



*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 15th February 2022 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 Tuesday 18th January 2022
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 agree payments as set out in the schedule for the Village Hall works
10. To receive an update on Jubilee celebrations
11. To receive an update on Traffic Calming project
12. To consider costings for additional playground equipment
13. To consider and approve quote for rubber mulch around gym equipment
14. To consider and approve quote for repairing Village Entry gate and varnishing of noticeboard
15. To review and approve the opening of bank accounts to meeting with the FSCS guarantee
16. To review and approve Insurance renewal for 2022-2023
17. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
18. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
19. To consider agenda items for the next meeting
20. Date of next meeting – 15th March 2022

Tracey Martin
Clerk, Longwick Parish Council

9th February 2022



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 18TH JANUARY 2022 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: Alan Turner

One member of the public was in attendance for the public participation session to raise concerns with planning application 21/08785/VCDN. As the planning portal has been offline all day the Parish Council has not been able to consider the proposed variations but will take the comments of the member of the public into consideration.

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting.
2. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 21ST DECEMBER 2022:**
Approved by all Councillors.
3. **DECLARATIONS OF INTEREST:** No declarations.
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
 - a. Cllr Turner reported that as part of the Princes Risborough expansion plan the 1st phase of housing off Mill Lane will start in late Spring / early Summer.
 - b. Cllr Turner asked Councillors on their opinions of mobile phone masts as one has been proposed for Monks Risborough. Discussions were had and it was agreed that Cllr Turner would try and obtain a technical sheet on masts to share with Councillors. **Action: Cllr Turner**
 - c. Cllr Turner reported that the Household Waste Recycling Centre is progressing as hoped and that he was looking forward to it opening in the Spring.
 - d. Cllr Rogers asked for an update on the Askett Lane encampment. Cllr Turner responded that the enforcement notice has been lodged which states that the burning of rubbish must cease within 24 hours and the rubbish removed within 3 months.
 - e. Cllr Rogers raised a concern with cars which are parked overnight by the allotments and where the car owners are residing possibly using the chicken sheds. Cllr Turner will raise with enforcement. **Action: Cllr Turner**
 - f. Cllr McPherson reported that there is a vehicle parking on The Green which doesn't belong to residents which is causing an obstruction as it is parked so close to the junction. Police have been informed and Cllr Turner will raise with the Local Area Technician. **Action: Cllr Turner**
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:** No matters arising
6. **TO RECEIVE AN UPDATE ON KISSING GATES**
 - a. Cllr Richards stated that the issue with footpath 16 has been reported to Rights of Way and will be followed up in 2 weeks.
7. **PLANNING**

The following new applications were reviewed and discussed:

21/08667/FUL: Maplefield Owlswick Lane Owlswick: No comment to make
21/08744/FUL: White Gables Thame Road Longwick: No comment to make
21/08677/ADRC: Hazeldene Lodge Thame Road Longwick: No comment required
21/08737/MINAMD: Land to The South of Rose Farm Thame Road: No comment required

The following applications status has changed:

21/07983/FUL: Orchard View Farm Stockwell Lane Little Meadle: Application permitted

21/07231/FUL: Dove Cottage Meadle Village Road Meadle: Application permitted

21/07753/FUL: Hill View Longwick Road: 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	£51.99		£51.99	Mobile Top up, Home Allowance, Tree disposal & batteries
DCK Payroll Solutions	£25.00	£5.00	£30.00	Dec Payroll Processing
Tea at Three	£200.00		£200.00	Grant approved 21/12/21
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Camsec	£20.83	£4.17	£25.00	SIM Line Rental
Print Now	£262.89		£262.89	14 Copies of Transport Vision printed and bound
Total	£1206.94	£37.77	£1244.71	

Due to late arrival the following invoices were also presented for approval:

Buckinghamshire Council	£5,000.00		£5,000.00	Cessation Deficit
WDALC	£10.00		£10.00	22/23 Subscription

a. Cllr McPherson reported that she could not see the benefit of the Parish Council remaining a member of WDALC. Discussions were had and it was agreed to not renew the WDALC membership. Clerk to inform WDALC Chairman. **Action: Clerk**

b. All payments apart from the WDALC invoice were approved.

