charity? If yes, Charity Number  | Yes / No  |
| Amount of grant requested?  | £200  |
| For what purpose or project is the grant requested?<br><br>(please continue on a separate sheet if necessary)   | Financial assistance<br>To pay for hire of hall<br>expenses for increased<br>costs and food<br>sandwiches, cakes tea<br>and coffee and entertainment<br>5 meetings a year |
| What will be the total cost? If applying for other grants/matched funds for the project please provide details. |   |
| When will the money be spent?   | 5 meetings a year   |
| Who will benefit from the project? Give details of local groups that will benefit (if applicable)               | To benefit the<br>elderly of Longwick   |

**17: TO CONSIDER COSTINGS AND IF THOUGHT FIT APPROVAL FOR ADDITIONAL PLAYGROUND EQUIPMENT AND A PICNIC BENCH FOR THE PLAYGROUND**

Playdale Picnic Bench £562 + delivery




Earth Anchors 2m / 8-Seater Recycled Plastic Bench in Brown £549 including concrete fixings

SKU 1211

**£549.00**

Debbie is online



**Colour Options**

Brown £70

**Ground Fixings**

EA1+ Soft Ground Anchor Kit £37.00


Earth Anchors 1.5m / Recycled Plastic in Brown £449 including concrete fixings + delivery

Chat with us

**Surrey 1.5M Wheelchair Accessible Table**

SKU 1210

**£449.00**



**Colour Options**

Brown £60

**Ground Fixings**

EA1+ Soft Ground Anchor Kit



Earth Anchors octagonal table Recycled Plastic in Brown £581 including concrete fixings + delivery

