



Longwick-cum-Ilmer  
Parish Council

## LONGWICK PARISH COUNCIL

Cllr McPherson (Chairman), Cllr Myers (Vice Chairman), Cllr Rogers,  
Cllr Richards and Cllr Barter

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall  
on Tuesday 21<sup>st</sup> November 2023 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.

108. Welcome and Apologies for Absence

109. To Receive any Declarations of Interest

110. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 17<sup>th</sup> October 2023

111. Update from Buckinghamshire Councillors

112. Planning Applications:

- a. To consider and approve comments for New Planning Applications
- b. To Receive Notice of Planning Applications Approved and Refused

113. To note accounts for payment in accordance with the budget

114. To Note NJC PAY Scale Increase

115. To consider draft budget for 2024/2025

116. To consider Grant Application: Longwick Evening WI – Carol Concert

117. To consider request to support the reinstatement of footpath BCS81/1

118. To consider whether a Neighbourhood Plan review is required and approve any associated costs

119. To approve legal fees for the adoption of Owlswick Green

120. To consider permanent Speedwatch signage on Village Entrance gates

121. To consider quotes to move / relocate the rotunda

122. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council

123. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council

124. To consider agenda items for next meeting and confirm the date and time of the next Parish Council Meeting:  
19<sup>th</sup> December 2023 at 7.30pm at Longwick Village Hall

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

15<sup>th</sup> November 2023



*Longwick-cum-Ilmer  
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 19<sup>th</sup> SEPTEMBER 2023 AT 7.30PM AT LONGWICK VILLAGE HALL**

**PRESENT:** Cllr Val McPherson BEM (Chairman), Richard Myers (Vice Chairman), Alex Barter, Jane Rogers, Brian Richards and Tracey Martin (Clerk)  
Buckinghamshire Councillor: Matthew Walsh and Alan Turner  
24 members of the public present

- A resident asked how the traffic calming project is progressing. Cllr McPherson responded that the Parish Council are still waiting on Buckinghamshire Highways. Buckinghamshire Ward Councillors confirmed they are chasing.
- A resident raised a concern about yellow lines on Barn Road. It was stated that it would be on Boxer Road as you turn in. A resident reported that the road has not been adopted by Buckinghamshire Council. Buckinghamshire Councillors to look into this. **Action:**  
**Buckinghamshire Councillors**
- A representative of Owlswick Residents Association addressed Councillors about Owlswick Village Green which has always been under private ownership but has been used by residents for over 113 years. The developers are now advertising The Green for sale with Plot 9. The previous developers had stated that the green would be gifted to the Parish Council. Condition 20 of the planning application has not been met as they have not set up a Management Plan. The Residents Association are requesting that the Parish Council register Owlswick Village Green as an Asset of Community Value.

The Parish Council meeting started at 7.45pm

- 90. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. There were no apologies.
- 91. DECLARATIONS OF INTEREST:** Cllr Richards declared an interest in planning application 23/07449/CTREE and will refrain from discussions.
- 92. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 19<sup>TH</sup> SEPTEMBER 2023:** The minutes were approved by all Councillors and the minutes were signed.
- 93. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
- a. Cllr Turner reported that they had attended Owlswick Village Green and are in support. A suggestion was made that the Parish Council or Residents association could look to gain ownership.
  - b. Cllr Turned confirmed that through s.106 monies and a contribution from Oxfordshire County Council a new agreement has been entered to provide a bus service from Longwick to Princes Risborough Station replacing the 320 service which will be diverted through Chestnut Way. There will be two AM peak services and three PM peak services. The service has the potential to expand in the future.
  - c. Cllr Walsh updated on Owlswick Village Green: An enforcement case has been lodged regarding the green management plan. A meeting is also taking place with the developers this week where Buckinghamshire Councillors and the MP will be requesting that the land is transferred to the Parish Council.
  - d. Cllr Richards raised frustrations that there has been no response from Buckinghamshire Council on the Transport Initiative and a meeting which has been requested regarding s.106 monies. Buckinghamshire Councillors suggested if the Parish Council is unhappy with the time it is taking, to send an email to them raising frustrations and concerns. **Action:**  
**Clerk**
  - e. Reports were made by Councillors regarding traffic signage which needs to be removed.
  - f. Councillors asked when the Bar Lane Road markings would be reinstated. Buckinghamshire Councillors confirmed that the Highways Officer has attended the site and it has been escalated.
  - g. Discussions were had on the stream which the Parish Council believes that Buckinghamshire Council is responsible for the length adjacent to the Scout Hut as it needs the silt build up clearing. Buckinghamshire Councillors believe it is the responsibility of the adjacent landowner but will look into it. **Action: Buckinghamshire Councillors**  
Cllr Walsh and Cllr Turner left the meeting.

