



Longwick-cum-Ilmer
Parish Council

LONGWICK PARISH COUNCIL

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

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall
on Tuesday 16th July 2024 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.

48. Welcome and Apologies for Absence
49. To Receive any Declarations of Interest
50. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18th June 2024
51. Update from Buckinghamshire Councillors
52. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
53. To ratify the decision to approve the quote from Reids Playground Maintenance for playground repairs totally £585 + VAT
54. To ratify payments for June and to note July payments in accordance with the budget
55. To note Quarter 1 Accounts
56. To consider quote for establishing hedgehog tunnels in the fencing surrounding the playing field
57. To consider quote to repair hole in the fencing
58. To consider quote for cutting back the hedge around the playing field
59. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
60. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
61. To consider agenda items for next meeting and confirm the date of the next Parish Council meeting: As there is no Parish Council meeting in August the next meeting will be Tuesday 17th September 2024 at 7.30pm at Longwick Village Hall

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

10th July 2024

DRAFT MINUTES FOR APPROVAL:



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL HELD ON
TUESDAY 18TH JUNE 2024 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr McPherson BEM (Chairman), Cllr Myers (Vice Chairman), Brian Richards and Alex Barter Tracey Martin (Clerk)
Buckinghamshire Councillor: Gary Hall
No members of the public present

- 33. WELCOME AND APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Mark Molson, Cllr Rogers and Buckinghamshire Councillors Alan Turner and Matthew Walsh.
- 34. DECLARATIONS OF INTEREST:** None
- 35. APPROVAL OF MINUTES OF THE ANNUAL MEETING OF THE COUNCIL MEETING HELD TUESDAY 21ST MAY 2024:** The minutes were approved by all Councillors and it was **resolved** to approve the minutes and they were signed.
- 36. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR:**
- An update was provided on the matter of CIL funds expiring. Because of the delays from Bucks about our traffic proposals, and with some £125K due to be spent by Apr 2025, we are seeking a written agreement that Buckinghamshire Council will not claim these funds back out of the Parish.
 - Cllr Hall had received a complaint from residents of the Bellway Estate that as the road is not adopted the community bus service will not service them. It was agreed that the Clerk would write to Risborough Bus to confirm the reasoning behind this.
Action: Clerk
 - Equestrian signs have been installed in Owlswick and Meadle including Stockwell Lane.
 - Cllr Barter raised a concern on s.106 funds which do have an expiration date and which Buckinghamshire Council hold the money for but do not seem to be spending it on the projects which they had been allocated too. The Clerk stated that there had been an email detailing s.106 funds which developments the funds had come from, amount, how the funds should be spent and any expiration dates. Clerk will circulate email to Councillors and also send to Cllr Hall who will follow up with Buckinghamshire Council. **Action: Clerk**

Cllr Hall left the meeting

- 37. PLANNING:**
There have been no new planning applications since the last Parish Council meeting.

The following applications status has changed:

24/05659/FUL: 6 Walnut Tree Lane Longwick: Application Permitted
24/05497/FUL: Sarahs Cottage Thame Road: Application Withdrawn
24/05478/FUL: Woodbine Cottage Chestnut Way Longwick: Application Refused
24/05384/LBC: Woodbine Cottage Chestnut Way Longwick: Application Refused
24/05571/FUL: 32 Walnut Tree Lane Longwick: Application Permitted
24/05851/FUL: 8 The Green Longwick: Application Permitted
24/05943/FUL: Field View Barn Ilmer Lane Ilmer: Application Permitted

- 38. TO REVIEW INTERNAL AUDITOR RECOMMENDATIONS AND REPORT:**
- Reserves Policy:** This was previously drafted in 23/24 and was waiting for comment from the Internal Auditor, have resent again for comment.
 - Asset Control:** Title registers to be included to asset register
 - Investment Strategy:** This was previously drafted in 23/24 and was waiting for comment from the Internal Auditor, have resent again for comment.

