



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 19<sup>th</sup> July 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. To Receive any Declarations of Interest
3. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 21<sup>st</sup> June 2022
4. Update from Buckinghamshire Councillors
5. To receive Matters arising not otherwise on the Agenda for Information Only
6. Planning Applications
  - a. To consider New Planning Applications
  - b. To Receive Notice of Planning Applications Approved
  - c. To Receive Notice of Planning Applications Refused
7. To consider street names required for development in Longwick Cum Ilmer Parish - 22/00109/NEWDEV
8. To note accounts for payment in accordance with the budget
9. To approve policy on the use of bouncy castles on the playing field
10. To consider placement of tree supplied by Buckinghamshire Council
11. To consider clearing of hedge at the playing fields and replacement of bushes and trees
12. To consider action required for the watercourse at the playing fields
13. To note quarter 1 accounts
14. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
15. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
16. To consider agenda items for the next meeting
17. To confirm the date of the next Parish Council Meeting: Tuesday 20<sup>th</sup> September at Longwick Village Hall starting at 7.30pm

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

13<sup>th</sup> July 2022



*Longwick-cum-Ilmer  
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 21<sup>st</sup> JUNE 2022 AT 7.30PM AT LONGWICK VILLAGE HALL**

**PRESENT**

Cllr Val McPherson BEM (Chair)

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

Buckinghamshire Councillor: Cllr Matt Walsh

28. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. There were no apologies.
29. **DECLARATIONS OF INTEREST:** Cllr van Apeldoorn and Cllr Myers declared an interest in planning application 21/08188/PIP and Cllr Barter declared an interest in planning application 21/07172/PNP3Q. Councillors who declared an interest will refrain from discussions and voting.
30. **APPROVAL OF MINUTES OF THE ANNUAL COUNCIL MEETING HELD 17<sup>th</sup> MAY 2022:**  
Approved by all Councillors.
31. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
- Cllr Walsh provided an update on the issues with waste collections. The service has been impacted by the new contractor changing the routes which has resulted in complete chaos. Fifteen people have been drafted in to deal with the telephone calls. Cllr Walsh requested that if any residents have had their bins missed to ask them to email Cllr Walsh, Cllr Turner and Cllr Hall with the details and they will try and resolve with the waste team. Cllr Walsh apologised for the service residents had received and stated that the level of service is not sufficient.
  - Cllr Walsh reported that the Buckinghamshire Council Annual Meeting had taken place and Cllr Hall had had been appointed as Deputy Cabinet Member for Enforcement, Cllr Turner appointed to the Strategic Sites Committee and Cllr Walsh appointed as Chairman for the North West Chiltern Community Board.
  - Cllr Walsh stated that he has been chasing Cllr Broadbent, Cabinet Member for Transport to arrange a meeting to discuss the Transport Vision with Longwick Councillors.
  - Cllr Walsh reported that he has a meeting scheduled to discuss s.106 monies and will report back to the Parish Council once this has taken place.
  - Cllr van Apeldoorn asked for an update on the Askett Lane. Cllr Walsh stated that it is going through the courts and Buckinghamshire Officers were confident that they will be moved on but the process has to be followed. Councillors raised concerns with the length of time that it is taking to see any action. Cllr Walsh asked Councillors if they would like him to arrange a meeting with Cllr Peter Strachan who is the Cabinet Member for Planning and Regeneration. Councillors will consider and Cllr McPherson will report back to Cllr Walsh.  
**Action: Cllr McPherson**
32. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
- Cllr Rogers asked Cllrs if they had any suggestions for the placement of trees which will be available through Buckinghamshire Council. Cllrs to consider and to be added to agenda for next meeting. Discussions were had on whether some of the trees could be placed in the hedgerow which has been reduced by Bellway which is a possibility however, the hedge will need to be cleared to be added to agenda for next meeting.
  - Cllr Richards provided an update on the BMX track which he had been tasked with looking into. The one in Haddenham is about 70m by around 25-30m made up of earth mounds in the corner of a large cricket field with houses on either side of the corner. Cllr Richards had asked the year 5 and 6 whether this would be something that they would be interesting in and there was a lot of interest. It was agreed that the playing fields would not be a suitable location but could be something to consider in the future.
  - Cllr Richards asked Cllr Wilkes and Cllr Barter if there was any progress in arranging the drop-in surgery which had been agreed previously. Cllr Wilkes and Cllr Barter to arrange. **Action: Cllr Wilkes / Cllr Barter**
33. **PLANNING**  
The following new applications were reviewed and discussed:  
22/05569/FUL: Conifers Longwick Road Longwick: No comment to make on amended plans  
21/08190/OUT: Land at Home Farm Thame Road Longwick: Objection to amended plans