**94. TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA: None**  
**95. PLANNING:**

The following new applications were reviewed, discussed and comments approved.

- 23/07197/FUL: 19 Walkers Road Longwick: No comment  
 23/07251/CLP: OS Parcel 4664 Upper Icknield Way Bledlow: The Parish Council would like to request that if a new access is permitted that the existing access is closed off.  
 23/07268/FUL: 7 Sportsman's Way Longwick: No comment  
 23/07304/FUL: Three Cottages Stockwell Lane Meadle: No comment  
 23/07386/MINAMD: Twyn Elms Thame Road Longwick: For information only, no comment required  
 23/07312/VCDN: White Gables Thame Road Longwick: No comment  
 23/07407/FUL: Chadwell Hill Farm Lower Icknield Way: Further discussions required. Comment will be submitted under delegated authority.  
 23/07449/CTREE: Appletree's Meadle Village Road Meadle: The Parish Council is concerned about the number of trees being felled and would request that the arboriculturist look at this application to check whether felling is necessary.  
 23/07557/MDS106: Land to The South of Rose Farm Thame Road: No comment  
 23/07464/CLP: September Cottage Ilmer Lane Ilmer: No comment  
 23/07561/ADRC: Rose Farm Thame Road: For information only, no comment required  
 All comments were approved.

The following applications status has changed:

- 23/05774/FUL: September Cottage Ilmer Lane Ilmer: Application Refused  
 23/06269/CLP: Royston Thame Road Longwick: Grant Certificate - Proposed Development  
 23/07055/CTREE: Lamb Cottage Owlswick: Not to make a Tree Preservation Order  
 23/05819/CLP: Dunster Chestnut Way Longwick: Refuse Certificate of Proposed Use  
 23/07174/CTREE: St Michaels Church Horsenden Lane: Not to make a Tree Preservation Order

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

Payee	Net	VAT	Gross	Comment
Tracey Martin	£668.10		£668.10	Clerk Salary
HMRC	£87.20		£87.20	PAYE
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Print Now	£845.00		£845.00	Autumn / Winter Newsletter
Brian Richards	£13.25		£13.25	Mileage & parking for training
BMKALC	£140.00		£140.00	Planning Training - BR & LT
R & J van Apeldoorn	£169.31	£35.75	£205.06	Planters - plants and soil
<b>Total</b>	<b>£2,065.86</b>	<b>£64.35</b>	<b>£2,130.21</b>	
<b>CashPlus Card</b>				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
<b>Direct Debits / Standing Orders</b>				
EDF Energy	£25.00		£25.00	Electricity monthly payment
Nest	£41.80		£41.80	Pension Contribution
<b>Receipts</b>				
Buckinghamshire Council			£17,291.49	Precept 2 <sup>nd</sup> Half

All payments were approved.

**97. TO NOTE QUARTER TWO ACCOUNTS:** Accounts were noted and the Clerk confirmed that Cllr Richards had carried out an internal check of the accounts.

