

**LONGWICK-CUM-ILMER PARISH COUNCIL**  
**THE ANNUAL MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY**  
**17<sup>th</sup> MAY 2016 AT 7.30 PM IN LONGWICK VILLAGE HALL**  
**AGENDA**

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting.

1. Election of Chairman
2. Declaration of Acceptance of Office to be signed by the Chairman
3. To receive and accept apologies of absence from Parish Councillors
4. Election of Vice Chairman
5. Acceptance of Minutes of Previous Meeting of the 19<sup>th</sup> April 2016
6. Declarations of Interest -To receive any pecuniary or non-pecuniary declarations of interest.
7. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council
8. Nominations for Councillor Representatives on Outside Bodies
9. To receive Matters Arising not otherwise on the Agenda
10. Finance - To note accounts for payment in accordance with the budget
11. Capital Items and Community Facilities
  - A. Playing Field
  - B. Children's Play Area
12. To consider and decide on a response to correspondence received by the Parish Council
13. To receive an update from the Tree Survey Working Group (Cllrs. Ian Walker and Rolf van Apeldoorn)
14. To receive an update on the flower containers at the entrances to the village (Cllr Val McPherson)
15. To receive the Internal Auditors Report for the Year 2015/16
16. To approve the Accounts for the year 2015/16 and the Annual Governance Statement of the Annual Return
17. To agree the signatories for 2016/17 to sign cheques on behalf of the Parish Council
18. To decide on a Parish Council policy for cars to park on the Playing Field (Cllr Val McPherson)
19. To approve advertisements for the next edition of the Newsletter
- 20 .Planning Applications
  - a. To consider New and Amendments to Planning Applications
  - b. To Receive Notice of Planning Applications Approved
  - c. To Receive Notice of Planning Applications Refused
21. Agenda items for the Next Meeting
22. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on the preferred supplier for play equipment
23. Date of Next Meeting.

*Susanne Griffiths*

Susanne Griffiths, Clerk to the Parish Council

10<sup>th</sup> May 2016

**DRAFT LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 19th APRIL 2016 AT 7.30 PM  
IN LONGWICK VILLAGE HALL**

**PRESENT**

Cllr Mrs Valerie McPherson BEM (Chairman)  
Cllrs Ian Walker, Jane Rogers, Sally Whitworth, Rolf van Apeldoorn and Brian Richards  
Clerk Mrs Susanne Griffiths  
Clerical Assistant Jayne Mylchreest  
3 members of the public

**1. APOLOGIES FOR ABSENCE**

No apologies were received.

**2. MINUTES**

The Minutes of the previous meeting of the Parish Council on the 15<sup>th</sup> March 2016 having been circulated were approved by the Meeting and signed by the Chairman.

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

**4. MATTERS ARISING FROM LAST MEETING NOT OTHERWISE ON THE AGENDA**

None.

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

Cllr. Bill Bendyshe-Brown sent his apologies.

**6. FINANCE**

A/ Payments

vat

April	Salaries	April salaries	321.97		321.97
April	Salaries	BCC Local Government pension scheme	101.60		101.60
April	Dog waste and litter bins	TBS Hygiene Ltd - 4/12/15-27/2/16	257.40	51.48	308.88
April	Grant	St Dunstan's Church (Owlswick PCC)	75.00		75.00
April	Grant	St Peters Church ( Ilmer PCC)	75.00		75.00
April	Grant	Bledlow PCC( St Michaels Horsenden )	75.00		75.00
April	Grant	Longwick Village Hall defibrillator	250.00		250.00
April	newsletter	Whiteleaf Printers	465.00		465.00
April	Admin	ICO - Data protection registration	35.00		35.00
April	Pollard Trees	C Spittles - pollard trees Ilmer	260.00		260.00
April	Grass cutting	PRTC Maintenance duties March 1/10	300.00	60.00	360.00
April	Risk Assessment	K Dobson- Risk assessment March	15.30		15.30

B/ Receipts - £Nil

C/ Bank Balance £ 18,065.03 (allowing for the above cheques).

The income for March and the expenditure for April was examined by the Council. **All present agreed** that the necessary cheques be signed.

