



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 19th April 2022 at 8pm.

AGENDA

Public Forum – The first ten minutes are available for the public to express their view or ask questions on 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 15th March 2022
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 receive an update on Jubilee celebrations
9. To receive an update on Traffic Calming project
10. To note accounts for payment in accordance with the budget
11. To approve the appointment of Everything Figures for monthly payroll
12. To approve the quote from Scribe (Starboard Systems) to move from Excel accounts to an online platform
13. To decide whether to purchase picnic benches for the playground as recommended by the school pupils
14. To agree to partner with the North West Chiltern Community Boards to establish a grow to eat project and eventually for the Parish Council to adopt the initiative
15. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
16. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
17. To consider agenda items for the next meeting
18. Date of next meeting – 17th May 2022 – Annual Meeting of the Council starting at 7.30pm.

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

11th April 2022



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 15TH MARCH 2022 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT

Cllr Val McPherson BEM (Chair)

Cllrs Brian Richards (Vice), Jane Rogers, Richard Myers and Alex Barter

Tracey Martin (Clerk)

Buckinghamshire Councillor: Matt Walsh

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received and accepted from Cllr van Apeldoorn and Cllr Wilkes.
Buckinghamshire Councillors: Cllr Turner, and Cllr Hall
2. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 15th FEBRUARY 2022:**
Approved by all Councillors.
3. **DECLARATIONS OF INTEREST:** None
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
 - a. Cllr Walsh stated that Buckinghamshire Council have been busy dealing with the Ukrainian Refugee crisis including locating translators and healthcare provision and the home a refugee initiative which the government have confirmed that they will be covering any costs.
 - b. A meeting had taken place regarding the Transport Vision and Cllr Walsh confirmed that the Parish Council is due £69k in CIL over the next 18 months.
 - c. Cllr Walsh stated that monthly meetings take place with the Local Area Technician so any issues which are reported through FixMyStreet which are not rectified then to email the Risborough Councillors who will raise the issue directly.
 - d. Cllr Walsh stated that if Councillors have any issues or concerns with a planning application to email the Risborough Ward Councillors who can book a 20-minute slot with planners to discuss.
 - e. Cllr McPherson stated that the Parish Council had received confirmation of the works on Bar Lane but asked when the works would commence. Cllr Walsh to find out. **Action: Cllr Walsh**
 - f. Cllr Walsh reported that the Community Boards will have a lot less funds next year around £170K across all the boards and suggested that local organisations are encouraged to put in applications early.
 - g. A concern was raised about the huge pile of green waste which is still in place on the corner of Aslett Lane/Lower Icknield Way. Cllr Walsh responded that an enforcement notice has been served to stop the burning of such waste but he will contact the Member for Enforcement for an update. In addition, many local residents are increasingly frustrated at the apparent slow response to the closure of the adjacent unauthorised settlement of mobile homes and the lack of specific and definitive news re eviction. Mobile generators on the site are now making a further noise issue. Cllr Walsh suggested that the Council write a letter raising concerns to the 3 Risborough Ward Councillors.
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
 - a. The Clerk reported that the direct debit for EDF Energy is increasing to £25.
6. **TO RECEIVE AN UPDATE ON KISSING GATES**
 - a. Cllr Richards stated that footpath 16 is still outstanding. It has been reported to Rights of Way and Rights of Way have made contact with the landowner but no progress has been made. A representative of the Chiltern Society had also walked the footpath and their comments had been shared with the Rights of Way Officer.
7. **PLANNING**

The following new applications were reviewed and discussed:
22/05437/FUL: The Old Forge Thame Road Longwick: No comment to make

The following applications status has changed:

21/08744/FUL: White Gables 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	£26.85		£26.85	Mobile Top up, Home Allowance, Postage
HMRC	£5.29		£5.29	PAYE
DCK Payroll Solutions	£25.00	£5.00	£30.00	February Payroll
AJGIBL	£870.17		£870.17	Insurance renewal 22-23
Orchard View Farm	£59.30	£6.25	£65.55	Hire of Mtg room 16/02 and refreshments
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Reids Playground	£890.00	£178.00	£1,068.00	Rubber Mulch - gym equipment
Longwick Village Hall	£120.00		£120.00	Hall Hire for Mtgs Oct 21 to Mar 22
Brian Richards	£11.64	£1.33	£12.97	Stationery expenses
Valerie McPherson	£25.10	£5.02	£30.12	Transport Vision Plan Printing
Total	£2,679.38	£224.20	£2,903.58	

The following invoices have been already been paid as previously approved

Robert Kirby	£14,585.83	£2,917.17	£17,503.00	1st Instalment Paid 4th March 22
Playdale Playgrounds	£2,959.50	£591.90	£3,551.40	Paid 04/03 as agreed at December meeting

All payments were approved.

