



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 21ST SEPTEMBER 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)

Alan Turner, Buckinghamshire Councillor

66. WELCOME AND APOLOGIES FOR ABSENCE: Cllr McPherson welcomed all to the meeting.
There were no apologies.

67. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 18th AUGUST 2021
An amendment was made to the start time of the meeting and they were approved by all
Councillors.

68. DECLARATIONS OF INTEREST: None

69. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS

- a. Cllr Turner reported that paperwork is being prepared for a court eviction for the travellers in Askett. Discussions were had on the 45 plots the majority of which had been sold and what can be done to stop this happening again. Cllr Turner responded that nothing can be done however, the eviction notice should deter it from happening again.
- b. The new road which is being developed off the B4009 close to the Stockwell Lane turning has been allocated an enforcement case officer and we are awaiting a report back as no planning application has been submitted.
- c. Graven Meadows enforcement have been chasing the owners but unfortunately, they are out of the Country however, they have informed enforcement that the caravan will be removed once the stables have been built.
- d. Maccabee kennels: Cllr Turner reported that this is an ongoing issue with the recordings which have been taken being off the scale and an abatement notice will be issued within the next week or so. A question was raised as to whether a new licence had been issued. Cllr Turner confirmed that a license had been issued around April time unfortunately there is no link between the licensing team and the noise abatement team and this is something that Cllr Turner will be looking at as they should be working together. The RSPCA have been informed however will only get involved if there is maltreatment of the dogs.
- e. Cllr Turner reported that the Community Boards are still looking for schemes to fund.
- f. Cllr Turner had been asked by a new Princes Risborough Town Councillor to ask if the Parish Council would be interested in sharing Speedwatch costs. As Speedwatch is being run by a volunteer resident this is not an option.
- g. Cllr McPherson reported a recent case of a resident not picking up her dog mess which was caught on CCTV including the car registration number, this has been reported to the Dog Warden who has escalated it to Environmental Health.
- h. Cllr McPherson raised the issue of dogs in the playground. The Parish Council currently has a small sign in place and asked Cllr Turner how this can be enforced. Cllr Turner sympathised with the issue but stated the only avenue would be to employ our own dog warden to enforce byelaws.
- i. Cllr McPherson reported a post on Facebook from the Children's Memorial Gardens. Clerk to send screenshot to Cllr Turner who will liaise with enforcement. **Action: Clerk / Cllr Turner**
- j. Cllr Turner reported that Cllr Hall will be attending the October meeting and Cllr Walsh the November meeting.
- k. Cllr Rogers reported that she had spoken to a contractor at the Shoulder and Mutton pub in Owlswick which has planning permission. The contractor was under the impression that the



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whole pub was being demolished however, that isn't what the planning permission allows. Cllr Rogers asked what can be done. Cllr Turner responded that nothing can be done at this stage and that we will have to wait and see.

70. TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA: None

71. TO RECEIVE AN UPDATE ON KISSING GATES

- a. Cllr Richards reported that there are two kissing gates in storage. One has been allocated to Ilmer which has been given permission and should be installed by the next meeting. The other is for footpath 16 which is awaiting a date for installation.
- b. Cllr Richards stated that another gate has been found and this will be used in Kimblewick.
- c. Cllr van Apeldoorn reported that there is an issue with the gate on footpath 6 which doesn't shut properly. Cllr Richards will arrange for the contractor to repair.

72. PLANNING

The following new applications were reviewed and discussed:

21/07231/FUL: Dove Cottage Meadle Village Road Meadle: No comment submitted

21/07324/FUL: Land North of Laurel Farm Thame Road Longwick: No comment submitted

21/06286/REM: Land to The South of Rose Farm Thame Road Longwick: Amended plans received

21/07737/FUL: Twyn Elms Thame Road Longwick: Cllr Barter to look at application and respond to all Councillors.