9. TO DISCUSS JUBILEE CELEBRATIONS AND ALLOCATE A BUDGET

a. Cllr McPherson reported that the next meeting of the Working Group would take place on the 8th February and notes of the previous meeting had been circulated to Councillors.

10. TO RECEIVE AN UPDATE ON THE TRAFFIC CALMING PROJECT

a. Cllr McPherson reported that the final report from Transport Initiative had been circulated although it is a working document and will be subject to updating in the future.

b. The main issue seemed to be speeding and speed limits so Cllr McPherson and Cllr Richards will be driving around plotting a plan of where speeds should be reduced, prior to a presentation to Buckinghamshire Council shortly.

c. Cllr McPherson stated that the Working Group will be having a meeting in early February to discuss the next steps and then an additional Parish Council meeting will be arranged.

11. APPROVAL OF COMMUNITY RESILIENCE PLAN / EMERGENCY PLAN

a. Cllr McPherson reported that there would be two versions of the Community Resilience Plan, one will be redacted and displayed on the website the other held by the Parish Council. Discussions were had on whether Councillors would like their phone numbers redacted. The Clerk reported that she is awaiting updated Buckinghamshire Council's resilience contacts. Subject to the redaction of some Councillors phone numbers and the updated Buckinghamshire details the Community Resilience Plan was approved.

12. TO CONSIDER AND APPROVE PID FOR TOLL BAR CORNER, LONGWICK JUNCTION IMPROVEMENT AT A TOTAL COST OF £11,677.65 AND FUNDED 50% BY THE PARISH COUNCIL AND 50% BY THE COMMUNITY BOARDS

a. The PID had been circulated ahead of the meeting for Councillors to consider. A vote was taken and all councillors were in favour of approving the PID. Clerk to confirm to the Community Board Co-ordinator. **Action: Clerk**

13. TO CONSIDER COSTINGS FOR ADDITIONAL PLAYGROUND EQUIPMENT AND A PICNIC BENCH

a. The Clerk reported that herself and Cllr Barter are meeting onsite with a playground company next week in order for them to measure the area and advice on suitable equipment.

- 14. TO DISCUSS AND DECIDE WHETHER TO RETAIN THE SERVICES OF OUR PLANNING CONSULTANT “THOMAS DESIGN REGENERATION & CONSULTANCY” FOR 2022 FOR CONSULTATION, ADVICE AND REPRESENTATION OF THE PARISH COUNCIL TO THE APPROPRIATE BODIES AS REQUIRED**
- a. Cllr Richards expressed how disappointed he had been with the behaviour of one of the Councillors at the previous meeting and suggested that if anybody has any questions on payments or anything contained in the meeting pack to approach the Clerk ahead of the meeting.
 - b. Cllr Richards read out the qualifications and memberships that the Planning Consultant held and stated that she had been supporting the Parish Council for 7 years including producing the neighbourhood plan which was praised by the examiner and by actually having the neighbourhood plan this means the Parish Council receives 25% of the £3.2 million levy paid by the developers rather than 15% with no plan i.e. an extra £320,000.
 - c. Cllr Richards recommended that the Parish Council keeps the Planning Consultant on board and a vote was taken with all councillors unanimously in favour.
- 15. TO NOTE QUARTER 3 ACCOUNTS**
- a. Quarter 3 accounts had been circulated ahead of the meeting and the accounts were noted. Cllr Myers had also inspected and approved the accounts.
- 16. BUCKINGHAMSHIRE LOCAL HERITAGE LIST – CONSIDER SITES TO NOMINATE**
- a. Cllr Rogers suggested three buildings referred to all within the Owlswick Conservation Area, St. Peter's chapel was built in 1866, originally a school/cum chapel, it is located in a small plot of land adjacent to The Cottages and opposite the Green. the Victorian Post Box is immediately in front of the chapel. The water pump shelter is in front of the old "Shoulder of Mutton" (formerly the village pub). It is to the rear of the Green and close to "Cozens Holding" which is a nationally Listed building. Cllr Wilkes suggested the Old School house which is now the care home. All Councillors were in favour of nominating these sites. Clerk to liaise with Local Heritage List.
Action: Clerk
 - b. Cllr McPherson suggested that if anybody has any additional sites to circulate them via email.
 - c. Clerk to add the poster from Buckinghamshire Local Heritage to Facebook and the website.
Action: Clerk
- 17. TO CONSIDER AND APPROVE BUCKINGHAMSHIRE COUNCIL DEVOLUTION AGREEMENT**
- a. The agreement had been circulated ahead of the meeting. A vote was taken and it was unanimously agreed to approve the devolution agreement for 2022-2023 with the Parish Council receiving £3195.20.
- 18. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL**
- a. The Clerk reported that correspondence had been received from DCK Accounting with a price increase effective from April bringing the monthly payroll cost to £30 + VAT. The Clerk had looked at alternatives and sourced an accountant who would process the payroll for £125 a year. A vote was taken and all Councillors were in favour of switching.
 - b. The Clerk reported that a resident had contacted the Parish Council regarding the footpath which runs behind the scout hut. The Clerk had reported this on FixMyStreet and received an update that TfB will be carrying out a mechanical sweep.
- 19. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL**
- a. No meetings had been attended
- 20. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING**
- a. Any items for the agenda to be emailed to the Clerk
- 21. DATE OF NEXT MEETING – 15th February 2022**

