



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 March 2022 at 7.30pm.

AGENDA

Public Forum – The first ten minutes are 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.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 15th February 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 note National Salary, increase of 1.75% back dated to April 2021
10. To receive an update on Jubilee celebrations
11. To receive an update on Traffic Calming project
12. Longwick Church of England Combined School – To consider proposals from the school and approve the release of funds granted in March 2019 – Total grant: £35,000
13. Consider response to the Year 6 pupil's ideas for improving Longwick community.
14. To consider and if thought fit approve quote for adding steps to the entrance to the War Memorial
15. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
16. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
17. To consider agenda items for the next meeting
18. Date of next meeting – 19th April 2022 – Annual Parish Meeting starting at 7pm followed by Parish Council meeting at 7.30pm.

Tracey Martin
Clerk, Longwick Parish Council
clerk@longwickcumilmer.org.uk

9th March 2022



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 15TH FEBRUARY 2022 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT

Cllr Val McPherson BEM (Chair)

Cllrs Brian Richards (Vice), Jane Rogers, Richard Myers and Alex Barter

Tracey Martin (Clerk)

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received and accepted from Cllr van Apeldoorn and Cllr Wilkes.
Buckinghamshire Councillors: Cllr Turner, Cllr Walsh and Cllr Hall
2. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 18TH JANUARY 2022:**
Approved by all Councillors.
3. **DECLARATIONS OF INTEREST:** Cllr Rogers declared an interest in planning application 21/08089/VCDN and will refrain from discussions and voting.
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:** No report received
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
 - a. The Clerk reported that the playground company had been in contact and advised that as per our original order they will be placing a wooden beam around the edge of the artificial grass.
6. **TO RECEIVE AN UPDATE ON KISSING GATES**
 - a. Cllr Richards stated that Rights of Way have requested the landowner on footpath 16 make contact with the Parish Council. Will follow up again in two weeks.
7. **PLANNING**

The following new applications were reviewed and discussed:

21/08785/VCDN: Land to South of Rose Farm Thame Road: Observations made regarding street lighting and boundaries. See planning portal for full details.

22/05108/ADRC: Land to South of Rose Farm Thame: Notification only no comment required.

22/05187/FUL: 4 Lower Icknield Way Longwick: The Parish Council has no objections to this application however, we would however express our concern at the intention for the building line for the property to be brought forward in respect of adjacent properties by some 1.3m (and further reducing parking which has to be off-road at this point of the Lower Icknield Way)

22/05273/ADV: Chadwell Hill Farm Lower Icknield Way Longwick: The Parish Council would like to draw attention to the fact that this sign is advertising a Chapel and Garden which has no existing permissions.

21/08089/VCDN: Old Berkeley House (Shoulder of Mutton) Owlswick: Comment to be decided via email due to the late arrival of the application and deadline for commenting.

The following applications status has changed:

18/08220/FUL: Land at Orchard View Farm Stockwell Lane Little Meadle: Appeal allowed subject to conditions

18/00422/CU: Land at Orchard View Farm Stockwell Lane Little Meadle: The appeal is allowed and the enforcement notice is quashed subject to the enforcement notice being corrected

21/08450/FUL: Land Between De Graven Meadows and Lower Icknield Way: Application Permitted

21/08677/ADRC: Hazeldene Lodge Thame Road Longwick: Split- detail Reserved by Condition

21/08737/MINAMD: Land to South of Rose Farm Thame Road: Application Permitted

20/07950/FUL: Tifnams Owlswick Lane Owlswick: Appeal Dismissed

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	£47.90		£47.90	Mobile Top up, H/A, Pedal replacements
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	£596.00	Devolved Services Cuts
Valerie McPherson	£15.90		£15.90	OVF For Meeting
Brian Richards	£8.57	£0.92	£9.49	Stationery
Due to the late arrival of invoices the following invoices were also approved:				
Camsec	£20.83	£4.17	£25.00	SIM Rental
Orchard View Farm	£92.80	£9.73	£102.53	Meeting room and refreshments
Total	£3036.20	£146.75	£3182.95	

All payments were approved.

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

- a. The following schedule of payments were approved by Councillors and payment will be made upon receipt of an invoice detailing what work has taken place:

Total Project Amount:	£78,960.00
4th March 2022	£17,503.00
18th March 2022	£17,503.00
1st April 2022	£17,503.00
15th 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

- b. Clerk to check with Lloyds that there are no limitations on payment amounts. **Action: Clerk**

10. TO RECEIVE AN UPDATE ON THE JUBILEE CELEBRATIONS

- a. Cllr McPherson reported that the scouts and the school have been asked to make bunting and asked Councillors whether they would consider running a competition for the bunting with prizes of a plant pot and seeds. Discussions were had and Councillors were not in favour and decided not to run a competition.
- b. Cllr Barter to send out a save the date letter. **Action: Cllr Barter**

11. TO RECEIVE AN UPDATE ON THE TRAFFIC CALMING PROJECT

- a. Cllr McPherson reported that a meeting had taken place with Buckinghamshire Councillors to discuss the next steps and a meeting will be arranged with all Councillors to discuss the plans in the near future.

