



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 18TH MAY 2021 AT 7.30 PM AT LONGWICK VILLAGE HALL

PRESENT

Cllr Val McPherson BEM (Chair)
Cllrs Brian Richards (Vice), Rolf van Apeldoorn, Jane Rogers,
Tracey Martin (Clerk)

- 1. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Cllr Myers and Cllr Barter had sent their apologies in advance of the meeting. The Council resolved to accept the apologies.
- 2. MINUTES OF MEETINGS HELD 28th APRIL 2021**
The minutes were approved by all Councillors.
- 3. DECLARATIONS OF INTEREST**
None declared
- 4. CO-OPTION OF COUNCILLOR FOR VACANT SEAT FOLLOWING UNCONTESTED ELECTION**
 - a. Roger Wilkes was in attendance and had submitted a summary of his experience prior to the meeting. A vote was taken and the Council resolved to co-opt Roger Wilkes. Cllr McPherson welcomed Roger Wilkes to the Parish Council and the Declaration of Acceptance of Office was signed and received.
- 5. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:** Apologies had been sent in advance of the meeting so no update was received.
- 6. TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA FOR INFORMATION ONLY**
 - a. Cllr Richards reported that himself and Cllr Myers had had a meeting with the Village Hall Committee and builders so progression is being made. Discussions were also had on whether the Village Hall can reclaim VAT. Clerk to look into. **Action: Clerk**
- 7. TO RECEIVE AN UPDATE ON TRAFFIC CALMING PROJECT**
 - a. Cllr McPherson reported that just prior to the meeting she had received a 23-page report from the Traffic Consultant. Due to the late arrival of the report Cllr McPherson will provide an update once the report has been reviewed.
- 8. TO RECEIVE AN UPDATE ON KISSING GATES**
 - a. Cllr Richards reported that discussions are ongoing with Rights of Way regarding the obstruction on footpath 16.
 - b. Cllr Richards stated that 2 sets of gates are required for Ilmer. Clerk to order. **Action: Clerk**
- 9. PLANNING**

The following new applications were reviewed and discussed:
21/06286/REM: Land to the South of Rose Farm, Thame Road: Councillors discussed the application and took into consideration an email which had been received from a resident. It was agreed that there were no issues with the number of new homes as these had been agreed on the full planning application but some issues with the designs of the flats, the design of weatherboarding which is not in keeping with the village, the amount of bollard street lighting, the design of boundaries between the properties and the orientation of houses backing onto Walnut



Longwick-cum-Ilmer Parish Council

Tree Lane. Cllr Barter to finalise a response based on the above issues highlighted and circulate to Councillors prior to the Clerk submitting. **Action: Cllr Barter**

21/00530/STREET: B4009 Lay-by Lower Icknield Way: Street Trading Consent: The Parish Council have no objections providing the site is kept clean and tidy.

The following applications status has changed:

21/05577/VCDN: Land to The South of Rose Farm Thame Road: Permission with Planning Obligation

21/05843/MINAMD: Coombe House Bennels Close Meadle: Application Permitted

21/05427/ADRC: Quakers Farm Meadle Village Road Meadle: Application Withdrawn

21/05420/FUL: The Old Byre Thame Road Longwick: Application Permitted

21/05628/FUL: Brook Farm Meadle Village Road Meadle: Application Refused

21/05629/LBC: Brook Farm Meadle Village Road Meadle: Application Refused

10. FINANCE

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

Longwick-cum-Ilmer PC Payments for Approval

Meeting: May 2021					
Inv No	Payee	Net	VAT	Gross	Comment
20/04/2021	Keith Dobson	£ 17.50		£ 17.50	Risk Assessment April 2021
Month 1	Tracey Martin	£ 509.63		£ 509.63	April Salary
May-21	Tracey Martin	£ 114.84		£ 114.84	Expenses - Home Allowance, Final Elec Bill and Mobile Top Up x 2, Stationery, competition prizes
2849	BALC	£ 262.00		£ 262.00	Subs
P2364	DCK Accounting	£ 25.00	£ 5.00	£ 30.00	Payroll April
Grant	Longwick Village Hall	£ 1,000.00		£ 1,000.00	Grant approved at April 2021 Meeting
3265	Camsec Security Ltd	£ 41.67	£ 8.33	£ 50.00	SIM Rental CCTV March / April 2021
3328	Camsec Security Ltd	£ 20.83	£ 4.17	£ 25.00	SIM Rental CCTV May 2021
12417	Princes Risborough Tc	£ 255.60	£ 51.12	£ 306.72	Devolved Services Cuts
124456	Robertsons Risboroug	£ 95.40	£ 19.08	£ 114.48	To supply A3 No Off Road sign panels;
695	TBS Hygiene	£ 200.00	£ 40.00	£ 240.00	Bin Emptying April
n/a	Richard Myers	£ 10.50		£ 10.50	Key custting for garage
		£ 2,552.97	£ 127.70	£ 2,680.67	

