



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 21st June 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 Annual Council Meeting held on the Tuesday 17th May 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 receive an update on Jubilee celebrations
8. To note accounts for payment in accordance with the budget
9. To consider quote for War Memorial Steps
10. To ratify quote for the installation of 3 x Picnic Benches
11. To approve for the Clerk to apply for a Cashplus Debit Card at a cost of £9.95 to open the account
12. To discuss the stream by the playing field and any actions required
13. To consider permitting JR Football to hold sessions on the playing field during school holidays
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 19th July 2022 at Longwick Village Hall starting at 7.30pm

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

14th June 2022



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON TUESDAY 17TH MAY 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 and Tracey Martin (Clerk)

Buckinghamshire Councillor: Cllr Alan Turner

Three members of the public present

During the public participating time the following concerns were raised:

- Infrastructure and the increase in traffic.
- Objections to the dog walking field planning application (22/06046/FUL) for the following reasons: the track being very narrow and not suitable which is also a footpath and there would be a danger to walkers, highways concern due to the number of cars estimated to be visiting the site in the planning application, noise disturbance and wildlife being disturbed. These objections have been submitted by residents through the planning portal
- Speeding: a resident had been informed that the Traffic Consultant only covered one end of the village. The resident had been misinformed and the Parish Council is looking at a number of options for speed reductions across the whole Parish.

1. **ELECTION OF THE CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Barter proposed Cllr McPherson and Cllr Myers seconded. A vote was taken and Cllr McPherson was elected as Chairman and signed the declaration of acceptance of office.
2. **ELECTION OF THE VICE-CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE VICE-CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Myers proposed Cllr Richards and Cllr Barter seconded. A vote was taken and Cllr Richards was elected as Vice-Chairman and signed the declaration of acceptance of office.
3. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received from Cllr Rogers and Cllr Wilkes.
4. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 19th APRIL 2022:**
Approved by all Councillors.
5. **DECLARATIONS OF INTEREST:** None
6. **TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES / GROUPS:**
 - a. **Community Boards:** Cllr Rogers and Cllr McPherson
 - b. **Monks Risborough and Princes Risborough Parochial Charities:** Not required as the trustees are elected for a four-year team, currently 2021-2025.
7. **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:** Approved
8. **REVIEW OF CURRENT POLICIES:** Current policies were approved by all Councillors.
9. **TO CONSIDER AND APPROVE NEW PARISH COUNCIL RISK ASSESSMENT:** Approved and Adopted
10. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
 - a. Cllr Turner reported that the Annual Meeting of Buckinghamshire Council takes place tomorrow where annual appointments are made. He is hopeful that the new Chairman of the Community Boards will be Cllr Walsh.
 - b. Cllr Turner stated that there is a shortage of tarmac due to the war in Ukraine which is affecting the whole country. Highways are trying to source alternative suppliers and / or products but in the meantime, highways will be concentrating on 1st level basic repairs. This may affect Bar Lane.
 - c. The caravans on the Longwick Road have been allocated an Enforcement Officer.

- d. Askett Corner Field: The travellers which have been sited there for several years are now entitled to submit another planning application due to the covid pandemic which meant the eviction process slipped however, the eviction process is still ongoing. The next step will hopefully be an enforced injunction.
- e. The new travellers who appeared over the Easter Bank Holiday weekend have had an injunction served and a blanket injunction has been applied to the entire field. This supposedly prevents them from occupying the site and bringing further vehicles and hardcore.
- f. Cllr Turner stated he would look at the planning application for the dog walking field and support the Parish Council's decision.
- g. Cllr van Apeldoorn asked for an update on Maccabee Kennels. Cllr Turned reported that they are awaiting final court hearing date.
- h. Cllr van Apeldoorn raised a concern with the memorial garden which had their planning application refused but is holding an open day with the local MP attending. Cllr Turner responded that it is with enforcement and that he will discuss with Cllr Hall.
- i. Cllr Richards requested that Buckinghamshire Council be more proactive with the traveller sites.

11. **S.106:** Cllr Barter had prepared a paper on some of the developments and the s.106 monies which had been allocated and raised concerns that the money could be reclaimed back by the developer if not spent within a certain time period. Cllr Turner to discuss with Cllr Walsh who was obtaining a list of s.106 monies. Clerk to send to Cllr Turner the paper Cllr Barter had prepared. **Action: Clerk**

12. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**

- a. Cllr van Apeldoorn raised a concern that the meeting with Bellway has now been cancelled twice. As the Site Manager is away Clerk to try and find who is covering and arrange a meeting. **Action: Clerk**
- b. Cllr van Apeldoorn asked what is happening with the Parish Booklets which had been produced back in 2019. It was agreed that these are now out of date and can be destroyed.

