

LONGWICK PARISH COUNCIL

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

**You are hereby summoned to a meeting of the Parish Council taking place at Longwick Village Hall
Platinum Room on Tuesday 15th November 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.

76. Welcome and Apologies for Absence
77. To Receive any Declarations of Interest
78. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18th October 2022
79. Update from Buckinghamshire Councillors
80. To receive Matters arising not otherwise on the Agenda for Information Only
81. Planning Applications. To consider new applications review applications approved and refused
82. To note NJC pay scale increase
83. To note accounts for payment in accordance with the budget
84. To consider budget for 2023-2024
85. To review quotes for War Memorial railings
86. To receive an update on the 1st proposal speed reductions
87. To consider grant application from Friends of Longwick School PTA
88. To clarify the 300-home allocation as indicated in the neighbourhood plan
89. To note arboriculture report and approve any actions
90. To review quote for new spring stop for cable runway
91. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
92. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
93. To consider agenda items for the next meeting
94. To confirm the date of the next Parish Council Meeting: Tuesday 20th December 2022 at Longwick Village Hall Platinum Room starting at 7.30pm



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

9th November 2022

MINUTES FOR APPROVAL



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 18TH OCTOBER 2022 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT

Cllr Val McPherson BEM (Chair)

Cllrs Brian Richards (Vice), Rolf van Apeldoorn, Alex Barter, Richard Myers, Jane Rogers and Tracey Martin (Clerk)
Buckinghamshire Councillor: Alan Turner

76. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received from Buckinghamshire Councillors Matt Walsh and Gary Hall.
77. **DECLARATIONS OF INTEREST:** Cllr Rogers declared an interest in planning application 22/07295/FUL and will refrain from discussions.
78. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 27TH SEPTEMBER 2022:**
Approved by all Councillors.
79. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
- a. Cllr Turner confirmed that one of the Buckinghamshire Councillors will attend the Remembrance Service.
 - b. On behalf of Cllr Walsh, Cllr Turner stated that space outside the shop is being made for the installation of a salt bin.
 - c. Cllr Turner reported that the costings for the Bar Lane works have increased. It is the recommendation of the three Buckinghamshire Councillors that the Community Boards pick up the increased costs.
 - d. Cllr Rogers requested an update on the heap of rubbish on the junction of Lower Icknield Way going down towards Askett and the small caravans which have appeared here and the abandoned mobile home. Cllr Turner will get an update on these matters. **Action: Cllr Turner**
 - e. Cllr Turner stated that they are aware of the issues in the field off Summerleys Road which have included motorbikes, caravans and horses. This field is encompassed in the Princes Risborough expansion plan.
80. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
- a. Cllr McPherson updated Councillors on the salt bin which Cllr Turner mentioned under item 79b. Discussions were had on the ongoing filling of the salt bin and Councillors felt it would be appropriate for the Parish Council to pay for this.
 - b. As reported under item 79c above the increased costs for Toll Bar Corner are £5238. It is hoped that the Community Boards will cover the costs.
 - c. Cllr van Apeldoorn reported an issue with the footway on the Lower Icknield Way by the railway bridge. It was agreed this should be reported through FixMyStreet.
81. **PLANNING:**
The following new applications were reviewed, discussed and comments approved.
22/07295/FUL: Quercus Owlswick: No comment
22/07321/FUL: OS Parcel 9166 Boxer Road & OS Parcel 6576 Walnut Tree Lane, Barn Road: No comment
22/07389/CLP: Barn Cottage Horsenden Lane: No comment
22/07441/FUL: September Cottage Ilmer Lane Ilmer: No comment

The following applications status has changed:

22/07189/ADRC: Bumpers Farm Ilmer Lane Ilmer: Permit - detail reserved by condition

82. TO NOTE OCTOBER PAYMENTS FOR APPROVAL:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£510.52		£510.52	Clerk Salary
Tracey Martin	£15.00		£15.00	Home allowance
CashPlus	£37.22		£37.22	Reinstate Balance
HMRC	£26.60		£26.60	PAYE

