

**LONGWICK-CUM-ILMER PARISH COUNCIL
THE MEETING OF THE PARISH COUNCIL WILL BE HELD
ON TUESDAY 16th FEBRUARY 2016 AT 7.30 PM IN LONGWICK VILLAGE HALL
YOU ARE SUMMONED TO ATTEND**

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 19th January 2016** (See attached draft Minutes)
- 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 report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council**
- 5. Matters Arising from the last Meeting Not Otherwise on the Agenda** (see attached)
- 6. Finance - To approve accounts for payment in accordance with the budget** (see attached)
- 7. Capital Items and Community Facilities** (see attached)
 - A. Playing Field
 - B. Children's Play Area
- 8. To receive reports on the Roads, Verges and Rights of Way in the Parish**
- 9. To consider and decide on a response to correspondence received by the Parish Council**
- 10. To receive a report from the Steering Group on the Neighbourhood Plan (Cllr Val Mcpherson)**
- 11. To receive an update on the Princes Risborough Area Action Plan (Cllr Rolf van Apeldoorn)**
- 12. To discuss and decide on whether to apply for the Local Council Award Scheme Quality Status**
- 13. To receive a report from the Play equipment Working Group (Cllr Sally Whitworth)**
- 14. To discuss and decide on the provision of flower containers at the entrances to the village and the Thame Road roundabout (Cllrs Val McPherson and Cllr Sally Whitworth)**
- 15. To discuss and decide the cost of advertising space in the parish newsletter**
- 16. To discuss and decide whether to limit vehicle access to the Playing Field (Cllr Val McPherson)**
- 17. To receive an update on 16/00050/OP alleged creation of access without Planning Permission (Cllr Sally Whitworth)**
- 18. To review the Parish Council Insurance Policy and approve any amendments to be made.**
- 19. To approve the purchase of high visibility jackets and litter pickers for the "Clean for the Queen" Litter pick**
- 20. To discuss and decide on whether to request a reduction in speed limits in Meadle and along Stockwell Lane (Cllr Sally Whitworth)**
- 21. To discuss and decide on whether to request the introduction of "No Overtaking" along the B4009 near the junction with Stockwell Lane (Cllr Sally Whitworth)**

22. To discuss and decide on a quotation for a weed and feed treatment in the spring for the Playing field.

23. Planning Applications (see attached)

- 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

24. Agenda items for the Next Meeting

25. Date of Next Meeting.



Susanne Griffiths
Clerk to the Parish Council.
10th February 2016

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

PRESENT

Cllr Mrs Valerie McPherson BEM (Chairman)
Cllrs Ian Walker, Jane Rogers, Rolf van Apeldoorn, Graham Walters, Sally Whitworth and
Brian Richards
Clerk Mrs Susanne Griffiths
Clerical Assistant Mrs Jayne Mylchreest
2 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 15th December 2015 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. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) AND CLLR CLIVE HARRISS (WDC) ON MATTERS CONCERNING LONGWICK-CUM-ILMER PARISH COUNCIL

Cllr. Bill Bendyshe-Brown was unable to attend but sent a report:-

1. The soil should have been removed from both the lay-bys. Soil sampling had been undertaken before Christmas and Cllr Bill Bendyshe-Brown has been assured that the highest priority was being placed on the removal.
2. The flooding in Bar Lane is being pushed for early resolution. The flood management team is involved. It apparently falls to local landowners to clear out their ditches.
3. The caravan in the B4009 lay by has been reported to WDC Waste Team and they were trying to resolve. .
4. The VASs in Thame Road and Chestnut Way will be looked at in the next BCC financial year

Cllr Clive Harriss reported on the removal of the recycle bins in the Thame Road lay-by.

5. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Congestion in The Green leading to the Village Hall car park at School times

Further to agenda item 11 page 858 regarding traffic congestion at school times, Sgt. James Benfield, Neighbourhood Sergeant, attended the Parish Council meeting and confirmed that the police will visit the area during school dropping off and collection times to target inconsiderate parking.

BCC Bill Bendyshe-Brown has informed the members that as the land for the car park is owned by the Village Hall and not on the highway, it is a civil matter between the car park owner and the school.