**98. TO CONSIDER A HIRING POLICY FOR THE PLAYING FIELD AND POSSIBLE HIRING COSTS:** Cllr Barter had circulated costings which other Parish Councils have for consideration. These were discussed and it was agreed because of the field and Village Hall being separate entities but generally need booking together that a meeting with the Village Hall would be useful. Clerk to arrange. Cllr Barter and Cllr Myers will attend. **Action: Clerk**

**99. TO CONSIDER HIRING A REQUEST FROM PAN - DISABILITY (PD) FOOTBALL GROUP UNDER THE RISBOROUGH RANGERS BANNER FOR USE OF THE PLAYING FIELD:** Discussions were had and all Councillors were in favour of the group using the field however, it was felt that it would be beneficial to arrange a meeting with the organisers and the Village Hall so that discussions could be had on accessing the toilets and addressing any parking concerns. Clerk to arrange. **Action: Clerk**

- 100. TO DISCUSS AND DECIDE WHETHER TO PROCEED WITH A REVIEW OF OUR NEIGHBOURHOOD PLAN:** Cllr Richards had circulated information from the recent training which he had attended to Councillors ahead of the meeting. It was agreed that Councillors would have an informal meeting to consider the review.
- 101. TO CONSIDER REGISTERING OWLSWICK VILLAGE GREEN AS AN ASSET OF COMMUNITY VALUE:** Discussions were had and all Councillors were in favour. Clerk to submit forms. **Action: Clerk**
- 102. PLAYGROUND INSPECTION: TO RATIFY THE CLERKS DECISION UNDER DELEGATED AUTHORITY TO APPOINTMENT THE PLAY INSPECTION COMPANY TO CARRY OUT ANNUAL INSPECTION OF EQUIPMENT:** Approved at a cost of £225.
- 103. TO CONSIDER A COMMUNITY ENGAGEMENT PLAN:** Discussions were had on a draft policy, monthly Parish Council newsletter which would just include information from the Parish Council and also Drop-In sessions. It was agreed in the first instance to arrange a Drop-In session so the Parish Council can better understand what residents want to see happening. Clerk to arrange. **Action: Clerk**
- 104. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. Cllr McPherson had received a request from St Marys Parish Office asking if they could put up posters around the Parish for a Treasure Trail. All Councillors were in agreement as long as the posters are removed following the event.
  - b. Discussions were had on the banner which has been placed at the playing fields. Clerk will contact the owner of the business and request it is removed.
  - c. Cllr McPherson had received a letter on Community Engagement which has been discussed under agenda item 103.
  - d. Correspondence had been received regarding dogs off lead and dog fouling at the playing field, Discussions were had and it was agreed to request that the Dog Warden attend the playing fields on a more regular basis. Clerk to arrange. If this is not effective then the Parish Council will have to consider restrictions for example dogs on leads.  
**Action: Clerk**
- 105. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr Richards had attended 'Reviewing Neighbourhood Plans training.
  - b. Councillors had visited Longwick School to have a look at how funds granted from the Parish Council had been spent.
- 106. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk
- 107. TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** The next meeting will be on Tuesday 21<sup>st</sup> November 2023 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9pm.

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

**PAYMENTS FOR APPROVAL**

Payee	Net	VAT	Gross	Comment
Tracey Martin	£667.90		£667.90	Clerk Salary
HMRC	£87.40		£87.40	PAYE
TEEC	£129.99	£26.00	£155.99	Hosting domain and website
St Dunstons Church	£30.00		£30.00	Room Hire NP Mtg
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
<b>Total</b>	<b>£1,058.29</b>	<b>£54.60</b>	<b>£1,112.89</b>	
<b>Cashplus Card</b>				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
<b>Direct Debits / Standing Orders</b>				
EDF Energy	£25.00		£25.00	Electricity monthly payment
Nest	£41.80		£41.80	Pension Contribution
<b>Receipts</b>				
Bucks Council	£100,547.88		£100,547.88	Old Berkeley House and Land to the South of Rose Farm

**TO NOTE NJC PAY INCREASE**

The National Joint Council for Local Government Services has reach agreement on rates of pay applicable from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

The Clerk is currently on SCP16 meaning new hourly rate will be £14.70 which is a £1 an hour increase which will be backdated to April 2023.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	<b>Below LC Scale (for staff other than clerks)</b>
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	<b>LC1 (5-6) (below substantive range)</b>
6	£23,893	£12.42	<b>LC1 (7-12) (substantive benchmark range)</b>
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	<b>LC1 (13-17) (above substantive range)</b>
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	

## **GRANT APPLICATION – WI SUPPORTING INFORMATION**

Full application attached separately.

