


**LONGWICK-CUM-ILMER PARISH COUNCIL
THE MEETING OF THE PARISH COUNCIL WILL BE HELD
ON TUESDAY 20th OCTOBER 2015 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. Welcome and Apologies for Absence.**
- 2. Acceptance of Minutes of the previous meeting on the 15th September 2015**
- 3. Declarations of Interest** - Members are 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.
- 4. To receive a presentation from Robert Curtis (Electoral Services & Land Charges Manager from Wycombe Council regarding the Neighbourhood Plan referendum**
- 5. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council**
- 6. Matters Arising Not Otherwise on the Agenda**
- 7. Finance - To approve accounts for payment in accordance with the budget**
- 8. Capital Items and Community Facilities**
 - A. Playing Field
 - B. Children's Play Area
- 9. To receive reports on the Roads, Verges and Rights of Way in the Parish**
- 10. To consider and decide on a response to correspondence received by the Parish Council**
- 11. To discuss and decide on approving a Local Government Pension Employer's Discretions Policy**
- 12. To receive a report from the Steering Group on the Neighbourhood Plan for the Parish and to decide on any actions to be taken (Cllr Val McPherson)**
- 13. To appoint a representative for the Parish Council to attend the Risborough Area Community Forum meetings (Cllr Val McPherson)**
- 14. To decide on the Annual Review of the effectiveness of the Annual Audit**
- 15. To discuss and decide whether to accept Devolved Services from WDC 2016/2020**
- 16. To receive an update on the Princes Risborough Area Action Plan (Cllr Rolf van Apeldoorn)**
- 17. To discuss and decide on permitting signage for the Village Hall car park to be installed on the children's playground (Cllr Val McPherson)**
- 18. 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
- 19. Agenda items for the Next Meeting.**
- 20. Date of Next Meeting.**

Susanne Griffiths
Clerk to the Parish Council.
13th October 2015

Oct	s/o	Grass cutting	PRTC – Oct	300.00	60.00	360.00
Oct	s/o	Salaries	Sep Salaries	441.75		441.75
Oct	s/o	Risk Assessment	K Dobson Sep	15.30		15.30
Oct	216	Salaries	HMRC - paye July Aug Sep	118.80		118.80
Oct	217	Play area	Safe and Sound - 4 swing seats and 8 x bushes	289.00	57.80	346.80
Oct	218	Dog waste and litter bins	TBS Hygiene Ltd - June Jly Aug	257.40	51.48	308.88

INSPECTION 25/09/15**LOCATION: Longwick Playing Field****Defects
Yes/No****Category****Level
of Risk**

		Defects Yes/No	Category	Level of Risk
Surfaces: Paths	Good			No
Grass	OK			No
Pi Seats	Generally OK			No
Bins	Good			No
Play Area	See separate report			No
Skate Ramp & Shelter	OK			No
Aerial Runway	OK			No
Goal Posts	Good			No
Gate	OK			No
Fencing	Wobbly bit in middle of knee rail	Yes	3	Low
Boundaries	OK			No
General Comments				

LONGWICK MISCELLANEOUS AREAS AND ITEMS**Level of Risk**

Ilmer Green	Good			No
Ilmer Bench	Good			No
Longwick shop notice board	Good			No
Longwick War Memorial	OK			No
Owlswick Chapel Bench	OK			No

Council inspection report form – play areas

Date 25/09/15

Inspectors name: Keith Dobson

Site inspected: Longwick Play Area

Item or area	Specific item/location	Defects Yes/no	Category
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		No	
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

Dear Town or Parish Council

We hope to open up registration for this event before the end of this month, but in the meantime this email is a reminder for your diaries.

We're still confirming the programme for the day but provisionally it is:

Key note speakers:

- Jonathan Owen – Chief Executive, NALC
- Martin Tett – Leader, Buckinghamshire County Council

And workshops on:

- Emerging devolution proposals
- Smaller parish councils - issues facing smaller parishes and how they can be addressed (a workshop led by NALC)
- Launch of the BCC T&PC capacity building offer

And there are a number of other speakers and workshops still to be confirmed. As soon as we know the full programme, we'll circulate it to you.

The venue will be the Kings Church, Raans Road, Amersham, Buckinghamshire HP6 6LX. There is plenty of parking onsite as well as unrestricted parking in the neighbourhood. It is a level 25 minute walk from Amersham train station.