WDC Planning Enforcement Notice Complaint Form re field under multiple ownership

A reply has been received to acknowledge receipt of the complaint and to advise that WDC is investigating the matter. WDC have asked for any further information to be reported to them. BCC is investigating the fire.

Tree works as highlighted by the WDC Tree Survey

A revised quotation has been received for the remaining work as recommended in the Tree Survey. **All present agreed** to issue a work order for the revised quotation as agreed under agenda item 12 page 840.

JM

Tesco Grant for playground equipment

The Parish Council will be advised by the end of January if the project has been successful in progressing to the next stage as per agenda item 10 page 847. **All present agreed** that a Working Group is set up to investigate the cost of the preferred equipment and to report back to the Parish Council. Cllr Sally Whitworth agreed to be the councillor representative on the Working Group.

SW

Hedge Cutting Notice Update

Further to the hedge cutting notice served on a resident last month, the resident has informed the Parish Council that part of the hedge has been cut back and the rest will be cut next month.

6. FINANCE

A/ Payments

				vat	
Jan	s/o	Princes Risborough Town Council- grass cutting – Dec 2015	300.00	60.00	360.00
Jan	s/o	January Salaries	441.75		441.75
Jan	s/o	K Dobson- Risk Assessment Dec 2015	15.30		15.30
Jan	234	G Walters - laminated parish map for cabinet	24.00	4.80	28.80
Jan	235	WDALC -annual subscription 2015/16	10.00		10.00
Jan	236	Fast Keys Ltd -keys for map cabinet	5.62	1.12	6.74

B/ Receipts - £50.00 Wayleaves.

C/ Bank Balance £21 057.43 (allowing for the above cheques).

The income for December and January and the expenditure for January 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. CAPITAL ITEMS AND COMMUNITY FACILITIES

A. Playing Field

There were no medium or high risk issues highlighted in the Risk Inspection Report for December 2015.

Cllr Sally Whitworth agreed to contact a hedge cutter to cut the playing field hedge. **SW**

An email has been received from the Longwick Sports Club regarding a new football team
The club are canvassing the village to see if anyone would be interested in starting a new football team as part of the club and making use of the facilities. They are happy to embrace all to ensure football continues as a sport in Longwick, adult or junior, men or ladies are asked to contact the Club.

All present agreed to include this article in the next parish newsletter. **SG**

An email has been received from the Longwick Sports Club regarding the playing field mowing contract

The Sports Club Committee has concerns over the quality of the grass cutting of the Village Playing field and the impact this is having on the condition of the field. The current contractor is using a rotary machine to cut the field rather than a cylinder or "gang mower". The Sports Club would be prepared to discuss any additional costs the council might incur in changing the contract to a cylinder cut from a rotary cut.

The Clerk is requested to reply that the Parish Council is very satisfied with the current contractor and is unable to change the contractor for this financial year, however new quotations will be obtained using a cylinder mower in 2017. **SG**

B. Children's play area

There were no medium or high risk issues highlighted in the Risk Inspection Report for December 2015.

8. ROADS, VERGES AND RIGHTS OF WAY

Cllr Jane Rogers reported that a resident has contacted her concerning overgrown vegetation which is reducing visibility from Bar Lane in to Thame Road. This has been reported to BCC who are monitoring the area in their routine inspections to assess any deterioration.

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

- The soil in the Thame Road lay-by is still waiting for collection.
- Cllr Sally Whitworth reported that a resident had contacted her concerning the B4009 when approaching Stockwell Lane from Great Kimble. There are no clear reflective signs marking the turning right down Stockwell Lane towards Meadle, Ford & Dinton. Also the Stockwell Lane signs on the green triangle at the same junction need to be fixed again as they are leaning on a tree.
- A resident has requested that a concealed left hand turning sign and/or extra signage urging drivers to slow down is erected to try to ensure drivers reduce their speed at the blind bend on Stockwell Lane when approaching the left turn into Meadle from Little Meadle. Currently there are 2 X 40mph signs & a red triangle warning sign indicating a left hand turning & SLOW signs painted in the road.
- Cllr Rolf van Apeldoorn requested that the footway from the railway bridge to Lower Icknield Way alongside the B4009 needs clearing from overgrown vegetation. **JM**

9. CORRESPONDENCE

An email has been received from a resident who has set up a Facebook page

A Facebook page called 'Longwick Village News & Gossip' has been set up so that villagers

can share valuable information on social media. **Noted.**

10. REPORT FROM THE STEERING GROUP ON THE NEIGHBOURHOOD PLAN

Cllr Graham Walters informed the members that the Plan is still with The Examiner and that there is nothing further to report.

