

**PARISH COUNCIL MEETING
LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 19TH MAY 2015 AT 7.45 PM
IN LONGWICK VILLAGE HALL**

PRESENT

Cllr Mrs Valerie McPherson BEM (Chairman)
Cllrs Ian Walker, Mrs Jane Rogers and Brian Richards and Rolf van Apeldoorn
Mrs S Griffiths (Clerk)
Clerical Assistant Mrs J Mylchreest
County Cllr B Bendyshe-Brown.
1 Member of the Public

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Graham Walters

1/ ELECTION OF CHAIRMAN

Cllr Valerie McPherson was proposed by Cllr Jane Rogers. Seconded by Cllr Brian Richards
A vote was taken and **all present agreed.**
Cllr Val McPherson was duly appointed Chairman.

2/ DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED BY THE CHAIRMAN

An Acceptance of office was signed by Cllr Valerie McPherson

3/ ELECTION OF VICE CHAIRMAN

Cllr Brian Richards was proposed by Cllr Valerie McPherson. Seconded by Cllr Ian Walker
All present agreed
Cllr Brian Richards was duly appointed as Vice- Chairman

4/ MINUTES

The Minutes of the previous meeting of the Parish Council on the 21st April 2015, having been circulated were approved by the Meeting and signed by the Chairman.

5/ 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.

6/ NOMINATIONS FOR REPRESENTATIONS WITH OTHER ORGANISATIONS

It was **agreed** that the current representations with other organisations would be as follows:-
NW Chilterns Local Area Forum – Cllr Jane Rogers
WDALC. – Cllr Ian Walker
Allotment Charities – Cllr J Rogers

7/ MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Cllr Rolf van Apeldoorn raised the request from the last meeting regarding the Flashing 30 speeding sign on Chestnut way. WDC Cllr B Bendyshe-Brown confirmed he has received the request and is investigating the possibility of obtaining funding from the Local area Forum. **BBB**

8/ FINANCE

| | | | | | | |
|-----|-----|-----------------|----------------------------------|----------|---------|--------|
| May | 198 | Risk Assessment | K Dobson - March | £ 15.18 | | 15.18 |
| May | 199 | Risk Assessment | K Dobson - April | £ 15.30 | | 15.30 |
| May | s/o | Grass cutting | PRTC April | £ 300.00 | £ 60.00 | 360.00 |
| May | s/o | Salaries | May salaries | £ 441.75 | | 441.75 |
| May | 200 | Admin | D Timms - Internal Audit 2014/15 | £ 25.00 | | 25.00 |

B/ Credits – WDC - Precept £10,746.74

C/ Bank Balance £ 20,895.41 (allowing for the above credits and cheques)

The income for April and expenditure for May 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. In accordance with the Financial Regulations, records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised and / or made.

All present agreed that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

9/ CAPITAL ITEMS AND COMMUNITY FACILITIES

A. Playing Field

There were no issues highlighted in the Risk Inspection Report for April 2015.

Cllr Rolf van Apeldoorn has requested that the grass be cut shorter to enable dog waste to be seen.

Cllr Val McPherson stated that several residents have commented that the field looks excellent.

B/ Children's play area

There were no issues highlighted in the Risk Inspection Report for April 2015.

10/ ROADS, VERGES AND RIGHTS OF WAY

The Clerk is requested to contact the relevant authorities to action the following issues:-

The black and white post has been damaged at the junction of Stockwell Lane on the road to Owlswick.

SG

The edges of the road through Owlswick are damaged.

11/ CORRESPONDENCE

Letter received from Buckinghamshire Law Plus

Invitation to become a client

Noted

Email received from resident to advertise free farm entrance

A request to advertise free farm visits. **All present agreed** that there is insufficient space on the Parish notice board. It was suggested that the resident contact the Womens Institute and the Village Hall committee to use their notice board.

