



*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**

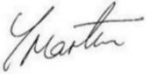
You are hereby summoned to the Annual Meeting of the Council taking place at Longwick Village Hall on Tuesday 21st May 2024 at 7.30pm.

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.

12. Election of the Chairman to the Council and to receive the Chairman's Declaration of Acceptance of Office
13. Election of the Vice-Chairman to the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office
14. Welcome and Apologies for Absence
15. To Receive any Declarations of Interest
16. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 16th April 2024
17. To appoint representatives on the under mentioned bodies / groups:
 - a. Community Boards
 - b. Monks Risborough and Princes Risborough Parochial Charities
18. Review and adoption of the following policies:
 - a. Standing Orders
 - b. Financial Regulations
 - c. Risk Assessment
 - d. Scheme of Delegation
 - e. Privacy Impact Assessment – Longwick Playing Field CCTV System
19. Update from Buckinghamshire Councillors
20. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
21. To consider establishing a planning committee
22. To note accounts for payment in accordance with the budget
23. To note Year End accounts
24. Review of 2024-2025 Asset Register
25. To approve reoccurring payments and contractors for 24-25
26. To review and approve costings for roundels and other recommendations from the Transport Proposal
27. To consider the adoption of two defibrillators in the Parish
28. To consider producing a Community Engagement Survey
29. To consider quote for removal of dead elms in the hedgerow at the playing field

30. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
31. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
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



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

15th May 2024



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 16TH APRIL 2024 AT 7.45PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Myers (Vice Chairman), Jane Rogers, Brian Richards, Alex Barter and Mark Molson
Tracey Martin (Clerk)

Five members of the public in attendance

150. WELCOME AND APOLOGIES FOR ABSENCE: Apologies were received from Cllr Val McPherson BEM (Chairman). Cllr Myers chaired the meeting in Cllr McPhersons absence and welcomed all to the meeting. Buckinghamshire Councillors: Alan Turner, Gary Hall and Matthew Walsh

151. DECLARATIONS OF INTEREST: Cllr Richards declared an interest in planning application 24/05701/FUL and will refrain from voting.

152. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 19TH MARCH 2024: The minutes were approved by all Councillors and the minutes were signed.

153. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR: Report given within Annual Meeting of the Parish.

154. PLANNING:

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

24/05485/FUL: 6 Sawmill Road Longwick: No comment

24/05497/FUL: Sarahs Cottage Thame Road: No comment however, query whether there should also be a listed building consent application.

24/05616/FUL: Maccabee Kennels Bar Lane Owlswick: Objection

24/05384/LBC: Woodbine Cottage Chestnut Way: No comment

24/05659/FUL: 6 Walnut Tree Lane Longwick: No comment

24/05701/FUL: Appletrees Meadle Village Road Meadle: No comment

24/05571/FUL: 32 Walnut Tree Lane Longwick: No comment

24/05758/FUL: Land Adjacent to Andersons Farm Thame Road: Objection

The following applications status has changed:

24/05134/TPO: Rose Farm Thame Road Longwick: Application permitted

23/05738/FUL: OS Parcel 4060 Thame Road Longwick: Application refused

23/07561/ADRC: Rose Farm Thame Road: Refuse detail reserved by condition

23/08083/ADRC: Bumpers Farm Ilmer Lane Ilmer: Permit detail reserved by condition

24/05355/FUL: 25 Wickfields Longwick: Application permitted

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

Payee	Net	VAT	Gross	Comment
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
PRTC	£47.80	£9.56	£57.36	Sign cleaning
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
BMKALC	£295.47		£295.47	Annual Subs
PRTC	£1,715.60	£343.12	£2,058.72	Grass cutting playing field
Everything Figures	£125.00	£25.00	£150.00	Payroll Processing
Orchard View Farm	£72.79	£14.56	£87.35	Room hire for meeting
Brian Richards meeting	£10.85		£10.85	Mileage / Parking - Bucks
Total	£3,220.96	£420.84	£3,641.80	

The Clerk presented an additional invoice from D Hounslow for playground maintenance works at a total cost of £1,950. The works will be completed by the end of the week and once completed Cllr Myers will inspect the works and if all is completed satisfactorily the payment will be processed.

All payments were approved.