11. UPDATE ON THE PRINCES RISBOROUGH LOCAL PLAN STEERING GROUP

Cllr Rolf van Apeldoorn presented a report from the Princes Risborough Steering Group for the Princes Risborough Action Plan. Please see link on Princes Risborough Town Council website www.princesrisborough.com

12. THE SERVICES OF ANOTHER LOCAL AUTHORITY TO PRODUCE THE PARISH NEWSLETTER

A quotation has been received for £300.00 to produce the newsletter. Cllr Sally Whitworth proposed to accept the quotation. Cllr Brian Richards seconded the proposal. **All present agreed.** The Clerk is requested to issue a work order. **JM**

13. ADVERTISING IN THE PARISH NEWSLETTER

Cllr Sally Whitworth proposed to accept advertising in the parish newsletter providing all advertisements are approved by the Parish Council. Seconded by Cllr Brian Richards. The cost of advertising spaces to be agreed at the next Parish Council meeting. Seconded by Cllr Brian Richards. A vote was taken with 6 votes for and 1 abstention, therefore the motion was carried. **All present agreed** to research current advertising costs in local magazines in order to make an informed decision on the price to charge. The Clerk is requested to place the item on the agenda for the next Parish Council meeting. **ALL**

14. TO RECEIVE A REPORT ON THE ILMER GREEN AND POND

B.C.C. has checked the records and the land is registered as village green number 12. Their records show that they received direction from the Commons Commissioners in 1974 to register Longwick-cum-Ilmer Parish Council as the owner of the land under Section 8(3) of the Commons Registration Act 1965.

The trees by the pond that require pollarding are in a conservation area and permission is required to do the work. The Clerk is requested to complete the relevant application form from WDC. **JM**

15. APPOINTMENT OF THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2015-2016

Cllr Sally Whitworth proposed to appoint Mr Don Timms as the internal auditor. Seconded by Cllr Brian Richards. **All present agreed.** **SG**

16. 90TH BIRTHDAY CELEBRATIONS FOR THE QUEEN

Clean for The Queen – Litter Pick

All present agreed to contact LOGS to ask if they are willing to participate with the Parish Council in a litter pick of the village on the 5th March 2016. Cllrs Val McPherson and Sally Whitworth volunteered to join in the litter pick. **SG**

The Big Lunch 7th June 2016

The Neighbourhood Watch are organising this event and have requested representatives from the Parish Council to join the committee. Cllr Sally Whitworth and Jane Rogers agreed to represent the Parish Council. **SW/JR**

The Beacons 21st April 2016

All present agreed that the Parish Council would not be lighting a beacon as there is not a suitable site.

17. THE EXPENDITURE AND PRECEPT FOR THE FINANCIAL YEAR 2016-2017

Estimates summaries were circulated to the members prior to the meeting. The Clerk explained that for this year the grant from WDC to compensate for the Reduction in Tax base for Localised Council Tax had been reduced to £209.89. Cllr Sally Whitworth proposed that Council approve the budget and a request for a precept of £ 22 890.00. Seconded by Cllr Val McPherson. **All present agreed.** SG

18. A LOCATION FOR A SECOND DEFIBRILLATOR IN THE VILLAGE.

Cllr Rolf Van Apeldoorn informed the members that a defibrillator has been offered to the village free of charge. **All present agreed** to suggest that it be placed outside the Red Lion public house with the owner's permission. Cllr Rolf van Apeldoorn agreed to advise the donor who is organising the installation of the Parish Councils decision. RvA

19. PLANNING APPLICATIONS

To consider New Planning Applications

15/08455/OUT

Address: OS Parcels 6232 & 7428 Thame Road Longwick Buckinghamshire

Proposal: Outline application (Including details of access only) for erection of up to 43 dwellings with vehicular access from Thame Road, public open space and landscaping.

A response is to be agreed at the next Parish Council meeting on the 16th February 2016.