The Clerk reported that she had received an overpayment of £6 last month due to a calculation error. £6 will be reduced in the expenses for this month.

9. TO NOTE NATIONAL SALARY, INCREASE OF 1.75% BACK DATED TO APRIL 2021: Noted

10. TO RECEIVE AN UPDATE ON THE JUBILEE CELEBRATIONS

- a. Cllr Barter provided an updated: The Parish Council will not be purchasing ice creams now as an ice cream van will be attending. There will be a crafting area, chairplane ride, bunting made by children in the Parish, music is still to be decided and advertising will be produced soon. It was decided to purchase mugs as the commemorative gift for children in the Parish.

11. TO RECEIVE AN UPDATE ON THE TRAFFIC CALMING PROJECT

- a. Cllr McPherson reported that maps have been produced showing the desired changes to certain speed limits. A further meeting will be scheduled to agree proposals and then a meeting will take place with the Risborough Ward Councillors to finalise the proposals. Any comments from Councillors to be submitted to Cllr McPherson by the 6th April.

12. **LONGWICK CHURCH OF ENGLAND COMBINED SCHOOL – TO CONSIDER PROPOSALS FROM THE SCHOOL AND APPROVE THE RELEASE OF FUNDS GRANTED IN MARCH 2019 – TOTAL GRANT: £35,000:** It was agreed by all Councillors present to approve the release of funds. To be added to payment schedule. **Action: Clerk**

13. CONSIDER RESPONSE TO THE YEAR 6 PUPIL'S IDEAS FOR IMPROVING LONGWICK COMMUNITY

- a. Cllr Richards stated that as part of the year 6 religious studies they had been looking at Ummah which means to be a part of your community which resulted in some of the children writing in letters to the Parish Council. The four key areas which were highlighted were:
 - i. Foodbank: This isn't a direct responsibility of the Parish Council but the Parish Council could write to the appropriate authorities highlighting the concerns raised by the children.
 - ii. Drop-in centre at the Village Hall with a café, worship area and games room. Cllr Richards suggested that the Parish Council could write to the Village Hall sharing the ideas which could be considered when the Village Hall works are complete.
 - iii. Picnics tables on the field so that people can socialise. The Parish Council could consider this.
 - iv. Community Garden.

- b. Discussions were had on the above suggestions and it was agreed that Cllr Richards would write to the students thanking them for their comments which will be passed on. **Action: Cllr Richards**

14. TO CONSIDER QUOTE FOR ADDING STEPS TO THE ENTRANCE TO THE WAR MEMORIAL

- a. Unfortunately, only one quote had been received. It was agreed that more quotes were required. **Action: Clerk**

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

- a. The Clerk reported that she had received an email from Ilmer requesting that they use the Village Green for their Jubilee event on the 5th June. All Councillors were in agreement.
- b. The Clerk reported that she had received an email from Princes Risborough Town Council regarding the grass cutting of the playing field for which the price has increased 2% to £3009. All Councillors were in agreement to proceed.
- c. Cllr Barter stated that the preschool will be running an easter egg trail around the village and will be using the telegraph poles for the trail.
- d. Cllr Barter asked for an update on the Community Engagement event which had been discussed previously. The Clerk stated that this can be arranged a date is required from Cllr Barter and Cllr Wilkes.
- e. Cllr Myers had been confronted in the Village Hall car park from a member of the Village Hall committee who had proceeded to shout at him about the boiler not working. The Committee Member had also phoned the builder on a Sunday. All Councillors were in agreement that it was completely inappropriate for the Committee Member to shout at a Councillor and also for them to make direct contact with our builder not only at his home but on a Sunday afternoon, particularly bearing in mind that the Village Hall Committee had signed up to only the 4 members of the working group (2 Councillors and the Chairman and Vice Chairman of the village hall) would deal directly with the builder. Actions by the member were both inappropriate and unacceptable. It was agreed that Cllr McPherson as Chairman would write to the Chairman of the Village Hall Committee meeting stating the above.
- f. Cllr McPherson asked Councillors if they would be happy for the Parish Council to show their support for Ukraine by providing details on the website and Facebook as to where people can donate. All Councillors were in agreement.

16. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL: None attended

17. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING: Agenda items to be emailed to the Clerk.

18. DATE OF NEXT MEETING – 19th April 2022: It was agreed that the Annual Parish Meeting would start at 7pm with tea and coffee available and the Parish Council meeting starting at 8pm. To try and encourage more people to attend a flyer will be distributed in the newsletter and information put on Facebook.

There being no further business the meeting closed at 8.45pm

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

8: PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£591.97		£591.97	Salary plus backpay
Mar-22 Tracey Martin	£112.22		£112.22	Mobile Top up, HA, Jubilee Costs
Longwick School	£35,000.00		£35,000.00	Grant
DCK Payroll Solutions	£25.00	£5.00	£30.00	Payroll Processing March - P2895
HMRC	£47.40	£47.40		PAYE
Shield Management Group	£143.00	£28.60	£171.60	Bin Emptying - 5568
Print Now	£531.00		£531.00	Printing newsletter and leaflets 590
BMKALC	£45.00		£45.00	S106 & CIL Training - Cllr van Apeldoorn (3560)
Wel Medical	£425.00	£85.00	£510.00	Defib Cabinet
JSG Handyman	£571.00		£571.00	Replace of Longwick Village entry gate and treating noticeboard with Danish Additional refix loose sheeting on garage roof (2223/0013)
Total	£37,491.59	£118.60	£37,610.19	
Approved Payments Made				
Robert Kirby	£14,585.83	£2,917.17	£17,503.00	2nd stage payment (850)
Nationwide transfer of funds to savings account	£80,000.00			
Robert Kirby	£14,585.83	£2,917.17	£17,503.00	3rd stage payment
	£109,171.66	£5,834.34	£35,006.00	

SCRIBE

The Clerk would like to move from Excel accounts to Scribe which is an online platform which she uses with her two other Parishes.

The major benefit for the Clerk is the time factor when producing the end of year accounts. With Scribe you click a button and it generates the AGAR instantly where is with Excel it takes time to produce especially now the Parish Council is having to report on an income and expenditure basis.

Plan details & pricing

We outlined the following package based on our discussion, including:

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

Item	Subtotal
Annual Subscription Fee	
Accounts	£288
Initial Set-up Fee	
Accounts	£197

Accounts subtotal £485 + VAT

BENCHES:

The below bench is £465 each or we have the below bundle deal.

Bundle Deal 3 for £1290 – 20 year guarantee

+ We can supply 2 x Brackets & 2 x Fixing Bolts for hard surfaces per set for £14.00 + VAT.

FREE DELIVERY AND READY ASSEMBLED TOO!!

- Maintenance free
- Ready assembled
- Environmentally friendly - Made from recyclable plastic
- Hygienic & easy to clean
- UV Stable
- Vandal resistant

Dimensions

Bench - 480mm Height x 1500mm Length x 220mm Depth

Table - 800mm Height x 1500mm Length x 550mm Depth

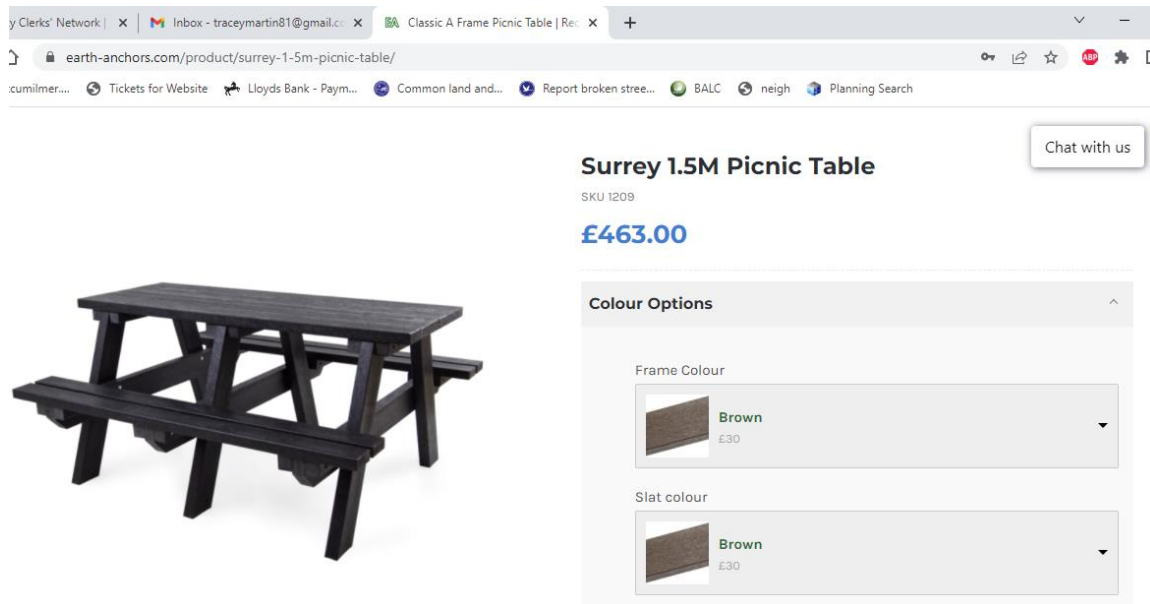
Weight - 100kg



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Earth Anchors: 1.5m picnic table



Surrey 1.5M Picnic Table
SKU 1209
£463.00

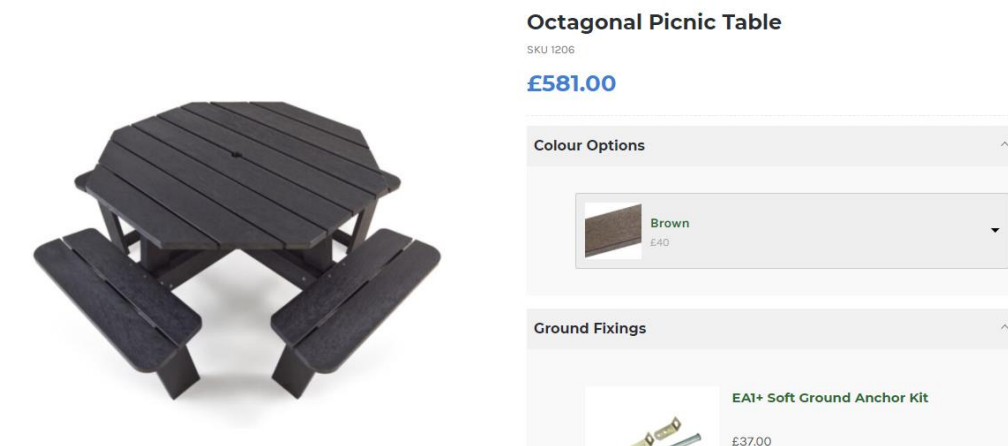
Chat with us

Colour Options

Frame Colour
Brown £30

Slat colour
Brown £30

Earth Anchors octagonal table Recycled Plastic in Brown £581 including concrete fixings + delivery

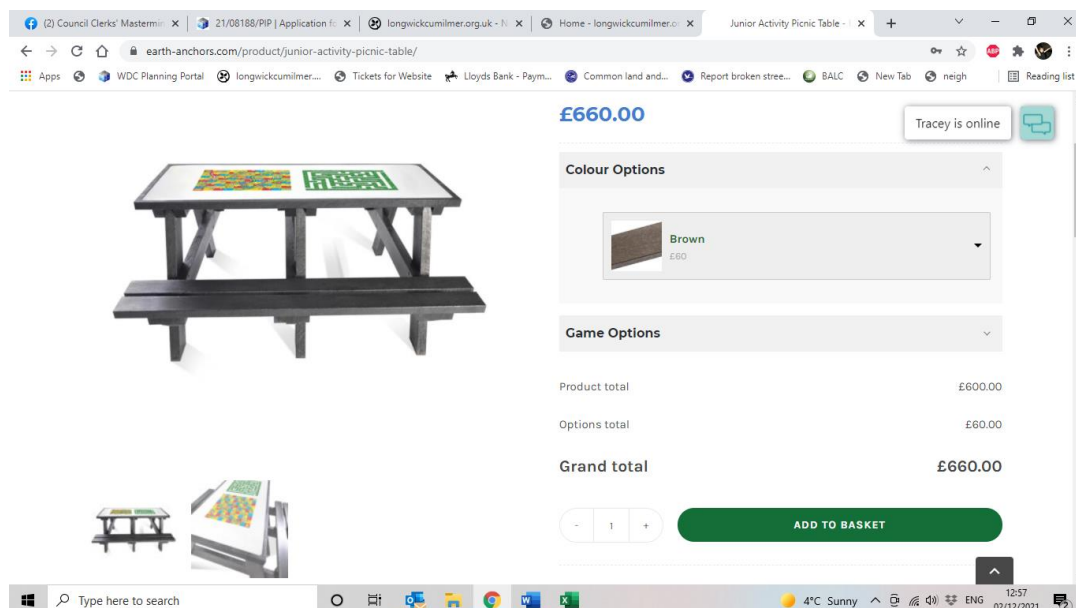


Octagonal Picnic Table
SKU 1206
£581.00

Colour Options
Brown £40

Ground Fixings
EA1+ Soft Ground Anchor Kit
£37.00

Games Table £660 + delivery and fixings



Junior Activity Picnic Table
£660.00

Tracy is online

Colour Options
Brown £60

Game Options

Product total £600.00
Options total £60.00
Grand total £660.00

ADD TO BASKET

British Recycled Plastics:

£385.86 + fixings (allow £50)

britishrecycledplastic.co.uk/product/denholme-picnic-table/

£348.26 – £420.20

Prices excl.VAT

DESCRIPTION

- Comfortably seats four adults or six children.
- Co-ordinates well with all of our other picnic tables and benches.
- Available in black, brown and with a wide range of colours on black frames.
- Made in the UK from British waste plastic.
- Semi-assembled.

If you represent a school, a public sector organisation or a large charity like the National Trust and would like to pay by invoice, please phone or email us and we'll work with you directly.

VAT is not included in the price, VAT and delivery will be added at checkout for mainland Britain (excluding Highlands and Islands).

Lead times may vary, please contact our wonderful support team with any queries on 01422 419 555 or info@britishrecycledplastic.co.uk.

Colour Clear

£385.86

£506.85 + fittings

Walkthrough Batley | Accessible x +

britishrecycledplastic.co.uk/product/batley-walkthrough-picnic-table/

A clever design to make life easier for users with limited mobility.

£457.80 – £555.90

Prices excl.VAT

DESCRIPTION

- V-frame design means users can walk right into their seat without needing to swing their leg over a bench.
- Co-ordinates well with all of our other picnic tables and benches.
- Available in black, brown and with a wide range of colours on black frames.
- Semi-assembled.
- Made in the UK from British waste plastic.

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CORRESPONDENCE

Correspondence 1:

To consider a response to National Association of Local Councils (NALC): Issues which the Parish Council would like addressed and which services you would like NALC to consider

Dear chairs and councillors of smaller councils

The National Association of Local Councils (NALC) has a committee specifically dedicated to smaller local (parish and town) councils – these are defined as those councils with an electorate under 6,000. The members who serve on the committee all come from small local councils themselves.

We would like to hear from you on the issues you would like us to address that are specific to small councils and to invite you to tell us what services NALC could consider offering to meet your needs. For instance, are there any specific issues you would like us to feed into NALC's online events, committee meetings or national network sessions which you would find particularly useful and/or is there a particular issue you think we should be lobbying government about which we aren't currently?

In case you might find it useful, the committee has been considering the following subjects:

- practice regarding planning consultations
- carbon literacy
- identifying future membership needs for advice/guidance and providing feedback/input on NALC services
- practical issues arising from small councils having limited capacity
- sharing good practice, supporting NALC campaigns/big themes and helping develop the evidence base including through surveys
- improving good governance
- increasing take-up of the Local Council Award Scheme and CILCA

We hope you will consider this request as an agenda item at your next local council meeting.

We look forward to hearing from you.

Correspondence 2:

A user is hiring the Village Hall on the 25th June 2022 1pm to 4pm and they have requested use of the playing field.

We are having a staff gathering at the village hall and if the weather permits would like to be able to spread out onto the grass area.

Correspondence 3:

We've just been walking in the Longwick playfield and seen a group of children - (the usual ones on scooters) climbing and mucking about on the roof of the pagoda. There were at least three of them.

You might be able to see it on CCTV.