The Clerk presented the accounts together with the bank statements and bank reconciliation for the members' consideration together with a copy of all standing orders and direct debits made from the Parish Council account. **All present agreed** that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

## **7. ROADS, VERGES AND RIGHTS OF WAY**

The Clerk introduced a form to the members to complete when reporting an issue. This will enable accurate reporting and monitoring.

The Clerk is requested to report the following issues:-

The VAS on Thame Road is not working

**JM**

Cllr. Jane Rogers has reported the following potholes:-

Mill Lane under reference number 40016409

Outside the property known as "Restawhile" under reference number 40016412

Owlswick Lane/Bar Lane junction under reference number 40016413

## **8. CAPITAL ITEMS AND COMMUNITY FACILITIES**

### **A. Playing Field**

There were no medium or high risk issues highlighted in the Risk Inspection Report for March 2016.

### **B. Children's play area**

There were no medium or high risk issues outstanding in the Risk Inspection Report for March 2016.

## **9. CORRESPONDENCE**

A letter has been received from a resident regarding grass cutting of the verges.

The resident queries why some verges on the outside of the village are not cut as frequently as the verges in the village.

**All present agreed** to forward the letter to Bucks County Councillor B Bendyshe-Brown as grass cutting outside of the devolved services area is the responsibility of Bucks County Council. The Clerk is requested to advise the resident.

**JM**

## **10. REPORT FROM THE PLAY EQUIPMENT WORKING GROUP**

Cllr Sally Whitworth informed the members that £ 716.26 was raised from the Quiz Night held on the 19<sup>th</sup> March and £214.00 from a Bingo night.

The Parish Council is requested by Tesco Groundwork (Bags of Help Grant) to complete and sign a Landowner permission form. **All present agreed** to provide the information and give the consent for the new play equipment to be installed.

**JM**

## **11. REPRESENTATION TO THE PRINCES RISBOROUGH TOWN PLAN STEERING GROUP CONCERNING THE FUTURE USE OF THE LAND KNOWN AS OS PARCEL 8955 IN RELATION TO THE PRINCES RISBOROUGH TOWN PLAN**

**All present agreed** for Cllr Sally Whitworth to prepare a draft for approval by the members to contact Wycombe District Council to request that the future use of the land known as OS PARCEL 8955 is considered for use as allotments in the Princes Risborough Town Plan. SW/SG

## **12. REVIEW OF THE TREE SURVEY**

**All present agreed** for Cllr. Ian Walker and Rolf van Apeldoorn to prepare a plan and to identify the trees in the playing field, which are the responsibility of the Parish Council, to be discussed at the next meeting.

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**13. THE USE OF VARIABLE BANKERS STANDING ORDERS FOR PAYMENTS**  
Cllr Sally Whitworth proposed the use of variable standing orders for payment of salaries, pension contributions and monthly risk assessments. Seconded by Cllr Brian Richards.  
**All present agreed.**

**14. FILLING A VACANCY FOR A COUNCILLOR BY CO-OPTION**  
Wycombe District Council has advised that no residents have requested a by election and therefore the Parish Council may consider co-opting a Councillor to fill the vacancy for a Councillor.  
**All present agreed** that the Parish Council should now proceed in filling the casual vacancy by co-option and to advertise the vacancy until the 30<sup>th</sup> June 2016. Anyone interested will be invited to attend the meeting in July 2016. The vacancy is to be advertised on the notice board and website. **SG**

**15. THE FUTURE MAINTENANCE OF ILMER GREEN**  
A letter has been received from a resident advising that they are no longer able to help with the grass cutting at The Green and surrounding verges. Cllr Sally Whitworth proposed to let the grass grow in a natural state. Seconded by Cllr. Ian Walker.  
A vote was taken on the proposal to let the grass grow in a natural state. There were 4 votes for the proposal and 2 against, therefore the motion was carried. **SG**

**16. APPLICATION FOR FUNDING TO THE TRANSPARENCY FUND FOR SMALLER AUTHORITIES FOR A COMPUTER**  
The Clerk informed the members that the Parish Council is eligible to apply for funding from The Transparency Fund for Smaller Authorities to purchase a computer for the Clerk's use.  
**All present agreed** to apply. The Clerk is requested to complete the application. **JM**