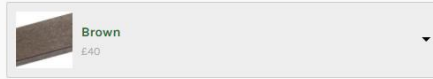


### Octagonal Picnic Table

SKU 1206

**£581.00**

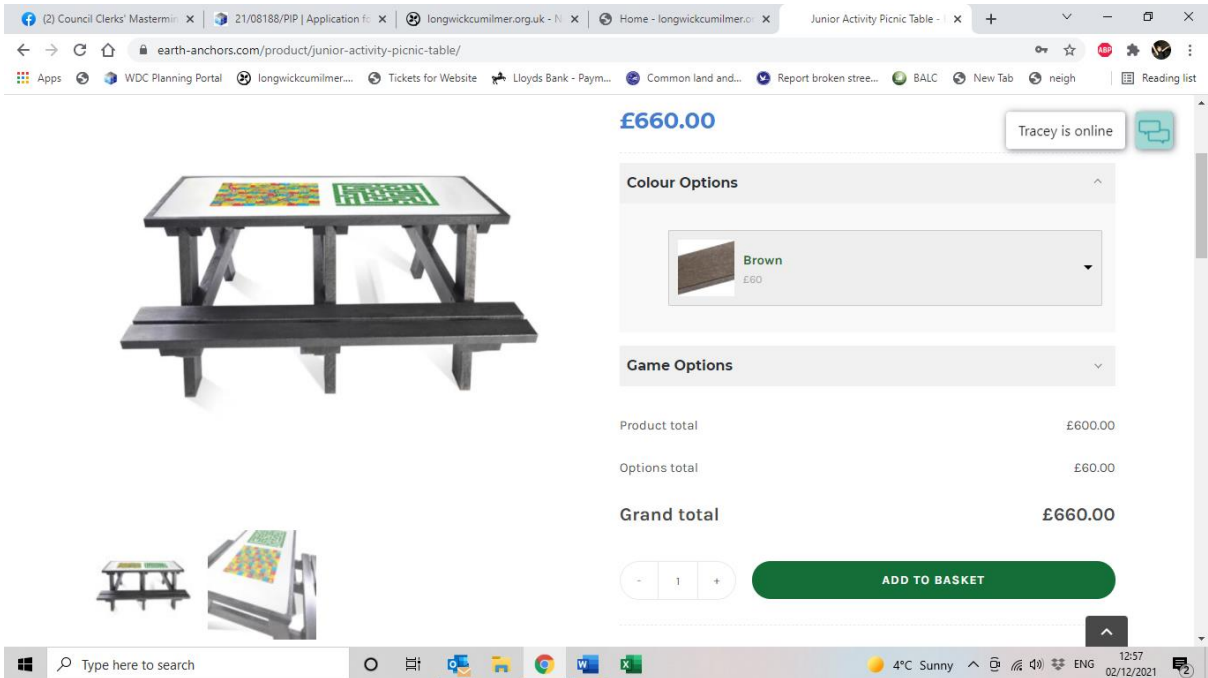
#### Colour Options



#### Ground Fixings



Games Table £660 + delivery and fixings



Tracey is online

|                    |                |
|--------------------|----------------|
| Product total      | £600.00        |
| Options total      | £60.00         |
| <b>Grand total</b> | <b>£660.00</b> |

ADD TO BASKET

I think the one on the right possibly maybe too big but the one on the left might be okay.

Curly on left £1892 one on right £2666



I think this maybe too big for the space: £2429



This looks quite small and different: £1,150



Little playhouse won't take up much room £3250



£2050



Activity Panels range from £500-£850



**19: TO CONSIDER AND IF THOUGHT APPROVE DEVOLUTION OF BELL CRESCENT AND WALKERS' ROAD**

Full details attached by in summary for Bell Crescent and Walkers Road the Parish Council will receive £551.94 which is a 3% increase on last year.



*Longwick-cum-Ilmer  
Parish Council*

## **SCHEME OF DELEGATION**

### **Introduction**

This Scheme of Delegation was approved by Longwick cum Ilmer Parish Council on XXXXXXXX

The scheme does not delegate any matter:

1. Reserved by law
2. Which by law may not be delegated to a Councillor and / or Officer

The power and duties set out in this scheme are delegated to the Parish Clerk.

The Parish Clerk is also the Councils Responsible Financial Office and the Proper Officer and responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council.

### **1 Extent of Delegation**

- 1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Parish Council.
- 1.2 The Parish Clerk will exercise these powers in accordance with:
  - Approved budgets
  - The Council's Financial Regulations and Standing Orders
  - All statutory common law and contractual requirements
- 1.3 The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Parish Council to do including anything reasonably implied or incidental to that power or duty.
- 1.4 In addition, the Parish Clerk is authorised to undertake the day-to-day administration of the Council to include:
  - Emergency expenditure up to £1,000 whether or not there is budgetary provision for the expenditure
  - Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories. Authorisation can be made by email if face to face authorisations are not possible.

### **2 Urgent Decisions of the Parish Council**

- 2.1 Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the Parish Council
- 2.2 Decisions made under this delegation will be reported to, and recorded in the minutes of, the next Parish Council meeting.

**3 Planning Delegation to the Clerk**

- 3.1 The Parish Council delegates decisions arising under planning consultations to the Clerk in consultation with all Councillors.
- 3.2 Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the Parish Council.
- 3.3 The Clerk will arrange for relevant papers to be circulated to the councillors who should return their comments, to the Clerk for determination of the Parish Council's response within the prescribed consultation period.
- 3.4 Delegated decisions will be reported to, and recorded in the minutes of the next Parish Council meeting.
- 3.5 In respect of a controversial or major development proposal, the Clerk in consultation with the Chairman, may decide that an extraordinary meeting of the Parish Council be called to consider the matter.

**4 Written Records**

- 4.1 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6<sup>th</sup> August 2014, require a written record to be kept of certain decisions made by an officer of a Parish Council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.

Minute Reference: \_\_\_\_\_

Minute Date: \_\_\_\_\_

Signature of the Chairman: \_\_\_\_\_

Signature of the Clerk / RFO: \_\_\_\_\_

**21: TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL**

For information Play Around the Parish is booked in for Friday 10<sup>th</sup> August 10am to 12pm.