There being no further business the meeting closed at 8.35pm

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

8: PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£503.23		£503.23	Salary
Tracey Martin replacements	£47.90		£47.90	Mobile Top up, H/A, Pedal
DCK Payroll Solutions	£25.00	£5.00	£30.00	January Payroll Processing
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Chiltern Society	£653.80		£653.80	Footpath Maintenance 2021
Wel Medical	£1,033.50		£1,033.50	Defibrillator Ilmer
PRTC	£497.67	£98.33	£590.00	Devolved Services Cuts
Valerie McPherson	£15.90		£15.90	OVF For Meeting
Brian Richards	£8.57	£0.92	£9.49	Stationery
Total	£2,922.57	£132.85	£3055.42	
Direct Debits				
Payee	Net	VAT	Gross	Comment
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.20		£29.20	Pension Contribution
Total	£49.20	£-	£49.20	

9: TO AGREE PAYMENTS AS SET OUT IN THE SCHEDULE FOR THE VILLAGE HALL WORKS.

Total Project Amount: £78,960.00

4 th March 2022	£17,503.00
18 th March 2022	£17,503.00
1 st April 2022	£17,503.00
15 th April 2022	£17,503.00
On completion	£5,000
Total	£75,012.00




The remaining 5% **£3948** to be paid 14 days after:

- The contractor has put right all the faults that he is responsible for and that have been discovered within 3 months after the work was finished, and
- The customer has received the contractor's invoice for that amount

TO CONSIDER COSTINGS FOR ADDITIONAL PLAYGROUND EQUIPMENT

For the area near the train there isn't much that will fit there I'm afraid. I have noted next to each item where they would fit. At this stage I think we need to agree which items the Parish Council would like to see we can then get like for like quotes from other suppliers.

Date: 27th January 2022

Ref: Recreation Ground	Cost
<p>4 Seat Spring Seesaw –(This item will fit wear existing tiles are)</p> <p>RPM to supply and install the above item</p> <p>RPM to supply and lay 11.5m² of green colour rubber mulch complete with membrane</p> 	<p>£2625.00</p> <p>£ 805.00</p>
<p>Bowl Spinner – (This item will fit wear existing tiles are)</p> <p>RPM to supply and install the above item</p> <p>RPM to supply and lay 11m² of green colour rubber mulch complete with membrane</p> 	<p>£1905.00</p> <p>£ 770.00</p>
<p>Eco-chime Quartet – (This item will fit near the train or on the existing tiles)</p> <p>RPM to supply and install the above item</p> <p>RPM to supply and lay a green colour rubber mulch wear pad in a circle shape</p> 	<p>£ 530.00</p> <p>£ 70.00</p>

