



*Longwick-cum-Ilmer
Parish Council*

LONGWICK PARISH COUNCIL

To: Cllr Smith (Chair), Cllr Livingston (Vice Chair), Cllr Van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell, Cllr Greengrass and Cllr Atkinson

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall on Tuesday 18th November 2025 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.

- 135. Welcome and Apologies for Absence
- 136. To Receive any Declarations of Interest
- 137. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 21st October 2025
- 138. Update from Buckinghamshire Councillors
- 139. To consider actions from previous meeting
- 140. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
- 141. To approve payments in accordance with the budget
- 142. To consider the draft budget for 2026-2027
- 143. To consider setting up a Standing Order for the Clerks salary and home allowance
- 144. To consider and approve the following policies:
 - a. IT Policy
 - b. Document Retention Policy
- 145. To consider purchasing a Defibrillator for Meadle to be situated on the pumping station
- 146. To consider allocating a budget of £500 to purchase a new laptop for the Clerk
- 147. To consider the creation and costs of an 'All Weather' path from Longwick at the end of Walnut Tree Lane to the Phoenix Way along bridle way - path LCI/5/1 to link up with Bledlow path & Bledlow mill.
- 148. To consider and decide on providing football facilities on the playing field
- 149. To consider a grant application from Longwick Litterpickers
- 150. To consider a grant application from Longwick Evening WI for the Carol Singalong
- 151. To consider arrangement for a Christmas Tree on the playing field
- 152. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council

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

154. To confirm the dates and times of the next Parish Council Meeting: The next Parish Council meeting will be on Tuesday 16th December 2025 at 7.30pm at Longwick Village Hall.



Tracey Martin
Clerk, Longwick Parish Council

12th November 2025

MINUTES FOR APPROVAL



*Longwick-cum-Ilmer
Parish Council*

LONGWICK-CUM-ILMER PARISH COUNCIL PARISH COUNCIL MEETING HELD ON TUESDAY 21ST OCTOBER 2025 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice-Chair), Cllr van Apeldoorn, Cllr Gummer, Cllr Greengrass, Cllr Atkinson, Cllr Ayre and Cllr Pennell
Buckinghamshire Councillors: Matthew Walsh and Gary Hall
13 members of the public present at the start of the meeting

A resident asked if a bus service could be considered for the Parish.

113. WELCOME AND APOLOGIES FOR ABSENCE: Cllr Smith welcomed all to the meeting and recognised Cllr Goodchild efforts who has recently resigned.

114. DECLARATIONS OF INTEREST: No interests were declared.

115. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 16th SEPTEMBER 2025: It was proposed by Cllr Pennell seconded by Cllr van Apeldoorn and it was **resolved** by all those present to approve the minutes and the minutes were signed.

116. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:

- a. Bus Services: Cllr Walsh and Cllr Hall had met with the Head of Public Transport and plans for future services were discussed. Buckinghamshire Council are holding funds which have been allocated for Longwick for the future of a service. There is currently the Carousel service which links to the railway station and some of the funds held are allocated for this.
An update is expected by the November meeting. It was highlighted that the service would need to be well utilised as they usually can run at a loss.
- b. Buckinghamshire Councillors have chased up Rights of Way on the footpath 5/1 that the Parish Council are looking to resurface but as yet have not received a response.
- c. The road closure for the Remembrance Service from Buckinghamshire Council has been permitted.
- d. A reminder that the Local plan deadline for submission is 29th October 2025. Discussions were had around the draft plan.
- e. Thames Water: A response was received stating that they believe that Longwick is operating at a small margin of capacity. The MP is asking for further clarification.
- f. Cllr Hall, Cllr Livingston and the Clerk attended a meeting over the proposed Toucan Crossing which was very worthwhile. Cllr Smith stated that the Toucan Crossing will not alleviate the issues around speeding traffic. It was highlighted that physical alterations are very difficult to achieve but dragon's teeth and similar initiatives are easier to be implement. Cllr Smith will send through suggestions to Buckinghamshire Councillors to be re-costed. **Action: Cllr Smith**
- g. Cllr Hall and Cllr Walsh have been exploring options for the B4444 which starts at the pub and ends in Risborough as there has been a number of complaints regard 32 tonne trucks. Unfortunately, they are not breaking any laws by using these roads however, Buckinghamshire Councillors are exploring a 7.5 tonne weight limit on Poppy Road and Chestnut Way with an estimated cost of £13k for each of these roads. It was reported that Buckinghamshire Council is expecting Parish Councils to fund any transport initiatives.
- h. The council tax increase for Buckinghamshire Council is going to be in the region of 5% however, there will need to be cuts of around £45 million next year due to the government making cuts under the Fair funding Review.