DH Landscapes	£1,170.00		£1,170.00	War memorial steps
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying October
Thomas Design	£939.44	£187.89	£1,127.33	Transport Vision Services - Oct 22
Thomas Design	£2,345.00	£469.00	£2,814.00	Transport Vision Services - May 22
Print Now	£664.00		£664.00	Autumn / Winter Newsletter
Oxfordshire Garden	£1,870.00		£1,870.00	Clearing of ditch & hiring equipment
Oxford Oak	£450.00		£450.00	Tree Works Ilmer
Total	£8,170.78	£685.49	£8,856.27	
Cashplus Card				
WDS Components	£26.01	£5.21	£31.22	Locks, cap & keys for noticeboard
GiffGaff	£5.00	£1.00	£6.00	Monthly Top Up
Total	£31.01	£6.21	£37.22	
Direct Debits / Standing Orders				
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.72		£29.72	Pension Contribution
Total	£49.72		£49.72	
Receipts				
Buckinghamshire C	£15,921.97		£15,921.97	Precept - 2nd Payment
JR Football	£30.00		£30.00	Payment for use of playing field
Total	£15,951.97		£15,951.97	

83. **TO CONSIDER GRANT APPLICATION FROM LONGWICK EVENING WI FOR A CAROL CONCERT:**
a. Discussions were had and following a vote with one Councillor abstaining it was resolved that the Parish Council would fund up to £75 subject to receipts following the event. The Clerk will also request the surplus amount from previous year.
84. **TO CONSIDER ARRANGEMENTS FOR THE REMEMBRANCE DAY SERVICE:**
a. Cllr van Apeldoorn circulated the order of service to Councillors and stated that there is just the road closure and coffees after the event to be arranged.
b. Discussions were had on the railings around the War Memorial which need repairing, cleaning and painting. There are a few ways this can be done including onsite, removal and taken away or possibly replacing. Quotes to be obtained and discussed at next meeting.
85. **COMMUNITY BENCHES – NW CHILTERN COMMUNITY RESILIENCE GROUP:**
a. Cllr McPherson reported that the North West Chiltern Community Board are offering benches to Parish Council which will come with a plaque thanking NHS staff and care workers. Discussions were had a vote taken with all Councillors in agreement that the cost for installing is too significant and that there wasn't a suitable location within the Parish.
86. **TO NOTE EXTERNAL AUDITORS REPORT AND CONFIRM THE NOTICE OF COMPLETION OF AUDIT HAS BEEN PUBLISHED:**
a. The Clerk reported the findings of the audit which was that the Parish Council did not have a Risk Assessment in place at the time of submitting the audit however, this has been rectified now and the notice of completion of audit was posted on the 1st August 2022.
87. **TO CONSIDER OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS:**
a. The Clerk had circulated a report and recommendation ahead of the meeting. A vote was taken and all Councillors were in favour of not opting out of the scheme.
88. **TO CONSIDER APPOINTMENT OF INTERNAL AUDITOR:**
a. The Clerk reported that the current auditor is no longer offering auditing services and provided details of an Internal Auditor which she uses in another Parish. Following discussions, the appointment of Jane Olds was approved at a cost of £250.
89. **PURSUANT TO SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, A RESOLUTION IS REQUIRED TO EXCLUDE THE PUBLIC AND PRESS TO PROTECT THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED DURING CONSIDERATION OF ITEMS 90 AND 91 ON THE AGENDA:**
a. A vote was taken and it was agreed to remove the press and public from the meeting.

90. **TO CONSIDER INCREASING THE CLERKS WEEKLY HOURS:**
a. Following discussions and a vote it was agreed to increase the Clerks hours from 10 to 13 hours per week.
91. **TO CONSIDER ALLOCATING A BUDGET FOR LEGAL COSTS:**
a. Following discussions, it was agreed that this was not required at this time and no budget was allocated.
92. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960: TO RESOLVE THAT THE PUBLIC AND PRESS BE RE-ADMITTED TO THE MEETING:**
a. A vote was taken and it was resolved to readmit the press and public although there were none in attendance as Cllr Turner had left the meeting at item 89.
93. **TO NOTE ANNUAL RoSPA REPORT AND APPROVE QUOTES FOR WORK:**
a. The RoSPA was noted and the recommended works approved including a quote from Reids Playground Maintenance totalling £1105 + VAT. Cutting back of the trees by the shelter by Oxford Oak was also approved at a cost of £450.
94. **TO REVIEW QUOTE FOR CUTTING DOWN TREE NEAR THE STREAM INCLUDING REMOVAL OF ROOTS:**
a. The quote from Oxford Oak was discussed and the works approved at a cost of £950
b. The Clerk reported that she has instructed an arboriculturist to carry out a report on all the trees on the playing field.
95. **TO NOTE QUARTER TWO ACCOUNTS:**
a. Accounts had been circulated ahead of the meeting for review and Councillors noted them.
96. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
a. Cllr McPherson confirmed that she had circulated to all Councillors comments received from residents who are in favour of the Rectory Homes development at Maccabee Kennels.
b. A short discussion was had on the number of new homes in the village now exceeding 300 and Councillors were reminded that that figure was not in itself a specific target which was not to be exceeded.
c. The Clerk reported that the village hall had asked the Parish Council if we would change the meeting day to a Wednesday or remain on a Tuesday but use the platinum room. Discussions were had and due to other commitments Councillors could not change the day to Wednesday but would be happy to use the platinum room subject to the large hall being available for the Annual Meeting of the Parish.
97. **TO PROVIDE AN UPDATE ON PARISH TRAFFIC PLANS:**
a. Cllr McPherson reported that she is awaiting the costings for speed surveys which will be carried out directly by TfB / Buckinghamshire Council.
b. It was requested that the Clerk ask the Speedwatch group for an update on how things are going.
98. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None
99. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk.
100. **TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** The next meeting of the Parish Council will be on Tuesday 15th November 2022 at Longwick Village Hall Platinum Room.