Further recommendations:

- d. The Parish Council to undertake a review of effectiveness. Clerk will arrange.
- e. Training for Clerk and Councillors: recommendation is for a regular agenda item: It was felt that this was unnecessary and Councillors are informed of training courses available via email. A budget line will be added for training.
- f. Payments: all invoices to have a formal minute reference when the agreement to undertake the work or make the purchase has been made.
- g. Approved Works: All agreed decisions should include the details of the contractor / supplier. Clerk to ensure this is within the minutes.
- h. Long term agreements: Should be reviewed and formally minuted at least every three years to ensure the Council is obtaining best value for money.
- i. Budget setting: Ensure discussions take place within public meetings.
- j. Minutes: The word "Resolved" to be used in minutes for decisions. Clerk has noted and will use.
- k. Council corporate responsibility: No Councillor has individual decision-making powers. The only person who has authority is the Clerk as proper officer. This includes placing orders, arranging payments and discussions with contractors on behalf of the Council.
- l. Website: To consider moving to a .gov.uk domain. Clerk is currently investigating this.
- m. CCTV and GDPR: Council and Clerk to be aware of responsibilities regarding GDPR. Suggest GDPR awareness checklist: Clerk will circulate when available.

39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR):

- a. To consider, complete and approve section 1: Cllr McPherson read through each of the statements and it was **resolved** for the Chairman to sign section 1.
- b. To consider and approve section 2: It was **resolved** to approved section 2.
- c. To approve Elector Rights of Inspection dates commencing Monday 24th June 2024 and ending Friday 2nd August 2024: It was **resolved** to approve the inspection dates,

40. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS: The proposed Financial Regulations were discussed and it was **resolved** to adopt the Financial Regulations.
Clerk to update on the website. **Action: Clerk.**

41. TO REVIEW AND APPROVE THE COMMUNITY RESILIENCE PLAN: Subject to a couple of minor changes it was **resolved** to adopt the Community Resilience Plan. Clerk to update on the website.
Action: Clerk

42. TO CONSIDER NEIGHBOURHOOD PLAN GRANT FUNDING: The consultant supporting the Parish Council is currently preparing a grant funding application. It was also agreed that the Neighbourhood Plan needs updating. To be added to agenda for next meeting. **Action: Clerk**

43. TO CONSIDER QUOTE FOR CUTTING OF OWLSWICK VILLAGE GREEN WHEN IT IS ADOPTED: Since circulating the agenda our solicitor has received feedback that The Green will not be handed over until October 2025 so this will be deferred until next year.

44. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:

- a. Cllr McPherson had received an email from a resident regarding the church roof repairs at St Peters in Ilmer. It was confirmed that all funds relating to such repairs are held by the Church.
- b. Cllr Barter had inspected the fencing surrounding the playing field in relation to hedgehogs passing through and circulated photographs to Councillors. It was agreed that the Clerk will contact the local hedgehog sanctuary to enquire how many passing points there should be and how far apart. Once this information is received the Clerk will obtain quotes for the work and bring to the July meeting. **Action: Clerk**
- c. Cllr Barter had circulated photographs of a hole / damage to the fence which needs repairing. Clerk to obtain quotes and bring to the July meeting. **Action: Clerk**
- d. The Clerk presented a quote from Reids Playground Maintenance for a new zip wire seat and adjustments to some of the exercise equipment totalling £585 + VAT. It was resolved to accept the quote under delegated authority and ratify the decision at the next meeting.
- e. Cllr Myers had carried out a playground inspection and one of the picnic benches purchased in 2022 is falling apart. It was agreed that the Clerk will contact the company to enquire about warranty on the item.

Action: Clerk

45. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
46. **TO CONFIRM THE DATES AND TIME OF THE NEXT PARISH COUNCIL MEETING:**
Tuesday 16th July 2024, 7.30pm at Longwick Village Hall
47. **PAYMENTS:** Unfortunately, the Clerk had omitted from the agenda "To Note Payments". The following payments had been published with the meeting pack and circulated to Councillors and will be paid under Delegated Authority and reported at the next meeting.