Eco-Chimes – Along Fence Line

RPM to supply and install the above item

£ 950.00

RPM to supply and lay a green colour rubber mulch wear pad

£ 70.00



Tic Tac Toe – Along Fence Line

RPM to supply and install the above item

£ 620.00

RPM to supply and lay a green colour rubber mulch wear pad

£ 70.00



Activity Station - (This item will fit near the train or on the existing tiles)

RPM to supply and install the above item

£1960.00

RPM to supply and lay a green colour rubber mulch wear pad

£ 140.00



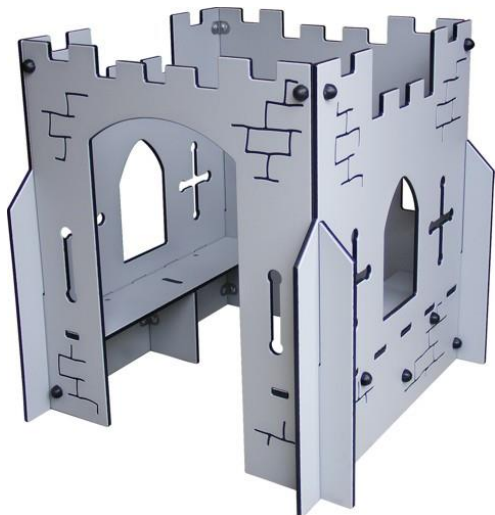
Castle Play House – (This item will fit wear existing tiles are)

RPM to supply and install the above item

£1225.00

RPM to supply and lay a green colour rubber mulch wear pad inside and around the perimeter outside x 500mm

£ 260.00



All prices quoted are subject to VAT

TO CONSIDER AND APPROVE QUOTE FOR RUBBER MULCH AROUND GYM EQUIPMENT

As I have been unable to get the contractor to carry out the works to lift the matting around the gym equipment when I had a meeting to get quotes for new equipment, I asked Reid's to quote for Rubber Mulch in the high traffic area. Rubber Mulch generally has a life span of around 10+ years whereas the rubber mats which are currently in place generally will need to be lifted every 1-2 years and possibly replaced as they tend to break when being lifted and relayed.

The quote is for all of the gym equipment apart from the Zig Zag bar as there is no foot wear on the ground for this item. I also do not think it is required around the 3 x Step Ups but am proposing if councillors agree that we approve for around all the items below and then follow up with an inspection and decide which items it is required for therefore the costings will be less than what is approved at the meeting and can proceed with the works.

Date: 26th January 2022

Ref: Recreation Ground	Cost
Gym Equipment	
3 No. step ups RPM to supply and lay a 500mm green colour rubber mulch wear pad under each step up complete with membrane	£140.00
Bike RPM to supply and lay a 2m ² green colour rubber mulch wear pad complete with membrane	£140.00
Double Arm Workout RPM to supply and lay a 2m ² green colour rubber mulch wear pad complete with membrane	£140.00
Pull up RPM to supply and lay a 1.5m ² green colour rubber mulch wear pad complete with membrane	£120.00
Hand Bike RPM to supply and lay a 1m ² green colour rubber mulch wear pad complete with membrane complete with MOT stone to aid leveling	£120.00
Cross Trainer RPM to supply and lay a 1m ² green colour rubber mulch wear pad complete with membrane	£ 90.00
Parallel Bars RPM to supply and lay a 2.5m ² x 700mm green colour rubber mulch wear pad complete with membrane	£140.00
All prices quoted are subject to VAT	£890.00

TO CONSIDER AND APPROVE QUOTE FOR REPAIRING VILLAGE ENTRY GATE AND VARNISHING OF NOTICEBOARD

The handyman which was recommended by a local Parish Council has quoted for the following works:

Village Entry Gate coming from Thame has a loose post – replace post £285
Rub Down and Treat Noticeboard with 2 x coats of Danish Oil - £165

TO REVIEW SAVINGS ACCOUNT RECOMMENDATIONS AND IF THOUGHT FIT APPROVE OPENING ACCOUNT

As of the 1st of February, the Parish Council had the following funds in the Lloyds bank account:

Treasurers Account: £89,678.55
Savings Accounts: £399,164.04
Total: £488,842.59

To be protected under the FCSC guarantee there must be a maximum of £85K with an individual bank so the Parish Council needs to look at additional accounts.

Bank	Account Type	AER	Notes
Redwood Bank	35-day account 95-day account 1 year savings bond	0.79% 0.90% 1.14%	AER is variable. Transfer requests can be made by online banking or email. They do not offer dual signatory however, can nominate one account for funds to be sent to i.e. our current account only so no risk. They were very knowledgeable on our sector. Not possible so withdraw funds earlier than the standard days stated. Forms can be completed online or PDF's downloaded and sent in via post. Covered by FSCS up to £85k.
TSB	Savings Account £5k min in account	0.30%	AER variable Instant access to money. Account opened via the telephone. Instant access to funds. Does not offer dual signatory or nominated account for withdrawal. £5 charge per month for account. Covered by FSCS up to £85k. We will also have to open a current account with them which is free for 25 months and then costs £6 p/m
Nationwide	Instant Access Saver 35 Day Saver 95 Day Saver 1 Year Saver	0.05% 0.35% 0.45% 0.30% fixed	AER is variable. Min of £5k to earn interest Manage account by email and post No dual signatory but have to set up a nominated account to receive the transfers i.e., our current account. Apply online. Manage accounts by Post, Fax or signed PDF instruction attached to an email. No access to funds without the required number of days depending on account type. Covered by FSCS up to £85k.
Hampshire Trust Bank	95-day Saver 120-day Saver	0.75% 0.85%	Min investment £5K Apply online. Nominated bank account required for withdrawals. Telephone request to withdraw no online facility apart from applying online. Covered by FSCS up to £85k.
Cambridge Building Society	Instance Access 100-day Saver	0.25% 0.60%	Min investment £10K. Variable rates. Does not offer dual signatory. Apply online or by the phone. Covered by FSCS
Natwest	Instant Access	0.01%	Application over the telephone and each additional signatory will have to call in. Variable Rates. No minimum investment. Covered by FSCS.
Co-operative Group	Instant Access 35-day notice 95-day notice	0.03% 0.09% 0.12%	Instance access can access account via online, phone, or branch or options by phone. No minimum balance required. Variable rates. Covered by FSCS. Must hold a current account
Barclays	Instance Access	0.01%	Instance access account, no minimum investment. Covered by FSCS.
Unity			Suspended opening new accounts due to the high volume of applications which is driven by HSBC removing treasurer accounts and now charging.

My recommendation would be the following:
 Lloyds between current and savings account - £85K
 Redwood Bank 35 or 95 day savings account - £85K
 Hampshire Trust Bank 95 or 120 day account - £85K
 Nationwide 35 or 95 day account - £85K
 Cambridge Building Society either instant or 100 day - £85K

The fifth account I am struggling to find one that doesn't require you to already hold an account. Could potentially go with the following:
 Barclays instant access
 Co-operative

I have made enquiries with our insurance company to see if they can offer any cover to protect the funds but unfortunately, they do not.

TO REVIEW AND APPROVE INSURANCE RENEWAL

Last year we entered into a 3-year agreement however, as we added additional equipment (playground) mid-year there was no increase but it does increase the premium this year and meant they searched for the best deal again.

Attached separately is the full insurance document should you wish to review however, summary below:



Insurance | Risk Management | Consulting

Longwick-cum-Ilmer Parish Council Renewal Terms under Long Term Agreement until 30th March 2024

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£732.29	£87.88	£50.00	£870.17
Total		£732.29	£87.88	£50.00	£870.17