Cllr Walsh and Cllr Hall left the meeting at 7.56pm

117. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Review of playing field hire charges (60): Will be considered under agenda item 124.
- b. Linking of Longwick Playing Field and Wickfield Play Area (83c): Clerk has made enquiries with the management company and they raised the following questions:
 - * Would this require planning
 - * Would the S106 agreement permit this?Clerk contacted Bucks Cllrs and they offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry. Awaiting response from Cllr Walsh. **Action: Cllr Walsh**

- c. Purchase of Bollards & Signage for Ilmer (100): These have been ordered and delivered.
- d. Additional dog waste bin on exit of playing field. Exact location to be highlighted on map & sent through to the Clerk: Clerk has requested bin.
- e. Obtain specification of weed killing products (103): Circulated and approved
- f. Send Speedwatch details through to Cllr Goodchild (105): Clerk has sent them through.

118. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

PL/25/2881/CONDA: Rose Farm Thame Road Longwick: To be decided under delegated authority
 PL/25/3067/MDLA: Bellway Homes Wickfields Boxer Road Longwick: No objection
 PL/25/3118/FA: Rest Awhile Owlswick: No objection
 PL/25/3119/HB: Rest Awhile Owlswick: No objection
 PL/25/3290/VRC: Orchard View Farm: Stockwell Lane, Little Meadle: No objection

Following a proposal by Cllr Gummer, seconded by Cllr Livingston a vote was taken and all Councillors were in favour and it was **resolved** to approve the comments.

CHANGE OF STATUS:

25/06349/ADRC: Appletrees Meadle Village Road Meadle: Permit - detail Reserved by Condition
 25/06689/FUL: 10 Bell Crescent Longwick: Application Permitted
 25/05791/FUL: Chadwell Cottage Owlswick Lane Owlswick: Application Permitted

- 119. TO APPROVE A COMMENT TO BE SUBMITTED FOR THE DRAFT LOCAL PLAN:** Following discussions it was **resolved** that Cllr Smith will coordinate the final response and Cllr Smith requested that Councillors send at least 10 points through to himself by the end of the week.

Action: All Councillors

120. PAYMENTS FOR APPROVAL OCTOBER 2025:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.37		£739.37	Clerk Salary
HMRC	£105.80		£105.80	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
BMKALC	£90.00		£90.00	Training Cllr Livingston
Bucks Council	£6,975	£1,395.02	£8,370.12	Ilmer Entrance Gates (min ref 99)
Bucks Council	£1,667.35	£333.47	£2,000.82	Approved as per min ref 102
BMKALC	£50.00		£50.00	Training Cllr Livingston
BMKALC	£50.00		£50.00	Training Cllr Livingston
Blades Turfcare	£1,850.00	£370.00	£2,220.00	Verge & Playing Field & Spraying
D Hounslow	£500.00		£500.00	Stream Maintenance

Following a proposal by Cllr Pennell seconded by Cllr Greengrass it was **resolved** to approve the payments.

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£49.98		£49.98	Ilmer parking signage
Birstall	£1,650.00		£1,650.00	Bollards Ilmer
Robert Dyas	£11.67	£2.33	£14.00	Key cutting
EDF	£45.83	£2.17	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

Receipts

Bucks Council	£18,646.66		£18,646.66	Precept - 2nd Half
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Transfers

Lloyds to Zempler	£1,650.00		£1,650.00	To enable purchase of bollards
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- 121. TO NOTE QUARTER 2 ACCOUNTS:** Quarter 2 accounts were noted.

