



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
ANNUAL MEETING OF THE COUNCIL HELD ON
TUESDAY 19TH MAY 2026 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice Chairman), Cllr van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell and Cllr Greengrass.

Buckinghamshire Councillors: Cllr Hall

Clerk: Tracey Martin

8 members of the public present at the start of the meeting

- 18. ELECTION OF THE CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE:** Following a proposal by Cllr Greengrass seconded by Cllr Pennell it was unanimously **resolved** to appoint Cllr Smith as Chairman. The Declaration of Acceptance of Office will be signed prior to the next meeting. Cllr Smith confirmed he was willing to serve for one year, after which he would look for another Councillor to take on the role
- 19. ELECTION OF THE VICE-CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE VICE-CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE:** Following a proposal by Cllr Smith seconded by Cllr van Apeldoorn it was unanimously **resolved** to appoint Cllr Livingston as Vice-Chairman and the Declaration of Acceptance of Office will be signed prior to the next meeting.
- 20. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. No apologies were received from Cllr Atkinson. Apologies were received from Buckinghamshire Councillor Cllr Walsh.
- 21. DECLARATIONS OF INTEREST:** Cllr Smith declared an interest in PL/26/03028/FA and will refrain from discussions and voting.

Members of the public were invited to speak:

- A resident raised concerns about a lack of visibility about the usage of funds, handed over to the Village Hall Management Committee, and arising from the village fete, and how those funds improve the offering to the Longwick Community and it's use of the hall. Cllr Smith noted that the Parish Council is seeking to engage constructively with the Village Hall Committee and would hope to see progress in due course. Cllr Smith encouraged residents to raise any concerns directly with the Village Hall Committee, noting that a petition from residents could be an option. Cllr Hall confirmed support to the Parish Council if required.
- A resident who acts as the guardian for the defibrillators asked for clarification on Agenda Item 38 and whether he would still be required to carry out the regular checks. The Clerk explained that the guardian role would remain the same, subject to his willingness to continue, and he indicated that he was happy to do so. In closing, the Clerk stated she would catch up with him offline.
- A resident asked whether any future changes to speed limits were being considered, noting that none were included in the proposals under Agenda Item 36. Cllr Smith explained that the Council wished to see progress on the current proposals and that, given the restrictions and cost implications associated with altering speed limits, pursuing additional changes at this stage would slow the process down. A resident thanked the Council for their work on the All-Weather Surfacing. It was noted that both positive and negative feedback had been received and discussed.

22. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 21ST APRIL 2026:

Following a proposal by Cllr Pennell seconded by Cllr van Apeldoorn a vote was taken and it was unanimously **resolved** by to approve the minutes and the minutes were signed.

23. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Linking of Longwick Playing Field and Wickfield Play Area (83c): The Clerk highlighted that the discussion on planning application PL/26/02775/MDLA may affect this action. It was agreed that this item would be removed from the outstanding actions and may be revisited in the future, noting that the transfer between Management Companies is ongoing. The Council also noted that some residents have raised concerns about the Parish Council pursuing this matter.
- b. Legal matters (188): Clerk is progressing. **Action: Clerk**

- c. Meeting with Buckinghamshire Councillors (4): The Clerk noted that she had emailed the Buckinghamshire Councillors but had not received a response. Cllr Hall confirmed that they would be available to meet next week. The Clerk will arrange. **Action: Clerk**
- d. Respond to complaint about antisocial behaviour / noise from MUGA (11a): Clerk responded

24. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:

- a. Cllr Hall thanked Cllr Smith and Cllr Livingston for taking on the positions of Chair and Vice-Chair.
- b. The Sportsman Roundabout has been patched to an extent; however, it is not currently programmed for resurfacing in 2026–2027. A request for inclusion has been made at a higher level.
- c. Bus Service: Cllr Hall reported further discussions with the Bus Operators who remain constrained by budgets and by restrictions relating to bridge heights. Discussions are ongoing.
- d. Chestnut Way Weight Restriction: Cllr Hall stated that the intention is to pursue a weight restriction along the full route from Wycombe Road, Princes Risborough, to the Red Lion in Longwick. An estimated contribution of approximately £13,000 would be required from the Parish Council to progress this work. Cllr Hall left the meeting at 7.58pm

25. TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES / GROUPS:

- a. **COMMUNITY BOARDS:** Cllr Livingston will represent the Parish Council and if other representatives are required will report back to the Parish Council.
- b. **OTHERS BODIES OR GROUPS AS REQUIRED:** The Clerk confirmed there are no appointments required to the Parochial charities.

