



*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 18<sup>th</sup> June 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.

33. Welcome and Apologies for Absence
34. To Receive any Declarations of Interest
35. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 21<sup>st</sup> May 2024
36. Update from Buckinghamshire Councillors
37. Planning Applications:
  - a. To consider and approve comments for New Planning Applications
  - b. To Receive Notice of Planning Applications Approved and Refused
38. To review Internal Auditor recommendations and report
39. Annual Governance and Accountability Return (AGAR)
  - To consider, complete and approve section 1
  - To consider and approve section 2
  - To approve Elector Rights of Inspection dates commencing Monday 24<sup>th</sup> June 2024 and ending Friday 2<sup>nd</sup> August 2024
40. Review and adoption of Financial Regulations
41. To review and approve the Community Resilience Plan
42. To consider Neighbourhood Plan Grant Funding
43. To consider quote for cutting of Owlswick Village Green when it is adopted
44. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
45. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
46. To consider agenda items for next meeting and confirm the date of the next Parish Council meeting: 16<sup>th</sup> July 2024 at 7.30pm at Longwick Village Hall

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

**11<sup>th</sup> June 2024**

**DRAFT MINUTES FOR APPROVAL:**



*Longwick-cum-Ilmer  
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON  
TUESDAY 21<sup>ST</sup> MAY 2024 AT 7.30PM AT LONGWICK VILLAGE HALL**

**PRESENT:** Cllr McPherson BEM (Chairman), Cllr Myers (Vice Chairman), Jane Rogers, Brian Richards, Alex Barter and Mark Molson  
Tracey Martin (Clerk)  
Buckinghamshire Councillor: Alan Turner  
No members of the public present

- 12. ELECTION OF THE CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Molson proposed Cllr McPherson and Cllr Rogers seconded. A vote was taken and all Councillors were in favour and it was **resolved** to elect Cllr McPherson as Chairman.
- 13. ELECTION OF THE VICE CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Molson proposed Cllr Myers and Cllr Rogers seconded. A vote was taken and all Councillors were in favour and it was **resolved** to elect Cllr Myers as Vice Chairman.
- 14. WELCOME AND APOLOGIES FOR ABSENCE:** Apologies were received from Buckinghamshire Councillors: Gary Hall and Matthew Walsh.
- 15. DECLARATIONS OF INTEREST:** None
- 16. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 16<sup>TH</sup> APRIL 2024:** The minutes were approved by all Councillors and the minutes were signed.
- 17. TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES / GROUPS:**
  - a. Community Boards: Cllr McPherson and Cllr Rogers will continue.
  - b. Monks Risborough and Princes Risborough Parochial Charities: Not required at this stage.
- 18. REVIEW AND ADOPTION OF THE FOLLOWING POLICIES:**
  - a. Standing Orders: It was **resolved** to adopt the Standing Orders.
  - b. Financial Regulations: Defer to June 2024 due to the new NALC Financial Regulations.
  - c. Risk Assessment: It was **resolved** to adopt the Risk Assessment.
  - d. Scheme of Delegation: It was **resolved** to adopt the Scheme of Delegation.
  - e. Privacy Impact Assessment – Longwick Playing Field CCTV System: Previous Councillor will be removed and Cllr Molson will be added and training provided. It was **resolved** to adopt the Privacy Impact Assessment.
- 19. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR:**
  - a. Cllr Turner confirmed that he still holds the position of Chairman of the Strategic Sites Committee and is also a member of the Health & Social Care Committee and Rights of Way Committee. Cllr Walsh is now Chairman of the Health and Social Care Committee. Cllr Hall continues his role as Deputy Cabinet Member for Enforcement.
  - b. Cllr Turner had received a request from an Ilmer resident and had a meeting onsite regarding heavy goods vehicles attending Bumpers Farm but following the wrong signage. It has been suggested that additional signage is installed with an arrow pointing deliveries in the correction direction.
  - c. Cllr Walsh has escalated the Clerks request for clarification on how far along projects need to be when allocating CIL contributions to projects.

- d. Buckinghamshire Councillors attended the appeal for Orchard View Farm, the decision was unanimous and the officer's decision overturned and the application permitted.
- e. Cllr McPherson had passed on an enquiry to Cllr Turner regarding the BT box on Thame Road which is causing vibration issues. Cllr Turner is trying to arrange a meeting onsite.
- f. Cllr Richards raised a concern with the high conifers on Thame Road. Cllr Richards to send photos and location details through to the Clerk who will follow the devolved services process.  
The question was raised as to whether the trees have TPO's on. The Clerk will discuss with the Local Area Technician however, the process still needs to be followed. **Action: Cllr Richards/Clerk**
- g. Cllr Rogers raised a concern with a large pot hole in Owlswick which is believed to have been caused by a developer. Cllr Turner stated if it is on highways then it would be the responsibility of Bucks Highways and if they feel it has been caused by an outside body, they will require that the developer make it good.