122. **TO REVIEW THE LLOYDS BANK MANDATE, REMOVAL OF RESIGNED COUNCILLOR AND ADDITIONAL OF COUNCILLOR:** Following a proposal by Cllr Smith seconded by Cllr Pennell it was **resolved** to remove Cllr Goodchild and add Cllr van Apeldoorn.
123. **TO CONSIDER RUNNING A PHOTOGRAPHY COMPETITION AND ALLOCATE A BUDGET FOR PRIZES:** Following discussions it was **resolved** to approve a competition for all age groups. A budget has been allocated of up to £500 in order to purchase Amazon vouchers for the winners and runners up. This will be advertised on the Parish Council website, social media pages and newsletters. Cllr Livingston will produce the final plan and rules. **Action: Cllr Livingston**
124. **TO CONSIDER AND APPROVE THE DRAFT PLAYING FIELD HIRE RULES AND REGULATIONS:** Following a proposal by Cllr Pennell seconded by Cllr Greengrass it was **resolved** to approve the policy a copy of which will be placed on the Parish Council website.
125. **TO CONSIDER A PUBLIC CONSULTATION FOR A POSSIBLE LONGWICK COMMUNITY PADEL TENNIS COURT:** Following discussion, it was agreed that an online survey will be created to gather residents' views. A flyer directing people to the survey will be delivered to households, with a budget of £150 allocated for production and distribution costs. Once the survey results are in, Cllr Gummer will host a public meeting to share the findings and invite further discussion **Action: Cllr Gummer**
126. **TO RECONSIDER THE DECISION TAKEN UNDER MINUTE REF 11 ON THE 15TH APRIL 2025 – APPROVAL OF PROJECTS UNDER S.106 FUNDS – ADDITIONAL PLAYGROUND EQUIPMENT AND EXTENDED FOOTPATH AROUND PLAYING FIELD:** Following discussions it was **resolved** to await the decision from Buckinghamshire Council and then reevaluate the plans.
127. **TO RECEIVE AN UPDATE ON THE REMEMBRANCE SERVICE AND CONSIDER QUOTES FOR ROAD CLOSURE:** Cllr van Apeldoorn reported that while Buckinghamshire Council had granted permission for a road closure, the cost of formal traffic management was found to be too high. It was therefore **resolved** that an official closure would not go ahead. Instead, signage will be placed at the roadside asking residents to drive slowly due to the Remembrance Service. A budget of £200 has been allocated for the signage.
128. **TO APPROVE THE PLAY INSPECTION COMPANY FOR THE ANNUAL RoSPA:** Following discussions it was **resolved** to approve the Play Inspection Company at a cost of £245.
129. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:** None received
130. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
a. Cllr Smith and Cllr Ayre met with Longwick School in order to meet the new head and increase community engagement.
131. **PURSUANT TO SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, A RESOLUTION IS REQUIRED TO EXCLUDE THE PUBLIC AND PRESS TO PROTECT THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED DURING CONSIDERATION OF ITEM 132 ON THE AGENDA:** Following a proposal by Cllr Smith seconded by Cllr Livingston it was **resolved** to exclude the press and public.
132. **TO NOTE THE CLERKS APPRAISAL AND ANY ACTIONS REQUIRED:** The Clerk's appraisal was noted.
133. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960: TO RESOLVE THAT THE PUBLIC AND PRESS BE RE-ADMITTED TO THE MEETING:** Following a proposal by Cllr Smith seconded by Cllr Livingston it was **resolved** to re-admit the press and public.
134. **TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next Parish Council meeting will be on Tuesday 18th November 2025 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9.12 pm

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

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	<u>Whom</u>	<u>Progress</u>	<u>Status</u>
21/10/25	116f	Costings for speed reduction measures to be sent through to Buckinghamshire Councillors	Cllr Smith		
16/09/25	83c	Linking of Longwick Playing Field to Wickfields Play Area	Clerk	Clerk has made enquiries with the Management Company and they raised the following questions: * Would this require planning * Would the S106 agreement permit this? Clerk contacted Bucks Cllrs and they kindly offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry	Awaiting response from Cllr Walsh
21/10/25	119	Comments for Local Plan to be sent through to Cllr Smith	All Cllrs	These were sent to Cllr Smith and comment submitted to Bucks Council	✓
21/10/25	123	Plans and rules for the photography competition to be produced	Cllr Livingston		
21/10/25	125	Creation of a public consultation on amenities within the Parish i.e. tennis courts, padel etc	Cllr Gummer		

PAYMENTS FOR APPROVAL NOVEMBER 2025

Payee	Net	VAT	Gross	Comment
Tracey Martin	£888.94		£888.94	Clerk Salary
HMRC	£145.34		£145.34	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Blades Turfcare	£1,050.00	£210.00	£1,260.00	Field Aeration
Robertsons of Risborough	£60.00	£12.00	£72.00	Remembrance Service Signs

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
EDF	£45.83	£2.17	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

TO CONSIDER SETTING UP A STANDING ORDER FOR THE CLERKS SALARY

The proposal is that a Standing Order is set up for an amount of £700, the difference will then be paid on the monthly payment run as the amount can change each month due to HMRC payments.