12. TO CONSIDER COSTINGS FOR ADDITIONAL PLAYGROUND EQUIPMENT

- a. The Clerk had circulated playground equipment options ahead of the meeting. Councillors discussed and felt that another piece of equipment may make the playground overcrowded so decided not to pursue an additional piece of equipment at this time.

13. TO CONSIDER AND APPROVE QUOTE FOR RUBBER MULCH AROUND THE GYM EQUIPMENT

- a. The Clerk had circulated costings ahead of the meeting. Discussions were had and it was agreed to proceed with the quote from Reid's Playground Maintenance at a cost of £890 + VAT. All equipment will have rubber mulch laid apart from the Zig Zag beam which has no main area of footfall.

14. **TO CONSIDER AND APPROVE QUOTE FOR REPAIRING VILLAGE ENTRY GATE AND VARNISHING OF NOTICEBOARD**
- a. The Clerk had circulated a quote ahead of the meeting. It was agreed to proceed with the works at a cost of £285 to replace loose post on the Village Entry gate from Thame and Treat the noticeboard with Oil at a cost of £165.
15. **TO REVIEW AND APPROVE THE OPENING OF BANK ACCOUNTS TO MEET WITH THE FSCS GUARANTEE**
- a. Discussions were had on the paper which had been circulated ahead of the meeting and it was agreed to open the following accounts with Cllr McPherson and Cllr Richards as signatories. The Lloyds account will remain in place for everyday banking and hold some savings.
 Redwood Bank 95-day account
 Hampshire Trust Bank 95-day account
 Nationwide 35-day Saver account
 Cambridge Building Society 100-day account
16. **TO REVIEW AND APPROVE INSURANCE RENEWAL FOR 2022-2023**
- a. The insurance renewal had been circulated ahead of the meeting and all Councillors were in agreement to approve the renewal at a cost of £870.17 on a 3-year agreement.
17. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL**
- a. Cllr McPherson reported that she had received an email from a resident asking whether further consultation will be taking place with residents. Discussions were had and it was agreed that consultation with residents has already taken place and any decisions will now be down to the Parish Council. Cllr McPherson to respond accordingly. **Action: Cllr McPherson**
- b. Cllr McPherson had received an email regarding a damaged lamp post on the playing field. Cllr Myers has kindly offered to repair. **Action: Cllr Myers**
- c. Cllr McPherson reported that she had received an email which had raised concerns with the urns used at the Village Hall and asking for the Parish Council to approve a grant. Discussions were had and it was agreed that this was a matter for the Village Hall. Clerk has responded.
- d. Cllr Barter stated that there had been an oil spill in the Village Hall car park. A member of the Committee had raised this with Cllr Barter but as the car park is owned by the Village Hall there is nothing the Parish Council can do. It was agreed to send the map which had been prepared by Cllr Myers to the Village Hall Committee so they know who is responsible for which area. **Action: Clerk**
- e. The Clerk asked Councillors whether they would like to participate in the Government Consultation on the Glover Landscapes Review. Discussions were had and it was agreed that as the Parish is not in the AONB and therefore there is no need for the Parish Council to comment.
- f. The Clerk reported that she had received a request for information on how the recent housing developments had affected the place profile. It was suggested that the Clerk respond that the Neighbourhood Plan may be of use and the traffic survey when it is published in a couple of months.
- g. On behalf of Cllr van Apeldoorn the Clerk reported that a complaint had been received regarding Rose Farm Contractors parking on Wayfarers Road. It was agreed that the Parish Council cannot do anything as they are not breaking the law and the residents should raise the issue with the contractors.
- h. Cllr Richards stated that a key had still not been received for the Village Hall so that the builder can access. Clerk to respond to the Village Hall Chairman stating that it is unacceptable and that the works will be delayed if a key is not received.
- i. Cllr McPherson reported that the PID for Toll Bar Corner had been accepted and an order raised.
18. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL**
- a. Cllr McPherson and Cllr Rogers had attended the North West Chilterns Community Board meeting where discussions were had on the two police areas merging. Cllr McPherson will share slides once received.
19. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING**
- a. Any items for the agenda to be emailed to the Clerk
20. **DATE OF NEXT MEETING – 15th March 2022**

There being no further business the meeting closed at 9.05pm

8: PAYMENTS FOR APPROVAL

	Tracey Martin	£503.03		£503.03	Salary
Mar-22	Tracey Martin	£26.85		£26.85	Mobile Top up, Home Allowance, Postage
Feb-22	HMRC	£5.29		£5.29	PAYE
P2913	DCK Payroll Solutions	£25.00	£5.00	£30.00	February Payroll
480724819	Insurance Renewal - AJGIBL	£870.17		£870.17	Insurance renewal 22-23
5056	Orchard View Farm	£59.30	£6.25	£65.55	Hire of Mtg room 16/02 and refreshments
5517	Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying
4823	Reids Playground Maintenance	£890.00	£178.00	£1,068.00	Rubber Mulch around gym equipment
060322	Longwick Village Hall	£120.00		£120.00	Hall Hire for Mtgs Oct 21 to Mar 22
Mar-22	Brian Richards	£11.64	£1.33	£12.97	Stationery expenses
Total		£ 2,654.28	£219.18	£2,873.46	