2022 requested £75.00 as the WI were holding a surplus of £37.90 from 2021. Actual expenditure last year was £111.99. Amount granted by the Parish Council £74.09.

Approximate anticipated spend for 2023:

£30 on laminated posters

£40.00 on mulled wine

£20.00 on mince pies squash and biscuits

£25.00 on paper cups suitable for hot drinks and for children's drinks.

## **TO CONSIDER REQUEST TO SUPPORT THE REINSTATEMENT OF FOOTPATH BCS81/1**

### **Brief Regarding the Threat to Public Footpath BCS81/1, North Mill Road**

**1 Introduction** - This paper is intended to alert the Parish Council of Longwick cum Ilmer of the potential loss of public footpath BCS81/1, and to seek the Council's active support in the fight for the path's reinstatement.

**2 Location and Importance** – The footpath in question is located at the northwest end of North Mill Road, and when open and in use, it forms the centre of a series of circular and figure of eight walks that link Longwick, Ilmer, Pitch Green, Henton and Bledlow. The attached map (Appendix 1) shows the location of the path, and the 'gap' outside the bungalow (Lydebrook) created when the owners registered the end of North Mill Road as their own property and effectively shut off access to and from the footpath. While it is true that the path is only a few tens of metres in length, its importance as a path linking many local communities cannot be overstated.

**3 History** – The history of the path goes right back to the Bledlow Enclosure Award of 1812 and is far too complicated to describe here but suffice to say that Footpath BCS81/1 was dedicated by the local farmer in the 1960s, and attached just outside Lydebrook, to the unmetalled end of North Mill Road. Sometime in 2014 the owners of Lydebrook started to put up signs claiming that the end of North Mill Road was private and this culminated in 2016/17 with correspondence between the owners and Bucks Council. Based upon that corres, the owners registered the end of North Mill Road as their land and started the process of blocking access from each end, thereby closing Footpath BCS81/1.

All this happened beyond the knowledge of the local community, and without reference to the PC until it became evident in late 2019, when I and two local people established an action group and stated to dig into the curious circumstances of the ownership transfer. We now have some 33 local families and more that 60 adults on our circulation list.