**20. PLANNING:**

The following new applications were discussed:

24/05851/FUL: 8 The Green Longwick: No comment

24/05943/FUL: Field View Barn Ilmer Lane Ilmer: No comment

24/06040/ADRC: Armour Farm Stockwell Lane Little Meadle: For information only, no comment required

24/06165/CTREE: Old Thatch Meadle Village Road Meadle: Longwick cum Ilmer Parish Council has no comments to make on this application and would leave the decision down to the arboriculturist.

24/06111/FUL: Chestnut Farm Chestnut Way Longwick: No comment

24/06112/LBC: Chestnut Farm Chestnut Way Longwick: No comment

It was **resolved** to approve the above comments.

The following applications status has changed:

APP/K0425/C/23/3325221: Saddleback Barn Lower Icknield Way Longwick: Appeal is allowed

24/05385/FUL: Armour Farm Stockwell Lane Little Meadle: Application permitted

23/07407/FUL: Chadwell Hill Farm Lower Icknield Way: Application permitted

24/05485/FUL: 6 Sawmill Road Longwick: Application refused

- 21. TO CONSIDER ESTABLISHING A PLANNING COMMITTEE:** Following discussions on whether it should be a committee or Working Group Cllr Myers proposed a Working Group and Cllr Molson seconded and it was **resolved** to adopt a Working Group with the following members: Cllr Rogers, Cllr Richards, Cllr Myers and Cllr Molson. Cllr Barter will attend as and when possible.

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

Payee	Net	VAT	Gross	Comment
Tracey Martin	£712.05		£712.05	Clerk Salary
HMRC	£98.40		£98.40	PAYE
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
PRTC	£510.40	£102.08	£612.48	Devolved Grass cutting
<b>Total</b>	<b>£1,463.85</b>	<b>£130.68</b>	<b>£1,594.53</b>	

All payments were approved.

**CashPlus Card**

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£54.16	£10.83	£64.99	Shredder

**Direct Debits / Standing Orders**

EDF Energy	£48.00		£48.00	Electricity monthly payment
Nest	£44.85		£44.85	Pension Contribution

**Receipts:**

Bucks Council	£3,484.85		£3,484.85	Devolved Services
Bucks Council	£18,155.32		£18,155.32	CIL Old Berkeley House

- 23. TO NOTE YEAR END ACCOUNTS:** Year-end accounts were noted and accepted by all Councillors and Cllr Richards confirmed he had carried out end of year check of the accounts.
- 24. REVIEW OF 2024-2025 ASSET REGISTER:** It was **resolved** to accept the asset register subject to agenda item 27 being approved the defibrillators would need to be added including the one in Ilmer.

25. **TO APPROVE RECCURRING PAYMENTS AND CONTRACTORS FOR 24-25:** Councillors *resolved* to accept the following payments and contractors:

Shield Maintenance	Bin Emptying	£170-£200 per month
PRTC	Devolved Services	£25.52 hourly rate
PRTC	Playing Field Grass & Ilmer	£5000 per annum
BMKALC	Subs	£400 per annum
Scribe	Accounts Software	£600 per annum
PKF Littlejohn	External Audit	£650 per annum
Jane Olds	Internal Audit	£250-300 per annum
EDF Energy	Electricity	£48 per month
The Play Inspection Company	Annual RoSPA	£55 per annum
Chiltern Society	Footpath Clearance	£750 per annum
Clear Insurance	Insurance	£950 per annum
Everything Figures	Payroll Processing	£150 per annum

Approved Contractors:

Handymen: Danny Hounslow

Duckworth Arboriculture for tree surveys

Oxford Oak for tree works

For works up to £1,000 the Clerk has delegated authority to approve works with these Contractors, this will be reported by the Clerk immediately and at the next Full Council meeting

26. **TO REVIEW AND APPROVE COSTINGS FOR ROUNDELS AND OTHER RECOMMENDATIONS FROM THE TRANSPORT PROPOSAL:** Discussions were had and it was *resolved* not to proceed with the roundels as it is not part of the 1<sup>st</sup> part of the Transport Proposal. Cllr McPherson will respond to Buckinghamshire Council informing them of the decision.

**Action: Cllr McPherson**

27. **TO CONSIDER THE ADOPTION OF TWO DEFIBRILLATORS IN THE PARISH:** The Parish Council has been approached to take ownership of two defibrillators in the Parish. Following discussions Councillors resolved to adopt the two defibrillators which will be added to the Parish Council asset register at a value of £1 but will be insured for their purchase value. Clerk to add to asset register and insurance policy.