16/05051/CTREE

Address: Ilmer Meadow Ilmer Lane Ilmer Buckinghamshire

Proposal: Felling and pruning works to trees within garden of Ilmer Meadow as set out in enclosed schedule, including removal of a large number of dead Elm. **All present agreed to abide by the decision of the Arboriculturalist.**

Notice of Planning Applications Approved

15/07824/FUL *Decision* Application Permitted

Address: Three Cottages Stockwell Lane Meadle Buckinghamshire HP17 9UD

Proposal: Householder application for construction of two storey side extension, 2 x two storey rear extensions, conversion of attached garage into habitable accommodation with associated alterations and erection of a replacement double garage with store.

15/08033/CLP *Decision* Grant Certificate of Proposed Use

Address: Sans Paddock Owlswick Buckinghamshire HP27 9RH

Proposal: Certificate of lawfulness for proposed construction of single storey side extensions.

15/08108/CTR *Decision* Not to make a Tree Preservation Order

Address: The Old Vicarage Ilmer Lane Ilmer Buckinghamshire HP27 9RA

Proposal: Fell Beech due to excessive shading of neighbouring property (September Cottage).

TPO/21/2015 *Decision* To make a Tree Preservation Order

Address: Beech Tree on land at Imer Meadow Ilmer Buckinghamshire HP27 9RD.

15/08144/FUL *Decision* Application Permitted

Address: 5 Meadow Drive Longwick Buckinghamshire HP27 9TE

Proposal: Householder application for raising of roof, construction of 3 x front and 3 x rear dormer windows in connection with first floor living accommodation and associated alterations.

15/08421/CTR *Decision* Not to make a Tree Preservation Order

Address: October Cottage Ilmer Lane Ilmer Buckinghamshire HP27 9RA

Proposal: Fell 1 no. Apple, and 1 no. Laburnum.

To receive Notice of Applications Refused

15/05579/CLP *Decision* Refuse Certificate of Proposed Use

Address: Twin Oaks Park Lower Icknield Way Longwick Buckinghamshire HP27 9RJ

Proposal: Certificate of Lawfulness proposed for the siting of two additional caravans on the site making a total of 6 caravans.

To receive Notice of Applications Withdrawn

None.

To receive Notice of Appeals in Progress

None.

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20. AGENDA ITEMS FOR THE NEXT MEETING.

To consider introducing a Grant Policy and Application Form

To discuss and decide on whether to apply for Quality Status

To receive a report from the Play equipment Working Group

To discuss and decide on the provision of flower containers at the entrances to the village and the Thame Road roundabout

To approve the cost of advertising space in the parish newsletter

21. NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 16th February 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 9.40pm.

Chairman.....

Date..... **Page 867**

Agenda Item 5 Matters Arising

The Queens 90th Birthday Celebrations – Clean for the Queen litter -pick

The LOGS intend to organise a litter pick in the Village on the 5th March to coincide with the national "Clean for the Queen" event that is planned nationally. They are hoping to encourage extra people from Longwick to join the LOGS in their efforts as well as the Scouts. There will be two parties both meeting at 10.30am. One will be at the end of Bell Crescent and the second at the junction of Walkers Road with Thame Road.

Agenda 6 Finance

Cheque number 237 – Came & Co – Annual premium for the Local Council Insurance Policy £1349.28

Standing Order – Salaries –February £441.75

Standing Order – BCC – LGPS £97.68

Standing Order – K Dobson – January Risk Assessment £15.30

INSPECTION 29/01/16**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	Yes	2	Medium
Skate Ramp & Shelter	OK			No
Aerial Runway	OK			No
Goal Posts	Good			No
Gate	OK			No
Fencing	Middle section almost fallen over	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 29/01/16

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	Middle bench in play area has snapped seat and support struts	Yes	2
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

Planning Applications Agenda Item 22

15/08455/OUT

Address: OS Parcels 6232 & 7428 Thame Road Longwick Buckinghamshire

Proposal: Outline application (Including details of access only) for erection of up to 43 dwellings with vehicular access from Thame Road, public open space and landscaping.

16/05151/CTREE

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

16/05175/CTREE

Proposal: Pond Adjacent Ilmer Meadow Ilmer Lane Ilmer Buckinghamshire

Address: Pollard Willows T1-T7