There being no further business the meeting closed at 9.05pm

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

TO NOTE NJC PAY SCALE INCREASE

From BALC: The increases to salaries have been agreed for those on NJC pay scales contracts and NALC released them late yesterday. The increase is for 2022-2023 and should be backdated from April 1st 2022 and implemented without further delay.

It was further agreed that an additional annual leave adjustment of one day be given to all on NJC contracts from 1st April 2023 taking the total of days from 22 to 23 days. The additional three days for those with five years' service or more remains the same.

Essentially it is a £1 increase across all scales.

5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	LC1 (13-17) (above substantive range)
13	£23,023	£11.97	£24,948	£12.97	
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£510.52		£510.52	Clerk Salary
Tracey Martin	£20.00		£20.00	Home allowance
HMRC	£26.60		£26.60	PAYE due 22nd Nov
Kevin Wharton	£365.00		£365.00	Gate: Footpath Thame Road to Playing Field
TEEC	£129.99	£26.00	£155.99	Hosting and Domains
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
PRTC	£1,003.00	£200.60	£1,203.60	Grass Cutting
Duckworth Arboriculture	£580.00		£580.00	Inspection of Trees at Playing Field
Rolf van Apeldoorn	£52.25		£52.25	Reimbursement of Wreath
Total	£2,830.36	£255.20	£3,085.56	
Cashplus Card:				
GiffGaff	£5.00	£1.00	£6.00	Monthly Top Up
Direct Debits / Standing Orders:				
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.72		£29.72	Pension Contribution

TO REVIEW QUOTES FOR WAR MEMORIAL RAILINGS

Quotes not yet received; these will be circulated if received ahead of the meeting.

GRANT APPLICATION



Longwick-cum-Ilmer
Parish Council

GRANT APPLICATION FORM

Name of Organisation	FRIENDS OF LONGWICK SCHOOL (PTA)
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	<input checked="" type="radio"/> Yes No 1097869
Amount of grant requested?	£175
For what purpose or project is the grant requested? (please continue on a separate sheet if necessary)	THIS VALUE WOULD BE SPLIT EQUALLY TO GIVE EACH CLASS TEACHER A SMALL BUDGET TO ALLOW EACH CHILD IN SCHOOL TO MAKE A CHRISTMAS DECORATION FOR THE SCHOOL CHRISTMAS FAYRE, TO BE SOLD AT THE EVENT TO RAISE FUNDS FOR THE SCHOOL
What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£175 (£25 FOR EACH SCHOOL YEAR GROUP)
When will the money be spent?	LATE NOVEMBER - ITEMS TO BE READY FOR 3RD DEC.
Who will benefit from the project? Give details of local groups that will benefit (if applicable)	LONGWICK COFE COMBINED SCHOOL

TO REVIEW QUOTE FOR NEW SPRING STOP FOR CABLE RUNWAY

RPM: The cableway was fine apart from you need a new spring stop see quote below, and also the seat needed adjusting but you couldn't adjust the seat you had so we have replaced the seat for you. I have done this for you free of charge in way to say sorry for the problem you have had with the surfacing with the gym equipment.



REIDS PLAYGROUND MAINTENANCE LTD

Registered Office: Cabot House, 108 Gipsy Lane, Kettering, Northamptonshire, NN16 8UB.

Telephone: 01536 601950

Email: rpm@reidsplayground.co.uk **Website:** www.reidsplaygroundmaintenance.co.uk

QUOTE RPM/6496

Tracey Martin
Clerk, Longwick Parish Council

Date: 3rd November 2022



Ref: Longwick Playing Field, HP27 9SG	Cost
RPM to supply and fit 1 No. new spring stop	£560.00
All prices quoted are subject to VAT	