22/06394/FUL: Plots 2 & 3 OS Parcels 8955 And 9648 Askett Village Lane Askett: Objection  
 22/06319/FUL: 14 Wickfields Longwick: No comment to make  
 APP/K0425/W/22/3291161: Land Adjacent Meadowbrook House Lower Icknield Way: Objection  
 22/06506/FUL: Plots 7 & 8 OS Parcels 8955 And 9648 Askett Village Lane Askett: Objection  
 APP/K0425/W/22/3294482: Barn Longwick Mill Lower Icknield Way Longwick: No comment to make

The following applications status has changed:

22/05689/LBC: Waterspring House Meadle Village Road Meadle: Application withdrawn  
 22/05653/FUL: Waterspring House Meadle Village Road Meadle: Application withdrawn  
 22/05108/ADRC: Land to South of Rose Farm Thame Road Longwick: Permit - detail Reserved by Condition  
 22/06255/FUL: Plots 4 & 5 & OS Parcel 8955 Askett Village Lane Askett: Application refused  
 21/08667/FUL: Maplefield Owlswick Lane Owlswick: Application permitted  
 22/05815/FUL: 26 Wayfarers End Longwick: Application permitted

**34. TO RECEIVE AN UPDATE ON JUBILEE CELEBRATIONS:**

- a. Cllr McPherson reported that the Jubilee celebrations were a success with more people than expected attending and £282.85 raised. The funds raised from refreshments and mugs will be donated to the Woodland Trust and the Ukraine Humanitarian Appeal. Cllr McPherson stated that she had expected a number of mugs to be left over which could have been sold for a donation however, a number were handed out to adults on the day free of charge which was disappointing. Cllr McPherson thanked all those involved for their efforts.

In order to approve payments, the Chairman brought forward agenda item 10

**35. TO RATIFY QUOTE FOR THE INSTALLATION OF 3 X PICNIC BENCHES**

- a. The quote was approved at a cost of £2,081.25 + VAT.

**36. TO NOTE ACCOUNTS FOR PAYMENT IN ACCORDANCE WITH THE BUDGET**

The following payments were presented for approval.

Payee	Net	VAT	Gross	Comment
Tracey Martin	£510.52		£510.52	Salary
Tracey Martin	£77.44		£77.44	Mobile, H/A, Refreshments Jubilee and APM
HMRC	£26.60		£26.60	PAYE
FuturForm	£1,332.00	£266.40	£1,598.40	3 x Picnic Benches
Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying
Valerie McPherson	£8.00		£8.00	Milk for Jubilee
Jane van Apeldoorn	£108.20		£108.20	Village Planters
PRTC	£217.30	£43.46	£260.76	Grass. Walkers Road cut and collect
PRTC	£260.76	£52.15	£312.91	Grass May 22 – Devolved Services
BCSPC	£88.50		£88.50	50% SLCC & Land Reg Search
Garden Affairs	£2,081.25	£416.25	£2,497.50	Laying slabs & fixing picnic benches
PRTC	£304.22	£60.84	£365.06	17/06/22 Devolved Services Grass
<b>Total</b>	<b>£5,157.79</b>	<b>£867.70</b>	<b>£6,025.49</b>	

**Approved Payments Made**

Funky Faces	£55.00		£55.00	Deposit for face painter
Valerie McPherson	£94.08		£94.08	Jubilee T-shirts
Sunblaze	£500.00		£500.00	Band for Jubilee
Medic Paul	£75.00		£75.00	Medic for Jubilee
Pettigrove	£450.00		£450.00	Chair o Plane Ride for Jubilee
Funky Faces	£77.50		£77.50	Balance for Face Painter
JR Football Ltd	£50.00		£50.00	Football and games at Jubilee event
<b>Total</b>	<b>£1,301.58</b>		<b>£1,301.58</b>	

**Standing Orders / Direct Debits**

EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.72		£29.72	Pension Contribution
<b>Total</b>	<b>£49.72</b>		<b>£49.72</b>	

All payments were approved.