Note: The following invoices have been paid as previously agreed

1st Payment	Robert Kirby Professional Building	£14,585.83	£2,917.17	£17,503.00	1st Instalment Paid 4th March 22
	Playdale Playgrounds	£2,959.50	£591.90	£3,551.40	Paid 04/03 as agreed at December meeting

LONGWICK CHURCH OF ENGLAND COMBINED SCHOOL

Breakdown of costs:

Outdoor Classroom area £21,105 (can be used by everyone and being weatherproof- can be utilised all year round)

Wigwam posts £1,345

The Bug Hotel £1,195

The Cheviot Set - £4,195

Sub Total: £27,840 - Supplier Pentagon Play (See drawings attached separately)

<https://muddyfaces.co.uk/shop/products/imagine-modular-mud-kitchen>

£167.99 +VAT (could add in multiple sections...)

or

Mud kitchen island: <https://landscapes4learning.com/product/mud-kitchen-island/>

£920 +VAT

Sub Total for Mud Kitchen £1087.99

Regarding the planting of trees to screen and enlarge the area, our Groundsmen have quoted the following:
QUOTATION NO. 7502CC

We are to supply all necessary labour, transport, machinery and materials to carry out the following works:

GROUNDWORKS ITEM 1. WILD AREA WORKS: TOTAL PRICE: £2,350.00 plus VAT

We are to carry out the following works as listed and discussed below:

- Supply and plant approx. 30 metres of native hedging to act as a partial screen (to include Beech and Hazel) along forest area boundary fence line
- Supply and plant 6 x small native trees in copse out of front existing wild area
- Skim off turf using a mini digger to create a small pathway (exact location to be agreed prior to carry out the works)
- Recycled wood chip to be laid on the path to keep in with the nature area
- All plants to be planted in bonemeal and compost and where possible, tree stakes and ties used to support the small trees
- Skimmed off turf to be left on site in an agreed area to save the cost of removal from site

GROUNDWORKS ITEM 2. PEACE GARDEN AREA: TOTAL PRICE: £1,250.00 plus VAT

- To create a small shrub bed around the timber building (approx. 11 metres long x 1 metre wide). The turf will be skimmed off, with the soil to be cultivated ready for planting. Planting at 3 plants per square meter.
- We are to supply and plant a variety of 'calming shrubs' to include basil, rosemary, thyme and some other annuals.
- All plants to be planted using bone meal and compost.
- All rubbish and waste to be removed from site upon completion.

Sub Total £3,600 for ground works

We will also require some outdoor storage (garden shed type storage) which we would source from a DIY supplier - something like this:

<https://www.homebase.co.uk/mercia-12-x-8ft-overlap-apex-windowless-shed/12822437.html>

£995 - standard price:

Sub-Total £1500 for storage shed to include fitting

GRAND TOTAL £34,027.99

We would also like to spend, some money to resource the mud kitchen area, spare wellies and waterproof clothing for disadvantaged children who may need them, small tools and other resources. This would be easily achieved within the original amount requested of £35,000.

These prices exclude VAT which we can claim back.

We already have a trained Forest School practitioner costed into our payroll. Ongoing maintenance of the outdoor area will be covered within our grounds maintenance contract (Buckland Landscapes). It is hoped that we will

generate additional revenue by hiring out the area in the evenings and weekends for parties and/or bushcraft sessions. We would also like to re-start "Littlewicks" as a weekly Forest School club for pre-schoolers.

Finally, creation of a unique outdoor learning environment will make Longwick School stand out from other local schools. It will provide us with a unique selling point and make us an attractive choice for local families to educate their children. The school is currently not full and this has a detrimental effect on our budget.

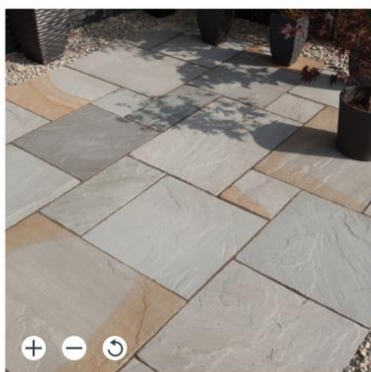
CONSIDER QUOTE FOR STEPS TO WAR MEMORIAL

It was highlighted at the recent remembrance service that the current surface is quite steep and slippery when wet. I have obtained the following quotes:

Quote 1:

- a. Dig out ground
- b. Form small concrete footing for new steps
- c. Construct base of steps in brick
- d. Lay Yorkstone type paving slabs to steps (or similar) – as per the below photo.
- e. Point up steps
- f. Make good to surrounding ground.

Total Cost: £2,125.00 + VAT



York stone – Type Paving