CashPlus Card

GiffGaff £5.00 £1.00 £6.00 Mobile Top Up

Direct Debits / Standing Orders

EDF Energy £48.00 £48.00 Electricity monthly payment
Nest £44.85 £44.85 Pension Contribution
ICO £35.00 £35.00 Data protection fee

Receipts:

Bucks Council £17,646.66 £17,646.66 Precept

- 156. **TO REVIEW AND UPDATE THE BANK MANDATE:** It was resolved to add Cllr Molson to the bank mandate.
- 157. **TO RECEIVE A REPORT ON THE TRANSPORT 1ST PHASE PROPOSAL:** Discussions were had on the locations of 30mph roundels and also horse signs. As there is a cost involved this will be added to the May agenda for approval.
- 158. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
 - a. Discussions were had on the incident which had taken place on the playing field with a dog which appeared to be out of control and chasing children. The dog is currently in training and it was agreed to report the incident to the organisation. Discussions were also had on whether all dogs should be kept on leads which would require a byelaw, the Clerk will look into how this can be achieved and enforced and will also make contact with the dog warden to discuss how further incidents of this nature can be prevented / minimised. The Clerk will post on Facebook and the website requesting that dogs are kept under control and where necessary on a lead.
Action: Clerk
- 159. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
 - a. Cllr Molson reported that he had attended a Buckinghamshire Council bio-diversity session. Once he has received the post workshop information he will circulate to Councillors.
 - b. Cllr McPherson and Cllr Richards had attended a meeting on 28th March 2024 with senior Buckinghamshire Council Officers and the Risborough Ward Councillors to discuss the Transport 1st Phase Proposal.
- 160. **TO CONSIDER AGENDA ITEMS AND CONFIRM THE DATES AND TIMES OF THE NEXT MEETING:**
Send agenda items through to the Clerk via email. Tuesday 21st May 2024 at Longwick Village Hall – Annual Meeting of the Council starting at 7.30pm.

There being no further business the meeting closed at 8.33pm

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

TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES / GROUP

Community Boards – Current members are Cllr McPherson and Cllr Rogers
Monks Risborough and Princes Risborough Parochial Charities – The Clerk is awaiting a response as to whether this is required.

REVIEW AND ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS RISK ASSESSMENT, SCHEME OF DELEGATION AND CCTV POLICY:

Standing Orders: No updates to previous version

<https://www.longwickcumilmer.org.uk/Media/Policies/Standing%20Orders%20May%202023.pdf>

Financial Regulations: No updates to previous version however, the Clerk has received the new version from NALC which require some amending so suggest accepting current version and will review at June meeting or just deferring to June meeting.

<https://www.longwickcumilmer.org.uk/Media/Meetings/Minutes/Longwick%20Financial%20Regulations%20-%20Oct%202020.pdf>

Risk Assessment: No updates to previous version.

<https://www.longwickcumilmer.org.uk/Media/Policies/Parish%20Council%20Risk%20Assessment.pdf>

Scheme of delegation: No updates to previous version

<https://www.longwickcumilmer.org.uk/Media/Policies/Scheme%20of%20Delegation%20Dec%2021.pdf>

Privacy Impact Assessment - Longwick Playing Field CCTV System: Amendment required to remove previous Councillor and approval of the addition of Cllr Molson

<https://www.longwickcumilmer.org.uk/Media/Policies/Longwick-Cum-Ilmer%20CCTV%20PIA%20-%20Redacted.pdf>

TO CONSIDER ESTABLISHING A PLANNING COMMITTEE

The Clerk has received a request to consider establishing a planning committee.

Considerations for this would be that a meeting room would need to be booked and as it is a committee agendas would need to be published with the usual 3 clear days' notice and formal minutes produced.

PAYMENTS FOR APPROVAL

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

Cashplus Card

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

Directs Debits / Standing orders

EDF	£48.00		£48.00	Electricity - Increase in DD
Nest	£44.85		£44.85	Pension Contribution

Receipts

Bucks Council	£17,646.66		£17,646.66	Precept
Bucks Council	£3,484.85		£3,484.85	Devolved Services
Bucks Council	£18,155.32		£18,155.32	CIL Old Berkeley House

