



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL HELD ON TUESDAY 18TH JUNE 2024 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT: Cllr McPherson BEM (Chairman), Cllr Myers (Vice Chairman), Brian Richard and Alex Barter
Tracey Martin (Clerk)
Buckinghamshire Councillor: Gary Hall
No members of the public present

33. **WELCOME AND APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Mark Molson, Cllr Rogers and Buckinghamshire Councillors Alan Turner and Matthew Walsh.
34. **DECLARATIONS OF INTEREST:** None
35. **APPROVAL OF MINUTES OF THE ANNUAL MEETING OF THE COUNCIL MEETING HELD TUESDAY 21ST MAY 2024:** The minutes were approved by all Councillors and it was **resolved** to approve the minutes and they were signed.
36. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR:**
- An updated was providing on the matter of CIL funds expiring. Buckinghamshire Council have stated that it as their discretion as to whether funds will expire and will get confirmation of this in writing to the Clerk.
 - Cllr Hall had received a complaint from residents of the Bellway Estate that as the road is not adopted the bus service will not service them. It was agreed that the Clerk would write to Risborough Bus to confirm the reasoning behind this. **Action: Clerk**
 - Equestrian signs have been installed in Owlswick and Meadle including Stockwell Lane.
 - Cllr Barter raised a concern on s.106 funds which do have an expiration date and which Buckinghamshire Council hold the money for but do not seem to be spending it on the projects which they had been allocated too. The Clerk stated that there had been an email detailing s.106 funds which developments the funds had come from, amount, how the funds should be spent and any expiration dates. Clerk will circulate email to Councillors and also send to Cllr Hall who will follow up with Buckinghamshire Council. **Action: Clerk**

Cllr Hall left the meeting

37. **PLANNING:**
There have been no new planning applications since the last Parish Council meeting.

The following applications status has changed:

24/05659/FUL: 6 Walnut Tree Lane Longwick: Application Permitted
24/05497/FUL: Sarahs Cottage Thame Road: Application Withdrawn
24/05478/FUL: Woodbine Cottage Chestnut Way Longwick: Application Refused
24/05384/LBC: Woodbine Cottage Chestnut Way Longwick: Application Refused
24/05571/FUL: 32 Walnut Tree Lane Longwick: Application Permitted
24/05851/FUL: 8 The Green Longwick: Application Permitted
24/05943/FUL: Field View Barn Ilmer Lane Ilmer: Application Permitted

38. **TO REVIEW INTERNAL AUDITOR RECOMMENDATIONS AND REPORT:**
- Reserves Policy:** This was previously drafted in 23/24 and was waiting for comment from the Internal Auditor, have resent again for comment.
 - Asset Control:** Title registers to be included to asset register
 - Investment Strategy:** This was previously drafted in 23/24 and was waiting for comment from the Internal Auditor, have resent again for comment.

Further recommendations:

- The Parish Council to undertake a review of effectiveness. Clerk will arrange

- e. Training for Clerk and Councillors: recommendation is for a regular agenda item: It was felt that this was unnecessary and Councillors are informed of training courses available via email. A budget line will be added for training.
- f. Payments: all invoices to have a formal minute reference when the agreement to undertake the work or make the purchase has been made.
- g. Approved Works: All agreed decisions should include the details of the contractor / supplier. Clerk to ensure this is within the minutes.
- h. Long term agreements: Should be reviewed and formally minuted at least every three years to ensure the Council is obtaining best value for money.
- i. Budget setting: Ensure discussions take place within public meetings.
- j. Minutes: The word "Resolved" to be used in minutes for decisions. Clerk has noted and will use.
- k. Council corporate responsibility: No Councillor has individual decision-making powers. The only person who has authority is the Clerk as proper officer. This includes placing orders, arranging payments and discussions with contractors on behalf of the Council.
- l. Website: To consider moving to a .gov.uk domain. Clerk is currently investigating this.
- m. CCTV and GDPR: Council and Clerk to be aware of responsibilities regarding GDPR. Suggest GDPR awareness checklist: Clerk will circulate when available.

39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR):

- a. To consider, complete and approve section 1: Cllr McPherson read through each of the statements and it was **resolved** for the Chairman to sign section 1.
- b. To consider and approve section 2: It was **resolved** to approved section 2.
- c. To approve Elector Rights of Inspection dates commencing Monday 24th June 2024 and ending Friday 2nd August 2024: It was **resolved** to approve the inspection dates,

40. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS: The proposed Financial Regulations were discussed and it was **resolved** to adopt the Financial Regulations.
Clerk to update on the website. **Action: Clerk.**

41. TO REVIEW AND APPROVE THE COMMUNITY RESILIENCE PLAN: Subject to a couple of minor changes it was **resolved** to adopt the Community Resilience Plan. Clerk to update on the website. **Action: Clerk**

42. TO CONSIDER NEIGHBOURHOOD PLAN GRANT FUNDING: The representative supporting the Parish Council is currently preparing a grant funding application. It was also agreed that the Neighbourhood Plan needs updating. To be added to agenda for next meeting. **Action: Clerk**

43. TO CONSIDER QUOTE FOR CUTTING OF OWLSWICK VILLAGE GREEN WHEN IT IS ADOPTED: Since circulating the agenda our solicitor has received feedback that The Green will not be handed over until October 2025 so this will be deferred until next year.

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

- a. Cllr McPherson had received an email from a resident regarding the church roof repairs at St Peters in Ilmer. It was confirmed that all funds are held by the Church.
- b. Cllr Barter had inspected the fencing surrounding the playing field in relation to hedgehogs passing through and circulated photographs to Councillors. It was agreed that the Clerk will contact the local hedgehog sanctuary to enquire how many passing points there should be and how far apart. Once this information is received the Clerk will obtain quotes for the work and bring to the July meeting. **Action: Clerk**
- c. Cllr Barter had circulated photographs of a hole / damage to the fence which needs repairing. Clerk to obtain quotes and bring to the July meeting. **Action: Clerk**
- d. The Clerk presented a quote from Reids Playground Maintenance for a new zip wire seat and adjustments to some of the exercise equipment totalling £585 + VAT. It was resolved to accept the quote under delegated authority and ratify the decision at the next meeting.
- e. Cllr Myers had carried out a playground inspection and one of the picnic benches purchased in 2022 is falling apart. It was agreed that the Clerk will contact the company to enquire about warranty on the item. **Action: Clerk**

45. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
46. **TO CONFIRM THE DATES AND TIME OF THE NEXT PARISH COUNCIL MEETING:**
Tuesday 16th July 2024, 7.30pm at Longwick Village Hall
47. **PAYMENTS:** Unfortunately, the Clerk had omitted from the agenda "To Note Payments". The following payments had been published with the meeting pack and circulated to Councillors and will be paid under Delegated Authority and reported at the next meeting.

Payee	Net	VAT	Gross	Description
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
Jane Olds	£350.00		£350.00	Internal Audit 23/24
RPM	£1,220.00	£244.00	£1,464.00	Bowl spinner repairs
Shield Maintenance	£169.22	£33.84	£203.06	Bin emptying
SLCC paid to BCSPC	£93.50		£93.50	Membership
J van Apeldoorn	£30.00	£6.00	£36.00	Plants for planters
Valerie McPherson	£7.89		£7.89	Expenses - Tea and Coffee
Standing Orders and Direct Debits				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
EDF	£48.00		£48.00	Electricity - Increase in DD
Nest	£44.84		£44.84	Pension Contribution

There being no further business the meeting closed 8.25pm

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