26. REVIEW AND ADOPTION OF POLICIES:

- a. **STANDING ORDERS:** Following a proposal by Cllr Greengrass seconded by Cllr Ayre it was **resolved** to approve the Standing Orders.
- b. **FINANCIAL REGULATIONS:** Following a proposal by Cllr van Apeldoorn seconded by Cllr Gummer it was **resolved** to approve the Financial Regulations.
- c. **To consider establishing a Working Group to review all other policies throughout the year:** Following a proposal by Cllr Smith, seconded by Cllr van Apeldoorn, it was **resolved** to establish two Working Groups to support the review of policies. The groups will comprise:
 Group 1: Cllr Gummer, Cllr Ayre and Cllr Greengrass
 Group 2: Cllr Atkinson, Cllr Pennell and Cllr Livingston
 Cllr Livingston expressed concern about the number of policies requiring review. The Clerk clarified that she would prepare all policy templates, and the Working Groups would be responsible only for reviewing them and bringing draft versions to Parish Council meetings for approval.
 The Clerk will produce a summary of existing policies, their review dates and those still requiring development. **Action: Clerk**

27. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

PR202602-379395: Little Horsenden Farm, Lower Icknield Way (Premises License): No comment to submit
 PL/26/03028/FA: 4 Walnut Tree Lane Longwick: Cllr Smith refrained from discussions and voting and Cllr Livingston chaired this: No objection
 PL/26/02511/FA: Bridleways Farm Stockwell Lane Little Meadle: Objection
 Appeal: 6008544 (PL/25/4624/VRC): Sans Paddock Owlswick: No further comment to original objection
 PL/26/02775/MDLA: OS Parcel 9166 Boxer Road & OS Parcel 6576 Walnut Tree Lane: Objection
 PL/26/02078/FA: Saddleback Barn Lower Icknield Way Longwick: No objection
 PL/26/03263/FA: 17 Ivy Close Longwick: No objection

Change of status:

PL/26/02789/KA: New Berkeley House Owlswick: TPO shall not be made
 PL/26/00071/VRC: Rest Awhile, Owlswick: Refuse Permission

28. PAYMENTS FOR APPROVAL MAY 2026:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£60.99		£60.99	Clerk Salary - Diff between S/O
HMRC	£111.20		£111.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
BMKALC	£50.00		£50.00	Complaints Handling Training - TM
BMKALC	£359.76		£359.76	Subs 26/27
John Lee Construction	£28,016.67	£5,603.33	£33,620.00	All Weather Surfacing of Bridleway (£10k deposit paid 18/02/26)
John Lee Construction	£2,500.00	£500.00	£3,000.00	additional costs

Thomas Design	£314.90	£62.98	£377.88	NP Consultancy Services
Blades Turfcare	£1,684.00	£336.80	£2,020.80	Grass cutting
Bollard Security	£2,166.67	£433.33	£2,600.00	Bollards (Paid 29/04/26)

Following a proposal by Cllr Livingston seconded by Cllr Gummer it was **resolved** by all those present to approve the payments.

Zempler Card Payments:

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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Directs Debits, Standing orders:

Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£44.25	£3.75	£48.00	Electricity
Nest	£48.26		£48.26	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

Cllr Ayre confirmed that the end of year accounts had been checked and signed off.

29. TO REVIEW AND UPDATE (WHERE REQUIRED) BANK MANDATES FOR ALL ACCOUNTS: Following a proposal by Cllr Ayre and seconded by Cllr van Apeldoorn it was **resolved** that no updates were required and the existing bank mandates would remain in place.