**Action: Clerk**

28. **TO CONSIDER PRODUCING A COMMUNITY ENGAGEMENT SURVEY:** Following discussions it was *resolved* to proceed with a Community Engagement Survey specifically focussing on how residents would like to engage with the Parish Council. It was agreed it will be digital survey with a few copies in the shop for those that do not have online access. Cllr Molson and the Clerk will coordinate a survey which will be approved by Cllrs before distributing.

**Action: Cllr**

**Molson / Clerk**

An update was received on the recent drop-in session which took place on 18<sup>th</sup> May. Numbers were down however; it was *resolved* to carry out one more session later in the year.

29. **TO CONSIDER QUOTE FOR REMOVAL OF DEAD ELMS IN THE HEDGEROW AT THE PLAYING FIELD:** Councillors *resolved* to approve the quote from D Hounslow at a total cost of £500.

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

a. The Clerk had received correspondence from a resident regarding a hedgehog which had sadly died whilst passing through the fence between the school and the car park. It was established that this fence belongs to the school and the Clerk will inform the resident of this. Discussions were had on the fencing which borders the Wickfields site as it is believed it is a similar fence and therefore could be an issue. Cllr Barter will look at the fencing as to how deep it is etc. The possibility of tunnels through or under the fencing were discussed and it was agreed that if required the Clerk obtain quotes pending further information from Cllr Barter.

**Action: Cllr Barter / Clerk**

b. Discussions were on recent emails which had been exchanged between some members of the Parish Council and the Village Hall amid questions about the land surrounding the Village Hall. Councillors agreed that definitive clarification is required on the Custodian Trustee status, the trust deeds and the area of land which is covered and it was *resolved* for the Clerk to contact Lightfoot's Solicitors who originally were involved with the Trust Deed for further clarification. A budget has been allocated of £1,000. **Action: Clerk**

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

32. **TO CONFIRM THE DATES AND TIMES OF PARISH COUNCIL MEETING FOR THE ENSUING YEAR:**  
**The Parish Council meet on the third Tuesday of the month at Longwick Village Hall starting at 7.30pm**

Tuesday 18th June 2024

Tuesday 16th July 2024

August – no meeting

Tuesday 17th September 2024

Tuesday 15th October 2024

Tuesday 19th November 2024

Tuesday 17th December 2024

Tuesday 21st January 2025

Tuesday 18th February 2025

Tuesday 18th March 2025

Tuesday 15th April 2025 - Annual Meeting of the Parish will be held prior to the ordinary Parish Council meeting on 15th April 2025 at Longwick Village Hall starting at 7pm.

Tuesday 20th May 2025 - The May meeting will be the Annual Meeting of the Council

There being no further business the meeting closed at 9.10pm

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

**PAYMENTS FOR APPROVAL**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Comment</b>
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
<b><u>Cashplus Card</u></b>				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
<b><u>Directs Debits / Standing orders</u></b>				
EDF	£48.00		£48.00	Electricity - Increase in DD
Nest	£44.85		£44.85	Pension Contribution

## **TO REVIEW INTERNAL AUDITOR RECOMMENDATIONS AND REPORT**

Full report attached separately.

Recommendations and actions:

1. **Reserves Policy:** This was previously drafted in 23/24 and was waiting for comment from the Internal Auditor, have resent again for comment.
2. **Asset Control:** Title registers to be included to asset register
3. **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:

4. The Parish Council to undertake a **review of effectiveness**. Clerk will arrange
5. **Training** for Clerk and Councillors: recommendation is for a regular agenda item which the Clerk feels is unnecessary and Councillors are informed of training courses available. Budget line to be added for training.
6. **Payments:** all invoices to have a formal minute reference when the agreement to undertake the work or make the purchase has been made.
7. **Approved Works:** All agreed decisions should include the details of the contractor / supplier. Clerk to ensure this is within the minutes
8. **Long term agreements:** Should be reviewed and formally minutes at least every three years to ensure Council is obtaining best value for money.
9. **Budget setting:** Ensure discussions take place within public meetings.
10. **Minutes:** The word "Resolved" to be used in minutes for decisions. Clerk has noted and will use.
11. **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.
12. **Website:** Consider moving to a .gov.uk domain. Clerk is currently investigating this.
13. **CCTV and GDPR:** Council and Clerk to be aware of responsibilities regarding GDPR. Suggest GDPR awareness checklist – Clerk to circulate.

**TO CONSIDER QUOTE FOR CUTTING OF OWLSWICK VILLAGE GREEN WHEN IT IS ADOPTED:**

PRTC are unable to take on this work due to time restraints and the work being completed on a different schedule to other areas in the Parish.

G Spratt currently carries out work for the Clerk in another Parish and will also be looking to quote for Ilmer and the playing fields.

To Longwick cum Ilmer Parishes Council		
Quotation		
To cut the grass on the Green at Owlswick,		
£75 - Per Cut		