

**LONGWICK-CUM-ILMER PARISH COUNCIL  
THE MEETING OF THE PARISH COUNCIL WILL BE HELD  
ON TUESDAY 19<sup>th</sup> APRIL 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. Welcome and Apologies for Absence.
2. Acceptance of Minutes of the previous meeting on the 15<sup>TH</sup> March 2016
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. Matters Arising from the last Meeting Not Otherwise on the Agenda
5. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council
6. Finance - To approve accounts for payment in accordance with the budget
7. To receive reports on the Roads, Verges and Rights of Way in the Parish
8. Capital Items and Community Facilities
  - A. Playing Field
  - B. Children's Play Area
9. To consider and decide on a response to correspondence received by the Parish Council
10. To receive a report from the Play equipment Working Group (Cllr Sally Whitworth)
11. To agree to make a representation to the Princes Risborough Town Plan steering group as to the future use of the land known as OS Parcel 8955 in relation to the Princes Risborough Town Plan
12. To review the Tree Survey and decide on any actions to be taken (Cllrs Ian Walker and R van Apeldoorn)
13. To approve the use of Bankers Standing Orders for payments
14. To discuss and decide on whether to fill the vacancy for a councillor by co-option
15. To discuss and decide on the future maintenance of Ilmer Green
16. To discuss and decide on whether to apply for funding to the Transparency Fund for Smaller Authorities for a computer
17. To discuss and decide on any action to be taken regarding the height of the hedge and the advertising at the Sportmans Garage roundabout ( Cllr Rolf van Apeldoorn)
18. To discuss and decide on a date for the Annual Parish Carol Service (Cllr Brian Richards)
19. To receive a report on "The Big Lunch" (Cllr Val McPherson)
20. To receive a report on the Parish Newsletter (Cllr Val McPherson)
21. To discuss and decide on the provision of flower containers at the entrances to the roundabout ( Cllr Sally Whitworth)
22. 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
23. Agenda items for the Next Meeting
24. Date of Next Meeting.

  
Susanne Griffiths  
Clerk to the Parish Council.  
12<sup>th</sup> April 2016

**DRAFT LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 15<sup>th</sup> MARCH 2016 AT 7.30 PM  
IN LONGWICK VILLAGE HALL**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Rolf van Apeldoorn.

**2. MINUTES**

The Minutes of the previous meeting of the Parish Council on the 24th February 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**

Pollarding trees at the pond adjacent Ilmer Meadow Ilmer Lane Ilmer

Wycombe District Council has advised the Parish Council that the Local Planning Authority has decided not to make a Tree Preservation Order and there are no reasons under Town Planning legislation why the proposed pollarding of the trees at the pond adjacent Ilmer Meadow Ilmer Lane Ilmer cannot proceed. Cllr Brian Richards proposed to proceed with the work. Seconded by Cllr Sally Whitworth. **All present agreed.** The Clerk is requested to raise a work order as agreed under agenda item 14 page 865. **JM**

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

Cllr. Bill Bendyshe-Brown was unable to attend.

## 6. FINANCE

### A/ Payments

March	s/o	March salaries	420.48		420.48
March	s/o	BCC Local Government pension scheme	97.68		97.68
March	s/o	K Dobson Feb Risk Assessment	15.30		15.30
March	238	Longwick VH -Hall hire for Extraordinary Meeting of the PC 24/2/2016	20.00		20.00
March	239	HMRC- paye Jan Feb Mch	102.80		102.80
March	240	Four Seasons Tree Care/remainder of work from Tree Survey	599.00	119.80	718.80
March	241	Princes Risborough Town Council -litter pickers/high viz/gloves	63.13	12.63	75.76
March	242	Briants of Risborough Ltd - repairs to bench and fence	167.47	33.50	200.97
March	243	Postage and Mileage - Oct 2014-March 2016	100.40		100.40
March	244	Whiteleaf Printers - Neighbourhood Plan Update	58.00	11.60	69.60
March	245	Longwick V H - hall hire Public Forum meeting re Neighbourhood Plan	20.00		20.00

B/ Receipts - £Nil

C/ Bank Balance £17, 305.64 (allowing for the above cheques).