SG

Notification from NALC on the introduction of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 – transparency obligations for parish councils with an annual turnover not exceeding £25,000 (England only)

The Clerk updated the members on the requirements. The members are been requested to provide their preferred contact details for residents.

ALL

Letter received from Wycombe District Council Planning that the War memorial has been added to the Satutory List of Buildings of Special Architectural or Historic Interest

All present agreed for Cllr Val McPherson to sign the acknowledgement.

12/ FILLING THE VACANCY FOR A COUNCILLOR BY CO-OPTION.

All present agreed that the Parish Council should now proceed in filling the casual vacancy by co-option and to advertise the vacancy until 12th June and to invite anyone that may be interested to the next meeting. The Clerk is requested to place an advertisement on the parish council website and notice board. **SG**

13 THE INTERNAL AUDITORS REPORT FOR THE AUDIT FOR THE YEAR 2014/2015.

The Clerk presented the meeting with a letter from the Internal Auditor to confirm that the 2014/2015 internal audit has been completed and all was in order.

14. APPROVAL OF THE ACCOUNTS FOR THE YEAR 2014/2015 AND THE ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL AUDIT RETURN.

The Clerk presented the Annual Return of Account for the year 2014/2015 for approval by the Parish Council. The Parish Council having examined the accounts, found them to be in order. **All present agreed** to approve the accounts for the year 2014/2015. **All present further agreed** to approve the annual governance statement of the annual audit return.

15. APPROVAL OF THE DRAFT OF THE NEIGHBOURHOOD PLAN

Cllr Val McPherson proposed to accept the Steering Groups recommendation to approve the draft Neighbourhood Plan previously circulated. Seconded by Cllr Jane Rogers **.All present agreed**

16. A REPORT FROM THE STEERING GROUP ON THE NEIGHBOURHOOD PLAN

Please see Appendix 1 for the notes of the Longwick-cum-Ilmer Parish Neighbourhood Plan Steering Group meeting on the 29th April 2015.

Cllr Val McPherson informed the members that Wycombe District Council has requested the Parish Council appoint a Councillor to represent Longwick-Cum-Ilmer Parish Council on the Princes Risborough Town Council Area Action Plan Steering Group **.All present agreed** to nominate Cllr Rolf van Apeldoorn if the Princes Town Council extend an invitation. **RvA**

17. APPROVAL OF AN AGE RESTRICTION SIGN AT THE PLAYGROUND

The Clerk is requested to contact the Risk Inspection Reporter for his advice on the age restriction for the notice for the play equipment. **All present agreed** to approve the sign with the age limit of eleven years old, subject to confirmation from the Risk Inspector that the current equipment would be suitable for that particular age **SG**

18. ADOPTION OF THE GENERAL POWER OF COMPETENCE

The Parish Council resolves from 19th May 2015, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence". **The above resolution was unanimously approved.**

19. TREE SURVEY AGREEMENT

Further to the decision to proceed with a tree survey by W.D.C. (minutes reference 11 Page 814), **all present agreed** for Cllr Val McPherson to sign the agreement between Wycombe District Council and Longwick-cum-Ilmer Parish Council.

20. PLANNING APPLICATIONS

To consider New Planning Applications

15/05969/FUL : The Flint House Owlswick Buckinghamshire HP27 9RH

Proposal: Householder application for construction of part two storey, part single storey extension to South elevation with external terrace and steps **.The Parish Council has no objections to this Proposal**

15/05921/FUL: The Old Stables Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Erection of a stable building and manege with post and rail fencing. **The Parish Council has no objections to this proposal.**

15/06161/OUT: OS Parcel 9166 Boxer Road & OS Parcel 6576 Walnut Tree Lane Longwick Buckinghamshire

Proposal : Outline application (including details of access) for residential development of up to 160 dwellings with vehicle access from Boxer Road/Barn Road ,pedestrian and cycle access to Walnut Tree Lane ,parking ,public open space with playing facilities and landscaping **The Parish Council has asked for an extension on the deadline for comments to be submitted on this application to allow a full discussion at the next Parish Council meeting.**

Notice of Planning Applications Approved

15/05964/AGI *Decision* Details Not Required to be Submitted

Address: Ray Farm Thame Road Longwick Buckinghamshire HP27 9QU

Proposal: Agricultural notification for erection of a general purpose agricultural building for storage of machinery and straw.