TO NOTE YEAR END ACCOUNTS

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 31/03/2024		
	Cash in Hand 01/04/2023		421,498.40
	ADD Receipts 01/04/2023 - 31/03/2024		274,508.61
			696,007.01
	SUBTRACT Payments 01/04/2023 - 31/03/2024		49,947.42
A	Cash in Hand 31/03/2024 (per Cash Book)		646,059.59
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Redwood 31/03/2024	85,000.00	
	Nationwide 31/03/2024	80,000.77	
	Hampshire Trust 31/03/2024	85,637.52	
	Lloyds Current Account 31/03/2024	105,028.42	
	Lloyds Savings Account 31/03/2024	67,985.18	
	CashPlus 31/03/2024	426.98	
	The Cambridge Building Society 31/03/2024	80,000.00	
	Charity Bank 31/03/2024	61,215.63	
	Skipton Building Society 31/03/2024	80,000.00	
			645,294.50
	Less unrepresented payments		637.52
			644,656.98
	Plus unrepresented receipts		1,402.61
B	Adjusted Bank Balance		646,059.59
	A = B Checks out OK		

Longwick-cum-Ilmer Parish Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
CIL								
CIL 19/20 : Spend by Mar 25			218,930.42	14,985.68	500.00		218,930.42	63,006.66
CIL 20/21: Spend by Mar 26			120,964.53				120,964.53	
CIL 21/22: Spend by Mar 27			45,486.65				45,486.65	
CIL 22/23: Spend by Mar 28					65,678.34			
CIL 23/24: Spend by Mar 29		217,684.66						
SUB TOTAL		217,684.66	385,381.60	14,985.68	66,178.34		385,381.60	63,006.66
Community Expenses								
Bin Emptying			2,880.00	1,716.00			2,880.00	1,716.00
Playground Risk Assessment			45.00	225.00			45.00	48.50
Playground Repairs / Maintenance			3,000.00	2,765.00			3,000.00	1,990.00
Devolved Services			3,195.06	3,067.70			3,195.06	2,822.06
Maintenance			9,000.00	4,257.31			9,000.00	14,469.31
Grass / Hedges			2,500.00	3,346.67			2,500.00	2,006.00
Trees								4,030.00
SUB TOTAL			20,620.06	15,377.68			20,620.06	27,081.87
Grants and Donations								
Grants and Donations			4,000.00	76.37			4,000.00	249.09
SUB TOTAL			4,000.00	76.37			4,000.00	249.09
Office and Basic Admin								
Clerk Salary			6,243.82	8,489.28			6,243.82	7,172.36
HMRC / Pension			700.00	1,715.96			700.00	982.85
Home Working Allowance			260.00	110.00			260.00	260.00
Payroll / Accountancy Fee's			300.00	125.00			300.00	175.00
Audit Fees			566.50	670.00			566.50	550.00
Village Halls for Meetings			150.00	255.00			150.00	230.00
Elections								
Insurance			850.27	907.70			850.27	895.69
Staff Training			200.00	153.25			200.00	125.00
Newsletter			2,200.00	1,011.78			2,200.00	1,858.47
Website / Emails			129.99	129.99			129.99	129.99
Electricity			250.00	357.54			250.00	288.63
CCTV SIM Rental			300.00				300.00	
Chairmans Allowance			200.00	150.00			200.00	242.88
Misc Admin Expenses			2,000.00	429.94			2,000.00	176.48

Longwick-cum-Ilmer Parish Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Subs (NALC, SLCC etc)			269.85	382.42			269.85	398.16
Mobile Top Up			72.00	60.00			72.00	65.00
Accounts Software			485.00	345.60				830.60
SUB TOTAL			15,177.43	15,293.46			14,692.43	14,381.11
Projects								
Playground Equipment Under 5's								
Compliant Website								
Jubilee Celebrations			3,000.00	200.00			3,000.00	3,326.07
Play Around the Parishes			381.00	450.00			381.00	381.00
SUB TOTAL			3,381.00	650.00			3,381.00	3,707.07
Receipts								
Precept	30,250.00	34,582.98			30,250.00	31,843.94		
CIL Receipts								
Devolved Services BCC	3,747.14	4,034.71			3,747.14	4,299.08		
Grants								
VAT Refund	4,000.00				4,000.00			
Bank Interest	100.00	8,997.20			100.00	3,791.33		
Misc Receipts						147.90		
SUB TOTAL	38,097.14	47,614.89			38,097.14	40,082.25		
NET TOTAL	38,097.14	265,299.55	428,560.09	46,383.19	38,097.14	106,260.59	428,075.09	108,425.80
V.A.T.		9,209.06		3,564.23		6,185.84		9,209.06
GROSS TOTAL		274,508.61		49,947.42		112,446.43		117,634.86

