



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 15th SEPTEMBER 2020 AT 7.30 PM**

PRESENT

Cllr Val McPherson BEM (Chair)

Cllrs Brian Richards (Vice), Richard Myers, Alex Barter, Rolf van Apeldoorn, Jane Rogers, Bill Bendyshe-Brown (County), F Post (Clerk), Tracey Martin (Clerk), No Members of the Public

1. WELCOME AND APOLOGIES FOR ABSENCE

Cllr Walker was unable to attend and did not want to participate through telephone to the virtual meeting.

2. MINUTES OF MEETINGS HELD 21st JULY AND 18th AUGUST 2020

Approved by all Councillors.

FP

3. DECLARATIONS OF INTEREST

None.

4. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

It was noted that Cllr van Apeldoorn had requested three quotes for repairs to the garage fascia which have been circulated for review and approval and subsequent commissioning. **ALL**

5. A REPORT FROM CLLR BENDYSHE-BROWN ON MATTERS CONCERNING LONGWICK-CUM-ILMER PARISH COUNCIL

The following points were highlighted:

The traffic concerns at junction of Bar lane and 4129 have been petitioned and will be considered by the sub group for roads of the NW Chiltern Community Board. **BBB**

It was noted that TfB are actively involved and the resulting Project Initiation Document (PID) is being finalised.

Cllr Bendyshe-Brown also updated the Council on the re-opening of Bledlow Household Recycling Centre, where the application has been deferred until October.

6. UPDATE ON WEB COMPLIANCE AND EMAIL FRAMEWORK

Cllr Barter has been in discussion with myparishcouncil.com to deliver a compliant website. Costings to be circulated (£10.00 per month for hosting, £220pd for document migration). Decision to proceed to be made through email. **ALL**

7. ILMER SIGN

It was agreed that wider consultation was necessary and that would be integral in the traffic calming survey scheduled to commence before the end of the year. **VMc**

8. STANDING ORDERS AND FINANCIAL REGULATIONS

Comments arising from the review by Cllrs Rogers and van Apeldoorn would be incorporated and final drafts submitted for approval in October. **FP/TM**



Longwick-cum-Ilmer Parish Council

9. UPDATED POLICY DOCUMENTS

After some discussion it was **agreed** that Councillors would review the updated policies previously circulated as detailed below for approval by October meeting:

Cllrs Barter and van Apeldoorn – Accessibility and Data Protection

Cllr Myers and Richards – Diversity and Complaints

Cllrs McPherson and Rogers – Code of Conduct and Privacy

Cllr Barter would review Grants Policy and application forms

ALL

10. SPORTING ACTIVITY ON PLAYING FIELDS

Proposal circulated by Cllr van Apeldoorn was discussed and Council **agreed** to review the feasibility of the return of local sporting activity for younger residents and will consider the possibility next year.

ALL

11. TRAFFIC CALMING PROJECT

Interviews scheduled with 2 firms of consultants in the next week to decide which is the preferred choice for working with the Parish Council in drawing up a comprehensive Traffic Plan for the Parish. Details to be circulated before the next meeting for review and deliberation.

VMc/BR

13. ASSETS OF COMMUNITY VALUE (AVC)

The proposals by the Chiltern Society to protect local public houses through AVC and the Community Right to Bid was endorsed. It was agreed to apply for a new AVC for the Red Lion.

VMc/BBB

14. KISSING GATES FOR LONGWICK

Cllr Richards confirmed that 3 landowners had agreed to the installation of kissing gates and that the Rights of Way Officer had confirmed this from 2 landowners to date. Cllr Richards indicated that from a budgetary perspective for CIL funding, this would approximate to almost 40 kissing gates and circa 6 pedestrian gates for the whole Parish so far.

TM/RvA/BR

15. PLANNING PERMISSION FOR NEW NOTICEBOARD

Previous submission did not materialise. Application to be resurrected – costings will equate to £66.00

TM

16. PLAYING FIELD SHELTER

After considerable discussion regarding the issues prevalent with the misuse of the shelter, it was decided to consider the following options:

Relocation of the shelter with enhanced visibility

Provision of CCTV

Extra lighting

Barriers at the Car Park

It was agreed that these would be deliberated further at the next meeting.

ALL

17. TRANSITIONAL ARRANGEMENTS FOR NEW CLERK

On schedule – final take over meeting scheduled for 21/09.

TM/FP/VMc

Archive material would be transferred to garage.