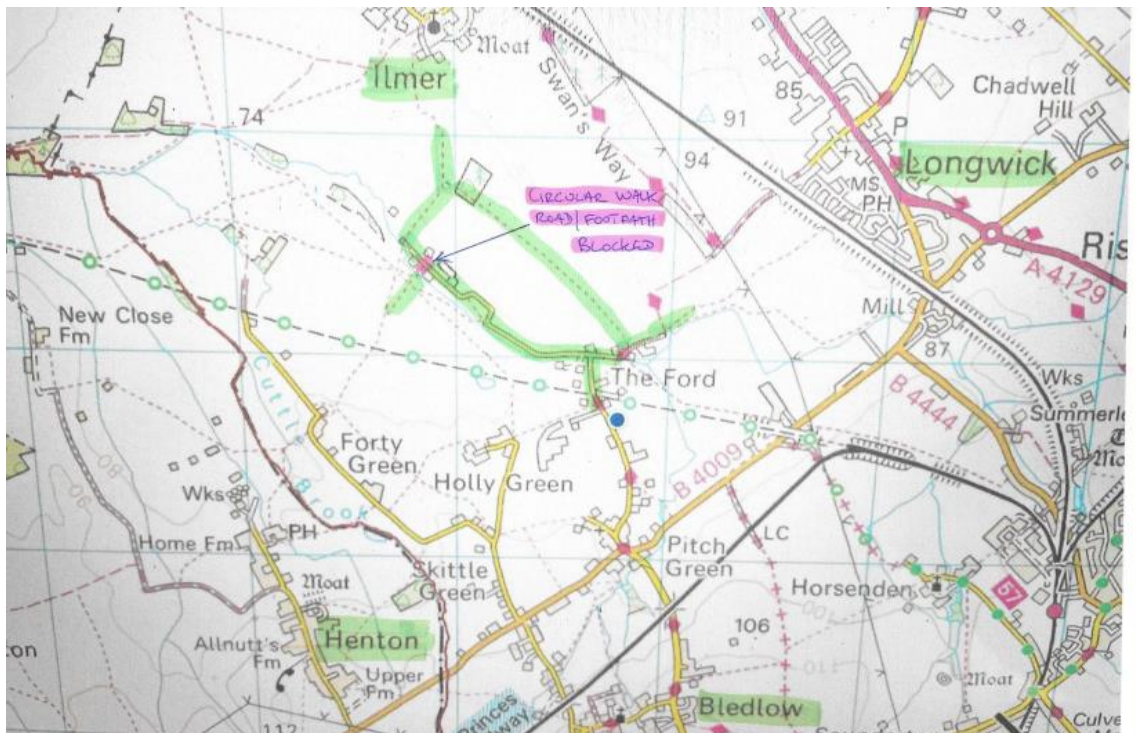
Following pressure from our group and Bledlow cum Saunderton PC, Bucks Council eventually accepted that they had made a mistake and undertook a protracted Definitive Map Modification Order (DMMO) Review. The DMMO Decision Report\*, published in March 2023, recommends that the Definitive Map be modified to show a 3 metre wide footpath across the gap, so allowing the public to walk between BCS81/1 and North Mill Road. Bledlow cum Saunderton PC have unanimously supported this recommendation, as have the vast majority of the local community.

Sadly, however, the solicitor acting for the owners of Lydebrook has challenged the DMMO Review recommendation, on the basis that there is no evidence of dedication and insufficient evidence of use, and the matter will go to public inquiry.

**4 Your Help** – given the location of the path, we know that many historic users will have walked from Longwick and Ilmer and we intend to circulate flyers in those areas to encourage more people to come forward in support of use of the path. However, given the nature of the legal challenge, we also need the support of Longwick cum Ilmer Parish Council and this paper seeks to gain that overt support.

If you would be good enough to support the DMMO Review recommendation, we the local community would be very grateful, and you would be helping to save a precious local footpath from loss.

Note: \*DMMO Decision Report can be made available.



**TO APPROVE LEGAL FEES FOR THE ADOPTION OF OWLSWICK VILLAGE GREEN**

The Clerk and Chairman met with Lightfoots Solicitors in Thames who had come recommended by a local Parish Council who had handled a similar project previously for them.

The solicitor has quoted £2.5-3K for a Memorandum of Sale / Understanding and then completion of the sale early next year.

**TO CONSIDER PERMANENT SPEEDWATCH SIGNAGE ON VILLAGE ENTRANCE GATES**

A request has been received to have a permanent Speedwatch sign on the Village Gates as you enter from Thame Road. If a permanent sign is placed on the gate then the planters will need to be relocated to the other side.

Costs for sign is below:

- Landscape: 600mm x 150mm = £26.56
- Landscape: 1000mm x 250mm = £57.26
- Landscape: 1200mm x 300mm = £75.10

- Portrait: 300mm x 420mm = £34.10
- Portrait: 420mm x 600mm = £53.11



**TO CONSIDER QUOTES TO MOVE / RELOCATE THE ROTUNDA**

I have contacted 6 companies to get quotes but either the job is too small or they have not responded so there is only one quote as per the below.

Quote 1:

Following your recent email, please find enclosed my quotation for work to your park in Longwick.

- Remove existing steel canopy and remove from site
- Leave area clean and tidy

Total Price                      £570.00 plus VAT

- Remove concrete pad that the steel canopy is sat on
- Reinststate ground and turf area
- Leave area clean and tidy

Total Price                      £580.00 plus VAT

- Reinststate the existing canopy with a new concrete base underneath within playing field
- Leave area clean and tidy

Total Price                      £1,848.00 plus VAT