Meeting: May 2021					
Direct Debits	Payee	Net	VAT	Gross	Comment
	EDF Energy	£ 15.00		£ 15.00	Electricity monthly payment
	Nest	£ 29.20		£ 29.20	Pension Contribution £16.22 from Employer
08/05/201	ICO	£ 35.00		£ 35.00	Data Protection Registration
		£ 79.20	£ -	£ 79.20	

11. REVIEW OF INTERNAL AUDITORS REPORT

a. **Bank reconciliations have not been signed or dated:** Clerk and Cllr Myers to ensure that all bank reconciliations going forward are signed and dated including the supporting documents i.e., bank statements. **Action: Clerk / Cllr Myers**

b. **Council not reporting on the correct accounting basis:** The Clerk apologised as she hadn't checked back over 3 years and seen that the Income and or Expenditure had exceeded £200k which meant the accounts needed to be prepared on an Income and



Longwick-cum-Ilmer Parish Council

Expenditure basis and not receipts and payments. Clerk to rectify this although it will mean that the AGAR signing will have to be deferred.

- c. **Period of Exercise of Public Rights:** The date was displayed as commencing on the same date as the posting of the notice which is not correct and should always be at least one day later. Clerk aware of this. **Action: Clerk**
- d. **Confirming Bank Signatory Arrangements:** Unfortunately, these had not been reviewed at a meeting and minuted since May 2017. Clerk has added to the agenda for this evening's meeting.
- e. **Formal minuting of External Auditor Report:** Going forward full consideration will be given to the points raised and minuted.
- f. **Review of Asset Register in financial year:** This has been rectified for 2021/2022 financial year as a review of the asset register took place at the Parish Council meeting on 28th April 2021.

12. AGAR: As per item 11.b reported above this will be deferred until the June meeting.

13. CCTV UPDATE

- a. Cllr McPherson reported that further training had been received however, it had highlighted an issue with the CCTV not allowing captured images to be downloaded. Camsec are looking into this and believe it is a firmware issue. In the meantime, if images are required Camsec can access these for the Parish Council.
- b. Cllr McPherson updated Councillors on the issues when using the current 4g signal. The Parish Council only has 2gb of data included (around 15 minutes of video) which isn't sufficient and doesn't allow Councillors / Clerk to view the CCTV from home. Discussions have been had with the Village Hall as to whether they will allow us to share their Wi-Fi at a reduced cost to the current 4g costs, a response is expected by 24th May. Subject to approval from the Village Hall the cost for the equipment is £300 and the installation £500. After discussions all Councillors were in agreement to proceed with the Wi-Fi option at a cost of £800 + VAT. **Action: Clerk**

14. UPDATE ON ANTI ANTI-SOCIAL BEHAVIOUR AT LONGWICK PLAYING FIELDS AND TO CONSIDER OPTIONS TO CURB THE BEHAVIOUR

- a. Cllr McPherson reported that the number of complaints seems to have reduced.
- b. Discussions were had on whether Security Guards would be an option – it was agreed to defer this discussion until the next Parish Council meeting when all members are present.
- c. Cllr van Apeldoorn raised the issue of the MUGA equipment not being used i.e., tennis net etc. Discussions were had a sign will be put on the box advising those interested to contact Cllr McPherson for the code and information will also be put on Facebook / Website.
- d. The Clerk reported that the PCSO had offered to attend a meeting to discuss any issues that residents and Councillors may have. It was agreed that this is not necessary at this time due to the level of complaints dropping.

15. EXITING FROM LOCAL GOVERNMENT PENSION SCHEME – CESSATION FEE'S

- a. The Clerk referred to the previously circulated information to Councillors. As the Parish Council is now using Nest for pensions, we will need to leave the LGPS which would incur an actuary fee of £1950 + VAT plus Buckinghamshire Council's fee of £50 per hour + VAT (maximum £200). Discussions were had and Councillors agreed that the Parish Council should not be liable for the costs as we were not informed of them at the time when the Parish Council joined the LGPS. Clerk to report back to Buckinghamshire Council that the Parish Council is not willing to pay the actuary fee. **Action: Clerk**

16. TO CONSIDER AND APPROVE THE PURCHASE OF ADDITIONAL EQUIPMENT

- a. Cllr Barter is looking at equipment options and will report back at the next meeting. Prices vary from £1500-£5000. There is approximately £2400 in the pot which was raised for the equipment with the Parish Council putting in the remainder.



*Longwick-cum-Ilmer
Parish Council*

17. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL

- a. Correspondence had been received from a resident who is experiencing a rat infestation. Unfortunately, the Parish Council is unable to help but will contact the resident to point them in the right direction of whom to speak too.

18. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL

- a. Cllr Mcpherson reported that the North West Chiltern Community Boards are on hold until the new Buckinghamshire Chairman has been elected.

19. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING

- a. Cllr Richards stated that the Parish Booklet needs updating and requires a new street map.
Clerk to try and obtain map. **Action: Clerk**

There being no further business the meeting closed at 8.50pm

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