Kind regards

Rebecca

Rebecca Carley

Locality Services Manager and Straight Ally

Communities

Communities, Health & Social Care Business Unit

**LGPS EMPLOYER'S
DISCRETIONS POLICY FOR
Longwick-cum-Ilmer Parish Council
LGPS 2014 Scheme**

DISCRETION & REGULATION	POLICY ON INDIVIDUAL DISCRETIONS
<p>1). Reg 31: Whether to grant additional pension to a member (up to £6500pa)</p>	<p>Longwick-cum-Ilmer Parish Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed permission of the Parish Council after consideration of the costs that would apply.</p>
<p>2). Reg 16(2)e & Reg 16(4)d: Whether to it make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this) – [Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary.]</p>	<p>Longwick-cum-Ilmer Parish Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed permission of the Parish Council after consideration of the costs that would apply.</p>
<p>3). Reg 30(6) Whether all or some pension benefits can be paid if an member aged 55 or over reduces their hours/grade and continues to work (“flexible retirement”)</p>	<p>Longwick-cum-Ilmer Parish Council will consider employee requests to take flexible retirement on a case by case basis after taking into account factors such as service delivery. The Parish Council will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</p>
<p>4). Reg 30(8) Waiving actuarial reduction on flexible retirement.</p>	<p>Longwick-cum-Ilmer Parish Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Parish Council.</p>
<p>5). Reg 30(8) Waiving actuarial reduction on early retirement (age 55+) – for both active and deferred members</p>	<p>Longwick-cum-Ilmer Parish Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the expressed permission of the Parish Council after considering the costs that would apply.</p>
<p>6). Regs 22(8 & 9) Whether to extend 12-month period to separate previous LG service.</p>	<p>Longwick-cum-Ilmer Parish Council will not allow an option to combine previous LG service</p>

<p>Reg 9(3) Determine rate of employees' contributions.</p>	<p>Longwick-cum-Ilmer Parish Council will review all employees' contribution bands when there has been contractual change to a member's salary or hours at some point during the year. A member's contribution rate will not be reviewed as the result of one-off additional payments (such as honorariums)</p>
<p>8) - Reg 100(6) Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.</p>	<p>Longwick-cum-Ilmer Parish Council will not allow an option to combine previous non-LG service.</p>

Abbreviations

"Reg 16(2)e" means Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013 [which apply from 1 April 2014]²

LONGWICK-CUM-HLMER PARISH COUNCIL

INTERNAL AUDIT REVIEW 2015

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPMENT
1. Scope of internal audit	Terms of reference for internal audit were reapproved by the council. Internal audit work takes into account both the councils risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes Yes Yes	Financial Regulations approved by Council Covered in our Risk Assessment & Management Document	Annual review
2. Independence	Internal audit has direct access to those charged with governance. Reports are made in own name to management Internal audit does not have any other role within the council.	Yes Yes Yes	Financial Regulations 21 st April 2015 Internal auditors report dated 07.05.2015 Internal auditors report of annual return dated 07.05.2015 agreed at council 19.05.2015 Appointed an independent auditor on 17.03.2015	Existing procedure good
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	Internal auditor report dated 7.05.2015 and annual return report 19.05.2015	Existing procedure good
4. Relationships	The Clerk/RFO is consulted on the internal audit plan. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job description & engagement letter) The responsibilities of council members are understood; training of members is carried out as necessary.	Yes Yes	No individual audit plan – forms part of financial regs. & risk management YES within council policy documents/standing orders/financial regs. Yes within council policy documents/standing orders/financial regs.	As above and offer training
5. Audit planning & reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit has reported in accordance with the plan.	No Yes	No individual audit plan – forms part of financial regs. & risk management Yes meets financial regs.	Working party to produce a plan if necessary

CHARACTERISTICS OF EFFECTIVENESS	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the councils needs.	Yes	Financial Regulations approved by Council 21 st April 2015 Covered in our Risk Assessment & Management Document	Consider an individual risk assessment and producing a plan for internal audit
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's annual governance statement	yes	Financial Regulations 21 st April 2015 Risk Assessment & Management Document	As above Existing procedure good
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community	Yes	Internal auditors report of annual return dated 7 th May 2015 agreed at council 19 th May 2015	Council to action if required
4. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audits recommendations and follows up with action where this is called for.	Yes	Internal auditors report is reviewed by council and actioned as appropriate.	Council to action if required
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	No	No individual audit plan – forms part of financial regs. & risk management	To consider producing an audit plan
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations.	Yes	Internal audit involved when facing new challenges or risks identified	Report to council
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes Yes	Book keeping and annual return is completed by Clerk. Internal auditor provides evidence.	Existing procedure good