The income for February and the expenditure for March 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 is requested to report the following issues to the relevant authorities:-

- An advertising board has been tied to a directional sign by the Longwick roundabout . The Clerk is requested to write to the owner. **JM**
- A very large pothole outside the property known as "Restawhile" on the bend in Owlswick **JM**
- Fly tipping in the layby on the B4009 Chinnor Road-50/100 tyres **JM**
- Road name sign leaning against a tree on Stockwell Lane at the triangle on the B4009 **JM**
- Directional sign to Meadle sign outside the property known as The Three Horseshoes on Stockwell Lane is hanging down **JM**

## 8. CAPITAL ITEMS AND COMMUNITY FACILITIES

### A. Playing Field

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

### B. Children's play area

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

## 9. CORRESPONDENCE

### An invitation to the Wycombe District Council Chairman's Annual Reception

The event is to be held at the Wycombe Abbey High School on the 30<sup>th</sup> March 2016  
Reply by the 16<sup>th</sup> March 2016. **Noted.**

### An email has been received from L.O.G.S.

L.O.G.S. send their thanks to all including the Scouts who joined in the "Clean for the Queen" Litter Pick. Also thanking the Parish Council for providing the equipment. There is to be another Litter Pick on the morning of the 22<sup>nd</sup> March 2016. **Noted.**

### A letter has been received from a resident concerning a sign to the B4009 and questioning who is responsible for grass cutting outside her property.

All the matters raised in the letter are dealt with by Bucks County Council and Wycombe District Council. **All present agreed** for the Clerk to reply advising the resident to contact B.C.C. and W.D.C. regarding the concerns. **JM**

### The Chinnor Neighbourhood Plan pre submission Plan has been received

Cllr Graham Walters proposed that the Parish Council respond that it has no objections.  
Seconded by Cllr Sally Whitworth. **All present agreed.** **SG**

## 10. REPORT FROM THE STEERING GROUP ON THE NEIGHBOURHOOD PLAN

The Parish Council arranged a Public Meeting on the 14<sup>th</sup> March 2016 at the Longwick Village Hall to allow residents and businesses to appreciate why at an Extraordinary Meeting of the Parish Council held on 24<sup>th</sup> February, it was decided that the Longwick-cum-Ilmer Parish Neighbourhood Plan would be formally withdrawn from the Local Development Plan process.

Cllrs Ian Walker and Jane Rogers thanked the Steering Group for all the time and effort that had been put into the project and wished to show their appreciation.

Cllr Graham Walters agreed to complete the Groundwork report. **GW**

Cllr Val McPherson agreed to write to the co-opted members to thank them also for their hard work and time given to the project. **VM**

Cllr Graham Walters proposed to dissolve the Working Group. Seconded by Cllr Brian Richards. **All present agreed.**

## 11. REPORT FROM THE PLAY EQUIPMENT WORKING GROUP

Cllr Sally Whitworth informed the members that there was nothing further to report.

## 12. INTRODUCTION OF A GRANT POLICY AND APPLICATION FORM

The Councillors reviewed a Grant Policy and the relevant Application Forms previously circulated. Cllr Val McPherson proposed to adopt the Policy and Application Forms and to review them annually at the Estimates meeting in November. Seconded by Cllr Brian Richards. **All present agreed.** **SG**

## 13. THE FUTURE APPOINTMENT OF AUDITORS BY THE SMALLER AUTHORITIES AUDIT ORGANISATION AS SET UP BY THE LOCAL SECTOR

Under the Local Audit (Smaller Authorities) Regulations 2015 The Smaller Authorities Audit Appointments Limited (SAAA) is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements The SAAA scheme will therefore cover all authorities that have not formally

decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in authorities. Cllr Val McPherson proposed to remain opted-in. Seconded by Cllr Sally Whitworth. **All present agreed.**

#### **14. RESPONSE TO THE RISBOROUGH TOWN DRAFT PLAN CONSULTATION DOCUMENT**

Cllr Graham Walters proposed the following comments:-

The Parish Council supports the elements of the Draft Plan which seeks to protect the boundary to maintain the gap between the Parish of Longwick-cum-Ilmer and Princes Risborough .It also supports the route of the new road and the provision of a bus service to incorporate Longwick-cum-Ilmer Parish. Seconded by Cllr Brian Richards. **All present agreed.** **SG**

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

**All present agreed** for Cllrs Ian Walker and Rolf van Apeldoorn to make a site visit and prepare a report on the current work that has been carried in relation to the Tree Survey. The report to be circulated to the members to be discussed at the next Parish Council Meeting in April. **IW/RvA**