37. **TO CONSIDER QUOTE FOR WAR MEMORIAL STEPS:** Four quotes had been received and circulated to Councillor ahead of the meeting. Discussions were had and a vote taken with quote 4 receiving the majority of the votes. The quote was approved and the work awarded to DH Landscapes at a cost of £1,170 plus VAT.
38. **TO APPROVE FOR THE CLERK TO APPLY FOR A CASHPLUS DEBIT CARD AT A COST OF £9.95 TO OPEN THE ACCOUNT:** A vote was taken and all Councillors were in favour. Clerk to arrange. **Action: Clerk**
39. **TO DISCUSS THE STREAM BY THE PLAYING FIELD AND ANY ACTIONS REQUIRED:** With Bellway very shortly to cease building on the estate, the Clerk reported that a meeting has been arranged for 12th July to determine future responsibility for the water flows through and off the estate.  
At the same time, the PC is investigating the feasibility of dredging the stream along the side of the playing field to remove a large build-up of silt and improve the flow of this water. Cllr Richards will meet with DH Landscapes to get an idea of the work involved and likely cost and this will be discussed at the next PC meeting.
40. **TO CONSIDER PERMITTING JR FOOTBALL TO HOLD SESSIONS ON THE PLAYING FIELDS DURING SCHOOL HOLIDAYS:** Discussions were had and it was agreed that Cllr Barter, Cllr Wilkes and Cllr van Apeldoorn would meet JR Football onsite to discuss how many days they would require use of the field and also the size of the area required. In principle Councillors were in favour and keen to see the playing field used. Discussions were had and a suggested fee of £50 per week considered along with a deposit of £100. This will be agreed at the onsite meeting. No football can take place on the field on the 12<sup>th</sup> August due to Play around the Parishes and any users must vacate the field if grass cutting is taking place.
41. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL**
- a. Cllr McPherson reported that the Scouts will be holding a farewell party on the playing field on the 15<sup>th</sup> July, they will cordon off an area.
  - b. Cllr van Apeldoorn raised concerns that with the Scouts closing there is nothing for the youth of the Parish to do. Everyone was in agreement that the Parish Council would be happy to provide funding for any youth initiatives however, it requires volunteers to lead them.
  - c. Cllr Richards stated that the Village Hall accounts have not yet been received for 21/22. Clerk to request.  
**Action: Clerk**
  - d. Cllr McPherson congratulation the fete committee on their event and raising a record £6678.96.
42. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
43. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Agenda items to be emailed to the Clerk.
44. **TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** 19th July 2022

There being no further business the meeting closed at 9.10pm

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

**7: TO CONSIDER STREET NAMES REQUIRED FOR DEVELOPMENT IN LONGWICK CUM ILMER PARISH - 22/00109/NEWDEV**



<https://www.buckinghamshire.gov.uk/parking-roads-and-transport/street-naming-and-numbering/buckinghamshire-council-street-naming-and-numbering-policy/>

Suggestions:

- 1) Something floral and include our ancient tradition of May Day garlands. Therefore: Garland Lane, Fritillary Way, Cowslip Path, Primrose Way  
I would particularly like Garland and Fritillary (the name for Crown Imperial which should be a centre piece of the garland) The others are spring flowers which might be included in the garland. Lane path and way depends on the road, unfortunately the map did not come up on my computer
- 2) As they dug up a lot of 'Roman' bits and pieces why not some Roman classical names such as Roman Way, Juno Drive, Neptune Avenue, Augustus Road.