30. TO APPOINT A COUNCILLOR TO CARRY OUT QUARTERLY CHECKS OF THE ACCOUNTS: Following a proposal by Cllr Smith seconded by Cllr Pennell it was **resolved** by all those present that Cllr Ayre will continue to carry out quarterly checks of the accounts.

31. TO APPOINT A COUNCILLOR TO CARRY OUT MONTHLY CHECKS OF THE EQUIPMENT AT LONGWICK PLAYING FIELD: Following a proposal by Cllr Smith seconded by Cllr Pennell it was **resolved** by all those present that Cllr van Apeldoorn will carry out the monthly inspections. Clerk to share with Cllr van Apeldoorn the template form. **Action: Clerk**

32. TO CONSIDER REOCCURRING PAYMENTS AND CONTRACTORS FOR 26-27:

Shield Maintenance	Bin Emptying	£180-200 per month + VAT
Blades	Grass cutting Devolved Services & Greens	£1,684.00 per month + VAT
VAT		
BMKALC	Subs	£400 per annum
Scribe	Accounts Software	£500 per annum
PKF Littlejohn	External Audit	£400 per annum
WTG Consultants	Internal Audit	£250-300 per annum
EDF Energy	Electricity	£48 per month – will be reduced as new contract entered into
The Play Inspection Company	Annual RoSPA	£250 per annum + VAT
Chiltern Society	Footpath Clearance	£750 per annum
Clear Insurance	Insurance	£1150 per annum
Everything Figures	Payroll Processing	£150 per annum + VAT
Bright Marks	Pitch Marking	£360 per month during season which is for 2 x marking
GiffGaff	Mobile Top Up	£5 per month + VAT
Lloyds	Monthly Bank Charge	£4.25 per month
Longwick Village Hall	Hall Hire for Meetings	£500 per annum
Nest	Pension	£48.26 per month (varies)
TEEC	Website Hosting	£250 per annum + VAT
HMRC	PAYE	£111.20 average (varies)

Councillors discussed footpath clearance by The Chiltern Society who undertakes the work according to their own schedule rather than the Parish Council's. It was therefore agreed that footpath clearance should be considered within the grass-cutting tender for 2027–2028. The Clerk will schedule this. **Action: Clerk**

Following a proposal by Cllr Greengrass seconded by Cllr Pennell it was **resolved** by all those present that the above contractors and subscriptions will be approved:

33. TO CONSIDER ACTIONS FROM INTERNAL AUDIT 25-26:

- a. **PAYROLL CONTROLS:** Chairmans allowance should be run through the payroll unless for allowable permitted expenses: Comment noted.
- b. **PHOTOGRAPHS OF ASSETS:** This is already being done however, the printed version which the auditor sees does not show photos. No further action required.
- c. **TRUST FUNDS BOX:** The Clerk accidentally ticked the wrong box. This has now been rectified.
- d. **POLICIES, FOI, DATA PROTECTION ETC:** Clerk to look into producing the required policies
Action: Clerk.
- e. **.GOV DOMAIN:** Discussions were had around the Council obtaining .gov domains. Clerk will look into costs and add to the June agenda.
Action: Clerk
- f. The Internal Audit Report and actions for 25-26 were noted by all those present.

34. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN:

- a. **TO CONSIDER, COMPLETE AND APPROVE SECTION 1:** The Chairman read out each statement and following a vote was unanimously **resolved** to answer yes to statements 1-8 and 10 and n/a to statement 9 and section 1 was signed.
- b. **TO CONSIDER AND APPROVE SECTION 2:** The Chairman read out the financial information and a vote was taken and it was unanimously **resolved** that the accounts statements were approved and section 2 was signed.
- c. **TO APPROVE ELECTOR RIGHTS OF INSPECTION DATES COMMENCING WEDNESDAY 3 JUNE 2026 – TUESDAY 14 JULY 2026:** It was unanimously **resolved** to approve the Electors Rights of Inspection dates.