Longwick-cum-Ilmer Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Benches	21/22	2,577.00	2,577.00	Longwick Playing Field			
Benches Old x 6- Nominal			6.00	Longwick Playing Field			
Bins Old x 9 - Nominal			9.00	Longwick Playing Field			
CCTV	20/21	5,139.15	5,139.15	Longwick Playing Field			
Fencing Childrens Playarea	20/21	13,750.00	13,750.00	Longwick Playing Field			
Garage	17/18	4,545.32	4,545.32	Longwick Playing Field			
Ilmer Green - Nominal			1.00	Ilmer			
Litter Bin	December 2024	170.16	170.16	Longwick Playing Field			
Litter Bins	17/18	390.00	390.00	Longwick Playing Field			
MUGA	19/20	20,032.37	20,032.37	Longwick Playing Field			
Noticeboards x 2	20/21	2,675.68	2,675.68	Walkers Road &			
Outdoor Fitness Equipment	19/20	16,109.20	16,109.20	Longwick Playing Field			
Playground Equipment	17/18	33,365.63	33,365.63	Longwick Playing Field			
Playing Field - Nominal			1.00	Longwick Playing Field			
Pond - Nomina;			1.00	Ilmer			
Signs	19/20	399.80	399.80	Longwick Playing Field			
Signs Old x 2 - Nominal			2.00	Longwick Playing Field			
Sports Panels Kompan	19/20	5,060.17	5,060.17	Longwick Playing Field			
VAS	18/19	5,000.00	5,000.00	Thame Road			
War Memorial - Nominal			1.00	Thame Road			
		109,214.48	109,235.48				
Grand Total:		109,214.48	109,235.48				

TO APPROVE REOCCURRING PAYMENTS AND CONTRACTORS FOR 2024-2025

TO APPROVE REOCCURRING PAYMENTS AND CONTRACTORS FOR 2023-2024

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

TO CONSIDER AND APPROVE COSTINGS FOR ROUNDELS AND OTHER RECOMMENDATIONS FROM THE TRANSPORT PROPOSAL:

Detailed design by in-house team, including supervision and completion	£1,122.00
Subtotal	£1,122.00

Installation of 6 No. 30mph roundels ONLY ^[1] '30' carriageway roundels at three locations on A4129 Thame Road	£2,309.44
Installation of 6 No. 30mph roundels on red coloured patches^[1] '30' carriageway roundels on red coloured surfacing patches at three locations on A4129 Thame Road	£5,283.28
Provision of 'Horses – Pass SLOW and wide' posters ^[1]	£0
Works Base Cost for roundels ONLY & 'Horse' posters	£2,309.44
Works Base Cost for roundels on red patches & 'Horse' posters	£5,283.28

CONTINGENCY ^[2] (allowance for unknown uncertainties): Contingency Allowance:	9%
Contingency Cost (% of Works Base Cost for roundels ONLY & posters)	£207.85
Contingency Cost (% of Works Base Cost for roundels on red patches & posters)	£475.50

TOTAL DUE: Roundels ONLY & 'Horse' posters	£3,639.29
TOTAL DUE: Roundels on red surfacing & 'Horse' posters	£6,880.78

TO CONSIDER THE ADOPTION OF TWO DEFIBRILLATORS IN THE PARISH

The Parish Council has received a request from the defibrillator group enquiring whether the PC will take on ownership of two defibrillators at the Village Hall and Red Lion. These would be added to the Parish Council asset register and covered under the PC insurance. They are currently not insured through the defibrillator group.

The Clerk has done this previously with another parish and has a template Asset Transfer Form.

TO CONSIDER PRODUCING A COMMUNITY ENGAGEMENT SURVEY

To consider whether the Parish Council would like to proceed with a survey. This survey could be aimed at how residents like to communicate with the Parish Council i.e. website, Facebook, drop in surgeries, other methods.

What residents would like to see happening in the Parish.

A decision will need to be made as to how the survey would be distributed

TO CONSIDER QUOTE FOR THE REMOVAL OF DEAD ELMS IN THE HEDGEROW

Recommendation and quote from D Hounslow:

Here is the price to cut all the dead elms out of the hedge row, as they keep falling down. There is about 7 but I just go through the hedge cutting out dead and making safe.

Total £500