The following applications status has changed:

21/06050/CLE: Laurel Farm Thame Road Longwick: Grant Certificate of Lawful Use

21/06697/REM: Land at Royston & Land at Home Farm Thame Road: Application Permitted

21/06966/AGD: North of Armour Barn Stockwell Lane Little Meadle: Details Approved

21/07175/ADRC: Tifnams Owlswick Lane Owlswick: Permit - detail Reserved by Condition

21/07015/FUL: White Gables Thame Road Longwick: Application Refused

20/08483/FUL: Church Farm Cottage Chestnut Way: Application Permitted

19/07687/FUL: Land at Home Farm Thame Road Longwick: Appeal dismissed

21/06871/CLE: Owlswick Farm House Owlswick: Certificate of lawfulness for continued use of approximately 0.7 acres of land to front of dwelling as residential garden

21/07146/FUL: Avellana Bar Lane Longwick: Application Permitted

21/07298/CTREE: Brook Cottage Meadle Village Road Meadle: Not to make a Tree Preservation Order

21/07172/PNP3Q: Barn Longwick Mill Lower Icknield Way Longwick: Details Refused



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73. TO RATIFY AUGUST PAYMENTS: Payments approved Longwick-cum-Ilmer PC Payments for Approval

Meeting: August 2021					
Inv No	Payee	Net	VAT	Gross	Comment
3	Tracey Martin	£ 503.23		£ 503.23	Salary
Jul-21	Tracey Martin	£ 574.83		£ 574.83	Home allowance, Mobile top up, Face Masks / Sanitiser. Speed Gun, Advert for contracts finder in Bucks Free Press
LGS148	Longwick Church of England Combined School	£ 150.00		£ 150.00	Hall Hire
July21	HMRC	£ 24.60		£ 24.60	Income Tax Payment
P2527	DCK Payroll Solutions	£ 25.00	£ 5.00	£ 30.00	Payroll Processing July
12514	Princes Risborough Town Council	£ 255.60	£ 51.12	£ 306.72	Devolved Services - Grass cutting 23 July 21
3114	BALC	£ 60.00		£ 60.00	Demystifying Planning Training - Cllr Wilkes
3571	Camsec Security	£ 20.83	£ 4.17	£ 25.00	SIM Rental
1066	TBS Hygiene	£ 200.00	£ 40.00	£ 240.00	Bin Emptying July 21
				£ -	
				£ -	
		£ 1,814.09	£ 100.29	£ 1,914.38	

Meeting: August 2021					
Direct Debits	Payee	Net	VAT	Gross	Comment
	EDF Energy	£ 15.00		£ 15.00	Electricity monthly payment
	Nest	£ 29.20		£ 29.20	Pension Contribution £16.22 from Employer
				£ -	
		£ 44.20	£ -	£ 44.20	

74. TO NOTE ACCOUNTS FOR PAYMENT IN ACCORDANCE WITH THE BUDGET The following payments were presented for approval.

Longwick-cum-Ilmer PC Payments for Approval

Meeting: September 2021					
Inv No	Payee	Net	VAT	Gross	Comment
5	Tracey Martin	£ 503.23		£ 503.23	Salary
Sept 21	Tracey Martin	£ 26.00		£ 26.00	Home allowance, mobile top up
Aug-21	HMRC	£ 24.60		£ 24.60	PAYE Tax
P2585	DCK Payroll Solutions	£ 25.00	£ 5.00	£ 30.00	Payroll August 2021
2205033444	Buckinghamshire Council	£ 222.33		£ 222.33	Costs for uncontested elections
12549	Princes Risborough Town Council	£ 255.60	£ 51.12	£ 306.72	Devolved Services Grass Cutting 20th Aug
3729	Whiteleaf Printers	£ 232.00		£ 232.00	15 Longwick Transport Vision Reports
12553	Princes Risborough Town Council	£ 983.33	£ 196.67	£ 1,180.00	Contract grass cutting £ 2,950 per year including vat divided into 10 months April , May, June, July 2021 = £ 1180
0000043400	Playdale Playgrounds Ltd	£ 2,427.50	£ 485.50	£ 2,913.00	50% deposit for new playgroud equipment
	Richard Myers	£ 10.50		£ 10.50	Timpsons Key Cutting
3645	Camsec	£ 20.83	£ 4.17	£ 25.00	Monthly SIM Charge
1196	TBS Hygiene Ltd	£ 295.00	£ 59.00	£ 354.00	Aug bin emptying & additional 3 bins missed of July invoice
4412	Kevin Wharton Fencing & Gates	£ 760.00		£ 760.00	Footpath through Armour Meadows, Meadle
		£ 5,785.92	£ 801.46	£ 6,587.38	