To Receive Notice of Planning Applications Refused

None.

21. AGENDA ITEMS FOR THE NEXT MEETING.

To discuss and decide on requesting a traffic calming initiative for Chestnut Way to be funded through the Local Area Forum.

To review the Standing Orders

To discuss commercial advertising in the Parish newsletter

22. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

All present agreed 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 the preferred consultant for the preparation of the Neighbourhood Plan.

23./NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 16th June 2015 in Longwick Village Hall at 7.45pm

There being no further business to discuss the Meeting closed at 9.25pm

Chairman..... Date.....

**NOTES OF THE LONGWICK-CUM-ILMER PARISH NEIGHBOURHOOD PLAN
STEERING GROUP MEETING, 29th April 2015, Longwick**

Steering Group: - Cllr Val McPherson, Cllr Brian Richards, Janet Marsh and Graham Bucknell.
Apologies: - Cllr Sally Whitworth, Tony Bravery.

Also attending: - Rosie Brake (WDC), Louise Thomas (TDRC) and Cllr Graham Walters (Liaison Officer).

| Item | Notes | Action |
|------|--|----------|
| 1. | <p>Review of Action since last meeting</p> <ul style="list-style-type: none"> ● Engagement with Key Stakeholders had been completed ● The responses from the hamlets had been summarised ● Draft Visions and Objectives had been refined ● Application for Grant-Aid was being recommended for approval ● SEA/SA Scoping Reports work had been continuing at WDC ● News Update (April) presented at Annual Parish Meeting, 21st April (and emailed) ● Parish Council had arranged stall at Village Fete | |
| 2. | <p>SEA/SA Reports</p> <ul style="list-style-type: none"> ● RB to incorporate the comments of the Environment Agency and circulate to Steering Group. | RB |
| 3. | <p>Guidance from Steering Group for inclusion in Draft NDP</p> <ul style="list-style-type: none"> ● The Steering Group discussed a number of matters for inclusion in the Draft Neighbourhood Development Plan (NDP). One particular area discussed was regarding the extent of Site 1b. The Steering Group agreed design principles for the NE border treatment, for inclusion in the Draft Plan. | LT |
| 4. | <p>Engagement with applicants and developers</p> <ul style="list-style-type: none"> ● Two other potential sites had been put forward to the Steering Group and Parish Council for consideration. The Steering Group reconfirmed that only the sites as shown in the WDC Longwick Capacity Study would be included in the Draft of the NDP. GW as Liaison Officer to advise those suggesting the extra sites. ● The Steering Group agreed that it would be useful to keep in touch with applicants and developers of the sites included in the emerging NDP, where that liaison would benefit the vision and objectives of the Plan. | GW GW |
| 5. | <p>Engagement with the community: Longwick Fete 2nd May</p> | |

| Item | Notes | Action |
|------|---|--------|
| | <ul style="list-style-type: none"> Information sheets were agreed. And that those representing the Steering Group would emphasise the background to the decision to prepare a NDP, and that full consultation would be forthcoming, culminating in the referendum. | SG |
| 6. | Next Steps | |
| | <ul style="list-style-type: none"> Draft Plan to be circulated to Steering Group 8th May for comments and revisions. Parish Council Draft for 14th May. Parish Council Meeting 19th May. | All |
| 7. | Date of Next Meeting | |
| | <ul style="list-style-type: none"> Thursday 28th May, Longwick. Revisions for Publication Draft NDP. | |