As well as this it is proposed that the Clerk's home allowance of £26 per month be paid by Standing Order.

Date proposed: 16th of the month

TO CONSIDER AND APPROVE THE FOLLOWING POLICIES:

IT POLICY

1. Introduction

Longwick cum Ilmer Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Longwick cum Ilmer Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Longwick cum Ilmer Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Longwick cum Ilmer Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Longwick cum Ilmer Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Longwick cum Ilmer Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Longwick cum Ilmer Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Longwick cum Ilmer Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others under normal circumstances.

Where operational necessity arises—such as responding to a Freedom of Information request or ensuring business continuity—temporary access may be granted to the Clerk, provided that:

- The access is time-limited and proportionate to the task
- Passwords are changed immediately after access is no longer required.

Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Longwick cum Ilmer Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Longwick cum Ilmer Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Longwick cum Ilmer Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will have the opportunity to attend training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Parish Clerk on clerk@longwickcumilmer.org.uk

All staff and councillors are responsible for the safety and security of Longwick cum Ilmer Parish Council's IT and email systems. By adhering to this IT and Email Policy, Longwick cum Ilmer Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

RETENTION AND DISPOSAL POLICY

1. Introduction:

- a. The Council accumulates much information and data during its everyday activities. This includes data generated internally in addition to information obtained from individual and external organisations.
- b. Documents may be retained in either 'hard copy' or in electronic form. For the purpose of this policy 'document' and 'record' refers to both hard copy and electronic records.
- c. It is important that documents are retained for an adequate period of time. In contrast the Council should not retain documents longer than necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary.

2. Scope and Objective of the Policy

- a. The aim of this policy is to provide a working framework to determine which documents are to be retained, for how long, and then disposed of and by what method.
- b. There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of short-term value.

3. Roles and Responsibilities for Document Retention and Disposal

- a. The Councils is responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of in compliance with the General Data Protection Regulations.
- b. Councils should ensure that all employees are aware of the retention / disposal schedule.

4. Digital Security and Access Controls

The Council is committed to protecting electronic records through appropriate security measures. All personal data stored electronically must be protected by password access, and where possible, encryption. Access to sensitive records is restricted to authorised personnel only, such as the Clerk or designated councillors.

Example: Payroll and HMRC records stored on the Clerk's computer are encrypted and backed up to an external drive with restricted access. Passwords are changed regularly and not shared.

5. Document Disposal Protocol

- a. Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest of intrinsic value?
- b. When documents are scheduled for disposal the method of disposal should be appropriate to the nature of and sensitivity of the documents concerned.
- c. Documents can be disposed of by any of the following methods:
 - Non- confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: Shred documents
 - Deletion of computer records
 - Transmission of records to an external body such as the County Records Office.

6. Scanning of Documents

- a. In general, once a document has been scanned onto a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- b. As a general rule hard copies of scanned documents should be retained for three months after scanning
- c. Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

7. Review of Document Retention

It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

Document	Minimum Retention	Reason	Storage and Disposal	Contains Personal Data (GDPR)
Agendas and Minutes				
Draft notes of minutes taken at meetings	Once the draft minutes have been typed	Management	Disposed of by shredding.	No
Signed Council & Committee Minutes	Indefinite	Archive	Original signed papers copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals they must be archived and deposited with the County Archives.	No
Agendas and reports	5 years	Management	Disposed of by shredding.	No
Finance, Payroll, Insurance, and Investments				
Annual Governance and Accountability Return	Indefinite	Audit	Stored with the Clerk in safe storage on Computer. At regular intervals they must be archived and deposited with the County Archives.	Yes
Bank Statements	6 years	Audit	Stored with the Clerk in safe storage and disposed by shredding.	Yes
VAT records	6 years	VAT	Stored with the Clerk in safe storage and disposed by shredding.	Yes
Paid invoices	6 years	VAT	Stored on computer backed up to an external drive. Disposed of by shredding.	Yes
Payroll and pension information	12 years	Superannuation	Stored with the Clerk in safe storage and disposed by shredding.	Yes
Insurance policies	Whilst valid (note the following two items)	Management	Stored with the Clerk in safe storage and disposed by shredding.	No
Insurance company names and policy numbers	Indefinite	Management	Stored with Clerk on computer and backed up.	No
Employer and public liability insurance certificates	40 years from date on which insurance commenced	The Employers' Liability (Compulsory Insurance) Regulations	Stored with the Clerk in safe storage and disposed by shredding.	No