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	EDF Energy	£ 15.00		£ 15.00	Electricity monthly payment
	Nest	£ 29.20		£ 29.20	Pension Contribution £16.22 from Employer
				£ -	
		£ 44.20	£ -	£ 44.20	

All payments were **approved** by Councillors



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75. TO APPROVE DIRECT DEBIT INCREASE FOR ELECTRICITY

- a. The Clerk reported that an increase is required from £15 to £20 to cover the electricity. All Councillors approved the increase.

76. TO APPROVE QUOTE FOR SMOKE ALARMS AND CONFIRM THE APPOINTMENT OF BUILDER FOR THE VILLAGE HALL RENOVATIONS

- a. The additional quote for smoke and heat alarms was presented to Councillors. A vote was taken and all Councillors were in favour to approve the quote at a cost of £1,400.
- b. Cllr McPherson reported that at our last meeting all the Contractor names had been redacted. Now the additional costings have been approved Cllr McPherson confirmed that the appointed contractor is Robert Kirby Professional Building Services Limited. The total cost of the project will be £65,800. Cllr McPherson will write to the Village Hall Chairman to confirm the details.
- c. Cllr McPherson thanked Cllr Richards and Cllr Myers on behalf of the Parish Council for all their work on this project.
- d. Cllr Barter asked if any Councillors are on the Village Hall Committee, discussions were had and it was agreed to add to next month's agenda.

77. PARISH BOOKLET / UPDATED MAP

- a. Cllr Rogers reported that she had been thinking about the booklet but feels that all the information is readily available on the internet and asked Councillors whether a parish booklet is surplus to requirements. Discussions took place and all Councillors agreed not to pursue a parish booklet.

78. TO RECEIVE AN UPDATE ON TRAFFIC CALMING PROJECT

- a. Cllr McPherson circulated a draft report to all Councillors which had been produced by Transport Initiative following consultations, questionnaires and site visits. Cllr McPherson asked Councillors to review the draft report and report back to Cllr McPherson and Cllr Richards in the next two weeks with any comments or questions following this Cllr McPherson will be arranging a meeting with all Councillors and Transport Initiative. Cllr Richards added that this is not the final document and at this stage not to be shared outside the Parish Council. Once the report is finalised the report will be available publicly.

79. TO REVIEW ANNUAL PLAYGROUND RISK ASSESSMENT (RoSPA)

- a. The previously circulated risk assessment was discussed.

80. TO REVIEW QUOTES FOLLOWING ANNUAL RoSPA

- a. Unfortunately, only one quote had been received in time for the meeting. Item will be deferred until October meeting.

81. TO REVIEW OPTIONS FOR FLOORING FOR UNDER NEW PLAYGROUND EQUIPMENT

- a. The Clerk showed Councillors a sample of the synthetic grass with timber edging around the new piece of equipment at a cost of £750. All Councillors were in favour of proceeding.

82. TO CONSIDER OPTIONS FOR BLOCKING OFF UNDER THE SKATE RAMP

- a. Cllr Myers reported that incidents of glass and rubbish under the skate ramp had stopped so it was agreed to monitor the situation and revisit if necessary.

83. DEVOLVED SERVICES

- a. Current devolved services contract was discussed. Cllr van Apeldoorn raised a concern with the quality of cut in Chestnut Way and also why clippings were not collected. Discussions were had and it was agreed by the majority of Councillors that clippings would not be collected and that the area is not urban but rural.



