



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 17th October 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.

90. Welcome and Apologies for Absence
91. To Receive any Declarations of Interest
92. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 19th September 2023
93. Update from Buckinghamshire Councillors
94. To receive Matters arising not otherwise on the Agenda for Information Only
95. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
96. To note accounts for payment in accordance with the budget
97. To note quarter two accounts
98. To consider a hiring policy for the playing field and possible hiring costs
99. To consider hiring a request from Pan - Disability (PD) Football group under the Risborough Rangers banner for use of the playing field
100. To discuss and decide whether to proceed with a review of our Neighbourhood Plan
101. To consider registering Owlswick Green Request as an Asset of Community Value
102. Playground Inspection: To ratify the Clerks decision under delegated authority to appointment The Play Inspection Company to carry out annual inspection of equipment
103. To consider a Community Engagement action plan
104. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
105. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
106. To consider agenda items for next meeting and confirm the date and time of the next Parish Council Meeting:
21st November 2023 at 7.30pm at Longwick Village Hall

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

11th October 2023



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 19th 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: Gary Hall
Sixteen members of the public

- A member of the public thanked the Parish Council for following up with Thames Valley Police regarding average speed cameras.
- A concern was raised with the July 2023 minutes. The Clerk confirmed that the minutes had been amended by the Clerk and that the correspondence received on this matter would not be dealt with within the meeting as per the email that had been sent confirming this.
- The speed of vehicles travelling down Bar Lane following the new tarmac which has been laid was raised. This will need to be addressed with Buckinghamshire Highways as they carried out the work,
- It was asked when the 1st Phase Proposals would be approved. The Parish Council is still awaiting confirmed costings from Buckinghamshire Highways but is actively chasing this.
- A resident asked when the public meeting would take place for residents to view the traffic survey results. The results are on the Parish Council website. If residents feel a public meeting is required this should be put in writing to the Clerk for the Parish Council to consider.
- It was requested that the Parish Council use CIL money to produce a Longwick Village Website for sharing information. It was requested that the resident put the request in writing to the Clerk for the Parish Council to consider.
- Concerns were raised by a resident regarding the level of community integration / innovation.
- The speed of vehicles travelling through the village was raised as a concern.

The Parish Council meeting started at 7.51pm

- 73. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. There were no apologies.
- 74. DECLARATIONS OF INTEREST:** None declared.
- 75. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 18th JULY 2023:** The minutes were approved by all Councillors and the minutes were signed.
- 76. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
- a. Cllr Hall reported that budgets are being looked at for next year at the moment Buckinghamshire Council is looking stable however, there are likely to be cuts.
 - b. Concerns were raised that road closure / diversion signs were not being removed after works completed or in the wrong place. Cllr Rogers to send through some examples of where this has happened and Cllr Hall with raise this issue with the relevant Cabinet Member.
Action: Cllr Hall
 - c. There are still concerns that grass cutting is not taking place within the 30mph speed limit areas. The clerk confirmed that these areas are not devolved to the Parish Council. Cllr Hall to follow up.
Action: Cllr Hall
 - d. Concerns were raised that the Parish Council has been requesting information / a meeting with the relevant Buckinghamshire Council Officer to discuss s.106 monies. There are concerns that funding could be lost or could be considered for future transport proposals however, a meeting has not been forthcoming. Cllr Hall will arrange a meeting with the Buckinghamshire Council Officer.
Action: Cllr Hall
- Cllr Hall left the meeting at 8pm.
- 77. TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
- a. Cllr Rogers reported that the Owlswick residents have formed a resident's association as they had been led to believe that the Village Green would be handed over to the Parish Council once building works had been completed at the Old Shoulder of Mutton however, the land is now being advertised as

a private green. It was agreed that the Parish Council would write to the planning department drawing attention to the Neighbourhood Plan which lists the green as a community green space.

78. PLANNING:

August planning application responses submitted under delegated authority due the Parish Council not meeting in the month of August.