**17. ACTION TO BE TAKEN REGARDING THE HEIGHT OF THE HEDGE AND THE ADVERTISING AT THE SHELL GARAGE ROUNDABOUT**  
Cllr Rolf van Apeldoorn raised his concerns about the height of the hedge and the advertising at the Shell garage roundabout.  
**All present agreed** to contact Bucks County Council to request that the Road Safety Officer to make a site visit and advise on any action to be taken. **JM**

**18. A DATE FOR THE ANNUAL PARISH CAROL SERVICE**  
Cllr Brian Richards proposed the 20<sup>th</sup> December 2016 at 6p.m. Seconded by Cllr Sally Whitworth. **All present agreed.** **BR**

**19. A REPORT ON "THE BIG LUNCH"**  
Cllr Val McPherson gave an update on the preparations for the lunch on the 12<sup>th</sup> June 2016. Cllr Ian Walker informed the members that the residents of Ilmer have requested permission to use The Green in Ilmer for a "Big Lunch" on the 11<sup>th</sup> June 2016. **All present agreed.** **IW**

**20. A REPORT ON THE PARISH NEWSLETTER**  
Cllr Val McPherson informed the members that the Princes Risborough Town Council will be preparing the next edition under the guidance of Cllr Val McPherson.

## **21. THE PROVISION OF FLOWER CONTAINERS AT THE ENTRANCES TO THE VILLAGE**

Cllr Sally Whitworth agreed to obtain a revised quotation for the provision of flower containers at the entrances to the village, to be discussed at the next meeting .SW

## **22. PLANNING APPLICATIONS**

### To consider New Planning Applications

#### **16/05611/FUL**

OS Parcel 8955 Askett Village Lane Askett Buckinghamshire

Erection of 2 x chicken sheds, 1 x chattel and 1 x workshop (retrospective)

**Whilst the Longwick-cum-Ilmer Parish Council has no objection to this land being solely used for the purposes of agricultural use/allotments and therefore accepts that chicken sheds and workshops may be erected, it is mindful that the Bucks County Council Highways Department has yet to make a ruling as to whether the recently created access to and from the site in question onto the B4009 opposite the busy junction with Stockwell Lane, is safe and legal (case ref 46012785). Therefore the Longwick-cum-Ilmer Parish Council would object to this application being granted for that reason. The Longwick-cum-Ilmer Parish Council is of the opinion that this newly created access is highly dangerous on a road which is heavily used by high speed traffic. The access at this location is also totally unnecessary as the land can be accessed more safely from existing entrances along Askett Lane.**

#### **16/05852/FUL**

**Address:** 5 Lower Icknield Way Longwick Buckinghamshire HP27 9RZ

**Proposal:** Householder application for construction of part two storey, part single storey front/side extension (alternative scheme to pp 16/05232/FUL) **The Parish Council has no objections.**

#### **16/05873/FUL**

**Address:** 14 Dorrells Road Longwick Buckinghamshire HP27 9SL

**Proposal:** Householder application for construction of first floor side extension and associated alterations **The Parish Council has no objections.**

### Notice of Planning Applications Approved

**16/05232/FUL**      *Decision*      Application Permitted

**Address:** 5 Lower Icknield Way Longwick Buckinghamshire HP27 9RZ

**Proposal:** Householder application for construction of part two storey, part single storey front/side extension

### To receive Notice of Applications Refused

None

### To receive Notice of Applications Withdrawn

None.

### To receive Notice of Appeals in Progress

**APP/K0425/W/16/3145192**

**Address:** Old Oaks Thame Road Longwick Buckinghamshire HP27 9SW

**Proposal:** Application for removal of existing ancillary accommodation previously permitted by 12/06020/CLP & erection of detached replacement building for ancillary residential purposes

**23. AGENDA ITEMS FOR THE NEXT MEETING.**

To receive the Internal Auditors Report for the Year 2015/16

To approve the Accounts for the year 2015/16 and the Annual Governance Statement of the Annual Return

To decide on the Annual Review of the Effectiveness of the Internal Audit

To receive an update from the Tree Survey Working Group

To receive an update on the flower containers at the entrances to the village

Election of Chairman

Declaration of Acceptance of Office to be signed by the Chairman

Election of Vice Chairman

To elect representatives to outside bodies

To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to discuss and decide on the preferred supplier for play equipment

**24. NEXT MEETING**

The next meeting of the Parish Council will take place on Tuesday 17<sup>th</sup> May 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 9.04 pm.