13. **PLANNING**

The following new applications were reviewed and discussed:
 22/06046/FUL: Field 1 Rear of Playing Field Thame Road: Objection
 22/06167/VCDN: Orchard View Farm Stockwell Lane: No comment to make
 22/06255/FUL: Plots 4 & 5 & OS Parcel 8955 Askett Village Lane: Objection

The following applications status has changed:

21/08089/VCDN: Old Berkeley House (Former Shoulder of Mutton) Owlswick: Application Permitted
 22/05437/FUL: The Old Forge Thame Road: Application Permitted
 22/05646/MINAMD: Church Farm Cottage Chestnut Way: Application Permitted

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

- a. Cllr Barter reported that the school is creating bunting and the preschool a banner. There will be a crafting tent, ride, mugs handed out, Orchard View Farm providing picnics, a band, games by the Scouts, cream teas, refreshments, a photographer and a first aider on site. Posters have been displayed around the Parish. Councillors will be wearing customised t-shirts so easily identifiable on the day if anybody has any questions or concerns.

15. **TO RECEIVE AN UPDATE ON TRAFFIC CALMING PROJECT:**

- a. Cllr Richards reported that they are awaiting a date for a meeting with the Cabinet Member for Transport which is hoped to be in June. The final document will be published once the meeting has taken place as the Parish Council do not want to raise residents expectations should some of the schemes not be feasible.

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

The following payments were presented for approval.

Payee	Net	VAT	Gross	Comment
Tracey Martin	£510.72		£510.72	Salary
Tracey Martin	£25.00	£1.00	£26.00	Mobile Top up, H/A, Jubilee
HMRC	£26.40		£26.40	PAYE
BMKALC	£274.66		£274.66	NALC and BALC Subs
Starboard Systems	£485.00	£97.00	£582.00	Scribe accounting 22-23 and set up
PRTC	£319.50	£63.90	£383.40	Devolved Services Grass Mar
DCK Payroll Solutions	£25.00	£5.00	£30.00	Payroll including end of year
Kevin Wharton Fencing	£410.00		£410.00	Kissing Gate Installation
Everything Figures	£125.00		£125.00	Payroll for Apr22-Mar23
Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying

IAC Audit	£150.00	£30.00	£180.00	Internal Audit 2021/2022
PRTC	£282.49	£56.50	£338.99	Devolved Services Grass Apr
Print Now	£72.00	£14.40	£86.40	Jubilee advertising boards & posters
Valerie McPherson	£33.52		£33.52	Printing pack for Speed Reductions
Orchard View Farm	£78.80	£5.76	£84.56	Meeting room & Refreshments
				Transport Initiative
Buckinghamshire Council	£381.00	£76.00	£457.00	Play around the Parishes
Alex Barter	£130.52	£26.11	£156.63	Baker Ross: Jubilee expenses
Alex Barter	£34.08		£34.08	Amazon: Jubilee expenses
Total	£3,704.46	£403.27	£4,107.73	

Approved Payments Made

Robert Kirby	£14,585.83	£2,917.17	£17,503.00	4th stage payment made 14/04/22
Robert Kirby	£4,166.67	£833.33	£5,000.00	Final stage payment (£3948 inc VAT snagging payment due in 3 months)
Printed4You Ltd	£766.08	£153.22	£919.30	Mugs for Jubilee Event 03/05/22
Total	£19,518.58	£3,903.72	£23,422.30	

Standing Orders / Direct Debits

EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.72		£29.72	Pension Contribution
Total	£49.72		£49.72	

All payments were approved.

17. **TO NOTE YEAR END ACCOUNTS:** Noted
18. **TO REVIEW INTERNAL AUDITOR RECOMMENDATIONS AND REPORT:** The full report had been circulated to Councillors ahead of the meeting and this was noted. The key actions were discussed:
- The Council should consider adopting a formal accounting system: Actioned, Scribe is now being used.
 - Minutes to be initialled on each page and last page signed: There was an oversight on one set of minutes where initials hadn't been completed on each page. Action: ensure minutes are initialled and signed accordingly.
 - Risk Assessment required: Approved earlier in the meeting.
 - Amendment required to accounting statement: Actioned and amended by Clerk
 - Accounting statements box 3: Actioned and amended by Clerk
 - Trial balance agrees to draft accounting statement: Actioned and amended by Clerk
19. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**
- The Chairman read out section one statements and Councillor agreed the responses and the Chairman and the Clerk signed the AGAR.
 - Councillors reviewed the section two figures and approved. The Chairman signed section two.
 - Elector rights of inspection dates were confirmed as Wednesday 1st June 22 to Thursday 14th July 22.
 - Councillors thanked the Clerk for her work on the end of year accounts
20. **TO REVIEW QUOTE FOR WAR MEMORIAL STEPS**
- The Clerk had only managed to obtain two quotes. Cllr Richards to liaise with a Contractor to get a third quote.
Action: Cllr Richards
21. **TO CONSIDER WHERE THE TREE'S WHICH ARE BEING DONATED AS PART OF THE 1000 TREE'S PROJECT WILL BE PLACED:** It was agreed that Cllr Rogers and Cllr van Apeldoorn will form a Working Group to coordinate the placement of trees. Cllr Rogers suggested that this is put out to the community for their suggestions. A post to be put on Facebook and website asking residents for suggested places.
Action: Cllr Rogers, Cllr van Apeldoorn and Clerk
22. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL**
- The Clerk reported that TfB had highlighted an overgrown hedge which borders Blenheim Close. As part of the devolved services agreement the Clerk has written to the landowner and will follow the devolved services process.
 - Cllr McPherson reported that she had been informed that an agricultural dig had taken place at Rose Farm and that Roman remains had been found.