- 35. TO CONSIDER THE PURCHASE AND INSTALLATION COSTS OF A REPLACEMENT VAS:** Following a proposal by Cllr Sith seconded by Cllr van Apeldoorn a vote was taken and it was unanimously **resolved** to proceed with the replacement VAS at a cost of £4,360.57 + VAT through Buckinghamshire Council (Balfour Beatty Living Places). The Clerk will confirm approval to proceed.
Action: Clerk

- 36. TO CONSIDER TRAFFIC CALMING / SPEED REDUCTION PROPOSALS INCLUDING ANY ASSOCIATED COSTS:** Following a proposal by Cllr Greengrass seconded by Cllr Ayre a vote was taken and it was unanimously resolved to proceed with the quotation from Buckinghamshire Council at a cost of £45,782.35 + VAT. Some Councillors expressed concern that the final cost may increase and noted that alternative quotations could not be obtained however, it was agreed that the benefits to Parishioners outweighed these concerns. The Clerk will confirm approval to proceed.
Action: Clerk
It was **resolved** that a quotation will be obtained for village name signage for the Meadle Village Gates as this had been omitted from the quote.
Action: Clerk

- 37. TO NOTE THE CLERKS DECISION UNDER DELEGATED AUTHORITY TO ENTER INTO A NEW ELECTRICITY CONTRACT:** The Clerk's decision was noted, and Councillors thanked the Clerk. Councillors confirmed they were satisfied that the decision had been taken appropriately under delegated authority. The new electricity prices will be: a unit rate of £0.268 per kWh with a standing charge of £0.50 per day fixed until 5 May 2028.

- 38. TO CONSIDER THE TRANSFER OF DEFIBRILLATORS TO THE PARISH COUNCIL:** Following a proposal by Cllr Smith seconded by Cllr Livingston it was unanimously **resolved** by all Councillors to adopt all responsibilities for the defibrillators in the Parish.

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

- a. Ilmer Pond: The Clerk has received a request from somebody who is undertaking training to get their Great Crested Newt surveying licence and they are looking for ponds that they can survey to improve their experience before applying for a licence. They will be accompanied by someone with a license as per the legal requirement: Following discussions it was **resolved** that the Parish Council is happy for this

to take place as long as they accompanied and relevant insurances are in place. Clerk will advise them of the outcome and it was suggested the Clerk also inform a local resident. **Action: Clerk**

- b. The bin price increase from Shield Maintenance was noted.
- c. The Clerk reported that an email had been received requesting use of the playing field for a football tournament. Councillors were supportive in principle. It was noted that arrangements for the Village Hall and parking would need to be made directly with the Village Hall. The Clerk raised concerns regarding the number of vehicles and the impact on parking. Clerk will respond. **Action: Clerk**

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

- a. Cllr Smith and Cllr Ayre had attended a meeting with the preschool in order to discuss their concerns about their future as they need to ensure their financial security. They have a desire to stay in the village which the Parish Council supports.
- b. Cllr Smith had met with the Reverend from St Marys. He is keen to get involved with activities in the village and will also be sitting on the school governing board.

41. 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 16th June 2026
- Tuesday 21st July 2026
- August – no meeting
- Tuesday 15th September 2026
- Tuesday 20th October 2026
- Tuesday 17th November 2026
- Tuesday 15th December 2026
- Tuesday 19th January 2027
- Tuesday 16th February 2027
- Tuesday 16th March 2027
- Tuesday 20th April 2027 *
- Tuesday 18th May 2027 **

*The Annual Meeting of the Parish will be held prior to the ordinary Parish Council meeting on 20th April 2027 at Longwick Village Hall starting at 7pm.

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

42. 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 43 ON THE AGENDA: Following a proposal by Cllr Smith seconded by Cllr Livingston a vote was taken and all Councillors were in favour and it was **resolved** to exclude the press and public

43. CONFIDENTIAL MATTERS – TO CONSIDER STAFFING MATTERS: It was unanimously resolved that the Clerk’s contract will be updated to align with the Green Book terms and conditions. Cllr Ayre will prepare the updated contract. **Action: Cllr Ayre**

44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960: TO RESOLVE THAT THE PUBLIC AND PRESS BE RE ADMITTED TO THE MEETING: Following a proposal by Cllr Smith seconded by Cllr Livingston a vote was taken and it was **resolved** that the press and public be readmitted to the meeting. The Clerk and one member of the public rejoined the meeting.

There being no further business the meeting closed at 9.29pm

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