Chairman.....

Date.....Page 885

Copy of Payments    Agenda item No 10

Vat

May	May salaries	321.97		321.97
May	BCC Local Government pension scheme	101.60		101.60
May	PRTC Maintenance duties April 2/10	300.00	60.00	360.00
May	K Dobson- Risk assessment April	15.50		15.50
May	D Timms Internal Audit fee year 2015/16	25.00		25.00
May	PRTC - grass cutting for April	280.00	56.00	336.00
May	BALC - Annual Subscription	197.20		197.20

**INSPECTION 19/04/16**

**LOCATION: Longwick Playing Field**

**Defects  
Yes/No      Category      Level  
of Risk**

		<b>Defects Yes/No</b>	<b>Category</b>	<b>Level of Risk</b>
<b>Surfaces: Paths</b>	Good			<b>No</b>
<b>Grass</b>	OK			<b>No</b>
<b>Pi Seats</b>	Generally OK			<b>No</b>
<b>Bins</b>	Good			<b>No</b>
<b>Play Area</b>	See separate report	<b>Yes</b>	<b>2</b>	<b>Medium</b>
<b>Skate Ramp &amp; Shelter</b>	Large crack on concrete surface, may benefit from some preventative work - no change	<b>Yes</b>	<b>3</b>	<b>Low</b>
<b>Aerial Runway</b>	OK			<b>No</b>
<b>Goal Posts</b>	Good			<b>No</b>
<b>Gate</b>	Broken, may need welding or replacing	<b>Yes</b>	<b>2</b>	<b>Medium</b>
<b>Fencing</b>	Good			<b>No</b>
<b>Boundaries</b>	OK			<b>No</b>
<b>General Comments</b>				



**LONGWICK MISCELLANEOUS AREAS AND ITEMS**

**Level of Risk**

<b>Ilmer Green</b>	Good			<b>No</b>
<b>Ilmer Bench</b>	Good			<b>No</b>
<b>Longwick shop notice board</b>	Good			<b>No</b>
<b>Longwick War Memorial</b>	OK			<b>No</b>
<b>Owlswick Chapel Bench</b>	OK			<b>No</b>

**Council inspection report form – play areas**

**Date 19/04/16**

**Inspectors name: Keith Dobson**

**Site inspected: Longwick Play Area**

<b>Item or area</b>	<b>Specific item/location</b>	<b>Defects Yes/no</b>	<b>Category</b>
Stability and condition of frames		No	
Fittings and fixings – present and secure?		No	
Guard rails and other safety features		No	
Sharp edges or other protrusions?		No	
Working of moving parts		No	
Swing seats, chains and shackles		No	
Slide surface		No	
Base plate or spring items secure?		No	
Seats		No	
Fencing and gate	Gate broken, see main sheet	Yes	2
Debris (broken glass, litter, etc)		No	
Surfaces (under equipment and elsewhere)		No	
Notice and warning signs – presence and condition		No	

**CATEGORY OF DEFECT & RESPONSE TIMES**

Category 1 – Safety defect within 24 hours

Category 2 – Maintenance defect within 14 days

Category 3 – Maintenance defect with 26 weeks

Susanne Griffiths  
Clerk to Longwick-cum-Ilmer Parish Council  
The Princes Centre  
Clifford Road  
Princes Risborough  
Buckinghamshire  
HP27 0DP

Mr D Timms  
57 Wycombe Road  
Stokenchurch  
High Wycombe  
Bucks HP14 3RR

19<sup>th</sup> April 2016

**INTERNAL AUDIT year ended 31<sup>st</sup> March 2016**

I confirm that I have carried out the Internal Audit of the Council's books, and that everything was in order in accordance with the current regulations.