	or was renewed	1998 (SI 2753) Management		
Investments	Indefinite	Audit, Management	Stored with the Clerk in safe storage and on computer backed up to an external drive	No
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Stored with the Clerk in safe storage and on computer backed up to an external drive	No
Other				
Routine correspondence paper and email	As required to action the information or request	Management	Stored with Clerk and disposed by shredding where appropriate.	Yes
Register of electors	Until there is no longer an administrative requirement	Management	Stored on Clerk's computer backed up to an external drive. Deletion when no longer required.	Yes
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Stored with the Clerk in safe storage and disposed by shredding.	Yes
Accidents / Incident reports	20 years	Potential claims	Stored with the Clerk in safe storage and disposed by shredding.	Yes
Declaration of acceptance of office	Term of Office + 1 year	Management	Stored with the Clerk in safe storage and disposed by shredding.	Yes
Complaints	2 years from closure	Management	Stored with the Clerk in safe storage and disposed by shredding.	Yes
Information from other bodies e.g. circulars from Unitary Council, NALC etc	Retained for as long as it is useful and relevant	n/a	Stored with Clerk and disposed by shredding where appropriate.	No
.gov.uk email accounts	Whilst in use + 6 months	Management	Email accounts are retained while in use. When a member ceases to be a Councillor, the password will be changed immediately, and the account will be deleted after 6 months.	Yes
Local / historical information	Indefinite	Management	To be securely kept for the benefit of the Parish with the Clerk or County Archives Office.	Yes

TO CONSIDER PURCHASING A DEFIBRILLATOR FOR MEADLE TO BE SITUATED ON THE PUMPING STATION

Residents have been making enquiries and now have permission from Thames Water for a defibrillator to be cited on the pumping station in Meadle.

The cost of the defibrillator is £1554 inclusive of VAT and it will be added to the Parish Council asset register and insurance if approved. Ongoing costs will be circa: Battery replacement every 4 years £275 and pad replacements every 2 years £75.

Quantity	Item	Rate	Tax Rate	Net Amt
1	B-63480 IPAD SP1 AED - Semi Automatic - Package - B See itemised package contents below:	£830.00	20%	£830.00
1	63490 IPAD SP1 AED - Semi Automatic - Device Only			
1	00051 IPAD SP1/SP2 AED - Pads - Adult/Child - (x1 Pair) - Package Only			
1	00050 IPAD SP1 AED - Battery - Package Only			
1	00056 IPAD SP1 AED - Carrying Case in Orange - Package Only			
1	63040 AED Starter Kit IPAD Branding			
1	D91047 IPAD AED Extended Warranty Leaflet			
1	91001 DefibSafe 2 External Cabinet, Locked, Standard DefibSafe 2 External Cabinet, Locked, Standard Print	£465.00	20%	£465.00
Subtotal				£1,295.00
Discount Item				
Shipping Cost				£0.00
Tax (%)				£259.00
Total				£1,554.00

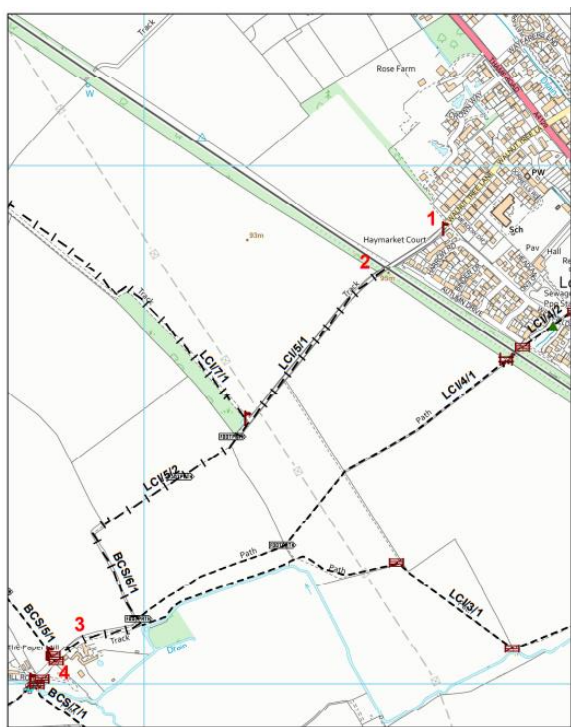
TO CONSIDER ALLOCATING A BUDGET OF £500 FOR THE PURCHASE OF A NEW LAPTOP FOR THE CLERK.