23/06923/CTREE: Cozens Holdings Owlswick: No comment

23/06901/MINAMD: Twyn Elms Thame Road Longwick: For information only, no comment required

23/06996/CTREE: Meadle Farm Meadle Village Road: no comment

August change of status planning applications:

23/06518/CLP: 1 Jubilee Cottages Thame Road Longwick: Refuse certificate of proposed use

APP/K0425/W/22/3294482: Barn Longwick Mill Lower Icknield Way Longwick: Appeal allowed

23/06484/FUL: Mistlethrush Barn Rose Farm Thame Road Longwick: Application permitted

23/06483/FUL: The Cart Shed Rose Farm Thame Road Longwick: Application withdrawn

22/07563/FUL: Maccabee Kennels Bar Lane Owlswick: Application refused

22/07646/ADRC: Bumpers Farm Ilmer Lane Ilmer: Permit - detail reserved by condition

22/08044/ADRC: Bumpers Farm Ilmer Lane Ilmer: Permit - detail reserved by condition

23/06421/ADRC: Horsenden Manor Horsenden Lane: Permit - detail reserved by condition

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

APP/K0425/C/23/3325221: Saddleback Barn Lower Icknield Way Longwick: No comment required

PR202308-328821: Thame Road Layby, Thame Road, Longwick (replacing the existing trader at this location) – Street Trading Consent: No objection but a condition that the layby must be kept free of any litter and rubbish from the food van every day.

23/07055/CTREE: Lamb Cottage Owlswick: No comment - submitted under delegated authority

23/07174/CTREE: St Michaels Church Horsenden Lane: No comment - submitted under delegated authority

23/07185/ADRC: Land to South of Rose Farm Thame Road: For information only, no comment required

23/07248/MINAMD: Land to South of Rose Farm Thame Road: For information only, no comment required

23/07215/CTREE: 1 The Cottages Owlswick: No comment

23/07216/CTREE: 2 The Cottages Owlswick: No comment

23/07179/ADRC: Land to The South of Rose Farm Thame Road: For information only, no comment required

All comments were approved.

The following applications status has changed:

22/07389/CLP: Barn Cottage Horsenden Lane: Grant certificate - proposed development

22/07716/ADRC: Bumpers Farm Ilmer Lane Ilmer: Permit - detail reserved by condition

23/06432/ADRC: Rose Farm Thame Road Longwick: Part allow – part refuse

23/05954/FUL: Orchard View Stockwell Lane Little Meadle: Application permitted

23/06901/MINAMD: Twyn Elms Thame Road Longwick: Application permitted

23/06923/CTREE: Cozens Holdings Owlswick: Not to make a tree preservation order

79. TO NOTE AUGUST PAYMENTS MADE UNDER DELEGATED AUTHORITY:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£668.10		£668.10	Clerk Salary
HMRC	£87.20	£87.20		PAYE
Tracey Martin	£90.00	£90.00		Home Allowance 18 weeks
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
PKF Littlejohn	£420.00	£84.00	£504.00	Annual External Audit
PRTC	£1,338.67	£267.73	£1,606.40	Playing Field Grass Cutting and
Ilmer				
PRTC	£645.30	£129.06	£774.36	D/S Grass Cutting 27/07/23
PRTC	£406.30	£81.26	£487.56	D/S Grass Cutting 14,16,26th
June				
PRTC	£358.50	£71.70	£430.20	D/S Grass Cutting 18th May
Total	£4,157.07	£662.35	£4,819.42	
CashPlus Card				
Flags and Flagpoles	£37.95	£7.59	£45.54	Union Jack Flag

Direct Debits / Standing Orders

EDF Energy	£25.00	£25.00	Electricity monthly payment
Nest	£41.80	£41.80	Pension Contribution

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

Payee	Net	VAT	Gross	Comment
Tracey Martin	£667.90		£667.90	Clerk Salary
HMRC	£87.40		£87.40	PAYE
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
JR Sports Group	£450.00		£450.00	Play in the Park
PRTC	£693.10	£138.62	£831.72	D/S Grass Cutting 15&31/08/23
Total	£2,041.40	£167.22	£2,208.62	

Cashplus Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up

Direct Debits / Standing Orders

EDF Energy	£25.00	£25.00	Electricity monthly payment
Nest	£41.80	£41.80	Pension Contribution

The Clerk added that a late payment had been received for £60.00 for the Remembrance Service wreath. All payments were approved.