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- b. The Clerk asked Councillors whether they want her to look at alternative Contractors for the next grass cutting season. A vote was taken and the majority of Councillors voted to remain with the current contractor.

84. TO CONSIDER AND IF THOUGHT FIT APPROVE BUCKINGHAMSHIRE COUNCIL'S CODE OF CONDUCT

- a. A vote was taken and all Councillors were in favour of adopting the updated Code of Conduct

85. TO CONSIDER AND IF THOUGHT FIT APPROVE SIGNING UP TO THE PARISH CHARTER

- a. A vote was taken and all Councillors were in favour of signing up to the Parish Charter

86. TO DISCUSS SAFETY AROUND WATERCOURSES

- a. Concerns had been raised about water safety next to the gate by the Wickfield's entrance which currently has Bellway safety barriers around it. Councillors voted in favour of installing some fencing. Councillor Richards will liaise with the kissing gate contractor to install a fence.

Action: Cllr Richards

- b. Cllr van Apeldoorn raised a concern with the bridge of the watercourse. The Clerk confirmed that she had reported this to Rights of Way who said they would send an officer. Clerk to follow up with Rights of Way.

Action: Clerk

87. WEBSITE – DISCUSS UPDATED REQUIRED

- a. Cllr McPherson reported that there are a number of changes in organisations which need updating on the website. Cllr McPherson asked all Councillors to review the website and report back any changes required.

Action: All Councillors

- b. Cllr McPherson stated that the Emergency Plan needs updating and asked Cllr van Apeldoorn to make the necessary changes and report back to Councillors.

Action: Cllr van Apeldoorn

88. TO CONSIDER A REQUEST FOR FOOTPATH LIGHTING ALONG THE NEW PATH TO THE VILLAGE HALL

- a. Councillors considered and voted unanimously against any lighting.

89. TO CONSIDER PURCHASING SPEEDWATCH SIGNAGE FOR THE COMMUNITY SPEEDWATCH GROUP

- a. The Clerk had previously circulated quotes for Speedwatch signage. Councillors considered the two freestanding sign options a vote was taken with all Councillors in favour of item A at a cost of £114.33 per sign + VAT x 2. Total £228.65 + VAT. Cllr Barter had spoken with the coordinator of the group who had indicated that three signs were possibly needed. It was agreed that only two signs would be approved and if three signs are required the Speedwatch Coordinator should attend the next meeting to confirm the location and requirement of the signs.

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

- a. The Clerk reported she had received correspondence from a resident who is organising a New Year's Eve party at the Village Hall and is asking the Parish Council if they can have fireworks on the playing field. Discussions were had and it was agreed that this would pose a health and safety risk along with being too close to residential properties and it was agreed not to permit this request. Clerk to respond to resident.

Action: Clerk

- b. The Clerk reported that the AGAR had been received back from the external auditor and had been signed off. A small change had been made to the asset figures on the AGAR following the update of the asset register which had been signed by both the Clerk and Chairman.

- c. 'chairman raised the issue of dogs in the children's play area which for both hygiene and safety reasons is not allowed and asked Councillors whether they would consider purchasing additional signage. It was agreed to purchase three A4 signs. Clerk to arrange.

Action: Clerk



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- d. Cllr van Apeldoorn reported that the fete will take place on the 30th April 2022 and that they have requested use of the whole playing field. Relevant booking form will need to be completed along with a copy of risk assessment and insurance.
- e. Cllr van Apeldoorn reported that the Carol Service will take place on the 13th December. The WI have requested a contribution for refreshments. The Clerk stated that the Grant and Donation form will need to be completed which can be found on the Parish Council website

91. 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 where a presentation had been made from Buckinghamshire Officers on Community Resilience which sounded very similar to our Emergency Plan.

92. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING

- a. Cllr McPherson asked Councillors to email the Clerk with any items for the agenda.

93. DATE OF NEXT MEETING – 19h October 2021

There being no further business the meeting closed at 9.30pm

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