Rationale:

- The current laptop is approximately seven years old and no longer meets operational requirements.
- It does not support external sound, preventing the Clerk from participating in Zoom or Teams meetings without using alternative devices.
- The system cannot be upgraded to Windows 11, limiting compatibility with current software and security standards.
- The laptop fails to connect to the Clerk's printer, despite the printer functioning correctly with other Parish Councils devices.

TO CONSIDER THE CREATION AND COSTS OF AN 'ALL WEATHER' PATH FROM LONGWICK AT THE END OF WALNUT TREE LANE TO THE PHOENIX WAY ALONG BRIDLE WAY - PATH LCI/5/1 TO LINK UP WITH BLEDLOW PATH & BLEDLOW MILL.

Background and Supporting Information:	Bridle way LCI/5/1 is severely rutted and in the rainy season is nearly impassable due to large puddles. By levelling the existing surface, following a mixture of tar and road Plannings under pressure the surface will be suitable for walkers, Riders and cyclists similar to the surface on the Phoenix Way. A slight camber to the final surface will also flow surface water into ditches on either side. The extension to LC/5/1 (sections 1 and 2) will require an 18" increase in width prior to finishing the surface as per previous sections which is subject to further negotiations.
Estimated Costs:	For LCI/5/1 is £ 36,350.00 ex VAT For Midshires Way: To be estimated after further negotiations
Timescales for the project:	3-4 weeks
Please describe the benefit to residents / local area:	An all-weather path from Longwick to the Phoenix way for walkers, riders and cyclists, where walkers can walk two abreast. This would be the alternative route to Princes Risborough from Longwick as suggested by Wycombe District Council. !!



Quotation: 9698JL

Re: Bridal Way – Walnut Tree Lane, Longwick

We thank you for your recent enquiry and have pleasure in setting out below our quotation as requested based on your specification provided.

- Supply 20-ton excavator and level off existing surface
- Supply and make with crushed concrete in low or soft areas
- Supply and machine lay with a Barber Green Paver screened road plannings, 125mm thick.
- Supply and apply with tar tanker, Surfex 80 (hot tar) emulsion sprayed under pressure and chipped with 10mm granite chippings

For the sum of £36,350.00 (Thirty-Six Thousand, Three Hundred and Fifty Pounds), Subject to VAT

TO CONSIDER AND DECIDE ON PROVIDING FOOTBALL FACILITIES ON THE PLAYING FIELD

Motion:	To consider and decide on providing football facilities on the playing field, comprising goal posts and a formally marked pitch layout, for the use of the community, and for it to be in place for the duration of the football season each year. If approved by Council, then a request for agreement on a budget of up to £2000 is proposed in order to progress the provision.
Background and Supporting Information:	Returning active field sport to the playing field, for our youth, was requested during our election period. Historically we have had interest for the use of these facilities from local girls and boys. Football is ever popular and demand from girls to participate is a growing feature. The equipment proposed is for youth level – up to 16 years and as recommended by FA Policy.
Estimated Costs:	Goal posts and nets circa £1500-£1800 Pitch marking (Semi permanent £200 Est)
Timescales for the project:	Ideally to be installed in December 2025 so as to facilitate use until end of April 2026
Please describe the benefit to residents / local area:	There are no field sports clubs or facilities within the Parish and we have a growing number of children in the Parish between the ages of 8 and 16, largely due to housing expansion. The playing field is the historic basis of our village sports club and possible re vitalisation of that could well ensure our youth enjoy the benefit of being “in a community”. Healthy outdoor sport is desirable and to be encouraged.
Any other supporting documents or information:	Pricing and needs have been researched through specialist sport providers, Amazon & FA rulings for football age groups.