**8: PAYMENTS FOR APPROVAL**

Payee	Net	Vat	Gross	Description
Tracey Martin	£510.52		£510.52	Clerk Salary
Tracey Martin	£26.00		£26.00	Home allowance and mobile top up
HMRC	£26.60		£26.60	PAYE
Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying
JSG Handyman	£57.00		£57.00	Repair to garage door
<b>Direct Debits</b>				
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.72		£29.72	Pension Contribution

## **9: TO APPROVE POLICY ON THE USE OF BOUNCY CASTLES ON THE PLAYING FIELD**



*Longwick-cum-Ilmer  
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### **USE OF A BOUNCY CASTLE ON PARISH COUNCIL LAND**

#### **Introduction**

Longwick cum Ilmer Parish Council does not provide any insurance for the use of bouncy castles on its land. The insurance policy does not cover use of bouncy castles.

**The Parish Council is only responsible for advising hirers that they must put appropriate arrangements in place and cannot accept any responsibility in the event of any accident on its land.**

#### **Responsibility**

If anyone uses a bouncy castle on Parish land it is likely that they will be held liable if someone is injured. Personal liability insurance would eliminate this financial risk. This may already be part of a home insurance policy. Hirers must check with their insurance broker or ask the supplier of the Bouncy Castle if public liability insurance can be purchased with any hire.

**Insurance is required, and it is the responsibility of the hirer to make sure liability insurance is in place.**

#### **Conditions**

The Parish Council must be informed when a Bouncy Castle is to be used on its land. The user of the Bouncy Castle must make a commitment to make sure that:

- The bouncy castle will be supervised at all times by an adult (over 18).
- Public/Personal liability insurance will be provided either by the supplier or the hirer.

The hirer (or operator) of the Bouncy Castle must confirm that insurance is in place and must be prepared to provide evidence for this.

Longwick cum Ilmer Parish Council reserves the right to prohibit the use of the castle, or even to cancel the booking if appropriate evidence is not provided upon request.

These arrangements are in place to ensure that everyone is protected and can enjoy the event in the knowledge that proper insurance is in place and the risks are being managed.

#### **Supervision and Safety Instructions**

The following instructions are based on best practice and are suggestions to help hirers manage the equipment.

1. The castle must be adequately secured
2. Soft matting covering hard surfaces must be placed adjacent to the front or open sides
3. There should be responsible adult supervision, paying close attention to the children at play at all times during its use.
4. The number of children using the bouncy castle must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding.
5. A rota system for different age or size groups should be operated together with the observance of any age limit of users (it is suggested that children over 10 years of age should not use the equipment).
6. All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents.

7. Bouncy Castle users, when using slides, must wear suitable clothing to cover limbs. (This is to prevent burns). Eating and drinking while bouncing or performing acrobatics must not be allowed.
8. Bouncy Castle users, when using slides, must wear suitable clothing to cover limbs. This is to prevent burns.

Further safety advice can be found at <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Additionally, it is recommended that the hirer ensures that the Hire Company (the supplier) fully complies with the Health and Safety Executive Guidance Note PM76 – “The Safe Operation of Inflatable Bouncing Devices” (this important guide deals with all aspects of safety)

## Longwick-cum-Ilmer Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/06/2022</b>		
	Cash in Hand 01/04/2022		426,686.83
	<b>ADD</b> Receipts 01/04/2022 - 30/06/2022		91,805.11
			518,491.94
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/06/2022		72,709.78
<b>A</b>	<b>Cash in Hand 30/06/2022</b> (per Cash Book)		<b>445,782.16</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2022	0.00
	Lloyds Savings Account	30/06/2022	131,813.23
	Lloyds Current Account	30/06/2022	63,846.55
	Hampshire Trust	30/06/2022	85,000.00
	Nationwide	30/06/2022	80,000.77
	Redwood	30/06/2022	85,000.00
			<b>445,660.55</b>
	Less unrepresented payments		445,660.55
	Plus unrepresented receipts		121.61
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>445,782.16</b>
	<b>A = B Checks out OK</b>		