#### **16. REVIEW OF THE FINANCIAL REGULATIONS.**

A revised version of the Regulations had been circulated to the members encompassing the changes in the law relating to the council complying when awarding or tendering a contract which is valued at more than £25,000. Cllr Brian Richards proposed adopting the revised Financial Regulations. Seconded by Cllr Val McPherson. **All present agreed.** **SG**

#### **17. THE PROVISION OF FLOWER CONTAINERS AT THE ENTRANCES TO THE VILLAGE AND THE THAME ROAD ROUNDABOUT**

**All present agreed** not to proceed with this project as the quotation for the planters is cost prohibitive. Cllr Val McPherson proposed to consider this item again at the Estimates meeting in November. **JM**

#### **18. 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)

**All present agreed** for Cllr Sally Whitworth to contact Wycombe District Council to discuss the application to prepare a draft response to be circulated to the members for approval. **SW**

Notice of Planning Applications Approved

**16/05175/CTR**      *Decision*      Not to make a Tree Preservation Order

**Address:** Pond Adjacent Ilmer Meadow Ilmer Lane Ilmer Buckinghamshire

**Proposal:** Pollard Willows T1-T7

**16/05151/CTREE**      *Decision*      Not to make a Tree Preservation Order

**Address:** St Peters Church Ilmer Lane Ilmer Buckinghamshire

**Proposal:** Reduce height of Holly by 5 metres to provide 2 metres clearance from BT cables and reduce lean toward road.

To receive Notice of Applications Refused

None

To receive Notice of Applications Withdrawn

None.

To receive Notice of Appeals in Progress

**14/06965/OUT**

**Address :**Land off Barn Road, Longwick (Ref 14/06965/OUT & PP/K0425/W/15/3018514)

The Inquiry will be held in the Council Chamber at Wycombe District Council Offices starting on 12<sup>th</sup> April at 10am and the Inquiry is set to last 6 days. Sitting on 12-15 April and 19-20 April. Inquiries are open to members of the public. **All present agreed** for Cllr Graham Walters to prepare a draft including the new evidence to be submitted. Cllr Val McPherson agreed to speak on behalf of the Parish Council. The Clerk is requested to contact W.D.C. to advise that the Parish Council wish to speak at the Inquiry. **VM/GW/SG**

#### **19. AGENDA ITEMS FOR THE NEXT MEETING.**

To approve the use of variable Bankers Standing Orders for payment for salaries

To receive a report from the tree survey Working Group

To discuss and decide on whether to fill the vacancy for a councillor by co-option

#### **20. NEXT MEETING**

The next meeting of the Parish Council will take place on Tuesday 19th April 2016 in Longwick Village Hall at 7.30 pm. and this will be preceded by the Annual Parish Meeting at 7.00 pm. There being no further business to discuss the Meeting closed at 9.45pm.

Chairman.....

Date.....**Page 880**

Copy of Payments

vat

April	s/o	April salaries	321.97		321.97
April	s/o	BCC Local Government pension scheme	101.60		101.60
April	246	TBS Hygiene Ltd - 4/12/15-27/2/16 dog waste collection	257.40	51.48	308.88
April	247	St Dunstons Church (Owlswick PCC ) Grant	75.00		75.00
April	248	St Peters Church ( Ilmer PCC) Grant	75.00		75.00
April	249	Bledlow PCC( St Michaels Horsenden ) Grant	75.00		75.00
April	250	Longwick Village Hall defibrillator Grant	250.00		250.00
April	251	Whiteleaf Printers re newsletter	465.00		465.00
April	252	ICO - Data protection registration	35.00		35.00
April	s/o	PRTC Maintenance duties March 1/10	300.00	60.00	360.00
April	s/o	K Dobson- Risk assessment March	15.30		15.30

**INSPECTION 22/03/16**

**LOCATION: Longwick Playing Field**

**Defects  
Yes/No**

**Category**

**Level  
of Risk**

<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>No</b>
<b>Skate Ramp &amp; Shelter</b>	Large crack on concrete surface, may benefit from some preventative work	<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>	OK			<b>No</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>	A large quantity of tree felling has taken place in the pond area. I am unsure whether this is PC land or not			<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 22/03/16**

**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		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