Payee	Net	VAT	Gross	Description
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
Jane Olds	£350.00		£350.00	Internal Audit 23/24
RPM	£1,220.00	£244.00	£1,464.00	Bowl spinner repairs
Shield Maintenance	£169.22	£33.84	£203.06	Bin emptying
SLCC paid to BCSPC	£93.50		£93.50	Membership
J van Apeldoorn	£30.00	£6.00	£36.00	Plants for planters
Valerie McPherson	£7.89		£7.89	Expenses - Tea and Coffee
Standing Orders and Direct Debits				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
EDF	£48.00		£48.00	Electricity - Increase in DD
Nest	£44.84		£44.84	Pension Contribution

There being no further business the meeting closed 8.25pm

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

TO RATIFY THE DECISION TO APPROVE THE QUOTE FROM REIDS PLAYGROUND MAINTENANCE FOR PLAYGROUND REPAIRS TOTALLY £585 + VAT

QUOTE RPM/8110

Tracey Martin
Clerk, Longwick Parish Council

Date: 12th June 2024

Ref: Longwick Playing Field, HP27 9SG	Cost
Cableway RPM to replace 1 No. cableway seat complete with chain and cover	£350.00
Cross Trainer RPM to re-secure the loose footplate on the righthand side	£ 75.00
Parallel Bars RPM to re-secure the above item at both ends	£ 85.00
Balance Beam RPM to re-secure the center section where it joins the post	£ 75.00
Quotes issued will be valid for a period of 3 weeks only due to rising cost in materials	
All prices quoted are subject to VAT	

TO RATIFY DECISION TO MAKE JUNE PAYMENTS MADE UNDER DELEGATED AUTHORITY

Payee	Net	VAT	Gross	Comment
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
Jane Olds	£350.00		£350.00	Internal Audit 23/24
RPM	£1,220.00	£244.00	£1,464.00	Bowl spinner repairs
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J van Apeldoorn	£30.00	£6.00	£36.00	Plants for planters

Cashplus Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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Directs Debits / Standing orders

EDF	£48.00		£48.00	Electricity
Nest	£44.85		£44.85	Pension Contribution

JULY PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin emptying
Tracey Martin	£230.00		£230.00	Home Allowance (46 weeks)
Daniel Hounslow	£500.00		£500.00	Clearing Trees
RPM	£585.00	£117.00	£702.00	Playground Repairs
PRTC	£408.32	£81.66	£489.98	Devolved Services Grass Cutting
Total	£2,702.99	£232.50	£2,935.49	

Cashplus Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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Directs Debits / Standing orders

EDF	£48.00		£48.00	Electricity
Nest	£44.85		£44.85	Pension Contribution

Receipts

Bucks Council	£60.00		£60.00	Hire of playing field
Resident	£30.00		£30.00	Hire of playing field

QUARTER 1 ACCOUNTS

9 July 2024 (2024-2025)

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 30/06/2024			
	Cash in Hand 01/04/2024		646,059.59
	ADD Receipts 01/04/2024 - 30/06/2024		44,801.20
			690,860.79
	SUBTRACT Payments 01/04/2024 - 30/06/2024		10,547.74
A	Cash in Hand 30/06/2024 (per Cash Book)		680,313.05
Cash in hand per Bank Statements			
	Petty Cash 30/06/2024	0.00	
	Redwood 30/06/2024	85,000.00	
	Nationwide 30/06/2024	80,000.77	
	Hampshire Trust 30/06/2024	85,637.52	
	Lloyds Current Account 30/06/2024	139,160.09	
	Lloyds Savings Account 30/06/2024	68,205.77	
	CashPlus 30/06/2024	343.99	
	The Cambridge Building Society 30/06/2024	80,912.22	
	Charity Bank 30/06/2024	61,215.63	
	Skipton Building Society 30/06/2024	80,000.00	
			680,475.99
	Less unrepresented payments		637.52
			679,838.47
	Plus unrepresented receipts		474.58
B	Adjusted Bank Balance		680,313.05
A = B Checks out OK			

TO CONSIDER QUOTE FOR ESTABLISHING HEDGEHOG TUNNELS IN THE FENCING SURROUNDING THE PLAYING FIELD

D Hounslow has quoted £100 to include cutting holes and inserting downpipes.

TO CONSIDER QUOTE TO REPAIR HOLE IN THE FENCING

Recommendation and quote from D Hounslow: I think we need to put a panel in that slot, this will also stop people dumping waste there. Quote: £200

TO CONSIDER QUOTE FOR CUTTING BACK THE HEDGE AROUND THE PLAYING FIELD

D Hounslow was approached by some residents when cutting back some of the trees that that the hedge around the field needs some maintenance as it is obstructing some of the dog bins, and brambles are hanging down. He has cut around the bins already but the the whole hedge could do with tidied up:

Quote: £500