Also I confirm that I have acted in this capacity entirely independently of the Parish Council.



D Timms

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

LONGWICK-CUM-ILMER PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.				has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE

dated  

Signed by:

Chair SIGNATURE REQUIRED

dated  

Signed by:

Clerk SIGNATURE REQUIRED

dated  

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

LONGWICK-cum-ILMER  
PARISH COUNCIL

## FINANCIAL REPORT

31st March 2016

Actual 2014/2015

Actual 2015/2016

		<u>RECEIPTS</u>			
£17,609.00		Precept		£21,000.00	
£291.65		WDC Grant re LCTS		£246.74	
£3,226.85		Devolved Services		£3,102.14	
£50.00		Wayleaves		£50.00	
£1,079.02		VAT Refund		£907.24	
<u>£22,256.52</u>		Neighbourhood Plan		£8,000.00	
				<b>£33,306.12</b>	
		<u>PAYMENTS</u>			
		Administration:			
		Election costs/Code of Conduct costs		£175.07	
£ 5,222.84		Salaries and Expenses		£5,939.23	
£876.71		Administration (postage, copying, Land registry fee etc)		£264.21	
£1,150.00		Parish Newsletter		£1,096.40	
£1,293.22		Insurance		£1,349.28	
£74.00		Village Hall Hire		£0.00	
£125.00		Audit Fees		£125.00	
£245.81		Risk Assess & RoSPA		£247.48	
£68.82		Christmas tree & Refreshments for Carol Service		£76.07	
£90.98		Website		£720.00	
£ 9,147.38	£ 9,147.38			£9,992.74	£9,992.74
		Maintenance:			
£0.00		Pollard trees		£0.00	
£2,952.56		Grass Cutting		£3,000.00	
£514.80		Dog Waste and Litter Bins		£1,409.44	
£0.00		Hedge Cutting		£0.00	
£569.00		Sports Field general		£959.00	
£0.00		Play Area		£514.03	
£0.00		Car Park Lights		£0.00	
£4,036.36	£ 4,036.36			£5,882.47	£5,882.47
		Capital Fund:			
£0.00	£0.00	Trees		£50.00	£50
		Subscriptions and Donations:			
£189.60		BALC		£189.48	
£10.00		WDALC		£10.00	
£20.00		Bucks Playing Fields Association		£0.00	£199.48
£219.60	£ 219.60				
		Section 137 Grants:			
£25.00		Royal British Legion		£19.25	
£	£ 25.00				£19.25
		Grants (LGA 1972,s214)			
£75.00		Horsenden PCC		£75.00	
£75.00		Ilmer PCC		£75.00	
£75.00		Owlswick PCC		£75.00	
£250.00		Risborough Area Community Bus		£250.00	
£475.00	£ 475.00			£475.00	£475
	<u>£ 13,903.34</u>				<b>£16,618.94</b>
	£ 907.24	VAT Payments		£2,877.13	£2,877.13
£3,226.85	3226.85	Devolved Services		£0.00	
	<b>£18,037.43</b>	Neighbourhood Plan		£7,599.48	£7,599.48
					<b>£27,095.55</b>

Planning Applications Agenda item No 20

**16/06086/CTREE**

**Address:** Dock Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Selectively reduce and fell trees on site as set out in enclosed schedule.

**16/06109/FUL**

**Address:** Dock Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Householder application for replacement lean to, internal insulation of walls, insertion of doorway, installation of slim light double glazing, removal of modern privy, replacement of dining room door, replacement tiled floor, removal of modern stud partitions and relocation of bathroom

**16/06110/LBC**

**Address:** Dock Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Listed building application for replacement lean to, internal insulation of walls, insertion of doorway, installation of slim light double glazing, removal of modern privy, replacement of dining room door, replacement tiled floor, removal of modern stud partitions and relocation of bathroom

**16/06084/FUL**

**Address:** Chiltern Chestnut Way Longwick Buckinghamshire HP27 9SD

**Proposal:** Householder application for construction of single storey front and rear extensions and associated external alterations (Alternative scheme to PP/15/06587/FUL)