



LONGWICK PARISH COUNCIL

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

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

87. Welcome and Apologies for Absence
88. To Receive any Declarations of Interest
89. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 15th July 2025
90. Update from Buckinghamshire Councillors
91. To consider actions from previous meeting
92. To note Planning Application responses made under delegated authority in August 2025
93. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
94. To note payments made under delegated authority in August 2025
95. To approve payments in accordance with the budget for September 2025
96. To confirm that the quarter 1 audit of the accounts has been carried out
97. Annual Governance and Accountability Return:
 - a. To review except for matters noted on the finalised AGAR for 2024-2025
 - b. To confirm that the Conclusion of Audit was published
98. To consider appointment of Internal Auditor for 2025-2026 Financial Year
99. To consider quote for White Gates for Ilmer including nameplate signage
100. To consider quote for verge management and bollards in Ilmer
101. To consider additional dog waste bins in the Parish and associated costs
102. To consider approving an additional £1667.35 for the feasibility study on the Lower Icknield Way
103. To consider quotes for weed & feed to the playing field
104. Footpaths: to receive an update on progress on surfaces and potential cutting regime for 2026
105. Speedwatch: update and next steps
106. To review playing field hire regulations and charges
107. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council

108. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
109. 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 110 on the agenda.
110. To note new NJC Pay Scale backdated to 1st April 2025
111. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
112. To confirm the dates and times of the next Parish Council Meeting: The next Parish Council meeting will be on Tuesday 21st October 2025 at 7.30pm at Longwick Village Hall.



Tracey Martin
Clerk, Longwick Parish Council

10th September 2025



DRAFT MINUTES FOR APPROVAL

*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
PARISH COUNCIL MEETING HELD ON
TUESDAY 15th JULY 2025 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice-Chair), Cllr van Apeldoorn, Cllr Gummer, Cllr Greengrass, Cllr Goodchild, Cllr Atkinson and Cllr Pennell
Buckinghamshire Councillor: Matthew Walsh
5 members of the public present at the start of the meeting
Representative from Children's Memorial Garden

- 71. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. Apologies were received from Cllr Ayre and Buckinghamshire Councillor Cllr Hall.
- 72. DECLARATIONS OF INTEREST:** No interests were declared.
- 73. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 17th JUNE 2025:** It was proposed by Cllr van Apeldoorn seconded by Cllr Goodchild and it was **resolved** by all those present to approve the minutes and the minutes were signed.
- 74. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR MATTHEW WALSH:**
- Cllr Walsh advised that the Secretary of State and Deputy Prime Minister has released plans for a full and fair funding settlement. However, these proposals may have adverse implications for Buckinghamshire Council, which is actively addressing the issue.
 - A government announcement regarding the location of new homes is anticipated in August, with a projected minimum of 125,000 dwellings expected.
 - The Bloor Homes planning application is likely to be considered by the Strategic Planning Committee in July. Cllr Hall and Cllr Walsh confirmed their intention to object to the proposal.
 - Buckinghamshire Ward Councillors are aware of speculative developments within the Parish. Cllr Walsh noted that both he and Cllr Hall are eager to collaborate with the Parish Council on these matters.
 - The condition of the Walkers Road junction has deteriorated further since its assessment earlier this year by the Local Area Technician (LAT). A follow-up inspection will be requested to address the issue.
 - Cllr Walsh highlighted the availability of Community Infrastructure Levy (CIL) funds, which have previously received an extension but are now set to expire in March 2026. It is essential that these funds are allocated and spent prior to the deadline.
 - Regarding Section 106 funds, Cllr Walsh mentioned that some parishes are compiling wish lists to help Officers better understand local priorities.
 - Cllr Pennell enquired about previously identified funding for improvements to the footpath between Walnut Tree Lane and the Phoenix Trail. Cllr Walsh confirmed this could certainly be explored further.
 - Following a recent Parish Liaison Meeting attended by Cllr Livingston, it was noted that 20mph speed limits in small hamlets may now be considered more favourably. Cllr Walsh supported this view and noted that speed reduction was a key concern raised at the recent Community Meeting.
 - In response to a question from Cllr Pennell regarding sewage issues in Princes Risborough, Cllr Walsh confirmed similar challenges exist there. He and Cllr Hall have met with Thames Water, and a detailed report is expected.
 - Cllr Walsh reported that MP Greg Smith has followed up on the land transfer relating to Owlswick Village Green.
 - Cllr Walsh asked whether the Remembrance Service would follow the same format as previous years. Cllr van Apeldoorn confirmed this, including the arrangement for a road closure.

Cllr Walsh left the meeting at 7.49pm

Members of the public invited to speak:

- Concerns were raised about the previously approved Certificate of Lawfulness in Ivy Close.
- The Children's Memorial Garden representative stated they were happy to answer any questions and a couple of Councillors expressed their interest in arranging a visit.
- It was asked whether Councillors will be adding an additional comment on the APP/K0425/W/25/3364223.

75. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Request for bench outside post office: The Clerk has discussed with the LAT. Unfortunately, there is not room for a bench on the highway. The only space available would be on the shops land who already have a picnic bench in situ.
- b. Write to ODBST confirming outcome of grant discussions (50) Clerk has written to ODBST.
- c. Write to preschool informing them of the outcome of their grant discussions (51c): Clerk has written to the preschool.
- d. Arrange meeting with Buckinghamshire Councillors and MP (52a) Clerk has written asking for dates / availability. Confirmed receipt of email but no dates supplied as yet. Clerk to follow up. **Action: Clerk**
- e. Review of playing field hire regulations and charges (60): Clerk added to agenda but Cllr Smith has deferred the item to the September meeting. **Action: Cllr Smith**
- f. Write to resident with outcome of noise complaints from the MUGA (61): Clerk has responded with outcome.
- g. Instruct contractor to go ahead with stream clearance (63): Clerk has instructed the contractor to carry out the work.
- h. Arrange one off grass cutting (64): This has been carried out by Blades at a cost of £1500 + VAT.
- i. Obtain updated quotes for grass cutting (64): Clerk approached companies but only one quote received.
- j. Add to the agenda policies which were deferred (65): Clerk has added to July agenda
- k. Clerk to invite resident who raised concerns about bus services in the Parish to the Community Meeting (67a): Clerk has invited the resident.

76. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

25/06306/FUL: 12 Ivy Close Longwick: No objection
 25/06354/CLE: Ilmer Meadow Ilmer Lane Ilmer: No objection
 APP/K0425/W/25/3364223: Land Adjacent to Anderdons Farm Thame Road: Reinforce original objection
 25/05791/FUL: Chadwell Cottage Owlswick Lane Owlswick (amended plans): No objection however, raise previous concerns about low level lighting.
 25/06402/OUT: OS Parcel 3623 Thame Road Longwick: Objection
 25/06613/HPDN: Tall Trees Lower Icknield Way: No objection
 25/06384/FUL: Saddleback Barn Lower Icknield Way Longwick: No objection

Following a proposal by Cllr Goodchild seconded by Cllr Greengrass a vote was taken and it was resolved to approve the comments for submission.

The following applications status has changed:

25/06178/CTREE: Hawfinch House 6 Shepherd Meadow Owlswick: Not to make a Tree Preservation Order
 25/06210/CTREE: Horsenden Manor Horsenden Lane Princes Risborough: Not to make a Tree Preservation Order
 APP/K0425/W/24/3354530: Ivy Farm Lower Icknield Way Longwick: Appeal dismissed & Costs Refused
 25/06102/CLP: 10 Ivy Close Longwick: Grant Certificate - Proposed Development

77. TO NOTE PAYMENTS IN ACCORDANCE WITH THE BUDGET:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.37		£739.37	Clerk Salary
HMRC	£105.60		£105.60	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Keith Smith	£23.81	£4.76	£28.57	Padlock
Print Now	£87.00	£3.00	£90.00	Printing flyers
Wel Medical	£243.99	£48.80	£292.79	Defib Battery Ilmer
BMKALC	£25.00		£25.00	Training - Cllr
Livingston				
Oxford Oak	£300.00	£60.00	£360.00	Tree Works BC
Blades	£1,500.00	£300.00	£1,800.00	Grass cutting
Daniel Hounslow	£165.00		£165.00	Weed spray & latch
Zempler Card Payments				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Directs Debits / Standing orders				
EDF	£45.88	£2.12	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution

Receipts

Silverbird Entertainment	£50.00	£50.00	Refund - VE Day
Lloyds Bank compensation	£40.00	£40.00	Complaint

78. **TO APPROVE QUARTER 1 ACCOUNTS:** The Quarter 1 accounts were noted by all present. As Cllr Ayre conducted the internal check but was unable to attend the meeting, confirmation of her review will be deferred to the September meeting.
79. **TO CONSIDER QUOTES FOR GRASS CUTTING FOR THE REMAINING SEASON:** Unfortunately, due to issues in obtaining quotes only one quote was received. It was **resolved** to approve the quote from Blades at a cost of £3,900 plus vat, monthly cost of £1,300 plus vat based on 3 months cutting between July and September. A cut has been recommended for October to maintain a suitable cut height for autumn into winter but this will be considered in September.
80. **TO REVIEW AND APPROVE THE FOLLOWING:**
- Internal Controls Policy:** Proposed by Cllr Atkinson, seconded by Cllr Gummer.
 - Investment Policy:** Proposed by Cllr Goodchild, seconded by Cllr Greengrass.
 - Reserves Policy:** Proposed by Cllr Goodchild, seconded by Cllr Greengrass.
 - Review Of Effectiveness of Internal Audit:** Proposed by Cllr Goodchild, seconded by Cllr Greengrass.
- Following discussions and proposals the policies were unanimously approved.
81. **TO APPOINT A COUNCILLOR AS A REPRESENTATIVE FOR THE COMMUNITY BOARDS:** Following discussions it was **resolved** to appoint Cllr Livingston.
82. **TO CONSIDER WHETHER TO PERMIT EXTERNAL ADVERTISING ON THE PARISH COUNCIL WEBSITE, FACEBOOK AND NEWSLETTER:** Following discussions it was **resolved** that external advertising will not be permitted on the Parish Council website due to limitations of the site however, external advertising will be permitted on the Parish Council Facebook page and newsletter.
83. **TO RECEIVE A REPORT ON THE COMMUNITY MEETING HELD ON THURSDAY 10TH JULY 2025 AND CONSIDER ANY ASSOCIATED ACTIONS:** Cllr Smith reported that there were 108 registrations but believe attendance to be more in the region of 150 which is around 10% of electoral roll. Representatives were mainly from Longwick however; there were also some from Meadle and Ilmer.
- The key issues raised during the Community Event: (Note: the points below are not exhaustive)**
- Footpaths:** Residents expressed a desire for improved access to the Phoenix Trail for both walking and cycling. Suggestions included the installation of an all-weather surface from Walnut Tree Lane to the trail.
 - Speedwatch:** The Community Speedwatch initiative was discussed, with a proposal to display Speedwatch signs on household bins.
 - Play Areas:** A suggestion was made to link the Wickfields play area with the Longwick play area by creating an opening in the hedge and adding a gate. Cllr Gummer to provide photographs; Clerk to make enquiries.
Action: Cllr Gummer and Clerk
 - Village Land:** There was interest in investing in additional land for recreational use, such as dog walking and sports activities.
 - Village Hall Usage:** Ideas included hosting regular community events, such as monthly film nights, to increase utilisation of the hall.
 - Coffee Facilities:** A pop-up coffee shop – potentially in the form of a portacabin or coffee van.
 - Traffic and Speeding:** Concerns were raised about speeding and traffic volumes. Requests included installing speed cameras and introducing chicanes to slow traffic.
 - Cycle and Pedestrian Access:** Several residents requested improved cycleways between Longwick, Princes Risborough, and the railway station, as well as enhanced pedestrian access to the station.
 - Bus Services:** Feedback included requests for better bus connectivity between Longwick, Princes Risborough, Princes Risborough station, and Thame.
 - Planning and Neighbourhood Development:** Many attendees expressed interest in supporting the Parish Council with the Neighbourhood Plan. Concerns around Thames Water and sewage infrastructure were frequently mentioned.
84. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:**
- Cllr Smith reported receiving correspondence regarding the Anderson Farm development, highlighting significant concerns about the adequacy of local sewage infrastructure. He confirmed that such issues will be referenced in all future planning applications received. Clerk to respond to resident.
Action: Clerk

- b. Cllr Smith reported receiving correspondence regarding a speculative proposal for 65 dwellings on land to the north-east of Thame Road, Longwick. The correspondence has been circulated to all Councillors. A formal response will be made once an official planning application is submitted, with specific attention given to sewage infrastructure concerns.
- c. Cllr Smith asked Councillors if the Housing Needs Survey which has now been finalised should be publicised on the Parish Council website. It was **resolved** to publish a summary document along with the report in its entirety.

85. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL: No reports received.

86. TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING: As the Parish Council does not meet in August the next Parish Council meeting will be on Tuesday 16th September 2025 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9.06pm

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

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	<u>Whom</u>	<u>Progress</u>	<u>Status</u>
17/06/25	60	Review of playing field hire regulations and charges	Cllr Smith	Clerk added to agenda but Cllr Smith has deferred the item to the September meeting.	
16/09/25	75d	Arrange meeting between PC Cllrs and Buckinghamshire Cllrs	Clerk	This meeting was arranged directly by Cllrs & has taken place	✓
16/09/25	83c	Linking of Longwick Playing Field to Wickfields Play Area	Clerk	<p>Clerk has made enquiries with the Management Company and they raised the following questions:</p> <ul style="list-style-type: none">* Would this require planning* Would the S106 agreement permit this? <p>Clerk contacted Bucks Cllrs and they kindly offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry</p>	Awaiting response from Cllr Walsh

TO NOTE PLANNING APPLICATION RESPONSES MADE UNDER DELEGATED AUTHORITY IN AUGUST 2025

Planning Summary August 2025								
NEW APPLICATIONS SINCE LAST MEETING								
App Number	Address	Applicant	Comment Deadline	Detail	Comments	Comment Submitted	Decision	Decision Date
25/06349/ADRC	Appletrees Meadle Village Road Meadle	Mr and Mrs Jim and Louise Lewis	n/a	Application for approval of details subject to condition 11 (biodiversity enhancement plan) of planning approval ref: 24/05701/FUL	For information only, no comment required	n/a		
APP/K0425/D/25/3369335 25/05750/FUL	Mulberry House Meadle Village Road Meadle	Mr & Mrs Carter	13/05/2025	Appeal against refusal of permission 04/08/25 Householder application for construction of single storey side extensions, conversion of existing integral garage, front porch extension, fenestration and external alterations	Longwick cum Ilmer Parish Council has no comments to make on this application.	16/04/2025	Application Refused	21-May-25
25/06689/FUL	10 Bell Crescent Longwick	Mrs Sarah Pringle	11/09/2025	Householder application for demolition of existing garage, rear conservatory and pitched rear projection, construction of single storey side and rear extension, car port and covered porch area to front, insertion of 2 x sun tunnels, 2 x roof lights to rear roof slope and fenestration alterations	Longwick cum Ilmer Parish Council has no objections provided that the extension does not adversely affect the lighting to neighbouring properties.	27/08/2025		
CHANGE OF STATUS								
25/06306/FUL	12 Ivy Close Longwick	Mr K Bayley	22/07/2025	Householder application for replacement conservatory roof	Longwick cum Ilmer Parish Council has no objections to this application.	16/07/2025	Application Permitted	23-Jul-25
25/06300/AGD	OS Parcels 2521 And 2927 Horsenden Lane	Mr Richard Jeffries	TBC	Application for approval of details in relation to siting and flood risk for construction of agricultural barn for storage of tractors and other agricultural machinery and implements and for dry storage of hay granted under planning reference: 24/07465/PNP6A	Longwick cum Ilmer Parish Council has no objections to this application.	18/06/2025	Details Approved	01-Aug-25
25/06109/ADRC	Stables Chadwell Hill Farm Lower Icknield Way Longwick	Ms Nicky Coates	n/a	Application for approval of details subject to conditions 2 (materials and finishes), 5 (arboricultural method statement and tree protection plan), 6 (E.V. charging point), 9 (surface water drainage scheme), 10 (solar panels) and 13 (landscaping) of planning approval ref: 24/07193/FUL	For information only, no comment required	n/a	Permit - detail Reserved by Condition	08-Aug-25

PLANNING APPLICATIONS SEPTEMBER 2025

Planning Summary September 2025								
NEW APPLICATIONS SINCE LAST MEETING								
App Number	Address	Applicant	Comment Deadline	Detail	Comments	Comment Submitted	Decision	Decision Date
PL/25/2648/EU	Millbrook Cottage, Lower Icknield Way, Longwick	TBC	TBC	Lawful development certificate for an existing use or operation or activity including those in breach of a planning condition				
CHANGE OF STATUS								
25/06613/HPDN	Tall Trees Lower Icknield Way	Mr Gary Powis	TBC	Notification of proposed single storey rear extension; Depth extending from the original rear wall of 4.00 metres, a maximum height of 2.60 metres and an eaves height of 2.32 metres	Longwick cum Ilmer Parish Council has no objections to this application.	16/07/2025	Details Not Required to be Submitted	21-Aug-25
AWAITING DECISION								
App Number	Address	Applicant	Comment Deadline	Detail	Comments	Comment Submitted	Decision	Decision Date
21/08190/OUT	Land At Home Farm Thame Road Longwick HP27 9SW	Putnam Properties	14/06/2022 30/11/2021	Amended Plans 31/05/2022 Outline application (including details of access and layout) for demolition of 656sqm of existing equestrian barns and construction of 8 x residential dwellings and associated works, with all other matters reserved	Amended Plan Comment: Objection see planning portal for full details Original Comment: Objection see planning portal for full details	14/06/2022 19/11/2021		
25/05836/CLE	Quercus Owlswick Buckinghamshire	Mr and Mrs Dalrymple	TBC	Certificate of existing lawfulness for a detached ancillary outbuilding and land adjacent to the same, all in use for ancillary residential usage for in excess of 10 years in relation to usage, and 4 years in relation to operational development relating to Middle Barn	No objection	21/05/2025		
25/06122/FUL	Maccabee Kennels Bar Lane Owlswick	Mr Jonathan Lines	08/07/2025	Demolition of existing buildings and structures and erection of 5 x two-storey residential dwellings with access off Bar Lane, including parking and garaging, landscaping and all enabling and ancillary works	While the Council has no objection to the building itself, we strongly request that consideration be given to the provision of a pavement along Bar Lane. This section of Bar lane is already very narrow, not wide enough for two cars to pass safely. At present, there is no dedicated pedestrian infrastructure, forcing pedestrians to walk along the roadway, which poses a safety risk. The introduction of a pavement would significantly improve accessibility and ensure safer passage for residents and visitors. Additionally, the Council requests that the adequacy of sewerage and water infrastructure be reviewed as part of the development process. It is essential that the existing network can support the proposed development without negatively impacting current residents. Improvements may be necessary to ensure capacity, sustainability, and long-term efficiency. The Parish Council urges the planning authority to incorporate these vital infrastructure considerations into the development plans to support both pedestrian safety and essential utilities.	18/06/2025		

25/06354/CLE	Ilmer Meadow Ilmer Lane Ilmer	Mr N Skipworth	TBC	Certificate of lawfulness for existing use for occupation of Ilmer Meadow in breach of condition 4 of planning permission WR/360/72	Longwick cum Ilmer Parish Council has no objections to this application.	16/07/2025		
APP/K0425/W/25/3364223 24/05758/FUL	Land Adjacent To Anderdons Farm Thame Road	Lucy Developments Limited	28/07/25 TBC	01/07/25: Appeal against refusal of permission - Appeal being heard 29th October 2025 at 10am Construction of four dwellings with associated car parking, hard and soft landscaping and access from Thame Road	To add to the Parish Council's comment submitted previously (copied below for ease) we would also like to add the following objections: - Sewage Infrastructure: Developments across the Parish have exposed limitations in existing sewage capacity, which remains a critical issue. Any new proposal must demonstrate a robust and sustainable approach to sewage management. - Site Access: It appears the proposed development would rely on a single point of entry and exit. This presents risks around congestion and emergency access. The Parish Council encourages consideration of additional access points, including safe and convenient routes for pedestrians and cyclists that avoid reliance on the main road. - Traffic Impact: Increased vehicle volume along the Thame Road and surrounding areas is a significant concern.	16/07/25 Sent via email 24/04/24	Application Refused	17/10/2024
25/05791/FUL	Chadwell Cottage Owlswick Lane Owlswick	Mr Nick Walton	28/07/25 22/05/2025	Amended Plans 08/07/25 Householder application for demolition of existing outbuildings, construction of 2 bed annexe with disabled access and parking provisions for 2 cars	The Parish Council has nothing to add to our previous submission which was: Longwick cum Ilmer Parish Council has no comment however; all exterior lighting should be kept to a minimum and be directed downwards to preserve the rural appearance and protect wildlife from unnecessary disturbance.	16/07/25 16/04/2025		
25/06402/OUT	OS Parcel 3623 Thame Road Longwick	Hawridge Strategic Land	12/08/2025	Outline application (including details of access) for demolition of existing buildings, and erection of up to 40 dwellings, new vehicular and pedestrian access, landscaping and open space	Longwick- Cum – Ilmer Parish Council object to the application on the following grounds : 1. The proposal is beyond the agreed development number of new dwellings in the Parish, which was set at 300 homes, within the Neighbourhood Plan to run from 2018 to 2033. We are already at that number, with 7 more years to run. The imposition of such large numbers has doubled the settlement size in a very short time, and has already had a major impact on both the environment and social cohesion of the Parish. The Council is already burdened, on behalf of the Community, with trying to moderate the impacts. Further building in the short term will make matters worse. 2. Previous developments promised infrastructure improvement in travel links and bus routes – there have been none provided. New residents have difficulty accessing medical and other facilities which are not in our Parish. 3. Previous development highlighted the fact that the existing sewage system within the Parish is in need of upgrade, with the current system unable to cope for significant periods of time, resulting in sewage egress and flooding in the North West of the village of	16/07/2025		

					<p>Longwick. Thames Water are aware of the issue, and regularly have to use tankers to clear up the excess. They have given no indication of plans to rectify the problem and the Council are pursuing accordingly.</p> <p>4. Traffic through Longwick, both ways on the A4129, on to which vehicles from this proposed development would move, has increased dramatically in both volume and speed since the settlement expansion – appropriate speed and calming controls have still not been put in place despite Council requests. The issues are ongoing, and circa 200 extra vehicle movements a day, on and off the A4129 would compound an already unsatisfactory and unsafe situation. Also in this respect the access road proposed offers a limited splay and the development appears to rely on a single point of entry and exit, which may limit connectivity. There is an opportunity to enhance access for pedestrians and cyclists by incorporating alternative routes that avoid the main road.</p> <p>These are all serious issues and the Parish Council urges the Planning Authority to refuse this application.</p>			
25/06384/FUL	Saddleback Barn Lower Icknield Way Longwick	Mr John Colinswood	07/08/2025	Construction of remembrance chapel with associated pathway and parking area in connection with the childrens memorial garden and foodbank	Longwick cum Ilmer Parish Council has no objections to this application.	16/07/2025		
25/06349/ADRC	Appletrees Meadle Village Road Meadle	Mr and Mrs Jim and Louise Lewis	n/a	Application for approval of details subject to condition 11 (biodiversity enhancement plan) of planning approval ref: 24/05701/FUL	For information only, no comment required	n/a		
APP/K0425/D/25/3369335 25/05750/FUL	Mulberry House Meadle Village Road Meadle	Mr & Mrs Carter	13/05/2025	<p>Appeal against refusal of permission 04/08/25</p> <p>Householder application for construction of single storey side extensions, conversion of existing integral garage, front porch extension, fenestration and external alterations</p>	Longwick cum Ilmer Parish Council has no comments to make on this application.	16/04/2025	Application Refused	21-May-25
25/06689/FUL	10 Bell Crescent Longwick	Mrs Sarah Pringle	11/09/2025	Householder application for demolition of existing garage, rear conservatory and pitched rear projection, construction of single storey side and rear extension, car port and covered porch area to front, insertion of 2 x sun tunnels, 2 x roof lights to rear roof slope and fenestration alterations	Longwick cum Ilmer Parish Council has no objections provided that the extension does not adversely affect the lighting to neighbouring properties.	27/08/2025		

TO NOTE PAYMENTS MADE UNDER DELEGATED AUTHORITY IN AUGUST 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
J van Apeldoorn	£77.09	£12.83	£89.92	Community Meeting Expenses
S Gummer	£17.12	£3.43	£20.55	Community Meeting Expenses
J Greengrass	£73.05		£73.05	Community Meeting Expenses
PKF Littlejohn	£315.00	£63.00	£378.00	AGAR 24-25
Buckinghamshire Council	£3,776.00		£3,776.00	Election costs 2025
Blades	£1,300.00	£260.00	£1,560.00	Grass cutting

Note: The payment to S Gummer was not added to the bank in August 2025 so will be added to the payment run in September 2025.

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

Receipts

Buckinghamshire Council	£360.00		£360.00	Tree Works
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PAYMENTS FOR APPROVAL SEPTEMBER 2025

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.57		£739.57	Clerk Salary
HMRC	£105.60		£105.60	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
TEEC	£189.99	£38.00	£227.99	Website hosting & Domain
Tracey Martin	£82.49		£82.49	Expenses
JR Sports Group	£800.00	£160.00	£960.00	Play in the park sessions
S Gummer	£17.12	£3.43	£20.55	Community Meeting Expenses

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 charge

TO CONFIRM THAT THE QUARTER 1 AUDIT OF THE ACCOUNTS HAS BEEN CARRIED OUT

Cllr Ayre has carried out the quarter 1 check and signed of the audit form.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **Longwick-cum-Ilmer Parish Council – BU0124**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with **Proper Practices** which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matter reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 3 has been incorrectly completed, as the smaller authority does not have an investment policy. This is consistent with the Internal Auditor's findings in the Internal Audit 2024/25 Final Report.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of their detailed report, the internal auditor has drawn attention to weaknesses in relation to some missing purchase invoices for payments, not having an internal controls policy and not having a reserves policy. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/07/2025

Clerks Notes:

1. An investment policy has now been produced and adopted
2. Missing invoices for payment, the Council will ensure that all payments are approved at Council Meetings
3. An internal controls policy has now been produced and adopted
4. A reserves policy has now been produced and adopted



Longwick-cum-Ilmer Parish Council

Clerk's Office: Longwick cum Ilmer Parish Council, PO Box 247, Chinnor, OX9 0FH

Email: clerk@longwickcumilmer.org.uk Tel: 07521 161645

Notice of Conclusion of Audit

Annual Governance and Accountability Return for the period year ended 31 March 2025

Section 20(2) and 25 of the Local Audit and Accountability Act 2014,

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Longwick-cum-Ilmer Parish Council** for the year ended 31st March 2025 has been completed and the accounts have been published.
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of **Longwick-cum-Ilmer Parish Council** on application to:

Tracey Martin
Clerk to the Parish Council
Longwick cum Ilmer Parish Council
PO Box 247
Chinnor
OX9 0FH

clerk@longwickcumilmer.org.uk

An appointment will need to be made during the hours of 10am-1pm on Monday or Thursday.

3. Copies will be provided to any local government elector on payment of £1.00 for each copy of the Annual Governance and Accountability Return
4. This announcement is made by Tracey Martin, Clerk to Longwick-cum-Ilmer Parish Council, on Tuesday 29th July 2025.

TO CONSIDER APPOINTMENT OF INTERNAL AUDITOR FOR 2025-2026 FINANCIAL YEAR

It is generally recommended that the Internal Auditor be changed every three years.

The Parish Council appointed a new Internal Auditor for the 2024–2025 financial year therefore, the Clerk does not consider a change necessary at this time.

Audit fees are determined according to a national scale and not set by individual auditors.

For the 2025–2026 financial year, the audit charge will be £275, based on a precept of between £25,001-£50,000

TO CONSIDER QUOTE FOR WHITE GATES FOR ILMER INCLUDING NAMEPLATE SIGNAGE

There is only one quote as this needs to be progressed through Buckinghamshire Council.

Estimate – ILMER gates and nameplate

Thank you for your email, dated 24 July, seeking an estimate for the supply and installation of white entrance gates into Ilmer. Please find your requested estimate below

Detailed design, supervision and completion	£2,396.88
Subtotal	£2,396.88
PROPOSED WORKS ^[1]	
Supply and installation of new 2metre wide white gate incorporating village nameplate on nearside + supply and installation of new 0.96metre wide gate (no nameplate) on offside.	£4,162.02
Works Base Cost	£4,162.02
CONTINGENCY ^[2] (allowance for unknown uncertainties): Contingency Allowance:	
Contingency Cost (% of Works Base Cost)	10%
	£416.20
TOTAL DUE:	£6,975.10

Total cost £6975.10

TO CONSIDER QUOTES FOR VERGE MANAGEMENT AND BOLLARDS IN ILMER

It has been agreed that villagers will repair the damaged verges with soil and reseed. In case of the area by the church we will ensure a clear distinction between the road and grass and repair the adjoining road area if necessary.

Then to prevent further damage, cement/stone markers will be placed along the perimeter of the areas concerned. If the Parish Council will support the cost of these. This is for 27 markers on the basis that the total perimeter of the roadside green and area by the church is 114m. This means a spacing between 4 to 5 metres.

Also, for consideration for quotes for 'Do not park or drive on the grass' signs for three signs for the three areas.

Verge Markers

- 1) Birstall Garden Leisure Lucas stone: [Click here](#)
Small rustic bollards. Material Cotswold stone natural size 37cm high x 18cm x 18cm
Cost £56 each x 27 **Total £1485** (inc del)
****This is the village preferred verge marker****

Please note these bollards are made to order and currently Birstall are quoting a 3-4 week lead time.

- 2) Roundwood Mayfield: [Click here](#)
Material granite tapered square with steel pin size 23cm high x 12.5/15cm base

Cost £43 each x 27 **Total £1161**

Signs

- 3) Amazon Sum tree grass warning 'Please keep off the grass' [Click here](#)
Black metal size 24.5 cm x 25.5 cm
£24.99 each x 2 (pack of two) **Total £50**
****This is the village preferred sign****
- 4) JAF Graphics 'Please do not drive or park on the grass' [Click here](#)
Aluminium - Size 30cm x 15cm at £34 each x 3 **Total £102**

Notes regarding Markers

I think it was mentioned the markers stone/cement should be white (if necessary painted), but our preferred finish would be natural like quote 1). Would this be possible? We could fix reflectors to the cement/stone markers to all or some if thought necessary.

TO CONSIDER APPROVING AN ADDITIONAL £1667.35 FOR THE FEASIBILITY STUDY ON THE LOWER ICKNIELD WAY

As part of Buckinghamshire Council's Term Consultancy Contract with AtkinsRéalis, an annual price adjustment is applied to account for inflation, in line with the Price Adjustment Formulae Indices for Highway Maintenance Series published by BCIS. This adjustment is implemented at the start of each financial year (1 April 2025), and for this year, the agreed uplift is 6.37%.

Additionally, following changes introduced by the UK Government to secondary Class 1 National Insurance Contributions (NIC), effective from 6 April 2025, AtkinsRéalis has experienced an average increase of 1.53% in staff costs. Due to the individual nature of the impact across employees, it is not feasible to calculate this on a project-by-project basis.

Buckinghamshire Council has therefore agreed to apply a further uplift of 1.53% to contract rates for UK-based AtkinsRéalis staff from 6 April 2025. We are requesting that the necessary adjustments be made to reflect these changes in the relevant funding allocations.

These adjustments have the following impact on TO267:

TO No	April 1st- 6th BICS only value	April 6th Until June 27th - BICS & NI (for UK staff value	Impact on TO value until the end of commission	Total
TO-267	£0.00	£0.00	£1,667.35	£1,667.35

This is an estimate of the impact calculated using the following methodology:

- 6.37% uplift (BCIS only) has been applied to the proportion of the remaining fee which will be made up by non-UK resources.
- 8% uplift (BCIS and NI) has been applied to the proportion of the remaining fee which will be made up by UK resources.

TO CONSIDER QUOTES FOR WEED AND FEED OF THE PLAYING FIELD

The Clerk has contacted four companies and so far, has only received one quote.

Quote 1:

The following quote and information is from the company who are currently cutting the playing field:

On my recent visit I found playing field had extremely high levels of compaction, sluggish grass growth poor root development in turn causing higher levels of weed.

Due to observations in addition to the requested granular feed and weed spray, I highly recommend mechanical aeration and de compaction of the main area of field. Aeration would be undertaken with "shockwave" linea type aerator which fracture soil profile up to a depth of 150-200 mm allowing grass to grow better without such a need for chemical inputs throughout the season

With out aeration and decompaction the fertiliser will only give a limited improvement

I recommend only managing main grass area (13000m2) up to perimeter path with leaving area around skatepark, muga and zip line un treated as this actually grows okay and will save a reasonable amount of cost

Costs as below

- Aeration £1050 plus vat suggest this be undertaken once per year
- Selective weed spraying £550 plus vat suggest this twice over the first 12 months then once per year there after.
- Fertilising £1070 plus vat suggest this 2-3 times per year throughout the growing season. This will be a sports field 6-8 week slow realise fertiliser