

LONGWICK PARISH COUNCIL

To: Cllr Livingston, Cllr Van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell, Cllr Smith, Cllr Greengrass, Cllr Goodchild and Cllr Atkinson

You are hereby summoned to the Annual Meeting of the Council taking place at Longwick Village Hall on Tuesday 20th May 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.

18. Election of the Chairman to the Council and to receive the Chair's Declaration of Acceptance of Office
19. Election of the Vice-Chairman to the Council and to receive the Vice-Chair's Declaration of Acceptance of Office
20. To receive signed Acceptance of Office from all Councillors
21. Welcome and Apologies for Absence
22. To Receive any Declarations of Interest
23. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 15th April 2025
24. Update from Buckinghamshire Councillors
25. To appoint representatives on the under mentioned bodies / groups:
 - a. Community Boards
 - b. Monks Risborough and Princes Risborough Parochial Charities
26. Review and adoption of the following policies (remaining policies will be adopted in June):
 - a. Standing Orders
 - b. Financial Regulations
 - c. Risk Assessment
 - d. Scheme of Delegation
 - e. Privacy Impact Assessment – Longwick Playing Field CCTV System
 - f. Code of Conduct
27. To confirm eligibility for General Power of Competence
28. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
29. To resolve to permit outgoing Councillors to authorise payments for May 2025 after which the mandate will be updated
30. To note accounts for payment in accordance with the budget
31. To review and update bank mandates for all accounts
32. To note Year End accounts
33. To appoint a Councillor to carry out quarterly checks of the accounts

34. To appoint a Councillor to carry out monthly checks of the equipment at Longwick Playing Field
35. Review of 2025-2026 Asset Register
36. To consider reoccurring payments and contractors for 25-26
37. To consider actions from Internal Audit 24-25
38. Annual Governance and Accountability Return:
 - a. To consider, complete and approve section 1
 - b. To consider and approve section 2
 - c. To approve Elector Rights of Inspection dates commencing Tuesday 3 June – Monday 14 July 2025
39. To consider two summer sessions with JR Sports at cost of £400 per session
40. To consider a quote from Oxford Oak following a recommendation for works required by the arboriculturist
41. To consider approving an additional £1,870.52 towards the feasibility study and design for the proposed Toucan Crossing on the Northbound arm of the B4009 Lower Icknield Way
42. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
43. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
44. 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 20th May 2025
Tuesday 17th June 2025
Tuesday 15th July 2025
August – no meeting
Tuesday 16th September 2025
Tuesday 21st October 2025
Tuesday 18th November 2025
Tuesday 16th December 2025
Tuesday 20th January 2026
Tuesday 17th February 2026
Tuesday 17th March 2026
Tuesday 21st April 2026 *
Tuesday 19th May 2026 **

*The Annual Meeting of the Parish will be held prior to the ordinary Parish Council meeting on 21st April 2026 at Longwick Village Hall starting at 7pm.

**The May meeting will be the Annual Meeting of the Council



Tracey Martin
Clerk, Longwick Parish Council
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13th May 2025