- 81. TO CONSIDER ADOPTING THE NW CHILTERN COMMUNITY GARDEN PROJECT:** Cllr McPherson reported that this is now withdrawn.
- 82. TO NOTE COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND CONFIRM NOTICE OF COMPLETION OF AUDIT:** Annual Governance and Accountability return noted and dates of completion of audit confirmed.
- 83. TO NOMINATE COUNCILLORS TO BE RESPONSIBLE FOR MONTHLY PLAYGROUND INSPECTIONS:** Cllr Barter and Cllr Myers volunteered and will split the duty on an alternate monthly basis. Clerk to circulate template inspection report. **Action: Cllr Clerk**
Cllr McPherson thanked the Councillors for volunteering.
- 84. TO CONSIDER A HIRING POLICY FOR THE PLAYING FIELD AND POSSIBLE HIRING COSTS:**
Deferred
- 85. TO CONSIDER OPTIONS FOR CUTTING OF GRASS / WEEDS UNDER THE FENCING BORDERING THE CAR PARK AT THE PLAYING FIELD:** The Clerk reported that the current contractor is unable to cut under the fencing without damaging it. It was agreed to get a quote for using safe pesticides to kill the grass and weeds.
- 86. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
The Clerk had received the following correspondence:
- The condition of the footpath outside the Shell garage on the Thame Road is being damaged by HGV's parking on the roadside. This has been reported on FixMyStreet but no action taken yet. The resident had suggested small posts or stones to deter parking. It was agreed the Clerk would write to the Local Area Technician copying in Buckinghamshire Councillors. **Action: Clerk**
 - Additional screening bordering the Millers Homes Development. Councillors raised this will Miller Homes at the opening of the development.
 - Antisocial behaviour at the playing field around the rotunda. The Clerk confirmed that Buckinghamshire Council have just launched some new guidance and Cllr McPherson is attending a briefing session on this. It was proposed that the rotunda could be relocated to a better lit area of the playing field which would be covered by the CCTV or alternatively completely removed from the playing field. Clerk to obtain quotes for both options. **Action: Clerk**
 - Installation of a turning mirror at Chestnut Way junction. The Clerk reported that she had discussed this with the Local Area Technician and Buckinghamshire Council do not consider turning mirrors as there is a strong sense that they can result in over reliance and if the factors mentioned also play a part, this can lead to even more issue with pulling from the junction than there was to begin with.

- 87. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr Rogers reported that the North West Chiltern Community Board Meeting and Walking and Cycling Provision had been attended.
 - b. Cllr McPherson provided an update on the Community Garden and Horse Therapy projects.
 - c. Cllr McPherson and Cllr Richards and met with the Senior Road Safety Team Leader for the Transport Proposal and are now awaiting costings.
 - d. Cllr Richards confirmed that he had met with Buckinghamshire Council Officers and Councillors regarding safety measures for the house at the corner as you enter into Meadle.
 - e. A meeting had taken place with Buckinghamshire Councillors to consider measures for traffic turning out of Wickfield to stop accidents and near misses. Proposals are being made.
- 88. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk
- 89. TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** The next meeting will be on Tuesday 17th October at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 8.41pm.