- 23. Cllr Barter had been requested to raise the suggestion of a BMX track similar to what Haddenham have. Cllr Richards will look at the track which Haddenham have and report back to the Parish Council.
- 24. Cllr Richards provided an update on footpath LCI/4/2. The stile on the footpath is broken and Rights of Way have agreed that it can be removed. There is also a tree which is covered in Ivy which Rights of Way will also remove. They have confirmed that they are not prepared to change the bridge over the stream but will be installing an extended handle. Cllr Richards stated there is a concern with the stile being removed as cyclists travel down there at speed with the current stile slowing them down. Following discussions with Rights of Way they have stated that the Parish Council can install a gate to replace the stile for which the Parish Council already has the posts required however, the Parish Council would have to become responsible for the gate going forward. All Councillors agreed.

25. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended

26. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Agenda items to be emailed to the Clerk.

27. **TO CONFIRM THE DATES AND TIMES OF PARISH COUNCIL MEETING FOR THE ENSUING YEAR.**

21st June 2022

19th July 2022

August – no meeting

20th September 2022

18th October 2022

15th November 2022

20th December 2022

17th January 2023

21st February 2023

21st March 2023

18th April 2023 Annual Meeting of the Council starting at 7pm followed by the Parish Council meeting

There being no further business the meeting closed at 9.10pm

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

PAYMENTS 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	£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 cutting. Walkers Road cut and collect
PRTC	£260.76	£52.15	£312.91	Grass cutting May 2022 - Devolved Service
BCSPC	£88.50		£88.50	SLCC 50% and Land Reg Search
Total:	£2,772.32	£390.61	£3,162.93	

Approved Payments Made

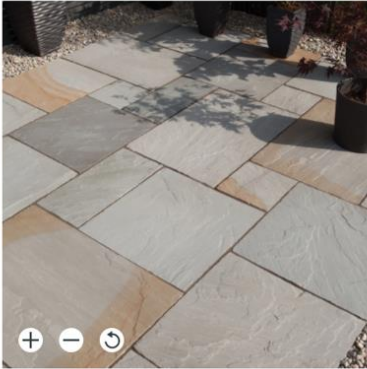
Funky Faces	£55.00		£55.00	Deposit for face painter for Jubilee event
Valerie McPherson	£94.08		£94.08	Jubilee Tshirts
Sunblaze	£500.00		£500.00	Band for Jubilee
Medic Paul	£75.00		£75.00	Medic for Jubilee
Pettigrove	£450.00		£450.00	Chair o Plane Ride for Jubilee
Funky Faces	£77.50		£77.50	Balance for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

TO CONSIDER QUOTES FOR WAR MEMORIAL STEPS

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

Quote 2 :

To install 3x steps 1m wide including a small brick retaining wall to hold back soil when it rains £545.

Quote 3:

- Dig out & dispose of.
- Hardcore path as required.
- Build brick steps.
- Pave new path in Sandstone paving of contractors choice.

£1,178.27 £235.65 £1,413.92

Does Not Include:

- Any work to any other area.
- No allowance has been made if any underground services are found.

Amount	£1,178.27
VAT	£235.65
Amount Including VAT	£1,413.92

TO RATIFY QUOTE FOR INSTALLATION OF NEW PICNIC BENCHES

Quote 1:

RE: Playing field Picnic Benches

Thank you for your recent enquiry regarding the above and we have pleasure in detailing below our estimate for your consideration.

**TO: Supply and lay three areas of paving 1.8m x 1.8m each area, using grey paving
Slabs laid onto a sub base of concrete and drilling councils own picnic benches onto paved areas, once paving is set.**

A QUOTATION OF £2,081.25 + Vat

TO CONSIDER PERMITTING JR FOOTBALL TO HOLD SESSIONS ON THE PLAYING FIELD DURING SCHOOL HOLIDAYS

We get roughly 80 kids a day, but with the company always growing, I expect this to increase, thus Longwick School does not have enough space for many more than 80, so I would love to use Longwick Field as overflow for my Holiday Camps for one of the groups, we would only use a corner and then we would pack away for the day, and set up again the next morning, I was wondering if we could also put up a small Banner in the park on the fence or something, I feel this would be great to inspire more of Longwick's new young residents to get active in a controlled environment.

If you would require a small fee or donation, I'm happy to do so.

CORRESPONDENCE:

The Clerk had received the following correspondence: