



*Longwick-cum-Ilmer
Parish Council*

LONGWICK PARISH COUNCIL

**To: Cllr McPherson (Chairman), Cllr Richards (Vice Chairman), Cllr Rogers,
Cllr van Apeldoorn, Cllr Myers, Cllr Barter and Cllr Wilkes**

**You are hereby summoned to a meeting of the Parish Council taking place at Longwick
Village Hall on Tuesday 18th January 2022 at 7.30pm.**

AGENDA

Public Forum – The first ten minutes are available for the public to express their view or ask a question on relevant matters on the following agenda. The formal meeting will commence at the end of the public forum or at 7.45pm, whichever is earlier.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 21st December 2021
3. Declarations of Interest: To receive any pecuniary or non-pecuniary declarations
4. Update from Buckinghamshire Councillors
5. To receive Matters arising not otherwise on the Agenda for Information Only
6. To receive an update on Kissing Gates
7. Planning Applications
 - a. To consider New Planning Applications
 - b. To Receive Notice of Planning Applications Approved
 - c. To Receive Notice of Planning Applications Refused
8. To note accounts for payment in accordance with the budget
9. To receive an update on Jubilee celebrations
10. To receive an update on Traffic Calming project
11. Approval of Community Resilience Plan / Emergency Plan
12. To consider and approve PID for Toll Bar Corner, Longwick Junction Improvement at a total cost of £11,677.65 funded 50% by the Parish Council and 50% by the Community Boards
13. To consider costings for additional playground equipment and a picnic bench for the playground
14. To discuss and decide whether to retain the services of our planning consultant “Thomas Design Regeneration & Consultancy” for 2022 for consultation, advice and representation of the Parish Council to the appropriate bodies as required
15. To note Quarter 3 Accounts
16. Buckinghamshire Local Heritage List – Consider sites to nominate
17. To consider and approve Buckinghamshire Council Devolution Agreement
18. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council

19. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
20. To consider agenda items for the next meeting
21. Date of next meeting – 15th February 2022



Tracey Martin
Clerk, Longwick Parish Council
clerk@longwickcumilmer.org.uk

12th January 2022



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 21ST DECEMBER 2021 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT

Cllr Val McPherson BEM (Chair)

Cllrs Brian Richards (Vice), Rolf van Apeldoorn, Jane Rogers, Richard Myers, Alex Barter, Roger Wilkes
Tracey Martin (Clerk)

Buckinghamshire Councillor: Matthew Walsh

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting.
2. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 16th NOVEMBER 2021:**
Approved by all Councillors.
3. **DECLARATIONS OF INTEREST:** No declarations.
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
 - a. Cllr Walsh reported that Buckinghamshire Council's budget meeting is taking place this evening.
 - b. Buckinghamshire's Officer resources have been ploughed into the booster programme.
 - c. Buckinghamshire Councils current focus is on the budget, waste recycling centre, devolved services and pensions and going forward once the budget is resolved it will be on child services and care home sustainability which are big challenges.
 - d. Cllr Walsh stated that the traveller situation is in hand.
 - e. Cllr Richards raised a concern with planning application 21/08540/FUL. Cllr Walsh stated he was aware of the application and informed the Parish Council that they can call in applications if they wish.
 - f. Cllr Rogers stated that there are an enormous amount of road signage around Bar Lane and Stockwell Lane but the roadworks have finished. Cllr Walsh responded that it is a condition of the licence to remove the signs and if not removed fines can be imposed. Cllr Walsh will liaise with the head of signage.
 - g. Cllr Walsh wished those present a Merry Christmas and left the meeting to attend the Buckinghamshire Council budget meeting.
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:** No matters arising
6. **TO RECEIVE AN UPDATE ON KISSING GATES**
 - a. Cllr Richards reported that the Ilmer Kissing Gate had been completed and had received positive feedback from a resident thanking the Parish Council.
 - b. Unfortunately, there was still no progress with footpath 16 which requires clearance and a post driven in before the gate can be installed. It was agreed that the Clerk would write to Rights of Way to inform them and see if they can take any action. **Action: Clerk**
7. **PLANNING**

The following new applications were reviewed and discussed:
21/08157/FUL: Bumpers Farm Ilmer Lane Ilmer: No comment to make
21/08450/FUL: Land Between De Graven Meadows and Lower Icknield Way: Longwick cum Ilmer Parish Council wish to object to this application for the following reasons:

 - Excessive amount of hardstanding.
 - Located in fluvial and surface water overland flows shown in PR expansion SPD (March 2021)
 - Located in Longwick gap/strategic gap shown in PR expansion SPD (March 2021)
 - Planning conditions restricting its use to agricultural and/or equestrian.

- Planning condition restricting any further development on this hardstanding area.

The following applications status has changed:

21/07834/FUL: Land at Saddleback Barn Lower Icknield Way: Application permitted

21/06865/FUL: Elm Trees Bar Lane Owlswick: Application refused

21/08137/CTREE: Glebe Cottage Horsenden Lane: Not to make a tree preservation order

21/08188/PIP: Land Adjacent Meadowbrook House Lower Icknield Way: Application refused

21/06286/REM: Land to The South of Rose Farm Thame Road: Application permitted

21/08189/FUL: Old Oaks Thame Road Longwick: Application permitted

8. TO NOTE ACCOUNTS FOR PAYMENT IN ACCORDANCE WITH THE BUDGET

The following payments were presented for approval.

Payee	Net	VAT	Gross	Comment
Tracey Martin	£503.03		£503.03	Salary
Tracey Martin	£109.75		£109.75	Mobile Top up, HA & Expenses
Mrs J M van Apeldoorn	£17.50		£17.50	Pansys for planters
DCK Payroll Solutions	£25.00	£5.00	£30.00	November Payroll Processing
TBS Hygiene Ltd	£275.00	£55	£330.00	Bin Emptying October
Transport Initiatives	£3,000.00	£600	£3,600.00	Longwick Village Vision Stage 2 Subject to final document being received
Thomas Design	£2,336.60	£467.32	£2,803.92	For professional services in support of the Transport Vision commission
TBS Hygiene Ltd	£220.00	£44.00	£264.00	Bin Emptying November
Reid's	£700.00	£140.00	£840.00	Repairs to Cableway
PRTC	£983.33	£196.67	£1,180.00	Devolved Services Cutting
Playdale Playgrounds	£2,959.50	£591.90	£3,551.40	New Playground Equipment Payment will be held until issue is resolved
Camsec	£20.83	£4.17	£25.00	Monthly SIM rental
Kevin Wharton	£510.00		£510.00	Mobility Kissing Gate Install
Total	£11,660.54	£2,104.06	£13,764.60	

Direct Debits

Payee	Net	VAT	Gross	Comment
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.20		£29.20	Pension Contribution
Total	£49.20	£-	£49.20	

- Cllr van Apeldoorn asked to see a copy of the invoice from Thomas Design.
- Cllr McPherson reported that the report had been received from Transport Initiatives on Monday so it had not yet been circulated. Discussions took place on whether the invoice should be released for payment and it was agreed that as the report had been received the invoice would be processed for payment.
- After discussions all payments were approved however, Cllr van Apeldoorn objected to the payment to Thomas Design and Transport Initiative. The payment for Playdale Playgrounds will be held until the issue with the artificial grass has been resolved.

9. TO DISCUSS JUBILEE CELEBRATIONS AND ALLOCATE A BUDGET

- Cllr McPherson reported that herself, Cllr Myers, Cllr Rogers, Cllr Barter and Cllr Wilkes had held an informal meeting to discuss the jubilee and allocate jobs. Local organisations and groups will be invited to take part and the event will take place on the 4th June starting at 12pm and will be based on "The Big "Lunch" with residents bringing along a plate of food. Cllr McPherson to circulate minutes of the meeting. **Action: Cllr McPherson**
- Draft Terms of Reference had been circulated ahead of the meeting. All Councillors were in agreement to adopt the Terms of Reference.
- Discussions were had on a budget allocation for the Jubilee. It was agreed that the budget would be £3,000 which would be more than sufficient. Cllr McPherson suggested that the Parish Council could apply to the North West Chilterns Community Board for funding.

- 10. TO CONSIDER AND IF THOUGHT FIT APPROVE BUDGET FOR 2022/2023**
- a. The previously circulated budget was discussed and with the addition of the £3,000 for the jubilee event the budget was approved.
- 11. TO CONSIDER AND APPROVE PRECEPT FOR 2022/2023**
- a. Precept calculations had been circulated ahead of the meeting. A vote was taken and all Councillors were in favour of keeping the band D tax the same as the previous year at £37.19 with the Parish Council receiving £31,843.94.
- 12. TO RECEIVE AN UPDATE ON THE TRAFFIC CALMING PROJECT**
- a. As per minute reference 145b the report had only been received the day prior to the meeting and at 83 pages there had been no time to digest the information. Document will be circulated to Councillors in the New Year.
- 13. LONGWICK CHURCH OF ENGLAND COMBINED SCHOOL – TO CONSIDER PROPOSALS FROM THE SCHOOL AND DECIDE WHICH THE PARISH COUNCIL WOULD LIKE TO SUPPORT AS PER THE GRANT ALLOCATED IN MARCH 2019 AT A COST OF £35,000**
- a. Discussions were had on the three proposals which had been submitted with option B being the Parish Council's preferred proposal – Develop Forest School and Create a Permanent Outdoor Learning Space however, further details are required.
- b. Cllr Richards to liaise with the School Business Manager stating that in principle the Parish Council favour option B however, would like detailed costings, plans and information on the ongoing maintenance before the project commences. **Action: Cllr Richards**
- 14. TO CONSIDER APPLYING TO THE COMMUNITY BOARDS FOR FUNDING FOR THE BRIDLEWAY FROM WALNUT TREE LANE TO PHOENIX TRAIL**
- a. The Clerk explained that a resident had made contact with the Parish Council regarding the state of the bridleway. The Clerk had contacted Rights of Way who had responded that unfortunately there was insufficient money in the Rights of Way revenue budget and they had recommended a bid to the Community Boards.
- b. Discussions were had on whether it was appropriate for the Clerk to spend time completing the necessary Community Board forms for funding when the responsibility is that of Buckinghamshire Council. A vote was taken and all Councillors were in agreement not to proceed with an application to the Community Boards. Clerk will feedback to the Buckinghamshire Councillors and Rights of Way. **Action: Clerk**
- 15. APPROVAL OF COMMUNITY RESILIENCE PLAN / EMERGENCY PLAN**
- a. Unfortunately, the updated plan had not been circulated ahead of the meeting so this will be deferred until January 2022.
- 16. TO CONSIDER AND IF THOUGHT FIT APPROVE GRANT APPLICATION FROM TEA AT THREE**
- a. Details of the grant had been circulated ahead of the meeting. A vote was taken and all Councillors were in favour of approving the grant of £200 which will be added to the next payment schedule.
- 17. TO CONSIDER COSTINGS FOR ADDITIONAL PLAYGROUND EQUIPMENT AND A PICNIC BENCH**
- a. Discussions were had and all Councillors in principle were in favour of a new piece of equipment for toddlers and a picnic bench. Defer until the January meeting as measurements will need to be taken to assess what size equipment can be considered.
- 18. TO CONSIDER WHETHER THE PARISH COUNCIL WOULD LIKE TO HOLD COMMUNITY ENGAGEMENT SESSIONS ONCE COVID PERMITS**
- a. Discussions were had and it was agreed to hold an event on a Saturday in 2022 once Covid restrictions are eased. Cllr Barter and Cllr Wilkes stated they were happy to coordinate.
- b. It was highlighted that residents are welcome to attend Parish Council meetings or contact Councillors or the Clerk directly.
- 19. TO CONSIDER AND IF THOUGHT FIT APPROVE DEVOLUTION OF BELL CRESCENT AND WALKERS ROAD**
- a. A vote was taken with all Councillors in favour of approving the three-year agreement with the Parish Council receiving £551.94 per annum.

20. TO CONSIDER AND IF THOUGHT FIT APPROVE A SCHEME OF DELEGATION FOR THE PARISH COUNCIL

- a. A draft Scheme of Delegation had been circulated ahead of the meeting. The Clerk provided an explanation as to what it meant and a vote was taken with all Councillors in favour and the Scheme of Delegation adopted.

21. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL

- a. Cllr McPherson reported that a PID had been received for Bar Lane which would see 30mph signs installed and dragons' teeth. The total anticipated cost would be £11,677.65 with the Parish Council contributing 50%. This will be added to the agenda for approval in January
- b. Cllr van Apeldoorn asked for an update on the outstanding Bellway issues. The Clerk stated that it had been sent to the Site Manager who she will give four weeks to take action. If no action is taken it will be escalated however, new planting has already taken place.
- c. Cllr Richards asked for an update on the defibrillator. The Clerk responded that the order had been placed with the Parish Council paying £1609.50 with the residents contributing around £500. The installation is done by the defibrillator group and the resident whose wall is being used is arranging for an electrical socket.

22. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL

- a. Cllr McPherson reported that she had been unable to attend the recent WDALC meeting and no meetings of the Community Board had taken place.
- b. Cllr McPherson stated she had taken on the role of Chairman for the Community Resilience Action Group which is a sub group of the North West Chiltern Community Board. They are looking at a "Grow to Eat" project and are looking to lease two pieces of land at the allotments to grow food, cook it, eat it and possibly sell on for a donation. Cllr McPherson also reported that they are looking at "Happy to Chat Benches" which perhaps the Parish Council could consider in the future for the playing fields.

23. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING

- a. Any items for the agenda to be emailed to the Clerk

24. DATE OF NEXT MEETING – 18th January 2022

There being no further business the meeting closed at 9.07pm

Chair..... Date.....

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£503.03		£503.03	Salary Jan-21
Tracey Martin	£51.99		£51.99	Mobile Top up, Home Allowance, Tree disposal & batteries
DCK Payroll Solutions	£25.00	£5.00	£30.00	Dec Payroll Processing
Tea at Three	£200.00		£200.00	Grant approved 21/12/21
Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying
Camsec	£20.83	£4.17	£25.00	SIM Line Rental
Print Now	£262.89		£262.89	14 Copies of Transport Vision printed and bound
Total	£1,206.74	£37.77	£1,244.51	

Direct Debits

Payee	Net	VAT	Gross	Comment
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.20		£29.20	Pension Contribution
Total	£49.20		£49.20	

TO NOTE QUARTER 3 ACCOUNTS

General Reserve Brought Forward	£	48,719.81
Precept Received	£	30,250.00
Other income excl CIL	£	5,578.70
VAT refunds From March 2021)	£	8,624.29
Payments net of VAT (excluding CIL)	-£	26,498.56
VAT on payments	-£	5,827.07
Current General Reserve	£	60,847.17

CIL Reserve Brought Forward	£	407,488.76
CIL Receipts	£	45,486.65
CIL Payments	-£	18,669.58
Balance Remaining	£	434,305.83

VAT ON PAYMENTS	£	5,827.07
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TOTAL RESERVES	£	495,153.00
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Cash in Bank £495,153.00
Difference £ -

	BUDGET	To Date	Variance
Admin			
Salaries	6,600.00	4,553.07	2,046.93
HMRC / Pension Contributions	700.00	386.00	314.00
Home Allowance	260.00	195.00	65.00
Admin General	2,112.00	1,033.81	1,078.19
Electricity	108.00	158.61	-50.61
Payroll Processing	300.00	300.00	0.00
Election Costs	2,500.00	222.33	2,277.67
Audit Fees	180.00	550.00	-370.00
Village Halls for Meetings	100.00	100.00	0.00
Insurance	800.00	0.00	800.00
Training	200.00	90.00	110.00
Website	129.99	129.99	0.00
CCTV SIM Rental	0.00	208.31	
Newsletter	2,000.00	1,738.05	261.95
	15,989.99	9,665.17	6,533.13

	BUDGET	To Date	Variance
Maintenance			
Devolved Services	4,500.00	2,708.63	1,791.37
Maintenance	12,000.00	3,403.30	8,596.70
Risk Ass	204.00	113.00	91.00
Playground / Equipment			
Repairs	0.00	3,102.00	-3,102.00
Grass Hedges & Trees	500.00	1,783.33	-1,283.33
Bins	2,880.00	1,890.00	990.00
	20,084.00	13,000.26	7,083.74

	BUDGET	To Date	Variance
GRANTS & SUBS			
Grants & Donations	2,000.00	3,571.13	-1,571.13
Subs	250.00	262.00	-12.00
	2,250.00	3,833.13	-1,583.13

	BUDGET	To Date	Variance
CAPITAL PROJECTS			
CIL PROJECTS		18,669.58	-18,669.58
		0.00	0.00
	0.00	18,669.58	-18,669.58

Longwick Cum Imer Parish Council

DATE: 31ST DECEMBER 21

Cash book Balance Brought forward			
	01/04/2021		456,208.57
	Receipts Year to date		89,939.64
	Payments Year to date	<u>50,995.21</u>	
			495,153.00
Current Account	Bank statement		95,992.46
Deposit Account	Bank statement		399,160.54
	Unpresented cheques:		
	Total unpresented	<u>0.00</u>	
			<u>495,153.00</u>
	difference		0.00