Quote for pitch marking:

Initial Line Mark 11 v 11 football pitch - £180

Remark bi weekly (twice a month) - 180

TO CONSIDER A GRANT APPLICATION FROM LONGWICK LITTERPICKS

Name of Organisation	Longwick Litterpicks
Is the Organisation a Registered Charity? If yes, Charity Number	No
Amount of grant requested?	£30
For what purpose or project is the grant requested?	We have over 25 Longwick residents who regularly give their time to pick up litter in the village and keep our village tidy. We would like to give them a coffee, tea or squash and mince pie or similar on 7th December to thank them for their efforts during the year. In the past these refreshments have been paid for by a member themselves.
What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£30
When will the money be spent?	7th December
Who will benefit from the project? Give details of local groups that will benefit (if applicable)	The whole village has benefitted from the Litterpickers efforts.

TO CONSIDER A GRANT APPLICATION FOR LONGWICK EVENING WI

GRANT APPLICATION FORM

Name of Organisation	LONGWICK EVENING WI
Name, Address and Position of Contact in Organisation	
Telephone Number and Email Address of Contact	
Is the Organisation a Registered Charity? If yes, Charity Number	Yes / No SEE NOTE OVER PAGE *
Amount of grant requested?	£80
For what purpose or project is the grant requested? (please continue on a separate sheet if necessary)	TO ORGANISE CAROL SINGALONG AT LONGWICK VILLAGE HALL ON MONDAY 15TH DECEMBER 2025 AT 6.30 PM
What will be the total cost? If applying for other grants/matched funds for the project please provide details.	RECEIPTS TO BE SUPPLIED
When will the money be spent?	BEFORE THE EVENT
Who will benefit from the project? Give details of local groups that will benefit (if applicable)	THE COMMUNITY OF LONGWICK CUMILMER

* ALL WI'S ARE CHARITIES UNDER THE UMBRELLA OF THE NATIONAL FEDERATION OF WI'S BUT WE ARE NOT INDIVIDUALLY REGISTERED WITH THE CHARITY COMMISSION

TO CONSIDER ARRANGEMENTS FOR A CHRISTMAS TREE ON THE PLAYING FIELD

Previously this was arranged by a Councillor and donated free of charge.

Transportation will need to be considered as this again was facilitated by a previous councillor and also a check as to whether the stand is in the garage.

Alternatively, we could source and purchase or pay a company if a budget is allocated.

CORRESPONDENCE

The Clerk has received the following correspondence:

As stated in your October 2025 News Letter, you're asking for local initiatives towards sports facilities concerning the playing fields.

I'm in favour with your committees' proposals of tennis/paddle courts and if this is going to take place in the existing mugger area (I think you call it) the fencing to this area will have to be made a lot higher to keep the ball within the court area. I'm also in favour of a football area, five aside for the younger age or walking football for the more mature villagers.

It would also be good to have a more inviting area of keep fit machines for those who want to get or keep in shape.

These are all good ideas for the village and good use of the funds available but these are all outside sports and governed by the weather.

I and some of the villagers belong to the Princes Risborough U3A which cater for the older generation in a number of activities. One being Table Tennis with some of the players being in their late seventies and even eighties.

The village hall is a perfect area (not Platinum room as too small) but the main hall is large enough to accommodate five to six tables if needed. I have mentioned this before to the Village Hall who kindly let four of us try out the Platinum room on a table they had, but as I said previously this area is too small for a possible club or more people playing to keep the hall hire charge at a reasonable rate.

I understand that storage of possible table tennis tables would be a problem, as I think the hall committee are looking for more storage space within the existing hall by way of structural alterations.

Being the original builder of the village hall, & director of CCM Developments in the late eighties, I have an idea of creating more storage area (subject to planning & building regulations) which will not interfere with the existing building & will use existing structures that are already in place. This would be a simple construction using the existing foundations & one new foundation (subject to structural engineers' calculations).

If the Parish Council Committee & Village Hall Committee would like to hear my idea, I would do a rough drawing so you have some idea of my thoughts. And am I right in thinking that the Parish Council pay for the works carried out to the hall, if so, this would be a good use of funds available to the village.

If the Parish & hall committees could get together to have an indoor sport available to young & old this would be good.

Hall hire would be a 2-hour session early evening or other available times, tables & nets would have to be purchased, 2-3 to start with & if its popular this could expand.

Also, there are possible local coaches to teach beginners & players who want to improve their game. A club called Longwick have I think 2 teams in the Aylesbury league, their home matches are played in Princes Risborough. I think they used Longwick scout hall years ago which is now offices! another community village building that has been removed from the usable infrastructure!!

I hope you find my suggestions helpful & look forward to hearing the Parish Council Committees reply's