VMc/FP



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18. DEBIT CARD PROVISION FOR NEW CLERK

Discussions were had on the Debit Card provision to accommodate increasing purchases via websites. Clerk to discuss with BALC and our Accountants and feedback their thoughts on obtaining a debit card.

TM/VMc

19. PLANNING

The following was reviewed and discussed:

FP

20/07220/FUL Pinegrove Cottage, Thame Road
Single storey extension
No Comment

It was noted that 3 recent applications had been approved (Berkeley House, Hillview, 1 The Green, Ilmer. No applications had been refused.

16. FINANCE

The following accounts for payment were reviewed for August and September and **approved**:

FP

| Date | Activity | Payee | Gross | Comment |
|------|-------------------|--------------------------------|-----------|--------------------------------------|
| Aug | Maintenance | Chiltern Society | 653.80 | 2019 contract for footpath clearance |
| Aug | Bin Collections | TBS Hygiene | 192.00 | April (oversight) |
| Aug | Grant | Tea @ 3 | 58.00 | VE75 contribution |
| Aug | CIL | Kevin Wharton | 450.00 | Kissing Gates Installation CIL |
| Aug | Admin | F Post | 11.33 | Fasthost payment |
| Aug | Grass Cutting | PRTC | 1,176.00 | Grass cutting up to Nov |
| Aug | Admin | V Mc Pherson | 20.00 | Bledlow Hall |
| Aug | Admin | V Mc Pherson | 6.85 | Sanitizers |
| Aug | Admin | DCK Accounting Solutions | 30.00 | Aug PAYE |
| Aug | Devolved Services | PRTC | 277.20 | Jul Cut Devolved Services |
| Aug | Web | Globalizeme | 180.00 | Web host for 20.21 |
| Aug | Maintenance | R Myers | 13.08 | Replacement pedals |
| Aug | Electricity | EON | 291.76 | Nov 18 - Jul 20 @5% vat |
| Aug | Maintenance | MiniSkipHire (Southern)/F Post | 168.00 | Mini Skip Hire |
| Aug | CIL | MAC Groundworks Contractors | 16,380.00 | Fencing Car Park CIL |
| Aug | Admin | F Post | 11.33 | Fasthost payment |
| Aug | Inspection | K Dobson | 16.00 | Aug |
| Aug | CIL | Kevin Wharton | 628.00 | Kissing Gates Installation CIL |
| Aug | Admin | UK Toolbox/F Post | 266.81 | Steel Cabinet |
| Aug | Salary | F Post | 418.78 | Salary Aug |
| Sept | Maintenance | Robertsons of Risborough | 355.20 | Play park signs |
| Sept | CIL | Simon Payne | 480.00 | Removal and refit of farm gate |
| Sept | Admin | F Post | 65.00 | Allowance 13 wks |



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|-------|-----------------|-------------|-----------|--------|
| Sept | Admin | F Post | 7.80 | Stamps |
| Sept | Bin Collections | TBS Hygiene | 168.00 | August |
| Sept | Salary | HMRC | 826.92 | Q1 tax |
| | | | | |
| | | | | |
| Total | | | 23,151.86 | |

23. RESPONSES TO CORRESPONDENCE RECEIVED

The complaint tabled to Lloyds Bank regarding the non-payment of a cheque has been upheld, and the Clerk will advise the payee accordingly so no doubt or blame is attached to the Council. **FP**

The Chairman updated the Council on proposals from the Village Hall regarding proposed conversion and extension work. Quotes from local builders had been circulated to Cllrs previously. After discussion, it was **agreed** that the likely cost for conversion and modernisation were reasonable and should be supported but the figures quoted for a small storeroom extension were quite unrealistic.

ALL

Cllr McPherson also indicated that quotes had been received for cutting back the growth along the perimeter of the field. It was **agreed** that these will be circulated for consideration at next meeting.

ALL

24. REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF COUNCIL

None.

25. AGENDA ITEMS FOR THE NEXT MEETING:

TM

- Web Development
- Standing Orders/Financial Regulations Review and Approval
- Traffic Calming Update
- Shelter Options
- Update on Policy Approvals
- CIL update
- Bank Reconciliation sign off
- Village Hall Funding
- Maintenance for Playing Field

26. NEXT MEETING [VIRTUAL]

7.30pm 20th October 2020.

TM

There being no further business the meeting closed at 9.25pm

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