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

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£667.90		£667.90	Clerk Salary
HMRC	£87.40		£87.40	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
Total	£1,896.55	£28.60	£1,925.15	
Cashplus Card				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
<u>Direct Debits / Standing Orders</u>				
EDF Energy	£25.00		£25.00	Electricity monthly payment
Nest	£41.80		£41.80	Pension Contribution

TO NOTE QUARTER TWO ACCOUNTS:

Bank reconciliation below, accounts attached separately:

10 October 2023

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)

	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		421,498.40
	ADD		
	Receipts 01/04/2023 - 30/09/2023		167,618.15
			589,116.55
	SUBTRACT		
	Payments 01/04/2023 - 30/09/2023		30,902.39
A	Cash in Hand 30/09/2023 (per Cash Book)		558,214.16
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Skipton Building Society 30/09/2023	80,000.00	
	Charity Bank 30/09/2022	60,239.92	
	The Cambridge Building Society 30/09/2023	80,000.00	
	CashPlus 30/09/2023	422.61	
	Lloyds Savings Account 30/09/2023	67,551.33	
	Lloyds Current Account 30/09/2023	19,541.39	
	Hampshire Trust 30/09/2023	85,000.00	
	Nationwide 30/09/2023	80,000.77	
	Redwood 30/09/2023	85,000.00	
			557,756.02
	Less unrepresented payments		
			557,756.02
	Plus unrepresented receipts		458.14
B	Adjusted Bank Balance		558,214.16
	A = B Checks out OK		

PLAYGROUND INSPECTION: TO RATIFY THE CLERKS DECISION UNDER DELEGATED AUTHORITY TO APPOINTMENT THE PLAY INSPECTION COMPANY TO CARRY OUT ANNUAL INSPECTION OF EQUIPMENT

The Clerk has been informed by Buckinghamshire Council that they are no longer providing the Annual RoSPA service. As the report has usually been carried out by this time the Clerk contacted The Playground Inspection company who previously physically carried out the report and they provided a quote of £225. As the inspection is a requirement under delegated authority, I approved the quote.

TO CONSIDER A HIRING POLICY FOR THE PLAYING FIELD AND POSSIBLE HIRING COSTS

Playing Field Hiring report by Cllr Barter:

A number of Parish Council's hire out their playing fields, although most seem to have a community facility/pavilion (not a separate Village Hall) or have designated sports pitches.

I have found a couple that are similar to Longwick.
Hiring prices range from:

Weekend hire £200 - £350

Day hire £100 - £180

Half day hire £50

Hourly rate £23.00

For football clubs its £300 per year.

Dinton with Ford & Upton Parish Council only hire to residents of their parish. £250 refundable deposit is required with a voluntary donation towards the upkeep of the parish field.

All Parish Councils have a hire agreement, the stipulations vary between councils but can include:

- No fireworks/BBQs/ bonfires/bouncy castles.
 - Public liability insurance to the value of £5m
 - PAT Testing certificate if connecting to village hall electrics
 - Copies of notices/licences required for the event to be provided.
 - No glass
 - Assigning specific areas
 - No drones
 - No fly posting
-

TO CONSIDER HIRING THE PLAYING FIELD FOR USE BY A LOCAL FOOTBALL GROUP

I am looking to resurrect a Pan -Disability (PD) Football group under the Risborough Rangers banner and ideally, we would very much appreciate the Parish Council allowing us to use Longwick Playing Field for a weekly session. As discussed, you were kind enough to let us previously use the field and have access to the toilets in the Village Hall, for a number of years. As before we should only need a small area near to the garage and the impact on the field will be very light due to the size of the children and the type of sessions we would plan. Ideally a Saturday morning from 10am - 12noon would be envisaged.

Close by parking is also vital for those children with varying mobility issues and the play area provides a necessary diversion for those who need a break during the session. At all times the children will be under the close supervision of their parents and Club coaches.

I hope you will have time to discuss this at your next Parish Council meeting so please let me know if you have any immediate questions. The PD group does not have a start date but your permission will be very welcome news for all potential players and their families. I look forward to hearing from you

End

Clerk: Enquiries have made with the Village Hall also as toilets are required and the Village Hall have stated that they have bookings for the rest of this year but if this was to be next year and they are willing to pay for the 2 hours use then this wouldn't be an issue.

The only concern would be parking and how many spaces they would use as previously it has impacted on other bookings because the other booking has had nowhere to park.